



# MINISTRY OF COMMERCE AND INDUSTRY

## BUREAU OF INDUSTRY

Ashmun & Gurley St., Monrovia, Liberia

### **MIP INVESTOR APPLICATION FORM**

Website: [www.moci.gov.lr](http://www.moci.gov.lr) Facebook: [www.facebook.com/mociliberia](https://www.facebook.com/mociliberia)

Hotlines: 020-721-5031 / 020-721-5045 / 6624



### NOTIFICATION

Consistent with the Monrovia Industrial Park Regulation, as signed July 19<sup>th</sup>, 2017, a person who wishes to apply for a lease within the premises of the Monrovia Industrial Park is to apply to the Ministry of Commerce and Industry using this application form. Please address your application to the Deputy Minister for Industry (1<sup>st</sup> floor). Please also note the checklist, which describes all additional information to accompany the form.

### 1.0 INVESTOR

1.1	Full Name:	
1.2	Nationality:	
1.3	Office Address:	
1.4	Residential Address:	
1.5	Email:	
1.6	Tel:	
1.7	Website:	
1.8	Are you enrolled in any kind of business or manufacturing activities? If yes, please specify name of company and address:	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 2.0 PRIMARY CONTACT PERSON

2.1	Name:	
2.2	Nationality:	
2.3	Position:	

2.4	Email:	
2.5	Tel:	
<b>3.0 SECONDARY CONTACT PERSON</b>		
3.1	Name:	
3.2	Nationality:	
3.3	Position:	
3.4	Email:	
3.5	Tel:	
<b>4.0 PROPOSED INVESTMENT</b>		
4.1	Name of Business Entity:	
4.2	Business Registration No.:	
4.3	Location:	
4.4	Sector:	
4.5	Area within the MIP requested (in Acres):	
4.6	Estimated Investment in USD over 3 years:	
4.7	Estimated Jobs Created over 3 years:	Male:                      Female:                      Expatriates: Total:
4.8	Estimated Sales in USD per annum for each of first 3 years of operation:	Year 1: From Export: Year 1: Total: Year 2: From Export: Year 2: Total: Year 3: From Export: Year 3: Total:
4.9	Targeted Export Markets:	

4.10	Estimated Cash Flow in USD (Accumulated over years)	At the end of 1 <sup>st</sup> year: _____ At the end of 2 <sup>nd</sup> year: _____ At the end of 3 <sup>rd</sup> year: _____
4.11	Estimated Duration of Construction:	
4.12	Estimated Start of Operations:	
4.13	Estimated Peak Power Demand in MW:	
4.14	Estimated Water Demand per month:	
4.15	Does your proposed business face social or environmental risks? If yes, please elaborate the risks and how you will mitigate them:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.16	Short History of the Business Entity:	
4.17	I have included all Documents mentioned in the accompanying Checklist. If not, please comment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.18	Signature and Date	Applicant's Name: _____  Signature: _____  Date: _____



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**CHECKLIST FOR MIP INVESTOR APPLICATION**

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**NOTIFICATION**

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**DOCUMENTS TO BE HANDED IN**

1	Filled-out MIP Investor Application Form	<input type="checkbox"/>
2	Application Fee of 100 USD drawn in favor of the General Revenue Account	<input type="checkbox"/>
3	Copy of Certificate of Incorporation, Articles of Incorporation or Partnership	<input type="checkbox"/>
4	Bank Statement from any Local Bank showing initial Investment Capital	<input type="checkbox"/>
5	Tax Clearance from LRA	<input type="checkbox"/>
6	Police Clearance of investor(s)	<input type="checkbox"/>
7	Proof of residence of investor (Copy of Passport, Voter ID Card, Driving License, Resident Permit)	<input type="checkbox"/>
8	Picture of investor (passport-sized)	<input type="checkbox"/>
9	Income tax returns of investor for the last 3 years. In case the investor is a company audited balance sheets for the last 3 years (If not possible to provide, please explain reason.)	<input type="checkbox"/>
10	Business Plan indicating list of capital goods to be imported/procured, description of raw materials and other imports, technical aspects and revenue forecasts spanning three years.	<input type="checkbox"/>
11	Building Plan, detailing both layout and approximate timeline	<input type="checkbox"/>
12	Machinery Installation Plan, detailing which machineries need to be imported	<input type="checkbox"/>



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**FEE SCHEDULE FOR MIP INVESTORS**

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**FEES**

No.	Description	Service Fee (USD)	Processing Time
1	Application for MIP Lease	100.00	Max. 30 days
2	Organization of field visit for investment delegation (also for extension of investments)	Free of Charge (FOC)	Max. 10 days
3	Provision of investment related promotion documents	FOC	Immediate
4	Provision of guide services in MIP	FOC	Immediate
5	Assistance in Visa applications to Liberia Immigration Services	FOC	Depends on LIS
6	Facilitation of land survey upon successful application either by MLME or private land surveyor	FOC	Depends on contractor
7	Facilitation of company registration with LBR	FOC	72 ours
8	Facilitation of change of company name with LBR	FOC	Depends on LBR
9	Facilitation of Import Permit Declaration with Bureau of Trade Services at MoCI	FOC	Varies by product
10	Facilitation of Export Permit Declaration with Bureau of Trade Services at MoCI	FOC	Varies by product
11	Facilitation of Tax Clearance with LRA	FOC	Depends on LRA
12	Facilitation of Construction Permit with MPW	FOC	Depends on MPW
13	Facilitation of Environmental Impact Assessment with EPA	FOC	Depends on EPA
14	Facilitation of connection to power network with LEC	FOC	Depends on LEC
15	Assistance in requesting incentives from NIC	FOC	Depends on NIC

Note: 'Facilitation' does not imply MoCI bears responsibility, due to reliance on external GoL agencies. FOC does not imply that the responsible GoL agency may not charge fees. MoCI is working towards reducing such fees for MIP leaseholders.