



Ministry of Finance and Development Planning
Division of Budget and Development Planning
Registration and Accreditation Procedures

1. Obtain a legal status by:

- a. Developing a By-law and Constitution for the organization;
- b. Incorporating the organization with and obtaining An Article of Incorporation (AOI) from the Ministry of Foreign Affairs (*INGOs may proceed with filing a business registration with the Liberia Business Registry using the original of AOI from country of origin*);
- c. Registering the organization and obtaining a corporate business receipt and certificate from the Liberia Business Registry

2. Get accredited by:

- a. Establishing and setting up an office from where the organization operates, ensuring that the office has visible signboards to show direction and location of the established office;
- b. applying for and obtaining a sector clearance from the sector ministry/agency (*i.e. if development intervention is in education, obtain clearance from the Ministry of Education that is responsible for the sector*);
- c. applying for accreditation, with copies of the legal status documents and sector clearance attached, to the Minister of Finance and Development Planning (*application should include email and telephone/cell-phone contacts*);

d. Address for the Minister:

Hon. Minister
Ministry of Finance and Development Planning
Broad and Mechlin Streets
Monrovia, Liberia

- e. **please**, application for Accreditation should be submitted on the 10th floor, MFDP
- f. Completing and submitting the application form for accreditation to the NGO Section of the MFDP (*application form is made available to the NGO via email following filing in of application with the Minister of Finance*)
- g. facilitating office spot-check and information verification exercise by the NGO Section of the MFDP (*schedule for exercise to be provided by NGO Section*)

Accreditation Requirements:

- i. Article of Incorporation (AOI)
- ii. Corporate filing receipt/business certificate
- iii. Sector Clearance/Certificate
- iv. Notarized By-laws and Constitution
- v. Completed application form
- vi. Annual Work Plan (AWP)
- vii. Bank confirmation letter of active accounts holding
- viii. List of capital assets



**Ministry of Finance and Development Planning
Division of Budget and Development Planning
Registration and Accreditation Procedures**

1. Get Re-accredited by:

- a. Up-dating NGO business registration and obtaining current corporate filing receipt with the Liberia Business Registry;
- b. Applying for reaccreditation to the Minister of Finance and Development Planning (*include in application email and telephone/cell contacts*);

c. Address for the Minister:

Hon. Minister
Ministry of Finance and Development Planning
Broad and Mechlin Streets
Monrovia, Liberia

- d. Please, application for Reaccreditation should be submitted on the 10th floor, MFDP
- e. Completing and submitting to the NGO Section of the MFDP
 - i. An application form (*to be provided via email*)
 - ii. Annual project performance report template (*to be provided via email*)
 - iii. Annual work plan (*template to be provided via email*)
- f. facilitating office spot-check and field verification/monitoring exercise that will be conducted by the NGO Section of the MFDP (*schedule for exercise to be provided by NGO Section*)

g. Re-accreditation Requirements:

- i. Completed application form;
- ii. Completed NGO activity report template;
- iii. Audited financial report for the reporting period
- iv. Current corporate filing receipt or business registration certificate
- v. Project/Program Concept Note
- vi. Annual Work Plan (AWP)
- vii. List of capital assets
- viii. List of full time staffs, with position, nationality and salary