



MINISTRY OF COMMERCE AND INDUSTRY
BUREAU OF INDUSTRY

Ashmun & Gurley St., Monrovia, Liberia

CHECKLIST FOR MIP INVESTOR APPLICATION

Website: www.moci.gov.lr Facebook: www.facebook.com/mociliberia

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



NOTIFICATION

Consistent with the Monrovia Industrial Park (MIP) Regulation, as signed July 19th, 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 the standard application form. This checklist describes all additional information that the applicant needs to submit with the filled-out application form. Subsequent to the application the Ministry will be in touch regarding the physical land survey.

DOCUMENTS TO BE HANDED IN

1	Filled-out MIP Investor Application Form	<input type="checkbox"/>
2	Application Fee of 500 USD paid by Manager's Cheque in favor of the Central Bank of Liberia Account with Account Title 'Monrovia Industrial Park Account' and Account Numbers 1601002532 (LRD) and 1602003282 (USD) – Please hand in a copy of the deposit slip	<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 for 3 years (see one-pager for details)	<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"/>