



REPUBLIC OF SOUTH SUDAN
**MINISTRY OF HUMANITARIAN AFFAIRS &
DISASTER MANAGEMENT (MHADM)**
Office of the Undersecretary



Ref: RRS/MHADM/J/1/27

"Dedicated to save lives and building community resilience"

15th Aug, 2017

TO: Deputy Head of Operation
UNOCHA, Juba, South Sudan

SUBJECT: PROCEDUERS OF PERSONAL INCOME TAX (PIT) PAYMENT

Dear Sir,

As expressed in our previous communications, the leaderships of the MHADM, MoFEP and RRC have noted an ambiguity pertaining to the payment of Personal Income Taxes by national staff working for Humanitarian agencies and NGOs across the Country. This circular intends to provide further clarity on the existing regulations around this important matter.

The policy dictates the following:

Staffs working at the local level but who were employed at the national level by an NGO are expected to pay their Personal Income Taxes at the National Ministry of Finance and Economic Planning in Juba.

On the other hand, those employed at the local level by NGOs should pay these dues to the Ministry of Finance of the State Government.

Your Cooperation with this directive is highly expected. For any further clarification, you are advised to promptly contact the National MoFEP and Relief and Rehabilitation Commission (RRC) National Head Quarters.

Please accept assurances of my highest consideration.

Gatwech Peter Kulang
UNDERSECRETARY



CC: *The Minister of MHADM*
Deputy Minister of Ministry of Finance and Economic Planning
Acting Chairperson, RRC
Registrar General, RRC
Director General of NGOs Affairs
Director General of Planning, Training and Development, MHADM
Director of Operation and Compliance
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