



REPUBLIC OF LIBERIA

MINISTRY OF FINANCE

JOINT ADMINISTRATIVE REGULATION No.8.2113-2/MOF/CNDR/27 DECEMBER 2010

TO : THE GENERAL PUBLIC

SUBJECT : OFFICIAL FEES STRUCTURE OF THE CENTER FOR
NATIONAL DOCUMENTATION AND RECORDS

DATE : DECEMBER 27, 2010

1.0 GENERAL RULE

The Revenue Code of Liberia, Act of 2000, Phase One, Reform Tax Code of Liberia, **Part VIII Finance and Fiscal, Chapter 21, Government Agency Fees Section 2113 Other Ministries, Bureaus, Agencies, Municipals, And All Other Institutions Of The Government Providing Services For A Fee; Annual Fees:** "The fees and levies for services and activities shall, by published regulations prescribed from time to time by the Minister in consultation with other Ministers including the Ministers of Post and Telecommunication and Internal Affairs, and the Mayor of Monrovia City Corporation, be assessed by the Agency initiating the fees and levies and paid regularly to the Minister for deposit into the account of Government to ensure efficiency, accountability and compliance. The regulations shall be signed by the Minister or Mayor initiating the fees and levies, and the Minister".

2.0 PUBLIC NOTICE

Pursuant to said Section, it is hereby regulated that the following fees shall be paid to the Ministry of Finance in the General Revenue Account and the payment and Center for National Documentation and Records shall raise the bill and monitor payment.

No.	Fees Kind	USD
LAND DEEDS-ALL CATEGORIES		Per document
1)	All types of Deed excluding Land Grant	40.00
2)	Military Service Land Grant	100.00
MORTGAGES		
1)	All types of Mortgage	15.00
AGREEMENTS & CONTRACTS		
1)	Any Agreement or Contract under seal	15.00

No.		USD
OTHERS		
1)	Court Decree of Change of Name	15.00
2)	Will & Testaments	
3)	Letter of Administration	
4)	Patents	
5)	Marriage Certificate	50.00
6)	Divorce Certificate	150.00

3.0 PROCEDURE NOTICE

In keeping with Section 10(i) of the Tax Code, the Ministry of Finance has the sole authority to establish offices for the payment of tax, the filing of tax returns, collection of taxes, etc. Hence, all fees collected pursuant to this Regulation are to be paid into the General Revenue Account at the Central Bank. It is unlawful for any sector Ministry to collect on behalf of the Ministry of Finance any fee promulgated in this Regulation and it is also unlawful for any person to pay any such fee to any sector Ministry.

4.0 PAYMENT CURRENCY


The fees are regulated United States Dollar but may be paid in either United States Dollar or Liberian Dollar at the prevailing buying rate of exchange published by the Central Bank of Liberia on the day the payment is made.

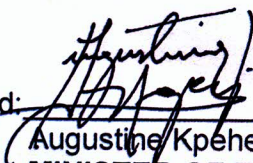
5.0 PENALTIES FOR LATE PAYMENT AND FAILURE TO PAY


Note Section 52 Revenue Code of Liberia imposes late payment and failure to file penalties respectively for any payment made after the due date.

6.0 EFFECTIVE DATE

The Regulation shall become effective upon signature.

Signed: 
 Elfrieda Stewart Tamba
DEPUTY MINISTER FOR REVENUE

Signed: 
 Augustine Kpehe Ngafuan
MINISTER OF FINANCE


 P. Bloh-Sayeh
 Philomena Bloh-Sayeh
DIRECTOR GENERAL/CNDR