**LEITI – 2012-2013 Reconciliation Exercise**

Instructions for completion of Templates and Supporting Schedules

# Timetable

All certified reporting templates and supporting schedules (**soft copies and hard copies**) should be completed and submitted to the ZEITI Reconciler no later than **Friday 19 June 2015**.

The reconciliation work will be carried out from 22 June 2015 to 10 July 2015. During this period, extractive companies and government agencies are requested to remain available to provide any information or documents that may help in the reconciliation work.

# Lodgement

Both hard and soft copies of the completed templates and supporting schedules should be submitted/ lodged by each reporting entity.

The soft copies in Excel (and not PDF) should be emailed only to: leiti@moorestephens.com.

The hard copies of the completed certified templates and supporting schedules with original signatures must only be deposited in a sealed envelope at:

**Liberia Extractive Industries Transparency Initiative Secretariat - LEITI**

**Old Bureau of the Budget Building**

**Capitol Hill**

**Monrovia, Liberia**

# Reporting Templates and supporting schedules

The **Reporting Package** includes six (6) sheets; in addition to the payment/receipt report, other information is required from reporting entities according to the new EITI Standard. The table below shows a summary of templates and supporting schedules to be filled in by the reporting entities:

|  |  |  |  |
| --- | --- | --- | --- |
| **N°** | **Reporting templates**  | **Extractive companies** | **Government Agencies** |
| 1 | Data Sheet | ALL | N/A |
| 2 | Payment/Receipt Report | ALL | ALL |
| 3 | Payments Flow Detail | ALL | ALL |
| 4 | Social Payments Detail | ALL | N/A |
| 5 | Production Detail | ALL | MLME |
| 6 | Exportation Detail | ALL | LRA (Customs) |

## Reporting Templates

**3.1.1 Extractive Companies**

In the case of group of companies or affiliates, the templates are requested to be prepared by each registered extractive company (i.e. for each separate TIN).

[[Payment/Receipt Report](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx)](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx) should not include only data on amounts paid by a company but also must include payments made on its behalf by other entities or third parties (clearing agents).

**3.1.2 Government Agencies**

A separate Reporting Template should be submitted in respect of each of the extractive company included in the reconciliation scope and listed in Annex 1. As a result the Government agency will provide as such Reporting Templates as extractive companies.

## 3.1.3 NOCAL

NOCAL should submit two types of templates

1. The first type for payments made to Government Agencies. NOCAL will have to report all payments and transfers made to Government Agencies (One template).
2. The second type for payments received from Oil & Gas companies. NOCAL will have the status of state owned company and should submit separate template for each Oil & Gas company (listed in annex 1).

## Supporting schedules

**Data sheet**

It is an identification sheet including key information and should be filled in by each extractive company and NOCAL.

Scanned copy of the audited financial statements for the year 2013 should be submitted with the reporting package.

**Payments, contributions, production and exportation detail**

All figures reported in the “[Payment/Receipt Report](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx)” must be detailed payment by payment and date by date in the supporting schedule.

Totals on the supporting schedules should be consistent with the figures reported in the [Payment/Receipt Report](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx) (sheet “2”).

If more convenient, the supporting schedules can be prepared in another format or be in the form of computer print outs or typed lists. However, they must contain the same information.

One critical piece of information that should be included is the official receipt number as without this, it will be very difficult to trace the payment/receipt in the records of the extractive company or Government Agency.

# Copies of Official Receipts

As a general and important rule, the only amounts to be reported on the templates are those which have actually been paid and for which an official receipt has been issued. It is expected that in each case the physical official receipt can be made available to the reconcilers and referred to the appropriate template line it has been included under (the official receipt will specify the type of tax).

However, originals or copies of official receipts do not need to be provided with the templates and supporting information, although this is always welcome as it helps with the reconciliation and means that we will probably not need to raise queries with the mining company or Government agency later.

Official receipts should be made available in case further investigations are needed.

# Currency of payment / receipt

The reporting template contains columns to indicate the currency of the transactions (i.e. USD or LBD).

It is highly recommended to not convert any payment/receipt into the other currency as this creates the risk of different conversion rates being applied to the same transaction and makes reconciliation difficult.

# Basis of reporting

## Amounts paid/received

1. All figures included in the templates and supporting schedules must be calculated on a strict cash basis. Accordingly, any payment made prior to 1 July 2012 should be excluded. The same applies to any payment made after 30 June 2013. For clarification, the date of payment is the date recorded on the official receipt.
2. “[Payment/Receipt Report](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx)” should not only include data on amounts paid by a company but also include payments made on its behalf by other entities or third parties (clearing agents).
3. For extractives companies, the “[Payment/Receipt Report](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx)” should include payments made to all Government Agencies in Annex 2.

## Amounts due

Taxes accrued and not paid during the period under review (2012-2013) should not be included in the reporting template.

# Attestations

* Each company “[Payment/Receipt Report](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx)” must be signed off by a Board level or senior level manager.
* Each Government Agency “[Payment/Receipt Report](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx)” must be signed off by a senior official.
* Each Reporting Template must be certified by an external auditor:
* extractive companies and NOCAL: are required to obtain confirmation from a registered external auditor that their 2013 financial statements have been audited under International Auditing Standards and that the figures reported in the Reporting Templates are in accordance with instructions issued by LEITI, are complete and are in agreement with the accounts for the 2012-2013 period; and
* Government Agencies: are required to obtain confirmation from the Auditor General that the transactions reported in the Reporting Templates are in accordance with instructions issued by LEITI, are complete and are in agreement with the accounts of government for the 2012-2013 periods.
* Extractive companies are required to send their audited financial statements for the year 2013.
* The Auditor General is required to carry out agreed upon procedures under international standards.

# Accounting records

## Extractive companies

Extractive companies normally prepare their accounting records on accrual basis, i.e. the tax expense is recognised at the time it is due rather than the time when it is paid. Only amounts actually paid during the period from 1 July 2012 to 30 June 2013 should be included in the template.

As extractive companies may not have individual ledger accounts set for each of the taxes identified on the “[Payment/Receipt Report](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx)”, it may be necessary to split out or even to aggregate one or more ledger accounts in order to arrive at the correct figure to be inserted on the “[Payment/Receipt](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx) Report”.

A review could also be carried out to ensure that all regular payments e.g. monthly salary withholdings are accounted for and that no months are missing.

## Government agencies

In respect of Government Agencies, care should be taken to ensure that amounts shown on the “[Payment/Receipt Report](file:///D%3A%5CUsers%5CMeher%20Ben%20Mbarek%5CDesktop%5CMS%5CAssigment%5CFormulaire%20de%20d%C3%A9claration%20-%20ITIE%20Burkina%20-%20Ann%C3%A9e%202012%20%28V1t%29.xlsx)” include all receipts during 2012-2013 financial year, irrespective of whether the receipt was allocated in the agencies records against amounts due in a previous or subsequent financial year.

# Queries and Guidance regarding completion of templates

Should any queries arise whilst completing the Templates clarification can be sought from the Reconciler by emailing details of the query to leiti@moorestephens.com

Moore Stephens

LEITI Reconciler

**Annex 1: Extractive companies included in 6th LEITI Report (2012-2013)**

| **No.** | **Company** |
| --- | --- |
| ***Oil & Gas*** |
| 1 | Anadarko Liberia Ltd |
| 2 | Repsol |
| 3 | Chevron Liberia Ltd |
| 4 | European Hydrocarbon Limited (EHL) |
| 5 | African Petroleum Liberia Ltd |
| 6 | Canadian Overseas Petroleum |
| 7 | Exxon Mobil |
| ***Mining*** |
| 8 | China Union Investment Bong Mines |
| 9 | Western Cluster Limited |
| 10 | Boart Longyear Liberia Inc. |
| 11 | Bhp Billiton |
| 12 | Jonah Capital (BVI) Liberia Ltd. |
| 13 | Arcelor Mittal |
| 14 | Hummingbird Resources Inc. |
| 15 | Youssef Diamond Mining Co. |
| 16 | African Gold Mining |
| 17 | Middle Island Resources Liberia Ltd. |
| 18 | West African Resources Ltd. |
| 19 | Ascension Resources |
| 20 | West Peak Iron Ltd. |
| 21 | Biriman Gold Ltd. |
| 22 | Castlegem (Liberia) Ltd. |
| 23 | Bukon Jedeh Resources Inc. |
| 24 | Tietto Mineral |
| 25 | Gem Rock Mining Resources Inc. |
| 26 | PEDSAM Mining Corp. |
| 27 | Salmec Resources |
| 28 | Aforo Resources Liberia |
| 29 | Voila International Inc. |
| 30 | Knights Group Inc. |
| 31 | Earthsource Mineral |
| 32 | Iron Resources Ltd. |
| 33 | BG Minerals Liberia Limited |
| 34 | Steinbock Minerals |
| 35 | Belle Resources |
| 36 | Putu Iron Mining Company |
| 37 | VBG Valle BSGR Liberia |
| 38 | Bea Mountain Mining Corporation |
| 39 | Konblo Bumi Incorporated |
| 40 | Royal Company |
| 41 | Southern Cross Investment Limited |
| 42 | Golden Mass Trading |
| 43 | Investment Development Corporation |
| 44 | Golden Vision Trading |
| 45 | Afric Diam Company Inc. |
| 46 | The Diamond Star Plus Inc |
| 47 | Trans-Atlantic Petroleum & Oil Resources |
| 48 | Diamco Inc. |
| 49 | Thackett Mining Inc. |
| 50 | Amlib United Minerals, Inc. |
| 51 | Edasa Mining Company Inc. |
| 52 | Sinoe Mining & Exploration Ltd. |
| 53 | Superior Mineral Resources Inc. |
| 54 | Sarama Mining Liberia Ltd. |
| 55 | West Africa Daimond |
| 56 | BCM International Liberia Ltd. |
| 57 | Global Mineral Investment |
| 58 | PEDSAM Mining Limited |
| 59 | Southern Cross International Ltd. |
| 60 | Treco Mining Company |
| 61 | Winestock Development Lib. Corp. |
| 62 | Planet Minerals Ltd. |
| 63 | Tawana Lib. Inc. |
| 64 | Archaen Gold Lib. Inc. |
| 65 | MNG Gold Additional Area |
| 66 | Liberia Development Initiative |
| 67 | Ironbird Resources |
| 68 | Bao Chico Resources Liberia Ltd. |
| 69 | Z & C Investment Company |
| 70 | West Africa Gold And Diamond |
| 71 | Bnk Mining Co. |
| ***Agriculture*** |
| 72 | Firestone Liberia Incorporated |
| 73 | Liberian Agricultural Company (L.A.C.) |
| 74 | Sime Darby Plantation |
| 75 | Cavalla Rubber Corporation |
| 76 | Golden Veroleum Liberia |
| 77 | Liberia Forest Products Inc |
| 78 | The Lee Group Of Enterprise |
| 79 | Equatorial Palm Oil (Liberia) Incorporated |
| 80 | Salala Rubber Corporation |
| 81 | Libinc Oil Palm Inc. |
| 82 | The Liberia Company (LIBCO) |
| 83 | Morris American Rubber |
| 84 | Maryland Oil Palm Plantation |
| 85 | Liberia Agriculture Development Corporation |
| ***Forestry*** |
| 86 | Atlantic Resources Ltd. |
| 87 | Alpha Logging & Wood Processing Inc. |
| 88 | Mandra Forestry Liberia Ltd. |
| 89 | Mandra - LTTC Inc. |
| 90 | Forest Venture Inc. |
| 91 | Buchanan Renewable Energies(Fuel) |
| 92 | Akewa Group of Companies |
| 93 | ECOWOODS INC. |
| 94 | Global Logging Company |
| 95 | Euro Liberia Logging |
| 96 | International Consultant Capital |
| 97 | Sun Yeun Corporation Ltd. |
| 98 | B&V Timber |
| 99 | Universal Forestry Corporation |
| 100 | Ecotimber Inc. |
| 101 | Geblo Logging |
| 102 | E.J & J Investment/Mandra Forestry |
| 103 | Cavalla Forest |
| 104 | Liberian Hardwood |
| 105 | ECO LOGGING |
| 106 | Bargor & Bargor Enterprise |
| 107 | Tarpeh Timber Corporation |
| 108 | TimberLib Inc. |
| 109 | TROPICAL TIMBER |
| 110 | Magna Diversified Corporation |
| 111 | The Liberia Tree And Trading Corporation |
| 112 | Omiejoe Group of Companies |
| 113 | Quantum Resources Inc. |

**Annex 2: Government Agencies included in the reconciliation scope**

|  |
| --- |
| **Government Agency** |
| Liberia Revenue Authority - LRA |
| Ministry of Lands, Mines and Energy - MLME |
| Forestry Development Agency - FDA |
| National Port Authority - NPA |
| National Oil Company of Liberia NOCAL |
| Ministry of Agriculture - MoA |
| Liberia Maritime Authority - LMA |
| Liberia Civil Aviation Authority - LCAA |
| Environmental Protection Agency - EPA |

**Annex 3: Detailed list of payment streams**

| **No.** | **Payment Flow** | **Government Agency** |
| --- | --- | --- |
| 1 | Signature Fees/Signing Bonus | LRA |
| 2 | Corporate Profits Tax / Turnover Tax | LRA |
| 3 | Personnel Income Withholding | LRA |
| 4 | Non-Resident Withholding | LRA |
| 5 | Board Fees Withholding | LRA |
| 6 | Withholding on Payments to Third Parties*Include**(a) Rent / Lease**(b) Interest**(c) Dividends**(d) Professional services**(e) Contract Services* | LRA |
| 7 | Annual Social Contribution (County & Community) | LRA |
| 8 | Customs User Fees | LRA |
| 9 | Contribution via GOL to University Depts (UL etc.) | LRA |
| 10 | ECOWAS Trade Levy (ETL) | LRA |
| 11 | Import Levy | LRA |
| 12 | GOL Fines | LRA |
| 13 | Work Permit Fee | LRA |
| 14 | Vehicle Registration Fee | LRA |
| 15 | Resident Permit Fee | LRA |
| 16 | Other administrative fees*Include:**(a) Business Registration* *(b) Article of Incorporation**(c) Operational / Professional License**(d) Vehicle Registration**(e) Resident Permits**(f) Fire Certificate**(g) Work Permits**(h) GIS Map(s)**(i) ID cards fees / LTA fees**(j) Survey Fees**(Others)* | All |
| 17 | Pre-Shipment / Destination Inspection (GOL's share) | LRA |
| 18 | GST | LRA |
| 19 | Dividends to GOL | LRA |
| 20 | Surface Rental | MLME/MoA/NOCAL |
| 21 | Royalty | MLME |
| 22 | Minerals License fees*Include:**(a) Class (A, B, C) License**(b) Broker License**(c) Dealer License**(d) Fine Precious Mineral License**(e) Exploration License Fees**(f) Mining Concession* | MLME |
| 23 | Scientific Research Fund | MLME |
| 24 | Auction Fee | FDA |
| 25 | Stumpage Fee | FDA |
| 26 | Bid Premium | FDA |
| 27 | Log Export Fees | FDA |
| 28 | Chain of Custody Management Fee (PSI) | FDA |
| 29 | Area Fee | FDA |
| 30 | Forest Product Fee (processed materials) | FDA |
| 31 | Sawmill Permit Fees | FDA |
| 32 | Non Timber Forest Products (local & export collections) | FDA |
| 33 | Timber Export Licence Fees | FDA |
| 34 | Block Inspection Fees | MoA/FDA |
| 35 | Rubber sales tax | MoA |
| 36 | Social Welfare Contribution | NOCAL |
| 37 | Annual Training | NOCAL |
| 38 | NOCAL / GOL Production shares under PSA | NOCAL |
| 39 | Hydrocarbon Development Fund | NOCAL |
| 40 | Research Vessels Tonnage Tax | LMA |
| 41 | Supply Vessel Annual Tonnage Tax | LMA |
| 42 | Aircraft Inspection Fees | LCAA |
| 43 | Fees & charges paid to NPA | NPA |
| 44 | Other significant payments (> 10,000 USD) | All |