GENERAL DIRECTORY OF PROCEDURES

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1 INTRODUCTION

The Ministry of Humanitarian Affairs (MHA) and the Humanitarian Aid Commission (HAC) have taken the opportunity to issue the first Directory of Procedures for NGOs in order to facilitate the activities of the NGOs in the Sudan.

MHA and HAC are aware of the importance of providing procedures information related to NGOs. The General Directory of Procedures for NGOs was issued for the first time to explain to NGOs how to register, apply for permits and exemptions etc and to outline how these will then be handled by the concerned Government departments.

The General Directory consists of many chapters that provide a package of important information for those who work with the Humanitarian and Voluntary Aid in the Sudan.

The General Directory has considerable benefits. It records all procedures regarding NGO activities and Voluntary Work and sets out how such procedures promote and organize humanitarian activities in the Sudan.

The procedures cover registration of new NGOs, immigration procedures, customs, taxation, labor, registration of vehicles and equipment, issuing plates numbers, clearance, recruitment, NGO work, health procedures, medical staff, communications devices, arrivals at airports and seaports, aviation traffic, media documentary materials, in order to facilitate NGO humanitarian assistance in Sudan. Procedures for the 10 states of Southern Sudan must be checked against SSRRC requirements.

Moreover, the Directory provides a good opportunity to organize the administration channels and create considerable coordination with different local and international partners in the field of humanitarian Voluntary activities.

All chapters in the Directory reflect the role of the Ministries and governmental establishments in order to create good contacts, develop the cooperation and coordination with all official and governmental establishments.

We do hope that, issuing such a directory represents a turning point that will help develop understanding with the national and international NGOs.

In addition, the General Directory will inevitably push forward the field of humanitarian work track in the Sudan considering the present significant increase in international development in various fields.

Finally, the General Directory will of course, promote the administration of the Voluntary humanitarian activities.

A specific annex concerning procedures for Darfur is attached to this document. The Darfur annex should be read in conjunction with the general procedures that apply to the rest of Sudan. Many procedures are the same for Darfur as they are for the rest of the country and only those that are different are included in the annex.

This document, intended to clarify some of the procedures that NGOs are to follow, has been compiled on the basis of relevant current legislation and regulations, and imparts no legal obligation. Any new law or regulation will warrant a revision of the relevant section of the procedures. Organizations making use of this document must make reference to current legislation for any legal obligation. The Joint Procedures Centre (JPC), in collaboration with the Tripartite Joint Technical Committee, will be responsible for periodical revision of the General Procedures and updates, which will then be endorsed by the High Level Committee (for Darfur).
2 REGISTRATION PROCEDURES

2.1 Registration of International NGOs (INGOs)

2.2 Permanent Registration

Permanent registration is for the whole of Sudan. In addition to the terms of article 9(3) of the Humanitarian and Voluntary Act 2006, the concerned NGO shall provide the following to the Embassy of Sudan in the country where the NGO Headquarters is located or to the nearest Embassy in the region:

- A request addressed to the NGOs Registrar General signed by the NGO Headquarters or Representative stating the type of activity/expected programmes to be implemented in the Sudan, areas of operations and an indicative budget. Such activity or programmes shall not be of religious, missionary, ethnic, political nature or in contradiction with the prevailing laws in the Sudan.

- Submit form (A) – to be filled by the NGO Headquarters.

- Copy of the Financial Report and all the NGO activities in the last three years.

- Copy of the NGO certificate in the country where the headquarters are located.

An official reply will be provided to the NGO - within three months from the submission of all required documents – in form of a registration certificate signed by the Registrar General or a letter of refusal. Renewal of registration must take place every year (see 2.1.2).

Following registration and before starting activities, the NGO shall sign the Country Agreement with the Registrar General (HAC).

The moment the NGO received positive response about the registration, the NGO will have to pay a registration fee at HAC Federal. A receipt for this payment will be provided to the NGO.

2.3 Annual Renewal of the Registration (Licensing Renewal)

One month before the expiry of the certificate of registration the INGO shall provide the following to the Registrar General Office:

- The NGO Country Director or his/her representative shall submit a letter to the Registrar General requesting the renewal of the registration and indicating plans and summary budget for the following year.

- Registration renewal form duly filled.

- A copy of the annual report, financial report, and audited report of the previous year of activity (except for newly established organizations, which will have to report activities since their establishment).

- Payment of renewal/licensing fee. An official receipt will be given for any payment.

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1 Article 9(3) reads as follows: ‘For the purpose of the registration of any foreign voluntary organization, the following conditions shall be satisfied, namely that: a) it shall be registered in accordance with the laws in force in the state of origin; b) it shall produce a registration certificate approved by the Sudan embassy, or its diplomatic mission in the state concerned; c) it shall present an application showing the type of the work, which it intends to practice in the Sudan; d) its quarters of origin shall not be in any state, in a state of war with the Sudan, or boycotted thereby; e) it shall produce what may prove its financial and technical capabilities to practice the activity, or the work intended to be practiced in the Sudan, and the sources of such capabilities; f) it shall implement its programmes in cooperation, or jointly with national organization, or more; g) it shall sign the country agreement; h) any other conditions, as the Ministry may lay down, from time to time’ (sic).
When all requirements are provided by the concerned NGO, a renewal certificate signed by the Registrar General shall be issued within one week.

2.4 Registration of National NGOs (NNGOs)

For registration of National NGOs the concerned organization should submit the following:

- An application, signed by the NGO Preparation Committee requesting the registration
- Submission of the constitution of the NGO, which must include the following information:
  - Objectives of the NGO.
  - Means to achieve their goals.
  - Organogram.
  - Membership conditions.
  - Expected financial resources.
  - Mechanisms for closing down of the NGO.
  - Disposal of assets in case of closing down.
- List of Members (minimum 30).
- Names and CVs of the Preparation Committee members.
- Address of the NGO.
- Payment of registration fee. An official receipt will be given for any payment.

When all requirements are provided by the concerned NGO, a registration certificate signed by the Registrar General shall be issued within one month. Renewal of registration must take place every year (see 2.1.2).

2.5 NGOs Networks

As per the provision of article 15(2) of the Humanitarian and Voluntary Act 2006, NGOs may establish networks. A network must be composed of a minimum of 10 organizations registered with HAC, working in the same sector or geographical area.

For a network to be recognized, the following documents must be provided to HAC:

- Copy of the constitution of the network, which must include the following information:
  - Objectives of the NGOs network.
  - Means to achieve their goals.
  - Organogram.
  - Membership conditions.
  - Expected financial resources (where applicable).
  - Mechanisms for closing down of the network.
  - Disposal of assets in case of closing down (where applicable).
- Address of the network.
- List of Members (minimum 10).
- Payment of fee. An official receipt will be given for any payment.

When all requirements are provided by the concerned NGO, a registration certificate signed by the Registrar General shall be issued within two months. Renewal of registration must take place every two years.
3 IMMIGRATION AND TRAVEL PROCEDURES

3.1 Entry Visa\(^2\) for Work Purpose for Foreigners Working for International NGOs

Stage 1 – Procedure at JPC

To obtain this visa, the NGO shall submit the following to the JPC:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGOs Director General at JPC, requesting the entry visa and stating the position/place of work/contract duration of the staff member.
- A recent color photo.
- A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- Copy of the Curriculum Vitae.
- Job Description/Terms of Reference (TOR).
- A copy of the relevant Technical Agreement (except for posts excluded from Technical Agreements as set out in chapter 7.1).

When the procedure at the JPC is completed, the Immigration Office at JPC will provide a reference number for the visa to the NGO. The NGO will have to bring the number to the MoFA, who in turn will give another reference number that will be transmitted to the embassy where the staff member is applying for the entry visa. MoFA will also issue a document to the NGO with the relevant information (including reference number) for follow up with the relevant embassy. It is the responsibility of the NGO to provide the staff member with a copy of the MoFA document.

Stage 2 – Procedure at Embassy

Once stage 1 is completed, the applicant should present the following documents to the Embassy of the Sudan where he/she is applying.

- Entry visa application form duly filled.
- Payment of fees\(^3\). An official receipt will be given for any payment.
- Reference number as supplied by the MoFA.

To obtain a visa for family members (spouse and children), the same procedure applies, with the exception of provision of a job description and the Technical Agreement.

3.2 Exceptional Entry Permit Procedures

In case of sudden emergencies anywhere in Sudan as per declaration of any of the Federal Government entities, or in case of a special request made by Government entities to international partners for immediate deployment of NGO personnel to respond to a sudden crisis, processes to facilitate swift entry will be used.

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\(^2\) Entry visa is usually valid for one month.

\(^3\) Amount of fees varies depending on country of application/origin.
To secure an emergency entry visa, the NGO shall submit a letter signed by the Country Director or his/her deputy to the NGO Director General at JPC explaining the situation and requesting assistance in securing an emergency visa to be either collected at the airport or at the relevant Sudan Embassy.

The letter should include details of the applicant’s name, profession, place of work, passport number, likely duration of contract and the embassy at which s/he will apply for an entry visa.

For visas to be issued at the airport, within 24 hours, the NGO Director General at JPC will write a letter addressed to the Immigration authorities that an emergency visa should be issued.

For visas issued at the embassy, the MoFA will issue the letter to be used at the embassy within two working days.

At the Sudan embassy, the applicant will submit the following documents:

- A copy of the letter from the NGO General Director at JPC.
- A recent and colored photo.
- The passport.
- A certificate showing academic qualifications (only required for medical doctors/nurses/civil engineers).
- Copy of the Curriculum Vitae (C.V.).
- A completed Immigration Form.

### 3.3 Entry Visa\(^4\) for Visitors

#### Stage 1 – Procedure at JPC

To obtain this visa, the NGO shall submit the following to the JPC:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director at HAC, requesting the entry visa and stating the person, purpose of visit, required period, the relation of the visitor with the NGO.
- A recent color photo.
- A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- Copy of the Curriculum Vitae (C.V.).

When the procedure at the JPC is completed, the Immigration Office at JPC will provide a reference number for the visa to the NGO. The NGO will have to bring the number to the MoFA, who in turn will give another reference number that will be transmitted to the embassy where the staff member is applying for the entry visa. MoFA will also issue a document to the NGO with the relevant information (including reference number) for follow up with the relevant embassy. It is the responsibility of the NGO to provide the staff member with a copy of the MoFA document.

#### Stage 2 – Procedure at Embassy

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\(^4\) Entry visa is usually valid for one month. It is possible to apply for one-month extensions up to a maximum of three months from the day of the first entry in the Sudan.
Once stage 1 is completed, the applicant should present the following documents to the Embassy of the Sudan where he/she is applying:

- Entry visa application form duly filled.
- Payment of fees\(^5\). An official receipt will be given for any payment.
- Reference number as supplied by the MoFA.

### 3.4 Entry Visa for Foreigners Working for National NGOs

#### Stage 1 – Procedure at JPC

For the purpose of obtaining an entry visa for foreign staff working for NNGOs, the NGO shall submit the following to the JPC:

- A letter from the NGO signed by the Director or his/her Deputy addressed to the NGO Director General at JPC specifying the purpose of entry and the duration of stay.
- A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- Copy of the Registration Certificate of the NGO.
- Copy of the CV of the international staff member.

When the procedure at the JPC is completed, the Immigration Office at JPC will provide a reference number for the visa to the NGO. The NGO will have to bring the number to the MoFA, who in turn will give another reference number that will be transmitted to the embassy where the staff member is applying for the entry visa. MoFA will also issue a document to the NGO with the relevant information (including reference number) for follow up with the relevant embassy. It is the responsibility of the NGO to provide the staff member with a copy of the MoFA document.

#### Stage 2 – Procedure at Embassy

Once stage 1 is completed, the staff member should present the following documents to the Embassy of the Sudan where he/she is applying:

- Entry visa application form duly filled.
- Payment of fees\(^6\). An official receipt will be given for any payment.
- Reference number as supplied by the MoFA.

To obtain a visa for family members (spouse and children), the same procedure applies, with the exception of provision of job description.

### 3.5 Procedures for Entry Visa Issued at the Airport

Should the applicant live/reside in a country where there is no Embassy of Sudan, the NGO can apply to obtain an entry visa at the airport. The NGO should provide the information for a staff member or visitor visa as appropriate as set out in sections 3.1, 3.2 or 3.3 above. The letter should explain that an airport visa is being requested.

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\(^5\) Amount of fees varies depending on country of application/origin.

\(^6\) Amount of fees varies depending on country of application/origin.
3.6 Registration of Foreigners

On arrival in the country, staff/visitors have three days to register with the Immigration/Registration Office. To register, the NGO is to provide the following:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the Immigration/Registration Office requesting registration of the staff member.
- A copy of the passport, including full name and other details, as well as the entry visa stamp. The NGO is to ensure that the copy is clear.
- Copy of the registration form duly filled, with duty stamp.
- Payment of fees. An official receipt will be given for any payment.

Should the staff member travel immediately to the field (and this is often the case for visitors), registration can be done in any of the State capitals. The same requirements apply for registration at State and at Khartoum level. Should this procedure be opted for, the NGO will have to re-register the staff member in Khartoum prior to his/her departure from the country, and in any case before the expiry of the visa. Procedure for re-registration requires:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the police requesting re-registration of the staff member.
- A copy of the passport, including full name and other details, as well as the entry visa stamp and registration stamp obtained at State level. The NGO is to ensure that the copy is clear.
- Copy of the registration form duly filled, with duty stamp.
- Payment of fees. An official receipt will be given for any payment.

3.7 Stay Visa (Residence Permit) for Foreigners Working for International and National NGOs – New and Renewal

NGO staff must apply for a residence permit/stay visa within one month of arrival in country. The purpose of the visa should only be to work for the NGO that brought the staff member into the country. It is not possible to change employer organizations when changing from entry to stay visa.

In order to obtain a residence permit, the following shall be provided:

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7 Should the work permit process not be concluded within a month from the date of arrival of the staff, the NGO is to write a letter to the NGO Director General at JPC, who in turn request the Department of Immigration for an extension of the initial visa. It is possible to apply for one-month extensions up to a maximum of two months. During this period the staff member is allowed to work. The initial visa cannot be extended beyond two months, after which the staff will be illegal in the country, and should this happen the NGO will have to pay a fine of SP 100 per day of illegal stay in the country.
Three copies of a letter from the NGO signed by the Country Director or his/her Deputy and addressed to the NGO Director General at JPC, specifying that the staff member is in country to work with the NGO. The letter should also indicate that the procedure to request a work permit has been submitted to the Labor office and is underway.

- A copy of the work contract.
- A copy of the passport, including full name, entry visa and other details. The NGO is to ensure that the copy is clear.
- Immigration form duly filled, with duty stamp.
- A copy of HIV/AIDS exemption certificate.
- A copy of the valid work permit once this has been granted (for work permit procedures see section 7.1). The NGO is to ensure that the copy is clear.
- Payment of fees. An official receipt will be given for any payment.
- For renewal of visas a copy of previous stay visa/stay permit.

Note that the application for the stay visa should be started after the application for the work permit is submitted. However, the stay permit will not be issued until the work permit has been granted and a copy submitted to HAC.

### 3.8 Exit and Re-Entry Visa

In order to obtain an exit and re-entry visa, the following shall be provided:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating the purpose of the exit, duration and destination.
- Exit and re-entry form duly filled, with duty stamp.
- A copy of the passport, including full name and other details, including the valid residence permit stamp. The NGO is to ensure that the copy is clear.
- Tax exemption certificate (to be obtained before the start of the procedure at JPC, see section 5.4) from the Tax Department/Ministry of Finance.
- Payment of fees. An official receipt will be given for any payment.
- Emergency visa. In cases where a staff member needs to leave the country owing to an emergency such as medical evacuation or bereavement, HAC/JPC will facilitate processing of an exit, re-entry visa within a day.

### 3.9 Multiple Exit and Re-Entry Visa

All INGO Directors and their family members (spouse and children) will be issued with multiple re-entry visas as follows:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting the visa.
- A recent color photo.

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8 Return into the country must take place within the period of validity of the Stay Visa.
9 Validity of the exit and re-entry visa depends on the validity of the residence permit/stay visa.
3.10 Final Exit Visa

In order to obtain the final exit visa, the following shall be provided:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting a final exit visa.
- Final exit form duly filled, with duty stamp.
- A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- Tax exemption certificate (to be obtained before the start of the procedure at JPC see section 5.4) from the Tax Department /Ministry of Finance.
- Payment of fees. An official receipt will be given for any payment.

Should the residence permit expire before the final exit visa is processed, a one-month special extension of the residence permit will be issued simultaneously with the exit visa. This extension is not renewable and the staff member must exit the country within this timeframe.

3.11 Procedures for Traveling to State Capitals

Except for non-secure areas, which shall be identified by the concerned authorities, the procedures listed below shall be applied. Movement of international NGO staff within the State depends on procedures established by the State authority. Permission to travel from State Capitals to other locations must be obtained locally.

3.11.1 HAC ID Cards

HAC ID cards will be issued for NGO staff in possession of a stay visa (residence permit). This card will allow for travel to all State Capitals and the staff member will not be obliged to carry his passport. ID cards will be obtained when the NGO provides the following:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating the name of the visitor/ nationality/ position/ capacity/ purpose and the duration of the visit.
- A copy of the passport, including full name and other details and the valid stay visa. The NGO is to ensure that the copy is clear.
- Three recent color photos.
- Four copies of the HAC ID card form.
- Payment of printing cost of the card.
3.11.2 Travel Permit to State Capitals

For international staff that do not have a HAC ID card, a travel permit must be obtained. No fees should be paid for this procedure. To obtain such a permit, the NGO is to provide the following:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating the name of the applicant/ nationality/ position/ capacity/ purpose and the duration of the visit.
- A copy of the passport, including full name and other details and the valid stay visa. The NGO is to ensure that the copy is clear.
- Three recent color photos.
- Four copies of the travel permit form.

3.11.3 Traveling Procedures for Visitors

A travel permit shall be issued for foreigners who do not have residence permits and who need to move from one place to another. Requirements are as follows:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating the name of the person, destination and purpose of the visit.
- Four copies of the travel permit form.
- A copy of the passport, including full name and other details and the valid entry visa. The NGO is to ensure that the copy is clear.
- Three color photos.
- No fees are required.

4 CUSTOMS PROCEDURES

4.1 Customs Agreements for INGOs

Registered NGOs can seek to obtain a Customs Agreement with the Ministry of Finance (MoF) through the JPC. These agreements are renewed annually. The Customs Agreement is necessary to obtain exemption from custom duties for items included in the list submitted by the NGO and approved by MoF. Renewal of the Customs Agreement will be conditional on submission of an annual report, including information on the level of utilization of imported items during the previous year.

To obtain the Customs Agreement, NGOs will have to present the following documents to the JPC:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting a Customs Agreement.
- Copy of a valid Registration Certificate of the NGO. The NGO is to ensure that the copy is clear.
- Copy of the signed Country Agreement. The NGO is to ensure that the copy is clear.
- List of items (see below) to be imported signed by the Country Director or his/her Deputy. The list must be in line with the activities, plans and proposed projects of the organization.
4.2 Importation List

Every year, the NGO is to prepare a list of items that are expected to be imported into the country. This process is done at the same time as the customs agreement.

To obtain approval for the list of items the NGO is to provide the following to the JPC:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC, including the list of items to be approved.
- The NGOs have from January to mid April to submit their import list.

4.3 Adding New Items to the Importation List

In order to add items to the importation list during the year, the NGO is to provide the following:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC providing the reason(s) for the addition of items to the approved importation list.
- A copy of a valid Customs Agreement. The NGO is to ensure that the copy is clear.
- Three copies of the previous list of imported items.

4.4 Importation of Items

General procedures are spelled below. However, in case of drugs and foodstuffs which might expire, HAC will issue a letter requesting immediate release from the port of such items with the understanding that the NGO will seek immediate completion of the approval processes at the JPC and at the Pharmacology and Toxics Department at the Federal Ministry of Health (for drugs) or with the Sudanese Standard and Metrology Organization (for food).
4.4.1 Drugs\textsuperscript{10} and Nutrition\textsuperscript{11} Items

At the time of import, drugs and nutrition items must have a minimum of 75\% of their shelf life. To be granted customs exemption for drugs, nutrition items, diagnostic material and medical equipment, the NGO shall submit in duplicate the following to HAC Director General Programme Coordination, to the attention of the Health Department:

- Letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General Programme Coordination at HAC, to the attention of the Health Department, stating type and quantity of items (which must be included in the approved importation list), storage, health projects, and beneficiaries.

- Bill of lading (for imported items) or invoice (for locally purchased items). The NGO is to ensure that the copy is clear.

- Detailed packing list, including generic name and commercial name of the item, concentration, dosage form, value and name of the producer/factory and country of origin of each item.

- For items imported in form of a kit, should the kit not be a standard one known by the Directorate of Pharmacology and Toxics Department/FMoH or by the World Health Organization, the NGO should provide the list of all items included in the kit.

- Copy of the Technical Agreement (except for emergency procurement).

After internal review at the HAC Health Department, the department will issue to the NGO a letter, which the NGO will bring to the General Director of Pharmacology and Toxics Department of FMoH (GDPTD/FMoH) for their approval.

The GDPTD/FMoH will issue an approval letter that the NGO will have to bring back to the HAC Health Department. The HAC Health Department will issue another letter to JPC to authorize proceeding of customs exemption. At the same time, the GDPTD/FMoH will issue another letter for the NGO to be brought to the port of entry. There, GDPTD/FMoH officials will check that all items are included in the packing list and NGO official will be allowed to collect samples and bring them back to the GDPTD/FMoH for testing. Once the samples have been tested, the GDPTD/FMoH will issue its written approval or rejection.

The NGO will then bring both letters issued by the GDPTD/FMoH with test results and HAC Health Department authorizing customs exemption to the JPC. The JPC will then will provide a letter of approval that the NGO will have to bring to the port of entry for their release from customs. In case of rejection, a re-exportation letter will be issued by JPC.

4.4.2 Diagnostic Material and Medical Equipment

To be granted customs exemption for these items the NGO shall submit the following to NGO Director General at JPC:

- Two copies of a letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating type and quantity of items (which must be included in the approved importation list), storage, health projects and the beneficiaries.

\textsuperscript{10} For drugs it is intended all medicines included in the latest issue of the ‘National List of Essential Medicines’, vaccines, cosmetics and any formula which has effects towards human health. Only the items included in the list can be imported in Sudan. If the item imported is not in the list, an order of re-exportation will be issue and the NGO will have to bear the cost for re-exporting.

\textsuperscript{11} For nutritional items is intended all nutritional formulas.
Two copies of the bill of lading (for imported items) or invoice (for locally purchased items). The NGO is to ensure that the copy is clear.

Two copies of the detailed packing list, including name of the producer/factory and country of origin of each item.

Copy of the Technical Agreement (except for emergency procurement)

After internal review at the JPC, the department will issue to the NGO a letter to be brought to the customs at the port of entry.

4.4.3 Foodstuffs

To be granted customs exemption for foodstuffs, the NGO shall submit:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC describing the list of items (which must be included in the approved importation list).
- A copy of the bill of lading (for imported items) or invoice (for locally purchased items). The NGO is to ensure that the copy is clear.
- Detailed packing list.

After internal review at the JPC, HAC will provide a letter of approval. The NGO is responsible for submitting this letter of approval, together with the full documentation listed above and endorsed by HAC, to the Health, Food Control Authorities and the Sudanese Standards and Metrology Organization (SSMO). Once the samples have been tested, the SSMO will issue its written approval, via HAC/JPC.

4.4.4 Vehicles, Machinery and Equipment

Vehicles, machinery and equipment whether purchased internationally or locally are exempt from customs fees. To be granted customs exemption, the NGO shall submit:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting exemption from customs fees.
- Copy of the invoice (for local purchase) or copy of the waybill (for international purchase). The NGO is to ensure that the copy is clear.
- Detailed packing list.

After internal review at JPC, HAC will provide a letter of approval. The NGO is responsible for submitting this letter of approval, together with the full documentation listed above and endorsed by HAC, to the Ministry of Finance for final endorsement.

4.4.5 Communications Equipment

Based on the laws of the government, permission for utilization of communication and V SAT devices using satellites is only allowed through government licensed companies (currently Sudatel and Canartel) and their subsidiaries. Illegal devices such as military and semi-military Communication Devices are prohibited by the Telecommunications law and regulations.

To be granted customs exemption for communications equipment the NGO shall provide:
A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC providing details on the type, number and the location where they will be used. The communications equipment must be relevant to the project being implemented.

In the case of radio base, HAC will second a radio operator to the NGO, and the NGO will be responsible for payment of salary.

After obtaining HAC approval, the NGO must pay fees to the NTC, as appropriate.

4.4.6 Reallocation of Relief Materials in Emergency Situation

Relief materials can be reallocated in emergency cases as follows:

- The NGO shall submit a letter from the NGO to the JPC signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting support in obtaining State approval to move materials or equipment.
- The NGO must then obtain written approval from the relevant State Authority (through HAC) authorizing the concerned NGO to reallocate the listed relief material and equipment from the project on a permanent or temporary basis.
- The NGO will submit to HAC at both federal and state level a brief report on the project from which the relief materials and equipment are shifted to ensure that the said project can continue to be smoothly implemented.

4.5 Procedures for Destruction of Expired, Damaged or Inappropriate Items

NGOs that need to destroy or re-utilize expired, damaged or inappropriate items (food and drugs) should follow the following procedures:

- Submit a letter to State HAC and to the State MoH at state level mentioning type of commodity(ies), quantity to be disposed of, and expiry date(s).
- Fill the relevant State MoH form (different from State to State) and submit to HAC and MOH together with the letter mentioned above.

A Government committee including concerned departments at state level will be formed and will be tasked to identify means and specifics of disposal or reutilization of items, as appropriate.

- Once the committee deliberation is known, the NGO will be responsible for the destruction of the items according to the specifications provided by the committee. The NGO will have to bear all expenses related to all phases of the disposal.
- Members of the committee and NGO officials must be present to the destruction of commodities.
- Members of the committee will issue a certificate that the disposal has been carried out according to the specifications that the Committee has laid. The certificate will be issued within three working days from the date of destruction.
- Should the items be reprocessed or reutilized by other entities, the NGO will bear no cost. HAC will issue a document indicating how the items will be reutilized. The certificate will be issued within seven working days from the date of deliberation of the committee. Should the NGO re-utilize the item in one of its projects, any cost of re-processing will be borne by the NGO.
- The NGO will submit a report to HAC federal on the disposal of items, including copies of the relevant documentation (letter to State HAC and SMoH, SMoH form, destruction certificate). The report is to be
endorsed by HAC at State level. The NGO will have to submit the report within seven working days from the date of reception of the certificate of destruction by the committee.

5 TAX EXEMPTION

5.1 Taxation Procedures
All imported items included in the approved list in accordance with the Customs Agreement are exempted from all types of taxation, except for Value Added Tax (VAT) for locally purchased items. Such exemptions are based on article 186 (A) of the Customs Law.

5.2 Value Added Tax (VAT)
Value Added Tax is payable for all items which are locally purchased by the NGO, whether these items are included in the approved import list or not.

5.3 Port Fees Exemption
The following procedures shall be followed to secure exemption from the payment of port fees:

- A letter from the NGO signed by the Country Director or his/her Deputy to the NGO Director General at JPC requesting port/deck fees exemption for the items plus freight charges with a copy of the bill of lading, packing list, invoice and the importation certificate that includes type and weight of imported items.

- HAC will write to MoF requesting an exemption, attaching the invoice. The MoF will issue an exemption letter. The NGO should go to MoF to retrieve the exemption letter.

5.4 Individual Income Tax
Sudanese staff working for foreign NGOs pays individual income tax according to the taxation law. NGOs should put Sudanese staff under the National Fund for Social Insurance12 and pay fees accordingly.

Only international staff working for NGOs are exempt from paying individual income tax. Tax exemption does not apply to services fees provided by the local authorities such as fees for environmental health.

To obtain tax exemption for international staff working for NGOs, the NGO shall submit to the JPC:

- A letter from the NGO signed by the Country Director or his/her Deputy to the NGO Director General at JPC requesting that the foreign staff member working for the NGO is to be exempted from individual income tax.

After internal review at JPC, HAC will provide a letter of approval. The NGO is responsible for submitting this letter of approval, together with the full documentation listed above and endorsed by HAC, to the Ministry of Finance for final endorsement.

12 Reference should be made to article 4 of the National Fund for Social Insurance regulations.
6 VEHICLE REGISTRATION AND ISSUING OF NUMBER PLATES

6.1 Registration of Vehicles Purchased Abroad and Locally
For registering vehicles, the following is required:
- A letter signed by the Country Director or his/her Deputy addressed to Director JPC HAC indicating number and type of vehicle, engine number, chassis number, model and color.
- Importation Certificate indicating engine number, chassis number, model and color (for vehicles purchased abroad).
- Fill form (attachment)
- Copy of the invoice.

A letter requesting Traffic Police Office/Plates department to issue a plate number shall be given to the NGO by HAC.

7 LABOR PROCEDURES
INGOs are encouraged to employ Sudanese nationals, when and wherever possible, in an effort to strengthen national capacities and provide long-term sustainability to programmes. This would also enhance the understanding of Sudanese perspectives within NGOs programmes. INGOs are committed to the development of their national staff members and should explicitly plan to develop their skills with a view to phasing a reduction in the number of international staff members as soon as it is feasible in the framework of current programming.

7.1 Work Permit for Foreign Staff

7.1.1 Work Permit (First time and Renewal) Working for International NGOs
In order to obtain a work permit for an international staff member the INGO shall submit the following documents to the JPC:
- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting the work permit.
- Labor Dept. (LD) form duly filled.
- A copy of job description.
- Copy of the Curriculum Vitae (CV).
- A copy of the work contract or letter of agreement stamped and signed by both employer and employee.
- A copy of the expatriate passport individual pages indicating name, date of birth, personal photo, and visa. The NGO is to ensure that the copy is clear.
- A copy of the qualifications certificates, officially translated into English or Arabic as appropriate.
- A copy of the relevant Technical Agreement including the approved expatriate’s position except for posts that are listed as exempted from Technical Agreements (see list below).
Authentication of the qualifications by the concerned Sudanese Authorities (Medical Council, Engineering Council) if the expatriate will practice, or act as supervisor, as a health or engineering professional.

HIV/AIDS free/ exempted certificates issued by the National Medical Laboratory.

Two color photos.

Payment of fees. An official receipt will be given for any payment.

International staff recruitment must be done in conformity with the statutory requirements. Most positions need to be included in Technical Agreements signed at State level and endorsed by Federal HAC. However, some positions have been excluded from this requirement. These include specifically:

**Country positions**
- Country Director;
- Deputy Country Director;
- Country Finance Manager/Director/Controller;
- Country Donor Accountant;
- Country Funding Coordinator/Manager;
- Country Operations Manager;
- Country Logistics Manager;
- Country HR Manager;
- Country Monitoring and Evaluation Manager/Coordinator;
- Country Programme Advisor/Coordinator/Consultant (including e.g. Livelihoods Advisor, Health Advisor, Education Advisor) – all working across several locations – maximum of four per organization;
- Country Safety Manager/Coordinator;
- Country Communications Officer;
- Country IT Manager.

**Regional/Zone positions** (e.g. the East of Sudan, the greater Darfur, the South) – one position of each type for each region.
- Regional/Zone Coordinator/Manager;
- Regional/Zone Finance Manager/Director;
- Regional/Zone Operations Manager;
- Regional/Zone Logistics Manager;
- Regional/Zone HR Manager;
- Regional/Zone Safety Manager/Coordinator.

**State positions** (one position of each type for each State).
- State Coordinator/Manager;
- State Finance Manager;
- State Operations Manager;
- State Logistics Manager;
- State HR Manager;
- State Safety Manager/Coordinator
- Area Coordinator/Manager (in each location, in cases where there is more than one programme in one location).

Any other position not listed above must be included in a Technical Agreement.

The procedure takes 3-5 days according to the readiness of the INGO to fulfill the requirements and follow up with the Labor Department.

### 7.1.2 Work Permit (First time and Renewal) Working for National NGOs

For foreign staff working for NNGOs requirements are the ones listed in section 7.1.1, except for the provision of a technical agreement.
7.2 Exceptional Procedures for International Staff Recruitment

In case of sudden emergencies anywhere in Sudan as per declaration of any of the Government entities, or in case of a special request made by Government entities to international partners for immediate deployment of NGO personnel to respond to a sudden crisis, processes to facilitate swift entry, residence and stay permits, or redeployment from other regions/programmes will be used. Temporary work permits for the area stricken by the emergency will be processed within 48 hours from the presentation of documents by the NGO to the moment the Immigration concludes the process (i.e. sticker/stamp in the passport). The time limit of validity for the permit will be as per the duration of the emergency as per Government announcement.

Requirements for processing the work permit for these staff include:
- A copy of TOR/Job Description in English or Arabic.
- A copy of the work contract.
- A copy of the passport with individual pages indicating name, personal photo and visa. The NGO is to ensure that the copy is clear.
- Two color photos.
- Payment of necessary fees.

7.3 Work Permits and Termination/End of Contracts

All NGOs are advised to inform the Labor Department of the termination/end of contract of any expatriates through copying the application for final exit visa to the Labor Department. This will enable the Labor Department to strike off his/her name from the NGO nominal roll and so vacate the position for another nominee. In the absence of this advice from the NGO, the position will be considered occupied. Labor Department recognizes that a maximum of four weeks of hand over period between the outgoing and incoming staff is desirable wherever possible. As such, the process for the incoming staff member can be started at the same time as the application for the final exit visa for the outgoing staff.

7.4 Recruitment of National Staff (excluding skilled/non-skilled)

Positions such as drivers, mechanics, guards, cleaners and other skilled or non-skilled manual workers are not included in the below process of recruitment. All recruitment procedures for these posts should be carried out by the NGO with the State Labor Office till further notice by the Ministry of Labor.

The procedures set out below are based on Sudanese Labor Law.

7.4.1 Procedures

Stage 1 - Advertising
- The NGO shall submit a letter to the JPC from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC, seeking approval to proceed with recruitment.
- The Labor Dept. (LD) will then give approval that the NGO should advertise for the position in at least two local newspapers.
- The NGO will pay the advertisement procedure fees to Ministry of Labor and an official receipt will be given for any payment.
- Advertisement time limit is between 10 and 15 days depending on the availability of candidates on the labor market. The advertisement should clearly specify the position’s duties, responsibilities, qualifications, the required reasonable experience, and any other requirements.
Candidates’ applications should be received by the Labor Dept. (LD) at HAC only. Candidates may ask for stamped copies that they can then deliver to the NGO.

General Requirements for Applications:

- Candidates must submit an application letter, CV, copy of academic qualifications, National military service certificate/exemption, copy of birth certificate and experience certificates.

Stage 2 - preliminary Short Listing:

- The Labor Department and NGOs at the JPC will jointly prepare a preliminary short list within one day.
- Application documents are measured against the job requirements stated in the advertisement and only candidates satisfying the requirements will be selected for the preliminary short list.
- The joint NGO and Labor Department panel should state in writing why the other applications are rejected.
- The preliminary short list should be announced on the HAC notice board and a copy of the short list should also be announced at the NGOs office notice board.

Stage 3 - Written Test

- The Labor Department and the NGO will jointly administer a written test to establish a final short list.
- All preliminary short listed candidates are allowed to sit for the test after showing an ID.
- Supervision and correction of the test is done jointly by the Labor Department and the NGO.
- Candidates are ranked according to their marks and endorsed by Labor Department and NGOs representatives.

Stage 4 - Final Short List

- For the purpose of the oral interview, a final short list is determined from the written test results and endorsed by the Labor Department.
- A copy of the final short list is announced on the HAC notice board and a copy is announced at the NGOs notice board.

Stage 5 - Oral Interview

- The oral interview and determination of both the successful candidate and the reserve candidate(s) are carried out by a joint panel including:
  - One member from Labor Department (chairman).
  - One member from the NGO General Directorate.
  - Two members from the concerned NGO.
  - One member from the Procedures Technical Dept.
- The panel shall make use of the recruitment assessment sheet prepared by the Labor Department and including the following factors and marks:
  - Qualification 15 marks (10 for basic, 5 for post-graduate).
  - Experience 15 marks.
  - Communication 10 marks.
  - Personality 10 marks (5 for appearance, 5 for impression).
  - Written test 20 marks.
With regard to the marking scheme, 65% of the scores are devoted to assessing the candidate against his/her work experience, written test and job knowledge. The weighting within these three categories can be adapted, based on the nature of the candidate required and can be agreed on a case by case basis by the joint recruitment panel.

- The interview should be conducted and carried out in a comfortable and conducive atmosphere for the candidates.
- Candidates are invited one by one and given equal opportunities for the interview and their individual performance is measured against the factors and the marks are given by consensus.
- In case of disagreement, average weighting is applied and the scores of each candidate are calculated accordingly.
- The candidate(s) scoring the highest mark is selected to fill the position. One or two additional candidates are selected, based on their scores, as reserve candidates, if needed.
- The selection decision is taken and signed jointly by all panel representatives.
- The successful candidate shall be informed within five working days from the deliberation date of the panel meeting.
- The selection decision is obliging to the NGO unless satisfactory convincing reasons are presented by the NGO to the Labor Department.

### 7.4.2 Temporary Employment (Casual Labor)

NGOs are strongly advised to rely on permanent national staff wherever possible. Recruitment of all national staff should be carried out as laid out in chapter 7 of the NGOs Directory of Procedures. NGOs can make use of temporary employment as casual labor on fixed short term contracts of less than three months duration to avoid unnecessary disputes at labor offices or labor courts.

Volunteers are not mentioned in the Sudan Labor Laws. NGOs can make use of volunteers for less than three months duration to avoid unnecessary disputes at labor offices or labor courts.

### 7.4.3 Trainees

In line with the general policy of the government and in the spirit of good partnership, INGOs are encouraged to participate in building the capacity of unemployed graduates through the following:

- INGOs are encouraged to incorporate graduates training in their training policies and programmes particularly on job training.
- The INGOs are requested to submit their training opportunities to HAC, NGOs General Director.
- Graduates should apply for training to NGOs General Director at HAC, who will in turn refer the list to an internal Committee in JPC for recommendations.
- The JPC will forward a list of several nominees endorsed by the NGOs General Director. The NGO will select the most appropriate candidate from the list. A letter will be sent by the NGO to the NGOs Director General at JPC regarding its choice of the nominees for records.
- Trained persons are not allowed automatically to fill permanent position at the INGOs; it is considered a violation of labor law.
However, trained persons can compete to fill positions through the normal recruitment procedures at HAC Labor Department. Their training experience will be considered.

Trainees should abide by the rules and regulations of the INGOs.

A performance report should be prepared by the NGO at the end of the training period. The report should be submitted to the NGOs General Director.

The duration of the training will be dependent on the nature of training and will be determined upon mutual agreement. However, it cannot be extended beyond a maximum period of six months.

The NGO will pay a stipend for the trainee. Trainees are not employees and the training stipend given to them does not convey employment rights.

7.4.4 Employment of Refugees (Resident in Sudan)
Refugees are only employed through the Ministry of Labor in accordance with relevant Sudanese laws and regulations.

Refugees residing in Sudan can only compete for skilled and non-skilled positions announced through the Ministry of Labor.

8 PERMIT FOR A STAFF MEMBER TO ENTER AIRPORT TERMINALS
An NGO can seek permission to get a permit for permanent staff member(s) – who must be Sudanese nationals – to enter airport terminals to facilitate arrival and departure of staff and visitors.

To secure a permit, the NGO will submit the following documents to the JPC:

- A letter from the NGO requesting a permit for entry to airport terminals for a Sudanese national staff member.
- Two recent photos and an official and valid government issued ID.
- In case of renewal, a copy of the previous card of entry shall be attached.

A temporary entry permit which is valid for three months shall be issued by the Civil Aviation Authority and shall be renewed after approval from the HAC.

9 AVIATION RIGHTS
These procedures apply where the NGO wants to bring a charter flight or private airplane into the country.

The NGO will submit a letter signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC justifying the use of aircraft and indicating type of aircraft, owner/operator, registration number, call sign, operational area, crew information, duration of the operation.

HAC will submit the letter to Civil Aviation.

The NGO will receive feedback from HAC.

Cargo flights:

- In case of chartered or private flights the NGO shall also provide information to HAC about the airline, type of aircraft, flight route, call sign, registration number, flight number, ETD and ETA.
It is not permitted for any aircraft to land at a secondary airport unless a permit is issued by the concerned authorities. HAC will be responsible for contacting the civil aviation authorities for fees exemption for aircraft crossing airspace, landing or take-off fees.

10 NGOS MEDIA DELEGATIONS AND MATERIAL

Media materials should respect the dignity of beneficiaries and sovereignty of the country. However the NGO represented by its Country Director or Head of Mission is wholly accountable for any deviation of media coverage by the NGO or its visitors. Based on any adverse media coverage HAC representing the Government have the full right to take the necessary action against the NGO, according to the law and existing relevant regulations.

In a spirit of transparency, NGOs should share all media materials with HAC. Each NGO must, once each month, supply HAC with a pack of media materials produced by, or on behalf of, the NGO about Sudan including a print out of relevant parts of the website.

To bring a media delegation into the country, the following procedures will be followed:

- The NGO will submit a letter to the JPC signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC which explains the purpose of the trip, gives details of the members of the delegation, time schedule of the mission, geographic areas and the project/s of the NGO that the mission proposes to cover and the types of media materials that will be produced as well as its purpose. The NGO must confirm in writing that the materials will be used only for humanitarian purposes.
- The NGO can facilitate media delegations only in their areas of operation.
- Public information concerning surveys and researches are to comply with the procedures outlined in section 12.
- HAC will provide a letter to the NGO for follow-up with the Ministry of External Information.
- The NGO should obtain approval from the Ministry of External Information and will be issued a press card.

The NGO will include copies of all media materials produced on or after the trip in its monthly pack of materials submitted to HAC.

11 PERMISSION TO WORK IN NEW AREA(S)/OPEN SUB-OFFICE(S)

The temporary Darfur registration gives the right to apply to open a sub office within Darfur only. Any NGO wishing to apply for opening a sub-office anywhere else in Sudan must have a permanent registration. While the process is ongoing the NGO can make a special request to operate in areas other than Darfur. A special permission may be issued after approval from HAC.

The NGO will submit the following documents to the JPC:

- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting permission to work in the designated State(s).
- Submission of a Work Plan/ Proposal of Work indicating the targeted activities, estimated budget, partners and time-frame.

HAC Federal will contact HAC State(s). HAC Federal will issue a final response (approval or rejection) concerning the opening of the new office.
**12 CONDUCTION OF SURVEY AND FIELD ASSESSMENTS**

Survey/field assessments must be directly related to the nature and field(s) of the NGO work. The whole process should be conducted jointly with HAC and other relevant governmental department at Federal and State level. Until approved by HAC, the survey findings and results cannot be released.

INGOs which are planning to carry out any Surveys or Field Assessments at Federal and State levels should follow the following procedures:

- The NGO shall submit a letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting travel permit and indicating the type of survey, the area of coverage, government partners, and details on team members.
- HAC Federal will inform HAC State prior to the visit of the NGO.
- HAC Federal will issue a travel permit only when they have received authorization from HAC State. (Assessments related to a national programme require approval from the concerned federal Ministry and authorization must be obtained from HAC).

Relevant authorities through HAC at State level are responsible for follow up surveys and field assessment procedures jointly with NGOs that are already operational within a given state.

**13 TECHNICAL AGREEMENTS**

**13.1 Definition of a Technical Agreement (TA)**

A Technical Agreement is an agreement signed by the INGO with the technically related Federal, State ministry(ies) or governmental bodies. The TA should cover the whole programme in a particular state within one of the following fields:

- Health and Nutrition.
- Education.
- Water, Sanitation and Environmental Health.
- Agriculture and Livestock.
- Welfare and Social Development.
- Any other activities related to the humanitarian and voluntary work.

The TA should:

- Follow and contribute to national priorities and protocols including empowerment and capacity building of national staff.
- Be agreed for a specified period
- Involve national partner(s) - (e.g. NNGO, CBO, government department)
- Specify the number and type of national and expatriate positions that will be required to implement the programme.
- Specify mechanisms for monitoring and reporting.
- Outline how assets will be disposed of at the end of the agreement if there is no continuation of the programme, taking into account any donor requirements.
13.2 Procedures for Signing the Technical Agreement
In most cases, the NGO should agree the TA with the relevant Ministry or government body at state level. Where no such partner exists at state level (e.g. HIV and AIDS) then an agreement should be made at Federal level with the appropriate ministry or government body.

The HAC Federal will supply a standard form that can be adapted at state level as appropriate, but must cover the key points outlined above. The TA must be signed and dated by the NGO and the government partner.

Once the TA has been agreed at state level (or with the relevant federal body), and signed by the NGO, the technical ministry and HAC at state level, this document must be submitted to the Commissioner of HAC Federal through the NGO Director General at JPC for endorsement and signature.

14 OPENING OF BANK ACCOUNTS AT SUDANESE BANKS

14.1 Opening a New Bank Account
- A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC indicating the name/branch of the bank and currency of the account.
- Determination of at least two senior staff, including the Country Director, authorized to sign bank checks.
- HAC will issue a letter to the bank requesting the opening of the bank account according to the legal procedures.
- HAC should be informed of any changes in the identity of signatories.

For opening the first bank account, a letter from the NGO Headquarters indicating the name(s) of the person(s) authorized to open such an account is required.

14.2 Utilization of Previously Opened Bank Accounts
- For continuation of utilization of previously opened bank accounts, a request shall be made by the NGO to HAC indicating the name/branch of the bank and currency of the account.

15 REPORTING

15.1 Annual Report
NGOs are required to submit an annual report to the JPC covering work implemented in the previous calendar year by the end of January. The format for the report is attached as an appendix. The report should include details of items imported. Three hard copies and one soft copy must be submitted to JPC.

15.2 Bi-Annual Report
NGOs are required to submit a report on activities carried out in the first half of the year to the JPC by 15th July. The format for the report is attached as an appendix. Three hard copies and one soft copy must be submitted to JPC.

15.3 Special Report
From time to time, Federal HAC may request the NGO to submit a special report covering some aspect of their work.
15.4 Reports at State Level

Reporting requirements at state level will be agreed with the NGO at state level and outlined in the technical agreement.
16 ANNEX A - DARFUR FAST TRACK PROCEDURES

The annex is concerned with INGOs procedures for Darfur and should be read in conjunction with the general procedures that apply to the rest of Sudan. Many procedures are the same for Darfur as they are for the rest of the country and only those that are different are included in this annex.

16.1 REGISTRATION PROCEDURES

16.1.1 Temporary Registration (Darfur)

All organizations, that are not already registered in Sudan and which intend to work in Darfur shall follow the following procedure to obtain a temporary registration:

- Written request to the Registrar General at the JPC stating the activities or expected programmes to be implemented in Darfur.
- Complete and submit Form B to the Embassy of Sudan in the country of origin or the nearest country or to the Registrar General Office at the JPC in Khartoum.
- A brief summary of the Financial Report and activities in the last three years.
- Payment of fees.

When all requirements are provided by the concerned NGO, a registration certificate signed by the Registrar General shall be issued within seven working days. Renewal of registration must take place every year.

Registration and re-registration of all new NGOs will be facilitated through the Joint Procedures Centre within seven working days.

16.1.2 From Temporary to Permanent Registration

All organizations which are registered temporarily in Darfur, and that intend to obtain permanent registration for the Sudan, should submit the following to the Embassy of Sudan in the country where the NGO Headquarters is located or to the nearest Embassy in the region:

- A request addressed to the Registrar General signed by the NGO Headquarters or Representative stating the type of activity/expected programmes to be implemented in the Sudan, areas of operations and an indicative budget. Such activity or programmes shall not be of religious, missionary, ethnic, political nature or in contradiction with the prevailing laws in the Sudan. The request should also mention that the NGO is registered for Darfur.
- Submit form (A) – to be filled by the NGO Headquarters.
- Copy of the Financial Report and all the NGO world-wide activities in the last three years (except for newly established organizations, which will have to report activities since their establishment).
- Copy of the Registration for Darfur.
- Copy of the NGO certificate in the country where the headquarters are located.
- Copy of report about the NGO activities in Darfur since their start, including broad financial report.

Copies of the above-mentioned documents will be forwarded by the Embassy to HAC.
An official reply will be provided to the NGO - within three months from the submission of all required documents at the embassy – in form of a registration certificate signed by the Registrar General or a letter of refusal. Renewal of registration must take place every year (see 2.1.2).

Following registration and before starting activities, the NGO shall sign the Country Agreement with the Registrar General (HAC).

The moment the NGO received positive response about the registration, the NGO will have to pay a registration fee at HAC Federal. A receipt for this payment will be provided to the NGO.

16.2 IMMIGRATION AND TRAVELING PROCEDURES

16.2.1 Entry Visa for Work Purposes
To secure an entry visa for Darfur, the organization shall submit the following documents to the embassy in the country where the staff member is based:
- A letter signed by the Country Director or his/her Deputy requesting a visa and stating the profession/place of work/contract duration
- A recent and colored photo.
- A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- A certificate showing academic qualifications (only required for staff working as medical doctors/nurses/civil engineers or supervising such posts).
- Copy of the Curriculum Vitae (C.V.). (not required for visiting family and dependents)
- Entry visa application form duly filled.

The visa will be issued within 2 working days provided that all the applicable statutory requirements are met.

16.2.2 Entry Visa Issued at the Airport
Should the applicant live/reside in a country where there is no Embassy of Sudan, the NGO can apply to obtain an entry visa at the airport. The NGO should provide the information set out in section 16.2.1 to the JPC in Khartoum explaining that an airport visa is being requested.

The procedure will be concluded within 2 working days provided that all the applicable statutory requirements are met.

When the procedure at the JPC is completed, the HAC will issue a letter to the NGO, signed by the NGO Director General at JPC. The same letter will be sent by JPC to the Immigration at the airport. It is the responsibility of the NGO to provide the staff member with a copy of the HAC letter of approval which the staff member should carry with them when they travel.

16.2.3 Exit and Re-entry Visa
Procedures for exit and entry permits are the same for the whole of Sudan. However, in order to decrease the level of the Darfur crisis and to facilitate the flow of aid, fast track procedures will be applied.
The procedure will be finished within two working days provided that all the applicable statutory requirements are met.

Emergency exit and re-entry visa- In cases where a staff member needs to leave the country owing to an emergency such as medical evacuation or bereavement, HAC/JPC will facilitate processing of an exit, re-entry visa within one day.

16.2.4 Procedures for Resident Foreigners Traveling to State Capitals

Resident international NGO staff can travel to the State capitals using only their passport and the identification card issued by HAC at Federal level. If the HAC ID card has not yet been issued, the staff must apply for travel notification. International NGO visitors can travel to State capitals with their passports and a notification issued by HAC at Federal level.

To obtain the travel notification the NGO must submit the following document to JPC:

- Travel notification form duly filled.
- A copy of the passport, including full name and other details as well as the entry visa/residence permit. The NGO is to ensure that the copy is clear.

The travel notification will shall be issued within one working day from the date of submission, provided that all statutory requirements are met. The travel notification will be valid for the period of the Darfur Emergency Programme

16.3 CUSTOMS PROCEDURES

Customs procedures are the same for the whole of Sudan. However, in order to decrease the level of the Darfur crisis and to facilitate the flow of aid, fast track procedures will be applied.

For items bound for Darfur, all customs procedures will be processed items within 7 working days from the date of submission of the necessary documents.

16.4 TAX EXEMPTION

Based on decrees by the Representative of the President of the Republic in Darfur states, imported items for humanitarian aid, customs Department, Health and Medical procedures are exempted from any fees.

16.5 LABOR PROCEDURES

Labor procedures are the same for the whole of Sudan. However, in order to decrease the level of the Darfur crisis and to facilitate the flow of aid, fast track procedures will be applied.

INGOs are able to freely recruit and deploy international and national staff according only to the selection criteria stipulated by their individual organizations. INGOs will ensure that the best qualified professionals will be recruited according to the TOR of the position for which they are hired and the main interest of the beneficiaries. Those NGO staff practicing as medical and civil engineering professionals will be recruited in accordance with the Labor Act 1997.

Work permit procedures (first time and renewal) will take 3-5 working days from the date of submission of documentation provided all statutory requirements are met.
Residence permit procedures (first time and renewal) will take fifteen days from the date of submission of documentation provided all statutory requirements are met. The Residence Permit is given according to the extension of the Darfur Emergency Programme. The worker who obtained the Residence Permit for Darfur is not allowed to work in areas outside Darfur except in a supporting role for Darfur operations in the organization’s Head Office in Khartoum.

Recruitment of national staff, from the moment of advertisement to the final selection of the candidate, will take a maximum of one month.

16.6 AVIATION TRAFFIC

The passenger manifest must be submitted to HAC at the JPC 36 hours before take-off. A maximum of five to six people can be added to the manifest up to two hours before take-off. Such additions must be indicated in a separate form to be submitted to the authorities in Khartoum Airport (National Security, Military Intelligence, and Civil Aviation). A copy of such supplementary form must be submitted on the same day to the HAC at the JPC in Khartoum.

In cases of emergency - evacuations - technical failures, the manifesto can be entirely changed, new flights can be added and aircrafts can be replaced (if necessary).
17 ANNEX B – REGISTRATION FORMS

17.1 Registration Form (A)

Registration Form (A) For Foreign N.G.O Applying For Entry And Operation in Sudan.

ATTENTION

1. Please fill in needed information in space provided. More information could be attended in separate sheet.

2. All needed information should be typed. Untyped information shall not be accepted.

Name Of Organization:

1. Please fill in needed information in space provided. More information could be attended in separate sheet.

2. All needed information should be typed. Untyped information shall not be accepted.

3. Note: The organization must be registered in Sudan. By registering with the Ministry of Humanitarian Affairs, it will be able to work in Sudan under the Ministry's directives.

The first section:

Name of the organization:

1. Please fill in needed information in space provided. More information could be attended in separate sheet.

2. All needed information should be typed. Untyped information shall not be accepted.
Date and Registration No

SECTION (B)
NATURE OF WORK OF ORG

DONOR

OBJECTIVES OF The ORGANIZATION

Nationality

Address of head office at country

Of origin
Reasons Behind The Choice of Operating In Sudan

Sources Fund : (Please Specify Names Of Donors – Countries and Agencies)

Main Activity

Relief

REHABILITATION

Development
Information otherwise is correct to the best Of my Knowledge and Undertake to report any chances.

Chairman Signature

Countries in which ORG. Is currently Operation
Please state date of commencement of activity and area of Operation

Area(s) Proposed for the work of the Organization

Confirmation

There Certify that all the above mentioned
A copy of registration certificate of Originen dosed from Sudan embassy

2- Copy of latest annual report.
3- Any publication containing Information about ORG.

4- The Mandate or the ORG.

SECTION (C)
EMBASSY COMMENT

Date.

SIGNATURE.

POSITION OF THE SIGNATORY

ATTACHMENT:-
17.2 Registration Form B

The Republic of the Sudan
Ministry of Humanitarian Affairs
Humanitarian Aid Commission
Registrar General Office

INGOs Temporary Registration Form
(Form B)
(Darfur Operation)

1- Name of Organization:

2- Origin / Nationality of the organization:

3- Date of establishment in the country of origin:

4- Head of office address:

5- Objectives of the organization:

6- Other Branches in Africa countries (if any):

7- Nature of work of the organization

8- Main activities and targeted group in Darfur

9- Sources of funds
10- Address and contact person in Sudan

.................................................................
.................................................................

Confirmation

I hereby confirm that the above information is correct to the best of my knowledge and undertake to report any changes as required.

Name: ..............................................
Position: .................................
Signature: .................................
Date: .................................

FOR OFFICE USE

Application No: ....................
Comment: ....................
.................................................................
.................................................................
.................................................................
.................................................................

Officer Signature: ....................
Signature
Date: .................................
17.3 National NGO Registration Form

<table>
<thead>
<tr>
<th>ملاحظات</th>
<th>البيانات</th>
</tr>
</thead>
<tbody>
<tr>
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<td>الشروط</td>
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<td>الطلب</td>
</tr>
<tr>
<td>✓</td>
<td>النظام الأساسي</td>
</tr>
<tr>
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<td>إتاحة بيانات لأعضاء اللجنة التمهيدية والتنصّللات</td>
</tr>
<tr>
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<td>بالإمضاءات والتوقيعات وبعض التوثيقات</td>
</tr>
<tr>
<td>✓</td>
<td>شهادة القرار أو الاستضافة</td>
</tr>
</tbody>
</table>

ملاحظات السيد/ المسجل العام:


## 18 ANNEX C - FEES

Fees are subject to change. Information about changes will be officially announced in the HAC website and in the JPC board. Information will also be shared within the TJTC. An official receipt will be given for any payment. Fees do not include stamp duty. Fees are the same for staff and family members.

### 18.1 Fees for General Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Fee (SDG)</th>
<th>Where to pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
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<tr>
<td>Permanent Registration of INGOs</td>
<td>1,000</td>
<td>HAC</td>
</tr>
<tr>
<td>Annual Renewal of the Registration (licensing renewal)</td>
<td>200</td>
<td>HAC</td>
</tr>
<tr>
<td>Registration of NNGOs</td>
<td>100</td>
<td>HAC</td>
</tr>
<tr>
<td>NGOs networks</td>
<td>1,500</td>
<td>HAC</td>
</tr>
<tr>
<td>Immigration Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry visa for work purpose for foreigners working for International NGOs</td>
<td>172.5</td>
<td>JPC</td>
</tr>
<tr>
<td>Exceptional entry permit procedures</td>
<td>172.5</td>
<td>JPC</td>
</tr>
<tr>
<td>Entry visa for visitors</td>
<td>172.5</td>
<td>JPC</td>
</tr>
<tr>
<td>Entry Visa for Foreigners working for National NGOs</td>
<td>172.5</td>
<td>JPC</td>
</tr>
<tr>
<td>Entry Visa issued at the airport</td>
<td>100.5</td>
<td>JPC</td>
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<tr>
<td>Registration of foreigners</td>
<td>87.5</td>
<td>Immigration HQ</td>
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<td>JPC</td>
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<tr>
<td>Renewal of Stay Visa (Residence Permit) for foreigners working for International and National NGOs</td>
<td>234.5</td>
<td>JPC</td>
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<tr>
<td>Exit and Re-Entry Visa</td>
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<td>JPC</td>
</tr>
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<td>Multiple Exit and Re-Entry Visa</td>
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<td>JPC</td>
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<tr>
<td>Final Exit Visa</td>
<td>137.5</td>
<td>JPC</td>
</tr>
<tr>
<td>Procedures for Traveling to State Capitals</td>
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<td>n/a</td>
</tr>
<tr>
<td>Travel Procedures</td>
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<td></td>
</tr>
<tr>
<td>Travel permit to State Capitals</td>
<td>None</td>
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</tr>
<tr>
<td>Traveling Procedures for visitors</td>
<td>None</td>
<td>n/a</td>
</tr>
<tr>
<td>HAC ID Cards</td>
<td>20</td>
<td>Printing company</td>
</tr>
<tr>
<td>Customs Procedures (none except form fees)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customs Agreements for INGOs</td>
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<tr>
<td>Importation list</td>
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<td>Adding new items to the importation list</td>
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<td>Importation of items</td>
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<td>Communications Equipment</td>
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<tr>
<td>Reallocation of relief materials in emergency situation</td>
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<td>Tax Exemption</td>
<td>Taxation Procedures</td>
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<td>Procedure</td>
<td>Fee (SDG)</td>
<td>Where to pay</td>
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<td>Port Fees Exemption</td>
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<tr>
<td>Individual Income Tax</td>
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<td>Vehicle Registration</td>
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<td>JPC</td>
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<td>Issuing of Number Plates for Vehicles</td>
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<td>Traffic Police/Plates Department</td>
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<td><strong>Labor procedures</strong></td>
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<td>First Time Work Permit working for International NGOs</td>
<td>170</td>
<td>Labor Department</td>
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<tr>
<td>Renewal of Work Permit working for International NGOs</td>
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<td>Labor Department</td>
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<tr>
<td>First Time Work Permit working for National NGOs</td>
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<td>Renewal of Work Permit working for National NGOs</td>
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<td>Exceptional Procedures for International staff recruitment</td>
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<td>Labor Department</td>
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<tr>
<td>Recruitment of National Staff (excluding skilled/non-skilled) – Permit for publication of vacancy announcement</td>
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<tr>
<td><strong>Procedures to obtain a permit for a staff member to enter airport terminals (temporary – 3 months validity)</strong></td>
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<tr>
<td><strong>Procedures to obtain a permit for a staff member to enter airport terminals (annual)</strong></td>
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<td><strong>Procedures for Aviation rights at JPC</strong></td>
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<td><strong>NGOs Media Delegations</strong></td>
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<tr>
<td><strong>Permission to Work in New Area /Open Sub-Office</strong></td>
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<td>Bi-Annual Report</td>
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<td>Reports at State level</td>
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### 18.2 Fees for Darfur Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Fee (SDG)</th>
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</thead>
<tbody>
<tr>
<td>Registration</td>
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<td>Temporary Registration of INGOs</td>
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<td><strong>Immigration Procedures</strong></td>
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<td>JPC</td>
</tr>
<tr>
<td>Exceptional entry permit procedures</td>
<td>172.5</td>
<td>JPC</td>
</tr>
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<td>Entry visa for visitors</td>
<td>172.5</td>
<td>JPC</td>
</tr>
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<td>Service Description</td>
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<td>Entry Visa issued at the airport</td>
<td>172.5</td>
<td>JPC</td>
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<tr>
<td>New Stay Visa (Residence Permit) for foreigners working for International and National NGOs</td>
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<td>JPC</td>
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<td>Renewal of Stay Visa (Residence Permit) for foreigners working for International and National NGOs</td>
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<td>Final Exit Visa</td>
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<td>JPC</td>
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<td>Travel Procedures</td>
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<td>Travel permit to State Capitals</td>
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<tr>
<td>Traveling Procedures for visitors</td>
<td>None</td>
<td>n/a</td>
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<tr>
<td>HAC ID Cards</td>
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<tr>
<td>Customs Procedures (none except form fees – 72 SDG)</td>
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<td>Customs Agreements for INGOs</td>
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<td>n/a</td>
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<tr>
<td>Importation list</td>
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<tr>
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<tr>
<td>Medical Supplies and Equipment</td>
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<td>Vehicles, Machinery and Equipment</td>
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<tr>
<td>Communications Equipment</td>
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<td>Reallocation of relief materials in emergency situation</td>
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<tr>
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<td>Port Fees Exemption</td>
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<td>Labor procedures</td>
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</tr>
<tr>
<td>Exceptional procedures for international staff recruitment</td>
<td>170</td>
<td>Labor Department</td>
</tr>
</tbody>
</table>
19 ANNEX D – TIMELINES FOR GENERAL PROCEDURES

Information about changes of timelines will be officially announced in the HAC website and in the JPC board. Information will also be shared within the TJTC. Week is here considered made of 6 working days. Timeline is the same for staff and family members.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Timeline and deadlines</th>
</tr>
</thead>
<tbody>
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<tr>
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<tr>
<td>Registration of NNGOs</td>
<td>One month</td>
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<tr>
<td>NGOs networks</td>
<td>One month</td>
</tr>
<tr>
<td>Immigration and travel Procedures</td>
<td></td>
</tr>
<tr>
<td>Entry visa for work purpose for foreigners working for International NGOs</td>
<td>One month</td>
</tr>
<tr>
<td>Exceptional Entry Permit Procedures</td>
<td>2 Working Days</td>
</tr>
<tr>
<td>Entry visa for visitors</td>
<td>7 Working Days</td>
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<tr>
<td>Entry Visa for Foreigners Working for National NGOs</td>
<td>One month</td>
</tr>
<tr>
<td>Entry Visa issued at the airport</td>
<td>18 Working Days</td>
</tr>
<tr>
<td>Registration of Foreigners</td>
<td>One Working Day</td>
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<tr>
<td>New Stay Visa (Residence Permit) for foreigners working for International and National NGOs</td>
<td>5 Working Days</td>
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<td>5 Working Days</td>
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<tr>
<td>Exit and Re-Entry Visa</td>
<td>3 Working Days</td>
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<td>Multiple Exit and Re-Entry Visa</td>
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<tr>
<td>Final Exit Visa</td>
<td>3 Working Days</td>
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<td>Procedures for Traveling to State Capitals</td>
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<td>HAC ID Cards</td>
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<td>Customs Agreements for INGOs</td>
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<tr>
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<td>Vehicles, Machinery and Equipment</td>
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<td>Communications Equipment</td>
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<tr>
<td>Reallocation of relief materials in emergency situation</td>
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<td>Taxation Procedures</td>
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<td>Value Added Tax (VAT)</td>
<td>3 Working Days</td>
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<td>Port Fees Exemption</td>
<td>3 Working Days</td>
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<td>Labor procedures</td>
<td>3 Working Days</td>
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<tr>
<td>------------------------------------------------------</td>
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<tr>
<td>Individual Income Tax</td>
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<td>Vehicle Registration and issuing of Number Plates</td>
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<td>First Time Work Permit working for International NGOs</td>
<td>7 Working Days</td>
</tr>
<tr>
<td>Renewal of Work Permit working for International NGOs</td>
<td>7 Working Days</td>
</tr>
<tr>
<td>First Time Work Permit working for National NGOs</td>
<td>7 Working Days</td>
</tr>
<tr>
<td>Renewal of Work Permit working for National NGOs</td>
<td>7 Working Days</td>
</tr>
<tr>
<td>Exceptional Procedures for International staff recruitment</td>
<td>3 Working Days</td>
</tr>
<tr>
<td>Recruitment of National Staff (excluding skilled/non-skilled)</td>
<td>One month</td>
</tr>
<tr>
<td>Procedures to obtain a permit for a staff member to enter airport terminals</td>
<td>7 Working days</td>
</tr>
<tr>
<td>Procedures for Aviation rights</td>
<td>n/a</td>
</tr>
<tr>
<td>NGOs Media Delegations</td>
<td>3 Working days</td>
</tr>
<tr>
<td>Permisssion to Work in New Area/Open Sub-Office</td>
<td>3 Working Days</td>
</tr>
<tr>
<td>Conduction of Surveys and Field Assessments</td>
<td>7 Working Days</td>
</tr>
<tr>
<td>Technical Agreements</td>
<td>15 Working Days</td>
</tr>
<tr>
<td>Opening of bank accounts at Sudanese Banks</td>
<td>2 Working Days</td>
</tr>
<tr>
<td>Opening a new bank account</td>
<td>2 Working Days</td>
</tr>
<tr>
<td>Utilization of previously opened bank accounts</td>
<td>2 Working Days</td>
</tr>
<tr>
<td>Annual Report</td>
<td>End of January</td>
</tr>
<tr>
<td>Bi-Annual Report</td>
<td>15 July</td>
</tr>
<tr>
<td>Special Report</td>
<td>As appropriate within reasonable time</td>
</tr>
<tr>
<td>Reports at State level</td>
<td>As appropriate within reasonable time</td>
</tr>
</tbody>
</table>
Forms are subject to change. Information about changes of timelines will be officially announced in the HAC website and in the JPC board. Information will also be shared within the TJTC.

20.1 New Work Permit Form – International Staff

اسم البلد/المكتبة: ..........................................

(1) الموجهات:

(1) تلبية: الإبلاغ بأن بيانات غير صحيحة يعرض المنظمة والمستخدم للمساعدة القانونية.

(2) الاستمرار في العمل للسودانيين لأول مرة يجب استيفاء الأتي:

* خلاط نتيجة (طلب)
* موافقة مفتوحة على الاخبار
* الوصف الوظيفي
* السيرة الذاتية
* عدد العمل بين المنظمة والمستخدم.

* صورة من جواز المستخدم تشمل الصفة التي بها: الإسم، تاريخ الميلاد، الصورة، الأقامة، المهنة.

* شهادات المؤهل العلمي والخبرة العملية (ترميم إلى الإنجليزية أو العربية).

* صورة الإتفاقية الفنية الوظيفية المسموح بها لغير السودانيين والمدة المقررة للوظيفة

* الاتفاقية من جهة الاختصاص العلمي (المجلس العلمي – المجلس الهندسي ... الخ).

* تفهي الأبذ. 

* صورة عن أطعمة (2)

(2) البيانات:

(1) البيانات:

اكتب الإسم/مقدم الطلب: ..........................................

* طبيعة عمل المنظمة: ..........................................

* عدد العمل الوظيفي للسودانيين: ..........................................

* اسم المستخدم: ..........................................

* تاريخ الوظيفة: ..........................................

* الجنسية للمستفيد: ..........................................

* عنوان الوظيفة: ..........................................

* الوصف الوظيفي: ..........................................

* عدد شاغر نفس الوظيفة بالمنظمة: (أ) وظيفون (ب) أجانب: ..........................................

* المؤهل العلمي للمستفيد: ..........................................

* التخصص: ..........................................

* المؤسسة التعليمية التي تخرج منها ومقرها: ..........................................

* موقع العمل المقر: (المدينة/الولاية) ..........................................

* هل سبق له العمل في السودان (وفق): ..........................................

* الفترة الزمنية التي فضلاها: من: ..........................................

* المدة المتوقعة للأند: من: ..........................................

* نوع الانتهاء: (مدني) (نائي) ..........................................

* اسم وتوقيع مندوب المنظمة: ..........................................

* عنوان وظيفة مندوب المنظمة: ..........................................

* رقم الهاتف: ..........................................

* التاريخ: ..........................................

(3) توسيع: مدير العمل بالمنظمات: ..........................................

* قرار السيد/ وكل العمل: ..........................................

..
20.2 Renewal Work Permit Form – International Staff

(1) الموجهات:
   (1) تثبيب: الإدارات لتأهيل بيانات غير صحيحة لدى المنظمة والمستخدم للمساحة القانونية.
   (2) تجديد: العمل لغير السوداني يجب استيفاء الآتي:
      - طلب المنظمة (طلب).
      - موافقة مفوضية العمل الإنساني.
      - الوصف الوظيفي.
      - السيرة الذاتية.

(2) صورة فوتوغرافية.

(2) البيانات:

اسم المنظمة/مقدم الطلبات:

ال بيانات عن العمل:

وعدد العمل:

.ali

(3) ادارة العمل بالمنظمات

(1) توصية مدير العمل بالمنظمات

(2) قرار السيد/وكيل العمل
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Qualifications</th>
<th>Experience</th>
<th>Communication</th>
<th>Personality</th>
<th>Written Test</th>
<th>Job Knowledge</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Basic: 10</td>
<td>Post Grad: 5</td>
<td></td>
<td></td>
<td>20</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ngo: 10</td>
<td>Other: 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appearance: 5</td>
<td>Impression: 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Panel's Recommendation:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Signature</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>For Labour Office</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>For NGOs Geo. Directorate</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>For Organisation</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>For</td>
</tr>
</tbody>
</table>
21 ANNEX G – IMMIGRATION AND TRAVEL FORMS

Forms are subject to change. Information about changes will be officially announced in the HAC website and in the JPC board. Information will also be shared within the TJTC.

21.1 Entry Visa Form
21.2 Forms for Residence Permit (Stay Visa)

1. The Name: First Name ___________________ Second and Family Name ___________________

2. Address in Sudan _____________________________

3. Nationality __________________________

4. Place and Date of Birth ____________________________

5. Passport No. and Date of Issue ____________________________

6. Expire Date __________________________

7. Profession or Occupation ____________________________

8. Reasons for Entering Sudan
   (Business, Holiday, etc.) ____________________________

9. Married or Single
   Single [ ] Married [ ]

10. Period of Stay __________________________

11. Give Name and Addresses of References, including Employer in Sudan, with P.O. Box and Telephone No.

12. If you have any Relatives in the Sudan give Details
   a. Name __________________________
   b. Relationship __________________________
   c. Address __________________________
   d. Profession __________________________
   e. Age __________________________
   f. Period of Residence in Sudan (give details) __________________________
   g. If resident (give details) __________________________

13. Have you previous resident in Sudan, if so give details __________________________
14. Have you any property in Sudan, if so, give details.

15. Give three names and addresses of references in your country of origin:
   a. 
   b. 
   c. 

16. No. of Entry Visa and date of arrival in Sudan

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Relationship</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Applicant

Place

Date

On application for Extension of Stay Visa, Three Photos must be attached.

للتجديد يجب إرفاق ثلاث صور فتوتغرافية.

إجراءات رسمية:

1. بمجرد أن يكون الطالب داخل السودان بتأشيرة دخول رقم
2. وصل نقطة حدود - ميناء جوتي - ميناء بحري
3. بشقة (سياحة - عمل - تجارة)
4. للإقامة لمدة 
5. هذه المعلومات مأخوذة من جواز سفره (يذكر جنسية الجواز)
6. المنصرف في
7. توصية الجهة الخصصية بالعمل
8. التوصية وسبانيا بإسهابة
9. تعليق الموظف المسؤول عن الطلب أو مكان تقديم الطلب

الرسوم:

<table>
<thead>
<tr>
<th>رقم الإتصال</th>
</tr>
</thead>
</table>

 els م/ مدير إدارة الجوازات والهجرة
FORM 16
According to Item 31(1) of the Regulations

DECLARATION

Full Name ..................................................................................................................
Nationality ..................................................................................................................
Country of Origin .......................................................................................................
No.of Passport or Travel Document, etc .................................................................
Place of Issue and Date .............................................................................................
Expiry Date of Validity ............................................................................................... 
Place of Birth ............................................................................................................
Date of Birth ..............................................................................................................
Married or Single ....................................................................................................... 
Religion ......................................................................................................................
Occupation ...................................................................................................................
Authority to enter the Sudan ......................................................................................

Type of residence permit and the expiry date of validity ............................................

Name and address of reference or guarantor .............................................................

If employed give name of employer ...........................................................................

Address of established resident in the Sudan ...........................................................

Address of last residence outside the Sudan ..............................................................

PHOTOGRAPH

Height .................. Cms. ........................................................................................

Build .........................................................................................................................

Colour of Hair .......................................................................................................... 

Colour of Eyes .........................................................................................................

Distinctive Marks .....................................................................................................

Date of first entry into the Sudan ..............................................................................

الاسم بالكامل
الجنسية
الوطن الأصلي
رقم جواز السفر أو وثيقة السفر الأخرى
مكان الإصدار وتاريخ
تاريخ انتهاء الصلاحية
محل الميلاد
تاريخ الميلاد
متزوج أو غير متزوج
الديانة
الوظيفة
السلطة المخولة دخول السودان
نوع ترخيص الإقامة وتاريخ انتهاء صلاحيتها
اسم وعنوان الشخص الذي يمكن الرجوع إليه أو العناوين
إذا كنت مستخدماً أذكرة الخدمة
عنوان محل الإقامة الدائم بالسودان
عنوان آخر محل الإقامة خارج السودان
الطول ستة عشر
اللون الشعر
اللون العيون
العلامات المميزة
تاريخ أول دخول إلى السودان
### 21.4 Forms for Exit & Re-entry Visa

<table>
<thead>
<tr>
<th>Name</th>
<th>Place of Birth</th>
<th>Nationality</th>
<th>Profession or Occupation</th>
<th>Full Address in Sudan P.O.Box or Telephone</th>
<th>Passport No. and Period of Validity</th>
<th>Place and Date of Issue of Passport</th>
<th>Destination</th>
<th>Reason of Departure</th>
<th>Proposed Period of Stay abroad - Date and Place of Departure</th>
<th>Name of Ship or Airline or Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CAUTION:**
Applicant has to answer all questions accurately and correctly.
Place and Date of Birth

Period Allowed to Stay in Sudan

No. of Permission and Date of Expiry

Name of Children Under (16) Accompanying Applicant

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

جواز السفر يجب أن يرفق بهذا الطلب

This Application must be Submitted with in 15 days before departure and in case of emergency such as medical treatment a certificate must be attached to justify urgency and if from urgent business trip a certificate from the company manager air Employer must be attached.

Signature of Applicant

Place and Date

المكان والتاريخ

القرار:

المكان والتاريخ:

الهيئة المصدقة:

التاريخ:

رقم الإيصال:

التاريخ:
# 21.5 Form for Final Exit Visa

<table>
<thead>
<tr>
<th><strong>APPLICATION FOR EXIT VISA FOR TEMPORARY DEPARTURE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name in Full (In Black Letters): ____________________</td>
</tr>
<tr>
<td>2. Address in Full: __________________________________</td>
</tr>
<tr>
<td>3. Date of Birth: ____________________________________</td>
</tr>
<tr>
<td>4. Profession or Occupation: __________________________</td>
</tr>
<tr>
<td>5. Nationality: ______________________________________</td>
</tr>
<tr>
<td>6. Passport No. Date and Place of Issue: ________________</td>
</tr>
<tr>
<td>7. Date of expiry of passport: _________________________</td>
</tr>
<tr>
<td>8. Reason for Travel: _________________________________</td>
</tr>
<tr>
<td>9. Destination Abroad: _______________________________</td>
</tr>
<tr>
<td>10. Address of Destination: ___________________________</td>
</tr>
<tr>
<td>11. Date of &amp; Place of Departure: _______________________</td>
</tr>
<tr>
<td>12. Name of ship or airline or other means of travel: __</td>
</tr>
<tr>
<td>13. Signature of Applicant: ___________________________</td>
</tr>
<tr>
<td>14. Place: _____________________________</td>
</tr>
<tr>
<td>15. Date: ________________________________</td>
</tr>
<tr>
<td>16. توصية وتعميّق الموظف المسؤول عن القسم: ___________</td>
</tr>
<tr>
<td>17. القرار: ______________________________</td>
</tr>
<tr>
<td>18. المكان: _____________________________</td>
</tr>
<tr>
<td>19. التاريخ: ___________________________</td>
</tr>
</tbody>
</table>
21.6 Form for HAC ID card

Republic of the Sudan
Ministry of Humanitarian Affairs

Humanitarian Aid Commission
Humanitarian Workers - ID card (only for Resident)

Basic information form

(A) Name of Organization: ____________________________
Nationality of Organization: ________________________
Address: ____________________________ Field of Operation: ________________________
Locations of Operation: State: ________________________
State: ____________________________ State: ________________________

(B) ID card Holder Name:
English language: ____________________________

(C) Date of entering to Sudan: __/__/____
Nationality: ____________________________ Acquired Nationality: ________________________
Passport No.: ____________________________ Passport No.: ________________________
Date of Issue: ____________________________ Place of Issue: ________________________

(D) Passport Validity: Previous or other Passport (Details to be writing)
Passport No.: ____________________________ Passport No.: ________________________
Date of Issue: ____________________________ Place of Issue: ________________________
Passport Validity: ____________________________
Stay permit No.: ____________________________ Date of Issue: ________________________
Validity of Stay permit: From: ____________________________ to: ________________________

(E) Destination ID Card Holder:
State: ____________________________
Position: ____________________________ Address: ____________________________
Resident Address: ____________________________
ID Card Holder Signature: ____________________________

(G) Country Directory of Organization Signature: ____________________________ stamp

(F) For Official use:
Expiration Date from: ____________________________ To: ____________________________
ID Card No.: ____________________________
ID card Validity: ____________________________
Signature of INGOs Director at HAC: ____________________________
Date of issue: ____________________________ review Department Comment: ____________________________

NB. To be fill original and 2 copy attached with original passport to Hac office
21.7 Form for Travel to Capitals

[Image of the form]

[Text in Arabic]

[Translation]

Form for Travel to Capitals

Name of the applicant: _____________________________

Date: _____________________________

Gender: _____________________________

Date of birth: _____________________________

Place of birth: _____________________________

Place of work: _____________________________

Place of residence: _____________________________

Occupation: _____________________________

Documents and permissions: _____________________________

Date of departure: _____________________________

Place of departure: _____________________________

Place of destination: _____________________________

Date of arrival: _____________________________

Place of arrival: _____________________________

Purpose of the visit: _____________________________

Duration of the visit: _____________________________

Signature of the applicant: _____________________________

Signature of the officer: _____________________________

Notes:

- Please check the information.
- If the application is submitted after 48 hours, a new application must be submitted.
- If the applicant has a valid passport, this application must be submitted with a copy of the passport.
- The applicant must have a visa and a copy of the visa stub.
- In the event of a change in the travel itinerary, the applicant must inform the Ministry of Humanitarian Affairs.
- The validity of the application is three months from the date of submission.

[Signature]

[Date]