



Republic of Yemen  
Ministry of Planning and International Cooperation  
International Cooperation Sector

# **Manual of Procedures and Organization of Arab and Foreign NGOs Work in the Republic of Yemen**

**2015**



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## Introduction

The Government of Yemen has, in the past few years, granted great attention to international and regional Civil Society Organizations( CSOs). This policy has resulted in the issuing of the Organizational Regulation for the Work of the Arab and Foreign NGOs with Cabinet Decree No. 211 of 2011. It is a regulation that organizes the process of cooperation between the Government of Yemen and NGOs working in our country.

In implementation of the Yemen Mutual Accountability Framework (MAF) between the Government of Yemen and the donors, which was signed in the Friends of Yemen Conference in Riyadh in September 2012, the Government of Yemen undertook another step forward with the Document of Partnership between the Government of Yemen and CSOs. This document was issued by Cabinet Decree No. 212 of 2013 in September of that year.

The issuance of this Manual of Procedures comes in line with political, social, and economic changes in Yemen, especially with the success of the Comprehensive National Dialogue Conference that brought together representatives from the different national components and entities and concluded to a number of decisions and recommendations drawing the features of a new future for Yemen. And more recently, there was also the Peace and National Partnership Agreement (PNPA) that was signed on September 21, 2014.

Our country was facing a number of economic, social, political, and security challenges, and these obstacles cannot be overcome unless there is a true and effective partnership with social activities. At the forefront of these partnerships are Civil Society Organizations (CSOs).

People are the foundation of development and its main priority, and there is no successful and comprehensive development without equal rights for men and women.

One cannot think of the economic, social, educational, and health relationships separately of gender, nor can one separate economic and social rights from civil and political rights. Comprehensive development, the core of which is sustainable human development, achieves an increase and expansion of choices for citizens. That in turn makes it necessary for there to be a partnership between the NGOs and citizens who play a fundamental role. This partnership is based on integration and turns these individual and organizations from negative receivers of aid to positive doers that take initiative and act as an intermediary in the process of social and economic change. That is inclusive of enacting the role of NGOs and providing them with the opportunity to participate in, plan, draft, and implement policies of economic and social development, as well as allowing them to work to find the appropriate mechanisms that ensure the achievement of effective partnership.

The government based on competence has set, as one of its main goals, the development of the energy and water project framework, as well as employment projects, and that is why

I take this chance to direct non-governmental organizations that work in Yemen to make these priorities for the coming years so that these organizations can become effective partners in creating development and decreasing the suffering of the people.

I am happy to give my great thanks to Dr. Muhammad Saeed Al-Sa'di, the former Minister of Planning and International Cooperation and the current Minister of Industry and Trade, for his efforts in the facilitation of work during the preparation of this manual. I would also like to thank the NGO Club for assuming an important role in coordinating between the Ministry and NGOs as well as providing the material and moral support during the preparation of this manual. I am happy to congratulate the team responsible for this manual for their efforts, as well as all responsible departments, whether from the Ministry of Planning and International Cooperation, any other Ministry, or any supporting organization.

Finally, I would like to take this chance to reiterate the readiness of the Ministry of Planning and International Cooperation to provide all types of support and cooperation to NGOs working in our country. That is intended to help them carry out the role required of them as a partner in development and so that they can carry out their operations effectively and successfully.

**Dr. Mohammed Al-Maitami**  
**Minister of Planning and International Cooperation**

# Section 1

## Registration and Renewal



## First: Registration of an NGO Requirements and Required Documents

In order to register an Arab or Foreign Non-governmental Organization (NGO), the following is required:

- Reregistered in the country of its main headquarters
- That it has previous activities in other countries
- That it has not had a judicial ruling prohibiting or banning it from carrying out its activities in one or more countries
- That the activities that it will carry out in Yemen are not based on religion or politics, and that these activities do not conflict with the current laws in the Republic of Yemen
- That it provides the following documents, translated into Arabic:
  - A certified original copy of the registration certificate of the NGO in the country of its headquarters
  - A certified copy of the bylaws of the NGO
  - An official report about the activities of the NGO in other countries
  - An official authorization stamped by the main headquarters of the NGO to the individual that will represent the NGO in the Republic of Yemen attached to their resume and educational and professional certificates
  - A recommendation from the Embassy of the Republic of Yemen in the country of the headquarters of the NGO, from the Embassy of the country of headquarters in the Republic of Yemen, or from the Embassy that represents the country in the Republic of Yemen
  - Proposal of the action plan or program of activities or projects that will be implemented in the Republic of Yemen. In addition, the funding for the program or activities of the NGO should not be less than 250,000 USD.

## Forms Used

- Registration Form from the Ministry of Planning and International Cooperation
- Principal Agreement Form from the Ministry of Planning and International Cooperation

## Registration Process

**A.** Presenting an official letter requesting registration from the headquarters of the NGO to the Ministry of Planning and International Cooperation attached to all of the required forms.

**B.** The request is received by the General Administration of Secretary and the NGO is given a receipt for the documents.

**C.** A letter with the attachments is submitted to the Deputy Minister or Assistant Deputy for the International Cooperation Sector for review and referral to the General Administration for Arab and Foreign Non-governmental Organizations (NGOs) to review the file, make sure that it meets all of the requirements, and discuss it with the relevant authorities.

**D.** In the case that it meets all requirements and presents all the supporting documents, a registration form is given to the NGO to be filled out and returned to the General Administration for Arab and Foreign Non-governmental Organizations (NGOs) to confirm the correctness of the information and approve it.

**E.** The Principal Agreement is prepared and signed by the Deputy Minister of the International Cooperation Sector and the NGO. It is entered in two original copies, one of which is given to the NGO.

**Completion Time:** Twenty days from the date the request is submitted in the case that all documents are provided.

**Fees:** None

## Notes:

The organization shall open an office to operate in the Republic of Yemen within three months of the signing of the Principal Agreement, and the Ministry of Planning and International Cooperation shall be notified, in an official letter, of the address of the NGO.

**B.** The organization shall start its operations and implement its projects in the Republic of Yemen within six months of the signing of the Principal Agreement. In the case that there are any obstacles that lead to a delay in its activities, the NGO must notify the Ministry in writing stating the reasons that led to this.

## Second: Renewal of the Principal Agreement Requirements and Required Documents

- A letter signed by the representative of the NGO to the Deputy Minister of the International Cooperation Sector
- A report about the program and activities that the NGO carried out in the previous period
- A copy of the budget of the projects implemented by the NGO certified by an auditor
- A copy of the work contracts of nationals, Yemeni employees
- A copy of the receipt for the payment of taxes owed in accordance with the laws in force
- A field evaluation report for the projects of the NGO that are being implemented and were not visited during the period of the previous agreement, and this should be done in accordance with the follow up and evaluation rules in this manual

## Forms Used

- Principal agreement Form from the Ministry of Planning and International Cooperation

## Renewal Procedures

**A.** Submit a signed letter from the representative of the NGO to the Deputy Minister of the International Cooperation Sector in the Ministry of Planning and International Cooperation requesting the renewal of the Principal Agreement. This letter shall be submitted a month or more before the expiry of the agreement, and it shall include the required supporting documents.

**B.** The file is reviewed and made sure to include all of the required documents. After that, the renewal of the Principal Agreement is signed for two years.

**C.** In the case that there is any problem that hinders the renewal, it is solved through consultations between the Deputy Minister of the International Cooperation Sector and the NGO in coordination with the General Administration for Arab and Foreign Non-governmental Organizations (NGOs).

**Completion Time:** One workweek if the required documents are available.

**Fees:** None

## Third: Termination/Voiding of the Principal Agreement

The agreement is considered terminated or void in the following cases:

- If the NGO commits an act in violation of the constitution and the laws and regulations in force or any act against the rulings of this manual and the provisions of the Principal Agreement.
- If the Principal Agreement was signed based on incorrect information or by forgery or fraud by the NGO.
- If the NGO is indicted by a concerned court in a crime that is punishable by the laws and regulations in force.
- If the NGO does not provide the annual reports to the Ministry after the NGO has been given a notice of that more than once.
- If it is shown that the reports submitted by the NGO are incorrect and false.

## Termination Procedures

**A.** The Ministry of Planning and International Cooperation sends the NGO a notice of its infraction with an official written letter from the Deputy Minister for the International Cooperation Sector.

**B.** The NGO has the right to appeal the ruling in writing to the Minister of Planning and International Cooperation within 15 days from the date it receives the notice.

**C.** The appeal is looked into by the Minister after listening to the testimony of the NGO and consulting with the related sector in the Ministry, as well as any other related government agencies. This shall be carried out within 15 days from the date the appeal is received, and the appropriate decision shall be made.

**Note:** The Minister has the right to, for security or political reasons, freeze/suspend the operations of any organization, and the Minister also has the right to present the case to the judiciary.

## Fourth: Procedures for Signing the Project Agreement Ministry of Planning and International Cooperation Requirements and Required Documents

- The Principal Agreement must be valid or in force.
- A letter from the NGO to the Ministry of Planning and International Cooperation.

## Signing Procedures

**A.** An official letter is submitted by the NGO in the Republic of Yemen, and in it is mentioned the desire of the NGO to implement a project in the Republic of Yemen, the entity sponsoring/funding the project and the amount of funding, and the local governmental or non-governmental partner for the project.

**B.** The letter is received and recorded in the General Administration of Secretary and submitted to the Deputy or Assistant Deputy for the

International Cooperation Sector to look into it and refer to the General Administration for Non-governmental Organizations (NGOs).

**C.** A form of the Project Agreement is given to the NGO to fill out and prepare a detailed budget with the local beneficiary.

**D.** A letter is drafted from the Deputy Minister of the Sector to the beneficiary.

**Completion Time:** Four workdays

**A.** When a letter from the beneficiary to the Deputy Minister is received attached to a copy of the sub-agreement and the detailed budget that was prepared by the NGO, the file is forwarded to the General Administration for NGOs and the General Administration of Legal Affairs for review.

**B.** If there are any comments/notes regarding the file, they are to be discussed with the NGO to make any necessary amendments/changes, if any.

**C.** The letter is sent from the Deputy Minister to the beneficiary, attached to the sub-agreement, to be reviewed with the NGO and signed.

**Completion Time:** Five workdays

**A.** An official letter is received from the beneficiary informing of the completion of the signing procedures for the agreement, and attached is the agreement, signed by the beneficiary and the NGO.

**B.** The letter is received and recorded by the general administration secretary and then forwarded to the Deputy Minister for International Cooperation to complete the signing procedures and approve it.

**C.** An original copy of the agreement, after it is approved, is given to the NGO and the governmental or non-governmental beneficiary (the local foundation or organization) to be signed and archived.

**Completion Time:** One workday

**Fees:** none

## The Beneficiary Entity Requirements and Required Documents

- A letter from the Ministry of Planning and International Cooperation to the beneficiary
- A copy of the Principal Agreement in force of the supporting organization
- A copy of the Project Agreement Form
- A copy of the estimated budget of the project
- A certified Funding Agreement from the donor/sponsor if the funding is from a governmental entity or an international or regional organization
- If the funding is from an individual, a notice from the NGO shall suffice.
- A list of the names of the nationals and expatriate employees in the project

### Procedures

**A.** Receive an official letter from the Ministry of Planning and International Cooperation to the beneficiary that states the desire of the NGO to implement a certain project, attached to the required supporting documents.

**B.** The beneficiary cooperates with the NGO to determine the activities and relevance with the plans and programs of the government and the needs of the beneficiary. After that, they shall both prepare a sub-agreement and detailed budget.

**C.** The beneficiary drafts a letter to the Ministry of Planning and International Cooperation to the International Cooperation Sector attached to a draft of the sub-agreement that was prepared by the beneficiary and the NGO. This letter should be approved by the Deputy Minister for the International Cooperation Sector.

**D.** In the case an agreement cannot be reached between the beneficiary and the NGO, between the beneficiary and the Ministry of Planning and International Cooperation, or between any of the aforementioned entities in terms of the completion of sub-agreement

and should the process take more than a week, a meeting is held between the representatives of the aforementioned entities and the NGO to come up with a mutual vision and agreement for the completion of the agreement

**Completion Time:** Five workdays if all of the required documents are available

**Fees:** none

## **Fifth: Providing Funding/Support to Civil Associations and Foundations**

### **Requirements and Required Documents**

- An official letter from the Ministry of Planning and International Cooperation to the Ministry of Social Affairs and Labor attached to the following:
  - A copy of the Principal Agreement that is still valid
  - A brief of the project that is to be executed with the civil association or foundation
  - An initial budget for the project
  - With regards to the Yemeni civil association or foundation, the following is required:
    - That it be registered with the Ministry of Social Affairs and Labor and has a valid license for its work
    - That it was established a year or more before and has a fixed work headquarters
    - It has previous experience in the field being cooperated in and that the nature of its work is suitable for the proposed project.

## Procedures

**A.** An official letter from the Ministry of Planning and International Cooperation to the Ministry of Social Affairs and Labor, the Development Sector, that clarifies the name of the Arab or foreign organization, the name of the local organization or institution that will be worked with, and the type of project, and is attached to the required documents.

**B.** The letter shall be sent to the specialized administration in the Ministry of Social Affairs and Labor to review and make sure that it is completed and all of the required documents are attached

**C.** In the case that the requirements are met and the required documents are included, a letter of agreement is sent to the Ministry of Planning and International Cooperation.

**D.** In the case that the file is not completed, the NGO is told of what is missing so that it can complete the file.

**E. Completion Time:** Three workdays if all of the required documents are available

**Fees:** none



# Section 2

## Customs and Tax Exemptions



## First: The Procedures for Requesting Customs Exemptions in the Ministry of Planning and International Cooperation

### 1 - Forms Used

There are a number of forms used for customs exemptions that should be included with a request, and these forms include the following:

**A.** Customs Exemptions Form No. 6/A is used to ask for exemptions for the office of the NGO and the projects affiliated with it, and this includes the durable materials and equipment that the use of which is no longer needed.

**B.** Customs Exemptions Form No. 6/B is used to ask for exemptions for the office of the NGO and the projects affiliated with it, and this includes durable materials, equipment, vehicles, furniture, and tools that are allowed temporarily.

**C.** Customs Exemptions Form No. 8 is used to ask for exemptions for the foreign experts and administrators working in the office of the NGO and its projects, and it has to do with their personal luggage, cars, and home furniture. They are allowed a temporary stay for only one time and must be filled out within six months of these goods entering the Republic of Yemen.

**D.** Customs Exemptions Form No. 1 is used for grants and donations not related to the agreement.

**Note:** These forms can be bought from the Ministry of Finance – Imports Department based on a request from the NGO to the Ministry of Planning and International Cooperation.

### 2 – General Directions/Instructions

The following should be taken into account when requesting customs exemptions in all cases:

**A.** The request is submitted using an exemption form (the form used for each case) and attached to these forms is the original receipts and documents relating to the request, like the receipts, bill of lading,

detailed shipping description, certificate of origin. These should be certified by the relevant authorities and stamped by the government entity that oversees all of this. This includes a copy of these documents, and the number and date of each shipping policy and receipt should be written on the form for customs exemption.

**B.** A copy of the documents can be used to complete the procedure at the Ministry of Planning and International Cooperation and Ministry of Finance with regards to materials that cannot be stored, like medicine, food, and other materials that can expire. However, they cannot be removed from the harbors (customs entrances) except with original documents.

**C.** All of the information on the forms for exemptions are filled out in accordance with the information and documents attached to the receipt, and they shall be in accordance with the legal documents used to ask for the exemption.

**D.** Print the complete information on the exemptions form with a typewriter or computer, taking into account to use the same information fields on the form.

**E.** The exemptions form shows the value of the materials requested to be exempted (value + shipping rates + Insurance CIF), and the total value is written in numerals and words.

**F.** Cars that were produced more than 7 years ago + 1 year for the year it was produced cannot be imported, as well machines and equipment that were produced more than 15 years ago + 1 year for the year they were produced. It is also prohibited to import alcohol and the food for the foreign administrators and experts.

### **3 – Customs Exemptions for the NGO Offices**

This includes the equipment, tools, furniture, office tools, machinery, and vehicles.

#### **Requirements and Required Documents**

- The Principal agreement is still in force

- A detailed list, in Arabic and English, that includes the yearly needs of the NGO including materials, equipment, office furniture and supplies, machinery, and vehicles. This cannot be amended except in cases that are required by the work situation of the NGO.

## Procedures

- A.** Submit an official written letter in Arabic from the representative of the NGO to the Ministry of Planning and International Cooperation Deputy for International Cooperation requesting approval to give customs exemptions. The required documents should be attached to this form.
- B.** The request is then submitted to the specialized department to be reviewed and make sure that all of the required documents are available and requirements are met; then it is approved.
- C.** The exemption form and its attachments are sent to the Customs Authority to finish the procedures.

**Completion Time:** From two to three days with the ministry if required documents are available and all requirements are met

**Fees:** none

## Notes:

- In the case that the office of the NGO replaces old cars, machinery, tools, and furniture with new ones, the Ministry must be informed of this in advance in writing.
- The organization shall commit to taking these items out of the country or paying the required customs fees in the case that they are sold locally, including any cars, tools, furniture, equipment, or other items that came into the country with temporary customs exemptions under the name of the office of the NGO. This shall be done when the activities of the NGO are ended by the government or the period of its work in the country ends.
- When the items are taken out of the country or locally sold or gifted, the documents to discharge responsibility from the customs

authority and the general traffic administration, and the metal license plate is given to the Ministry so that responsibility can be discharged from the office of the NGO.

- After the end of the work of the NGO in the country, and before it leaves, the tools, vehicles, equipment, furniture, and other items used by the office of the NGO then become the property of whichever entity is stated in the Principal Agreement that is signed with the Ministry.

#### **4 – Customs Exemptions for the Projects of the NGO Office**

These exemptions include the tools, equipment, machinery, and vehicles

##### **Requirements and Required Documents**

- A copy of the current Project Agreement that is in force and certified from the Ministry of Planning and International Cooperation
- A copy of the executive agreement for funding the project between the NGO office and the sponsoring agency
- A copy of the executive plan of the project (project document) that is certified from the beneficiary and includes the technical description of the project and details of the supplies needed for implementation, including material, tools, equipment, machinery, furniture, and vehicles. It should also determine the period for implementation and the dates the project should start and end, as well as the value of the budget.

##### **Procedures**

**A.** A request for approval to grant a customs exemption is submitted with an official written letter from the beneficiary and the entity supervising the implementation of the project to the Ministry of Planning and International Cooperation Deputy. This letter should include the name of the NGO implementing the project, the name of the project, the sponsoring entity for the project, and it should also be attached to the required documents.

**B.** The request is forwarded to the specialized department to study and make sure that all requirements are met and required documents

are attached, then it is approved.

**C.** The customs exemption and its attachments are sent from the Deputy Minister for the International Cooperation Sector to the Customs Authority to complete the procedure.

### Notes:

After the end of the implementation of the project, the tools, equipment, vehicles, machinery, furniture, and other items that came into the country for the project and with temporary permissions are transferred in ownership in accordance with the Project Agreement. In the case that there is no clear text in the agreement regarding this, the Principal Agreement for the office of the NGO is used.

**Completion Time:** From two to three days with regards to the Ministry

**Fees:** none

## 5 – Customs Exemptions for Experts and Administrators

These include exemptions for personal effects, home furniture, vehicles, and equipment.

### Requirements and Required Documents

- A copy of the expert's passport
- A copy of the work permit, and a copy of the work visa
- A copy of the Principal Agreement and Project Agreement that are still in force

### Procedures

**A.** Present a request for agreement for a customs exemption in an official written letter in Arabic from the NGO to the Ministry of Planning and International Cooperation Deputy in the International Cooperation Sector. The letter should include the name of the expert and their citizenship, work, the date they will start working, and the time period they will be expected to work. Attached should be the required documents.

**B.** The request should be sent to the specialized department to be reviewed and make sure that all of the requirements are met and

required documents are attached; then it is approved.

**C.** The exemption form and its attachments are sent from the Deputy Minister for the International Cooperation Sector to the Customs Authority to complete the procedures.

**Completion Time:** From one to three days with regards to the Ministry

**Fees:** none

## Notes

When presenting the request, the following is taken into account:

- The request for exemption should be submitted once during their stay in the country, and it should be submitted within six months of them entering the country
- The expert shall be committed to, in the case that their work period in the office of the NGO or in the project that the request is submitted under ends, will take all of the tools, furniture, vehicles, and equipment that were temporarily allowed. In the case that they are sold locally, the expert must get prior authorization from the Ministry to sell them, and this authorization must be on an official letter, and all customs fees that were waived must be paid.
- When the goods are taken out of the country or sold locally after customs fees are paid, forms for the discharge of responsibility are submitted to take responsibility from the NGO. These documents are from the Customs Authority and the general traffic administration, and the license plate is taken from the Ministry. The expert is then no longer responsible and is given an exit visa.
- The representative of the NGO commits to, at the end of the work period of the NGO and when they are leaving the country, liquidating all of the property of the office of the NGO and the projects owned by it, including any customs fees. This includes getting any discharge of responsibility from the customs authority and the general traffic administration for the license plate. Then a discharge of responsibility is given to the office of the NGO and the projects that it operates, and they get approval for a final exit visa.

## 6 – Customs Exemptions for Grants and Donations

These include grants and donations not included in the agreement Requirements and Required Documents

- The original certificate, in Arabic, of the grant from the entity making the grant. This should show the type of items being granted, the name of the project, the name of the beneficiary, and it should be approved and certified by our embassy in that country.

Procedures

**A.** The request for approval for customs exemption should be made in an official letter in Arabic and signed by the NGO. The letter shall be sent to the Ministry of Planning and International Cooperation Deputy and it must include the details of the grant provided, including the type, entity that gave the grant, and the name of the project and beneficiary. All required documents should be attached.

**B.** The request should be sent to the specialized department to be reviewed and made sure that all of the requirements are met and required documents are attached; then it is approved.

**C.** The exemption form and its attachments are sent from the Deputy Minister for the International Cooperation Sector to the Customs Authority to complete the procedures.

### Notes

Take into account that the form for customs exemption should include the type of material given in the grant, its weight and quantity in numbers and kilograms, the number and date of the certificate of the grant, and the beneficiary and implementing entity.

**Completion Time: From two to three days with regards to the Ministry**

**Fees:** none

## **Second: The Procedures for Approval to Giving License Plates and Car Registrations, Transferring Ownership Through Sales, Re-Exporting, and Gifting the Cars that Come In Under the Temporary Customs System**

### **1 – Procedures for Approval to Issue a License Plate for a Customs Import:**

These include the procedures for the vehicles of the NGO and its projects and experts

#### **Requirements and Required Documents**

- **A** completed copy of the customs exemption form for the procedures, including a copy of the customs list
- **A** copy of the Principal Agreement/Project Agreement that is still in force

#### **Procedures**

**A.** Present a request for approval to issue a license plate with an official written letter in Arabic from the NGO to the Ministry of Planning and International Cooperation Deputy. This letter should include if the car is for the office of the NGO or an expert or administrator for the project, as well as the following specifications of the car: type, model number, engine number, and VIN. All required documents should also be attached.

**B.** The request should be sent to the specialized department to be reviewed and made sure that all of the requirements are met and required documents are attached; then it is approved.

**C.** The exemption form and its attachments are sent to the Customs Authority to complete the procedures.

**Completion Time: From one to three days with regards to the Ministry**

**Fees:** none

## 2 – Procedures for Approval to Renew Car Registration (Number Card):

These steps include the office of the NGO, its projects, and its experts.

### Requirements and Required Documents

- Include a copy of the car registration that needs to be renewed
- A copy of the Principal Agreement/Project Agreement that the car is under

### Procedures

**A.** Present a request for approval to renew a car registration with an official written letter in Arabic from the NGO to the Ministry of Planning and International Cooperation Deputy. This letter should include if the car is for the office of the NGO or an expert or administrator for the project, as well as the following specifications of the car: type, model number, engine number, and VIN. All required documents should also be attached.

**B.** The request should be sent to the specialized department to be reviewed and made sure that all of the requirements are met and required documents are attached; then it is approved.

**C.** The exemption form and its attachments are sent from the Deputy Minister for the International Cooperation Sector to the Customs Authority to complete the procedures.

**Completion Time: From two to three days with regards to the Ministry**

**Fees:** none

## 3 – Procedures for Approval for Re-exporting

These procedures include the cars of the office of the NGO, its projects, and its experts.

### Requirements and Required Documents

- **A** copy of the customs exemptions to complete the procedures, including a copy of the customs information
- **A** copy of the number card

## Procedures

**A.** Present a request for approval to re-export a car with an official written letter in Arabic from the NGO to the Ministry of Planning and International Cooperation Deputy. This letter should include if the car is for the office of the NGO or an expert or administrator for the project, as well as the following specifications of the car: type, model number, engine number, and VIN. All required documents should also be attached.

**B.** The request should be sent to the specialized department to be reviewed and made sure that all of the requirements are met and required documents are attached; then it is approved.

**C.** The exemption form and its attachments are sent from the Deputy Minister for the International Cooperation Sector to the Customs Authority to complete the procedures.

**D.** The Ministry should get a copy of the discharge of responsibility from the customs authority and the general traffic administration.

Completion Time: From two to three days with regards to the Ministry

Fees: none

## 4 – The Procedures for Gifting a Car to A Governmental Agency or CSO

### Requirements and Required Documents:

- Get prior written permission from the Ministry to give the gift. This permission should be in an official letter.
- **A** copy of the completed customs exemption form with a copy of the customs information
- **A** copy of the number card
- **A** copy of the letter giving the gift. The letter is from the NGO to the governmental agency or CSO
- **A** letter showing the transfer, or official communication between the granting agency and the beneficiary regarding the gift

## Procedures

**A.** Present a request showing the desire of the NGO to gift the car to the benefiting governmental entity or CSO in an official written letter in Arabic from the NGO to the Ministry of Planning and International Cooperation Deputy. This letter should include the following specifications of the car: type, model number, engine number, and VIN. All required documents should also be attached.

**B.** The request should be sent to the specialized department to be reviewed and made sure that all of the requirements are met and required documents are attached; then it is approved.

**C.** The exemption form and its attachments are sent from the Deputy Minister for the International Cooperation Sector to the Customs Authority to complete the procedures.

**D.** The Ministry should get a copy of the discharge of responsibility from the customs authority and the general traffic administration.

Completion Time: From two to three days with regards to the Ministry

Fees: none

### 5 – Procedures for Approval to Transfer Ownership By Sale Locally Requirements and Required Documents

- Get prior written permission from the Ministry to make the sale. This permission should be in an official letter.
- Advertising in any official newspaper the desire of the NGO to sell the cars used in its office
- A certified copy of the report opening of the opening of the bids, with a representative from the Ministry being in attendance
- A copy of the customs exemption, the customs information, and the number card
- A copy of the sale contract between the two parties certified by the office of the NGO

## Procedures

**A.** Present an official written letter in Arabic from the NGO to the Ministry of Planning and International Cooperation Deputy that

includes the desire of the NGO to sell a car, and which includes the specifications of the car: type, model number, engine number, and VIN. All required documents should also be attached.

**B.** The request should be sent to the specialized department to be reviewed and made sure that all of the requirements are met and required documents are attached; then it is approved.

**C.** The exemption form and its attachments are sent from the Deputy Minister for the International Cooperation Sector to the Customs Authority to complete the procedures.

**D.** The Ministry should get a copy of the discharge of responsibility from the customs authority and the general traffic administration.

**Completion Time: From two to three days with regards to the Ministry**

**Fees:** none

## **6 – Procedures for Approval to Re-Export the Personal Effects, House Furniture, Vehicles, and Equipment of the Experts and Administrators That Were Temporarily Allowed**

### **Requirements and Required Documents**

- A detailed list, in Arabic and English, of the personal effects, house furniture, vehicles, and equipment to be re-exported. The list should be certified by the office of the NGO.
- A copy of the receipt of the customs exemption that was used to bring the personal effects, house furniture, vehicles, and equipment:

### **Procedures**

**A.** Present an official written letter in Arabic from the NGO to the Ministry of Planning and International Cooperation Deputy that requests approval for re-exporting and includes the name of the expert or administrator, their work, and the place the personal effects will be sent to. All required documents should also be attached.

**B.** The request should be sent to the specialized department to be reviewed and made sure that all of the requirements are met and

required documents are attached; then it is approved.

C. The exemption form and its attachments are sent to the Customs Authority to complete the procedures.

**Completion Time: From two to three days with regards to the Ministry**

**Fees:** none

## Second: Procedures of the Ministry of Finance

### Service Type: Financing Business Incubators

#### Required Documents

- Exemption request form
- Original shipping policy if it is shipped, and if there is a prior exemption then a copy or certified copy of the customs declaration is included, along with a copy of the exemption memo.
- The original purchase receipt if it is shipped, and if there is a prior exemption then a copy or certified copy of the customs declaration is included, along with a copy of the exemption memo.
- A certified original filling list
- A certified certificate of origin
- A certified copy of the import contract and its attachments with a memo explaining the types of attachments (quantity lists)
- The project financing agreement (with a translation of the items relating to the exemptions, which must be certified) if the agreement is in a foreign language, or a certified donation letter if the assistance is for only one time.
- A certified project implementation agreement from the beneficiary and the implementing entity (if the project is being implemented by a contractor)
- The customs documents mentioned below

**Completion Time:** Three work days

## **Service Type: Customs exemptions for grants and donations given to the country**

### **Required Documents**

- Certified Form No. 1 for Customs Exemptions from the specialized entity of relation and the Ministry of Planning and International Cooperation
- Certified original shipping policy
- Certified original purchase receipts
- Certified original filling list
- Original certificate of origin
- Certified original donation certification translated into Arabic

**Completion Time: Three work days**

## **Service Type: Gifting Vehicles, Equipment, Furniture, or Computers from the Office of the Organizations to Government Offices or Local Charitable Foundations**

### **Required Documents**

- A memo from the Ministry of Planning and International Cooperation requesting transfer of ownership
- A certified copy of the gift memo
- A certified memo of the receipt
- A certified copy of the customs memo
- A certified copy of number card
- A copy of the customs exemption memo

**Completion Time: Three work days**

## **Service Type: Providing Exemption License Forms**

### **Required Documents**

- A form requesting a license from the beneficiary
- Receipt for deposit into the bank for the price of the literature

**Completion Time: Three work days**

### Third: Procedures of the Customs Authority

#### Procedures for Getting Temporary Exemptions (Final Requirements and Required Documents)

- A copy of the Principal agreement and project agreement in Arabic, both of which must be still valid with the Ministry of Planning and International Cooperation
- The importance of there being a clear text for exemption in the text of the Principal Agreement and Project Agreement.
- A copy, translated into Arabic, of the funding agreement, implementation agreement, and consulting agreement (if available), certified by the Ministry of Planning and International Cooperation and the supervising entity
- Filling in and completing the procedures relating to the forms for new projects, including the form for signatures on the receipt to request exemption, a commitment to re-export the imports under the temporary customs system after finishing the project, the form showing all of the information of the project, and others.
- The imports must be relating to the main activities of the beneficiaries and must be included in the certified list of the requirements of the project.
- Providing a request for exemption in accordance with the form made for that, completing all of the information fields and signatures from the beneficiary, the sponsoring entity, and the supervising entity (as well as the consulting entity, if available).

#### Procedures

- A.** Present the exemption form attached to all of the required documents to the reception at the Administrative Affairs Department in the Customs Authority to be recorded, and draft a receipt from the representative and a copy of the file.
- B.** Send the file to the specialist department in the general administration of exemptions and temporary customs, the Technical Department, for completion.

**C.** The specialists review the request and ensure that it is legal and correct, and then make sure that all of the required documents are attached. Then they make sure all of the materials clarified in the form requesting customs exemptions in the list showing the needs in the implementation agreement so that it can be used to find the materials on the list and put them on the record on the page for the project. After that, the exemption

number can be written on the forms attached to the exemption, and it can be stamped for the special reviewer in each department.

**D.** In the case that the documents are complete, the exemption is sent to the customs port to complete it by waiving the customs of the shipment and giving them the final customs list.

**E.** In the case that there are any documents missing or items that are not on the list of things needed by the project, the file is returned with the form and refused, and included must be the reason for the refusal.

**Completion Time: From two to three workdays at the Customs Authority if the documents are complete.**

**Fees:** none

## **1 – Procedures for Temporary Importing of Goods for the Employees and Experts of the Arab and Foreign Non-Governmental Organizations (Vehicles, Furniture, Personal Effects, Equipment, and Computers)**

### **Requirements and Required Documents**

- The organization must pledge, through the beneficiary, to re-export, as soon as the period of work for the expert in the NGO ends, or when the project ends, all of these imports, and that it will fix any issues arising with the temporary import of these goods.
- The importance of there being a legal text that is clear and enables the NGO and its experts to import cars and furniture for personal use as temporary imports.
- Providing an official letter (temporary import form) printed,

signed, and sealed, to the head of the customs authority to allow the request for approval to import cars, furniture, equipment, and tools for personal use for the employees and experts under the temporary import system and with the guarantee (written promise) to re-export the goods after the time is up, when the expert steps working in the NGO or its projects, or for any other reason (sudden stop of work). This also applies when any of the other requirements are met that are set by the management of the authority, taking into account the rulings of the agreement and its approval.

- A copy of the Principal Agreement, certified by the relevant authorities.
- A copy of the experts contract, certified by their employer and the supervisory entity.
- A copy of the passport of the importer, with a copy of their work permit
- The documents and receipts that are approved by the sponsoring and supervising entities, and these include: the original receipt or estimated value of the used personal furniture used, the original shipping policy, the loading list, and the certificate of origin.

## Procedures

**A.** Present a request for exemption or form for exemption under the temporary import system according to the approved form, with all of the required documents attached, to the reception at the Administrative Affairs Department in the Customs Authority to be recorded, and draft receipt from the representative and a copy of the file.

**B.** Send the file to the specialist department in the general administration of exemptions and temporary customs, the Technical Department, for completion.

**C.** The request is reviewed to ensure that it is legal and correct. They make sure that all of the required documents are complete, and ensure that the items on the list are shown. Then they have to find the materials on the list and put them on the record on the page for

the project. After that, the exemption number can be written on the forms attached to the exemption, and it can be stamped for the special reviewer in each department.

**D.** The file is sent to the customs port for implementation.

**E.** If there are any missing documents or items that are not on the list of things needed by the project, the file is returned with the form and rejected. It must include the reason for the rejection.

**Completion Time: From two to three workdays at the Customs Authority if the documents are complete.**

**Fees:** none

## 2 – Procedures for Issuing Customs Import License Plates Requirements and Required Documents

- That the NGO be subject to the customs import system
- That the Principal Agreement still be in force
- An official letter from the Ministry of Planning and International Cooperation to the Customs Authority requesting a temporary import license plate
- A copy of the temporary import paper for the car
- A copy of the customs information page with the original for review

### Procedures

**A.** Present the request with all of the required documents attached to the reception at the Administrative Affairs Department in the Customs Authority to be recorded, and draft a receipt from the representative and a copy of the file.

**B.** Send the file to the specialized department for review in light of the customs rules in force.

**C.** Draft an official letter to the general traffic administration to get a temporary import license plate.

**Completion Time: One day if the documents are complete.**

**Fees:** none

## 3 – General Rules

- With regards to the procedures for customs ports, they are

completed in accordance with the system followed according to the letters and directives of the authority to implement, and with the same procedures in the past regarding legal dealings (exports, demarcation, transfer of ownership, donations, and grants).

- The new legal fines will be applicable if there is a delay in renewing car registration every six months during the legal period of work and implementation of projects, or in the case that there is a delay in liquidating the materials that are temporarily imported, whether in re-exporting or demarcating them, or anything else.
- In order to avoid problems relating to imports under the temporary import system, a written promise is given in the customs port in accordance with the directives of the head of the customs authority to ensure the payment and liquidation of the imports, and to limit the infractions of this law.

## **Fourth: Procedures of the General Traffic Administration**

### **1 – Procedures to Get a Customs Import License Plate from the Traffic Police**

#### **Requirements and Required Documents:**

- A letter from the customs authority to the general traffic administration with its agreement to give the number
- Original customs declaration for the traffic police
- A letter from the NGO pledging, at the end of its work, to give the number back when re-exporting the car or paying its customs fees
- Periodic inspection if the car is more than five years old at the date the request is made.
- If the car is registered under the name of one of the employees or experts of the NGO; in addition to the above, a copy of the passport of the owner, showing a valid residence and work visa.

#### **Procedures**

- A.** Present a letter from the customs authority to the general traffic administration with the agreement to issue the number, with the required documents attached.

- B. Forward the letter to the related department to review and check up on the information in accordance with the laws in force.
- C. Forward to the supervisor to direct for the number to be issued
- D. The license plate is issued and a picture of the car is taken.
- E. The car registration (ownership card) is printed and given to the representative or owner

Completion Time: One workday if the required documents are complete

Fees: 4,550 YER total

- If the car has more than 7 seats, 200 YER are added for each seat.
- If the weight of the car is more than 3 tons, 300 YER is added for each ton.

## 2 – Procedures for Issuing Driver’s Licenses to Foreigners Requirements and Required Documents

- Memo from the employer in Yemen
- Colored copies of a valid passport and residence permit
- Original driving license from home country that is still valid with a copy of the license, or a driving school certificate from the Republic of Yemen.

### Procedures

- A. Present the letter from the NGO to the general traffic administration
- B. Forward the letter to the responsible department to enter the information and determine the type of license
- C. Forward the file to run a vision test, take photo for ID, and confirm information
- D. Issue the license and hand it over to the representative of the NGO or the person the license belongs to

**Completion Time: One workday if the required documents are complete**

**Fees: 2,650 YER total**

### General Rules

1. The organization is given a private license plate number through a

letter from the NGO with a formal guarantee like any Yemeni company as long as the car's customs fees have been paid.

2. The procedures that are to be followed when discharging the responsibility and ending the work of the NGO are as follows:

- a. A letter from customs in case the vehicle is re-exported.
- b. In the case that the vehicle's customs have been paid, the NGO gives the license plate back.
- c. In the case that the car is sold inside Yemen and its customs are not paid, then the responsibility of the vehicle is not released from the NGO until the vehicle is taken to the customs authority with a representative from the traffic administration and an official release is issued from customs.

## **Fifth: Procedures of the Ministry of Public Health and Housing**

### **Requesting to Take a Medical Shipment**

This includes medicine, medical supplies, tools, and equipment, logistical equipment, solutions, children's food, or anything else related to the activities of Non-governmental Organizations (NGOs) working in the health field.

### **Requirements and Required Documents**

- An official letter from the NGO to the Ministry of Public Health and Housing Deputy for the Department of Health Planning and Development with the request. The request should include the name of the project.
- All of the documents concerning the shipment, including: receipt with value, shipping policy, loading list with details about the contents of the shipment, certificate of origin, analysis certificate for medicine and solutions, a copy of the agreement or donation certificate from the donating organization or entity.

### **Procedures**

- A.** Present the letter, attached to the required documents, to the Health Planning and Development Deputy

**B.** The letter is forwarded to the department responsible for completing the procedure according to the systems and agreements signed between the Ministry and the NGO.

**C.** For shipments that arrive in accordance with an agreement signed between the Ministry of Health and the sponsoring agency, the customs exemption is given by Form 6/A. The form is sent, after being signed, to the customs authority to complete the procedures.

**D.** For shipments that arrive in accordance with a gift letter from the sponsoring entity, the customs exception is done using Form **1-Customs, and the form is sent, after being signed, to the customs** authority to complete the procedures.

**E.** A letter is drafted from the Ministry of Health to the High Commission for Medicine to certify and to make the technical exemption for the medicine, supplies, medical equipment, and any other medical items.

**F.** A letter is drafted from the Ministry of Health to the Plant Preservation Project in the Ministry of Agriculture to allow the pesticides that arrive under the project combating malaria and bilharzia.

**G.** A letter is drafted from the Ministry of Health to the General Agency for Standards and Specifications to make a special exemption for food that arrives to customs ports and are a part of the nutrition program of the Ministry of Health.

**Completion Time: Two workdays if the required documents are complete**

**Fees:** none

## **Sixth: Procedures of the Tax Authority**

### **First :Types of Tax Exemptions and Waivers for Organizations**

- Exemption from salary and wages taxes for the foreign employees of the NGO, and this does not apply to Yemen employees or foreign employees who were hired in Yemen.
- Exemption from profit taxes for commercial and industrial projects
- Lower sales taxes paid by Ministry of Finance instead of the NGO

and beneficiary. It is related to the aid and grants given to Yemen.

## Second: Procedures for Getting a Tax Number

### Requirements and Required Documents

- A copy of the valid Principal Agreement with a copy of the original
- A form notifying of the start of operations in Yemen, stamped by the NGO
- Rent contract for the headquarters of the NGO
- A list of the names of the employees of the NGO
- An inspection letter certified by the authority.

### Procedures

**A.** Present a request to the Tax Authority to get the Tax Number. The request should be attached to the required documents.

**B.** The specialized department reviews the documents to ensure the correctness of the information, then gives the form for notice of the start of the operations of the NGO to the representative of the NGO (Form No. 1/Limited)

**C.** The organization fills out the form and stamps it with its stamp before returning it to the department responsible.

**D.** A field visit is carried out to carry out an inspection report for the NGO in accordance with the approved form from the Authority.

**E.** The file is reviewed after all of the documents are finished, and the NGO is given its Tax Number.

**Completion Time: One or two workdays if the required documents are available and the requirements are met**

**Fees:** there are no fees for getting the tax number

### The Tax Procedures and Commitments Based on the Tax Code in Effect:

- Getting a tax number based on an official request in accordance with the forms and procedures set by the Tax Authority.
- Submitting monthly reports of taxes on the salaries and wages of local workers in the organization, as well as the foreign workers with local contracts, to the specialized department in the Tax Authority.

- The income of the organization is free of commercial profit taxes (if its activities are in line with those mentioned in the license), but the organization still has to submit a tax report of its activities during the year at a date no later than April 30 of every year for the past year in accordance with the law.
- The organization must inform the tax authority of all of the data and information pertaining to any local entities that are implementing projects sponsored by the NGO, as well as any rent contracts for the real estate it is renting.
- The organization must not deal with any contractor or local business to implement the contracts for buildings or imports if the business does not have a valid Tax ID.
- Taking out 10% for taxes for any taxable amounts that are paid to external entities or persons and handing in these taxes within 15 days of the date they are taken to the Tax Authority.
- If the NGO wants to leave the Republic of Yemen for good, it must get a certificate from the Tax Authority saying that it has paid all taxes owed according to the tax codes in effect.

### **The Commitments of the Organization:**

- If the organization does not submit its monthly reports for the salaries and wages taxes by the deadline (the 10th of the next month for each month), the organization is to be fined every month 2% of the amount owed.
- If the organization does not submit its yearly report of the commercial profit taxes by the 30th of April, the organization will be eligible for the legal fines and punishments.

## Section 3

# Visas, Visits, Residence, Work Permits, and Movement Inside Yemen



## **Section 3: Visas, Visits, Residence, Work Permits, and Movement Inside Yemen**

### **First: Guidelines**

1. To get all any of the visas and help in this manual the Principal Agreement must be in force.
2. The representatives of the NGOs must have business cards from the NGOs that they work at.
3. In the case that a visa is rejected, a letter must be written to the Arab or Foreign Non-governmental Organization (NGO) informing it of the reason for the refusal, unless the refusal is confidential.
4. If the refusal or delay is due to the Ministry or another entity, the issue is solved by the Ministry of Planning and International Cooperation Deputy, related government agencies, and the NGO.
5. In the case that the requirements are not met, the documents not submitted, or that the information is incorrect, the letters and documents shall be returned to the NGO to be completed.

### **Second: Procedures to Get Residence Permits, Work Permits, and Travel Inside Yemen**

#### **Regarding the Ministry of Planning and International Cooperation**

#### **1 – With Regards to the Ministry of Planning and International Cooperation**

All Arab and Foreign Non-governmental Organizations (NGOs) must, when requesting entry visas, residence permits, and work permits, as well as IDs for foreign experts, volunteers, and employees and their dependents, take the following steps:

#### **1 – Bringing a foreign expert, volunteer, or employee for the first time**

This includes a request for an entry visa for work, a work permit for a year, and a residence permit for a year.

## Requirements and Documents Required from the Organization

- Valid registration certificate
- An official letter from the NGO signed by the representative or their delegate
- Appointment letter clarifying the duration of the work contract and the work and responsibilities of the person being brought.
- A copy of the resume translated into Arabic and stamped by the NGO
- A copy of the educational certifications of the employee stamped by the related foreign entities and translated into Arabic, then stamped by the NGO. The educational and professional qualifications that the employee has must be suitable for the position they are coming to fill.
- A copy of the experience certificates translated into Arabic and stamped by the NGO
- The agreement of the beneficiary for specialized fields, like medicine
- A clear colored copy of the passport, and its date of expiry must be no less than six months away
- Four recent passport photos that are colored and have a white background. They must measure 6 x 4 cm, and the name and passport number must be printed on the back of the pictures.

**Number of copies required: 2** copies of each document

### Forms Used

- Form for security agencies, No. 1/A
- Form for the Ministry of Social Affairs and Labor, No. 2/A
- Form for the Immigration, Passports, and Citizenship Authority, No. 3/A

### Procedures

**A.** A letter with the required documents attached is submitted by the representative of the NGO to the specialized employee in the general secretary of the Ministry to record, and a receipt is given for

the documents to the NGO.

**B.** The letter is sent to the Deputy Minister for the International Cooperation Sector to forward to the appropriate General Administration for review of the information and to make sure that all of the requirements have been met.

**C.** A letter is drafted to the Immigration, Passports, and Citizenship Authority to give the foreign expert, volunteer, or employee an entry visa for work using Form 3/A, and it is given to the representative of the NGO.

**D.** The Specialized Tasks Oriented Institutions should be communicated with in order to get their approval (Form No. 1/A), and it is officially sent with its attachments to the Political Security Agency.

**Completion Time:** Four workdays if the requirements are met and documents are complete

When it gets the approval from Specialized Tasks Oriented Institutions, the Ministry of Planning and International Cooperation takes the following steps:

**A.** Draft a letter to the Ministry of Social Affairs and Labor to give the foreign expert, volunteer, or employee a work permit for a year (Form No. 2/A)

**B.** Draft a letter to the Immigration, Passports, and Citizenship Authority to give the foreign expert, volunteer, or employee a residence permit for a year (Form No. 3/A).

**C.** Give the originals to the representative of the NGO to follow up with at these entities.

**Completion Time:** Four workdays

**Fees:** none

## 2 – Renewing the Work Permit and Residence Permit for a Year

### Requirements and Documents Required

- Valid registration certificate
- An official letter from the NGO signed by the representative or

their delegate

- A colored copy of the passport, including the main information and a copy of the latest residence
- The agreement of the beneficiary for specialized fields, like medicine
- A copy of the previous work permit

Number of copies required: 1 copy of each document

## Forms Used by the Ministry of Planning and International Cooperation

- Form for the Ministry of Social Affairs and Labor, No. 2/A
- Form for the Immigration, Passports, and Citizenship Authority, No. 3/A

## Procedures

**A.** A letter with the required documents attached is submitted by the representative of the NGO to the specialized employee in the general secretary of the Ministry to record, and a receipt is given for the documents to the NGO.

**B.** The letter is sent to the Deputy Minister for the International Cooperation Sector to forward to the appropriate General Administration for review of the information and to make sure that all of the requirements have been met.

**C.** Draft a letter to the Ministry of Social Affairs and Labor to give the foreign expert, volunteer, or employee a work permit for a year (Form No. 2/A)

**D.** Draft a letter to the Immigration, Passports, and Citizenship Authority to give the foreign expert, volunteer, or employee a residence permit for a year (Form No. 3/A).

**E.** Give the originals to the representative of the NGO to follow up with at these entities.

**Completion Time: Four workdays**

**Fees:** none

### 3 – Temporary Residence (From 1 to 3 Months) Requirements and Documents Required

- An official letter from the NGO clarifying the need for the residence
- For specialized fields such as medicine, the agreement of the beneficiary is required
- A colored copy of the entry visa
- A colored copy of the passport, which must be valid for at least six months
- Four recent passport photos that are colored and have a white background. They must measure 6 x 4 cm, and the name and passport number must be printed on the back of the pictures.

**Number of copies required:** 1 copy of each document

### Forms Used by the Ministry of Planning and International Cooperation

- Form for security agencies, No. 1/A

### Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

### 4 – Extending the Temporary Residence (from 1 to 3 months)

#### Requirements and Required Documents

- An official letter from the NGO clarifying the need for the extension
- The agreement of the beneficiary for specialized fields, like medicine
- A colored copy of the passport, which must be valid for at least six months
- A colored copy of the entry visa

**Number of copies required:** 1 copy of each document

### Forms Used by the Ministry of Planning and International Cooperation

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

### Procedures

The same procedures in Part 2 above

Completion Time: Four workdays if the requirements are met and the documents are complete

## 5 – Temporary Residence (6 Months) Requirements and Documents Required

- Valid registration certificate
- Valid Project Agreement in the case that the employee will work on the project
- An official letter from the NGO signed by the representative or their delegate
- Appointment letter clarifying the length of the work contract and the tasks and responsibilities of the employee
- A copy of the resume translated into Arabic and stamped by the NGO
- A copy of the educational certifications of the employee stamped by the related foreign entities and translated into Arabic, then stamped by the NGO. The educational and professional qualifications that the employee has must be suitable for the position they are coming to fill.
- A copy of the experience certificates translated into Arabic and stamped by the NGO
- The agreement of the beneficiary for specialized fields, like medicine
- A colored copy of the entry visa.
- A clear colored copy of the passport, and its date of expiry must be no less than six months away
- Two recent passport photos that are colored and have a white background. They must measure 6 x 4 cm, and the name and passport number must be printed on the back of the pictures.

**Number of copies required:** 1 copy of each document

## Forms Used by the Ministry of Planning and International Cooperation

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

## Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

Fees: none

## 6 – Exit and Reentry Visas

### A – Exit and Reentry for One Trip Within Three Months

Given to foreign experts and employees and their dependents.

Requirements and Documents Required

- An official letter from the NGO
- A colored copy of the passport and a copy of the residence that is still valid

Number of copies required: 1 copy of each document

Forms Used by the Ministry of Planning and International Cooperation

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

Fees: none

### B – Exit and Reentry For Multiple Trips and For Six Months

Given to the representatives of the NGOs and their dependents.

Requirements and Documents Required

- An official letter from the NGO
- A colored copy of the passport and a copy of the residence that is still valid

**Number of copies required:** 1 copy of each document

Forms Used by the Ministry of Planning and International Cooperation

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

## Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## 7 – Renewing Exit and Reentry Visa for One Trip or Multiple Trips for Six Months

### Requirements and Documents Required

- An official letter from the NGO
- A colored copy of the passport and a copy of the residence that is still valid
- A clear copy of the Exit and Reentry Visa that is to be renewed.

**Number of copies required:** 1 copy of each document

### Forms Used by the Ministry of Planning and International Cooperation

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

### Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## 8 – Entry Visa

### A – Entry Visa for Relatives (Father, Mother, Spouse, Children)

Requirements and Documents Required

- An official letter from the NGO
- A colored copy of the passport of the visitor, and the passport must be valid for at least another six months
- A color copy of the passport of the person being visited, and a copy of a valid residence

**Number of copies required:** 1 copy of each document

Forms Used by the Ministry of Planning and International Cooperation

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

## Procedures

The same procedures in Part 2 above

Notes: It is not allowed for these visitors to work in any form whatsoever.

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## B – Renewing Entry Visas for Relatives

Requirements and Documents Required

- An official letter from the NGO
- A color copy of the passport of the visitor, and the passport must be valid for at least another six months
- A color copy of the passport of the person being visited, and a copy of a valid residence
- A clear copy of the form for the previous Entry Visa

**Number of copies required:** 1 copy of each document

Forms Used by the Ministry of Planning and International Cooperation

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

Procedures

The same procedures in Part 2 above

Notes: It is not allowed for these visitors to work in any form whatsoever.

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## C – Entry Visa for Dependents (Spouse or Children)

Requirements and Documents Required

- An official letter from the NGO
- A color copy of the passport of the dependent, and the passport must be valid for at least another six months
- A color copy of the passport of the person bringing in the dependent that includes their basic information and a copy of a valid residence

**Number of copies required:** 1 copy of each document

Forms Used by the Ministry of Planning and International Cooperation

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

## Procedures

The same procedures in Part 2 above

Notes: It is not allowed for these visitors to work in any form whatsoever.

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## D – Renewing an Entry Visa for a Dependent

Requirements and Documents Required

- An official letter from the NGO
- A color copy of the passport of the dependent, and the passport must be valid for at least another six months
- A color copy of the passport of the person bringing in the dependent that includes their basic information and a copy of a valid residence
- A clear copy of the form for the previous Entry Visa

Number of copies required: 1 copy of each document

Forms Used by the Ministry of Planning and International Cooperation

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A
- Procedures

The same procedures in Part 2 above

Notes: It is not allowed for these visitors to work in any form whatsoever.

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## E – Entry Visa to Continue Working

Requirements and Documents Required

- An official letter from the NGO clarifying the duration of the work contract as well as the tasks and responsibilities of the employee
- A color copy of the passport and a copy of the latest residence

**Number of copies required:** 1 copy of each document

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

## Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## F – Renewing an Entry Visa to Continue Work

Requirements and Documents Required

- An official letter from the NGO clarifying the duration of the work contract as well as the tasks and responsibilities of the employee
- A color copy of the passport and a copy of the latest residence

**Number of copies required:** 1 copy of each document

**Forms Used**

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

## Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## G – Entry Visa to Visit the Organization

Requirements and Documents Required

- An official letter from the NGO clarifying the duration of the visit and its purpose
- A color copy of the passport, which must be valid for at least another six months
- The program of the visit translated into Arabic and stamped by the NGO
- The order of the task translated into Arabic and stamped by the NGO
- The agreement of the beneficiary for specialized fields, like medicine
- Resume of the visitor translated into Arabic and stamped by the NGO

**Number of copies required:** 1 copy of each document

**Forms Used**

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

## Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## H – Renewal of an Entry Visa to Visit the Organization

Requirements and Documents Required

- An official letter from the NGO clarifying the reasons for renewing the visa
- A color copy of the passport, which must be valid for at least another six months
- A clear copy of the previous entry visa

**Number of copies required:** 1 copy of each document

Forms Used

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

### Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## 9 – Finale Exit Visa and Residence Cancellation

Requirements and Documents Required

- An official letter from the NGO
- A color copy of the passport and a copy of the latest residence
- The agreement of the beneficiary for specialized fields, like medicine

**Number of copies required:** 1 copy of each document

Forms Used

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

### Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## 10 – Exit Visa Only

Requirements and Documents Required

- An official letter from the NGO
- A color copy of the passport and a copy of the latest residence
- The agreement of the beneficiary for specialized fields, like medicine

**Number of copies required:** 1 copy of each document

Forms Used

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

### Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## 11 – Request for Transfer of Information

Requirements and Documents Required

- An official letter from the NGO
- A color copy of the passports (new and old) that include the basic information and copies of the latest residence in the old passport.

**Number of copies required:** 1 copy of each document

Forms Used

- Form for Immigration, Passports, and Citizenship Authority, No. 3/A

### Procedures

The same procedures in Part 2 above

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## 12 – Introductory Card (Given to foreign experts, volunteers, or employees and their dependents)

Requirements and Documents Required

- An official letter from the NGO
- A color copy of the passport and a copy of a valid residence
- A recent passport photo measuring 6 x 4 cm, and the name and

passport number must be printed on the back of the pictures.

**Number of copies required:** 1 copy of each document

Forms Used

- Form for Introductory ID(s), measuring 12.5x6.5 cm, green (6/A)

Procedures

- The letter, along with the required documents, is given to the employee responsible in the general secretary administration in the Ministry to record and issue a receipt for the documents to the NGO.
- The letter is sent to the Deputy Minister for the International Cooperation Sector to be forwarded to the responsible department to review the information and make sure all necessary documents are included.
- The introductory card is filled with the basic information from the copy of the passport and the letter of the NGO, and then it is completed and signed.
- The card is recorded in the introductory card for experts and volunteers record, and the original ID is given to the representative of the NGO.

**Card Validity:** One Year

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

### 13 – Renewing Introductory Card(s)

Requirements and Documents Required

- An official letter from the NGO
- Original previous introductory card
- A color copy of the passport and a copy of a valid residence
- A recent passport photo measuring 6 x 4 cm, and the name and passport number must be printed on the back of the pictures.

**Number of copies required:** 1 copy of each document

- Forms Used
- Form for Introductory ID(s), measuring 12.5x6.5 cm, green (6/A)

## Procedures

The same procedures followed in Paragraph 12 above.

**Completion Time:** Four workdays if the requirements are met and the documents are complete

**Fees:** none

## The Procedures of the Immigration, Passports, and Citizenship Authority

### 1 – Procedures for Issuing Entry Visas

Requirements and Required Documents

- A copy of the Principal Agreement approved for the first time
- Memo from the Ministry of Planning and International Cooperation requesting visas
- A copy of the letter from the NGO that was sent to the Ministry of Planning and International Cooperation
- A color copy of the passport of the person, and the passport must be valid for at least another six months

### Procedures

**A.** Send the letter from the Ministry of Planning and International Cooperation to the Immigration, Passports, and Citizenship Authority, attached to the required documents.

**B.** The letter is forwarded to the General Administration for Visas and Permits to review the documents, ensure the correctness of the information, and check their compliance with current laws.

**C.** An entry visa is given to the person in the request through the airport or the Ministry of Foreign Affairs according to the request.

**Completion Time:** two to three days if the documents are all complete

**Fees:** The entry visa is free, and 1,900 YER is paid for the forms and stickers

### 2 – Procedures for Issuing a Residence Permit

Requirements and Required Documents

- A letter from the Ministry of Planning and International Cooperation requesting a visa

- A copy of the letter from the NGO that was sent to the Ministry of Planning and International Cooperation
- A color copy of the passport of the person, and the passport must be valid for at least another six months
- 2 colored passport photos of the person
- Work permit, if available

#### Procedures

**A.** Send the letter from the Ministry of Planning and International Cooperation to the Immigration, Passports, and Citizenship Authority, attached to the required documents.

**B.** The letter is forwarded to the General Administration for Visas and Permits to review the documents, ensure the correctness of the information, and check their compliance with current laws.

**C.** An entry visa is given to the person in the request representative of the NGO.

**Completion Time:** two to three days if the documents are all complete  
**Fees:** The entry visa is free, and 2,000 YER is paid for the forms and stickers

### 3 – Procedures to Give Exit Visas

#### Requirements and Required Documents

- A letter from the Ministry of Planning and International Cooperation requesting an exit visa and clarifying the type of exit visa
- A copy of the NGO sent to the Ministry of Planning and International Cooperation
- The original passport of the person with no less the six months of validity.

#### Procedures

**A.** Send the letter from the Ministry of Planning and International Cooperation to the Immigration, Passports, and Citizenship Authority, attached to the required documents.

**B.** The letter is forwarded to the General Administration for Visas and Permits to review the documents, ensure the correctness of the

information, and check their compliance with current laws.

**C.** An entry visa is given to the person in the request representative of the NGO.

**Completion Time:** two to three days if the documents are all complete

**Fees:** The entry visa is free, and 1,900 YER is paid for the forms and stickers

## The Procedures of the Ministry of Social Affairs and Labor 1 – Request for Work Permits for the First Time Requirements and Required Documents

- An official letter from the Ministry of Planning and International Cooperation that clarifies the names of the foreign experts, volunteers, and employees and their citizenships, and passport numbers for those to be given work permits.
- A certified original copy of the Principal Agreement that is still valid
- A copy of the security approval
- The original passports with a color copy of the basic information and a copy of the entry visa.
- Two recent color passport photos, 6 x 4.
- Filling in the basic information relating to the employees to be given work permits in the form for that with the Ministry and stamping this form by the NGO.

### Procedures

The letter from the Deputy Minister for Labor is taken to the General Manager of Operation for review, confirmation, and completion of all of the procedures.

In the case that the documents are complete, the work permit is given in accordance with the form approved by the Ministry, and it is given to the representative of the NGO.

### Forms Used

- Form requesting a work permit for organizations and agencies

from the Ministry of Social Affairs and Labor

- Work permit form

Completion Time: One workday if the required documents are complete

Fees: none

## **2 – Requesting a Work Permit Instead of One that Was Lost or Destroyed**

### **Requirements and Required Documents**

- An official letter from the Ministry of Planning and International Cooperation that clarifies the names of the foreign experts, volunteers, and employees and their citizenships, and passport numbers for those to be given work permits instead of permits that were lost or destroyed
- Two recent color passport photos, 6 x 4.
- A copy of the notice in the Thawra Newspaper in case the permit is lost

### **Procedures**

Same procedures in Paragraph 1

### **Forms Used**

- Work permit form

Completion Time: One workday if the required documents are complete

Fees: none

## **3 – Renewal of Work Permit**

The renewal of the work permits follows the same steps as the work permit without the need to get security approval again.

## **The Procedures of the Ministry of Public Health and Housing**

The approval procedures for the request for entry visas for workers in the health field:

### **Requirements and Required Documents**

- An official letter from the Organization to the Deputy Minister for Health Planning and Development that includes the following: name, citizenship, position, passport number, reason for visit (employee of the NGO, exploratory visit, expert for a short while to complete a work task, etc.).

- A clear copy of the passport
- The resume and experience certificates certified by the NGO
- Qualifications certified by the Yemeni embassy in the country that the person was a doctor in. As for employees who are not doctors, their resumes stamped from the NGO are enough.

### Procedures

- A letter is sent from the Deputy Minister to the department responsible for completing the procedures in accordance with the system and agreements signed between the Ministry and the NGO
- A special letter should be written with the indicators from the Ministry of Public Health and Housing to the Ministry of Planning and International Cooperation – International Cooperation Sector, and the letter is given to the NGO or its representative to complete in the Ministry of Planning and International Cooperation.

**Completion Time:** One workday if the required documents are complete

**Fees:** none

### The Specialized Tasks Oriented Institutions Procedures for Recruiting Foreign Employees (officials, experts, volunteers, and administrators)

This includes requests for entry visas for work, work permits, and residence permits.

#### Requirements and Required Documents

- An official letter from the Ministry of Planning and International Cooperation (Form No. 1/A)
- A copy of the letter of the NGO to the Ministry of Planning and International Cooperation
- An appointment letter clarifying the length of the work contract and the tasks and responsibilities of the recruit
- The resume, translated into Arabic and stamped by the NGO
- A copy of the educational certifications of the employee stamped by the related foreign entities and translated into Arabic, then stamped by the NGO. The educational and professional qualifications that the employee has must be suitable for the position they are coming to fill.
- The agreement of the beneficiary for specialized fields, like medicine
- A clear colored copy of the passport, and its date of expiry must be no less than six months away
- Two passport photos measuring 6 x 4 cm, and the name and

passport number must be printed on the back of the pictures.  
Number of copies needed: One copy of each document

### **Forms Used**

Form for communication with security agencies (1/A)

### **Procedures**

- The letter is sent to specialists to review the documents

### **Completion Time**

A response from the agency with its approval shall be issued within 15 days of receiving the letter from the Ministry of Planning and International Cooperation.

## Section 4

### Permits to Move Around and Leave Sana'a



## **Section 4: Permits to Move Around and Go to the Governorates** **First: Permits for Foreign Experts, Volunteers, or Employees to go to Other Governorates**

### **Ministry of Planning and International Cooperation** **Requirements and Required Documents**

- An official letter from the NGO showing the names of the individuals as well as their ages, genders, passport numbers, positions, name of local escorts, place of visit, duration, reason for visit, project name, date of departure and arrival, car numbers, types, and colors, and the names and phone numbers of the drivers.
- A request for a license shall be sent to the Ministry of Planning and International Cooperation at least 72 hours before the trip.
- A color copy of the passport(s) and a copy of a valid residence permit.
- A clear color copy of the passport(s) that show the basic information and a copy of the entry visa that is still valid (with regards to foreign experts, volunteers, or employees and visitors to the NGO).

**Number of copies needed:** One copy of each document

### **Forms Used**

Form for communicating with the Ministry of Interior (4/A)

### **Procedures**

- The letter is sent from the Deputy for the International Cooperation Sector to the general administration responsible for reviewing information and making sure that the requirements have been met.
- If the requirement have been met, a permit is drafted to the Ministry of Interior using Form 4/A.
- A copy of the permit is sent to central operations for the Central Security Forces and Political Security with a copy of the letter of the NGO that was sent to the Ministry of Planning and International Cooperation requesting the permit.
- The permit is recorded and saved with the responsible department, and the original is given to the NGO.

Completion Time: three workdays in the case that all required documents are complete

**Fees:** none

### **Specialized Tasks Oriented Institutions**

#### **Requirements and Required Documents**

- A copy from the letter request which was sent to Ministry of Planning and International Cooperation.
- A copy from the Ministry of Planning and International Cooperation form 4/A send to Ministry of International.

#### **Procedures**

Inform the representatives of the political security agency at checkpoints.

- Completion Time: 24 Hours, from time receiving the official letter from Ministry of Planning and International Cooperation.

### **Ministry of Planning and International Cooperation**

#### **Requirements and Required Documents**

- An official letter from the NGO clarifying the governorate(s) to be visited, the project that the materials will be taken to, date of departure and arrival, car numbers, types, and colors, and the names and phone numbers of the drivers.
- Send the request for the permit from the Ministry of Planning and International Cooperation 72 hours before the time of the trip
- A list or lists of the materials and equipment to be transported stamped by the NGO and beneficiary.

**Number of copies needed:** two copies of each document

#### **Forms Used**

Form communicating with the Ministry of Interior (Form No. 5/A)

#### **Procedures**

- A. The letter is sent from the Deputy for the International Cooperation Sector to the general administration responsible for reviewing

information and making sure that the requirements have been met.

**B.** If the requirements have been met, a permit is drafted to the Ministry of Interior using Form 5/A, including a certified list of materials and equipment.

**C.** A copy of the permit is sent to central operations for the Central Security Forces and Political Security with a copy of the letter of the NGO that was sent to the Ministry of Planning and International Cooperation to request a permit for relief materials to be transported.

**D.** The permit is recorded and saved with the responsible department, and the original is given to the NGO.

**Completion Time:** three workdays in the case that all required documents are complete

**Fees:** none

### Requirements and Required Documents

- An official letter from the NGO that was sent to the Ministry of Planning and International Cooperation requesting a permit for transportation of relief to the governorates.
- A copy of the letter of the Ministry of Planning and International Cooperation to the Ministry of Interior (Form No. 5/A)

### Procedures

Inform the representatives of the political security agency at checkpoints.

**Completion Time:** 24 hours from the time the letter of the Ministry of Planning and International Cooperation is received.



# Section 5

## Follow Up and Evaluation



## Section 5: Follow Up and Evaluation

### First: Guidelines

**Scope of the Evaluation:** The project is evaluated as a whole, and not in part.

### Aspects of the Evaluation

- **Continuous follow-up:** This is done by the beneficiary and the Non-governmental Organization (NGO) in coordination with the office of the Ministry in the governorates or districts.
- **Final Evaluation:** This is done by the beneficiary, the Non-governmental Organization (NGO), and the Ministry of Planning and International Cooperation

### Preparing the Requirements for Reviewing the Final Evaluation

- The organization informs the Ministry of Planning and International Cooperation that the project is almost done. This should be done at least three months before the project is expected to end.
- The evaluation requirements are prepared to evaluate in coordination between the Ministry of Planning and International Cooperation, the beneficiary, and the Non-governmental Organization (NGO).
- The evaluation requirements are finished at least a month before the field visit.

### Size of Evaluation Teams

The size of the evaluation team is determined according to the need, and it should take into account that the number should be as low as possible.

### Budget

Each entity adheres to covering the costs of the field visit for the member who represents it on the evaluation team.

### Second: The Role of the Office of the Ministry of Planning and International Cooperation in the Governorates

The offices of the Ministry of Planning and International Cooperation in the governorates are responsible for the projects and activities of Arab and Foreign Non-governmental Organizations (NGOs) working

in the governorates, and this includes the following:

- Handing in a copy of the sub-agreement for the project
- Coordinating for projects that are slow to be implemented in the governorates
- Overseeing and following up on the movement of the projects that were implemented and quickly making an official report for the Ministry in the case that there are obstacles or stoppage with the projects without any reason in accordance with the sub-agreement.
- Overseeing and participating in the process of passing out seasonal aid or semi-daily aid, nutritional packages during holidays (for orphans, poor families, during Eid, and Eid clothes).
- Participating in the meetings and get-togethers that are held in the governorates relating to the work of the NGOs and during the visits of delegates.
- Prior coordination for field visits

## Final Ruling

1. Arab and Foreign Non-governmental Organizations (NGOs) shall adhere to the labor law and its executive regulations with regards to hiring Yemeni workers.
2. The organization shall inform the Ministry of Planning and International Cooperation of the end of service of any foreign expert, volunteer, or employee who works with it. This is to be done by sending a picture of the final exit visas (with the date of departure from the airport), so that the Ministry is able to erase their names from the list of employees of the NGO.
3. This manual is periodically reviewed in light of constitutional and legal amendments resulting from a committee made up of the Ministry of Planning and International Cooperation, and the representative of the Arab and Foreign Non-governmental Organizations (NGOs). The committee can rely on anyone it sees fit, and it is responsible for the following:
  - a. Ensuring the implementation of the rules of this guide.
  - b. Creating appropriate solutions for any obstacles that hinder the application of this manual
  - c. Having the necessary vision to develop this manual.