

STEPS TOWARDS OBTAINING WASH CLEARANCE FOR INGOS, NGOS, WASH CONSTRUCTION COMPANIES

The Review and Approval Process

STEP I: WRITE A LETTER OF APPLICATION FOR A NEW/RENEWED CERTIFICATE ADDRESSED TO THE EXECUTIVE DIRECTOR OF THE NATIONAL WATER SANITATION AND HYGIENE COMMISSION (NWASHC).

STEP II: ATTEND SECTOR COORDINATION MEETINGS NOT LESS THAN 10 (TEN) EVERY YEAR

STEP III: PROVIDE THE FOLLOWING SUPPORTING DOCUMENTS.

- A. FILLED PREQUALIFICATION FORM *cost US\$20.00*
- B. BUSINESS REGISTRATION AND TAX CLEARANCE
- C. CONSTRUCTION PERMIT (IF APPLICABLE)
- D. ENVIRONMENTAL IMPACT ASSESSMENT (IF APPLICABLE)
- E. ARTICLES OF INCORPORATION
- F. ORGANISATION PROFILE
- G. PREVIOUS YEAR ACTIVITY(IES) REPORT

STEP IV: ALLOW FIVE (5) TO EIGHT (8) WORKING DAYS FOR INTERNAL NWASHC VERIFICATION

- I. LEGAL
- II. COMPLIANCE

STEP V: SCHEDULE DUE DILIGENCE ON THE FOLLOWING OF APPLICANT

- A. PREMISE
- B. EQUIPMENT
- C. TECHNICAL CAPACITY

NOTE: CATEGORY OF CERTIFICATE TO BE AWARDED

CATEGORY A: PROJECT US\$100,000.00 AND ABOVE;

CATEGORY B: US\$51,000 TO US\$100,000

CATEGORY C: US\$25,000.00 – 50,000.00



WASH Clearance				
No	DESCRIPTION	CATEGORY A US\$101,000 & ABOVE	CATEGORY B US\$51,000 TO US\$100,000	CATEGORY C US\$25,000 TO US\$50,000
1	International None Governmental Organization	625.00		
2	Local None Governmental Organization	625.00	375.00	312.50
3	WASH Construction Companies (for profit)	625.00		

STEP VI: PAYMENT PROCEDURE

- A. APPLICANT OBTAINS A SLIP TO PAY THE ANNUAL ACCREDITATION FEES BASED ON THE CATEGORY FROM THE FINANCE OFFICE
- B. PROCEEDS TO CENTRAL BANK OF LIBERIA AND MAKES PAYMENT IN THE NWASHC ACCOUNT
- C. RETURNS COPY OF THE BANK'S DEPOSIT SLIP TO THE NWASHC FINANCE OFFICE
- D. OBTAINS OFFICIAL RECEIPT FROM THE NWASHC FINANCE OFFICE
- E. RETURNS AFTER THREE (3) WORKING DAYS TO PICK UP THE SIGNED WATSAN CERTIFICATE FROM THE DEPARTMENT OF COMPLIANCE AND REGULATIONS

Mandate: "To Promote and Regulate the Development, Management of Water, Sanitation and Hygiene Service and Serve as the Principal Government Entity of Water, Sanitation and Hygiene throughout the Republic of Liberia"