

Step-by-Step Guide to Obtaining a Seed License at the Sierra Leone Seed Certification Agency

1. Determine the Type of License You Need

SLeSCA issues different types of seed licenses based on your activities:

- Breeder's License
- Seed Grower's License
- Seed Seller's License
- Seed Value Addition License
- Seed Import License
- Seed Export License

2. Submit a Letter of Application

For the file, write a letter to the license office requesting a license for the category of seed sector activity (given above) that you wish to be involved in.

3. Collect Application Form

Visit the SLeSCA office or their official website (www.....) to collect the appropriate application form for your license type.

- i. Ensure that you gather all relevant documents to support your application.

4. Prepare Required Documents

Depending on the type of license, you will need to submit specific documents. Common requirements include:

- Business registration certificate
- Tax identification number (TIN)
- Proof of facilities (shop for vendors) or land (for seed production) and if available equipment for the purpose of your engagement
- Previous records of seed production (for renewal or experienced applicants)
- Valid identification (National ID or Passport)
- Any existing certificate or previous license

5. Submit Application

Submit your completed application form along with the supporting documents to the SLeSCA office. Ensure that your submission includes:

- Application fee - Pay (non-refundable) application form fee of Le 250.00 (two hundred and fifty leones at the bank - consult SLeSCA secretary for bank account number).
- Compliance with SLeSCA's standards and guidelines for your specific seed activity.

6. Shop/Facility Inspection (For Vendors)

For Seed Vendors and Breeder's License, SLeSCA will conduct an inspection of your facilities, shop or laboratory to ensure compliance with standards.

7. Site Inspection (for growers)

For licenses like the Seed Grower's License SLeSCA will conduct an inspection of your land, post-harvest facilities and stores to ensure compliance with standards.

8. Evaluation of Application

SLeSCA reviews your application and inspection reports. If additional documentation or corrections are needed, you will be notified.

9. Attend Training or Orientation

SLeSCA may require applicants to obtain an orientation session to understand seed regulations, quality standards, and certification procedures.

10. Issuance of License

Once your application is approved, you will receive your seed license. The license will specify the scope of activities permitted, area coverage and the validity period.

A license fee will be required for the category the license is applied for

11. Adhere to Post-License Compliance

After obtaining your license, you must:

- Renew the license before it expires.
- Note that the validity of license commences 1st January and expires 31st December each year.
- Comply with SLeSCA's rules, regulations, and periodic inspections.
- Keep records of seed production, storage, and sales (if applicable).