



REPUBLIC OF LIBERIA
MINISTRY OF FINANCE & DEVELOPMENT PLANNING

P. O. Box 10-9016
1000 MONROVIA, 10 LIBERIA



JOINT ADMINISTRATIVE REGULATION
NO.01.2113-1/MFDP/NPHIL/7 JULY 2021

TO : THE GENERAL PUBLIC

SUBJECT : OFFICIAL FEE STRUCTURE FOR THE NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA

DATE : 7 JULY 2021

1. GENERAL RULE

Ministry of Finance & Development Planning (MFDP) is responsible for the formulation of fiscal policies to enhance economic growth and stability, and to govern taxation pursuant to the Revenue Code of Liberia.

In keeping with section 14247 of the Liberia Revenue Code, the Minister has the power to issue regulations as necessary from time to time to give effect to the code and to further the purpose of carrying into effect any of its provisions.

2. LEGAL BASIS

Section 2113 of the Consolidated Tax Amendment Act of Liberia; Government Agency Fees- National Public Health Institute of Liberia -Annual Fees stipulates that "The fees for the National Public Health Institute of Liberia Services shall be by regulation, prescribed by the Director General, of the National Public Health Institute of Liberia in consultation with the Minister of Finance & Development Planning, and shall be regularly assessed by the National Public Health Institute of Liberia and be paid regularly to the Liberia Revenue Authority for deposit into the account of the Government."

3. PURPOSE

This Administrative Regulation is an instrument to govern the services provided by the National Public Health Institute of Liberia promulgating the official fee structure for services of the National Public Health Institute of Liberia.


5. IMPLEMENTATION NOTICE

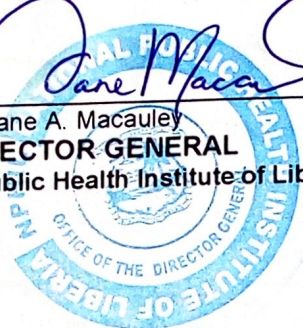
The Government of Liberia through the Ministry of Finance & Development Planning and the National Public Health Institute of Liberia hereby announce the fee for all NPHIL services as follow:

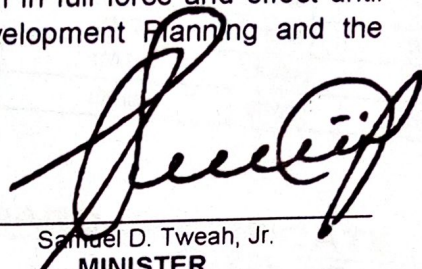
PLEASE SEE FEE STRUCTURE, DEFINITION & PROCEDURE TO OBTAIN PERMIT ATTACHED IN ANNEX I, II & III:

6. EFFECTIVE DATE

This Joint Administrative Regulation and the actions thereby authorized herein take immediate effect upon the publication and shall remain in full force and effect until otherwise altered by the Ministry of Finance & Development Planning and the National Public Health Institute of Liberia.

Signed 
Jane A. Macauley
DIRECTOR GENERAL
National Public Health Institute of Liberia



Signed 
Samuel D. Tweah, Jr.
MINISTER
Ministry of Finance & Development Planning

Date: 07/07/2021

Date: 07/07/2021

ANNEX I

NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA FEE CATEGORY

NO.	DESCRIPTION	AMOUNT (US\$)			
		LARGE (>500 Customers)	MEDIUM (101-499 Customers)	SMALL (50-100 Customers)	PETTY (1-50 Customers)
1	Water Processing Companies/Plants	150.00	100.00	50.00	25.00
2	Eatery including Restaurants/ Catering Services	100.00	50.00	25.00	15.00
3	Food Processing Plants (Bakery, Beverage Companies, Distillery etc.)	100.00	50.00	25.00	15.00
4	Chemical Stores/Plants	100.00	50.00	25.00	10.00
5	Vector control Institutions	100.00	75.00	50.00	10.00
6	Healthcare Waste handing companies	100.00	50.00	35.00	25.00
7	Occupational Health and Safety Institutions	100.00	50.00	35.00	25.00

PUBLIC HEALTH STANDARD CERTIFICATE

NO.	DESCRIPTION	AMOUNT (US\$)		
		LARGE (>500 Customers)	MEDIUM (101-499 Customers)	SMALL (1-100 Customers)
1	Banks and other Financial Institutions	150	75	50
2	Food Processing Plants/Establishments	100	50	25
3	Schools	100	50	25
4	Healthcare institutions	100	50	25
5	Cinemas and Video clubs	100	50	25
6	Factories and Concession Areas	200	150	100
7	Shops	75	50	25
8	Stores	100	75	50
9	Supermarkets	125	100	50
10	Hotels	150	100	75
11	Motels	100	75	50
12	Guest houses	125	100	75
13	Universities and Colleges	100	75	50
14	Cold Storages	150	100	75

DISPOSAL CERTIFICATE

NO.	DESCRIPTION	AMOUNT (US\$)			
		LARGE (101-500kg)	MEDIUM (51-100kg)	SMALL (11-50kg)	PETTY (1-10kg)
1	Food and Food Products	250.00	150.00	100.00	50.00
2	General Merchandise	200.00	100.00	75.00	50.00
3	Chemical and Chemical Products	100.00	75.00	50.00	25.00
4	Pharmaceutical Products Importers/Vendors	200.00	150.00	75.00	50.00
5	Medical Supplies Importers and Vendors	200.00	150.00	75.00	50.00
6	Healthcare Waste	200.00	150.00	75.00	50.00

DE-RATING CERTIFICATES

No	DESCRIPTION	AMOUNT (US\$)		
		LARGE	MEDIUM	SMALL
		(Cruise ship, Boeing dream liners above 500 passengers)	(Fishing vessels, yacht and planes 150-499 Passengers)	(Canoes and Planes 1-150 Passengers)
1	Vessels	200.00	150.00	100.00
2	Aircrafts	200.00	150.00	100.00

FOOD & FOOD PRODUCTS EXPORTS CLEARANCE

NO.	DESCRIPTION	AMOUNT (US\$)			
		LARGE (101-500kg)	MEDIUM (11-100kg)	SMALL (1-10kg)	PETTY
1	Food for Commercial Exports	250.00	100.00	25.00	NA
2	Food for Personal Consumption	25.00	15.00	5.00	NA

SWIMMING POOLS PERMIT

NO.	DESCRIPTION	AMOUNT (US\$)			
		LARGE	MEDIUM	SMALL	PETTY
1.00	Public Swimming Pools	175.00	125.00	75.00	NA

IMPORTED FOOD & BEVERAGES CLEARANCE

NO.	DESCRIPTION	AMOUNT (US\$)			
		LARGE 101-500kg	MEDIUM 10-100kg	SMALL 1-10kg	PETTY
1.00	Beverages Including Water	250.00	100.00	75.00	50.00
2.00	Food and Food Products	250.00	100.00	75.00	50.00

PUBLIC HEALTH SECTORAL CLEARANCE

NO.	DESCRIPTION	AMOUNT (US\$)			
		LARGE (50,000 & above)	MEDIUM 10,000 -49,000)	SMALL (UP to 10,000)	PETTY
1.00	Laboratory	350.00	250.00	150.00	50.00
2.00	International Consultancy Firms	500.00			
3.00	Local Consultancy Firms	150.00			

TRAVELER'S VACCINATION CLEARANCE

NO.	DESCRIPTION	AMOUNT (US\$)
1.00	Per Person	5.00

CREMATION PERMIT

NO.	DESCRIPTION	AMOUNT (US\$)
1.00	Per Person	100.00

EXHUMATION PERMIT

NO.	DESCRIPTION	AMOUNT (US\$)
1.00	Per Person	100.00

FOOD AND WATER TESTING (MICROBIAL & PHYSICAL TEST)

NO.	DESCRIPTION	AMOUNT (US\$)
1	NGO & Faith Based Organization	150.00
2	Hospitals & Health Centers	100.00
3	Community Wells	75.00
4	Private Wells	50.00
5	Food from all sources (Commercial & Non-Commercial)	100.00

CHEMICAL, TOXINS OR HEAVY METAL TESTING (FOOD AND WATER)

NO.	TEST PARAMETER	AMOUNT (US\$)
1	Mercury	100.00
2	Arsenic	100.00
3	Lead	100.00
4	Aluminum	50.00
5	Calcium	50.00
6	Chloride	50.00
7	Free Chlorine	50.00
8	Cooper	50.00
9	Iron Total	50.00
10	Fluoride	50.00
11	Manganese	50.00
12	Magnesium hardness	50.00
13	Magnesium	50.00
14	Nitrate	50.00
15	Nitrite	50.00
16	Potassium	50.00
17	Sulfate	50.00
18	Zinc	50.00
19	Aflatoxin	50.00
20	Ammonia	50.00
21	Ammonium	50.00
22	Cyanide	50.00
23	Nickel	50.00
24	Calcium Hardness	50.00
25	Alkalinity	50.00
26	Bromine	50.00

FOOD & OTHER PRODUCTS EXCEEDING 500kg WILL PAY EXTRA US\$0.01 FOR EVERY KILOGRAM

ANNEX II

NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA DEFINITION

The National Public Health Institute of Liberia (NPHIL) is responsible for the formulation of guidelines, policies and procedures to safe guard public health threats in Liberia.

Institution of Public Health Importance: This includes all institutions including publicly and privately operated that have the propensity to serve as a gathering place or a source of service for the public. Such institutions may serve as a potential source of public health threats or hazards.

Large, Medium, Small or Petty: These institutions or products are determined by the size and number of people served by the institutions or the quantity or volume of the product. A suggested measurement is provided in the annex.

Disposal Certificate: A public health certificate issued to institutions for the proper disposal of unwholesome products.

Public Health Standard Certificate for Institutions: A certificate issued to institutions of public health importance based on a comprehensive public health inspection.

De-Rating Certificates: A certificate issued in line with the International Health Regulation (IHR) to vessels following a complete inspection and possible control of rodents on board the vessel.

Public Health Certificate/Clearance for Imported/Exported Food & Food Products: Certificate/Clearance issued to importer/exporter for food and food product that have been inspected and tested and found to be free of public health threats including contaminants.

Public Health Certificates for Swimming Pools: Certificate issued to operators or owners of pools used for recreation by the public based on a comprehensive inspection and corrective action.

Public Health Sectorial Clearance: Clearance issued to institutions that are involved with work related to public health.

Traveler's Vaccination Clearance: Clearance issued travelers based on their vaccination history from childhood.

Cremation Permit: Permit to conduct cremation (Crude or Mechanize) on human remains under the supervision of a public health officer (Environmental Health Officer).

Exhumation Permit: Permit to exhume human remains for reburial under the supervision of a public health officer (Environmental Health officer).

Water & Food Testing: All public and private drinking water sources or food. Microbial, physical and chemical including heavy metals Parameters defined in the national water quality standards are checked

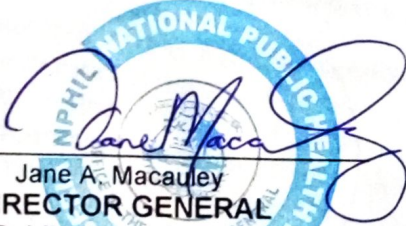
NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA PROCEDURE TO OBTAIN PERMIT

- Step 1: Applicant/ Institutions proceeds to NPHIL with a request letter or completes a form (where applicable)
- Step 2: Where applicable, inspection or sample collection is done on product or facility and report submitted. For all testing, step 4 below MUST be done before testing is conducted
- Step 3: Applicant/Institutions then proceeds to the commercial Bank where NPHIL account is domicile and said fee deposited into the account. The deposit slip (signed and stamped) is brought by the applicant/Institutions to NPHIL for review and filing.
- Step 4: The relevant public health documents is then issued based on the assessment by NPHIL.

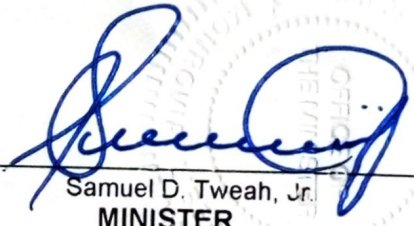
THE VALIDITY PERIOD FOR PERMIT IS THREE MONTHS, CLEARANCE & CERTIFICATE ARE VALID FOR ONE YEAR RESPECTIVELY

ALL PERMIT, CLEARANCE & CERTIFICATE ISSUED BY NPHIL ARE SUBJECT TO REVOCATION IF CONDITION OF INSTITUTION OR PRODUCT DETERIORATES WHERE APPLICABLE

Signed


Jane A. Macauley
DIRECTOR GENERAL
National Public Health Institute of Liberia

Signed


Samuel D. Tweah, Jr.
MINISTER
Ministry of Finance & Development Planning

Date: July 7, 2021

Date: July 19, 2021