

Entity: Ministry of Commerce & Industry, RL
 Document: SOP for Liberian Companies willing to benefit from the ECOWAS Trade Liberalization Scheme (ETLS).
 To: Hon. Axel M. Addy, Minister
 From: Richard Pratt, Division of Trade, via Daniel Dean, AMC via Steve Marvie DMC
 Date: Tuesday, 24 January 2017

Purpose: To provide guidelines that set effective and proper procedures for enterprises wanting to trade utilizing the ETLS.

Scope: This Procedure applies only to entities willing to take advantage of the ETLS.

SOP Owner: Technical Operations of Bureau of Trade Services

Review Period: As may required

Exceptions to these Instructions: These instructions do not necessarily describe the procedures for non-ETLS trade processes within the Bureau of Trade Services. Those instructions are found in different SOPs.

Directives on how to benefit from the ECOWAS TRADE LIBERALIZATION SCHEME (ETLS)

A. This is the process for Liberian Companies willing to benefit from the ETLS.

- Company will submit an application and the completed ETLS Form to the Chairman, National Approval Committee (NAC), Ministry of Commerce & Industry, Monrovia Liberia.
 - The Chair will submit the application (including the completed ETLS form) to the NAC members.
 - NAC will propose the company and products to the NAC.
 - After going through the forms, the NAC will decide if the company fulfilled all the requirements (see ETLS for details) for the ETLS (Criteria consider Value Added, etc.).
 - If the company is eligible a letter coming from the Ministry of Commerce & Industry is to be sent to the President of ECOWAS (copy to Commissioner Trade and Customs) via the Ministry of Foreign Affairs to indicate that the NAC approved for ETLS for the company producing said product and the form provided by the company is attached.
 - The ECOWAS President will transmit the documents to the Director for Customs for technical review and approval.
 - If all the forms have been filled duly, the ECOWAS will confirm the work done by Liberia NAC.
 - If there are mistakes (forms not duly filled or the company has not fulfilled the criteria established by the protocol), the forms are returned to Liberia NAC to update the data or information. It is also possible to reject the company because it is not eligible to trade under the ETLS Scheme according to the Protocol.
 - If everything is OK, a letter from ECOWAS will be sent to the Ministry of Commerce & Industry to inform the company producing said product that it has met the eligibility requirements under the ETLS.
 - ECOWAS will send letters to all the ECOWAS countries informing them that a company from Liberia producing said product (stating the specific harmonized System code) is eligible to trade under ETLS.

NOTE: Agriculture, livestock; handicraft products do not need any documentation (including Certificate of Origin) to be eligible to ETLS. There are moving free of customs duties within the region. There are eligible to ETLS without any documentation.