



Receipt No.....of ...

THE INDEPENDENT MEDIA COMMISSION

3rd Floor, Kissy, House
54, Siaka Stevens
Street Freetown
076-695-950/ 076-724-854

E-mail:info@imc.gov.sl
www.imc.gov.sl

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 Regulations 2022.

This form is divided into three sections, each of which should be completed. Ten copies of the Original Application Form

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. ADDRESS OF APPLICANT:.....
.....
- e. PHONE NUMBER(S):.....
(Immediately notify the Commission of any change in Address or Phone No.)
- f. WhatsApp No.....
- g. Email Address.....
- 2a. NAME OF NEWSPAPER/MAGAZINE.....
- b. FREQUENCY OF PUBLICATION.....
(daily, weekly, monthly, quarterly, etc)
- 3a. NAME OF EDITOR.....
.....
- b. EDUCATIONAL QUALIFICATION (Please specify)
.....
- c. JOURNALISTIC EXPERIENCE (No. of Years).....
- 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/Sole Proprietorship

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

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

NAMES	NATIONALITY	STATUS	ID No.

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

NO	NAMES	STATUS	SALARY	OTHER EMOLUMENTS (Please state precise figures)	NASSIT	SLAJ MEMBER-SHIP

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)

NO	NAMES	STATUS	SHARE CAPITAL OF DIRECTIORS/PARTNERS

- b. Financial status (provide Bank Statement).....
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. NASSIT.....
 - g. Academic Certificate(s) of Editor.....
 - h. Resume/Curriculum Vitae (CV) of Editor.....
 - i. Proof of Tenancy (Tenancy Agreement/Proof of Ownership of Building).....
 - j. National Identification Card (ID) of Editor (Valid Passport Card)
 - k. Other Documents, if any (Please specify).....
 -
 - l. Bank Statement.....
14. POLICY/EDITORIAL GUIDE OF NEWSPAPER/MAGAZINE (Please attach)
15. BUSINESS PLAN (to be attached)

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 Five Thousand Leones (Le 5,000.00)
- ❖ Each applicant is required to pay a non-refundable processing fee of Seven Thousand Leones (Le 7,000.00).
- ❖ If the application is approved, the applicant will be required to pay a Registration Fee of Three Thousand Leones (Le3,000.00) 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

Sign

Chairman, IMC

Chairperson, Applications Committee