



# PROCEDURES MANUAL 2013















names registrar and bearing the seal of the general commercial registrar.

#### 5-IMMIGRATION MEASURES

- All immigration transactions such as the entry visa, residence, registration of the foreign investors and renewals take place at the foreign passport unit in the ministry of interior.

#### 6-FOREIGN LABOR IN SUDAN

- Dealing with foreign labor according to the encouragement of national investment act of the year 2013 and the labor act of 1997 and all the measures of foreign employment take place at the ministry of labor and the commissions and departments of investment in the states.

#### 7-THE REQUIRED DOCUMENTS FOR REGISTRATION OF FOREIGN CAPITAL

- Authorization:
- A copy of contract and regulation of the establishment of the company.
- A copy of incorporation certificate.
- A copy of registration certificate from the commercial registrar.

##### In the case of cash capital:

- Document proves the amount transfer from abroad (by Swift System).
- Notification of exchanging to local currency.

##### In the case of in-kind capital:

- Import certificates of machinery and equipment and devices or (im) forms:

##### In the case of service capital:

- Lists of the amounts that have been paid approved by a certified Sudanese auditor resident in Sudan.

#### 8- PROCEDURES OF THE ISSUANCE OF THE LOG OF THE EXPORTERS AND IMPORTERS

- The final license of investment.
- Business name.
- Membership of the chamber of commerce and industry.
- Statement from a bank by the account number of the project.
- In the case of companies the memorandum of association the incorporation certificate documented from the registrar of the companies
- In case of the renewal of the log of the companies and cooperative societies, institutions and bodies and bringing of the deposits from the office of the ministry of Justice (28-SH)(5-SH).
- The commercial license for individuals of the current year for the purpose of import and export must be renewed.







#### 4/ LIST OF NEEDS

##### The required documents

- Two copies of license.
- Two copies of business name.
- List of needs of equipment and machinery (two copies).
- Fresh title deed for the plot of land.
- Upon implementing the list with the Customs. Attaching the approval of work at a hired location is required ( in case of hired location).
- Approval of the technical authority of the list of needs and the approval are made in compliance with the regulation.
- Tourist activities (hotels- resorts- ..... etc) shall grant a list of needs of the leased location (long- term lease of ten years and more).

#### 5- HOW TO GET CUSTOMS PRIVILEGE FOR THE PROJECT LIST OF NEEDS

- Investor approaches the customs administration to apply for customs privilege and be granted privileges and the reduction of customs duties

##### Documents under which the privilege is granted:

- License or the decision to establish the project and the advantages granted to it.
- Project list of needs of capital goods and raw materials.
- Copy of invoices and bill of lading for goods.
- Copy of the business name and lease and the approval of investment on the leased location.
- ID taxation and the commercial investment registry.
- The above documents shall be attached with a request to the Director of the General Administration of customs to apply the privilege .
- The department of privilege opens the file for the investor and enters its business name in computer for the new projects and machinery and equipment Providing capital equipment firstly bringing capital goods and then the raw materials.
- Upon the arrival of the needs of the definite project (machinery- raw materials,.....etc ) to the customs station.
- The investor submits the following documents to the clearance agent.  
A-Bill of lading B-invoices-institution certificate+ copy of the follow-up after the application of privilege

##### Customs exemption applies as the granted privilege under the investment promotion act of 2013 as follows:

- A-Capital equipment: exemption from import fees set at 100% and the value-added tax (VAT) per 100%.





- Feasibility study( original copy) .
- Implementation of the first activity is required (the first production line).
- The line must have relation with the first activity.
- Application bearing the signature of the project's owner.

#### 9-GABLE APPLICATION(REQUEST)

##### The required documents:

- Copy of the license.
- Copy of the business name.
- Telephone number and the name.
- Power of attorney or authorization from the Board of Directors certified by a lawyer or a court.
- Memorandum of association and Certificate of the establishment of the company (in case of the companies).
- Determination of the size of the required gable rate not more than 75% of the project size.
- Title of deed or contract.

#### 10-NIL VALUE TRANSFER (PURCHASE OF THE CAPITAL EQUIPMENT AT THE BANK RATE)

##### The required documents:

- A form filling (im).
- Copy of the license.
- Copy of the business name.
- List of capital equipment certified from the investment and custom authorities.
- Bill of lading.
- Capital goods bill.





### 3- PROPERTY TRANSFER

#### The required documents:

- Copy of the license.
- Copy of the business name.
- Fresh title deed.
- Requesting the signature of the owner of the project.
- The telephone number and the name.
- Power of attorney or authorization from the Board of Directors certified by a lawyer or a court.
- Memorandum of association and Certificate of the establishment of the company in case of the companies.
- Initial sale contract.
- Report on the status of the buildings.
- Sketch map for the purpose of the visit.
- Resolution from the Board of Directors of the approval of the sale or the freedom of actions.
- Import certificate for the means of transport (with the number of trucks).
- Valid title deed of the means of transport (with the number of trucks).
- Matching the signature on the sales contract with that of the application to compare the signatures for conformity.
- In the case of limousine attach 35 copies of vehicles title deed as minimum residual.
- In case of trucks/ tankers/radiator/tippers (10) vehicles minimum.

### 4- VEHICLE PROVISION

#### The required documents:

- Copy of the license.
- Certified power of attorney by a lawyer.
- Valid title deed.
- Letter of the signature of the applicant .
- The name and the telephone number.
- Copy of the business name.
- Import certificate.

### 5-MORTGAGE

#### The required documents:

- Copy of the license.
- Application of the signature of the owner of the project with the clarification .of the purpose of the mortgage.
- Title deed of the means of transport.
- Copy of the business name.





## LICENSE FEES AND INVESTMENT TRANSACTIONS

Statement	Fees (in SDG )
Application for every investment transaction	156
License of investment project	-
Exemption of transportation 50%	1000 (Per vehicle)
Approval of working at a hired place	3000

## 8- TRANSACTIONS FEES TO ACT IN THE PROJECT

Statement	Fees (in SDG )
Involvement of a partner	1000
Disengagement of partnership	1000
Change of purpose	1000
Mortgage	1000
Ownership transfer according to the area	Class fee (in SDG )
1- small projects of less than1000 meters	1500
2- medium projects between 1000-5000	3000
3- large projects of more than5000	50000
Ownership transfer according to the number of vehicles	Class fee(in SDG )
1- One vehicle	1500
2- Between 5 – 10	2000
3- Between 10 – 20	3000
4- More than 20	5000

## 9- BUSINESS NAME REGISTRATION FEES

Statement	Class Fees (in SDG )
registration of business name –individuals -companies	283
Business name registration partnership	534
Fee of change of business name	223
Fees of change of partnership	382
ban fees	130
Fees of an original copy	42
Company fees estimated from(quarter of the company>s capital.	-
Stamp of company fees	350



# Prices of investment land



## PRICES OF INVESTMENT LAND

### Documents required for a location:

- Copy of the license
- Copy for allocation of land from the owner for the project.
- Copy from the business name
- Certified power of attorney by a lawyer or a business name
- Memorandum of association (in case of the companies).

### THE PRICES OF LAND IN KHARTOUM STATE(2013)

Region	Price per square meter of the distinctive location in pound	Price per square meter of the corner location in pound	Price per square meter of the ordinary location in pound
Khartoum			
Old industrial area	2000	1500	1000
new industrial area	2000	1500	1000
Derby (horse-race area)			
Square 1-2-4-5	500	400	300
Horse race (derby area)			
Square 6-7	700	600	500
Local suk			
Square 35	500	400	300
Industrial area at Shajara and Hamadab	300	250	200
Industrial area at Shajara square3	300	250	200
Suba Industrial area	100	80	70
Bahry square 1-8			
Industrial	500	300	200
Square 11-12	500	300	200
Kafuri Industrial			
Square2	500	300	200
Algayli	30	25	20
Omdurman square			
2/5			
Industrial Fees Part 1 (A)	350	280	250
Part 2 (B)	275	250	200





### PRICES OF LAND IN SINNAR STATE(2013)

Region	Price per square meter(SDG)
Sinnar industrial square30&31	10
Fuel Stations at trade price	30
Stations for rural areas at the promotional price	5
Industrial area Sinnar locality (banat ALNefedia	1.5 – 3
Singa industrial area	10
ALDinder industrial	5
Suki industrial	3
Abu Hajjar industrial	3
ALDali&ALMazmum industrial	1.5
Service areas:ALDinder&ALSuki&AbuHajjar ALDali&ALMazmum	1.5

### LAND PRICES IN THE RIVER NILE STATE (2013)

Region	Price in pound
Industrial land fees	25 square meter
Price of agricultural land	61 (per feddan)

### LAND PRICES IN THE BLUE NILE STATE

Region	Price in pound
Prices of agricultural rain fed land(annual fare of land)	1.5 (per feddan)
Prices of industrial and service land	6 (per square meter)

### PRICES OF INDUSTRIAL AND SERVICE LAND IN NORTHERN KORDOFANSTATE(2013)

Region	Price in pound
Industrial and service Um Rawaba&ALRahad&Ghibaish	10-15(per square meter)
Shiekan	15-20(per square meter)

**PRICES OF AGRICULTURAL LAND IN NORTHERN KORDOFAN STATE(2013)**  
*(All the agricultural land directly by the people)*

Region-number	Agricultural (Rain fed	Price In pound Per feddan	Agricultural horticultural (price in pound per Feddan)						
			Clay soil	Sedimentary Soil	sandy	Gadud	clay	sed	
Soil type	sandy	Gadud							
Shiekan	1500	2000	2000	3000	2000	3000	-	4000	
Bara	350	-	-	-	1000	-	-	2000	
AumRawaba	116	130	260	-	116	214	520	-	
ALRahad	98	116	173	-	578	694	650	578	
Sudary	-	-	-	-	-	-	1000	-	
ALKhawi	-	-	-	-	-	-	1200	-	
ALNihood	-	-	-	-	1200	-	2000	-	
ALAudia	72	116	145	-	3468	4046	4620	-	
ABuzabad	-	-	-	-	-	-	1500	-	
Wad banda	65	101	-	-	3468	-	3179	-	
Ghibaish	58	-	-	-	-	-	-	-	
West Bara	300	-	-	-	1500	-	2000	-	
Gabra region	The average per acre between 1000-2000 pounds of horticultural land and rain fed land								



### LAND PRICES IN GEDAREF STATE (2013)

Region	Price in pounds
Industrial and service region	2 (per square meter)
Breeding & fattening of cattle farms & pastoral & dairy production	2( per feddan)

### LAND PRICES IN KASSALA STATE(2013)

Region	Price per square meter(SDG)
Popular Industrial	3
Reeba industrial	4
ALGerba industrial	1
HalfaALGadeema industrial	2
HalfaALGadeeda industrial	1

### PRICES OF LAND IN SOUTHERN DARFUR STATE (2013)

Region	Price per square meter(SDG)
Industrial & service(commercial)	1500 – 1200
Promotional	50 – 700(Depending on the location andfeatures)
The Farm land: Promotional	150 – 3000 per feddanDepending on the location andfeatures
Commercial	2000-9000 per feddan

### PRICES OF SERVICES IN KHARTOUM STATE (2013)

#### 1- Water prices (2013)

Interpretation	Minimum meters	Minimum pound	What has exceeded the minimum pound
Commercial	60 meters	95	what has exceeded×2
industrial	60 meters	95	What has exceeded×2

#### Electricity prices2013

Sector	Price per kilo watt per hour pound
Industrial	0.18
Agricultural	0.16





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