



Receipt No.....of ...

# THE INDEPENDENT MEDIA COMMISSION

3<sup>rd</sup> Floor,  
Kissy, House  
54, Siaka Stevens  
Street  
Freetown  
Tel: 076-695-950

## APPLICATION FOR THE REGISTRATION OF A NEWSPAPER OR MAGAZINE

**Before completing this Form, please read THE INDEPENDENT MEDIA COMMISSION ACT 2020 (Act No. 5, 2020), and the Media Code of Practice.**

**This form is divided into three sections, each of which should be completed. Ten copies should be submitted by the Applicant to the Executive Secretary**

1. a. FULL NAME OF APPLICANT (Individual/Organization/Agency/Business Enterprise/ Company/etc WHO/WHICH SHALL BE THE PROPRIETOR)

.....

b. NATIONALITY:.....

c. PERMANENT BUSINESS ADDRESS OF APPLICANT:.....

.....

d. HOME ADDRESS OF APPLICANT (for individuals):.....

.....

e. PHONE NUMBER/S:.....

f. Fax .....

g. Email Address.....

2a. NAME OF PUBLICATION .....

b. FREQUENCY OF PUBLICATION.....  
(daily, weekly, monthly, quarterly, etc)

3a. NAME OF EDITOR.....

.....

b. EDUCATIONAL QUALIFICATION (Please specify) .....

.....

c. JOURNALISTIC EXPERIENCE.....

d. NATIONALITY .....

4. STATUS/CATEGORY OF APPLICANT (tick as appropriate and attach copies of relevant documents)

- (i) Statutory Corporation .....
- (ii) Registered Company .....
- (iii) Registered Business Partnership .....
- (iv) Individual .....
- (v) Any Other (Please specify) .....

5. (a) DATE OF INCORPORATION/REGISTRATION.....

6. NAMES, STATUS AND NATIONALITY OF DIRECTORS/PARTNERS (If not sole proprietor)

<b>NAMES</b>	<b>NATIONALITY</b>	<b>STATUS</b>	<b>ID No.</b>

7. SALARIES/EMULMENTS OF PERSONS EMPLOYED BY NEWSPAPER/MAGAZINE

<b>NO</b>	<b>NAMES</b>	<b>STATUS</b>	<b>SALARY</b>	<b>OTHER EMOLUMENTS (Please state precise figures)</b>	<b>SLAJ MEMBER -SHIP</b>

8. PERMANENT BUSINESS ADDRESS OF NEWSPAPER/MAGAZINE TO BE REGISTERED  
.....
  
9. DESCRIPTION OF FACILITIES AVAILABLE
  - a. Describe office space.....  
.....
  - b. State specifications and quantity of equipment.....  
.....  
.....
  
10. BUSINESS CAPITAL
  - a. Nominal share capital (for companies and partnerships) .....
  - b. Financial status (for Sole Proprietorship).....
  
11. ESTIMATED CIRCULATION OF NEWSPAPER/MAGAZINE .....
  
12. COVERAGE AREA .....
  
13. DOCUMENTS ENCLOSED WITH APPLICATION (Please tick copies of documents enclosed with application. Originals to be provided at interview)
  - a. Certificate of Incorporation .....
  - b. Memorandum and Article of Association.....
  - c. Business Registration Certificate.....
  - d. Business Name Registration Certificate.....
  - e. Tax Clearance Certificate .....
  - f. Academic Certificate(s) of Editor.....
  - g. Resume/Curriculum Vitae (CV) of Editor.....
  - h. Proof of Tenancy (Tenancy Agreement/Proof of Ownership of Building)...
  - i. National Identification Card (ID) of Editor and Director of Company (Valid Passport/Drivers' License/National ID/NASSIT Card).....
  - j. Other Documents, if any (Please specify).....  
.....
  
14. POLICY/EDITORIAL GUIDE OF NEWSPAPER/MAGAZINE (Please attach)

**DECLARATION**

I.....

(Name of Applicant) of ..... (Address of Applicant)  
hereby declare as follows:

1. That if the said Newspaper or Magazine is registered, our staff shall at all times comply with the Commission’s Media Code of Practice, Regulations, Rulings and Directives.
2. That the name of the said Newspaper/Magazine hereby submitted for registration is not the same as, and does not resemble the name of any existing newspaper or magazine as likely to mislead members of the public.
3. That the information contained herein is true and correct to the best of my knowledge and belief.
4. That we shall deliver two stamped and signed copies of each edition of our publication to the IMC and Sierra Leone Library Board on each date of publication
5. That any false declaration or falsified documents submitted to the IMC shall render this application and our license invalid.

.....  
DATE:

.....  
SIGNATURE OF APPLICANT

**NOTE:**

- ❖ Each applicant is required to buy an Application Form at the cost of One Thousand Leones (NLe 1000.00)
- ❖ Each applicant is required to pay a non-refundable processing fee of Three Thousand Leones (NLe 3000.00).
- ❖ If the application is approved, the applicant will be required to pay a Registration Fee of One Thousand Leones (NLe1000.00) to the Commission on production of his/her Income Tax Clearance Certificate whereupon she/he shall be entitled to obtain a temporary certificate of registration from the Commission before commencement of publication within a three-month period, failing which, the Commission shall revoke the registration.

***Official (To be certified by the IMC)***

Approved/Rejected

Sign

Chairman, IMC

Sign

Chairperson, Applications Committee

