



## SUDAN CUSTOMS & DOCUMENTATION PROCESS OVERVIEW – 2011

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Investigating customs requirements for transit cargo to the Republic of South Sudan

**WFP-LCU**

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This document was put together by WFP-Logistics Coordination Unit, mapping out customs and documentation process for various humanitarian organizations in Sudan in order to understand the export/import requirements for transit cargo to South Sudan.

## **REPUBLIC OF SUDAN CUSTOMS AND DOCUMENTATION REGULATIONS – 2011**

### **Background**

The split between the North and South, Sudan, on 9 July influences implementation of new trade policies and cross border controls for the two countries. During the Logistics Coordination meeting held on 21 July 2011, participants advised on the requirement of processes and clarity for customs and documentation regulations for cargo movement between the North and South Sudan. WFP-Logistics Coordination Unit took the initiative to link up with different organizations with the aim of understanding the process they are following to move and clear transit cargo to the South Sudan.

### **Objective:**

Given the above background, the objective of this assessment is to provide the humanitarian community with relevant information on export/import requirements for movement of cargo between the North and South. The findings and recommendations will be discussed in the next Logistics Coordination meeting to be held on 18 August 2011.

### **Methodology**

WFP-Logistics Coordination unit held bilateral meetings with 7 organizations (UNICEF, IAS, OCHA, FAO, ICRC, WFP, Goal) to discuss the export/import processes they are currently following to move transit cargo from the Republic of Sudan to the Republic of South Sudan. The different process for both Non food items and food were mapped as depicted in the diagrams below, with the aim of identifying gaps, for further clarification and recommendations.

### **Findings**

1. There is still confusion and lack of clarity in procedures for exporting/importing from the Republic of Sudan to the Republic of South Sudan vice versa.
2. To mitigate the situation some organizations are exploring other supply corridors, or some have put on hold movement of cargo due to constrained borders.
3. WFP is working with Ministry of Foreign Affairs and Sudan Customs Authority and managed to clear its first consignment on 29 July to South Sudan after a delay of 3 weeks. WFP is still exploring the full outline of Customs & Export Clearance procedures.
4. FAO and UNICEF held discussions with Ministry of Foreign Affairs, Protocol office on new requirements for transit cargo, with the aim of understanding the customs process for transit cargo to the Republic of South Sudan.
5. Port Sudan was indicated as efficient and cost effective corridor for transit cargo to South Sudan, because of its geographical location and logistics capacity to handle international arrivals.
6. Organizations like ICRC and UNICEF are already utilizing other regional corridors such as Nairobi to support their operations in the Republic of South Sudan.

## Recommendations

1. Humanitarian organizations should continue working with the respective government bodies for clear guidance on export/import requirements for moving humanitarian cargo from the Republic of Sudan to the Republic of South Sudan.
2. To mitigate cross border constraints, humanitarian organizations should explore other supply corridors such as Mombasa, Kenya, Ethiopia, Djibouti and Uganda to support their humanitarian operations in the Republic of South Sudan
3. Transport consolidation for movement of cargo by road, air, water and rail should be explored to mitigate transportation constraints
4. Information sharing on relevant customs and documentation regulations is encouraged.
5. OCHA Sudan has offered support to agencies on custom clearances for their relief goods depending on need, through their Logistic Support Unit in Geneva, by activating the existing network based on the MoU signed with the World Customs Organization.

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**REPUBLIC OF SUDAN CUSTOMS AND DOCUMENTATION REGULATIONS – 2011**

NON FOOD ITEMS DUTIES AND TAX EXEMPTION AND CUSTOMS PROCEDURES – NON-EMERGENCY					TRANSITCARGO TO REEPUBLIC OF SOUTH SUDAN
	PAPERWORK ARRANGEMENTS	MINISTRY OF FOREIGN AFFAIRS (MFA), SUDANESE CUSTOMS AUTHORITY (SCO), MINISTRY OF FINANCE & NATIONAL ECONOMY, SSMO, HUMANITARIAN AID COMMISSION (HAC)	CUSTOMS CLEARING AGENT (CCA)	CCA & CARGO RELEASE	CONSTRAINTS & MITIGATING MEASURES
<b>ICRC PROCEDURE FOR IMPORT PROCESS</b>	<p>Bill of Lading; waybill or other delivery documents (proforma invoice, packing list, green light letter)</p>	<p><b>VEHICLES, ICT EQUIPMENT, MEDICINE</b></p> <ol style="list-style-type: none"> <li>ICRC prepares &amp; submits a letter with details of cargo to be exported to obtain a green light (GL) and exemption request by country of origin from MFA</li> <li>Upon receiving the green light (letter of authorization) from MFA - submit all documents to Sudanese Customs Authority in Khartoum for the required authorization (export documents), and export documents will be issued indicating the port terminal (Port Sudan, Kotsi, Gedarf, etc).</li> <li>By road, obtain travel permits, stamped by a) NIS for validation and Military Intelligence for travel authorization</li> </ol> <p><u>Export of vehicles</u>, an application is submitted through the bank for export and Ministry of Foreign Trade for green light authorization. <u>Import of vehicles submit</u> B/L for exemption from MFA, then Ministry of Finance &amp; National Economy for port authorities fees and SSMO</p>	<p>SCO is provided with all documents on exemption and organizations instruct s transporter/supplier to dispatch the goods</p>	<p>All relevant clearing documents are submitted to SCO at point of entry or work with SCO in Khartoum.</p>	<p>MEETING HELD ON 26 JUL 2011                      - Due to unannounced border closures and unclear customs requirements between the North and South Sudan – ICRC is now exploring other corridors like Nairobi as they have a depot in Nairobi.                      -After 9 July, ICRC the has been moving small quantities of cargo by air from North to RSS.                      -Before 9 July ICRC’s 15 trucks to South Sudan returned back because of border closure.</p>
<b>TIME</b>		25 DAYS	5 DAYS		
		<b>HUMANITARIAN AID COMMISSION (HAC), MINISTRY OF FINANCE &amp; NATIONAL ECONOMY, SUDANESE CUSTOMS AUTHORITY, CENTRAL BANK OF SUDAN</b>			
<b>IAS PROCEDURE FOR IMPORT PROCESS</b>	<p>Bill of Lading; waybill, list of goods, HAC letter, MFNE letter, commercial invoice, certificate of origin, customs exemption certificate, SSMO certificate, IM form, Taxation letter, Shipping company letter, HAC permit, travel authorization and other relevant delivery documents</p>	<p><b>DRILLING EQUIPMENT</b></p> <ol style="list-style-type: none"> <li>IAS prepares yearly import list, to include planned imports for the year. The list of goods, covering letter and supporting documentation are submitted to HAC for approval. HAC stamps the letter.</li> <li>After HAC approval a letter is prepared for Ministry of Finance for approval, attaching achievements for the previous year and indicating items of no benefit.</li> <li>Submit approved list to Sudanese Customs Authority for customs agreement for the whole year</li> <li>Submit covering letter to HAC for customs exemption based on B/L. The approved covering letter is submitted to SCO for customs certification exemption.</li> <li>Submit customs exemption to Sea Port Corporation for exemption of port fees</li> <li>Submit B/L + covering letter to SSMO</li> <li>Submit B/L + commercial invoice + parking list + certificate of origin to Central Bank of Sudan for Import Form</li> <li>Submit covering letter to Taxation Chamber for taxation number</li> </ol>	<p>IAS provide a covering letter to the shipping company introducing CCA to collect the cargo</p>	<p>All relevant clearing documents are submitted to CCA at the port. IAS submits the documents in person to reduce delay times. Coordinate transport for delivery</p>	<p>MEETING HELD ON 27 JUL 2011                      IAS is supporting 60% of its South programmes from Khartoum. Nairobi is not cost effective for IAS because of high transport costs and fuel.                      -Before 9 July, IAS, moved cargo from the Khartoum to the South by contracting local transporters and supporting documents included list of items indicated on waybill and destination information and customs clearance form.                      -After 9 July, IAS put on hold movement of cargo to the South because of border constraints. Supporting documents required included permit from HAC, stamped by National security (truck number, name of driver, dates, vehicl plate number) and travel authorisation from Military intelligence for all vehicles.</p>
<b>TIME</b>		3 MONTHS	2 wks for clearing 3 days for delivery from Port Sudan to Khartoum		

	PAPERWORK ARRANGEMENTS		CUSTOMS CLEARING AGENT (CCA)	CCA & CARGO RELEASE	CONSTRAINTS & MITIGATING MEASURES	
UNICEF PROCEDURE FOR IMPORT & EXPORT	Customs process similar to ICRC					MEETING HELD ON 28 JULY 2011 -UNICEF advised of their meeting with Ministry of Foreign Affairs – Protocol Dept & new ambassador for South Sudan to discuss customs & documentation requirements to move aid from North Sudan to South. Currently there is no information about the new procedures. -UNICEF advised that their operations between the North and South are running separately since 2005, therefore after 9 July they haven't moved humanitarian cargo from the North to South Sudan.
TIME		MINISTRY OF FOREIGN AFFAIRS (MFA), SUDANESE CUSTOMS AUTHORITY (SCO), NATIONAL DRUGS & TOXINS ADMINISTRATION, NATIONAL SEEDS ADMINISTRATION, NATIONAL TELECOM CORPORATION,				
FAO PROCEDURES FOR IMPORT/EXPORT	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Bill of Lading; Airway Bill, Invoice, Packing list, Certificate of Origin</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 100px;">UN Agency obtain Form 1 from MFA</div>	<p>COMMUNICATION EQUIPMENT, VEHICLES, VETERINARY MEDICINES, VETERINARY EQUIPMENT, VACCINES, SEEDS, AGRICULTURAL TOOLS, IT EQUIPMENT</p> <ol style="list-style-type: none"> <li>Submit Note verbal</li> <li>Submit Form 1 &amp; attachments to MFA for approval Collect 2 copies of approved Form 1 from MFA.</li> <li>Collect 2 copies of approved Form 1 from MFA. MFA sends 2 copies to the SCO at the POE as designated on Form 1</li> </ol> <p>SPECIFIC REQUIREMENTS FOR:</p> <ul style="list-style-type: none"> <li>Communications Equipment: note verbal from National Telecommunication Corporation and information on equipment type, value, weight, country of origin, designation of equipment, owner and POE</li> <li>Vehicles: note verbal &amp; vehicle import permit from MFA. and information on designation, vehicle chassis number, value, weight, country of origin, owner and POE</li> <li>Veterinary medicine equipment &amp; vaccines: permit issued by National Drugs and Toxins Administration and information on type of veterinary medicine equipment and vaccine, value, weight, country of origin, designation of equipment, owner and POE</li> <li>Seeds: National Seeds Administration import permit, and information on type of seeds, value, weight, country of origin, owner, and POE</li> <li>Agricultural Tools Importation: type of equipment, value, country of origin, designation of equipment, owner and POE</li> <li>IT Equipment: type of IT Equipment, value, weight, country of origin, designation of equipment, owner and POE</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content;">UN Agency provides CCA with a copy of approved Form 1. CCA liaise with SCO to facilitate clearance</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content;">CCA inform UN Agency when the cargo will be ready for collection from CCA's premises or the SCO</div>	MEETING HELD ON 4 AUG 2011 -Since the beginning of the year FAO hasn't moved any cargo from the North to South Sudan. - FAO is planning to move NFIs (generators, vehicles, seeds). They advised of their meeting with Ministry of Foreign Affairs on 3 Aug on new requirements for re-importing to South Sudan and were advised of the following: -FAO will provide a note verbal attaching packing list and original clearing documents into The Republic of Sudan. MFA will provide a letter to Sudan Customs Authority for re-importing of cargo by air/road to South Sudan.	
GOAL –NORTH SUDAN	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Bill of Lading; Airway Bill, Invoice, Packing list, Certificate of Origin</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 100px;">Approval Letter to government bodies</div>	<p>MEDICAL CLEARANCE</p> <ol style="list-style-type: none"> <li>Submit approval letter for use of drugs in Sudan to the above government bodies</li> <li>Provide samples of each type of drug being imported to be tested. Each test cost 100 SDG</li> <li>The approvals are given sequentially. Sample approval starts with Pharmacy Department</li> </ol>	<div style="border: 1px solid black; padding: 5px; width: fit-content;">The final approval from the Customs Head Office is passed on to the Airport Customs Department</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Airport Customs Department releases the cargo. The medicine can be stored at the NGO premises bfe final approvals are received but cannot be used and can be inspected by customs officials at any point.</div>	15 August 2011 -Goal – North Sudan checked with WFP on transport arrangements from North to South as they would want to move cargo to the South.	

**FOOD ITEMS DUTIES AND TAX EXEMPTION AND CUSTOMS PROCEDURES – NON-EMERGENCY**

	<b>PAPERWORK ARRANGEMENTS</b>	<b>DUTIES &amp; TAX EXEMPTIONS:</b> HAC + MIN OF AGRICULTURE, MINISTRY OF HEALTH + SSMO + SOC	<b>CUSTOMS CLEARANCE AT POINT OF ENTRY (POE) :</b> CCA + HAC + MINISTRY OF AGRICULTURE + MINISTRY OF HEALTH + SSMO + SOC	<b>CARGO RELEASE: PORT AUTHORITIES + WFP + HAC + MINISTRY OF AGRICULTURE + MINISTRY OF HEALTH + SSMO + SOC + CCA</b>
<b>IMPORT PROCESS FOR FOOD ITEMS</b>	<p><b>SUPPORTING DOCUMENTS TO HAC+MINISTRY OF AGRICULTURE + MINISTRY OF HEALTH + SSMO + SOC + SEA PORT COOPERATION COMPANY + MINISTRY OF FOREIGN TRADE:</b> 1) Certificate of Origins; 2) Health Certificate for non cereals (sugar, high energy biscuits, oil); 3) Non GMO Certificate for cereals, pulses and should be tested by 4 companies dealing with SSMO (Bibac, Bureau Viratis, Control Union &amp; Cho/Chem); 4) Phytosanitary certificate for 2 years for cereals and pulses; 5) Non-radiation certificate</p> <p><b>Three phases of process –</b> 1) WFP contact Rome for shipping documents upon vessel fixing. 2) WFP work with HAC (KRT) and Ministry of International Corporation for pre-clearance for both Emergency &amp; Non-emergency programmes. 3) Work with Port Sudan for final clearance and release of cargo.</p>	<p>WFP submits required documents through HAC for endorsement to allow processing of exemptions</p> <p>After endorsement from HAC – WFP work with Ministry of Agriculture, Ministry of Health, SSMO, SOC for the following exemptions: 1) Customs, 2) Health Clearance, 3) Sea Port Corporation, 4) SSMO exemption, 4) PPD exemption for cereals, pulses,, csb,</p> <p><b>ANNUAL BLANKET EXEMPTION THROUGH HAC &amp; MOF</b></p> <p>WFP can also apply for annual blanket exemption with Government of Sudan. Request is submitted end of year using estimated figures by commodity, by region and quantity</p>	<p>WFP submits clearing documents to CCA to facilitate the clearing process 14 days before arrival of cargo at port. CCA &amp; WFP continues to work with HAC, Ministry of Agriculture + Ministry of Health + SSMO + SOC at the POE to facilitate final clearance of the cargo</p> <p>In case the cargo arrive with no documents, WFP work with HAC + Ministry of Agriculture + Ministry of Health + SSMO + SOC for undertaking letters to facilitate clearance of the cargo</p>	<p>Sea Port Corporation together with WFP including HAC + Ministry of Agriculture + Ministry of Health + SSMO + SOC and CCA work to release the food consignment for delivery to Sudan</p> <p>WFP (Port + Khartoum) coordinate transportation and storage of cargo based on the dispatch plan.</p>
<b>TIME</b>		<b>10 DAYS</b>	<b>14 DAYS</b>	

**TRANSIT REQUIREMENTS FOR EXPORTING FROM THE REPUBLIC OF SUDAN TO THE REPUBLIC OF SOUTH SUDAN**

		<b>MINISTRY OF FOREIGN AFFAIRS, SUDANESSE CUSTOMS AUTHORITY,</b>	<b>CUSTOMS CLEARING AGENT (CCA)</b>	<b>CCA &amp; CARGO RELEASE</b>
<b>WFP EXPORT</b>		<p>WFP submitted a note verbal to Ministry of Foreign Affairs with the list of commodities and quantity to be re-exported to South Sudan, MoFA sent out a note verbal</p> <p>WFP submitted a request to Central Customs together with the note verbal from Mofa and received a letter to customs stations in the state for WFP to re-export the listed commodities and quantities to South Sudan.</p>	<p>In Kosti WFP approached local customs authorities and advised to use a clearing agent to process the customs process</p>	<p>UPDATE FROM WFP LOGISTICS – 4 August 2011 WFP first barge from Kosti to South Sudan was delayed for 3 weeks. The barge carrying food left Kosti on 29 July to South Sudan. WFP is still exploring the full outline of Customs &amp; Export Clearance procedures and procurement of Customs Clearance services.</p>