



# REPUBLIC OF SOUTH SUDAN

## Ministry Of Labour, Public Service & Human Resource Development

*Office of the Undersecretary of Labour*

RSS/MLPSHRD/J/WP/50.C1.VOL1

Date: 18/11/2015

Circular No: 5/2015

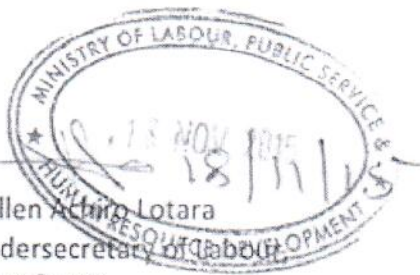
Subject: Work Permit Smart Card System

Following the new initiative of moving from Analog to Digital for issuance of Work Permit using Smart Card system, the RSS Vice President Launched the system on September 3<sup>rd</sup> 2015. Therefore, the Ministry of Labour, Public Service & Human Resource Development is informing all Aliens working in the Republic of South Sudan except those exempted, to come and collect application forms to obtain Digital Work Permit Smart Card.

Please note that:

1. Lawyers/Advocates are not allowed to collect application forms on behalf of any Alien/Establishment.
2. Agents/Brokers are not allowed to collect application forms on behalf of any Alien/Establishment.
3. Human Resource Officers/Business Owners from an Establishment are allowed to collect the Application forms.
4. Individuals who are self-employed are encouraged to come and obtain the application forms by themselves.
5. Processing of Smart Card will cost 50 USD (Fifty US Dollars) non-refundable fee paid immediately when collecting the application form as permitted by the Ministry of Finance & Economic Planning vide letter no MF&EP/RSS/J/20-D-1 dated 20/05/2015 in addition to letter RSS/OOVP/J/1/2 all attached herewith.
6. The fee is paid to the processing SIF Tech Limited within Directorate of Labour and Industrial Relation office in the Ministry.
7. All NGOs/Business Owners and any other Employers to submit updated list of their employees to the Directorate of Labour & Industrial Relations in the National Ministry of Labour, Public Service & Human Resource Development – Juba, not later than 30<sup>th</sup> Nov 2015.

All the above mentioned directives should be comply with to avoid any inconveniences thereafter.



Hellen Achiro Lotara  
Undersecretary of Labour,  
MLPS&HRD  
RSS-Juba.

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