



**Liberia Medicines & Health
Products Regulatory Authority
(LMHRA)**

Sekou Toure Avenue, Mamba
Point, Monrovia, Liberia

**Service Delivery
Charter**

Our Key Services

Service	Eligibility	Cost	Timeline	Contact Point
Vetting and approval of Advertisement of Over-the-counter medicines, health products, and medical Devices	Valid LMHRA's registered products	US\$120	7 working	Dr. James D. K. Goteh, Director, Department of Pharmacovigilance and Clinical Trials Email: jdk.goteh@lmhra.gov.lr
Review and approval of Clinical Trial applications	Valid Clinical Trials applications	- US\$25,000 Industry Funded (Phase I) - US\$20,000 Industry Funded (Phase II) - US\$15,000 Industry Funded (Phase III) - US\$10,000 Clinical Research Org Funded Phase I - US\$8,000 Clinical Research Org Funded Phase II - US\$6,000 Clinical Research Org Funded Phase III	60 working days	Dr. James D. K. Goteh, Director, Department of Pharmacovigilance and Clinical Trials Email: jgoteh@lmhra.gov.lr

Our Vision:

To be effective and innovative in playing our role in protecting patient safety by ensuring the safety, efficacy and quality of medicines and health products on the Liberian market.

Our Mission:

To enhance and improve the health of millions of people every day through the effective regulation of medicines and health products.

Our Core Values:

- I. Acting always in the interest of patients and customers
- II. Operating to the highest standards of scientific decision making and quality.
- III. Behaving with integrity, impartiality, and transparency
- IV. Promoting research and innovation

		• US\$2,500 Investigator/Local Phase 3&4 • US\$2,000 Academic Research Trial (Individual) • US\$1,000 Amendment (substantial) to Clinical Trials Protocol		
Training and Licensing of QPPV Marketing Authorization Holders	Licensed MAH and Licensed Liberian Pharmacists	US\$1,500	15 working days	Dr. James D. K. Goteh, Director, Department of Pharmacovigilance and Clinical Trials Email: jgoteh@lmhra.gov.lr info@lmhra.gov.lr
Dossier Evaluation (Assessors/TCDE)	Valid Registration	53600 USD	4 quarters/year	Dr. Mary G. Jalloh-Tozo mary.jalloh@lmhra.gov.lr
Technical Advisory Committee (TAC)	Recommend for approval	Allowance for committee members and feeding (10800 USD+2700 USD)	4 quarters/year	Dr. Mary G. Jalloh-Tozo mary.jalloh@lmhra.gov.lr
Certification	Approved/registered products	3200 USD	4 quarters/year	Dr. Mary G. Jalloh-Tozo mary.jalloh@lmhra.gov.lr
Registration of Narcotics/Psychotropic Substances	Registration of Psychotropic Substances	Waiver	One Week	Dr. Mary G. Jalloh-Tozo mary.jalloh@lmhra.gov.lr

Registration of Narcotics/Psychotropic Substances	Registration of Psychotropic Substances	300 USD	One Week	Dr. Mary G. Jalloh-Tozo mary.jalloh@lmhra.gov.lr
Registration of Medicines	Product Registration Fast Track	600 USD	3-4 months	Dr. Sumo Maiwo sumo.maiwo@lmhra.gov.lr
Registration of Medicines	Product Registration Regular	300 USD	4-6 months	Dr. Sumo Maiwo sumo.maiwo@lmhra.gov.lr
Registration of Cosmetics	Registration of Cosmetics	25 USD	1-3 days	C.Sahn@lmhra.gov.lr
Listing of European /American Medicines	Listing of European /American Medicines	75 USD	1-3 days	Dr. Sumo Maiwo sumo.maiwo@lmhra.gov.lr
Listing of Orphan/slow moving medicines	Listing of Orphan/slow moving medicines	75 USD	1-3 days	Dr. Sumo Maiwo sumo.maiwo@lmhra.gov.lr
Listing of medicines for hospitals & Clinics	Total number of medicines listed for these facilities	300 USD to 1500 USD	1-3 days	Dr. Sumo Maiwo sumo.maiwo@lmhra.gov.lr
Registration of Medical Device	Registration of Medical Device	Varies (class dependent) btw 300-600 USD	5 working days	Akoi Fahnbulleh Akoi@lmhra.gov.lr
Pre-market Analysis	Pre-market Analysis Fast Track	280 USD	5 working days	Dr. Louis Wolapaye Louise.mulbah@lmhra.gov.lr
Pre-market Analysis	Pre-market Analysis Regular	140 USD	5 working days	Dr. Louis Wolapaye Louise.mulbah@lmhra.gov.lr
Fees for container clearance. Bill to GOL	Fees for container clearance. Bill to GOL	1000 LRD	5 working days	Dr. Louis Wolapaye Louise.mulbah@lmhra.gov.lr
Preparation of Permit to clear medicines	Preparation of Permit to clear medicines and	None	5 working days	Dr. Mary G. Jalloh-Tozo

and health products from port of entry	health products from port of entry			mary.jalloh@lmhra.gov.lr
Ensure the entry of medicines and health products in the Database (Matrix)	Ensure the entry of medicines and health products in the Database (Matrix)	None	None	Mr. Valery K. Davies, I vk.davies@lmhra.gov.lr
Premise License (Medicines)	Valid Business Registration, Licensed Liberian Pharmacist	510USD –New 400USD - Old	5 Working days	Dr. Nuku Williams
Importer License (Medicines)	Valid Business Registration	1000USD	5 Working days	Dr. Nuku Williams
GMP & Site Audit	WHO/NRA Certificate	4000usd –GMP 8000usd - Site	2 Months	Dr. Nuku Williams
Premise license(Cosmetics)	Valid Business Registration/Previous certificate	350usd-New Imp. 250usd – Old Imp. 250usd – New Wholesale 200usd –old wh 150usd – new retail 100usd –Old retail	5 Working days	Ms. Mavis L. Viskinda ml.viskinda@lmhra.gov.lr
Local production(Cosmetics)	Valid business Registration/Previous Certificates	Micro Scale- 500usd Small Sc- 750usd Large Sc-1000usd	5-10 Working days	Ms. Mavis L Viskinda ml.viskinda@lmhra.gov.lr
Assessment, Quantification, Billing, Transportation, Disposal and Certification of pharmaceutical waste	List of Pharmaceuticals to be disposed	3usd per Kg	5 working days	Dr.Jonathan J. Luciny Jonathan.luciny@lmhra.gov.lr
Concised & Routine Inspection	Premise/Import License	Free	Twice a Year (Concise) 2-4 working days (Routine)	Dr. Matu K. Fayiah- Nyanti matu.fayiah@lmhra.gov.lr

Recalls	Packing list, Quotation, and Distribution list	Free	When Applicable	Dr. Matu K. Fayiah- Nyanti matu.fayiah@lmhra.gov.lr
Confiscation & Quarantine	Quotation and packing list	Free	When Applicable	Dr. Matu K. Fayiah- Nyanti matu.fayiah@lmhra.gov.lr
Container Inspection	Authority to Import & clear, LMHRA quotation, product packing list, LMHRA receipt, invoices and COA	Free	When Applicable	Dr. Akoi Bazzie Akoi.bazzie@lmhra.gov.lr
Collection & Submission	Authority to Import & clear, LMHRA quotation, product packing list, LMHRA receipt, invoices and certificate of analysis.	Free	When Applicable	Dr. Akoi Bazzie Akoi.bazzie@lmhra.gov.lr
Submission of Clearances to importer	Results from QC lab.	Free	When Applicable	Dr. Akoi Bazzie Akoi.bazzie@lmhra.gov.lr
Trans Border Inspections	-Products importation Document -Products Purchase Receipts	Free	Daily	Dr. F. Kwo-A-Kpeh Dolo fk.dolo@lmhra.gov.lr
Premise Inspections & Peddlers raiding	-Purchase Receipts -Premise Registration Document	Free	When Applicable	Dr. F. Kwo-A-Kpeh Dolo fk.dolo@lmhra.gov.lr
Examine, Confiscate & Release of products	Authority to Clear, importer license, permit to import, Payment receipts, Air	Free	When Applicable	Pharm. John Cleeme John.kleem@lmhra.gov.lr

Waybill, Packing Listing, Invoices,				
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We Commit to:

- ✓ Provide timely, efficient, and professional services.
- ✓ Acknowledge and resolve your complaints
- ✓ Provide equitable access to services for all citizens.

How You Can Reach Us:

We value your feedback and are committed to improving our services.

- **In Person:** Visit our Customer Service Desk at Sekou Toure Avenue, Mamba Point Monrovia.
- **Phone:** 0776755742
- **Email:** info@lmhra.gov.lr
- **Suggestion Boxes:** Available at all service locations.
- **Online:** www.lmhra.gov.lr

Quality Services for a Better Liberia