

UNJLC LOGISTICS SNAPSHOT

Obtaining Duties and Tax Exemption Certificates for Vehicles Registered to UN Agencies in Southern Sudan

This snapshot provides a step-by-step guideline on the process of obtaining duties and tax exemption certificates for vehicles registered to UN Agencies in Southern Sudan.

**Expected
Timeframe
(days)**

- | | |
|------|--|
| 1 | Step 1:
UN Agency obtains a Proforma Invoice (PI) for the vehicle(s) intended for import, complete with prices and chassis numbers, or alternate means of permanent identification for the vehicle(s). This should be attached to all subsequent documents. |
| 2 | Step 2:
The UN Agency issues an agency letter-headed application to the Ministry of Finance (MOF) Under-Secretary requesting duties and tax exemption. The original Bill of Lading (BL), Airway Bill (AWB) or other Delivery Documentation (DD) should also be attached. |
| 5-9 | Step 3:
Once satisfied that the commodities for exemption pertain to the Agency's Term of Reference, the MoF will grant the exemption. It is suggested that the UN Agency personally collect the letter granting exemption from the MOF. |
| 9-14 | Step 4:
The UN Agency should identify the Point of Entry (POE) for its vehicle(s), issue all documents pertaining to the exemption to the Customs Clearing Agent (CCA), and instruct its transporters/Supplier/colleagues to dispatch the vehicle(s). The CCA will liaise with the Sudan Customs Office (SCO) to issue the relevant clearing documents to the SCO at the POE, or prepare the clearing documents in the cooperation with the SCO in Juba, if the POE is Juba. |
| 14 | Step 5:
The CCA of the UN Agency may need to identify the vehicle(s) at one of the commercial storage facilities used by the SCO. All relevant paperwork will be required to secure release. Upon identification, it may be necessary to return to the SCO with the vehicle(s) to affect the final release by the SCO. |

Additional Information and Suggestions:

- Have the AWB, BL or DD generated at the earliest possible opportunity so that the exemption process may commence. Agency letter-headed DDs accompanied by an invoice is the most suitable means for identifying items, if transported by road.
- Section 178(1) of the Sudanese Custom Act (1986) asserts that Customs Clearance may be restricted to licensed CCAs. This provision is currently in force and the services of CCAs are required under Sudanese law.
- Identify and commission a reputable clearing agent to liaise with the Customs Police; there may be clearing agents co-located at Juba Customs that have excellent working relationships with the Custom Police.

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| 14 | Step 5:
The CCA of the UN Agency may need to identify the vehicle(s) at one of the commercial storage facilities used by the SCO. All relevant paperwork will be required to secure release. Upon identification, it may be necessary to return to the SCO with the vehicle(s) to affect the final release by the SCO. |

Additional Information and Suggestions:

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- Identify and commission a reputable clearing agent to liaise with the Customs Police; there may be clearing agents co-located at Juba Customs that have excellent working relationships with the Custom Police.

Acronyms:

AWB	:	Airway Bill
BL	:	Bill of Lading
CCA	:	Customs Clearing Agent
DD	:	Delivery Documentation
MHA&DM	:	Ministry of Humanitarian Affairs & Disaster Management
MOF	:	Ministry of Finance
SCO	:	Sudan Customs Office

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UNJLC LOGISTICS SNAPSHOT

Obtaining Duties and Tax Exemption Certificates for Vehicles Registered to I/NGOs in Southern Sudan

This snapshot provides a step-by-step guideline on the process of obtaining duties and tax exemption certificates for vehicles registered to I/NGOs in Southern Sudan.

**Expected
Timeframe
(Days)**

- 1** **Step 1:**
I/NGO generates a list of vehicle(s) intended for import which includes the following information chassis numbers (or alternative means of permanent identification for the vehicle), prices, and the exempted tax fees calculated by the Customs Clearing Agent (CCA). This should be attached to all subsequent documents. The I/NGO submits a letter along with the list to the Ministry of Humanitarian Affairs & Disaster Management (MHA&DM) confirming the vehicle eligibility for duties and tax exemption. The contact person at the MHA&DM is **Mr. Simon Puot Poth** (Office Manager; email: pothpuott@yahoo.com)
- 2** **Step 2:**
The MHA&DM generates a letter to the Ministry of Finance (MOF) on behalf of the I/NGO confirming their eligibility and requesting facilitation of the application.
- 4-8** **Step 3:**
I/NGO presents a cover letter to the MOF Under-Secretary, requesting duties and tax exemption, and detailing the vehicles intended for import. Attach to the cover letter: the letter from the MHA&DM confirming eligibility for duties and tax exemption and the original the Bill of Lading (BL), Airway Bill (AWB) or other Delivery Documentation (DD).
- 5-9** **Step 4:**
Once satisfied that the commodities for exemption pertain to the Organization's Term of Reference, MOF will then grant the exemption. It is suggested that I/NGO personally collect the letter granting exemption from the MOF.
- 6-10** **Step 5:**
The I/NGO should identify the Point of Entry (POE) for its vehicle(s), issue all documents pertaining to the exemption to the CCA, and instruct its transporters/supplier/colleagues to dispatch the vehicle(s). The CCA will liaise with the Sudan Customs Office (SCO) to issue the relevant clearing documents to the SCO at the POE, or prepare the clearing documents in cooperation with the SCO in Juba, if the POE is Juba.
- 7-14** **Step 6:**
The CCA, the I/NGO, or a representative may need to identify the vehicle(s) at one of the commercial storage facilities used by the SCO. Remember to have all relevant paperwork on hand to secure release. Upon identification of the vehicle(s), it may be necessary to return to the SCO to affect final release by the SCO.

Additional Information and Suggestions:

- Have the AWB, BL or DD generated at the earliest possible opportunity so that the exemption process may commence. Agency letter-headed DD accompanied by an invoice is the most suitable means for identifying items, if transported by road.

- Section 178(1) of the Sudanese Custom Act (1986) asserts that Customs Clearance may be restricted to licensed CCAs. This provision is currently in force and the services of CCAs are required under Sudanese law.
- Identify and commission a reputable clearing agent to liaise with the Customs Police; there may be clearing agents co-located at Juba Customs that have excellent working relationships with the Custom Police.

Acronyms:

AWB	:	Airway Bill
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UNJLC LOGISTICS SNAPSHOT

Vehicle Registration and Obtaining UN License Plates in Southern Sudan

Overview

This snapshot provides a step-by-step guideline on the process of registering a vehicle and obtaining UN plates in Southern Sudan. These steps follow the importation or in-country purchase of the vehicle. For further information please refer to the UNJLC Snapshot: **Obtaining Duties and Tax Exemption Certificates for Vehicles Registered to UN Agencies in Southern Sudan**

Step 1: After all exemption procedures are completed, the UN Agency will send a letter of request to the office of the Ministry of Regional Cooperation (MRC) (*located opposite Juba Beijing Hotel*) attention **Mr. Joshua Franco Paul** (Deputy Director for Multilateral Relations). This letter includes two copies of all necessary documents for the vehicle (e.g., type, model, make, engine number, chassis number, colour, capacity and insurance certificate).

Step 2: The MRC will then forward a letter to the Under-Secretary for the Ministry of Transport and Roads (MoTR) **Eng. Raymond Pitya Morbe Kenyi**, who will then respond to the official letter designating the new license plate number to the UN Agency (for example SS 74 UN 009). No payment is made at this stage.

Step 3: The Under-Secretary, MoTR will send a letter with all the documentation to the Director General of the MoTR **Mr. Jacob Marial Maker** for final approval. The Director General then sends documented approval to the Inspector General **Mr. Simon Wani** at the MoTR Office (*located on the Jebel Kujur-Yei Road*).

Step 4: The Inspector General will inspect the vehicle(s). If the vehicles are located outside of Juba, the UN Agency must arrange for the transportation and daily subsistence allowance for the Inspector to the field site.

Step 5: Once the vehicle(s) is inspected and approved as road-worthy and the license plate/registration number is assigned by MoTR, the UN Agency then applies in writing for a log book from the Director General, MoTR. Log books are issued at a cost of 50 SDG each.

Step 6: Once all documents are approved and the license plate number is assigned, the UN Agency must take the license plate details to Bamping Modern Plates South Sudan Ltd, a company that makes and fits the plates, located in Juba Town near the traffic police office. The UN Agency will pay a fee of approximately 130 SDG to the company for the production of each license plate.

Timeline: The whole process takes approximately one week to complete, discounting travel time of the inspector if the vehicles are located outside of Juba. Please contact **Mr. Simon Wani 0914508698 (Inspector General)** with questions.

Notice: UN Vehicle registration is renewed annually since the Log Book is issued by MTR expires yearly. The request can be made directly to MoTR attention **Mr. Simon Wani**. Registration renewal costs 50 SDG.

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UNJLC LOGISTICS SNAPSHOT

Vehicle Registration and Obtaining I/NGO License Plates in Southern Sudan

Overview

This snapshot provides a step-by-step guideline on the process of registering a vehicle and obtaining I/NGO license plates in Southern Sudan. These steps follow the importation or in-country purchase of the vehicle. For further information please refer to the UNJLC Snapshot: ***Obtaining Duties and Tax Exemption Certificates for Vehicles Registered to I/NGOs in Southern Sudan.***

Step 1: After all exemption procedures are completed, the I/NGO will send a letter of request to the Office of the Ministry of Regional Cooperation (MRC) (*located opposite Juba Beijing Hotel*) attention **Mr. Joshua Franco Paul** (Deputy Director for Multilateral Relations). This letter should include two copies of all necessary documents for the vehicle, (e.g., type, model, make, engine number, chassis number, color, capacity and insurance certificate).

Step 2: The MRC will then forward a letter to the Under-Secretary for the Ministry of Transport and Roads (MoTR) **Eng. Raymond Pitya Morbe Kenyi**, who will then respond to the official letter designating the new license plate number to the I/NGO (for example SS 173 NGO 009). No payment is made at this stage.

Step 3: The Under-Secretary, MoTR will send a letter with all the documentation to the Director General of the MoTR **Mr. Jacob Marial Maker** for final approval. The Director General then sends documented approval to the Inspector General **Mr. Simon Wani**.

Step 4: The Inspector General will inspect the vehicle(s). If the vehicles are located outside of Juba, the I/NGO must arrange for the transportation and daily subsistence allowance for the Inspector to the field site.

Step 5: Once the vehicle(s) is inspected and approved as road-worthy and the license plate/registration number is assigned by MoTR, the I/NGO then applies in writing for a log book from the Director General, MoTR. Log books are issued at a cost of 50 SDG each.

Step 6: Once all documents are approved and the license plate number is assigned, the I/NGO must take the plate details to Bamping Modern Plates South Sudan Ltd, a company that makes and fits the plates, located in Juba Town near the traffic police office. The I/NGO will pay a fee of approximately 130 SDG to the company for the production of each plate.

Timeline: The whole process takes approximately one week to complete, discounting travel time of the inspector if the vehicles are located outside of Juba. Please contact **Mr. Simon Wani 0914508698 (Inspector General)** with questions.

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