

STEPS TOWARDS OBTAINING WASH COMPLIANCE CERTIFICATE FOR BUSINESSES

The Review and Approval Process

Step I: Obtain information brochure from NWASHC

Step II: Write a letter of application for a new or renewed License or certificate addressed to the Chief Executive Officer of the National Water Sanitation and Hygiene Commission (NWASHC).

Step III: Obtain:

- A. A Prequalification Form from the Compliance Department and *cost US\$20.00*
- B. A bank payment slip from the Finance Office of NWASHC:
 - Payment Procedure
 - I. Applicant obtains a slip to pay the annual accreditation fees based on the category from the Finance Office
 - II. Proceeds to Central Bank of Liberia and makes payment in the NWASHC Account
 - III. Return a copy of the bank's deposit slip to the NWASHC Finance Office
 - IV. Obtains official receipt from the NWASHC Finance Office

Step IV: Submit the following supporting documents Regulations, Policy, and Compliance Department.

Requested attachments

- A. Accreditation from LMHRA, if applicable
- B. Business Registration
- C. Article of Incorporation, if applicable
- D. Tax Clearance
- E. Staff CV, if applicable
- F. Sanitation and waste management plan/policy, if applicable
- G. Accreditation from the Ministry of Health, if applicable
- H. Permit from the Ministry of Information Cultural Affairs & Tourism (MICAT), if applicable
- I. Permit from the Ministry of Education (MOE), if applicable
- J. School information sheet, if applicable

Step V: Allow Five (5) to eight (8) working days for internal NWASHC verification:

- I. LEGAL
- II. COMPLIANCE

Step VI: Policies, Regulation, and Compliance Schedule due diligence to verify the following:

- A. Premise/facilities
- B. Equipment
- C. Technical Capacity



Step VII: Submit due-diligence report

Step VIII: Address issues raised in the due diligence Report and Plan

Step IV: Issued Wash Certificate

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"