



**REPUBLIC OF SOUTH SUDAN**  
**Relief and Rehabilitation Commission (RRC)**  
**Headquarters Juba**

**May 30, 2016**

**Circular No. 1/2016**

**To:** - Head of Office UNOCHA – South Sudan  
- All Country Directors/Representatives

**Subject: Renewals and registration of NGOs**

Following the assent on the Non-Governmental Act 2016 by the President of the Republic of South Sudan on February 10<sup>th</sup> 2016 and the appointment of a Registrar of NGOs by the Relief and Rehabilitation Commission, all NGOs/CSOs operating in South Sudan are requested to comply with the following protocols:

1. All International Organizations willing to register in South Sudan must first sign a Country Agreement with the Ministry of Humanitarian Affairs and Disaster Management.
2. Should collect applications forms from Mr. Mac Benjamin the RRC Data Officer during working hours.
3. Applications should be submitted to the office of Registrar of NGOs during working hours.

It is important to note that, Humanitarian Imperative comes first! Therefore, issues of humanitarian operations and coordination must be directed to the Director General for NGOs Affairs for prompt action.

Please note that, the Government of the Republic of South Sudan values your work and appreciates your commitments to the service of the vulnerable people of South Sudan.

Mr. Thomas Tombe Loro  
Director General for NGOs Affairs &  
Head of Humanitarian Support and Coordination Desk  
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**Cc:** Hon. Minister, MHADM  
Hon. Chairperson, RRC  
Executive Director, RRC; Registrar of NGOs, RRC; File.

*Ministries Complex, P.O. Box 589 Juba South Sudan*



**REPUBLIC OF SOUTH SUDAN**  
Relief and Rehabilitation Commission (RRC)  
Headquarters Juba

May 30, 2016

**Circular No. 2/2016**

To: - Head of Office UNOCHA – South Sudan  
- All Country Directors/Representatives

**Subject: RRC Humanitarian Coordination and Support Desk – Juba Int. Airport branch**

This is to remind you that, in 2014, RRC managed to establish a One-Stop-Shop coordination office at Juba International Airport. The office is meant to support the NGOs deal with issues of Immigration, customs and security. The Airport office is two containers located on the left side of the road as you enter the Airport area. On exiting from Arrivals, they are directly across the road.

For any assistance, please contact: **Mr. Jacob Wai Mac – Coordinator Juba Airport on 0955086674.**

Regards.



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Hon. Chairperson, RRC  
Executive Director, RRC; Registrar of NGOs, RRC; File.