

**APPENDIX 16**  
**REPUBLIC OF LIBERIA**  
**MINISTRY OF LABOUR**

**REGULATION NO. 17, 2009**  
**CONCERNING EMPLOYMENT**  
**WORK PERMITS**

**September 16, 2009**

**APPENDIX 16**  
**MINISTRY OF LABOR**  
**REPUBLIC OF LIBERIA**

**REGULATION NO. 17, 2009<sup>1</sup>**

**REGULATION CONCERNING EMPLOYMENT PERMITS**

The Ministry of Labor, 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 Labor 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 aliens must obtain work permits from the Ministry of Labor as required by Section 1507, Sub-section 1 (1) of the Labor 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 Labor 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\$1000.00 (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 are required to pay a fee of US\$200.00 (Two Hundred United States Dollars) for a work permit.

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<sup>1</sup>See also Regulation No. 2, 1982, Regulation No. 3b, 1984, Regulation No. 15, 1997 and Regulation No. 16, 2004 which also concern work permits.



**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 not-for-profit ventures as well as aliens married to resident Liberian citizens shall register with the Ministry of Labor 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: 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 labor 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).

### **Section3.**

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.

### **Section3(a)**

All employers employing/hiring alien employees must submit quarterly their payrolls to the Ministry of Labor for verification. Additionally, relevant staff members authorized by the Minister of Labor 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 USD \$500.00 (Five Hundred United States Dollars) for being an unlawful employer and USD\$ 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 Labor 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 provided by law, an employer who seeks to employ an alien must first convince the Ministry of Labor 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 Labor as proof of the non-availability of a suitable Liberian. Until such proof is shown, the Ministry of Labor, shall consistent with subsection 1507 (2) of the Labor 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: AM to 4: PM 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 16<sup>th</sup> DAY OF SEPTEMBER 2009

(Signed)

Hon. Tiawan Gongloe, Cllr.

Minister of Labor



**REPUBLIC OF LIBERIA  
MINISTRY OF LABOR**

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

**2019**

**FEBRUARY-----2019**



**MINISTRY OF LABOR  
REPUBLIC OF LIBERIA**

**REVISED REGULATION NO. 17  
2019**

**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



# **REPUBLIC OF LIBERIA**

## **MINISTRY OF LABOUR**

### **REGULATION NO. 18 A**

#### **EXTERNAL EMPLOYMENT OF LIBERIANS**



**17<sup>TH</sup> JANUARY, 2024**



**MINISTRY OF LABOUR  
REPUBLIC OF LIBERIA**

**REGULATION NO. 18A**

**EXTERNAL EMPLOYMENT OF LIBERIANS**

- a. WHEREAS, section 44.1 of the Decent Work Act, provides that **"No person or Association shall recruit any Liberian for employment either within or without the Republic unless such person or Association be in possession of a license granted by the Ministry of Labor."**
- b. WHEREAS, section 44.2 of the Decent Work Act further provides that the Minister of Labour shall make regulations that apply either to the recruitment of workers to work within Liberia or recruitment of workers to work outside Liberia, or both.
- c. **NOW THEREFORE**, consistent with the authority vested by the Decent Work Act (the Labor Law of Liberia) in the Ministry of Labour to regulate and superintend the recruitment of Liberians for both external and Internal employment opportunities, it is thus regulated as follows:

**Recruitment for External Employment**

**1. Requirements**

Only Businesses duly incorporated and registered with the Liberian Business Registrar under the laws of Liberia, with a minimum fifty five percent (55%) Liberian ownership may apply for and be granted a License to recruit Liberian for external employment.

- a. That no shareholder and/or executive in such business shall be a convicted criminal.
- b. That police clearance on all shareholders and business executives/managers are obtained and attached to such application.
- c. That a detailed statement of experience in the area of employment agency (if any), qualification and profile of essential staff is provided



- d. That a detailed summary of the applicant's current and intended activities attached to the application.
- e. That a detailed summary as to any other countries in which the applicant has activities, and as to whether the applicant has associated business incorporated or business associates in any of those countries is attached.
- f. That a detailed statement of the nature of benefits and legal protection that will be accorded recruited Liberians working in foreign countries is attached.
- g. That a detailed statement of the minimum wage in each of the foreign countries that the applicant intends to send Liberians to work is attached.
- h. That a statement of demonstrative knowledge and evidence of ability to market and promote the business of employment Agency is attached.
- i. Applicant for External Employment Agency License must present a copy of her business registration certificate from the Liberia Business Registry (LBR), a Notarized Copy of Article of Incorporation, Institutional profile, Health and Safety Policy and a letter of intent indicating the scope and country of operation

## 2. **Fees and Charges:**

- a. That an applicant under this category shall have or be covered initially by an indemnity insurance of minimum US\$100,000 (One Hundred thousand United states dollars) by a recognized and functional Insurance company operating in Liberia, to secured Liberians recruited and working abroad against any, and all injuries and damages or incidentals , including not payment of compensation, molestation, sexual and other abuses, and deprivations, repatriation of worker and corps where death occurs, that may obtained. Where the portfolio of recruited workers abroad exceeds fifty , the indemnity bond should concomitantly be increase as directed by the Ministry of Labour
- b. That license granted by the Ministry of Labor to approved entities to recruit Liberians for external employment shall be valid for two years, certain , and may be renewed , suspended or revoked based on the circumstance and is not transferable.



- c. That the cost for obtaining a License by an entity to engage in recruitment in Liberia for external employment shall be US\$5,000 for initial licensing and US\$3,000 for each renewal, when approved.
- d. That the maximum deduction a duly licensed employment Agency shall take from a Liberian recruited for external employment is (or shall be) twenty-percent (20%) of the person(s) monthly salary. Associated benefits with employment and travel expenses are not deductible none applicable to any deduction.

### **3. CONDITIONALITIES FOR AN EXTERNAL EMPLOYMENT LICENSE**

- a. That the minimum monthly salary of a Liberian recruited locally for external employment shall be in confirmative with the official minimum wage of the country in which he or she is working.
- b. Upon granting of an Employment Agency license, every employee recruited for external employment shall obtain an accreditation letter from the Ministry of Labour permitting the employee to travel and it will be used at various ports of exits.
- c. All external employments for the recruitment of a Liberian worker are adjudged under the Labour Laws of Liberia.
- d. Employment agency shall fully disclose the number of employees recruited within Liberia for external employment and presented to the Ministry of Labour.
- e. All employees recruited for external employment shall not be under the age of 18 years.
- f. An employment agency engaged in external employment shall present a copy of a legal contracts signed between the agency and the employee to the Ministry of Labour specifying the following: days of work, number of hours of work, medical benefits, all traveling expenses, vacation expenses, insurance coverage, housing, country of work( city, town, area, contact, email, etc.).
- g. All employment contracts for an external employment shall not be less than two (2) years and with a possibility for extension



- h. All employment agencies shall present full details of its overseas partner to the Ministry of Labour for verification Minister of Labour before the recruitment of any employee for external employment
- i. All external employment shall be regularly monitored by the government of Liberia through the Liberian embassies or counselor general's office where employee has been placed or employed.
- j. No employment agency engaged in external employment shall transfer an employee from its legal assigned place of work/contract to another agency or place of work without a written consent of the employee or any modification to the original contract of employment without the acknowledgement of the employee and the government of Liberia.
- k. Absolutely, no external employment agency shall demand or seized an employee's traveling documents or humiliate and/or subject an employee to any awkward condition of work outside of the legal contract signed; that constitute kidnapping and or and /or slavery, such perpetrator license will be suspended, revoked, fined and/or prosecuted under the Anti-Human Trafficking laws of Liberia.
- l. A duly licensed External Employment Agency License remit to the Liberian Revenue Authority all income taxes retained from Liberian employ overseas.
- m. A duly licensed External Employment Agency shall provide a complete medical package for all Liberian recruited for employment oversea in the foreign country of work and shall be in full compliance with NASCORP scheme.
- n. A duly licensed External Employment Agency shall provide to the Ministry of Labour full description of employer's Company Address, contact numbers, emails, fax, employee's residential address and any other vital information regarding the applicant.
- o. A duly licensed External Employment Agency License shall present to the Ministry of Labour all external employment contracts for attestation and all contracts should be inclusive of next of kin of the employee.
- p. A duly licensed External Employment Agency shall conform with all appropriate Labour Laws, in particular those prohibiting discrimination against job seekers, people with disabilities or any member of the active labor force, as well as laws prohibiting forced labor and child labor.



- q. Though section 22.5 of the Decent Work Act specify particular working condition for children over the age of 15 years, applicant for External Employment Agency shall not recruit any persons below the age of 20 years.
- r. Absolutely, no license granted to an External Employment Agency shall be transferred or assigned to another entity of individual(s).; such act is a violation and shall be punishable by either fines or revocation by the Ministry of Labour.
- s. External Employment Agency shall submit quarterly reports to the Ministry of Labour on the following:
  - i. The number of persons recruited over the period
  - ii. Place work is been performed (Location/Country)
  - iii. Nature of Work
  - iv. Position and Wages
  - v. Duration of Contracts
  - vi. Taxes withheld and remitted
  - vii. Records of All deductions as per this regulation and
  - viii. Any other essential information

#### **4. PENALTY FOR BREACH**

- I. Any employment agency caught in breach of the above shall be penalized either by fine, suspension of license, revocation of license, or prosecuted consistent with the Decent Work Act of 2015, and as amended.

THIS REGULATIONS SUPERSEDES ALL OTHER POLICY AND PROCEDURES APPERTAINING TO THE RECRUITMENTS OF LIBERIANS TO WORK IN FOREIGN COUNTRIES.

**Issued under my hands, Authority and Seal of the Ministry of Labour, Republic of Liberia on this 17<sup>th</sup> Day of January, A.D.2024**



Signed: **Cllr. Charles H. Gibson**  
**MINISTER OF LABOUR, R.L**

