



The Embassy of Afghanistan
WASHINGTON, DC

FREQUENTLY ASKED QUESTIONS (FAQs) on NGO/PVO Registration and Donated Shipments to Afghanistan

How do I register my NGO in Afghanistan as a U.S./international organization?

- IF you are registered officially in the U.S. as a non-profit organization, submit your articles of incorporation and IRS tax # to the U.S. Embassy in Kabul (Point of Contact, David Birdsey, Commercial Officer – BirdseyDM@state.gov) and request a letter of introduction from the US Embassy to the Ministry of Foreign Affairs of Afghanistan. (*If you are not registered in the U.S., the U.S. Embassy will **not** issue any letter of introduction.*)
- Take the letter of introduction from the US Embassy in Kabul to the Ministry of Foreign Affairs, Economic Section along with the following application form and accompanying documents as stated in the PDF link here: (http://www.mfa.gov.af/Documents/ImportantDoc/Foreign_NGOs_registration_procedure.pdf) so that they issue another letter of introduction to the Ministry of Economy for further processing of the registration.
- Ministry of Economy will then handle all other registration-related procedures and issue license/permit to operate in Afghanistan.

How do I send humanitarian/NGO-related products to Afghanistan for free from the U.S.?

- Please see below “[Denton Program](#)” website for program qualification criteria;
- Otherwise, each organization must do its own fundraising in order to ship through normal private shipping/freight companies who work with Afghanistan (see www.AfghanistanBusinessGateway.com for list of Shipping companies).

How do I become eligible for sending my shipment duty-free under Afghanistan customs rules as an NGO?

- The following is the process for obtaining a “duty-free certificate” for each shipment being sent to Afghanistan:
 1. NGO must be registered with the Ministry of Economy, NGO Dept
 2. NGO must make a request letter to the Ministry of Economy stating the description and quantity of products that they are sending on their letter-head stating that tax-exemption is needed for delivery & customs clearance. Attach any and all letters showing proof of donation from the donors of equipment, materials, etc with the request letter.



3. Once Ministry of Economy approves the request, then they will issue a letter to the Ministry of Finance, Customs Department, to issue a duty-free certificate.
4. The NGO must take the letter from the Ministry of Economy to the Ministry of Finance and fill out and submit to the “Customs Exemption” application forms to the Ministry of Finance, Customs Department.
5. The Customs Dept at the Ministry of Finance will then issue the certificate for duty-free entry of shipment which would then need to reach the relevant border point of entry by the time the shipment arrives for clearance (this must be handled by the NGO representative in Afghanistan).

Key Contacts:

- Ministry of Foreign Affairs, Economic Section
 - Contact: Abdul Qadier Nur, Director, Multilateral Relations & IFIs
 - Mobile: 0093 20-210-43-50; 0093-799-77-88-95; qadier.nur@mfa.gov.af
- Ministry of Finance, “Customs Department” (Afghanistan):
 - <http://www.customs.gov.af/Custom-Codes/procedures.asp>
 - Contact: Ahmad Jalil Jumriany: jalilafg@yahoo.com , Head of Customs Department
- Ministry of Economy, NGO Relations Department (Afghanistan):
 - Contact: Said Hashim Basrat, General Manager Internal/External NGOs, Mobile: 0093 700 227 229, Office: 0093 20 210 2712
- USAID/DoD “Denton Program” (U.S.):
 - For free shipment of products on U.S. military planes based on timing and space availability of flights to Afghanistan:
 - Website: <http://dentonfunded.ohasis.org>
 - Contact: Dana Alzouma (202) 712-1181 or dalzouma@usaid.gov

For all further questions please Contact:

- Embassy of Afghanistan, Washington, D.C.
Economic, Trade & Investment Department
commerce@embassyofafghanistan.org
(202) 483-6410 ext. 8013 or ext. 8029