



INDEPENDENT MEDIA COMMISSION

IMC PROCEDURES FOR REGISTRATION OF NEWSPAPER/MAGAZINE

Application for the registration Newspaper/Magazine in Sierra Leone should be made to the Independent Media Commission (IMC) by any of the following two (2) methods:

1. Online method through the IMC Portal at www.imc.gov.sl

2. Manual method.

1. ONLINE METHOD

(This has to be cleared by the developers. The forms should be filled and submitted online together with a scanned copy of the bank teller obtained by paying a non-refundable **application fee** of Le 5,000 (Five Thousand Leones) into the IMC **Account Number No. 0112007900** at the Bank of Sierra Leone.

2. MANUAL METHOD

1. Pay a non-refundable **Application fee** of Le 5,000 (Five Thousand Leones) into the IMC **Account Number No. 0112007900** at the Bank of Sierra Leone and collect a receipt from the bank teller.
2. Present the receipt from the Bank teller obtained in 2.1 above at the IMC Accounts department to collect the following:
 - a. An official receipt from the Commission
 - b. An official Application form;
 - c. A copy of the Independent Media Commission Act 2020;
 - d. A copy of the Media Code of Practice
3. Pay into the IMC Account Number **No. 0112007900** at the Bank of Sierra Leone a **Processing and Office Inspection fee** of Le 7,000 (Seven Thousand Leones) and collect a receipt from the bank teller and forward to the IMC for Official Receipt.
4. Complete the Form in accordance with the provisions of the IMC Act and provide 10 copies each of the following documents, where applicable:
 - a) Business Registration Certificate – No.17/1972
 - b) Business Name Registration
 - c) Certificate of Incorporation
 - d) Memorandum and Article of Association
 - e) Partnership Agreement
 - f) Tax Clearance Certificate from NRA
 - g) NASSIT Clearance Certificate/Establishment Registration (ER) Number
 - h) Academic certificate(s) of Editor

- i) Identification Card of Proprietor/Director of Company (Valid Passport National ID Card) in colored print
 - j) Identification Card of Editor
 - k) Proof of Tenancy (Tenancy Agreement/Proof of Ownership of Building)
 - l) Editorial Guide/Policy
 - m) Business Plan for Newspaper/Magazine
5. Thereafter the Applications Committee will interview the applicant and if the Application is successful, the information will be submitted to the Board for ratification; after which an Annual Registration Fee of Le 3.000.00 will be paid to the IMC **Account Number No 0112007900** at the Bank of Sierra Leone and collect a receipt from the bank teller and forward to the IMC for Official Receipt.
6. The Registration fees paid are renewed annually in the preceding year.
7. Resubmitted Forms shall be paid for at a subsidized cost of half the fee.
8. Fresh applications should be purchased for rejected forms at the full cost.
9. Submission of proof of Bank deposit in the name of the newspaper or Magazine or applicant
10. Business Plan for Newspaper/Magazine

Please note: pending provisional approval of a Newspaper/Magazine, you are required to erect a Sign Board (mandatory)