



**Republic of Sierra Leone  
Ministry of Agriculture  
Crop Protection Services**

Serial number:

**Registration Form; Plant Product Exporter Registration**

(This form is to be considered by the Registration and Technical Committee for approval before it comes into effect)

<b>1.. Applicant Details</b> Registered company name or partnership names (including the trading name) or individual name.	
I have attached a copy of the company name registration from the Sierra Leone Companies office ( <a href="http://www.companies.govt.nt">www.companies.govt.nt</a> )	
<b>Sierra Leone Business Certification Number (SLBCN)</b> For more information about SLBNs	
<b>Active billing details</b> Provide the current accounts payables email address to which the invoices should be emailed	

<b>2. Business Identification (TIN and registration)</b> Your unique business identification which is 3-10 characters in length.	
<b>Business ID:</b>	

<b>3. Business Address and Contact Details</b>			
<b>Street/Physical</b> (location of actual premises)		<b>Postal, including post code</b> (for communication)	
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>	By entering an email address you consent to being sent information and notifications electronically, if required.		

**4. DETAILS OF PRODUCTION UNIT(S) / PRODUCER (S) (out growers/contract farmers**

Name of production unit (farm): \_\_\_\_\_  
Name of producer: \_\_\_\_\_  
Name of farm manager: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Cell phone number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Fax number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Region and District (e.g. north-west/ Port Loko) : \_\_\_\_\_  
Name of pack house manager and contact details: 

Name:	Cell:	Tel:

**5. Commodity details?**

**PRODUCT DESCRIPTION**

TYPE

Quantity (vol, kg, g, ton)

Quality

- Grade 1
- Grade 2
- Grade 3

Intended market destination

Point of entry

State:

Country of destination

**Source of product**

Owned farm

Contracted sources

**Product classification per products:** processed and semi Processed

Fruits and Vegetables

•

Cash crops (cocoa, coffee, oil palm, cashew, kola nut, timber....)

•

Food crops (rice, cassava, potato, groundnut.....)

Crops residues

Item	Scientific Name	Quantity

**5a. Foreign Exporter Full Legal Name**

Registered company name or partnership names (including the trading name) or individual name. Refer to application form guidelines for explanation.

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**5b. Foreign Exporter Business Address and Contact Details**

Street/Physical (location of actual premises)		Postal, including post code (for communication)	
Phone		Mobile	
Email			

**5c. Foreign Exporter Statement**

To be completed by foreign exporter

I confirm that I am authorized to make this statement as a foreign exporter with the applicant acting as my Sierra Leone agent and that the information supplied in this application is truthful and accurate to the best of my knowledge.

<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

**6. Applicant Statement**

I / We confirm that:

1. I am/ we are authorized to make this application as the Exporter, or a person with legal authority to act on behalf of the Exporter; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. Neither I/ we nor any director, partner or manager of the applicant have been convicted, whether in Sierra Leone or overseas, of any offence relating to fraud or dishonesty, or relating to management control or business activities in respect of businesses of a kind (whether in Sierra Leone or elsewhere) that are regulated under the agriculture act 1974
4. The applicant is resident in Sierra Leone within the meaning of section of the Income Tax Act 2007; and
5. I / we understand that if there are future, ongoing levies or charges for business activity MPI will send me an invoice for these charges. Any late or non-payment may result in a penalty fee, lodgment with a credit collection agent and/or withdrawal of service.
6. Any alteration or falsification of official documents or information provided shall be subject to penalties

<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## 7. MoA Service Charge

**ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838**

**APPLICATION FEE:** le..... GST for new or renewal applications.

**PAYMENT OPTIONS:** Payments comprising multiple fees must be supported by a remittance advice. Attach your advice to this application or send it separately to: **MoA Approvals, Youyi Building, Brookfields, Freetown.**

Payment must be made using one of the following methods. Please tick and fill in the appropriate section.

### **DIRECT CREDIT:**

1. Pay into Bank Account no. ....

2. In the 'Reference' details, put the code: .....

Enter the date of deposit and your name (payee) on this form below:

Date of Deposit		Your Name (Payee)	
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### **CHEQUE:**

1. Make the cheque payable to the **Ministry of Agriculture**
2. Attach the cheque to this application.

Cash payment

### **Documents required**

- Outgrowers/contracted growers list (using information on 4 above to complete the list) and agreement
- Details of exporters business plan, work plan, production and IPM strategy
- Trading partner details
- Trade license
- NRA tax clearance
- business registration
- Certificate of good conduct from police

### **MANDATORY CONDITIONS**

1. Consideration of this application will be conditional on the applicant's information which must satisfy the Authority that the applicant is capable of complying with standards of export quality as laid down in the **(agricultural act 1974)** and operating such methods of quality control as the Authority may from time to time prescribe. The Authority may require the personal attendance or authorized representative of the applicant for interview before granting a license.
2. The exporter shall produce such documentary evidence as requested to support the statements made above.

3. Should the Authority wish to restrict the quantity and quality of certain crops to be exported it shall be empowered to do so by giving the exporter written notice of such restriction. – 14 days
4. An exporter shall pay all dues to the Authority before his application can be considered.
5. The licensee shall furnish the Authority with quarterly returns
6. All agreements entered into with farmers are to be attached to the application.
7. All exporters consignments must be accompanied by export certificate
8. All exporters shall be encouraged to be a member of recognized exporters associations within a year period.
9. Failure to abide by the registration criteria shall lead to de-registration; which will start the entire process of registration
10. If you are suspended you will be evaluated based on your area of default
11. Exporters registration will be purely base on technical assessment of the form including verification of the information provided
12. All current exporters must submit application within 90 days, non-compliance will result in no issuance of phytosanitary certificate for export starting from the 1<sup>st</sup> February 2020
13. Failing to register and fulfill all requirement within one year (365 days) starting from the 1<sup>st</sup> February 2020 you will not be allowed to export
14. Only registered exporters will be eligible for phytosanitary services after one year

Name.....

Position .....

Signature.....

Date.....

(CompanySign/Seal).....