



*The Federal Republic of South Sudan*  
**South Sudan Relief and Rehabilitation Agency (SSRRA)**  
National Headquarters - Pagak



RRA/Pagak/NGOs/03/001

3<sup>rd</sup> March 2015

**TO: Humanitarian Agencies and NGOs, In SPLM/A Controlled Areas, South Sudan**

**ORDER NO. 001/03/2015**

**REF: REQUEST FOR OPERATIONAL CERTIFICATE IN SPLM/A TERRITORY**

Dear Humanitarian Partners,

Reference to 6-12 December 2014 Pagak Conference Resolutions, Part 2 section (22), all NGOs and Humanitarian Agencies who are operating in SPLM/A controlled areas should be required to obtain their registration from SSRRA National Office. Based on this resolution, the South Sudan Relief and Rehabilitation Agency (SSRRA) hereby issue the following:

1. All Humanitarian Agencies and NGOs must have a PROVISIONAL CERTIFICATE OF OPERATION in the SPLM/A controlled areas;
2. Registration fees of **\$100 US Dollars** for International NGOs and **\$50 US dollars** for National NGOs and all payments should be done by the NATIONAL OFFICE HQs, Pagak, South Sudan. The PROVISIONAL CERTIFICATE OF OPERATION is valid for Six months ONLY.
3. All Humanitarian agencies, UN personnel and NGOs who are coming from Juba to SPLM/A controlled areas must have an ACKNOWLEDGMENT LETTER from SSRRA National HQs, Pagak, South Sudan;
4. ALL Humanitarian agencies, UN personnel and NGOs must SEEK PERMISSION before their arrival to SPLM/A territory;
5. All INTERNATIONAL STAFF who are travelling to SPLM/A territory areas MUST pay **\$20.00 USD** for a period of three months as a Travel Permit and permit will be ISSUE on the ARRIVAL;
6. All NATIONAL STAFF who are working with NGOs and UN personnel in the SPLM/A controlled areas are required to pay 10% of their basic salaries as a National contribution to the SSRRA National Office through States SSRRA Offices;
7. All IMPORTED ITEMS FOR PROJECTS ARE EXEMPTED FROM TAXES from local CUSTOMS Offices except value added tax (VAT) for local purchased items.

**NB:** All National NGOs who did not receive any grants, are exempted from this registration.

The registration of NGOs/ humanitarian agencies and the above mentioned requirements will start on Monday, the **23<sup>rd</sup> March 2015 from 10:00am to 4:30pm**. For more details, please do not hesitate to contact the Office of Executive Director at RRA HQs, Pagak.

Please accept the assurance of my highest regards.

**Hon. Gatwech Peter Kulang**, Executive Director, SSRRA, National HQs, Pagak, S. Sudan

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CC: Chairperson of National Committee of Humanitarian Affairs

CC: SSRRA Regional Directors

CC: SSRRA States Directors

CC: File

