



**Performance Audit  
Report on the  
Management of  
Passports and Other  
Travelling  
Documents**

**Sierra Leone  
Immigration  
Department**

**May 2020**

## **AUDITOR-GENERAL'S STATEMENT**

In submitting this performance audit report for tabling, I refer to section 11 (1) of the Audit Service Act of 2014, which sets the role of the Audit Service as: “to audit and report on all public accounts of Sierra Leone and all public offices including the Judiciary of Sierra Leone, the central and local government institutions, the university of Sierra Leone and other public sector institutions of like nature, all statutory corporations, companies and other bodies and organisations established by an Act of Parliament or statutory instrument or otherwise set up wholly or in part out of public funds”.

Section 11 (2c) of the Audit Service Act, 2014 gives the mandate to the Audit Service to carry out value-for-money and other audits to ensure that efficiency and effectiveness are achieved in the use of public funds. Section 65 (6) of the Public Financial Management Act, 2016 states that: "nothing in this section shall prevent the Auditor-General from submitting a special report for tabling in Parliament on matters that should not await disclosure in the annual report".

In line with my mandate as described above, we have undertaken this performance audit on the Management of Passports and Other Travelling Documents by the Sierra Leone Immigration Department.

A handwritten signature in blue ink, appearing to read 'Lara Taylor-Pearce'.

**Lara Taylor-Pearce; FCCA, FCA (SL) (Mrs.)  
Auditor-General**

## **LIST OF ABBREVIATIONS AND ACRONYMS**

<b>ASSL</b>	Audit Service Sierra Leone
<b>CCO</b>	Chief Computer Operator
<b>CCU</b>	Customer Care Unit
<b>CIO</b>	Chief Immigration Officer
<b>CPU</b>	Central Processing Unit
<b>CRF</b>	Consolidated Revenue Fund
<b>DAF</b>	Director of Administration and Finance
<b>DCSP</b>	Director of Corporate Strategy and Planning
<b>DLR</b>	De La Rue
<b>ECOWAS</b>	Economic Community of West African States
<b>ETC</b>	Emergency Travelling Certificate
<b>FNCSD</b>	Foreign National's Customer Service Desk
<b>GoSL</b>	Government of Sierra Leone
<b>IIU</b>	Intelligence and Investigating Unit
<b>IT</b>	Information Technology
<b>MDAs</b>	Ministries, Departments and Agencies
<b>MoF</b>	Ministry of Finance
<b>MoFAIC</b>	Ministry of Foreign Affairs and International Cooperation
<b>MIA</b>	Ministry of Internal Affairs
<b>NRA</b>	National Revenue Authority
<b>OAU</b>	Organisation of African Unity
<b>PCU</b>	Passport Collection Unit
<b>SLID</b>	Sierra Leone Immigration Department
<b>SLP</b>	Sierra Leone Police
<b>UN</b>	United Nations

## **LIST OF TABLES**

Table 1: Sample selection on total passports and other travelling documents.....	4
Table 2: Roles and responsibilities of key stakeholders.....	11
Table 3: Revenue from sale of passports.....	12
Table 4: Revenue from the sale of other travelling documents.....	13
Table 5: Analysis showing issued diplomatic passports without application records.....	20
Table 6: Revenue collections from various streams by NRA.....	26
Table 7: Unavailable office tools and equipment.....	30

## **LIST OF FIGURES**

Figure 1: Flowchart showing passport application processes.....	8
Figure 2: GoSL's allocations to SLID between January 2014 and May 2018.....	12

## **LIST OF ANNEXES**

Annex 1: List of documents reviewed.....	35
Annex 2: List of personnel interviewed.....	36
Annex 3: Audit assessment criteria.....	37
Annex 4: Provisions of penalties for illegal immigration activities.....	42
Annex 5: List of ineligible ordinary passport holders.....	43
Annex 6: List of service passports issued to dependents of passport holders.....	44
Annex 7: List of service passports issued to non-public servants.....	46
Annex 8: List of diplomatic passport holders without application records.....	53
Annex 9: List of ineligible diplomatic passport holders.....	57
Annex 10: List of naturalisation application file submitted for inspection.....	62
Annex 11: List of naturalisation application file not submitted for inspection.....	64

## **TABLE OF CONTENTS**

<b>AUDITOR-GENERAL’S STATEMENT .....</b>	<b>i</b>
<b>LIST OF ABBREVIATIONS AND ACRONYMS.....</b>	<b>ii</b>
<b>LIST OF TABLES .....</b>	<b>iii</b>
<b>LIST OF FIGURES .....</b>	<b>iv</b>
<b>LIST OF ANNEXES .....</b>	<b>v</b>
<b>TABLE OF CONTENTS .....</b>	<b>vi</b>
<b>EXECUTIVE SUMMARY.....</b>	<b>vii</b>
<b>CHAPTER 1: INTRODUCTION.....</b>	<b>1</b>
1.1 BACKGROUND TO THE AUDIT .....	1
1.2 AUDIT MOTIVATION .....	1
1.3 AUDIT OBJECTIVE .....	2
1.4 AUDIT QUESTIONS.....	2
1.5 AUDIT APPROACH.....	2
1.6 AUDIT SCOPE .....	3
1.7 METHODOLOGY.....	3
1.8 DATA COLLECTION .....	3
1.9 SAMPLE SELECTION .....	3
1.10 AUDIT CRITERIA.....	4
<b>CHAPTER 2: DESCRIPTION OF THE AUDIT AREA.....</b>	<b>5</b>
2.1 MANAGEMENT OF PASSPORTS AND OTHER TRAVELLING DOCUMENTS.....	5
2.2 GOVERNMENT UNDERTAKING .....	5
2.3 REGULATORY AND POLICY FRAMEWORK.....	5
2.4 MISSION OF SLID .....	6
2.5 VISION OF SLID .....	6
2.6 PROCESSES IN OBTAINING TRAVELLING DOCUMENTS .....	6
2.7 ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS.....	11
2.8 FUNDING AND REVENUE ANALYSIS.....	12
<b>CHAPTER 3: FINDINGS AND RECOMMENDATIONS.....</b>	<b>14</b>
3.1 GENERAL COMMENTS .....	14
3.2 COMPLIANCE WITH LAWS AND REGULATIONS .....	17
3.3 PROVISION OF CUSTOMER FRIENDLY SYSTEMS.....	23
3.4 ACCOUNTABILITY OF REVENUE.....	26
3.5 AVAILABLE SYSTEMS AND RESOURCES.....	28
<b>CHAPTER 4: CONCLUSIONS .....</b>	<b>33</b>
<b>ANNEXES .....</b>	<b>35</b>

## **EXECUTIVE SUMMARY**

Provision of passports and other travelling documents is a prerequisite to enable safe and orderly mobility of people in and out of a country. This is related to Goal 10, target 10.7 of the Sustainable Development Goals (SDGs) which requires the state to “Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies”. This is also expressed in Pillar 3 of Sierra Leone’s Agenda for Prosperity (A4P) – Accelerating Human Development with the objective of developing population policies in order to regulate migration.

The Sierra Leone Immigration Department (SLID) is responsible for the administration and control of the movement and stay of foreign citizens within Sierra Leone’s borders. Its administration also includes the printing and issuance of national passports, Emergency Travel Certificates (ETCs), Non-Citizens Registration, and Seaman’s Service Books (Seaman’s Book). It works in close collaboration with the Ministry of Foreign Affairs and International Cooperation (MoFAIC) regarding the issuance of service and diplomatic passports.

Despite the mandate of SLID, mismanagement of Sierra Leonean passports and other travelling documents have been issues of concern to many Sierra Leoneans since independence in April, 1961. Sierra Leoneans have accused their governments of poor immigration policies whereby Sierra Leonean passports have found their way into the hands of foreigners, especially people of non-African descent, in contravention of the Passport Act of 1965<sup>1</sup>.

It is against this background that the Audit Service Sierra Leone (ASSL), based on its legal mandate as detailed in section 119 (2) of the 1991 Constitution of Sierra Leone, undertook a performance audit on the Management of Passports and Other Travelling Documents by SLID.

The audit covered the period between January 2014 and May 2018 with the main objective of assessing whether passports and other travelling documents were effectively managed by SLID.

The following is a summary of the main findings, conclusion and recommendations arising from the audit:

### **Main Findings**

#### **Compliance with Laws and Regulations**

Ordinary passports should be issued to citizens of Sierra Leone who attain such status either at birth or by naturalisation. Persons in public or military service of Sierra Leone as well as political asylees are also issued passports as stipulated by section 3 of the Passport Act of 1964. However, this was not the case from a review of 100 ordinary passport application records for each year under review, wherein eight passports were issued to persons who did not meet the requirements of the Sierra Leone immigration laws. This consequently led to ineligible persons in possession of Sierra Leonean passports.

From a review of 500 service passport application records, it was revealed that 28 of same were issued to spouses and dependents of service passport holders, in contravention of the provisions in the 1998 Cabinet Paper [with reference CP (98) 45] on the issuance of service and diplomatic passports. This resulted from the fact that service passport applications were approved by MoFAIC without service

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<sup>1</sup> Standard Times Newspaper, 4th July, 2018



records. In the same vein, 280 service passports were issued to people who were not in the public service.

A review of the passport production list, as well as applications for diplomatic passport showed that 830 of same were produced during the period of 1st January 2014 to 31st May 2018. Of those diplomatic passports, 185 were issued to persons who did not meet any of the criteria as stipulated in the 1998 Cabinet Paper [with reference CP (98) 45] on service and diplomatic passports. Furthermore, a review of registers and application files on naturalisation showed that 124 persons were naturalised between 2012 and 2014. Upon the request of those application files, only 22 were submitted for audit examination. The whereabouts of the remaining 102 files is still unknown. A review of those 22 files showed that only five approved applications fulfilled the criteria as stated in the Citizenship Act of 1973 (amended in 2006 and 2017). In effect, 17 of the approved naturalised citizens did not satisfy all the requirements in the Act.

### **Provision of Customer Care Services**

There was no Service Delivery Charter within the premises of SLID's headquarters. In effect, the general public was unaware of how and where to obtain SLID's services and often become the victim of potential fraudulent middlemen in the process. It was further realised that the official website of SLID did not have an online customer service facility. Moreover, customers' concerns were not documented and there was no redress mechanism for those concerns. Instead, the Customer Care Unit (CCU) dealt with customers' verbally. The environment was also not conducive for customers who visited the facility. This was evidenced by the absence of clean and hygienic toilet facilities and a conducive waiting room for visitors to the facility.

### **Accountability of Revenue**

The National Revenue Authority (NRA) generated approximately Le20.7 billion (as per its cash book) from the sale of passport forms and other travelling documents at headquarters level for the review period. However, the pattern of recording revenue by streams in its cash book was not consistent and comparable to the payment method into the Consolidated Revenue Fund (CRF). As a result, it was difficult to ascertain whether this amount was accurately and completely paid into the CRF by the categories of collections stated in the NRA's cash book.

It was also noted from the review of documents that NRA ceased to collect and make payment of revenue generated from the sale of Sierra Leone passports into the CRF on 31st August, 2015. This was evidenced by a tripartite e-passport agreement between the Government of Sierra Leone (GoSL), De La Rue (DLR) and Netpage on 14th February, 2014, giving DLR the right to print Sierra Leone's e-passports, and Netpage the right to collect proceeds from the sale of same and settle payment with DLR until 18th December, 2023. With such a contract in place, GoSL transferred the risk of ensuring that passports are available at all times to its citizens to DLR and Netpage until 18th December, 2023.

### **Systems and Resources**

Relevant systems and resources were either inadequate or not available in the management of passports and other travelling documents. Typical among these anomalies were as follows:

- SLID lacked a back-up system for its operational services. In addition, a database recently developed exclusively for passports application registration had not been updated.

- Centres which are vital for the operations of SLID especially at border control points were not available for the detention of illegal immigrants across the country.
- The records management system was ineffective and did not meet the requirements of the organisation in handling sensitive bio-metric data with a high degree of security implication. It was also noted that ledgers were used by various offices/units to input data relating to passports and other travelling documents which could be prone to errors.
- SLID operated a decentralised records management system for passports and other travelling documents. As a result, documents were not archived in a proper manner, to the point that documents were stored in inappropriate places like ceilings.
- Lack of adequate and necessary office tools and equipment such as computers, printers and photocopiers was a major challenge for staff at SLID headquarters in performing their routine functions.
- The staff strength of the organisation was inadequate for its operations as revealed in SLID's Annual Report of 2018. This was evidenced by the fact that the staff strength indicated in the 2018 annual report of 250 was responsible to overseeing approximately 800 crossing points nationwide. Moreover, a review of 248 personnel files revealed that formal qualifications and relevant trainings were lacking for some technical staff.

### **General Observations**

- The payment terms and conditions for e-passport have not been in accordance with same stated in the contract between GoSL and the passport service provider, NETPAGE. This situation is as a result of the continuous appreciation of the US Dollar. The service provider is now receiving the equivalent of US\$75 (i.e. Le750,000) from the sale of a passport compared to the original cost of US\$100 (i.e. Le1,000,000) stated in the contract (i.e. 25% less than the original contract cost).
- There was no strategic plan that outlined SLID's development objectives and activities as well as the implementation mechanism through which it intends to address immigration services and problems at national and international levels.
- A review of copies of passports showed that a good number of immigrants had no landing visas or permits to reside in Sierra Leone, yet the department did not send these cases to the responsible authorities for Public Prosecution. Even though raids were conducted, and profiles of illegal immigrants taken, no charges were brought against them by SLID.

### **Overall Conclusion**

The findings of this report indicate that there are anomalies in the way and manner passports and other travelling documents are being managed by SLID. These anomalies which include the non-compliance with passport (including other travelling documents) laws and policies have ultimately resulted in Sierra Leonean passports (ordinary, service, and diplomatic) being issued to ineligible persons. The institution is also marred with a number of challenges ranging from the lack of essential resources in areas of capacity and logistics, inability to design strategic and operational plans, lack of customer friendly systems to establishing centers at border crossing points for the detention of illegal immigrants.

The consequences of the current status of SLID has undoubtedly put the image of the institution into disrepute in the eyes of the public (as referenced by media houses) and created room for the influx of illegal immigrants.

The audit also revealed that the NRA ceased from collecting passport proceeds on 31st August, 2015. According to a contract the GoSL signed with DLR and Netpage on 14th February 2014, it gave them the absolute right to print Sierra Leone passports and collect proceeds from the sale of same, until 18th December, 2023. As a result, the risk of ensuring that passports are available at all times to its citizens was transferred to DLR and Netpage until 18th December, 2023.

### **Recommendations**

1. The Chief Immigration Officer (CIO) should ensure the following:
  - The management of passports and other travelling documents should be in accordance with the passport and citizenship laws of Sierra Leone. In addition, passports that are still valid in the hands of ineligible persons should be retrieved with immediate effect.
  - Naturalisation applications received should be properly completed and thoroughly vetted before submission to the Office of the President for final vetting and approval.
  - A Service Delivery Charter that is in line with best practice should be developed and maintained for the effective management of passports and other travelling documents. The Charter should be placed in a conspicuous area within SLID's offices across the country.
  - The establishment of an online customer service should be facilitated by the Director of Corporate Strategy and Planning (DCSP) and the Chief Computer Operator (CCO). This should form an integral part of SLID's service delivery system.
  - Policies and procedures for the management of customers' complaints should be established by the Head of the CCU and the DCSP, and updated on a regular basis. In addition, plans should be put in place for the existence of a convenient work environment for staff and customers.
  - Work in close collaboration with the DCSP and other key stakeholders of the organisation in developing a strategic plan for the management of immigration services. The strategic plan should constitute SLID's development objectives and activities as well as implementation mechanisms through which it intends to address immigration matters at all levels.
  - A backup system should be established by the CCO and kept in a secured location. In addition, the department's database system which was developed exclusively for passport application registration should be updated on a regular basis for the effective management of immigration services.
  - Centres should be established at all border points to manage immigration. In addition, an immigration detention policy which is enforceable for individuals suspected of visa violations, illegal entry or unauthorised arrival into the country should be developed and implemented.
  - Necessary steps should be taken by the Director of Administration and Finance (DAF) and the Head of Human Resources for officers in the various offices/units to be provided with the relevant trainings required for effective records management.

- A plan should be put in place for the various offices/units to be provided with the required tools and equipment including vehicles and motorbikes to improve SLID's service delivery.
  - Relevant authorities including the Human Resource Management Office and the Ministry of Finance should be informed about the need for additional staff to be recruited and trained to oversee the crossing points in the country.
  - Cases of suspected defaulters of immigration laws should be investigated and charges brought against all guilty parties in accordance with the provisions of Act No. 14 of 1965.
2. The Commissioner of NRA should ensure that appropriate procedures and financial controls are implemented to enable the NRA demonstrate that the revenue generation process is adequate and the revenue collected is accurate and complete, and paid into the CRF accordingly. This should include the establishment of comparable patterns of revenue collections by streams and payment of same into the CRF, regular reconciliation of the Authority's relevant books of accounts (cashbook and bank statements) and follow-up action on reconciling items.
  3. The Minister of Internal Affairs should engage the service providers of Sierra Leone passports in addressing the issues surrounding the payments terms and conditions for passports. This will sustain the good relationship with these companies and facilitate the availability of passports to the citizens of Sierra Leone.

## **CHAPTER 1: INTRODUCTION**

### **1.1 BACKGROUND TO THE AUDIT**

Provision of passports and other travelling documents is a prerequisite to enable people travel safely in and out of a country. A passport is an official document certifying the holder's identity and citizenship and entitling them to travel abroad<sup>2</sup> (i.e. carries the biological information of the holder). It entitles the holder to travel under a government's protection to and from other countries. Visas are inscribed on passports to enable entry into other countries and the passports are stamped at ports of entry and departure from one's destination for purposes of tracking.

In Sierra Leone, the Immigration Department is an institution under the supervision of the Ministry of Internal Affairs (MIA) that is mandated by the Passport Act of 1964 to provide administration and control the movement and stay of foreign citizens within its national borders, including state territory. The regulation of national passports, including printing and issuance; the issuance of ETCs; non-citizens registration and Seaman's travelling documents (seaman's book) is also executed by the institution. The work of SLID is related to Goal 10, target 10.7 of the Sustainable Development Goals which requires countries to facilitate orderly, safe, regular and responsible migration and mobility of people through the implementation of planned and well managed migration policies. This is also expressed in Pillar 3 of the Sierra Leone's Agenda for Prosperity document – Accelerating Human Development (develop population policy to regulate migration).

SLID works in close collaboration with other institutions in the management of passports and other travelling documents. These institutions include the MoFAIC, Office of the President, Sierra Leone Police (SLP) the NRA, DLR and Netpage.

Despite the establishment of SLID for the purpose of regulating national passports and other travelling documents, mismanagement of Sierra Leonean passports and other travelling documents have been issues of concern to many Sierra Leoneans. Sierra Leoneans through media houses have accused their governments of poor immigration policies whereby Sierra Leonean passports have found their way into the hands of foreigners, especially persons of non-African descent.

### **1.2 AUDIT MOTIVATION**

Mismanagement of Sierra Leonean passports and other travelling documents have been issues of concern to many Sierra Leoneans for a very long time, especially in recent years. Sierra Leoneans through media houses have accused their governments of trading passports to foreigners especially persons of non-African descent. This they said is in contravention of Act no. 49 of 1965, which is also known as the Passport Act, 1965.

The publications made by media houses on the mismanagement of Sierra Leonean passports include but not limited to the following:

- The Standard Times Newspaper on 16th April 2016, reported that the National Provisional Ruling Council (NPRC) regime was accused of selling Sierra Leonean passports to some Chinese nationals and other non-Africans during the early 1990s for US\$210,000<sup>3</sup>. It further reported on

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<sup>2</sup> Oxford English Mini Dictionary

<sup>3</sup> <https://standardtimespress.org/?p=1846>

4th July 2018, that some members of ISIS, a terrorist group, were in possession of Sierra Leonean passports<sup>4</sup>.

- The Cocorioko Newspaper on 6th December 2013 reported that there were foreigners in Germany and other parts of Europe carrying Sierra Leonean passports<sup>5</sup>.
- Sierra Loaded, an online news portal, reported on 2nd June 2016 that the GoSL owed a UK- based security-printing firm, DLR the sum of US\$4million for the printing of passports. According to the report, the failure of Government to settle its financial obligation with the company resulted in the cessation of the printing of passports until an agreement was reached for payment to be finalised. As a result of the aforementioned, together with constant pressure from the public for the provision of passports, the Government agreed with DLR to appoint a third party for the collection of proceeds from the sale of passports. With the new arrangement, the price of passport increased from Le100,000 to Le500,000 (equivalent of US\$100) in September 2016<sup>6</sup>.

Despite the huge revenue gains from the above agreement, no payment of such revenue was made into the CRF. This was evidenced in the report of the Governance Transition Team 2018, which stated that proceeds from the sale of passports were given to Netpage, while GoSL only received fees in respect of passport application forms (Le10,000 per form).

It is based on the above factors and the risk to national security that the Audit Service Sierra Leone (ASSL) decided to undertake a performance audit on the management of passports and other travelling documents.

### **1.3 AUDIT OBJECTIVE**

The objective of the audit was to assess whether passports and other travelling documents were effectively managed by SLID.

### **1.4 AUDIT QUESTIONS**

In order to achieve the audit objective, the following questions were designed to gather evidence:

1. Were passports and other travelling documents issued in accordance with the laws and regulations?
2. To what extent were the systems for the management of passports and other travelling documents) customer friendly?
3. Was the revenue generated from the sale of passports and other travelling documents paid into the CRF?
4. Did SLID have the equipment, materials and manpower to manage passports and other travelling documents?

### **1.5 AUDIT APPROACH**

The approaches used for the audit were both system and problem oriented. The systems approach was employed to look at the systems that had been in place to ensure the effective management of passports and other travelling documents. The problem-oriented approach was used to identify the problems encountered in the management of passports and other travelling related documents.

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<sup>4</sup> <http://standardtimespress.org/?p=7478>

<sup>5</sup> <https://cocorioko.net/that-sierra-leone-passport-saga/>

<sup>6</sup> <https://sierraloaded.net/sierra-leone-government-owes-passport-printers-us4m/>



## **1.6 AUDIT SCOPE**

The audit focused on the management of passports and other travelling documents by SLID, covering the period between January 2014 and May 2018. Data were collected from SLID's headquarters in Freetown.

## **1.7 METHODOLOGY**

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs) which were issued by the International Organisation of Supreme Audit Institutions (INTOSAI). Those standards require that the audit is planned and performed in order to obtain sufficient and appropriate evidence to provide a reasonable basis for the findings and conclusions based on the audit objective.

## **1.8 DATA COLLECTION**

In order to undertake the audit, we collected data through interviews with key personnel of SLID, reviewed key documents, physically observed the systems in place for the management of passports and other documents, and did comparative analysis of the data collected.

### **Document review**

Documents were reviewed in order to obtain sufficient, appropriate and reliable audit evidence on the management of passports and other travelling documents. See Annex 1 for the list of documents reviewed.

### **Interviews**

Key stakeholders involved in the management of passports and other travelling documents were interviewed to ascertain their roles and responsibilities in the process. See Annex 2 for the list of personnel interviewed.

### **Physical observation**

Physical observation was carried out on the biometric processes to assess the systems in place for acquiring passports and other travelling documents.

### **Comparative analysis**

Qualitative and quantitative comparative analysis was done between the number of passports and other travelling documents produced and issued as well as the amount of revenue collected. The process of obtaining passports was also compared with the actual procedures followed. This process ensured appropriate and reliable evidence gathering as required by ISSAI 3000:101.

## **1.9 SAMPLE SELECTION**

The audit focused on the management of passports and other travelling documents. These included ordinary, service and diplomatic passports as well as Naturalisation Certificates (NC), ETCs and seaman's books. A 100% review was done on diplomatic passports and other travelling documents whilst 100 of each service and ordinary passport were selected on a random basis per year for the period under review.

The random selection methodology (a way of selecting a sample of observations from a population in order to make inferences about the population) was preferred due to the huge number of productions of service and ordinary passports during the review period. Table 1 below shows details of the total passports and other travelling documents issued and samples reviewed for the period under review.

Table 1: Sample selection on total passports and other travelling documents

Document	2014		2015		2016		2017		2018	
	Total	Sample	Total	Sample	Total	Sample	Total	Sample	Total	Sample
Ordinary	42,536	100	24,642	100	36,507	100	41,252	100	19,650	100
Service	1,404	100	912	100	1,435	100	1,410	100	648	100
Diplomatic	117	117	167	167	225	225	203	203	114	114
NC	12	12	0	0	0	0	10	10	0	0
ETC	5	5	0	0	250	250	280	280	320	320
Seaman Book	0	0	0	0	2	2	51	51	0	0
	<u>44,074</u>	<u>334</u>	<u>25,721</u>	<u>367</u>	<u>38,419</u>	<u>677</u>	<u>43,206</u>	<u>744</u>	<u>20,732</u>	<u>634</u>

Source: ASSL's work based on SLID's passport register

### **1.10 AUDIT CRITERIA**

The criteria for the audit were obtained from pertinent acts, regulations and policies as stated below:

- Sierra Leone's Passport Act of 1964.
- The Passport Amendment Act of 1974.
- The 1991 Constitution of Sierra Leone.
- Non-citizens (Registration, Immigration and Expulsion) Act of 1965.
- Geneva Declaration on the Protocol Relating to Free Movement of Persons.

The details of the above criteria are shown in Annex 3.



## **CHAPTER 2: DESCRIPTION OF THE AUDIT AREA**

This chapter gives a brief description of the subject matter including government undertakings during the period under review. It outlines the regulatory framework governing the management of passports and other travelling documents including the mission and vision of SLID. It gives an analysis of the GoSL's allocations to SLID for the review period, and the proceeds generated from the sale of passports and other travelling documents. A detailed process description together with the roles and responsibilities of the key players are also presented.

### **2.1 MANAGEMENT OF PASSPORTS AND OTHER TRAVELLING DOCUMENTS**

Passports are official documents certifying the holder's identity and citizenship and entitling them to travel abroad. The process of obtaining passports and other travelling documents such as ETC, and seaman service book starts with obtaining a form that should be completed and submitted with the relevant documents such as passport size photos and birth certificates. In the case of ordinary passports, if the applicant meets the criteria, a passport fee of US\$100 is paid and the applicant is invited to take digital photograph and biometric data including fingerprints. The applicant further receives a submission receipt, with a passport collection date. Completed passports are sent to the passport office for collection by applicants. The processes of obtaining other passports such as service and diplomatic emanate from the MoFAIC. The release of such official documents facilitates the movement of public servants on official duties abroad. Diplomatic passports are authenticated by the signature of the Minister of Foreign Affairs and International Cooperation for categories of persons and their spouses that are eligible to hold same. Further to the list of eligible passport holders, the President could issue an executive order to the MoFAIC to expand on the list, if it pleases him.

SLID is a unit under the MIA that has the responsibility to provide administration and control the movement and stay of foreigners within Sierra Leone's national borders. It is also mandated to regulate national passports and other travelling documents. SLID works in close collaboration with the MoFAIC, SLP, DLR, and Netpage.

### **2.2 GOVERNMENT UNDERTAKING**

The GoSL signed a contract with Netpage (SL) Ltd on 11th February 2014 for the collection of proceeds from the sale of passports on behalf of DLR (printers of Sierra Leonean passports/agent). This brought an end to the collection of revenue from the sale of passports by the NRA as evidenced in the following clauses of the contract:

- Clause 2 states that the agent which Netpage was representing should be the exclusive supplier of passports to SLID.
- Clause 3 states that Netpage should collect all proceeds from the sale of Sierra Leonean passports.
- Clause 5 states that the sale price of Sierra Leonean passports should be US\$120, although it was amended to US\$100 on 3rd August, 2015.

### **2.3 REGULATORY AND POLICY FRAMEWORK**

The national and international laws and policies regulating passports and other travelling documents include the following:

- **Passport Act of 1964** - This act makes provision for the issuance of passports by the GoSL to Sierra Leonean citizens.
- **The Sierra Leone Citizenship Act of 1973** - This act makes provision for the conditions required to be a citizen of Sierra Leone.
- **Passport Amendment Act of 1974** - This act makes provision for the President to make any other rule for the provision of passports.
- **Non-citizens (Registration, Immigration and Expulsion) Act of 1965** - This act makes provision for registration, immigration and expulsion of non-citizens.
- **The Vienna Convention on Diplomatic Relations, 1961** - An international treaty that defines a framework for diplomatic relations between independent countries.
- **The 1998 Cabinet Conclusion on Service and Diplomatic Passports/Cabinet Paper (CP)(98) 45** – This document states that the review and rationalisation of the laws, rules, regulations and orders relating to diplomatic and service passports regime in Sierra Leone is the main instrument regulating the provision of service and diplomatic passports in Sierra Leone.

## **2.4 MISSION OF SLID**

SLID monitors the movement and activities of people (nationals and non-nationals) entering and exiting the country in a manner that is prudent and consistent with national and international regulations, laws and protocols.

## **2.5 VISION OF SLID**

“To be the leading service provider in immigration matters in and for Sierra Leone”

## **2.6 PROCESSES IN OBTAINING TRAVELLING DOCUMENTS**

### **2.6.1 Passports**

There are three types of passports provided by SLID. These include the following:

#### **1. Ordinary Passport**

This is the entitlement of all citizens of Sierra Leone and is issued under Sierra Leone Citizenship Acts i.e. being a citizen by birth, through the father, mother or by naturalisation. The procedures for acquiring an ordinary passport should be as follows:

- Applicant purchases passport application form from an approved point of sale or download from the department’s website.
- Applicant fills out the passport application form correctly and submits it together with relevant documents such as three passport size photos with white background, birth certificate for first-hand applicant, and photocopies of the previous passport for replacement.
- Applicant below 18 years must submit copies of both parent’s passports and ID cards.
- Adopted applicants must submit an adoption letter from the Ministry of Social Welfare, Gender and Children’s Affairs or Court Order.
- Naturalised citizens should submit a naturalisation certificate from Office of the President.
- If the applicant meets all the criteria, a passport application fee of US\$100 is paid.

- Applicant is invited to take digital photograph and biometric data fingerprints.
- Applicant receives a submission receipt with a passport collection date.
- Completed passports are sent to the Passport Office where applicants can collect their passports.

## **2. Service Passport**

According to a Cabinet Paper (98) 45, the review and rationalisation of the laws, rules, regulations and orders relating to diplomatic and service passports regime in Sierra Leone is the main instrument regulating the provision of service passports in Sierra Leone. Section 5 of this paper states: “Agreed that in view of the fact that service passports are issued basically to facilitate the movement of public servants on official duties abroad, the following category of persons are eligible to carry Sierra Leone service passports:

- Parliamentarians
- Appointees of the central and local government e.g. Permanent Secretaries, Chief Executives of Parastatals, Paramount Chiefs, all officials of state on official duty abroad.
- Sierra Leoneans working for international organisations such as the United Nations (UN), Organisation of African Unity (OAU) and Economic Community of West African States (ECOWAS).

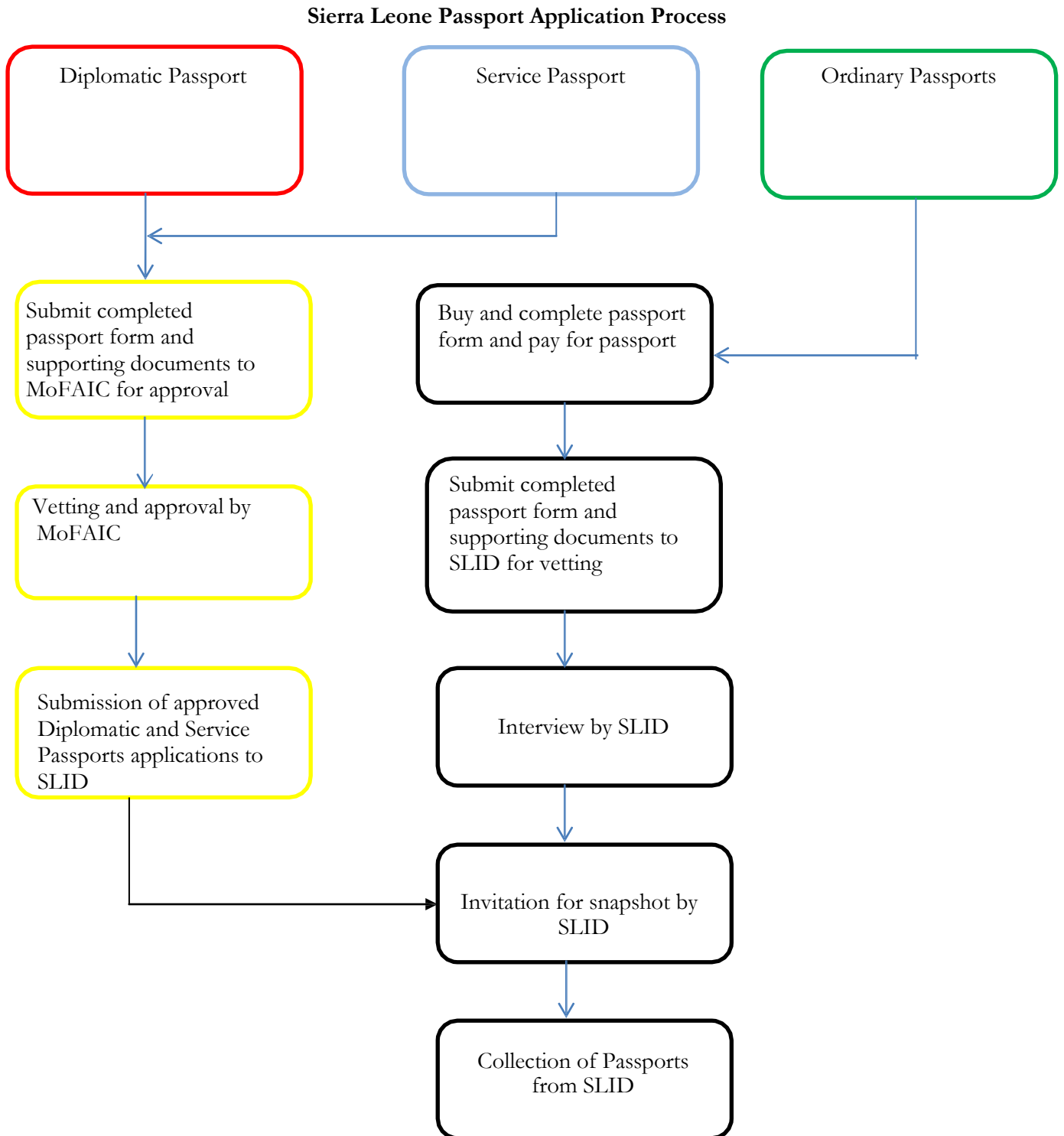
## **3. Diplomatic Passport**

Provision for the issuance of diplomatic passports in Sierra Leone was first made in section 5 of the Passport Act of 1964. It states that: “The Governor-General, acting in accordance with the advice of the Minister of External Affairs, may prescribe the categories of persons to whom diplomatic passports shall be issued. Every diplomatic passport shall bear the signature of the Minister of External Affairs”. This was the guideline for the issuance of diplomatic passport until the emergence of the 1998 Cabinet Conclusion-CP98/45, which specifies the under-mentioned categories of persons and their spouses to be eligible to hold diplomatic passports:

- Head of State
- Vice President
- Speaker of Parliament
- Chief Justice
- Cabinet Ministers and Deputies
- Representatives of Sierra Leone viz-a-viz ambassadors, high commissioners, diplomatic staff including special envoys in accordance with the Vienna Convention on Diplomatic Relations of 1961.

The 1998 Cabinet Conclusion-CP98/45 further states that the President can expand on the list of holders above. Figure 1 shows a flowchart of the processes involved in the management of passports, from application and approval to production and issuance.

Figure 1: Flowchart of Passport Application Process



**Source:** ASSL's Interviews with SLID Officers

### **2.6.2 Emergency Travelling Certificate (ETC)**

This is a travelling document that is issued to a Sierra Leonean who had lost his/her passport or who never one and needs to travel back home or abroad urgently for reasons of death, sickness or any other emergency. It is normally in a page form and may be issued with validity ranging from a month to a year. To qualify for an ETC, the individual must be a Sierra Leonean and must have the following documents:

- Sierra Leonean Birth Certificate
- National Identification Card or Voter's Identification Card
- Photocopy of Passport
- Two passport size pictures

### **2.6.3 Seaman's Service Book**

A Seaman's Service Book or Continuous Discharge Certificate is a continuous record of a seaman's service. This document certifies that the person holding it is a seaman as per the International Convention on Standards of Training, Certification and Watch Keeping for Seafarers, 1978, as amended in 1995 and 2010. Every seafarer must carry this document while on board, which is also an official and legal record of his sea experience.

The Seaman's Service Book will be dated (sea time), signed and stamped by the Master when the seaman 'Signs-Off' the vessel to certify his experience on board. This is one of the most important documents while a seaman is travelling on board. It is important to note that the Seaman's Service Book is a mandatory document, for any port-of-entry that requires a crew transit visa. In some cases, the Seaman's Service Book provides a travel document that can be used instead of a passport.

### **2.6.4 Residential Permits**

A Residential Permit is issued to non-nationals to reside in Sierra Leone within a period of one year depending upon the category under which the visa was authorised. It covers many purposes of stay including employment, business (self-employed), student, dependent and housewife. This is renewed yearly. A resident permit is issued upon request by an employer be it national or resident alien of an organisation or business entity for his/her designated employees. This application must be done using an authorised letter head with full details of the organisation/business. The procedures to acquire a residential permit include the following:

- Collect form from the Foreign National's Customer Service Desk (FNCSO) at the Immigration Headquarters in Freetown (either form "A" application for new registration of residence permit or form "B" Application for renewal of registration for residence permit or re-entry permit application visa form).
- Submit the duly signed application form to the FNCSO. The application form 'A' must be submitted with the following:
  - Valid passport for period of resident
  - 2 passport size pictures

The head of the FNCSO examines the application form and makes recommendation to the CIO.

- Collect passport at the FNCSO. The entire process takes about one week. It is possible that delay may occur due to the submission of incomplete/wrong information.

### **2.6.5 Naturalisation Process**

The applicant obtains naturalisation form from SLID at a prescribed price of Le100,000. The form is then filled out and signed with the necessary documents attached. The applicant then submits the completed form and supporting documents to SLID for vetting. The accepted forms are then forwarded to the Office of the President for final vetting and approval. If the application is approved, the applicant will be called for oath taking, thereafter a 'certificate of naturalisation' is prepared and sent to SLID for onward submission to the applicant.

### **2.6.6 Border Management Processes**

SLID is responsible to monitor the movement and activities of citizens and non-citizens alike in a manner that is prudent and consistent with national and international laws, regulations and protocols. Act no. 14 of 1965 otherwise known as The Non-Citizens (Registration, Immigration and Expulsion) Act makes 22 provisions of penalties for citizens and non-citizens engaged in illegal immigration activities. These activities are attached in Annex 4.

The following are the border functions of SLID:

- Checking passengers at the border entry and exit point
- Monitoring sea entry and exit points
- Document verification exercises at the entry and exit points
- To promote safety and security through border monitoring process
- To prevent illegal entries by foreign nationals
- To prevent the use of false travelling documents by detecting them at entry and exit points
- To share information and co-ordinate activities with other border agencies on a day-to-day basis
- To collect data on travelling in and out of the country at any official crossing points
- To ensure that our bilateral/multi-lateral protocols are observed as respected
- To conduct border monitoring patrols by the border guards from time to time and to ensure reporting systems
- To monitor illegal crossing points whereby border crimes are controlled by border guards.

## 2.7 ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS

The table below shows the key stakeholders and their roles and responsibilities in the management of passport and other travelling documents by SLID:

Table 2: Roles and Responsibilities of Key Stakeholders

<b>Institution</b>	<b>Roles and Responsibilities</b>
The Office of the President	The Office of the President is responsible for issuing Executive Orders for the provision of diplomatic passports. It is also responsible to issue NC's to naturalised citizens.
The Ministry of Internal Affairs (MIA)	The MIA supervises SLID through the provision of oversight of compliance with immigration regulations and enforcement of immigration laws. Overall, the MIA is responsible for the safety and security of Sierra Leone citizens.
The Ministry of Foreign Affairs and International Cooperation (MoFAIC)	The MoFAIC receives application for service and diplomatic passports and sends request to the SLID to produce such passports.
The Sierra Leone Police (SLP)	The SLP is responsible to arrest, investigate and charge immigration offenders.
The National Revenue Authority (NRA)	The NRA is responsible to collect all revenue for the services rendered by the SLID. However, on 11th February 2014, the GoSL signed a contract with Netpage (SL) Ltd. for the collection of proceeds from the sale of passports, bringing an end to NRA's role in this area of revenue.
De La Rue (DLR)	DLR was contracted by the GoSL on 15th February 2000, for the supply of machine-readable passports and associated issuing system. In the advent of e-passports, DLR was retained for the production and supply of ordinary, service, and diplomatic e-passports to Netpage.
Netpage	Netpage (SL) Limited is a limited liability company incorporated and registered under the laws of Sierra Leone with its registered office at HS51 Hill Station Freetown. It was contracted on 11th February 2014, by the GoSL, to collect the proceeds from the sale of Sierra Leonean passports, which was formerly the responsibility of the National Revenue Authority, and settle payments with DLR, the producer of Sierra Leone's e-passports.

Source: ASSL's Interview note

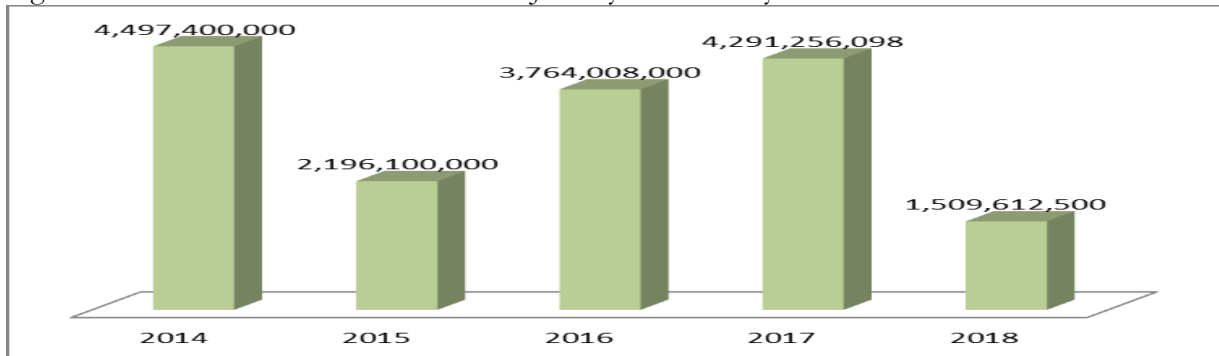


## 2.8 FUNDING AND REVENUE ANALYSIS

### 2.8.1 Funding

Funding of SLID is provided by the GoSL through quarterly budgetary allocations. Budgets are prepared by the department, approved by Parliament, and allocations made by the Ministry of Finance (MoF). Between January 2014 and May 2018, the total allocations made to SLID amounted to Le14,748,746,098. From 2014 to 2015, the GoSL's allocation to SLID dropped by 51% (i.e. from Le4,497,400,000 to Le2,196,100,000). According to personnel of SLID, the sharp fall in 2015 was due to the reduction in immigration services during the Ebola outbreak. The figure below shows the allocations made to SLID on a yearly basis from 2014 to 2017 and January to May 2018.

Figure 2: GoSL's Allocations to SLID from January 2014 to May 2018



Source: MoF Expense Analysis January 2014–May 2018

### 2.8.2 Revenue from the Sale of Passports

The collection of proceeds from the sale of passports was the responsibility of NRA until 31st August 2015 when a contract between the GoSL and Netpage (a private company) gave the latter the mandate to do same. From 1st January 2014 to 31st August 2015, NRA generated Le5,925,500,000 as indicated in the table below.

Table 3. Revenue from the sale of passports

Year	Unit cost (Le)	Passport Produced	Revenue (Le)	Collector
1st January – 31st December 2014	100,000	44,057	4,405,700,000	NRA
1st January – 30th August 2015	100,000	15,198	1,519,800,000	NRA
<b>Total</b>		<b>59255</b>	<b>5,925,500,000</b>	

Source: ASSL's compilation based on passport production list, and NRA cash book

### 2.8.3 Revenue from the Sale of Other Travelling Documents

According to the NRA cash book at SLID, revenue proceeds from the sale of other travelling documents totalled Le4,725,036,500, Le1,850,953,474, Le3,486,492,808, Le3,442,262,640, and Le1,313,403,739 for the respective periods of 2014, 2015, 2016, 2017 and 2018. The details of these proceeds are shown in table 4 below.



Table 4. Revenue from the sale of Other Travelling Documents

<b>Revenue</b>	<b>2014 (Le)</b>	<b>2015 (Le)</b>	<b>2016 (Le)</b>	<b>2017 (Le)</b>	<b>2018 (Le)</b>
Seaman Book	0	2,500,000	5,637,000	3,800,000	0
Naturalisation Fees	149,985,000	0	0	210,000,000	0
Naturalisation Form	7,000,000	9,300,000	10,000,000	9,300,000	0
Passport Form	220,285,000	181,220,000	381,670,000	428,650,000	204,120,000
ETC	0	5,370,000	27,500,000	52,500,039	45,680,000
Non-Citizenship Fee	4,066,198,000	1,518,268,294	2,830,473,186	2,506,288,601	972,387,739
Visas Fees	281,568,500	134,295,180	231,212,622	231,724,000	91,216,000
<b>Total</b>	<b>4,725,036,500</b>	<b>1,850,953,474</b>	<b>3,486,492,808</b>	<b>3,442,262,640</b>	<b>1,313,403,739</b>

Source: ASSL's compilation based on NRA's cashbook on SLID

## **CHAPTER 3: FINDINGS AND RECOMMENDATIONS**

This chapter presents detailed audit findings on whether passports and other travelling documents were effectively managed by the SLID for the review period. It also brings out the causes and effects associated with the findings and proffers recommendations that could alleviate or eliminate the identified weaknesses in the management process. The first part of this chapter gives general comments on the management process, whereas the rest of the findings are related to the four audit questions.

### **3.1 GENERAL COMMENTS**

#### **3.1.1 Contract Agreement in Respect of Passport Production and Sales**

On 14th February 2014, the GoSL signed a contract with DLR and Netpage, giving DLR the right to print Sierra Leone e-passports and the latter the right to collect proceeds from the sale of same. The contract obligates Netpage to buy printed passports from DLR and sell same to its customer. According to the contract, an agreed cost of US\$100 was established for the sale of a passport.

From review of documents and interviews with representatives of these companies, we noted that the payment terms and conditions for passports (i.e. selling price of a passport) have not been consistent with same stated in the above contract due to the appreciation of the US Dollar. At the time of signing the contract, the agreed cost of a passport was US\$100 (which was an equivalent of Le750,000), but the continuous appreciation of the US dollar and the fact that the cost of a passport remained the same (i.e. Le750,000) has seriously affected the implementation aspects of the contract. The exchange rates of US dollar in August 2015 (i.e. when Netpage started collections) and August 2019 revealed that the US dollar has fluctuated to an extent that Netpage is now receiving an equivalent of US\$75 for a passport as compared to the original contract cost of US\$100 (i.e. 25% less than the original contract cost).

It must be noted that the reason why the GoSL decided to privatise the printing and sale of passports was because they were experiencing problems in sustaining the printing and availability of passports to its citizens. In fact, records show that the GoSL owed DLR the sum of US\$4 million for printing of passports prior to signing the contract with these two companies. According to an online news portal, Sierra Loaded, the failure of government to settle its financial obligation with DLR resulted in the cessation of the printing of passports and privatisation of same including the sale of passports. As a result, the GoSL transferred the risk of ensuring that passports are available at all times to its citizens to these two companies until 18th December, 2023.

The current situation if not addressed may prevent these companies from honouring their own part of the deal. As a result, citizens demand for passport may not be met. It is also possible that these companies may take legal action against the GoSL. This may lead to the GoSL compensating these companies with huge sums of money.

#### **Recommendation**

The GoSL through the Minister of Internal Affairs should engage these companies in addressing the above crisis. This will sustain the good relationship with these companies and facilitate the availability of passports to the citizens of Sierra Leone.

### **Management's Response**

We agree with this finding. Work is currently underway to make the necessary adjustment to the passport fees to reflect what was agreed in the original contract. The new passport fees would soon be announced to the public following consultation with the Bank of Sierra Leone in terms of the current exchange rate as well with the National Public Procurement Authority in relation to the correct procedures to make the necessary adjustment.

Note however, that since the award of the contract, the Immigration Department has not experienced any shortages of passports, even at the most crucial times.

### **Auditor's Comment**

We were able to verify a proposed press release for the adjusted passport fee. We will, however, keep this in view for subsequent audits.

### **3.1.2 Strategic and Operational Planning**

Strategic planning is important to an organisation because it provides a sense of direction and outlines measurable goals. It is a tool that is useful for guiding day-to-day decisions and evaluating progress and changing approaches when moving forward. SLID's strategic plan should outline its developmental objectives and activities as well as the implementation mechanism through which it hopes to address immigration services and problems at national level and mainstream international immigration obligations.

During the audit, a strategic plan for SLID was not made available to the auditors despite several requests verbally and in writing for the submission of same. An interview with the DCSP confirmed that SLID did not have strategic and operational plans to provide its staff with a clear picture of varying tasks and responsibilities in line with the institution's goals and objectives. The absence of strategic and operational plans may appear as if management lacked the ability to determine SLID's objectives and activities as well as implementation mechanisms through which it hopes to address immigration services. This may adversely affect the direction of the institution.

### **Recommendation**

The DCSP should work in close collaboration with other key personnel of the organisation in developing a strategic plan and a detailed operational plan for the management of the immigration service.

### **Management's Response**

The Senior Management team is conscious of this gap, and so it has started drafting a strategic plan for the Service. The target is to have a completed and approved draft strategic plan by the end of February and early March.

### **Auditor's Comment**

A draft copy of the strategic Plan was made available for verification. However, the issue will be followed up in subsequent audits.

### **3.1.3 Prosecution of Illegal Immigrants**

SLID is responsible to monitor the movement and activities of citizens and non-citizens alike in a manner that is prudent and consistent with national and international laws, regulation and protocols. Act no. 14 of 1965 otherwise known as the Non-Citizens (Registration, Immigration and Expulsion) Act makes 22 provisions for penalties of citizens and non-citizens engaged in illegal immigration activities.

It was discovered through documentary reviews that illegal immigrants were tracked down in hotels and other places during monitoring activities carried out by the Outside Investigation Unit of SLID. Copies of passports of those illegal immigrants did not have visas or landing permits attached to them. Moreover, there were no records to show that those illegal immigrants were prosecuted as stipulated in the Act no. 14 of 1965. Investigations revealed that 236 and 66 illegal immigrants were tracked down in hotels and other places in 2016 and 2018, respectively. However, the recorded illegal immigrants for 2014, 2015 and 2017 were not made available for inspection despite several requests from the audit team.

Interviews held with the head of the Outside Investigation Unit did not reveal the reasons for non-prosecution of the above illegal immigrants. The situation may be ascribed to the fact that personal gains may have been derived by staff of SLID from these circumstances. This may have led to illegal immigrants living in Sierra Leone, posing security threats to citizens.

#### **Recommendation**

The CIO should ensure that for every raid or monitoring activity, illegal immigrants are charged to court in accordance with the provisions of Act No. 14 of 1965. This will minimise crimes related to illegal immigration and improve revenue collection from non-citizen registrations.

#### **Management's Response**

The power to prosecute is still in the hands of the police with the Immigration Services being only a prosecuting witness. However, the new policy has captured this issue and it will form part of the reforms that would be requested in the new migration policy.

#### **Auditor's Comment**

A draft migration policy has been developed which covers issues on prosecution of illegal immigrants. The recommendation will therefore be followed up in subsequent audits to confirm its implementation.

## **3.2 COMPLIANCE WITH LAWS AND REGULATIONS**

### **3.2.1 Issuance of Ordinary Passports to Ineligible Persons**

Ordinary passport is the entitlement of all citizens of Sierra Leone and is issued under the Sierra Leone Citizenship Acts of 1973, 1976, and the Amendment Act of 2006. The 1973 and 1976 Acts made provisions for citizenship by birth in and outside Sierra Leone, by descent and by naturalisation. The 2006 Amendment Act made provision for citizenship, dual citizenship and citizenship by birth directly through the mother.

Furthermore, section 3 of the Passport Act of 1964 states: "...may issue a passport to any person who is not a citizen of Sierra Leone, and –

- Who, but for the provisions of section 1 of the Constitution (Amendment) (No. 2) Act, 1962, would have been a citizen, or
- Who is engaged in the Public or Military Service of Sierra Leone, or
- Who has been granted political asylum in Sierra Leone or whom he considers to be a political refugee.”

It was however observed that SLID did not comply with the provisions of the passport and citizenship laws of Sierra Leone for the period under review as eight passports were approved and issued to ineligible persons (persons who did not meet the requirements as provided by the Acts). The undermentioned observations from a review of 100 ordinary passports application records for each year under review were the outcome of the above:

- There were no application records to show for Sierra Leonean citizenship.
- No evidence of previous passport record to support replacement.
- No record of naturalisation or exemption in the aforementioned criteria.

The issuance of ordinary passports to ineligible persons could be attributed to the personal benefits gained by either personnel of SLID or other persons connected with the management of passports. This may have exposed Sierra Leonean passports to ineligible persons (terrorists) and other criminals. See Annex 5 for list of ineligible ordinary passport holders.

### **Recommendation**

The CIO should ensure compliance with the passport and citizenship laws of Sierra Leone when approving passport applications. In addition, ordinary passports that are still valid, and in the hands of ineligible persons should be retrieved with immediate effect. This will minimise, if not eradicate unjustified holders of Sierra Leonean passport.

### **Management's Response**

Ordinary passports can be issued to any Sierra Leonean that applies for it and provides the requisite documents such as a birth certificate and national ID card. However, before a passport is issued, the application is assessed to determine whether the person applying for a passport has right, in the first place, to Sierra Leonean citizenship in accordance with the Citizenship Act. We do this by assessing the information provided in the application form along with the documents submitted to support the application. For a renewal/replacement, we check our records to see if any information is held on the applicant.

We do recognise that there may have been cases where passports may have been issued to ineligible applicants, we will therefore be reviewing the cases that have been highlighted in the report, to determine whether we should retrieve/cancel the passports. In addition, we will continue to strengthen our policies, processes and procedures, to reduce the risk of issuing passports to ineligible people.

### **Auditor's Comment**

There was no evidence to indicate that action has been taken by the immigration authorities to retrieve ordinary passports from ineligible persons. The issue therefore remains outstanding.

### **3.2.2 Issuance of Service Passports to Ineligible Persons**

According to Cabinet Paper (CP)(98) 45, the review and rationalisation of the laws, rules, regulations and orders relating to diplomatic and service passports regime in Sierra Leone is the main instrument regulating the provision of service passports in Sierra Leone. Section 5 of this paper states: "Agreed that in view of the fact that Service Passports are issued basically to facilitate the movement of Public Servants on official duties abroad, the following category of persons are eligible to carry Sierra Leone Service Passports: -

I. All Parliamentarians

II Appointees of the Central and Local Government, e.g. Permanent Secretaries, Chief Executives of Parastatals, Paramount Chiefs, all officials of State on official duty abroad

III. Sierra Leoneans working in International Organisations, e.g. UN, OAU, ECOWAS, etc."

As part of our audit engagement, we reviewed 100 service passport jackets (application records) for each year of the review period, and noted the following:

- Fifty-six service passports were issued to spouses and dependants of diplomatic and service passport holders (parliamentarians, appointees of central and local government, and Sierra Leoneans working in international organisations) contrary to the provisions of the 1998 Cabinet Paper. The details of these are shown in Annex 6.
- Two hundred and fifty-five service passports were issued to persons who could not be confirmed as public employees. This was evidenced by the fact that the application records presented by SLID did not possess employment letters and other documents to justify their employment in public institutions. See Annex 7 for more details.

The issuance of service passports to ineligible persons could be attributed to the fact that the vetting processes of both MoFAIC and SLID were not in accordance with the 1998 Cabinet Paper. The personal benefits derived from such act could have been a major reason for such violation. This may have created room for criminals and terrorists to acquire service passports at the detriment of Sierra Leone's national security and international image.

### **Recommendation**

1. The CIO should ensure that requests made for service passports by the MoFAIC are supported by the relevant documentation such as request letters from public employers and appointment letters of employees. This should be the case for every application (new/renewal).

2. The CIO in collaboration with the Director General and Ambassador at Large of the MoFAIC should ensure that valid service passports held by ineligible persons are retrieved with immediate effect.

### **Management's Response**

We can confirm that there is a strict management oversight on the application and issuance of service passports. The process starts with the request letter from State House (Diplomatic) and MDAs (Service) to the Director General of the MFAIC. He then instructs the CIO, once all the relevant checks have been done from their end, to issue a passport. As such, all applications for service passports come with the requisite supporting documents from the Director-General of the MFAIC. We also check the applications to make sure that they have the requisite supporting documents before submitting them either to the CIO or the Deputy Chief Immigration Officer (DCIO) for approval.

In addition, management has recently reviewed and developed comprehensive policy guidance on the application process for service and diplomatic passports to reduce the risk of issuing these documents to people who are not entitled to them. In the case where there has been a previous issuance of passport and the person is still in service, there is usually no requirement to include document confirming that they are still in post. The most important document in these circumstances will be a request letter from the Director General of the MFAIC. In terms of the retrieval of the previous passports from persons not entitled to them, this is in progress but where the passports have expired, they are no longer relevant.

### **Auditor's Comment**

Effort has made by the CIO through a forwarding memo to the Director General and Ambassador at Large of the MoFAIC to ensure that copies of request letters from MDAs accompany application letters for the issuance of diplomatic and service passports. There was however no evidence on the retrieval of service passports from ineligible persons. Even though a policy guide for the issuance of Service and Diplomatic Passports had been developed, it is still in a draft form. This issues therefore remain partly unresolved.

### **3.2.3 Issuance of Diplomatic Passports to Ineligible Persons**

Provision for the issuance of diplomatic passports in Sierra Leone was first made in section 5 of the Passport Act, 1964. It states that: "The Governor-General, acting in accordance with the advice of the Minister of External Affairs, may prescribe the categories of persons to whom diplomatic passports shall be issued. Every diplomatic passport shall bear the signature of the Minister of External Affairs". A Cabinet Conclusion (CP) of 15th July, 1998 specified the undermentioned categories of persons and their spouses to be eligible to possess diplomatic passports:

- The Head of State
- The Vice President
- The Speaker of Parliament
- The Chief Justice
- All Cabinet Ministers and Deputies
- All Representatives of Sierra Leone viz-a-viz Ambassadors, High Commissioners, Diplomatic staff including special envoys in accordance with the Vienna Convention on Diplomatic Relations of 1961.



The Cabinet Conclusion further stated that the President can expand on the list of holders above.

A review of the passport production list and diplomatic passport jackets revealed that a total of 830 diplomatic passports were produced and issued for the period under review. Out of this total, application records (jackets) were submitted for 672 diplomatic passports, leaving 158 outstanding, as shown in table 5. The auditors could therefore not ascertain whether the outstanding diplomatic passports were issued to eligible persons. See Annex 8 for the list of diplomatic passport holders without application records.

A further review of the 672 diplomatic passports with jackets or application records showed that 185 of same were issued to persons whose eligibility could not be ascertained (i.e. persons who were neither specified in the cabinet conclusion of 15th July, 1998 nor supported by executive clearances from the President). Annex 9 shows a list of persons who were issued diplomatic passports and whose eligibility could not be ascertained.

Investigations further revealed that there were instances in which diplomatic passports were issued by SLID without any request/approval from MoFAIC. Similarly, applications were approved by MoFAIC without any form of executive clearance from the Office of the President. These applications were then forwarded to SLID for the production and issuance of diplomatic passports without any evidence of vetting for eligibility of the applicants based on the requirements as stated in the cabinet conclusion. These anomalies may have created room for personal gains by some public officials and at the same time discredited the image of the country in the eyes of the international world.

Table 5 Analysis showing issued diplomatic passports without application records

<b>Year</b>	<b>Number of Diplomatic Passports Produced and Issued</b>	<b>Number of Diplomatic Passports with Jackets</b>	<b>Number of Diplomatic Passports without Jackets</b>
2014	119	84	35
2015	167	145	22
2016	227	186	41
2017	203	159	44
Jan - May 2018	114	98	16
<b>Total</b>	<b>830</b>	<b>672</b>	<b>158</b>

**Source:** ASSL's Analysis based on SLID's Passport Production List

### **Recommendation**

The CIO should ensure the following:

1. Thoroughly vet all approved applications from MoFAIC based on the 1998 Cabinet Conclusion before the processing and issuance of diplomatic passports to approved applicants.
2. Make available the application records/jackets in respect of the 158 diplomatic passports (as indicated in Annex 8 to the ASSL for verification within 15 days upon receipt of this report; otherwise the holders of these passports will be considered ineligible.



3. Retrieve the 185 diplomatic passports which were issued to ineligible persons within 15 days of the receipt of this report. These measures will curtail unjustified users of Sierra Leone's diplomatic passports.

### **Management's Response**

There is a strict management oversight on the application and issuance of diplomatic passports – see previous comments above on service passports. In terms of the requested record for the 158 diplomatic passports, a number of them are with the Anti-Corruption Commission who were also investigating this matter.

### **Auditor's Comment**

Effort has made by the CIO through a forwarding memo to the Director General and Ambassador at Large of the MoFAIC to ensure that copies of request letters from MDAs accompany application letters for the issuance of diplomatic and service passports. However, the 158 diplomatic passports jackets (as indicated in Annex 8) were still not made available for verification. The CIO mentioned that a good number of those jackets were with the ACC and even though he had requested same through a letter to the Commissioner on 4<sup>th</sup> April 2019, it has proved futile. The auditors also noted that efforts had not been made by the Immigration Department to retrieve the 185 Diplomatic passports from ineligible persons.

### **3.2.4 Naturalisation of Ineligible Persons**

Section 3, Part III of the Sierra Leone Citizenship Act (citizenship by naturalisation), 1973 states "Every person of full age and capacity, neither of whose parents is a person of negro African descent, who is resident in Sierra Leone and has been continuously so resident for a period of not less than 15 years may, on application being made by him in the manner prescribed, be granted a certificate of naturalisation if he satisfies the Minister that he is qualified for naturalisation under the provisions set forth in the Third Schedule." Section 4 further states that "Any person under the age of twenty-one years – (a) whose father or mother was a citizen of Sierra Leone by naturalization, (b) born outside Sierra Leone on or after the date on which the father or mother became a citizen as aforesaid, may, if he desires to acquire citizenship of Sierra Leone, make an application thereof for naturalization under the foregoing provisions of this section."

The auditors requested information from SLID for naturalised persons for the period under review. However, information was only provided for 2014. In view of this, the auditors deemed it necessary to review and analyse additional data (out of scope) that was available for 2012 and 2013. The findings of the review were such that 124 persons were naturalised between 2012 and 2014 each paying a fee of US\$3,000, giving a total of US\$ 372,000. Of those naturalised records, application files were only provided for 22 as indicated in the Annex 10, leaving a balance of 102 files with fees totalling US\$306,000 as shown in Annex 11. The 22 available files were reviewed and analysed in order to assess compliance with the Citizenship Acts of Sierra Leone in relation to the following:

1. Continuous residence in Sierra Leone for not less than 15 years
2. Police clearance
3. Birth certificate
4. Non-citizen resident permit
5. Application receipt
6. Naturalisation certificate
7. Naturalisation payment receipt.

The outcome of the analysis revealed that 17 naturalised applicant files did not meet the required number of years of continuous residence in Sierra Leone, (i.e. 15 years for non-Africans and eight years for Africans) yet were issued Sierra Leonean citizenship. The failure to submit the files of the 102 naturalised persons for audit examination makes it difficult for the auditors to ascertain whether Sierra Leonean citizenships were granted to eligible persons.

It was further noted from the reviewed applications that fees were obtained from applicants. The supporting documents were then forwarded to the Office of the President without due consideration to the eligibility of persons as spelt out in the Acts. The issuance of naturalisation permits to ineligible persons could be ascribed to the fact that personal benefits were derived from such acts which may have created room for criminals to acquire Sierra Leonean status at the detriment of its international image.

### **Recommendation**

The CIO should ensure that application records received for naturalisation are in accordance with the prescribed laws prior to submission to the Office of the President for final vetting and approval. In addition, the outstanding 102 files in respect of naturalised citizens should be provided for verification; otherwise, the naturalisation status of the citizens should be revoked.

### **Management's Response**

We shall endeavour to follow up on this recommendation in the records of naturalised citizens. However, note that there has been no naturalisation application since the current senior management team took over the Service. All the records referred to in this report relates to previous applications under the previous government.

### **Auditor's Comment**

The outstanding 102 files in respect of naturalized citizens were not made available for verification. The issue therefore remains outstanding.

### **3.3 PROVISION OF CUSTOMER FRIENDLY SYSTEMS**

#### **3.3.1 Service Delivery Charter**

A Service Delivery Charter is a written statement by an organisation which presents a full list of services it provides. More importantly, it provides the general public with the fees payable for each service, the duration to receive such service and the officers or units responsible. The Service Charter is an effective tool for ensuring customer service and facilitates transparency, accountability and efficient service delivery.

During a physical verification exercise, it was observed that there was no Service Delivery Charter within the premises of SLID's headquarters. Interviews with the DAF confirmed that there was currently no existing Service Delivery Charter. This may have been as a result of non-compliance with best practice and benchmarking of activities with other public sector organisations in the immigration service industry. In effect, the general public is unaware of how and where to obtain SLID's services and often become the victim of potential fraudulent middlemen in the process.

#### **Recommendation**

The DCSP should develop, implement and maintain a Service Delivery Charter in line with best practice for the effective management of passports and other travelling documents. The Charter should be placed in a conspicuous area within SLID's offices across the country. This will help customers to understand the processes involved and the requirements of obtaining passports and other travelling documents.

#### **Management's Response**

We agree with this finding. There was a service charter prior to the introduction of biometric passports. This will now be revived following this recommendation. The process to review the charter will start soon.

#### **Auditor's Comment**

An updated service charter is yet to be developed. The issue therefore remains outstanding.

#### **3.3.2 Online Customer Service Facility**

Immigration offices in most countries provide online customer service facilities in order to market their products or services to the public at ease. Best practice demands SLID to develop, implement and maintain an online customer service facility to aid the process of managing passports and other travelling documents.

It was however observed that SLID's official website ([www.immigrationservices.gov.sl](http://www.immigrationservices.gov.sl)) did not have an online customer service facility. For example, there was no online application for passports and other travelling documents. Moreover, the links on the website were inactive and inaccessible. In an interview with the Chief Computer Operator (CCO), it was noted that the website was currently under construction with the domain of the website active but not accessible. The CCO also mentioned that management did not approve most of the ICT requests, since the unit had no budget line for same.

The situation was as a result of the lack of commitment by senior management of SLID to improve or upgrade its customer service facilities. In effect, citizens outside Freetown could not easily apply for passport unless they travelled to the city which was burdensome on them.

### **Recommendation**

The CIO in collaboration with the DCSP and the CCO of SLID should facilitate the establishment of online customer service facilities which will form an integral part of SLID's service delivery system. This should be incorporated into the department's strategic plan for implementation. In addition, the online customer service system should be regularly updated, and potential upgrades considered so that citizens could easily access SLID's facilities/services globally.

### **Management's Response**

It is the intention of the department to develop an online platform to improve access to our services. In that direction, we are currently developing a website which will go live within the next couple of weeks and will provide an interactive platform for customers to engage the Service.

### **Auditor's Comment**

Evidence suggesting that the department is currently working on developing a website was tendered for verification. This issue will be followed up in due course.

### **3.3.3 Customer Complaint Management System**

Many public sector service oriented organisations have established a customer complaint management system in order to manage customer concerns regarding their services. In line with best practice, SLID should have a system to record and redress the concerns of their customers in the provision of passports and other travelling documents.

In an interview with the Assistant Immigration Officer of the Customer Care Unit (CCU), it was revealed that customers' concerns were not documented and there were no redress mechanisms for those concerns. Instead, the CCU dealt with customers' concerns verbally. This may have been due to SLID's lack of recognition on the importance of a complaint management system and non-adherence to best practice. In effect, SLID may not have created the opportunity to correct immediate problems which may have led to additional costs and damage to its reputation.

### **Recommendation**

The Head of the CCU and the DCSP should recognise the significance of SLID's customer concerns in the management of immigration services. In addition, policies and procedures should be established for customer complaint management, which should be updated regularly. Furthermore, periodic surveys of customers perception should be undertaken to determine whether their needs have been met and if they find the redress process to be fair.

### **Management's Response**

We note this recommendation and work will get underway to establish a complaint system. Policies and procedures on the application process for passports and other services that the Service offers are currently being developed to bring consistency on how customers are dealt with. A number of these policies and procedures have already been completed and are now being used by staff to process

passport and other applications. We will look at various market researches including customer surveys to understand the perception of the Service out there and use the results to improve our services.

### **Auditor's Comment**

We were able to verify that a customer complaint committee was established on 4<sup>th</sup> February 2020. However, there was no evidence to indicate that this committee has been operational. There was also no further evidence in support of the implementation of the audit recommendation. The issues therefore remain unresolved.

### **3.3.4 Work Environment**

For most service oriented organisations, having a hospitable or convenient work environment is a major cornerstone when it comes to delivering services to existing and potential customers.

It was however noted during physical observations at SLID's headquarters that the reception room in the CCU was inadequate to accommodate customers that visited the institution. The situation was deplorable such that customers were clustered around the sitting accommodation facilities available in the reception room, while others stood in the corridors and outside the building.

The absence of clean and hygienic toilets was also an issue of concern as premium had not been put in ensuring that the toilets were always clean for staff and customers. Moreover, the environment was not friendly for disabled persons as they found it difficult to navigate their way within and around the building when undergoing the process of acquiring passports and other travelling documents. The aforementioned issues may be due to the unavailability of funds for SLID to improve its work environment. This may have hampered SLID's service delivery system.

### **Recommendation**

The CIO should ensure that the DAF puts modalities in place for the existence of a convenient work environment for staff and customers. This will in turn improve the public image of the organisation.

### **Management's Response**

We note this recommendation and will start to work on it. The Director of Administration will look into the issue and determine what can be done to improve the overall working environment of the Service.

### **Auditor's Comment**

This issue remains unresolved.

### 3.4 ACCOUNTABILITY OF REVENUE

#### 3.4.1 Revenue Generated from the Sale of Passports and Other Travelling Documents

Section 42(1) of the Financial Management Regulations, 2007 states “Departmental revenue collectors who receive duties, taxes, fees, rents or other public moneys, whether of a revenue nature or otherwise, shall pay such monies daily or at the earliest opportunity either to the bank authorised by the Accountant-General, for the credit of the Consolidated Fund”.

Considering the above regulation, it is mandatory for the NRA to collect revenue from the sale of passports and other travelling documents at the behest of Government and pay such monies into the Consolidated Fund. However, according to an agreement between the GoSL and Netpage dated 14th February 2014, the sale and collection of passport revenue rests entirely with the latter, while DLR handles the printing of Sierra Leone’s e-passport. As a result of this, the NRA ceased to collect revenue from the sale of passports on 31st August 2015 and only collected revenue in relation to other travelling documents including passport application forms.

During the audit exercise, the auditors focused on the revenue streams indicated in table 6 (i.e. revenue at headquarters level) to ascertain whether revenue generated from such streams were accurately and completely recorded into the NRA’s books of account and paid into the CRF accordingly. According to the cashbook of NRA at SLID, revenue collections showed totals of Le9,130,736,500, Le3,370,753,474, Le3,486,492,808, Le3,442,262,640, and Le1,313,403,739 for the respective periods under review (i.e. 2014, 2015, 2016, 2017 and January to May 2018) while the bank statements of NRA’s immigration collections showed balances of Le9,649,865,296, Le5,202,856,915, Le5,798,553,050, Le5,431,500,580, and Le5,968,332,089 for the same periods with no description of the revenue streams from which those monies were collected. In an attempt to reconcile the cashbook figures with the bank balances provided by NRA headquarters, the auditors noted that even though revenues were collected in line with the revenue streams of SLID, they were not paid into the CRF by the categories of collections. Rather, lump sum payments (without categories of collections) were made into the CRF. It was therefore a challenge for the auditors to establish the amount of revenue that was paid into the CRF according to the revenue streams that were being assessed for the periods under review. Consequently, reconciliation of revenue by stream from NRA’s cashbook and bank statements was impossible thereby leaving unexplained variances between the two books of account.

Table 6- Revenue collections from various streams by NRA

Revenue	2014 (Le)	2015 (Le)	2016 (Le)	2017 (Le)	Jan -May 2018 (Le)
Seaman Book	0	2,500,000	5,637,000	3,800,000	0
Naturalisation	149,985,000	0	0	210,000,000	0
Naturalisation Form	7,000,000	9,300,000	10,000,000	9,300,000	0
Passport	4,405,700,000	1,519,800,000	0	0	0
Passport Form	220,285,000	181,220,000	381,670,000	428,650,000	204,120,000
ETC	0	5,370,000	27,500,000	52,500,039	45,680,000
Non-Citizenship	4,066,198,000	1,518,268,294	2,830,473,186	2,506,288,601	972,387,739
Visas	281,568,500	134,295,180	231,212,622	231,724,000	91,216,000

Revenue	2014 (Le)	2015 (Le)	2016 (Le)	2017 (Le)	Jan -May 2018 (Le)
Cash Book	9,130,736,500	3,370,753,474	3,486,492,808	3,442,262,640	1,313,403,739
Bank Balance	9,649,865,296	5,202,856,915	5,798,553,050	5,431,500,580	5,968,332,089
Variance	519,128,796	1,832,103,441	2,312,060,242	1,989,237,940	4,654,928,350

Source: SLID's NRA cash book and bank statements

Even though the above variances may indicate that revenue was generated from other streams (e.g. revenue generated at the border points) not mentioned in our analysis, the fact remains that accountability of revenue by streams was not possible due to the manner in which revenue was deposited into the CRF by the NRA.

### **Recommendation**

The Commissioner General of the NRA should ensure that appropriate procedures and financial controls are implemented to enable the NRA establish a system in which the categories of revenue collected are deposited into the CRF. This will enhance the reconciliation process and promote accountability and transparency in the revenue generation process.

### **Management's Response**

This recommendation has been referred to the Commissioner General of the NRA and is being considered.

### **Auditor's Comment**

Effort has been made by the DCIO through a correspondence to the Commissioner General NRA on the said matter. However, the NRA has submitted no response. The issue therefore remains unresolved.



### **3.5 AVAILABLE SYSTEMS AND RESOURCES**

#### **3.5.1 Backup System**

A backup system is the process of backing up the operating system, files and essential data. Backup is a process in which the files and data of a computer system are duplicated to be used as a data substitute when the primary system data is corrupted, deleted lost or destroyed.

We noted with concern during the audit that there was no backup system in place at SLID's headquarters for its services to holders of passports and other travelling documents. One of the challenges faced by the ICT Unit was the lack of an effective database system for all immigration activities across the board. This was also revealed in the June 2018 I.T Unit Status Report.

In an interview with the CCO, it was revealed that a database that was developed exclusively for passports application registration had not been updated. These limitations could be as a result of the lack of willingness by the management to establish a robust backup system. The consequence of which may always have led to the loss of vital information.

#### **Recommendation**

The CCO in collaboration with the Acting Director of Administration and DCSP should ensure the establishment of a backup system for effective management of SLID's services. In addition, the system should form part of the disaster recovery plan which should be integrated into the strategic plan of SLID. This will always enhance the security of SLID's vital data.

#### **Management's Response**

The application process for passports and other documents issued by the department are largely paper based, and so there is no requirement at present for such a system. However, once we go digital, which we intend to do in the coming years, a backup system would be established to mitigate against any future disaster.

#### **Auditor's Comment**

A correspondence from the Ministry of Planning and Economic Development requesting the approval for an Integrated Database Management Project (to cover effective database management and backup system for the management of SLID) was made available for verification. However, this project is far from being implemented and will therefore be followed up in subsequent audits.

#### **3.5.2 Detention Centres**

A detention centre is any location used to detain suspected persons. However, within the context of SLID, a detention centre is a structure for immigration detention. It is the responsibility of SLID to establish immigration detention centres for illegal immigrants in order to manage the country's immigration effectively.

Interviews with the DCSP and the Head of Intelligence and Investigating Unit (IIU) revealed that SLID did not have detention centres for illegal immigrants at the border areas of the country. This could be attributed to the lack of commitment by senior management of SLID to improve on its immigration services across the country. This may pose threats to the country's national security.



## **Recommendation**

The DCSP should ensure that detention centres are established at the border areas of the country. In addition, an Immigration Detention Policy should be developed and enforceable for individuals suspected of visa violations, illegal entry or unauthorised arrival into the country in order to reduce unlawful movement across the borders of Sierra Leone.

## **Management's Response**

This is being considered, as it is important for the operations of the Service, but given the constraint in resources, this is unlikely to happen in the immediate future.

## **Auditor's Comment**

We have taken note of the management response and will follow it up in subsequent audits.

### **3.5.3 Records Management System**

Records management is the supervision and administration of digital or paper records, regardless of format. The activities of records management include the creation, receipt, maintenance, use and disposal of records.

It was noted that the records management systems in operation at SLID headquarters was inadequate and did not meet the requirements of the organisation in handling sensitive bio-metric data with high degree of security implications. Ledgers were used by the various units to input data relating to passports and other travelling documents. These ledgers were poorly maintained as was evidenced by the following:

- Damaged/missing pages
- Incomplete data input
- Ineligible handwriting
- Inconsistent data input
- Missing ledgers

The inadequate records management systems at SLID could be attributed to the lack of training and attitudes of staff in handling and maintaining passport records. The lack of automated systems for data input could have also been one of the causes. The situation posed challenges for the auditors as they were unable to accurately determine the volume of applications received, processed and approved by SLID. This may have also affected SLID's planning, control, performance measurement and decision-making process in the management of passports and other travelling documents.

It was further noted that SLID operated a decentralised records management system for passports and other travelling documents. For instance, the records unit which deals with passport jackets and other related immigration documents was solely responsible for the custody of ordinary passport records, while other units were in custody of their respective records. The decentralised system of records management resulted in documents being stored in inappropriate places such as ceilings. In an interview with the head of the records unit, it was revealed that the lack of a backup system was the reason for such practice. These anomalies may have led to the loss of SLID's vital data.

## Recommendation

1. The CIO should consider the establishment of computerised systems (including backup) for the input of data. These systems should link the data of all units within SLID. There should also be an automated offsite backup system for the storage of records which would help SLID continue to work when there is a break down or disaster.
2. The DAF in collaboration with the Head of Human Resources should ensure that officers in the various units are provided with the relevant trainings required for effective records management.

## Management's Response

The Service is keen to digitalise not only the passport and other application processes, but also our historical record on passports, visas and resident permits. In respect of this, we have submitted a proposed project to the Ministry of Planning and Economic Development to fund an integrated immigration system in order to automate both our processes as well as the records we retain on applicants. In terms of training on record management, we are currently carrying out a training needs assessment for all staff.

## Auditor's Comment

A proposed project to the Ministry of Planning and Economic Development to fund an integrated immigration system was verified. However, the evidence to indicate that training needs assessment has been done for all staff was not made available for verification. The issues remain outstanding.

### 3.5.4 Tools and Equipment

It is the responsibility of SLID to provide its various units with office tools and equipment such as computers, printers, photocopiers, scanners and internet facilities to perform their functions in the management of passports and other travelling documents. It was noted during the audit exercise that adequate office tools and equipment was a major challenge for staff at SLID's headquarters. Interviews conducted with various heads of units such as the CCU, CCU, ICT amongst others, disclosed that staff lacked the necessary tools and equipment needed to perform their daily functions as indicated in table 7.

Table 7: Unavailable office tools and equipment at various units of SLID's headquarters

Office/Unit	Tools / equipment needed
Corporate Strategy and Planning	Vehicles
Administration and Finance	Computer, printer and internet
Intelligence and Investigation	Vehicles and motorbikes
ICT	Computers and accessories for offices/units
Diplomatic and Service Passport	Computers, internet facility and photocopier
CPU	Computers and internet
CCU	Telecom facilities
Non-Citizen Registration	Computers
Migration and Consular	Computers and printers

Source: ASSL's assessment based on interviews and physical inspection

The lack of operational equipment and mobile facilities to enhance the operations of SLID was highlighted in the Annual Activity Report of SLID 2018. The Asset Verification Report of SLID for the period 2016/2017 also revealed that some of its tools and equipment were defective. It may appear as if SLID had not been prioritising its resources towards acquiring and maintaining office tools and equipment. This might have adversely affected the SLID's service delivery.

### **Recommendation**

The DCSP should ensure that the various units of SLID are provided with the required tools and equipment including vehicles and motorbikes, in order to improve the efficiency and effectiveness of SLID's service delivery. In addition, immediate action should be taken to repair or replace faulty or defective tools and equipment.

### **Management's Response**

We are currently in the process of signing contracts with several service providers to supply the department with various tools and equipment including computers, printers, scanners and motorbikes. These contracts do not include vehicles, but we are looking at various options including engagement with domestic and foreign partners to support the department in acquiring additional vehicles. In terms of replacing and repairing faulty tools and equipment, the department always does this, but the recommendation is further noted.

### **Auditor's Comment**

We were able to verify the various contracts in respect of the procurement of tools and equipment. However, we will follow up on the delivery of these assets in due course.

### **3.5.5 Inadequate Staffing**

SLID is charged with the responsibility of providing immigration services nationwide. It is therefore its responsibility to provide the required staff strength and capacity to carry out its mandate across the board.

Interviews with the Director of CPU and Head of IIU at SLID's headquarters revealed that the staff strength of the organisation is inadequate for its operations. According to the Director, the CPU is equipped with eight staff to handle ordinary passports applications which forms the bulk of the organisation's passport services. The IIU consists of nine staff to conduct outside investigations and monitoring nationwide. The SLID's Annual Activity Report of 2018 also revealed the inadequate manpower (250 staff) to oversee approximately 800 crossing points between Sierra Leone, Guinea and Liberia. A request was made for the needs assessment of SLID in terms of staffing requirement. However, it was not provided for audit inspection.

Staff development was also a major challenge within SLID. Interviews with the CCO and Head of IIU disclosed that training (local and international) was not forthcoming. The IT Status Report of June 2018 also confirmed this situation. It was further noted that SLID did not have a training policy to enhance the capacity of staff. An interview with the DAF revealed trainings were provided by international organisations like the International Organisation for Migration. However, the auditors did not obtain any evidence in the form of training reports and attendance of participants in respect of such trainings. We also reviewed the files of 248 personnel and found out that formal qualifications were lacking for some technical staff.

The highlighted issues may appear as if SLID had not been prioritising its resources towards enhancing staff recruitment and capacity. The effect of such a situation may have affected the organisation's desire to fully implement its activities nationwide.

### **Recommendation**

The Head of Human Resource should undertake a needs assessment in order to address the challenges of staff recruitment and capacity. In addition, a comprehensive Training Policy and plan should be developed for staff recruitment and capacity.

### **Management's Response**

Following the last manpower hearing in 2019, the Service has been given the authority to recruit 242 additional staff to strengthen the existing staff numbers. We are currently putting together modalities to start the recruitment process for the additional staff. In terms of training of staff, plans, including establishing a dedicated training team, are also currently being developed to support staff training and development.

### **Auditor's Comment**

A correspondence from the CIO to the Ministry of Finance requesting concurrence for the recruitment of staff at the Immigration department was made available and verified. We will therefore follow up this issue in subsequent audits.

## **CHAPTER 4: CONCLUSIONS**

This chapter concludes against the audit objective. It reflects our explanations and views based on analysis and findings supported by audit evidence as presented in the previous chapter.

SLID's role is geared towards providing administration and control of the movement and stay of foreign citizens within Sierra Leone's borders. This includes responsibilities such as the printing and issuance of national passports, ETCs, non-citizens registration, and seaman's travelling documents among others. However, several anomalies were noted in the discharge of its responsibilities during the review period. These anomalies which include non-compliance with passport laws, regulations and policies have ultimately resulted in Sierra Leonean passports (i.e. ordinary, service and diplomatic) being issued to ineligible persons. The institution is also marred with a number of challenges ranging from the lack of essential resources in areas of capacity and logistics, inability to design strategic and operational plans, lack of customer friendly systems to establishing centers at border control points for the detention of illegal immigrants.

The following are specific conclusions on the anomalies that have derailed the management process of passports and other travelling documents:

- SLID has not thoroughly complied with the provisions of the passport and citizenship laws of Sierra Leone for the period under review. This was evidenced by the fact that the department in collaboration with MoFAIC issued ordinary, service and diplomatic passports to persons whose eligibility could not be ascertained. It was also clear that foreign nationals were granted Sierra Leonean citizenships without recourse to the legal requirements of acquiring same.
- SLID lacked customer friendly systems for the effective management of passports and other travelling documents. These systems include the design of a service delivery charter which brings awareness to the general public on how and where to obtain its services; online customer service facilities which enables SLID to market its products and services, and creates a mechanism for online applications for passports and other travelling documents; customer complaint management system which manages customer concerns regarding SLID's services; and a conducive environment for customers including disabled persons.
- Centers which are vital for the operations of SLID especially at border control points were not established for the detention of illegal immigrants across the country. It was also noted that tracked illegal immigrants were not prosecuted by the department as stipulated in Act no. 14 of 1965. This has created room for the influx of same.
- SLID had no strategic and operational plan and therefore no sense of direction and implementation mechanisms through which it hopes to address immigration services and problems at national level and mainstream international immigration obligations.
- The lack of adequate office tools and equipment has been a major challenge for staff at SLID headquarters. This has not only contributed to the slow process of producing passports (i.e. inputting data), but has also created a situation in which staff have resorted to obtaining handwritten ledgers to input data, a process that is unsafe and prone to errors. Moreover, the lack of a backup system may render the data of SLID to devastating consequences in the event of a breakdown or disaster.

- SLID did not have the staff strength to cope with the workload and sensitive nature of its operations. This was evidenced by the fact that the current staff strength of 250 (as indicated in the SLID's Activity Report of 2018) was responsible to oversee approximately 800 crossing points nationwide. It was also clear from the review of personnel files that formal qualifications and relevant trainings were lacking for some technical staff.
- The pattern of recording revenue by streams into NRA's cash book and payment of same into the CRF was not consistent and comparable. For example, revenue collected from naturalisation was recorded as same into NRAs cashbook, but lump sum payments were made into the CRF. This made reconciliation and accountability of revenue by streams impossible. It was also noted from the review of documents that NRA ceased to collect revenue from the sale of Sierra Leone passports and make payment of same into the CRF on 31st August 2015. This was evidenced by a tripartite e-passport agreement between the GoSL, DLR and Netpage on 14th February 2014, giving DLR the right to print Sierra Leone's e-passports, and Netpage, the right to collect proceeds from the sale of same and settle payments with DLR accordingly.
- is urgent need for GoSL to engage the service providers of passports. This is because the continuous appreciation of the US dollar has resulted in one of the service providers receiving 25% less than the original contract cost of a passport.

The consequences of the current state of SLID has undoubtedly rendered the management process of passports and other travelling documents ineffective and created room for the influx of illegal immigrants. The management of SLID should therefore collaborate with key stakeholders to address the issues raised in this report. Officials responsible for the management of passports and other travelling documents should administer their roles in accordance with applicable regulations and laid down policies. This will ensure an effective system of control and improve the accountability and operational effectiveness of the department in discharging its responsibilities.

## **ANNEXES**

### **ANNEX 1: LIST OF DOCUMENTS REVIEWED**

Document	Purpose of review
The Vienna Convention on Diplomatic Relations of 1961	To be informed about the framework for diplomatic relations between independent countries as well as the privileges of diplomatic missions that enable diplomats to perform their functions without fear of coercion or harassment by the host country.
Passport Act 1964	To understand the dictates of the provisions in the Act for the issuance of ordinary, service and diplomatic passports.
The Non-Citizens (Registration, Immigration and Expulsion) Act, 1965	To be informed about the dictates of the Act for the registration and expulsion of non-citizens are adhered to.
The Passport Amended Act, 1965	To gain an understanding on the amendments in relation to passports and other travelling documents.
Sierra Leone Citizenship Act, 1973	To gain an understanding on the provision for Sierra Leonean citizenship status.
Sierra Leone Citizenship (Amendment) Act, 2006.	To be informed about the dictates of the Act in respect of the right of dual citizenship and citizenship by birth directly through the mother.
The Citizenship Amended Act, 2017	To gain an understanding on the amendment of the Citizenship Act, 1973 as well as the Citizenship Act in 2006.
Cabinet Conclusion (CP) of 15/07/1998	To understand the criteria for the provision of service and diplomatic passports.
Contract with Netpage	To gain an understanding on the conditions agreed between the GoSL and Netpage for the sale of Sierra Leonean passports.
Contract with De La Rue	To gain an understanding on the conditions agreed between the GoSL and De La Rue for the production of Sierra Leonean passports.
Passports Jackets	To verify the contents in the passport applications and approval records.

**ANNEX 2: LIST OF PERSONS INTERVIEWED**

<b>Interviewees</b>
Chief Immigration Officer
Deputy Chief Immigration Officer
Director of operations
Director of cooperate strategy and planning
Director of Finance and Administration
Officer in Charge of Landing Visa
Officer in Charge of Non-citizen
Officer in charge of ETC
Officer in Charge of Diplomatic and Service Passports
Officer in Charge of Ordinary Passports
Officer in charge of Customer Service
I.T Officer
Officer in Charge of Naturalisation
NRA Officer
Senior Accountant
Officer in Charge of Seamen
Officer in Charge of Records
NRA Officer



**ANNEX 3: AUDIT ASSESSMENT CRITERIA AND SOURCES**

Service	Criteria	Source
<b>Ordinary passport</b>	This should be issued only to persons who are Sierra Leonean citizens either by birth or naturalization; to persons in public or military service of SL and to persons who have been granted political asylum.	Act No. 49 of 1964 known as the Passport Act of SL, Act No 10 of 1976 known as the SL Citizenship Act, the Citizenship Amendment Act of 2006, the Citizenship Amendment Act of 2017, Constitution Amendment Act No. 2 of 1962 and the 1991 Constitution.
<b>Service passport</b>	This should be issued to government officers from grade 7 upwards. The following categories of persons are eligible to carry the Sierra Leone Service Passport: Parliamentarians, all appointees of the Central and Local Government e.g. Permanent Secretaries, Chief Executive of Parastatals, Paramount Chiefs, all officials of State on official duty abroad. Also Sierra Leoneans working in International organizations e.g. UN, OAU, ECOWAS, etc. Children and dependents of holders of Diplomatic Passports	Cabinet Conclusion (CP) of 15/07/1998 Act No. 49 of 1964 known as the Passport Act of SL, Act No 10 of 1976 known as the SL Citizenship Act, the Citizenship Amendment Act of 2006, the Citizenship Amendment Act of 2017, Constitution Amendment Act No. 2 of 1962 and the 1991 Constitution
<b>Diplomatic passport</b>	These passports are issued to The Head of State, The Vice President, The Speaker of Parliament, The Chief Justice, All Cabinet Ministers and Deputy Ministers, All Heads of Departments Approved by His Excellency the President, All Representatives of Sierra Leone Abroad viz: Ambassadors, High Commissioners and Diplomatic Staff including Special Envoys in accordance with the Vienna Convention on Diplomatic relations of 1961.	Act No. 49 of 1964 known as the Passport Act of SL, Cabinet Conclusion (CP) of 15/07/1998, Act No. 49 of 1964 known as the Passport Act of SL, Act No 10 of 1976 known as the SL Citizenship Act, the Citizenship Amendment Act of 2006, the Citizenship Amendment Act of 2017, Constitution Amendment Act No. 2 of 1962 and the 1991 Constitution.
<b>Naturalisation</b>	Every person of full age and capacity who has attained the age of 18 years and is of sound mind, either of whose parents is a person of Negro African Descent who is resident in Sierra Leone and has been continuously so resident for a period of not less than eight years, may on application be granted a Certificate of Naturalization. Every person of full age and capacity, neither of whose parents is a person of Negro African Descent, who is resident in Sierra Leone and has been continuously so	Act No 10 of 1976 known as the SL Citizenship Act, the Citizenship Amendment Act of 2006, the Citizenship Amendment Act of 2017, Constitution Amendment Act No. 2 of 1962 and the 1991 Constitution.

	<p>resident for a period of not less than fifteen years may on application be granted a Certificate of Naturalization</p> <p>Any person under the age of eighteen years: - Whose Father or Mother is a Citizen of Sierra Leone by Naturalization Born outside Sierra Leone on or after the date on which the father or mother becomes a Citizen aforesaid may if he desires citizenship of Sierra Leone make an application for Naturalization.</p> <p>Every woman who is not a Sierra Leonean and who is or has been married to a Sierra Leone Citizen may on application be granted a Certificate of Naturalization</p> <p>Every person of Negro African Descent born in Sierra Leone after the 18th April 1971 on application may be granted a Naturalization Certificate.</p>	
<p><b>Emergency Travel Certificates (ETC)</b></p>	<p>These are generally issued only to persons who are Sierra Leonean citizens either by birth or Naturalization for emergency travelling purposes in the absence of passport.</p>	<p>Act No 10 of 1976 known as the SL Citizenship Act, the Citizenship Amendment Act of 2006, the Citizenship Amendment Act of 2017, Constitution Amendment Act No. 2 of 1962 and the 1991 Constitution.</p>
<p><b>Landing visa / permit</b></p>	<p>Any foreign national entering SL should have a landing visa or landing permit or pay for landing at the point of entering. Failure to do so is an offence. Exemptions are dictated from conventions that relate to Embassies/High Commission workers and offices so related. International organization UN Agencies Workers/Personnel on contract Agreements with Government of Sierra Leone. However, gratis (waiver) can be acquired through Parliament/Cabinet directives to the Ministry of Foreign Affairs</p> <p>Personnel in these categories are required to write to the Director General of Foreign Affairs who would write to the Chief Immigration Officer for acquisition of such exemption.</p>	<p>Act No.14 of 1965, 1961 Vienna Convention on Diplomatic Relations and Exemption List</p>

<p><b>Permit</b></p>	<p>Permit is issued to non-nationals to reside in the country within a period of one year depending upon the category under which the visa was authorized. A Resident Permit covers many purposes of stay including employment, business (self-employed), and student, dependent and housewife. This is renewed yearly.</p> <p>Employees Visa: (Employment) it is mandatory that your employer regularize your residential permit. This visa usually restricts Employment to a specific job, with a specific employer, and at times at a specific location. If your Employer fails to regularize your status, you are liable to prosecution.</p> <p>Business Visa: (Self Employed)-This visa is issued to entrepreneur to conduct business transactions. This mandates them to acquire a resident permit.</p> <p>Student Visa: Specifies the field of study and institution(s)</p> <p>Visitor Visa: Upon satisfactory provisions that you are not gainfully employed after the first months, your visa can be extended for a period of one month or two depending upon the circumstances. The provision of your visa is that you are “prohibited from work”.</p> <p>Tourist Visa: Prohibits work and study</p> <p>Extension Visa: Extension of visa can be granted by approval of the Chief Immigration Officer on the following reasons:</p> <ul style="list-style-type: none"> <li>▪ Searching for business possibilities</li> <li>▪ Visitors/Tourist</li> </ul> <p>Re-Entry Visa: This visa is issued to non-citizens to enhance their movement in and out of the country</p> <p>Exemption Visa: Exemptions are dictated from conventions that relate to Embassies/High Commission workers and offices so related. International organization and/ UN Agencies Workers/Personnel on contract Agreements with</p>	<p>Act No.14 of 1965, 1961 Vienna Convention on Diplomatic Relations and Exemption List</p>
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	Government of Sierra Leone. However, gratis (waiver) can be acquired through Parliament/Cabinet directives to the Ministry of Foreign Affairs Personnel in these categories are required to write to the Director General of Foreign Affairs who would write to the Chief Immigration Officer for acquisition of such exemption	
<b>Seaman Identity Books</b>	These are generally issued only to persons who are working in the high seas and are assigned to sea vessels and are Sierra Leonean citizens either by birth or Naturalization	Act No. 49 of 1964 known as the Passport Act of SL, Act No 10 of 1976 known as the SL Citizenship Act, the Citizenship Amendment Act of 2006, the Citizenship Amendment Act of 2017, Constitution Amendment Act No. 2 of 1962 and the 1991 Constitution.
<b>Revenue</b>	All revenue from SLID are to be collected by NRA. All revenue should be collected in full and paid daily or the earliest possible time into the treasury account.	Financial Management Regulation of 2007 and SLID Price List
<b>Customer service</b>	Passports and other services should be provided within seven working days There should be a reception facility and a customer friendly environment	SLID Service Delivery Charter Best practice
<b>Capacity</b>	SLID should have a database (hard and soft) with back-up of passports holders, landing visa holders, permit holders, borders, ETC holders and Seaman Identity Holders. SLID should have computers, printers and scanners in their different unit to perform these functions. They should have patrol vehicles and motorbikes to patrol the borders. They should have immigration detention centres for illegal immigrants.	SLID mandate, vision, mission and objectives

**ANNEX 4: ILLEGAL IMMIGRATION ACTIVITIES IN SIERRA LEONE**

No.	Activity
1	Aiding or abetting any immigrant to enter Sierra Leone. Illegally Section 36 (a) of Act No. 14 of 1965
2	Aiding or attempting to aid any one to disobey expulsion- Section 38 of Act No.1965
3	Entering Sierra Leone without valid travel documents-Section 19 (2) (g) of 1965
4	Entering Sierra Leone for the purpose of prostitution-Section 19 (2) (g) of 1965
5	Exceeding or overstay temporary on Transit Visa – Section 36(m) (f) Act No. 14 of 1965
6	Falling to register as a non-citizen within three months of the first day of January in each year – Section 6 (1) and (2) of Act No. 14 of 1965
7	Falling to report on arrival by air at a recognized port Section 13 (1) of Act 13 No.14 of 1965
8	Falling to report on arrival by air at any place other than a recognized airfield or port within seven days: - Section 13 (2) of Act No. 14 of 1965
9	Harboring any illegal Immigration – Section 36(b) of Act No. 14 of 1965
10	Making or causing to be made any false items, false statement or false representation – Section 36(d) of Act No.14 of 1965
11	Using or possessing any forged unlawful altered or irregular passport certificate, visa or any other document for travelling Section 36 (1) of Act No. 14 of 1965
12	Resists or obstruct actively or passively and Immigration officer in the execution of his duty – Section 36 (f) of Act No. 14 of 1965
13	Willfully and without lawful excuse hinders or obstructs a deportation order Section –36 (f) of Act No. 14 of 1965
14	The giving selling or lending of any certification or visa by the original owner Section 36 (g) of Act No. 14 of 1965
15	Obtaining any certificate passport or visa by false declaration Section 36 (h) of No. 14 of 1965
16	Refusing to accept in an aircraft motor or other vehicle any prohibited Immigration– Section 36 (1) of Act No. 14 of 1965
17	Contravening an expulsion order. Section 37 of Act No.14 of 1965 – 2 years imprisonment
18	Discharging seamen without the consent of an Immigration Officer – Section 32 (1) of Act of 1965
19	Failing to produce any certification or visa for inspection by an Immigration Officer – Section 18 (4) of Act No. 11 of 1965
20	Failing to obtain temporary visa or transit visa – Section 18 (1) of Act No. 14 of 1965
21	Non-Citizens failing to furnish an Immigration Officer with true statement of his/her particulars. Section 9 of Act No. 14 of 1965
22	Disembarking passengers from Air Craft/Ship/Vessel without the authority of the Immigration authorities Section 11 of Act No. 14 of 1965

**ANNEX 5: LIST OF INELIGIBLE ORDINARY PASSPORT HOLDERS**

No.	Passport Number	Date of Issue	BC / AD	Naturalised	PP	Comment	Eligibility
1	E0205143	20150807	NA	NA	Yes	Lost passport with no police report	Ineligible
2	E0205147	20150807	NA	NA	Yes	Lost passport with no police report	Ineligible
3	ER011352	20160113	Yes	NA	Yes	Lost Passport but no police report	Ineligible
4	ER011394	20160113	NA	NA	Yes	Lost Passport but no police report	Ineligible
5	ER011397	20160113	No	No	No	POB is Guinea	Ineligible
6	ER074501	20170811	Yes	No	No	Liberian Father	Ineligible
7	ER074510	20170811	No	No	Yes	Not naturalised	Ineligible
8	ER074568	20170812	No	No	No	Fresh application	Ineligible

*Source: Sierra Leone Immigration Department Ordinary Passports Jackets*

BC = Birth certificate

AD = Affidavit

PP = Previous passports

**ANNEX 6: SPOUSES AND DEPENDENTS WITH SERVICE PASSPORTS**

No.	Passport No.	Date
1	ES003224	17/01/2018
2	ES003227	17/01/2018
3	ES002876	06/11/2017
4	ES002885	08/11/2017
5	ES002886	08/11/2017
6	ES002887	08/11/2017
7	ES002888	08/11/2017
8	ES002890	08/11/2017
9	ES002891	08/11/2017
10	ES002892	08/11/2017
11	ES002893	08/11/2017
12	ES001345	14/09/2016
13	ES001400	04/10/2016
14	SE005314	29/01/2015
15	SE005315	29/01/2015
16	SE005319	29/01/2015
17	SE005324	29/01/2015
18	SE005325	29/01/2015
19	SE005389	27/02/2015
20	SE005398	04/03/2015
21	SE005052	28/08/2014
22	SE005028	26/08/2014
23	SE005045	28/08/2014
24	SE005046	28/08/2014
25	SE005040	26/08/2014
26	SE005038	26/08/2014
27	SE005037	26/08/2014
28	SE004986	15/08/2014
29	ES003224	17/01/2018
30	ES003227	17/01/2018
31	ES002876	06/11/2017
32	ES002885	08/11/2017
33	ES002886	08/11/2017
34	ES002887	08/11/2017
35	ES002888	08/11/2017
36	ES002890	08/11/2017
37	ES002891	08/11/2017
38	ES002892	08/11/2017
39	ES002893	08/11/2017
40	ES001345	14/09/2016
41	ES001400	04/10/2016
42	SE005314	29/01/2015
43	SE005315	29/01/2015

44	SE005319	29/01/2015
45	SE005324	06/02/2015
46	SE005325	06/02/2015
47	SE005389	27/02/2015
48	SE005398	04/03/2015
49	SE005052	28/08/2014
50	SE005028	26/08/2014
51	SE005045	28/08/2014
52	SE005046	28/08/2014
53	SE005040	26/08/2014
54	SE005038	26/08/2014
55	SE005037	26/08/2014
56	SE004986	15/08/2014



**ANNEX 7: LIST OF SERVICE PASSPORT HOLDERS  
WITHOUT EMPLOYMENT LETTERS**

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
1	SE005056	29/08/2014
2	SE005058	29/08/2014
3	SE005054	28/08/2014
4	SE005055	28/08/2014
5	SE005049	28/08/2014
6	SE005050	28/08/2014
7	SE005051	28/08/2014
8	SE005053	28/08/2014
9	SE005025	26/08/2014
10	SE005044	28/08/2014
11	SE005047	28/08/2014
12	SE005048	28/08/2014
13	SE005030	26/08/2014
14	SE005085	11/09/2014
15	SE005039	26/08/2014
16	SE005041	26/08/2014
17	SE005042	26/08/2014
18	SE005043	26/08/2014
19	SE005084	11/09/2014
20	SE005083	11/09/2014
21	SE005081	11/09/2014
22	SE005080	11/09/2014
23	SE005079	11/09/2014
24	SE005077	11/09/2014
25	SE005078	11/09/2014
26	SE005001	19/08/2014
27	SE005004	19/08/2014
28	SE005005	19/08/2014
29	SE005006	19/08/2014
30	SE005007	19/08/2014
31	SE005008	19/08/2014
32	SE005086	11/09/2014
33	SE004992	15/08/2014
34	SE004993	15/08/2014
35	SE004994	15/08/2014
36	SE004995	15/08/2014
37	SE004996	15/08/2014
38	SE004997	15/08/2014
39	SE004999	15/08/2014
40	SE00500	15/08/2014
41	SE005004	19/08/2014

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
42	SE005002	19/08/2014
43	SE004959	05/08/2014
44	SE004973	08/08/2014
45	SE004980	15/08/2014
46	SE004981	15/08/2014
47	SE004982	15/08/2014
48	SE004983	15/08/2014
49	SE004984	15/08/2014
50	SE004985	15/08/2014
51	SE004988	15/08/2014
52	SE004989	15/08/2014
53	SE004948	01/08/2014
54	SE004949	01/08/2014
55	SE004950	01/08/2018
56	SE004951	01/08/2018
57	SE004952	01/08/2014
58	SE004953	01/08/2014
59	SE004954	01/08/2014
60	SE004955	01/08/2014
61	SE004956	01/08/2014
62	SE004958	01/08/2014
63	SE004957	01/08/2014
64	SE004943	29/07/2014
65	SE004942	29/07/2014
66	SE004935	23/07/2014
67	SE004936	23/07/2014
68	SE004937	23/07/2014
69	SE004938	23/07/2014
70	SE004947	01/08/2014
71	SE004946	01/08/2014
72	SE004945	01/08/2014
73	SE005304	27/01/2015
74	SE005305	27/01/2015
75	SE005311	27/01/2015
76	SE005312	27/01/2015
77	SE005313	26/01/2015
78	SE005320	03/02/2015
79	SE005321	03/02/2015
80	SE005323	06/02/2015
81	SE005326	06/02/2015
82	SE005332	09/02/2015
83	SE005335	09/02/2015
84	SE005337	10/02/2015

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
85	SE005338	10/02/2015
86	SE005343	16/02/2015
87	SE005344	16/02/2015
88	SE005345	16/02/2015
89	SE005346	16/02/2015
90	SE005347	16/02/2015
91	SE005348	16/02/2015
92	SE005349	16/02/2015
93	SE005350	16/02/2015
94	SE005351	16/02/2015
95	SE005352	16/02/2015
96	SE005353	16/02/2015
97	SE005355	16/02/2015
98	SE005356	16/02/2015
99	SE005357	16/02/2015
100	SE005358	16/02/2015
101	SE005359	16/02/2015
102	SE005365	20/02/2015
103	SE005367	20/02/2015
104	SE005368	20/02/2015
105	SE005369	20/02/2015
106	SE005370	20/02/2015
107	SE005371	20/02/2015
108	SE005372	20/02/2015
109	SE005373	20/02/2015
110	SE005377	24/02/2015
111	SE005378	24/02/2015
112	SE005381	25/02/2015
113	SE005382	25/02/2015
114	SE005384	25/02/2015
115	SE005385	27/02/2015
116	SE005386	27/02/2015
117	SE005387	27/02/2015
118	SE005390	27/02/2015
119	SE005391	27/02/2015
120	SE005392	04/03/2015
121	SE005395	04/03/2015
122	SE005399	04/03/2015
123	SE005400	04/03/2015
124	ES001301	02/09/2016
125	ES001303	09/02/2016
126	ES001312	05/09/2016
127	ES001315	05/09/2016

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
128	ES001317	05/09/2016
129	ES001318	06/09/2016
130	ES001320	07/09/2016
131	ES001321	07/09/2016
132	ES001322	07/09/2016
133	ES001323	08/09/2016
134	ES001324	08/09/2016
135	ES001325	08/09/2016
136	ES001326	08/09/2016
137	ES001327	08/09/2016
138	ES001329	09/09/2016
139	ES001333	09/09/2016
140	ES001330	09/09/2016
141	ES001331	09/09/2016
142	ES001332	09/09/2016
143	ES001334	09/09/2016
144	ES001335	13/09/2016
145	ES001336	13/09/2016
146	ES001337	09/09/2016
147	ES001338	14/09/2016
148	ES001339	14/09/2016
149	ES001340	14/09/2016
150	ES001341	14/09/2016
151	ES001349	16/09/2016
152	ES001350	16/09/2016
153	ES001351	16/09/2016
154	ES001355	19/09/2016
155	ES001359	21/09/2016
156	ES001360	21/09/2016
157	ES001361	21/09/2016
158	ES001362	21/09/2016
159	ES001363	21/09/2016
160	ES001364	22/09/2016
161	ES001365	22/09/2016
162	ES001376	27/09/2016
163	ES001377	27/09/2016
164	ES001378	27/09/2016
165	ES001379	28/09/2016
166	ES001380	28/09/2016
167	ES001381	28/09/2016
168	ES001385	29/09/2016
169	ES001384	29/09/2016
170	ES001388	29/09/2016

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
171	ES001389	29/09/2016
172	ES001393	30/09/2016
173	ES001394	29/09/2016
174	ES001395	03/10/2016
175	ES001396	04/10/2016
176	ES001397	04/10/2016
177	ES001398	04/10/2016
178	ES002800	09/10/2017
179	ES002801	09/10/2017
180	ES002802	09/10/2017
181	ES002805	09/10/2017
182	ES002806	11/10/2017
183	ES002810	11/10/2017
184	ES002814	11/10/2017
185	ES002816	11/10/2017
186	ES002819	12/10/2017
187	ES002822	16/10/2017
188	ES002823	16/10/2017
189	ES002824	16/10/2017
190	ES002828	18/10/2017
191	ES002829	18/10/2017
192	ES002831	19/10/2017
193	ES002833	19/10/2017
194	ES002834	19/10/2017
195	ES002836	23/10/2017
196	ES002839	23/10/2017
197	ES002840	23/10/2017
198	ES002848	26/10/2017
199	ES002854	30/10/2017
200	ES002856	01/11/2017
201	ES002857	01/11/2017
202	ES002861	01/11/2017
203	ES002862	01/11/2017
204	ES002863	01/11/2017
205	ES002864	01/11/2017
206	ES002865	02/11/2017
207	ES002867	06/11/2017
208	ES002868	06/11/2017
209	ES002870	06/11/2017
210	ES002881	08/11/2017
211	ES002882	08/11/2017
212	ES002883	08/11/2017
213	ES002894	09/11/2017

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
214	ES002896	06/11/2017
215	ES003294	23/01/2018
216	ES003212	17/01/2018
217	ES003274	22/01/2018
218	ES003270	22/01/2018
219	ES003213	17/01/2018
220	ES003211	17/01/2018
221	ES003231	18/01/2018
222	ES003220	17/01/2018
223	ES003215	17/01/2018
224	ES003279	22/01/2018
225	ES003204	17/01/2018
226	ES003562	19/04/2018
227	ES003549	16/04/2018
228	ES003552	18/04/2018
229	ES003551	18/04/2018
230	ES003556	18/04/2018
231	ES003589	25/04/2018
232	ES003060	10/04/2018
233	ES003576	24/04/2018
234	ES003582	24/04/2018
235	ES003566	09/04/2018
236	ES003564	19/04/2018
237	ES003565	19/04/2018
238	ES003572	23/04/2018
239	ES003571	23/04/2018
240	ES003579	24/04/2018
241	ES003575	24/04/2018
242	ES003545	13/04/2018
243	ES003538	11/04/2018
244	ES003539	12/04/2018
245	ES003526	09/04/2018
246	ES003574	23/04/2018
247	ES003569	23/04/2018
248	ES003573	23/04/2018
249	ES003570	23/04/2018
250	ES003543	12/04/2018
251	ES003535	11/04/2018
252	ES003536	11/04/2018
253	ES003534	11/04/2018
254	ES003542	12/04/2018
255	ES003540	12/04/2018
256	ES003544	13/04/2018

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
257	ES003527	09/04/2018
258	ES003537	11/04/2018
259	ES003530	11/04/2018
260	ES003531	11/04/2018
261	ES003518	03/04/2018
262	ES003522	04/04/2018
263	ES003519	04/04/2018
264	ES003520	04/04/2018
265	ES003598	30/04/2018
266	ES003592	26/04/2018
267	ES003523	05/04/2018
268	ES003529	09/04/2018
269	ES003521	04/04/2018
270	ES003597	30/04/2018
271	ES003595	30/04/2018
272	ES003596	30/04/2018
273	ES003593	26/04/2018
274	ES003588	25/04/2018
275	ES003587	25/04/2018
276	ES003585	25/04/2018
277	ES003559	19/04/2018
278	ES003558	19/04/2018
279	ES003561	19/04/2018
280	ES003586	25/04/2018
281	ES003550	16/04/2018
282	ES003594	30/04/2018

**ANNEX 8: DIPLOMATIC PASSPORT HOLDERS WITHOUT JACKET**

No.	Passport No.	Date
1.	DE000734	16/01/2014
2.	DE000735	16/01/2014
3.	DE000736	16/01/2014
4.	DE000737	21/01/2014
5.	DE000738	21/01/2014
6.	DE000739	21/01/2014
7.	DE000740	21/01/2014
8.	DE000741	21/01/2014
9.	DE000742	21/01/2014
10.	DE000743	27/01/2014
11.	DE000744	11/02/2014
12.	DE000745	11/02/2014
13.	DE000746	14/02/2014
14.	DE000747	19/02/2014
15.	DE000748	19/02/2014
16.	DE000749	25/02/2014
17.	DE000750	25/02/2014
18.	DE000754	26/02/2014
19.	DE000755	27/02/2014
20.	DE000756	28/02/2014
21.	DE000757	28/02/2014
22.	DE000758	05/03/2014
23.	DE000772	24/03/2014
24.	DE000776	27/03/2014
25.	DE000777	27/03/2014
26.	DE000778	27/03/2014
27.	DE000779	27/03/2014
28.	DE000808	28/05/2014
29.	DE000809	28/05/2014
30.	DE000835	15/08/2014
31.	DE000836	15/08/2014
32.	DE000838	15/08/2014
33.	DE000839	15/08/2014
34.	DE000840	19/08/2014
35.	DE000762	18/03/2014
36.	DE000869	22/01/2015
37.	DE000876	09/02/2015
38.	DE000884	12/03/2015
39.	DE000928	06/05/2015
40.	DE000929	06/05/2015
41.	DE000930	06/05/2015
42.	DE000931	06/05/2015



No.	Passport No.	Date
43.	DE000932	11/05/2015
44.	DE000936	11/05/2015
45.	DE000937	11/05/2015
46.	DE000938	20/05/2015
47.	DE000939	20/05/2015
48.	DE000940	20/05/2015
49.	DE000941	21/05/2015
50.	DE000942	21/05/2015
51.	DE000945	04/06/2015
52.	DE000960	07/07/2015
53.	ED000002	31/08/2015
54.	ED000004	15/09/2015
55.	ED000006	04/09/2015
56.	ED000030	15/10/2015
57.	ED000031	19/10/2015
58.	ED000072	04/01/2016
59.	ED000073	04/01/2016
60.	ED000076	05/01/2016
61.	ED000093	20/01/2016
62.	ED000094	20/01/2016
63.	ED000113	22/02/2016
64.	ED000120	01/03/2016
65.	ED000121	01/03/2016
66.	ED000124	04/03/2016
67.	ED000129	07/03/2016
68.	ED000136	24/03/2016
69.	ED000147	01/04/2016
70.	ED000148	01/04/2016
71.	ED000151	06/04/2016
72.	ED000155	13/04/2016
73.	ED000160	14/04/2016
74.	ED000166	18/04/2016
75.	ED000175	29/04/2016
76.	ED000177	03/05/2016
77.	ED000183	05/05/2016
78.	ED000202	01/06/2016
79.	ED000204	02/06/2016
80.	ED000209	17/06/2016
81.	ED000210	17/06/2016
82.	ED000236	09/08/2016
83.	ED000237	09/08/2016
84.	ED000240	11/08/2016
85.	ED000246	22/08/2016
86.	ED000253	29/08/2016

No.	Passport No.	Date
87.	ED000255	05/09/2016
88.	ED000256	08/09/2016
89.	ED000262	21/09/2016
90.	ED000268	27/09/2016
91.	ED000270	29/09/2016
92.	ED000284	04/11/2016
93.	ER011935	20/01/2016
94.	ES000279	06/01/2016
95.	ES000280	06/01/2016
96.	ES000281	06/01/2016
97.	ES000282	06/01/2016
98.	ED000320	21/12/2016
99.	ED000303	04/01/2017
100.	ED000304	04/01/2017
101.	ED000305	11/01/2017
102.	ED000306	11/01/2017
103.	ED000308	11/01/2017
104.	ED000310	12/01/2017
105.	ED000311	12/01/2017
106.	ED000315	23/01/2017
107.	ED000317	23/01/2017
108.	ED000318	25/01/2017
109.	ED000319	25/01/2017
110.	ED000324	01/02/2017
111.	ED000325	02/02/2017
112.	ED000328	03/02/2017
113.	ED000332	03/02/2017
114.	ED000333	07/02/2017
115.	ED000336	15/02/2017
116.	ED000346	09/03/2017
117.	ED000350	17/03/2017
118.	ED000362	04/04/2017
119.	ED000372	28/04/2017
120.	ED000374	05/05/2017
121.	ED000378	24/05/2017
122.	ED000382	01/06/2017
123.	ED000383	02/06/2017
124.	ED000392	15/06/2017
125.	ED000400	03/07/2017
126.	ED000404	05/07/2017
127.	ED000410	18/07/2017
128.	ED000412	19/07/2017
129.	ED000414	24/07/2017
130.	ED000415	24/07/2017

No.	Passport No.	Date
131.	ED000420	02/08/2017
132.	ED000430	09/08/2017
133.	ED000437	24/08/2017
134.	ED000438	28/08/2017
135.	ED000440	30/08/2017
136.	ED000450	11/09/2017
137.	ED000459	19/09/2017
138.	ED000463	20/10/2017
139.	ED000470	06/11/2017
140.	ED000474	01/11/2017
141.	ED000481	04/12/2017
142.	ED000494	19/12/2017
143.	ED000502	28/12/2017
144.	ED000507	03/01/2018
145.	ED000511	04/01/2018
146.	ED000524	15/01/2018
147.	ED000525	17/01/2018
148.	ED000529	29/01/2018
149.	ED000540	15/02/2018
150.	ED000543	22/02/2018
151.	ED000544	26/02/2018
152.	ED000552	14/03/2018
153.	ED000554	15/03/2018
154.	ED000561	28/03/2018
155.	ED000565	04/04/2018
156.	ED000568	11/04/2018
157.	ED000569	12/04/2018
158.	ED000575	24/04/2018
159.	ED000590	15/05/2018

**ANNEX 9: LIST OF INELIGIBLE PERSONS WITH DIPLOMATIC PASSPORT**

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
1.	DE000759	07/03/2014
2.	DE000769	21/03/2014
3.	DE000771	24/03/2014
4.	DE000789	30/04/2014
5.	DE000791	07/05/2014
6.	DE000813	12/06/2014
7.	DE000814	23/06/2014
8.	DE000815	23/06/2014
9.	DE000816	23/06/2014
10.	DE000821	08/07/2014
11.	DE000823	18/07/2014
12.	DE000846	09/09/2014
13.	DE000851	10/10/2014
14.	DE000852	10/10/2014
15.	DE000859	06/11/2014
16.	DE000862	05/12/2014
17.	DE000853	17/10/2014
18.	DE000811	03/06/2014
19.	DE000830	23/07/2014
20.	DE000766	20/03/2014
21.	DE000782	15/04/2014
22.	DE000866	13/01/2015
23.	DE000871	26/01/2015
24.	DE000872	27/01/2015
25.	DE000877	10/01/2015
26.	DE000880	04/03/2015
27.	DE000881	04/03/2015
28.	DE000883	10/03/2015
29.	DE000889	25/03/2015
30.	DE000891	13/04/2015
31.	DE000901	29/04/2015
32.	DE000927	05/05/2015
33.	DE000943	04/06/2015
34.	DE000947	04/06/2015
35.	DE000956	17/06/2015
36.	DE000957	25/06/2015
37.	DE000962	07/07/2015
38.	DE000966	10/07/2015
39.	DE000968	10/07/2015
40.	DE000978	28/07/2015
41.	DE000984	29/07/2015
42.	DE000995	06/08/2015

No.	Passport No.	Date
43.	ED000005	03/09/2015
44.	ED000007	08/09/2015
45.	ED000008	08/09/2015
46.	ED000009	15/09/2015
47.	ED000010	15/09/2015
48.	ED000013	23/09/2015
49.	ED000016	25/09/2015
50.	ED000018	29/09/2015
51.	ED000020	05/10/015
52.	ED000021	05/10/2015
53.	ED000027	13/10/2015
54.	ED000029	14/10/2015
55.	ED000032	22/10/2015
56.	ED000033	22/10/2015
57.	ED000034	26/10/2015
58.	ED000041	29/10/2015
59.	ED000042	30/10/2015
60.	ED000043	06/11/2015
61.	ED000057	04/12/2015
62.	ED000058	08/12/2015
63.	ED000063	09/12/2015
64.	ED000064	09/12/2015
65.	ED000065	15/12/2015
66.	ED000067	17/12/2015
67.	ED000068	21/12/2015
68.	ED000075	05/01/2016
69.	ED000077	06/01/2016
70.	ED000078	06/01/2016
71.	ED000111	19/02/2016
72.	ED000126	07/03/2016
73.	ED000128	07/03/2016
74.	ED000167	20/04/2016
75.	ED000172	26/04/2016
76.	ED000176	29/04/2016
77.	ED000178	03/05/2016
78.	ED000182	05/05/2016
79.	ED000192	16/05/2016
80.	ED000193	16/05/2016
81.	ED000214	23/06/2016
82.	ED000229	25/07/2016
83.	ED000233	01/08/2016
84.	ED000234	03/08/2016
85.	ED000238	09/08/2016
86.	ED000239	10/08/2016

No.	Passport No.	Date
87.	ED000247	23/08/2016
88.	ED000248	24/08/2016
89.	ED000266	23/09/2016
90.	ED000267	23/09/2016
91.	ED000277	17/10/2016
92.	ED000278	17/10/2016
93.	ED000287	21/11/2016
94.	ED000293	30/11/2016
95.	ED000294	02/12/2016
96.	ED000295	06/12/2016
97.	ES000283	06/01/2016
98.	ES000284	06/01/2016
99.	ED000235	05/08/2016
100.	ED000190	11/05/2016
101.	ED000152	07/04/2016
102.	ED000096	02/02/2016
103.	ED000123	03/03/2016
104.	ED000153	07/04/2016
105.	ED000206	16/06/2016
106.	ED000186	09/05/2016
107.	ED000184	09/05/2016
108.	ED000258	09/09/2016
109.	ED000243	16/08/2016
110.	ED000242	16/08/2016
111.	ED000230	26/07/2016
112.	ED000227	21/07/2016
113.	ED000322	31/01/2017
114.	ED000323	01/02/2017
115.	ED000331	03/02/2017
116.	ED000338	22/02/2017
117.	ED000347	13/03/2017
118.	ED000349	14/03/2017
119.	ED000351	20/03/2017
120.	ED000352	16/03/2017
121.	ED000357	23/03/2017
122.	ED000360	28/03/2017
123.	ED000361	28/03/2017
124.	ED000368	20/04/2017
125.	ED000370	20/04/2017
126.	ED000385	06/06/2017
127.	ED000386	08/06/2017
128.	ED000388	12/06/2017
129.	ED000393	16/06/2017
130.	ED000397	21/06/2017

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
131.	ED000402	03/07/2017
132.	ED000406	11/07/2017
133.	ED000407	11/07/2017
134.	ED000408	18/07/2017
135.	ED000409	18/07/2017
136.	ED000417	31/07/2017
137.	ED000418	31/07/2017
138.	ED000419	02/08/2017
139.	ED000420	02/08/2017
140.	ED000422	04/08/2017
141.	ED000423	04/08/2017
142.	ED000427	07/08/2017
143.	ED000428	09/08/2017
144.	ED000430	09/08/2017
145.	ED000431	16/08/2017
146.	ED000435	23/08/2017
147.	ED000451	11/09/2017
148.	ED000452	18/09/2017
149.	ED000453	20/09/2017
150.	ED000464	26/10/2017
151.	ED000465	30/10/2017
152.	ED000466	30/10/2017
153.	ED000467	01/11/2017
154.	ED000468	01/11/2017
155.	ED000478	27/11/2017
156.	ED000479	28/11/2017
157.	ED000480	29/11/2017
158.	ED000482	06/12/2017
159.	ED000486	11/12/2017
160.	ED000526	19/01/2018
161.	ED000536	06/02/2018
162.	ED000548	28/02/2018
163.	ED000547	27/02/2018
164.	ED000553	15/03/2018
165.	ED000583	04/05/2018
166.	ED000584	04/05/2018
167.	ED000585	07/05/2018
168.	ED000586	10/05/2018
169.	ED000587	11/05/2018
170.	ED000591	16/05/2018
171.	ED000596	18/05/2018
172.	ED000600	21/05/2018
173.	ED000603	24/05/2018
174.	ED000605	25/05/2018

<b>No.</b>	<b>Passport No.</b>	<b>Date</b>
175.	ED000606	28/05/2018
176.	ED000607	28/05/2018
177.	ED000608	28/05/2018
178.	ED000609	29/05/2018
179.	ED000612	30/05/2018
180.	ED000613	30/05/2018
181.	ED000614	30/05/2018
182.	ED000615	30/05/2018
183.	ED000616	30/05/2018
184.	ED000617	30/05/2018
185.	ED000618	30/05/2018
186.	ED000619	30/05/2018



**ANNEX 10: ANALYSIS OF FILES OF NON-AFRICAN NATURALISED CITIZENS**

No.	Name	Country of Origin/POB	Age at Application	Citizenship of Parent/	Period of Stay in SL	Evidence of Stay in SL	Police Clearance	Resident Permit	Eligibility
1.	Ali Seklawi	Lebanon	44 years	Lebanese	9 years, less than 15	No evidence of stay in SL	Yes	No	Ineligible
2.	Xinsheng Fan	China	35 years	Chinese	18 years-meet criteria	No evidence of stay in SL	Yes	No	Ineligible
3.	Alie Hijazi	S/L	36 years	Lebanese	35 years-meet criteria	Born in SL based on ID	Yes	Yes	Eligible
4.	Samir J. Khoneizer	Lebanon	33 years	Lebanese	21 years, less than 15	No evidence of 21 years stay	Yes	No	Ineligible
5.	Ihssan Reda	Lebanon	52 years	Lebanese	29 years-meet criteria	Business registered in 1999	Yes	No	Eligible
6.	Amal El S. A. Said	Lebanon	48 years	Lebanese	10 years, less than 15	App form 2002, visa 2014	Yes	No	Ineligible
7.	Ajim S. N. Ajim	Nigeria	44	Nigerian	8 years, meet criteria	Business registered in 2004	Yes	No	Eligible
8.	Attan Nassim	Lebanon	48 years	Lebanese	26 years,-meet criteria	No evidence of stay in SL	Yes	No	Ineligible
9.	Hussein Ziab	Lebanon	26 years	Lebanese	9 years, less than 15	Business registered in 2003	Yes	Yes	Ineligible
10.	Abir B. Zakharia	Lebanon	38 years	Lebanese	10 years, less than 15	No evidence of 10 years stay	Yes	No	Ineligible
11.	Karim Helal Kange	Sweden	29	Swedish	29 years-meet criteria	No evidence of 29 years stay	Yes	No	Ineligible
12.	Ivan Unekwu Labija	Nigeria	40	Nigerian	12 years, less than 15	Entry visa on passport	Yes	Yes	Eligible

13.	Sarfaraz Ali	Pakistan	27	Pakistanis	9 years, less than 15 years	No evidence of 9 years stay	Yes	Yes	Ineligible
14.	Edmond Zakharia	Lebanon	49 years	Lebanese	10 years, less than 15	No evidence of 10 years stay	Yes	No	Ineligible
15.	Natalia Kosia	Ukraine	39	Ukrainian	10 years, less than 15	No evidence of 10 years stay	Yes	No	Ineligible
16.	Sharara Nader	Lebanon	45 years	Lebanese	9 years, less than 15 years	Registered business in 2006	Yes	Yes	Ineligible
17.	Nicholas S. Warrell	UK	67	British	24 years – meet criteria	No evidence of 24 years stay	Yes	Yes	Ineligible
18.	Fareeha Saeed	Pakistan	19	Pakistanis	14 years, less than 15	Entry visa is 1999	Yes	No	Ineligible
19.	Charles O. Wyse	Nigeria	52 years	Nigerian	22 years – meet criteria	No evidence of 22 years stay	No	No	Ineligible
20.	Fadi Bahaa Khoury	Lebanon	31 years	Lebanese	16 years-meet criteria	No evidence of 16 years stay	Yes	Yes	Ineligible
21.	Ali Siklawi	Lebanon	33 years	Lebanese	9 years, less than 15	No evidence of 9 years stay	Yes	No	Ineligible
22.	DilipKumar Narwani	India	44 years	Indian	38 years-meet criteria	Business registered in 1993	Yes	No	Eligible

Source: ASSL analysis of Sierra Leone Immigration Naturalisation Files

**ANNEX: 11: LIST OF NATURALISED CITIZENS WHOSE FILES WERE NOT SUBMITTED FOR EXAMINATION**

No.	Name	Address	Receipt Number	Amount Paid (US\$)
1.	Fadi Keserwari	5 Wilberforce Street	294201	3,000
2.	Andrey Godlewsk	1 Laka Beach	294202	3,000
3.	Dharmender M.Cladain	Samu Street, Kenema	294203	3,000
4.	Abdullal Bersu	Address not provided	294204	3,000
5.	Alie K. Soufane	10 Sir Samuel Lewis Road	294206	3,000
6.	Mohamed K. Soufane	18 Sir Samuel Lewis Road	294207	3,000
7.	Jad Aboul Nour	18 Main Motor Road, Goderich	294208	3,000
8.	Yong Seen Hwang	16 Off Freetown Road, Goderich	294209	3,000
9.	Ok Nyeo Lee	16 Off Freetown Road, Goderich	294210	3,000
10.	Joana Kanu	6 Kanu Drive, Marjay Town	294211	3,000
11.	Wassem H. Waleb	13 Lightfoot Boston Street	294232	3,000
12.	Wahid M. Hashishou	Family Kingdom	294233	3,000
13.	Hala Abu Turay	13 Malama Thomas Street	294234	3,000
14.	Majed K. Basma	16B Spur Road	294235	3,000
15.	Hassan K. Darmide	37C Spur Road	294236	3,000
16.	Bassam Skaiky	153 Wilkinson Road	294237	3,000
17.	Lima Ali Ahmad	5A Wilkinson Road	294239	3,000
18.	Hussein Basma	5A Wilkinson Road	294240	3,000
19.	Antar Frischterz	91B Pipeline, Calaba Town	294241	3,000
20.	Shamila Amarostaren	47 Signal Hill Road	294242	3,000
21.	Alie Darwel	22 Wilberforce Street	294243	3,000
22.	Zachra Fakih Khazem	22 Signal Hill	294244	3,000
23.	Rola Kazem	1A Scan Drive, Off Spur Road	294245	3,000
24.	Mohamed Reda	42-44 Ecowas Street	294246	3,000
25.	Mohamed Khazem	22 Old Railway Line, Signal Hill	294247	3,000

<b>No.</b>	<b>Name</b>	<b>Address</b>	<b>Receipt Number</b>	<b>Amount Paid (US\$)</b>
26.	Manoj M. Shahana	39A Murray Town	294248	3,000
27.	Raj Kumar Rulani	34 Waterloo Street	294249	3,000
28.	Sachar Abeu-Sahar	17 Spur Road	294250	3,000
29.	Hussein Hashem	33 Sani Abacha Street	294251	3,000
30.	Rajesh Balani	40 Kroo Town Road	294212	3,000
31.	Maija Basma	17 Spur Road	294213	3,000
32.	Nabel M. Ahmed	8 New Signal Hill Road	294214	3,000
33.	Zain E. Jaffa	125 Wilkinson Road	294215	3,000
34.	David C. Ned	28 Off Regent Road	294216	3,000
35.	Fatmeh S. Anter	43 Sani Abacha Street	294217	3,000
36.	Prathesh Vagmani	9 Kroo Town Road	294218	3,000
37.	Rohit K. Blavanani	6 Kosia Williams Drive	294219	3,000
38.	Arun Merani	4 Kroo Town Road	294220	3,000
39.	Denig B. Rucyal	20 Hill Station	294221	3,000
40.	Alie Ibrahim	32 Malama Thomas Street	294222	3,000
41.	Norman Khazan	7 Wilberforce Street	294223	3,000
42.	Ali Khalil	12 Doherty Street	294224	3,000
43.	Hussein I. Bittar	32 Siaka Stevens Street	294225	3,000
44.	Alie Nouresdine	32 Syke Street	294226	3,000
45.	Sekne D. Nasser	5A Nilking Road	294227	3,000
46.	Abass Khazem	22 Signal Hill Road	294228	3,000
47.	Sola Jomaa	41 Wilkinson Road	294229	3,000
48.	Nadaa Khazem	7 Wilberforce Street	294230	3,000
49.	Naji H. Bashma	34 Malama Thomas Street	294231	3,000
50.	Nabil N. Basma	24 Malama Thomas Street	294232	3,000
51.	Mohamed A. Ahmad	17C Spur Road View	294951	3,000
52.	N. Hoang Trung	41 Lumley Road, Wilberforce	294952	3,000

<b>No.</b>	<b>Name</b>	<b>Address</b>	<b>Receipt Number</b>	<b>Amount Paid (US\$)</b>
53.	Melinda B. S. Schdeva	10 Ecowas Street	294953	3,000
54.	Mohamed Yajhi	26A Free Road, Kenema	294953	3,000
55.	FedicorCarlos Bayoug	65 Hangha Street	294954	3,000
56.	Mohamed A. Antar	10 Sackville Road, Koidu Town	294958	3,000
57.	Abdul L. Ahmed	13 Howe Street	294969	3,000
58.	Waal M. Almamoud	Kissy King Street	294970	3,000
59.	Farrah Abu Turray	30 Malama Thomas Street	294971	3,000
60.	Ibrahim M. Ali	29 Carlton Street	294972	3,000
61.	Mohamed Fawaz Ayoub	16A King Street	294973	3,000
62.	Kram K. Talini	Spur View	294974	3,000
63.	Rabina Koufar	24 Africanus Road	294975	3,000
64.	Chadie Bazy	24 Maedelay Street, Kingtom	294977	3,000
65.	Issa S. Basma	11 Siaka Stevens Street	294976	3,000
66.	Rag Kumar Burary	34B Malama Thomas Street	294963	3,000
67.	Mohamed Sareed	24 Africanus Road	294964	3,000
68.	Hussam Skaikay	28 Kissy Road	294965	3,000
69.	Prakasl Kumar	39 Murray Town	294966	3,000
70.	Lusa Antar	27 Frazer Street	294967	3,000
71.	Abdul K. Basma	32 Malama Thomas Street	294968	3,000
72.	Oludolasay Gbonda	6 Bishop Drive	294986	3,000
73.	S. A. Shuman	109B Kandeh Drive	6095325	3,000
74.	Hassan Haider	57E Wilkinson Road	6095326	3,000
75.	R. O. Jozeffwan	7 Clarke Street	6095327	3,000
76.	M. M. Elkhair	6 Main Motor Road	6095328	3,000
77.	Elle Allam	38 Spur Road	6095302	3,000
78.	Khalil Halloway	37 Old Railway Line	6095303	3,000
79.	K. N. Absamamy	5 Pipe Line, Off Wilkinson Road	6095304	3,000

<b>No.</b>	<b>Name</b>	<b>Address</b>	<b>Receipt Number</b>	<b>Amount Paid (US\$)</b>
80.	Mohamed S. Antar	68 Sani Abacha Street	6095305	3,000
81.	Ramzy Rahal	2 Mandela Street, Kingtom	6095307	3,000
82.	A. Antar	20 Free Street	6095308	3,000
83.	M. A. Kefel	293 Dama Road, Kenema	6095310	3,000
84.	N. A. Muhammad	15 Bath Street	6095311	3,000
85.	T. A. Gondal	15 Bath Street	6095313	3,000
86.	N. Bashoon	123 Jomo Kenyatha Road	6095314	3,000
87.	R. Bahsoon	123 Jomo Kenyatha Road	6095315	3,000
88.	Tonois Chaghouny	17 Old Railway Line, Brookfields	6095316	3,000
89.	O. M. Makku	Frazer Davies Drive	6095317	3,000
90.	Wissam Skaikay	29 Kissy Road	6095318	3,000
91.	A. T. Kanga	16 Wilkinson Road	6095319	3,000
92.	Hassan Hachem	Sani Abacha Street	6095320	3,000
93.	H. Morowah	24 Wilberforce Street	6095321	3,000
94.	Hassan Basma	24C Wilberforce Street	396238	3,000
95.	Al Chama	139 Wilkinson Road	396239	3,000
96.	S. E. Debies	34 Dambala Road, Bo	396240	3,000
97.	S. Khazem	74 Wilkinson Road	396241	3,000
98.	E. P. Thomas	11 Access Road Babadori, Lumley	396242	3,000
99.	Daniel L. Bienty	8 Bintumani Drive	396243	3,000
100.	Radwar Skeiky	16B Fenton Road, Bo	396249	3,000
101.	Cu Basma	24C Wilberforce Street	396250	3,000
102.	Rose Marië Munah	C/O UNIPSIL	568951	3,000
<b>Total</b>				<b><u>306,000</u></b>



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