

**GOVERNMENT OF PAKISTAN  
MINISTRY OF INTERIOR**



Subject: **MECHANISM FOR INGOs TO WORK FOR RELIEF ACTIVITIES IN AFGHANISTAN**

**PROCEDURE FOR ALREADY REGISTERED INGOs:**

- i. A registered INGO shall submit an application with clear scope to Ministry of Interior.
- ii. Special Committee shall scrutinize and approve the requested application for humanitarian assistance activities within 10 days.
- iii. No funds shall be diverted from already approved projects for Pakistan. The new projects /activities will be funded separately and separate books of accounts shall be maintained.
- iv. Only authorized banking and legal channels shall be used for the transfer of funds and items.
- v. The INGO shall provide the details of the assistance consignment to Federal Board of Revenue (FBR), (Collector Customs, Peshawar Collector Customs, Quetta) 48 hrs before the movement for appropriate confirmation and clearance by custom authorities.
- vi. The process shall be subject to audit as per policy.
- vii. The mechanism shall be initially for 06 months and may be extended depending on the new situation.
- viii. Any new appointment or extension for Afghan assistance activities shall be subject to fresh formal approval.
- ix. The INGO shall indicate the number of members for which visas are requested for humanitarian assistance activities.
- x. Other terms and conditions of the policy shall remain applicable.

**PROCEDURE FOR NEW INGOS:**

- i. The INGO shall submit an application as per INGO Policy,2015, consisting of following documents:-
  - a. Letter from concerned embassy verifying the credentials.
  - b. Proof of registration in the country of origin
  - c. Funding source letter
  - d. Proof of local/ office residence with complete address within 30 days of the submission of the application.
  - e. Detail of designated representatives and staff
  - f. Undertaking.
- ii. Special Committee shall scrutinize and approve the requested application for humanitarian assistance activity within 3 weeks (2 weeks clearance, 1 week processing)
- iii. Only authorized banking and legal channels shall be used for the transfer of funds and items.
- iv. The INGO shall provide the details of the assistance consignment to Federal Board of Revenue (FBR), (Collector Customs, Peshawar Collector Customs, Quetta) 48 hrs before the movement for appropriate confirmation and clearance by custom authorities.
- v. The process shall be subject to audit as per policy.
- vi. The mechanism shall be initially for 06 months and may be extended depending on the new situation.
- vii. Any new appointment or extension for Afghan assistance activities shall be subject to fresh formal approval.
- viii. The INGO shall indicate the number of members for which visas are requested for humanitarian assistance activities.
- ix. Other terms and conditions of the policy shall remain applicable.

**Visas for INGOs/international organizations staff wanting to work for humanitarian assistance in Afghanistan:**

- i. Visa for INGO/International organizations Staff wanting to work for humanitarian assistance in Afghanistan.

- ii. INGO entry visa for INGO/International organizations staff wanting to work for humanitarian assistance in Afghanistan may be issued by Ministry of Interior without security clearance.
- iii. This facility may be initially extended for a period of six months from the date of issuance of notification in this regard.
- iv. Extension in their visas will be made as per existing policy after security clearance.

