

Republic of Sudan
Ministry of Investment and International
Cooperation



Procedures Manual 2021



This Guide has been compiled with the aim of facilitating the investment task in relation to the measures to be taken to have access to the diverse investment transactions, in the hope that it is comprehensive enough to cater for all the required aspects for internal and external investors, alike.

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Procedures for obtaining license and investment transactions

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License fees and investment transactions

Project disposition fees

Fees of registration of the business name

The prices of investment land

1-Investment body

Investor can choose any of the following investment

Formulas:

- Individual property
- Partnership system

- Corporate system
- A branch of a foreign company

2-Business registration procedures

- Application addressed to the commercial registrar on the
- proposed name
- Contract and regulations of the establishment of company
- The Procedures after the initial approval:
- Preparation of the company headquarters
- Provision of three copies of establishment regulation
- sealed from the tax and zakat chamber.
- Form filling(12) of the capital of the company
- Filling the approval form (ش2)
- Judiciary form(publication form)

3-procedures of registration of the branch of the foreign

company

- Application of the registration to the commercial registrar
- Contract of association and regulations of the parent company
- Registration list or documents of establishing the parent company
- Documented authorization from the company to a person resident in Sudan to receive judiciary notification.

- Resolution of the Board of Directors of the parent
- company to start a branch in Sudan
- Opening of the previous documents with the seal of the
- company in order to be documented from the ministry of
- foreign affairs of the investing country or the Sudanese
- embassy in the country of registration.

4-Procedures for obtaining the license and investment

transactions:

1- The new license:

The required documents:

- Feasibility study certified from one of experienced
- consultant house (original copy + copy)
- Application of a new license on the signing of the
- owner of the project
- Certified power of attorney by a lawyer or a court for
- the purpose of investment procedures.
- Attachment of a copy of the memorandum of
- association (in case of the companies)
- Attachment of copy of the incorporation certificates (in
- case of the companies).
- Partnership contract (in case of partnerships between
- individuals).

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5-procedures of the registration of the business name

The applicant must comply with the following:

- Submission of application on the proposed names to register the business name in English and Arabic.
- Form filling of registration of the business name and its notarization by Lawyer.
- Bringing the approval of the competent authority.
- Upon the completion of the previous measures, the applicant delivers two incorporation certificates in Arabic and English and signed by the business names registrar and bearing the seal of the general commercial registrar.

6-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

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grant a list of needs of the leased location (long- term lease of ten years and more)

7-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

8-Modern means of transport

The required documents:

- A copy of the license
- A copy of the business name
- A new title deed
- Sketch map for a visit
- Telephone number, the name
- Power of attorney or authorization from the Board of Directors certified by a lawyer or a court.
- Memorandum of association
- Certificate of establishment of the company in cases of the companies.
- A report of the recent field visit

- Application signed by the owner of the project Import certificate
- A valid title deed of means of transport (for transportation projects)
- Budget approved by the tax department (in case of the vehicles of the strategic projects)

9-Allocation of land plot

- The required documents:
- Copy of the license
- Copy of the business name
- Documented power of attorney by a lawyer
- Contract of association and Incorporation certificate (in case of the companies)
- The name and the telephone number

10-Working on a leased location

The required documents:

- Filling out the forms clearly
- Copy of the business name and the license of the tenant project
- Copy of the business name and the license of the lessor project
- Copy of the valid title deed

- Copy of the valid title deed
- Copy of the initial lease contract
- Copy of customizable documents and receipt of the land of the project (industrial sector)

11-Immigration measures

All immigration transactions such as the entry visa, residence, registration of the foreign investors and renewals stake place at the foreign passport unit in the ministry of investment and International Cooperation

12-Foreign labor in Sudan

- Dealing with foreign labor according to the encouragement of national investment act of the year 2020 and the labor act of 2007 and all the measures of foreign employment take place at the ministry of labor and the commissions and departments of investment in the states.

