

Honourable Olympio Attipoe (PhD)  
Commissioner General  
National Revenue Authority

15 February 2019

**Re: Communication shared with NGO Forum members regarding Personal Income Tax (PIT) for international staff**

Dear Hon. Dr. Olympio Attipoe,

I would like to thank you for making the time to hold meetings with me in the last ten (10) days to discuss several topics including Personal Income Tax (PIT) for international staff and consultants employed by NGOs operating in South Sudan.

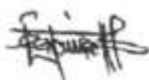
I am writing this letter to inform you that the NGO Forum Secretariat, has clearly communicated with its member's key points we agreed in our meetings, particularly in regards to the submission of the list of international staff employed by NGOs in 2019 and the payment of PIT.

For your record and as agreed, below is the information that the Secretariat shared with its members:

1. NGOs will submit the list of employees for 2019.
2. The deadline for submission of the completed template we discussed compiling the list of international staff employed by NGOs to the National Revenue Authority is the end of February 2019 as discussed and agreed with you.
3. We have reiterated to members that there will not be retroactive payments of PIT for international staff as long as all comply with the procedures laid by the NRA through the circular issued.
4. All payments of PIT for expatriates be made to the National Revenue Authority Block Revenue Accounts available at the commercial banks as communicated by the NRA. We shared the circular Operationalisation of Single Treasure Account NRA/SS/J/CG-06/12/18
5. All bank payment receipts should be taken to the Department of Domestic Revenue Department in Lukak House in Hai Malakia, opposite Green Rokon, for stamping.
6. International staff paying PIT outside of South Sudan can ask for tax certificate at the end of the South Sudan financial year every year.

Thank you for your continued support and for the strong working relationship we have with your good office.

Yours sincerely,



Pius D Ojara, PhD  
Director, South Sudan NGO Forum Secretariat

