



### Guidelines for Grant of Class Licenses to Telecommunications Equipment Dealers

These Guidelines provide requirements and procedures prescribed by the Liberia Telecommunications Authority (LTA) for the grant of a Telecommunications Equipment Dealer Class License to entities engaged, or intending to engage, in the importation and sale/distribution or retail of telecommunications equipment in Liberia.

1. A **Telecommunications Equipment Dealer License** is a Class License granted by the LTA for a one (1)-year period, authorizing an entity to import and sell or retail telecommunications equipment in Liberia. All entities engaged in the above-mentioned licensed activities must possess one of the following Telecommunications Equipment Dealer Licenses:
  - a. **Distributor Class License:** An entity authorized by the LTA to import and sell type-approved telecommunications equipment in Liberia
  - b. **Vendor Class License:** An entity authorized by the LTA to retail type-approved telecommunications equipment directly to end-user customers in Liberia
2. A Telecommunications Equipment Dealer Class License is a unilateral grant of permission from the LTA to import and sell or retail Telecommunications Equipment in Liberia and shall not be regarded as a contract or bilateral agreement.
3. **Telecommunications Equipment** means equipment intended to be connected directly or indirectly to a telecommunications network in order to send, transmit or receive telecommunications services.
4. An Applicant must submit a **cover letter** signed by the entity's duly authorized representative, applying for a Telecommunications Equipment Dealer License. The letter shall provide contact details including physical address, telephone numbers, web address, and email address.
5. An Applicant shall complete the **LTA Application Form (LTA-003-A)** and submit along with the following:
  - a. Valid **Certificate of Business Registration** issued by the Liberia Business Registry
  - b. **Articles of Incorporation** issued by the Ministry of Foreign Affairs of Liberia
  - c. Valid **Tax Clearance Certificate** issued by the Liberia Revenue Authority (LRA)
  - d. **Business/Company Profile** to include locations of all branches where the telecommunications equipment would be sold.
6. Upon submission of application letter and all required supporting documents as listed herein, an Applicant must request an Invoice to pay a non-refundable **Application Fee of US\$50** and obtain an LTA receipt.
7. LTA will only process a complete Application. An application is deemed to be complete ("**Complete Application**") when the LTA receives the completed Application Form, the required supporting documents, and receipt for payment of the Application Fee. *J. J. J.*

8. The LTA shall, **within three (3) weeks, notify an applicant of its decision regarding approval or rejection of an application** or request the submission of outstanding/additional information/documentation to support the application processing.
9. Upon **application approval**, the LTA shall issue an invoice for payment of the below required fees:
  - a. **Annual Distributor Class License Fee– US\$500.00**
  - b. **Annual Vendor Class License Fee – US\$200.00**
10. The LTA will **sign and issue a Telecommunications Equipment Dealer’s Class License (Distributor/Vendor)** after an Applicant has paid all required fees and submitted an official LTA receipt as proof of payment.
11. Please contact the LTA’s Licensing Department for additional information and support in completing your application. *James*

ISSUED THIS 24<sup>th</sup> DAY OF JULY A.D. 2025 IN THE CITY OF PAYNESVILLE, REPUBLIC OF LIBERIA.



Hon. Patrick Honnah  
Acting Commissioner



Hon. Ben-A. Fofana  
Acting Commissioner

Hon. Angela Cassell Bush  
Acting Commissioner



Hon. Clarence K. Massaquoi  
Acting Chairman