

STATUTORY INSTRUMENT

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STATUTORY INSTRUMENT No. 1 OF 2024

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THE WORK PERMIT ACT 2023 (ACT NO 11 OF 2023)

THE WORK PERMIT (FEES) REGULATIONS 2024 Short title

In exercise of the powers conferred upon him by section 27 of the Work Permit Act 2023 the Minister hereby makes the following regulations-

1. Unless otherwise provided, these Regulations shall be deemed to come into operations on the 1st day of January 2024 Date of Commencement

2. In these Regulations unless the context otherwise requires Interpretation

"Act" means the Work Permit Act 2023

3. Pursuant to section 14 of the Act an applicant for a work permit shall pay the appropriate fees outlined under this regulation before the issuance of the work permit Work permit Fees

CATEGORY	DESCRIPTION	FEES
A	A foreigner who is a citizen of a country that is not a member of the Economic Community of West African States (ECOWAS) and seeks employment in the formal sector such as corporate bodies, partnerships, industries etc	Le 34,700.00(Thirty Four Thousand Seven Hundred New Leones) or its equivalent in United States Dollars
B	A foreigner who is a citizen of a country that is a member of the Economic Community of West African States (ECOWAS) and seeks employment in the formal sector such as corporate bodies, partnership, industries etc	Le22,740.00(Twenty Two Thousand Seven Hundred and forty New Leones) or its equivalent in United States Dollars
C	A foreigner who is a citizen of a country that is not a member of the Economic Community of West African States (ECOWAS) and seeks employment in the informal sector	Le22,740.00(Twenty Two Thousand Seven Hundred and forty New Leones) or its equivalent in United States Dollars
D	A foreigner who enters into a written contract bilateral or otherwise with the Government of Sierra Leone to perform services for the Government and foreigners employed by humanitarian or religious Non Governmental Organisations	Le 5,000.00(Five Thousand New Leones) or its equivalent in United States Dollars
E	All diplomatic missions , experts working for diplomatic missions etc	GRATIS /WAIVER
F	A foreigner who is a citizen of a country that is a member of the Economic Community of West African States (ECOWAS) and seeks employment in the informal sector	Le 5,000.00 (Five Thousand New Leones) or its equivalent in United States Dolars

4. (1) The Minister shall not issue a work permit to a foreigner for a job that is reserved for Sierra Leoneans.

Percentage of
Sierra
Leoneans and
foreigners in
certain
positions

(2) The percentage of Sierra Leoneans and foreigners employed by an employer shall conform with the following -

Position level	Percentage of Sierra Leoneans to be employed	Percentage of Foreigners to be employed
Managerial position	50%	50%
Intermediate position	50%	50%
Unskilled	100%	Nil

5. (1) An employer who employs foreign workers shall submit the quarterly pay roll to the Minister for inspection.

Quarterly pay
Roll

(2) An employer who fails to comply with sub-regulation (1) commits an offence and shall be liable on conviction to a fine of Le10,000.00

6. An employer who wishes to employ foreign workers shall advertise the job on the electronic, print and social media for not less than one month

Job advert for
foreigners

7. A foreign employer shall submit an application to the Ministry for an expatriate quota before making an application for a work permit

Employment
Quota

8. An employer who wishes to embark on hiring workers, promotion and capacity building shall ensure that first consideration is given to Sierra Leoneans.

Employment,
Training and
Capacity
Building

9. An employer who employs Sierra Leoneans and foreigners shall put modalities in place to ensure that there is zero discrimination in his place of work

Discrimination

MADE THIS 23RD DAY OF JANUARY, 2024.

Honourable Mohamed Rahman Swaray
*Minister of Employment, Labour and Social
Security*

FREETOWN,
SIERRA LEONE