

USER GUIDELINES



User Guidelines when applying for; Starting Processing Business (Concessionaires) / Getting an Export License, Concession Agreement Application, Power Saw Registrations, Timber Harvest Licenses and Transport Permits

Jointly developed by the Forestry Division and Revenue Development Foundation

Check List for Concessionaires for Semi-Squared Logs and value Added Wood / Getting Export License

To whom it may concern,

Every concessionaire wishing to start processing business should fulfil the following conditions:

1. Legally registered business / business name with Register Central
2. An agreement showing concession over a specific area of forest
3. Prepare a Forest management plan
4. Prepare an annual operational plan
5. Conduct an Environmental Impact Assessment (EIA) of the concession area
6. Produce a Performance Board of 50.000USD
7. Motorbike (Support to Forestry Division)
8. Payment of Land lease Rent of 5USD/acre (12.5USD/hectare)
9. Apply to Establish a Factory to Trade and
10. Apply for an Export License to trade

Check List for Power Saw Registration

To whom it might concern,

Every Power Saw holder applying for registration should fulfil the following conditions

1. Inform concerned District Forest Office on intended operational area by letter
2. Inform District Forest Office of serial no., model no., and ownership details
3. Pay District Forest Office 1 Million Leones.
4. Approved Power Saw Registration will be valid for 1 year.

Check List for Transport Permits

To whom it might concern,

When applying for Transport Permit for a Forestry Product, applicant should fulfil the following conditions:

1. Inform District Forest Office on Quantity of transportation (quantity measured differently for each forestry product)
2. Provide District Forest Office with proof of Production or Harvest License
3. If transporting Charcoal of Fuel Wood, applicant must also provide District Forest Office with Information on; types of fuel and departing destination

Product	Quantity	Price	Others
Charcoal	Measured per truck	25.000 Leones per truck	If truck contains less than 7 bags, Transport Permit is free
Pole	Measured per van, per truck or per trailer	15.000 Leones per van, 50.000 Leones per truck and 100.000 Leones per trailer	
Firewood	Measured by ton	25.000 Leones per 5 tons	
Timber	Measured by truckload	1x 12"x12" 10 ton truckload 250.000 Leones (illegally transport (1.000.000 Leones) 2x 12"x12" 10 ton truckload 400.000 Leones (illegally transported 1.600.000 Leones)	

Check List for Timber Harvest License

To whom it might Concern,

When applying for a Timber Harvest License, applicant should fulfil the following conditions:

1. Inform District Forest Office on Location
2. If the area is private, Inform the District Forest Office on Concession Agreement for Landholding families and/or paramount chief
3. Show Power Saw Registration
4. Additional information required by the District Forest Office: Name and address, timber to be felled or extracted, species or species class, no. of trees or volume, proposed date of commencement and completion, end use of timber, name and address of downstream purchaser as well as equipment to be used for logging, sawing and/or processing.
5. Pay District Forest Office 2.500.000 Leones for a six months License or 5.000.000 Leones for a 1 year License (renewal fees are equivalent)

Checklist for Concession Agreement Application

To whom it might Concern,

When applying for a Concession Agreement, applicant should fulfil the following conditions:

1. Application for a Concession to landholding families and paramount chiefs.
2. Preparation of Memorandum of Understanding (MOU) and GPS surveying of proposed forests
3. Signing and acquisition of the land lease and receipt of land lease payment.