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**REPUBLIC OF LIBERIA
MINISTRY OF LABOR**

**REVISED REGULATION NO. 17
CONCERNING EMPLOYMENT/
WORK PERMITS**

2019

FEBRUARY-----2019

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REPUBLIC OF LIBERIA**

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Regulation concerning Employment Permits

The Ministry of Labour, pursuant to Chapter 7, Section 7.1 and Chapter 45, Section 45.9 respectively, of the Decent Work Act (DWA) which authorize the Ministry, by and through the Minister, to issue regulations and set conditions for the employment of foreign workers in Liberia, hereby issues the following regulation.

Section 1.

That except otherwise provided by Law, all aliens must obtain work permits from the Ministry of Labor, as required by Chapter 45 Section 45.1 of the Decent Work Act (DWA), as a pre-condition for employment in Liberia.

Work permits shall be valid for one calendar year, from the date of issuance and shall be reviewed annually, with the Minister reserving the right not to renew a work permit, except however that:

- a) An alien worker may qualify for work permit for a period of three (3) years, provided s/he can demonstrate that s/he would be continuously employed during the three(3) years period and that the business is legal; or
- b) An alien worker may qualify for a work permit that is valid for a period of five (5) years, provided that s/he demonstrates that at least one of the following conditions is met:
 - i. That s/he has had no criminal conviction for at least three(3) years of stay in Liberia, prior to the application;
 - ii. That s/he is one of the principal partners of an investment in Liberia, with a value of not less than US\$ 5,000,000.00 (five million);
 - iii. That s/he is married to a Liberian for three or more years, immediately prior to the application;

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) for work permit.

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 bonafide religious or humanitarian organizations, other than not-for-profit ventures, as well as aliens married to resident Liberian citizens 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 employees of accredited diplomatic missions to Liberia, the United Nations Mission in Liberia, Specialized organs of the 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: Physicians (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(s) of such alien employees. Also, such aliens shall be required to pay a minimum fee of US\$100.00 (One Hundred United States Dollars) for their work permit booklets.

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 their quarterly payrolls to the Ministry of Labour for verification. Additionally, relevant staff members authorized by the Minister 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 a fine 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 Liberia Revenue Authority (LRA).

Section 5 Reciprocity

In compliance with Chapter 45 Section 45.1(d), the Minister reserves the right to withhold permits in respect of nationals of any country that do 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, fraud, material change of circumstances or acts incompatible with the status of in the alien, in relation to the Decent Work Act.

Section 6 Condition precedent for employing aliens


Except as otherwise provided 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 shown, the Ministry of Labour, shall, consistent with Chapter 45, Section 45.1(c)i of the DWA 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 in the Ministry of Labour from 8:00 A.M. to 4:00 P.M. from Monday to Friday.

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

ISSUED UNDER MY HAND
THIS 20 DAY OF February 2019

(signed)


Hon. Moses Y. Kollie
Minister of Labour