



Environmental Affairs Department

SERVICE CHARTER

“Committed to fostering a strong client-focused culture and delivering quality services”

This Service Charter outlines our service commitment to enable us provide you with an excellent and exceptional services. Our services, requirements, applicable charges and timelines are as follows:

No.	Services rendered	Requirements	*Service charges	Time to access the service
1	Environment and Social Impact Assessment (ESIA) Process			
a	Review of project briefs and issuance of feedback letters	Submission of project briefs	MK50,000	15 working days
b	Review of Environmental and Social Impact Assessment (ESIA) Reports and issuance of ESIA certificates	Submission of the ESIA Report	Varied (0.003% of project cost)	85 working days
	i. Review of each draft of ESIA terms of reference submitted to the Director			10 working days
	i. Review of first draft of an ESIA report			50 working days
	i. Review of second and subsequent drafts of an ESIA report			25 working days
c	Review of Environmental and Social Management Plans (ESMP) and issuance of ESMP approval letters	Submission of Environmental and Social Management Plans	MK50,000	40 working days
	i. Review of first draft of an ESMP report			30 working days
	ii. Review of second and subsequent drafts			10 working

	of an ESMP report			days
d	Review of Environmental Audit Reports and issuance of an Environmental Audit Approval letter	Submission of Environmental Audit Reports	MK50,000	40 working days
	i. Review of first draft of an Audit report			30 working days
	ii. Review of second and subsequent drafts of an Audit report			10 working days
2	Processing of Clean Development Mechanism (CDM) Approvals			
a	Issuance of Letter of No Objection for CDM project concepts	<ul style="list-style-type: none"> • Application Form • Prior Consideration Form from UNFCCC website • Project Identification Note (PIN) 	Free	30 working days
b	Issuance of Letter of Approval for CDM project	<ul style="list-style-type: none"> • Project Design Document (PDD), • Validation report, • Baseline report, • Stakeholder Consultation Report, • ESIA and ESMP 	Developer to support evaluation session	45 working days
3	Promotion of Access and Benefits Sharing of Genetic and Biological Resources			
a	Issuance of import and export permits for biological and genetic resources	Submission of an application for permit(s)	Free	30 working days
b	Review and issuance of Mutually Agreed Terms (MAT)	Submission of an application for MAT	Free	40 working days
4	Provision of Environmental and Climate Change Information and Education			
a	Provision of environmental and climate change information	Request from clients	Free	5 working days
b	Provision of library services	Request from clients	Free	All working days


5	Regulation of Industrial Chemicals and Toxic Substances			
a	Issuance of a licence to manufacture/repackage chemicals	Submission of an application for permit(s)	MK50,000 for 1st application MK30,000 for renewal	30 working days
b	Issuance of a licence to import chemicals			
c	Issuance of a licence to export chemicals			
d	Issuance of a licence to transport chemicals (carrier)			
e	Issuance of a licence to distribute chemicals			
f	Issuance of a licence to operate/ own a disposal site or plant			
6	Regulation of Hazardous Wastes			
a	Issuance of a licence to own or operate a recycling facility	Submission of an application for a licence	MK50,000 for 1 st application MK30000 for renewal	30 working days
b	Issuance of a licence to transport wastes			30 working days
c	Issuance of a license to store wastes			30 working days
d	Issuance of a licence to operate, and own a disposal site or plant			30 working days
e	Issuance of a licence (movement document) to export wastes			30 working days
f	Issuance of a licence (movement document) to import wastes			30 working days
7	Regulation of Biotechnology Activities			
a	Issuance of permits/licence to develop Genetically Modified Organisms (GMO)	Submission of an	MK500,000	

b	Issuance of permits/licence for contained use of GMO	application for a licence Payment of a non-refundable scrutiny fee of K300,000	MK1,000,000	30-120 days
c	Issuance of permits/licence for confined field trial of GMO		MK3,000,000	
d	Issuance of permits/licence for general release and marketing of GMO		MK3,000,000	
e	Importation of GMO for commercial use		MK3,000,000	
f	Issuance of permits/licence for exportation of GMO		MK10,000	
g	Facilitation of appeals against the National Biosafety Regulatory Committee (NBRC) decision		MK50,000	
8	Regulation of Importation and Exportation of Ozone Depleting Substances (ODS)			
	Issuance of import and export permits for ODS	Submission of an application for permit(s)	Free	30 working days
9	Processing of Global Environment Facility (GEF) Endorsements			
	Issuance of Letter of Endorsement for GEF project concepts	<ul style="list-style-type: none"> • Project Concept • Stakeholder consultation report 	Free	10 working days

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**Service charges may be amended from time to time without prior notice*