



## APPENDIX 16

# MINISTRY OF LABOUR

REPUBLIC OF LIBERIA



### **REGULATION NO. 17**

## **REGULATION CONCERNING EMPLOYMENT PERMITS**

The Ministry of Labour, pursuant to Section 34.2(a) Chapter 34 of the Executive Law, which authorizes the Ministry to regulate and set guidelines for alien employment permit and section 1507 of the Labour's Law which empowers the Ministry to issue regulations and set conditions for the employment of persons not Liberians, hereby issues the following regulation:

### **SECTION 1**

That except as otherwise provided by Law, all alien must obtain work permits from the Ministry of Labour as required by Section 1507, Sub section 1(1) of the Labour Law of Liberia, as a pre-condition for employment in Liberia.

All work permits shall be valid for one calendar year, from the date of issuance and shall be reviewed annually, with the Ministry of Labour reserving the right not to renew a work permit.

### **SECTION 2 FEES LEVIED FOR EMPLOYMENT PERMITS**

The below named categories of aliens shall be required to pay fees for the issuance of permits as follows:

**Category A: All aliens** who seek employment in the formal sector, i.e. Institutions, corporations, partnerships, other entities and self-employed aliens, shall pay a fee of US\$1,000.00 (One Thousand United States Dollars).

**Category B: ECOWAS Citizens** who seek employment in the informal sector shall pay a work permit fee of US\$ 100.00 (One Hundred United States Dollars)

**Category C: Non ECOWAS Africans** who seek employment in the informal sector shall pay a fee of US\$ 200.00 (Two Hundred United States Dollars)

**Category D:** Aliens who enter into a written contract, **bilateral or otherwise with the Government of Liberia** to perform services for the government, and aliens employed by religious or humanitarian organizations, other not-for-profit ventures as well as aliens married to resident Liberian citizen shall register with the Ministry of Labour and obtain an employment permit at US\$ 200.00 (Two Hundred United States Dollars).

**Category E: Aliens exempted** from obtaining employment permits shall comprise of employees of accredited diplomatic missions to Liberia, the United Nations Mission in Liberia, Specialized organs of United Nations, World Bank, International Monetary Fund (IMF), African Development Bank and other institutions recognized by the Ministry of Foreign Affairs to have diplomatic status.

**Category F: Also exempted** are: Physician (doctors), pharmacists, forensic experts, aliens belonging to paramedical professions for which according to the Ministry of Health, the number of trained Liberians are inadequate, Science and vocational education teachers as well as teachers of courses identified by the Ministry of Education as courses for which there are inadequate supply of trained Liberian teachers, university professors exclusively engaged in teaching and research, interns and volunteers working with the Government of Liberia or with educational or health care institutions,

refugees with LRRRC identification cards. Employers of exempted aliens not having diplomatic status are required to submit to the Ministry of Labour evidence of the academic qualification of such alien employees. Also, aliens shall be required to pay a minimum fee of US\$ 100.00 (One Hundred United States Dollars) for their work permit booklets (gratis)

### **Section 3**

No permit shall be issued to Non-African aliens to work in the informal sector. Additionally no permit shall be issued to any alien to engage in any of the businesses set aside by law exclusively for Liberians.

#### **Section 3 (a)**

All employers employing/hiring alien employees must submit quarterly their payrolls to the Ministry of Labour for verification. Additionally, relevant staff members authorized by the Ministry of Labour shall have full access to all employment records of all entities operating in the Republic of Liberia. Any employer who fails to comply with this subsection shall pay a fine of US\$ 1,000.00 (One Thousand United States Dollars) for each case of non-compliance.

### **Section 4 Penalty**

#### **Section 4 (a)**

An employer who employs an alien who is not in possession of an employment work permit in the informal sector shall pay fines of US\$ 500.00 (Five Hundred United States Dollars) for being an unlawful employer and US\$ 250.00 (Two Hundred Fifty United States Dollars) for the unlawful employee.

#### **Section 4(b)**

Any formal sector employer who employs an alien who is not in possession of a work permit and is not exempted shall pay a fine of US\$ 2,000.00 (Two Thousand United States Dollars) for the employer and US\$1,000.00 (One Thousand United States Dollars) for the unlawful employee. All payments under this regulation shall be made at the Ministry of Finance.

#### **Section 5 Reciprocity**

In compliance with subsection 1507 1 (3), the Ministry of Labour reserves the right to withhold permits in respect of nationals of any country that does not accord at least equal reciprocal rights in employment to Liberians. "The Ministry also reserves the right to revoke any work permit obtained based on misrepresentation or fraud.

#### **Section 6 Condition Precedent for Employing Aliens**

Except as otherwise provide by law, an employer who seeks to employ an alien must first convince the Ministry of Labour that he/she cannot find a suitable Liberian for an existing vacancy, by showing proof of publication of information regarding such vacancy for at least one month in at least two local newspapers and on two local radio stations, as well as on two Liberian websites. Additionally, such employer should obtain a certificate from the Ministry of Labour as proof of the non-availability of a suitable Liberian. Until such proof is show , the Ministry of Labour , shall consistent with subsection 1507 (2) of the Labour Law, not issue work permit to an alien, even if such alien has a resident permit.

All aliens seeking work permit are required to send a written application to the Ministry of Labour from 8:00 AM TO 4:00 PM from Monday to Friday.

**THAT REGULATION SUPERSEDES ALL OTHER REGULATIONS REGARDING THE  
ISSUANCE OF WORK PERMITS AND SHALL TAKE EFFECT UPON ISSUANCE.**

**ISSUED UNDER MY HAND**

**THIS 16<sup>th</sup> DAY OF SEPTEMBER**

**Hon. Tiawan S. Gongloe, Cllr**

**MINISTER OF LABOUR**