

Ref: Fees for Business Registration

GENERAL RULE

Section 29.2 of the Executive Law provides that the Ministry of Commerce and Industry is responsible among other things, for conducting the registration of business enterprises.

The Revenue Code of 2000, as Amended in 2010, Part VIII Finance and Fiscal, Chapter 21, Government Agency Fees, Section 2101, Fees Imposed stipulates that every person who, or legal person which consumes services or uses a privilege or right under the control of Government shall obtain from the appropriate Government agency, institution, or Ministry a permission, permit or instrument for which he or it shall pay or cause to be paid into the consolidated fund and available for appropriation by the Legislature for the general purpose of the Government.

The Revenue Code of 2000, as Amended in 2011, Part VIII, Finance and Fiscal, Chapter 21, Government Agency Fees, Section 2101, Ministry of Commerce and Industry provides that fixed fees for business registration and other services shall be prescribed by regulation issued by the Minister of Commerce and Industry in consultation with the Minister (Minister of Finance and Development Planning) and shall be assessed by the Minister for Commerce and Industry and paid regularly to the Minister for deposit into the account of Government.

The Revenue Code of 2000, as Amended in 2011, Part I, Chapter 1, General Provisions, Subchapter C. Additional Criminal Offenses, Section 92. Knowing Failure to Obtain Required License or Registration states that any person who knowingly engages in any business, enterprise, trade, service, occupation or profession for which annual license is required under the provisions of this Title or any other statute, without having obtained such license is guilty of a misdemeanor and upon conviction, in addition to other sections provided by law, shall be fined not more than US\$25,000.00 or be imprisoned not more than 30 days or both.

PUBLIC NOTICE

It is hereby regulated with immediate effect that the following fees herein contained shall be assessed by the Ministry of Commerce and shall be paid to the Liberia Revenue Authority. The registration fees that are in United States Dollars are to be paid either in United States Dollars or in Liberian Dollars at the prevailing rate of exchange published by the Central Bank of Liberia in effect on the day the payment is made.

WHEREAS, the Government intends to be in compliance with the obligations of the World Trade Organization;

WHEREAS, the fees will be applied on the anniversary of the date of the first payment;

NOW THEREFORE, the following fees will apply for services provided at the Liberia Business Registry:

Operation	Fee
1. Name Reservation	
New registration: Name reservation for 120 days	20
Amendment: Name reservation extension for 120 days	20
2. Sole Proprietorship	
New registration	25
Amendment: Renewal	25
Amendment: Change of particulars	20
Amendment: Dissolution	20
Amendment: Rescission of dissolution	20
3. Limited Liability Company / Business Corporation / Foreign corporation / Not - For - Profit Foreign Corporation	
New registration	900
New registration (consolidation)	400
Articles of incorporation without par value (100 shares)	20
Articles of incorporation without par value (500 shares)	100
Articles of incorporation without par value (1000 shares)	200

Operation	Fee
Application for Authority to operate or do business in Liberia filing fee (applicable to Foreign corporations / Not - For - Profit Foreign Corporation)	500
Amendment: Renewal	400
Amendment: Change of particulars	50
Amendment: Dissolution	50
Amendment: Merger	50
Amendment: Re-domiciliation	900
Amendment: Re-registration	900
Amendment: Rescission of dissolution	50
4. Branch / Subsidiary for Limited Liability Company / Business Corporation	
New registration	450
Amendment: Change of particulars	20
Amendment: Dissolution	20
Amendment: Renewal	450
5. Partnership / Limited Partnership	
New registration: Partnership	800
New registration (consolidation): Partnership	800
Articles of incorporation	Free
Amendment: Renewal	35
Amendment: Change of particulars	20

Operation	Fee
Amendment: Dissolution	20
Amendment: Merger	20
Amendment: Re-domiciliation	20
Amendment: Re-registration	800
Amendment: Rescission of dissolution	20
6. Branch / Subsidiary for Partnership / Limited Partnership	
New registration	400
Amendment: Change of particulars	20
Amendment: Dissolution	20
Amendment: Renewal	400
7. Not for profit corporation / Trust / Foundation	
New registration	400
New registration (consolidation):	400
Articles of incorporation	50
Amendment: Renewal	400
Amendment: Change of particulars	30
Amendment: Dissolution	30
Amendment: Merger	30

Operation	Fee
Amendment: Re-domiciliation	30
Amendment: Re-registration	400
Amendment: Rescission of dissolution	30
8. Branch / Subsidiary for Not for Profit Corporation / Trust / Foundation	
New registration	200
Amendment: Change of particulars	15
Amendment: Dissolution	15
Amendment: Renewal	200
9. Information Services	
Information services: online account granting	Free
Information services: certified copy of certificate	First year free, after first year: 20
Information services: certified copy of full information	First year free, after first year: 20
Information services: certified copy of report	First year free, after first year: 20
10. Penalties for Late Renewal	
Sole proprietorship	175
Limited liability company / Business corporations	225
Branch / subsidiary for Limited liability company / Business corporations	115
Partnership / Limited partnership	200

Operation	Fee
Branch/subsidiary for Partnership / Limited partnership	50
Not for profit corporation / Trust / Foundation	50
Branch/subsidiary for Not for profit corporation / Trust / Foundation	50

This Administrative Regulation takes effect effective XXXXX, 20XXX.

Signed: _____

Hon. Amara M. Konneh
Minister, MFPD

Signed: _____

Axel M. Addy
Minister, MoCI