

UNJLC Logistics Snapshot

Obtaining Duties and Tax Exemption Certificates for Communication Equipment for UN Agencies in Southern Sudan

Overview

This snapshot provides a step-by-step guideline on the process for obtaining Duties and Tax Exemption Certificates for Communication Equipment for *UN Agencies* in Southern Sudan.

STEP 1: The **UN Agency** has to submit a letter to the **Under-Secretary** of the Ministry of Finance (MoF) requesting a Duties and Tax Exemption Certificate. The request must be accompanied by following attachments: list of communication equipment intended for importation as per the Ministry of Telecommunication and Postal Service (MoTPS) Specification Form, completed profoma invoice (PI), and the exempted tax fees calculated by the customs clearing agent (CCA). These should be attached to all subsequent documents as well.

STEP 2: The MoF will grant the Duties and Tax Exemption Certificate to **UN Agency** if satisfied with the documentation and that the items intended for importation fall within the Agency's Terms of Reference. It is suggested that the **UN Agency** collect the letter granting exemption from the MoF in person.

STEP 3: The **UN Agency** should identify the Point of Entry (PoE) for its assets, issue all documents pertaining to the exemption to the CCA, and instruct its transporters/suppliers/colleagues to dispatch the assets. 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.

STEP 4: The **UN Agency** may also begin the registration process for the communication equipment with the MoTPS per the initial process in Juba. (*Check UNJLC snapshot for Importation and Registration of Communication Equipment for UN Agencies in South Sudan*)

STEP 5: The CCA or **UN Agency** may need to identify the cargo at one of the SCO's commercial storage facilities; all relevant paperwork will be required to secure release. Upon identification of the equipment, it may be necessary to return to the SCO with the cargo to affect final release by the SCO.

Additional Information and Suggestions:

- Have the airway bill (AWB), bill of lading (BL) or delivery documentation (DD) generated at the earliest possible opportunity so that the exemption process may commence. The Specification Form, and 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 Customs 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 are many clearing agents co-located at Juba Customs that have excellent working relationships with the customs police.
- Currently, the MoF only accept documents and/or enquiries concerning tax exemptions between 1400 to 1600 hours of any working day.

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