



# MINISTRY OF COMMERCE & INDUSTRY

BUREAU OF INDUSTRY/ INSPECTORATE DIVISION

Ashmun & Gurley St., Monrovia, Liberia

## GENERAL INSPECTION FORM

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

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



### 1.0 GENERAL INFORMATION

TYPE OF INSPECTION:	<input type="checkbox"/> ANNOUNCED <input type="checkbox"/> UNANNOUNCED	AO NO.:	FORM NO.:
START DATE OF INSPECTION:	END DATE OF INSPECTION:		

### 2.0 BUSINESS ENTITY INFORMATION

1. NAME OF ENTITY:			
2. OWNER OF ENTITY/MANAGER:			
3. TYPE OF BUSINESS:			
4. PHONE NUMBER:			
5. ENTERPRISE CODE:		6. TAX ID NUMBER:	
7. NUMBER OF YEARS IN BUSINESS:		8. NUMBER OF FULL TIME EMPLOYEES:	9. <input type="checkbox"/> WHOLESALER 10. <input type="checkbox"/> RETAILER

### 3.0 COMPLIANCE INSPECTION – ADHERENCE TO THE LAW/REGULATION

DESCRIPTION	STANDARD REFERENCE	Y	N	COMMENTS
1. BUSINESS REGISTRATION VALID AND DISPLAYED?	General Business Law § 4.2 Business registration			
2. NAME OF PROPRIETOR ON REGISTRATION?	General Business Law § 4.2 Business registration			
3. NATURE OF BUSINESS MATCHES THE BUSINESS REGISTRATION CERTIFICATE CLASSIFICATION?	General Business Law § 4.2 Business registration			
4. ADDRESS ON CERTIFICATE IS ACTUAL ADDRESS?	General Business Law § 4.2 Business registration			
5. PRICE OF PRODUCTS DISPLAYED?	General Business Law § 1.19. Posting of price of commodities.			
6. BUSINESS CATEGORY OF OPERATIONS IN COMPLIANCE WITH INVESTMENT CODE?	Investment Act of 2010			

### 4.0 BASIC QUALITY ASSESSMENT (VISUAL OBSERVATIONS)

DESCRIPTION	STANDARD REFERENCE	Y	N	COMMENT
1. PRODUCT (S) LABEL IN ENGLISH?	General Business Law §1.12 False Labels			
2. PRODUCT (S) EXPIRY DATE CURRENT?	General Business Law §1.12 False Labels			
3. PRODUCT (S) APPEARS IN GOOD CONDITION?	General Business Law §1.12 False Labels			
4. PRODUCT (S) STORAGE IN GOOD CONDITION?	General Business Law §1.12 False Labels			

### 5.0 FOLLOW-UP ACTION

1. <input type="checkbox"/> NO FURTHER ACTION	2. <input type="checkbox"/> WARNING NOTICE	3. <input type="checkbox"/> CITATION TO APPEAR AT MOCI	4. <input type="checkbox"/> CLOSURE NOTICE
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### 6.0 COMMENTS/RECOMMENDATIONS

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### 7.0 GENERAL INSPECTION INFORMATION

1. INSPECTION ZONE:			
2. ZONE SUPERVISOR:			
3. PHONE NUMBER:			
4. NAME OF INSPECTOR:			
5. INSPECTOR ID NUMBER:			
6. PHONE NUMBER:			
7. SIGNATURE:		DATE:	

9. BUSINESS ENTITY REP. NAME AND SIGNATURE:	
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