



REPUBLIC OF SOUTH SUDAN  
MINISTRY OF INTERIOR  
Directorate of Nationality, Passport and Immigration  
DEPARTMENT OF IMMIGRATION  
OFFICE OF DIRECTOR, JUBA HQS



DATE: 5<sup>th</sup> /11/2015

TO WHOM IT MAY CONCERN

*The Department of immigration through organize committee of private Agencies/NGO is hereby seizing this opportunity to apprise your esteem office that ,we have taken this initiative to organized all privates, NGO and Government agencies dealing in processes of Visa, Entry Permit and Resident permit to create check list for them .*

*This will help us to deliver quality services, make our work easy and faster to them.  
We are going to issued identification card bearing Company/NGO name for easy identification of your official.*

**General Requirements:-**

- *All legal registration documents issued by government of South Sudan must be submitted together with covering letter.*
- *A payment of 3000 SSP for profitable Companies (privates) for three month period as supervision period.*
- *500 SSP for non profitable agencies both, (international NGOs & national NGOs/) purposely, for access card issuance.*

*Your usual cooperation would be humbly at your gratitude.*

*Best regards,*

1<sup>st</sup> Lt. John Thuch  
Head of the Committee  
Protocol and public relations officer – DNP.

