



REPUBLIC OF LIBERIA  
MINISTRY OF COMMERCE & INDUSTRY  
MONROVIA



Office of The Assistant Minister  
for Commerce and Trade

P. O. Box 9041  
Tel. 226283 - 223922  
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Cable address: MINCOM  
Telex: 44331

**MEMORANDUM**

TO : All Customers

VIA : Cyril A. Allen, II  
**DEPUTY MINISTER FOR COMMERCE**

FROM : Stephen Marwie  
**ASSISTANT MINISTER FOR COMMERCE**

SUBJ. : **CANCELLATION OF IPD REQUIREMENT AT RIA**

DATE : September 17, 2015

In order to fast track the processing of Import Permit Declaration at the Roberts International Airport, the Division of Trade has advised that effective Friday, 18 September 2015, only invoices will be validated at the MoCI RIA Office by the assigned MoCI trade staff. No Import Permit Declaration is required for commercial trade or the like at the RIA.

The MoCI assigned RIA staff will submit a weekly report of invoices processed at RIA to the Division of Trade.

Thanks.





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**MEMORANDUM**

TO : All Customers

VIA : Cyril A. Allen, II  
**DEPUTY MINISTER FOR COMMERCE**

FROM : Stephen Marvie  
**ASSISTANT MINISTER FOR COMMERCE**

SUBJ. : **PROCESSING OF IMPORT REQUEST FORM**

DATE : September 17, 2015

In order to fast track the processing of BIVAC Import Request Form (IRF), the Division of Trade has advised that effective Friday, 18 September 2015, all invoices will be validated at the BIVAC Office by the assigned MoCI trade staff.

The staff will be rotated on a monthly basis and a weekly report of invoices processed at BIVAC will be submitted to the Division of Trade.

Thanks.