



Ministry of Commerce & Industry

Standard Operating Procedure (SOP) for Exportation by MOCI

Purpose: To provide guidelines that set effective and proper wavelength for enterprise wanting to export from Liberia to other parts of the world.

Scope : This Procedure applies only to Exporters and potential Exporter (s).

SOP Owner: Technical Operations of Bureau of Trade Services.

Review Period: As may require.

Note: Advice from the Legal Section is intended to guide the Ministry how to proceed with issues of legal nature.

From: Legal Section.

Date: March 18, 2019

Exceptions to these Instructions: These instructions do not necessarily describe the procedures for all trade processes within the Bureau of Trade Services. These instructions are solely for export process.

DIRECTIVES ON HOW TO GO ABOUT THE PROCESS:

A. Steps require exporting goods from Liberia:

1. All natural persons or legal entities wanting to export goods from Liberia must first be registered with the Ministry of Commerce and Industry in order to obtain export permit declaration (EPD) forms to commence exporting process;
2. Only natural persons or legal entities qualified and approved by the Ministry to export Goods out of Liberia will be allowed to obtain EPD forms from the Ministry to commence;
3. All qualified and approved entity/ies Exporters are required to submit Proforma Invoices and other documents as deem required by the Ministry to the export desk for
4. Verification before the issuance of EPD forms;

B. The export desk receives the invoice and dispatches a team to conduct verification of the information provided on the invoice;

1. Upon receipt of the team's report of verification, the approval process begins;
2. All exports in the category of non-Forestry products are required to obtain documents (quarantine certificate from Min. Agriculture, Min. Health, FDA, Min. Land Mines and energy LACRA, Bureau of Fisheries, etc.) from these line Ministries and Agencies before completing the approval process;

3. Exports in the category of Forest products are required to obtain documents from FDA and SGS;
4. Iron Ore export will also be verified by the team before final approval;
5. All exports inspection will be done by the Ministry of Commerce and other relevant institutions
6. All commercial exporters are required to process **ten containers** per EPD at non-refundable processing fees of One Hundred and Fifty United States Dollars (US\$150.00) or its Liberian Dollars equivalent.