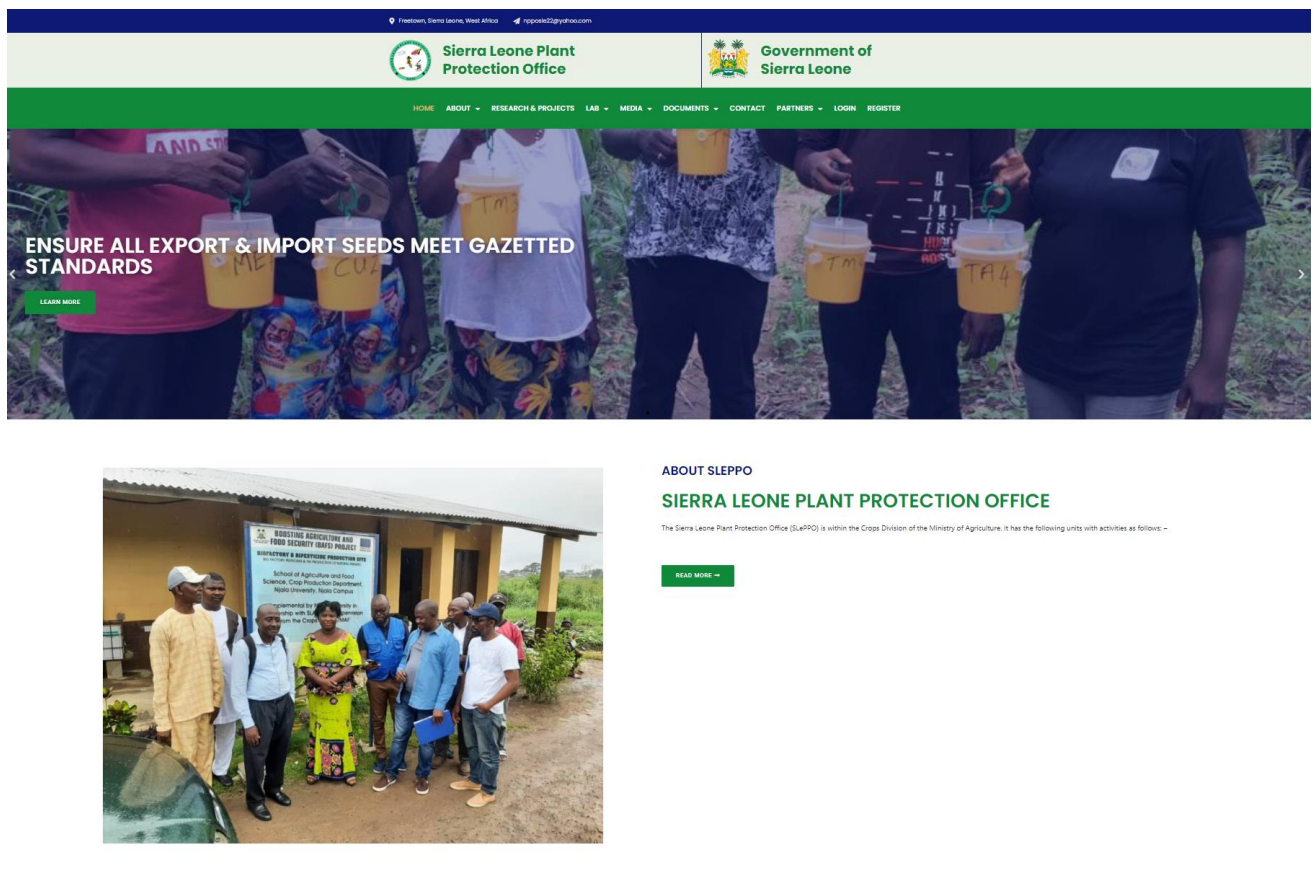


User Manual ePhyto Platform

Submitting, Viewing, and Updating an Application.

The actions in this section are limited to the Importers/ Exporters.

1. Access the platform using the following URL: <https://nppo.amis-sl.com>
2. Enter the URL in your browser. Google Chrome is recommended.



The screenshot displays the website's landing page. At the top, there is a navigation bar with the Sierra Leone Plant Protection Office logo and the Government of Sierra Leone logo. Below this is a green navigation menu with links for HOME, ABOUT, RESEARCH & PROJECTS, LAB, MEDIA, DOCUMENTS, CONTACT, PARTNERS, LOGIN, and REGISTER. The main content area features a large banner image of people holding yellow buckets with seeds, overlaid with the text "ENSURE ALL EXPORT & IMPORT SEEDS MEET GAZETTED STANDARDS" and a "LEARN MORE" button. Below the banner, there is a section titled "ABOUT SLEPPO" and "SIERRA LEONE PLANT PROTECTION OFFICE", followed by a paragraph describing the office's role and a "READ MORE" button. At the bottom left, there is a photograph of a group of people standing in front of a building with a sign that reads "BOOSTING AGRICULTURE AND FOOD SECURITY (BAFS) PROJECT" and "MINISTRY OF AGRICULTURE AND FOOD SECURITY".

3. On the landing page, click the register button on the menu. This will take you to a page to register an account.

Register

Username

First Name

Last Name

Phone Number

E-mail Address

Password

Confirm Password

5. Fill in your information and create an account. The following information is required to create an account:

- Username
- First Name
- Last Name
- Phone Number
- Email
- Password

6. Login to the platform with the username or email and the password you created.

Login

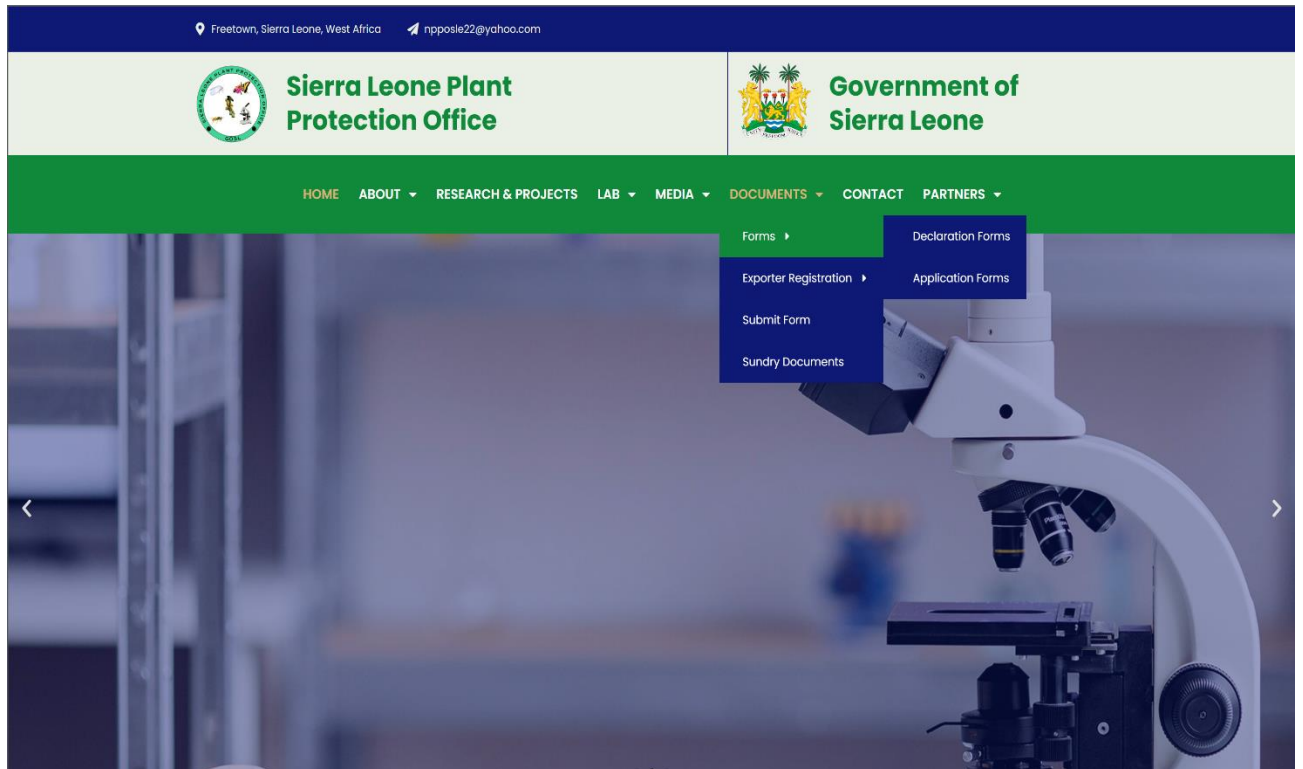
Username or E-mail

Password

Keep me signed in

[Forgot your password?](#)

7. Hover over the menu to see a dropdown with additional menus. Click on the link with the information you need. To access an application form, go to the Documents menu dropdown, select forms, and choose between Declaration and application forms.



8. This will take you to a page where you can download the required form.

The screenshot shows the website for the Sierra Leone Plant Protection Office. At the top, there is a dark blue header with the location 'Freetown, Sierra Leone, West Africa' and the email 'npposle22@yahoo.com'. Below this is a light green navigation bar containing the Sierra Leone Plant Protection Office logo and the Government of Sierra Leone logo. A green menu bar lists: HOME, ABOUT, RESEARCH & PROJECTS, LAB, MEDIA, DOCUMENTS, CONTACT, and PARTNERS. The main content area features a large banner with the text 'APPLICATION FORM' over a background image of plants. Below the banner, there are three columns, each with a form title and a green 'DOWNLOAD' button with a download icon:

- Export Declaration Form** with a **DOWNLOAD** button.
- Import declaration form** with a **DOWNLOAD** button.
- Sierra Leone Plant Protection Shippers Declaration Form** with a **DOWNLOAD** button.

9. Click on the download button of the desired form.

10. Open the download file in Microsoft Word and fill in the required information.

**Ministry of Agriculture and Forestry
Crop Protection Service
Phytosanitary control**

PLANT AND PLANT PRODUCTS DECLARATION FORM

Please enter the requested information for plants and plant products for Export into the country. Return completed forms 7 working days prior to Export by email or to the phytosanitary control office,
Email: **cropprotection@maf.gov.sl**

Kindly note that all consignment(s) or commodities will be inspected at the point of entry upon arrival before it will be allowed into the country for its intended purpose and original of all documents requested from country of origin should be provided for validation and copy submitted at the point of entry. Any consignment or commodities found contrary to what was declared will either face penalties, confiscated or not allowed to enter the country depending on the products and the phytosanitary control.

RELEVANT NAMES & ADDRESSES:

Name of Exporter:.....

Destination address:

.....

CONSIGNMENT DETAILS:

Country of origin:.....

Address in country of origin:.....

.....

Name of supplier(s):.....

ID number (s) / Bill of Lading Number:

Tin number:

Method of export- (tick box)

air land sea

Intended point of entry:.....

Person in charge:

Telephone no:.....

Date of Export:.....

Treatment of consignment: Yes No

If ye, please specify the treatment:.....

.....

DETAILS OF CONSIGNMENT OR COMMODITIES:

No	Botanical name: (include genus, species & cultivar)	Description/ status:	Quantity: (no. of plants) Type of packaging

DECLARATION

1) I/we hereby declare that to the best of the knowledge and belief, all information given above are true and

11. Save the form as a docx or PDF file.

12. Return to the platform to upload the file.

13. Click on the User Submission link on the menu and click the submission form from the dropdown.



ABOUT SLEPPO

SIERRA LEONE PLANT PROTECTION OFFICE

The Sierra Leone Plant Protection Office (SLEPPO) is within the Crops Division of the Ministry of Agriculture. It has the following units with activities as follows: -

[READ MORE →](#)

14. Complete the form and upload the complete application form (Docx or PDF)

Applicant Submission Form

First Name *

Last Name *

Business Name

Phone Email


Form Type

Application

Entry/Exit Port

Gbalamuja

File Upload *



DROP A FILE
HERE OR CLICK
TO UPLOAD

Maximum upload size:
33.55MB

User Comment

Consent *

I agree to the privacy policy.

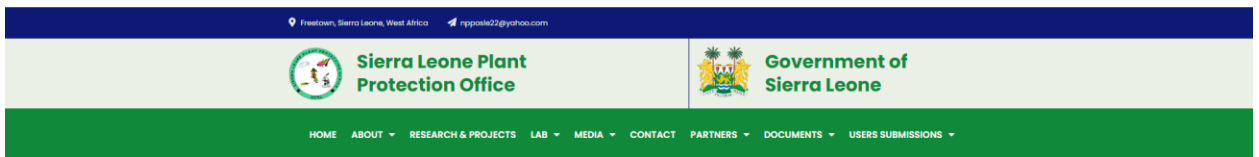
- The form has the following fields:
- First Name
- Last Name
- Business Name
- Phone
- Email

- Form Type with options to select the type of form you are submitting:
 - Application
 - Declaration
 - Export Certificate
 - Import Permit
- Entry/Exit Port to select your desired border post.
- File Upload to select the file to upload.
- User Comment for any comment you may have.
- Consent to the Ministry's privacy policy.

15. Click Submit to complete the process.

16. Click on submitted applications on the User Submission menu to view your applications and the approval status. You can download your certificate when all required processing is complete.

17. Click edit if you wish to update your application.



User Submissions

First Name	Last Name	Business Name	Phone	Email	User ID	Form Type	Entry/Exit Port	File Upload	HQ Approved	Border Approved	Certificate Upload	User Comment	Border Comment	Action
Ibrahim	Koroma	HD Studios	+23278669814	tkoroma@gmail.com	Ibrahim Koroma	Application	Gbalamuya	Download Submission	Pending					Edit