
Snapshot – South Sudan Customs Import Procedures for the Humanitarian Community

The following is intended to speed up and simplify the procedures used for importing assets for use in South Sudan by the Humanitarian Community.

Step 1 – Obtaining Tax Exemption – Duties Calculation

- Generate a list of assets intended for import complete with prices.
- A reputable customs clearing agent should be used to calculate the import duties; this typically takes 1 – 2 days.
- The Director of Budgets at the Ministry of Finance in Juba requires an indication of how much tax revenue is being exempted; his office will not approve tax exemptions without this.

Step 2 – Demonstrating Eligibility for Tax Exemption – SSRRC

- A brief covering letter identifying your agency and your eligibility for tax exemption should be given to the SSRRC with an attached list of the assets you wish to import.
- The SSRRC office will issue your agency with a letter confirming your eligibility for tax exemption; this typically takes 2 – 4 days.

Step 3 – Obtaining Tax Exemption – Ministry of Finance, (MOF)

- Present a cover letter to the Director of Budget's office at the MOF together with your eligibility for tax exemption from the SSRRC and the calculation of duties exempted from your clearing agent to request MOF tax exemption; this typically takes 2 – 4 days.

Step 4 – Obtaining Tax Exemption – Customs Police, Juba and Border Crossings

- One can present one's documents to the customs police personally in order to secure release of your assets from the customs police or alternatively, and depending on the relationship with your clearing agent, your clearing agent can negotiate the release of your assets once you have provided him/her with your completed documents.
- If your assets require clearance thru one of the South Sudan surface border customs offices, for example, Nedapal, you will be required to present your documents to the customs police in Juba who will prepare a document for you to send to the border crossing customs office to secure release.

Additional Suggestions – Obtaining Tax Exemption

- Plan well in advance, ideally, begin to prepare one's tax exemption as soon as one has confirmation of the prices paid for the assets.
- Be prepared to identify and commission a reputable clearing agent to liaise with the customs police in order to save time, there are many clearing agents co-located at Juba Customs that have excellent working relationships with the customs police, clearing agents typically charge 1.5 – 2 % of the (tax exempt) cost of assets.

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