

Customs Procedures

The general paper work required for proper import and clearance through customs point at Port of Entry (POE) (Port Sudan & Khartoum International Airport or any other customs entry point to Sudan.

1. Original Bill of Lading (B/L) or Air Waybill (AWB)
2. Original invoice showing Cost and Freight (C&F) value or Cost, Insurance and Freight (CIF) value
3. Certificate of origin
4. Detailed packing list
5. Health certificate and/or analysis certificate
6. Bank of Sudan IM form
7. Government exemptions, concessions and/or approvals given to client
8. Printing and press permit for printed advertising material
9. National Security (NS) clearance (for any items that may have a security risk)
10. National Telecom Cooperation (NTC) approval for telecom equipment
11. Ministry of Health approval for pharmaceutical and medical equipment

Documents required

1. **Airfreight shipments – Original documents**
 - a. Airway bill
 - b. Supplier Invoice
 - c. Packing list
 - d. Import Declaration Form (IDF) from the importer
 - e. Importer's identification number
 - f. Duties & Taxes Exemption Certificates, if any
 - g. Permit for import of food, agro products, drugs and pharmaceuticals
2. **Sea freight shipments- Original documents**
 - a. Bill of Lading
 - b. Supplier Invoice(s)
 - c. Packing list
 - d. Import Declaration Form (IDF) from the importer
 - e. Importer's identification number
 - f. Duties & Taxes Exemption Certificates, if any
 - g. Permit for import of food, agro products, drugs and pharmaceuticals
3. **Additional documents required for specific imports**
 - a. Certificate of Origin
 - b. Phytosanitary Certificates for imports of agricultural products
 - c. Gift Certificates, if gifted to any organization eligible for duty free clearance

Importation Procedures via Port Sudan (Sea) and Khartoum International Airport (Air)

Step 1	<p>All importers need registration in Import/Export Registry at the Ministry of Foreign Trade.</p> <p>2. <i>Import Declaration Form (IDF)</i></p> <p>All commercial imports into Sudan require an IDF. When the importer applies for an Import Declaration Form (IDF), the information to be filled in is provided by the supplier vide a Proforma Invoice.</p> <p>a. <i>The following are the data required in the Proforma Invoice</i></p> <ol style="list-style-type: none"> i. Specification and clear description of the quantity and quality of the goods ii. Free on Board (FOB) value iii. Freight Value (If applicable) iv. Currency of Payment v. Mode of Transportation vi. Country of Origin of the goods issued by the competent authority in the country of origin. vii. Insurance value (if applicable) <p>b. <i>Proforma Invoice for transport and Insurance Certificate if not provided by the supplier.</i></p> <p><i>(Note: Sudan uses the BDV or 'Brussels definition of Value')</i></p>
Step 2	<p><i>Importers must present:</i></p> <ul style="list-style-type: none"> • Import Declaration Form (IDF) • Commercial Certificate of Origin • Quarantine License (where necessary) • Sudanese Standards and Metrology Organization (SSMO) requirements or other • Documents for specific type of goods and complete bank formalities <p><i>General Info:</i></p> <p><i>Importers must pay the required duties, taxes and fees and receive an official release order for the goods. Duties, taxes and fees are payable before releasing the goods expect direct delivery goods.</i></p> <p><i>Sudan has no mandatory Pre-shipment Inspection. Importers are advised to have a Pre-shipment Inspection Certificate issued by International Cargo Inspectors registered by SSMO (Sudanese Standards and Metrology Organization). A double check inspection might be conducted by the SSMO.</i></p> <p><i>Sudan does not apply any quantitative import regulations. All goods can be imported into Sudan expect those goods that are prohibited by social values or security considerations.</i></p>

Cargo Clearance

1. Normal Clearance

Step 1	<p>Manifest Department:</p> <ul style="list-style-type: none"> Review the Bill of Lading or Airway Bill with the shipment agent cargo manifest (consignment, quantities and weights). Enter Customs Form 1 data into the customs system. Receive a serial number for the Customs Form 1.
Step 2	<p>Tariff Department:</p> <ul style="list-style-type: none"> Review the Customs Form 1 and support documents. Give examination instruction. Give analysis instruction to the laboratory, if it's applicable.
Step 3	<p>Examination Committee:</p> <ul style="list-style-type: none"> Nominate the Customs officer. Officer to examine the cargo physically and write the particulars in Form 48. Submit the documents to the Tariff Department.
Step 4	<p>Sudanese Standards and Metrology Organization (SSMO):</p> <ul style="list-style-type: none"> Take sample from all cargo. Send sample to the laboratory. Issue certificate upon approval.
Step 4	<p>Customs Laboratory:</p> <ul style="list-style-type: none"> Receive a sample from the cargo. Analyse the sample for selected items. Issue certificate upon approval. Send to the Tariff Department.
Step 5	<p>Tariff Department:</p> <ul style="list-style-type: none"> Serial number the cargo due to the physical exams and laboratory result. Confirm or put the correct rate. Do the necessary calculations using the invoices data. Check the Sea Port Corporation (SPC) letter. Issue payment note.
Step 6	<p>Permissions Department:</p> <ul style="list-style-type: none"> Check all customs laws have been followed. Review the IM letter from Central Bank of Sudan. Review Sudanese Standards and Metrology Organisation (SSMO) exams result.
Step 7	<p>General Department:</p> <ul style="list-style-type: none"> Final check. Issue payment notice or release if from Duty and Tax.
Step 8	<p>Accounts Department:</p> <ul style="list-style-type: none"> Amount settlement.
Step 9	<p>Clearance Department:</p> <ul style="list-style-type: none"> Issue exit pass. Final declaration and release. Certificate of import.

2. Direct Delivery ⁱ

a. Phase one

Step 1	<p>Manifest Department:</p> <ul style="list-style-type: none"> Review the Bill of Lading or Airway Bill with the shipment agent cargo manifest (consignment, quantities and weights). Enter Customs Form 1 date into the customs system. Receive a serial number for the Customs Form 1
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Step 2	<p>Tariff Department:</p> <ul style="list-style-type: none"> Review the Customs Form 1 and support documents. Nominate the deposit.
Step 3	<p>Permissions Department:</p> <ul style="list-style-type: none"> Review the IM letter.
Step 4	<p>General Department:</p> <ul style="list-style-type: none"> Final check. Issue payment notice.
Step 4	<p>Accounts Department:</p> <ul style="list-style-type: none"> Amount settlement.
Step 5	<p>Clearance Department:</p> <ul style="list-style-type: none"> Issue exit pass Send temporary declaration and release to the Gate
Step 6	<p>Gate:</p> <ul style="list-style-type: none"> Review the temporary declaration and release, to allow cargo to pass out. Once all above steps are finalised, send the documents to the General Department to finalize the clearance formalities.

b. Phase two

Step 1	<p>Tariff Department:</p> <ul style="list-style-type: none"> Check the final and correct quantities against the Customs Form 1 and support documents. Set the rates, calculate the final amounts and issue Assessment Note.
Step 2	<p>Permissions Department:</p> <ul style="list-style-type: none"> Review Sudanese Standards and Metrology Organisation (SSMO) exams results.
Step 3	<p>General Department:</p> <ul style="list-style-type: none"> Final check. Issue payment notice
Step 4	<p>Accounts Department:</p> <ul style="list-style-type: none"> Amount settlement. Refund
Step 4	<p>Clearance Department:</p> <ul style="list-style-type: none"> Final Declaration and Release. Certificate of import

Sea Transportation

Sea Port Corporation

Step 1	Discharge containers from the vessel and stack them at the terminal.
Step 2	Move the containers by working order from the terminal to the exam area.
Step 3	After clearance, shipping agency to submit the Delivery Order and the customs to release and issue the bill of charges.
Step 4	Collect the charges (Port and Cargo)
Step 5	To avoid demurrage, move orders should be given in appropriate time to take out the containers (within 48 hours)

Shipping Agent

Step 1	The agent representative receives the empties after revision of the container condition.
Step 2	Send out copy of discharging Receipt and Original copy to be sent to the Head Office.

Clearance Agency

Step 1	Receive the shipments documents from head office.
Step 2	Review the papers (3 original Bill of Lading, 3 original invoices, packing list, 3 copies F.I.M, and Sea Port Corporation (SPC) letter.
Step 3	Place the Bill of Lading to Shipping Line and issue Delivery order instantly without receiving advance payment.
Step 4	Prepare the Customs Declaration and submit it to Manifest Department to the exact Custom Office (North/South).

Clearing stages step by step actioned by importer or accredited clearing agent

Step 1	Go for tariff to know exam committee
Step 2	Open and prepare containers for customs officer inspectors and SSMO staff
Step 3	Take report Form 48 to tariff.
Step 4	Taking samples to customs lab.
Step 5	Check pad locks after closing.
Step 6	Taking analysis reports and certificates to customs.
Step 7	Follow the other depts. for any query.
Step 8	Settle the customs duties.
Step 9	Collect the exit pass, final release, delivery order and the certificate of import
Step 10	Place the Delivery Order and customs release at Sea Port Cooperation.
Step 11	Take the Bill of Charge amount to the office to prepare the Cheque.
Step 12	Settle the charges and collect the Bill of lading or Delivery release order.
Step 13	Take the Move order with the other Documents to the Gate.
Step 14	Notify the Depot staff by the W/D time to prepare the warehouse.
Step 15	Prepare the Trucks
Step 16	Start withdraws the contents (As listed packing list) to the Depot.
Step 17	Follow up the handling and the Truck movement by co-ordination with Depot.
Step 18	Check and agree with Gate officer and Depot staff by comparing the accurate quantities vs. Delivery Receipts.
Step 19	Close up the operation with Customs Gate.
Step 20	Take the discharge Receipt from the Ship agent
Step	Contact the agent office to finalise the job and calculate if there is a demurrage or not for Refund the Deposit or to pay for the extra day Demurrage.

ⁱ Consignment in which the delivery documents (such as a bill of lading) are sent directly to the consignee, without using an intermediary such as a bank