

Checklist of Documents to Accompany the PPCC Vendor Registration for Liberian-owned & Domestic-owned companies only.

It is mandatory that all of the below-listed documents be submitted in order for a company’s registration to be complete. Applications not accompanied by required documentation will not be approved. All supporting documents provided must be valid for a period of at least three (3) months from the date of application, and must be issued by the appropriate authority. **ALL SUBMITTED DOCUMENTS WILL BE VERIFIED.**

	Document	Specialization Category			
		Goods	Works	Consulting Service	Non-Consulting Service
1	Articles of Incorporation or Partnership Agreement (not applicable to sole proprietorship)	☒	☒	☒	☒
2	Business Registration Certificate	☒	☒	☒	☒
3	Central Bank of Liberia Clearance (insurance companies & brokers, only)	☐	☐	☒	☒
4	Copies of Professional Certification (consulting services, only)	☐	☐	☒	☐
5	Liberia Business Association (LIBA) Membership Certificate (Liberian-owned businesses, only) (Optional)	☒	☒	☒	☒
6	LMDC Certificate (hospitals & clinics, only)	☐	☐	☒	☒
7	LMHPRA Certificate (drug stores & pharmacies, only)	☒	☐	☐	☐
8	Manufacturer’s Authorization (auto & specialized equipment dealers, only)	☒	☐	☐	☐
9	Ministry of Justice Certificate (security firms, only)	☐	☐	☒	☒
10	MOH Certificate (restaurants & health NGOs, only)	☐	☐	☒	☒
11	MPW Construction Contractor Certificate (construction, supervision, & architecture firms, only)	☐	☒	☒	☐
12	Proof of Bank Account Signatory Authority (Liberian-owned businesses, only)	☒	☒	☒	☒
13	Proof of Membership in a Professional Organization, (E.g. ALCC, EPA permit, MCC permit, LPRC permit, etc.) if applicable to your business activity.	☒	☒	☒	☒
14	Proof of Owner’s Citizenship (Must be a government-issued identification. e.g. Passport, National identification Card, Birth certificate, ect.).	☒	☒	☒	☒
15	Recent Financial Statement (for the last year of operation, old businesses only) Balance Sheet (for new businesses only)	☒	☒	☒	☒
16	Signed Contract for goods/works/services provided to each client. In the case where the completion date has passed, copies of certificates of completion must be attached. (Old Businesses only).	☒	☒	☒	☒
17	Social Security Clearance	☒	☒	☒	☒
18	Tax Clearance	☒	☒	☒	☒
19	List of Fleet, Vehicle Registration, Insurance Certificates & MOT Eligibility Certificates (car rental only).	☐	☐	☐	☒
20	MOT Eligibility Certificates (auto companies, only). e.g. sales of vehicle, sale of share parts, etc.	☒	☐	☐	☐
21	Warranty/After Sales (auto & specialized equipment dealers, only)	☒	☐	☐	☐