



The Embassy of Afghanistan
WASHINGTON, DC

**FREQUENTLY ASKED QUESTIONS (FAQs) on NGO/PVO Registration and
Donated Shipments to Afghanistan**
(As of July 2010)

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

- A non-profit organization (NGO) must first be licensed in the U.S. to be licensed as a U.S./foreign NGO in Afghanistan. You must also have a physical address, telephone # and contact for your office in Afghanistan. You may begin by having notarized a copy of your Articles of Incorporation and any Powers of Attorney¹ and have each of these documents attested by your State and Federal Government authorities in the U.S.
- Have any Powers of Attorney translated into Dari (Farsi) or Pashto and include along with your original U.S. attested documents (from Step 1 above) to the Consulate Section of the Embassy of Afghanistan in Washington, D.C. for attestation of the final set of documents by the Afghan Government in the U.S.²
- Take the final set of Consulate attested documents along with your NGO's IRS tax ID # and a copy of U.S. passports of key Principals of the NGO (President or VP) to the U.S. Embassy in Kabul (Economic Section) for issuance of a referral letter to the Ministry of Foreign Affairs of Afghanistan in Kabul.
- The Ministry of Foreign Affairs then officially introduces the NGO to Ministry of Economy for further registration-related procedures and receives 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.

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

¹ A Power of Attorney is needed only if you are granting authority to another person (foreign or domestic) in Afghanistan to register your company on your behalf.

² The Consulate of Afghanistan in Washington, DC charges a fee of \$125 (money order only) for each State Department seal being attested and typically can return all documents within 5 -10 business days to your company.



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:

- U.S. Embassy in Kabul - Economic Section
 - Website: (http://kabul.usembassy.gov/econ_section.html)
 - Telephone: 0093 (0) 700-10-8001
 - Email: KabulEcon@state.gov
 - Address: Embassy of the United States – Kabul, Afghanistan
- Ministry of Foreign Affairs, Economic Section
 - Contact: 0093 20-210-43-50; 0093-799-77-88-95
- Ministry of Finance, “Customs Department” (Afghanistan)
 - <http://www.customs.gov.af/Custom-Codes/procedures.asp>
 - Contact: +93 752004199
 - Email: info@mog.gov.af



- Ministry of Economy, NGO Relations Department (Afghanistan)
 - Contact: 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: (202) 712-1181

For all further questions please Contact:

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