

A: Application For Prospecting Licence (PL)

Procedures	Minimum Requirement
Step 1. Applicant identifies Area of interest	Site Plan /Topographical Map/ Geological Info (1:50,000 Scale)
Step 2. Applicant completes and submits a Prospecting License Application Form and supporting documents to the Commissioner for Minerals	3 copies each of: <ul style="list-style-type: none"> (a) Application form (MRF 1) with Coordinates in Arc 1960 (b) Map of the area of interest, with reference to a topographic sheet (c) Work Program for the proposed prospecting operation (d) Local procurement plan and training program (e) Particulars of Company: <ul style="list-style-type: none"> (i) Certificate of Incorporation (ii) Memorandum and articles of Association (iii) Latest audited Accounts of the Company (f) Evidence of financial capability to carry out the proposed operations.



Step 3. Evaluation of application by the Technical Committee on Mineral Titles	Back ground information of applicant relating to financial capability and technical expertise
Step 4. Recommendation to the Commissioner for Minerals by the Registrar of Mineral Rights	Application Evaluation Report
Step 5. The Commissioner for Minerals issues an Offer Letter to applicant with prescribed fees or issues a Rejection Letter	Memos/Reports
Step 6. The Registrar of Mineral Rights sends a Recommendation to the Commissioner for Minerals to grant Mineral Right to applicant	(a) Letter of acceptance (b) Payment of Fee as stated in the Offer Letter (c) Memos / Reports
Step 7. Commissioner for Minerals reviews and Grants the Mineral Right to Applicant	Memos / Reports
Step 8. The applicant obtains an entry Permit from respective local authority body, before any work on the concession area can commence.	Copy of the Registered and Stamped Mineral Right



B: Application For a Mining Licence (ML) or Special Mining Licence

Procedures	Minimum Requirement
Step 1. Applicant identifies the Relevant Prospecting Licence	Site Plan /Topographical Map/ Geological Info (1:50,000 Scale)
Step 2. Applicant obtains an Environmental Permit from the Vice President's Office and submits to the Commissioner for Minerals	(a) Complete Licence application details (b) NEMC Project registration form
Step 3. Applicant submits an Application form for Mining Licence and supporting documents to the Minister	3 copies each of: (a) Application form (MRF 3) with Coordinates in Arc 1960 (b) Topographical map of the applied area (c) Feasibility Study Report (d) Latest Audited Accounts report/financing details (e) Company Details: (i) If a Registered Enterprise/Venture – Certificate of Registration (ii) If a Registered Company - Certificate of Incorporation & Company memorandum
Step 4. Evaluation of application by the Technical Committee on Mineral Rights	Back ground information of applicant relating to financial capability and technical expertise Bank reference of applicant and/or its principals
Step 5. Recommendation to the Commissioner for Minerals by the Registrar of Mineral Rights	Application Evaluation Report from Registrar of Minerals Rights



Step 6. The Commissioner for Minerals issues an Offer Letter to applicant with prescribed fees or issues a rejection letter	Memos/Reports
Step 7. The Commissioner for Minerals Recommends to the Minister to grant Mineral Right to application. For SML applicants, a negotiated MDA is also recommended	(a) Letter of Acceptance of Offer (b) Payment of Fee as stated in the Offer Letter (c) Memos / Reports
Step 8. The Minister reviews and Grants the Mineral Right to Applicant and signs the MDA on behalf of the United Republic of Tanzania	Memos / Reports/Agreement
Step 9. The Licensee obtains an Operating Permit from the Chief Inspector of Mines and Local Authorities, before any work on the concession area can commence.	(a) Copy of the Registered and Stamped Mineral Right (b) Environmental Certificate



C: Application For Primary Mining Licence (PML)

Procedures	Minimum Requirement
Step 1. Applicant identifies Area of interest	Site Plan / Map/ Geological Info (coordinates)
Step 2. Applicant completes and submits a Primary Mining License Application Form and supporting documents to the Resident or Zonal Mines Officer	3 copies each of: Application form (MRF 5) Site plan Geographic Coordinates (Arc 1960 datum) individuals – Passport Size Picture attached on the form Group made up of at least 10 members - Passport Size Pictures of each member & a Constitution of the group Co-operative Society - Registration Certificate, Details of Members & Regulations Registered Enterprise/Venture (which has mining listed as part of its core business) – Certificate of Registration & Registered Company - Certificate of Incorporation, Company memorandum and articles of association. (which has mining listed as part of its core business) Prescribed Application fee
Step 3. The Resident/Zonal Mines Officer Receives application and issues an acknowledgement receipt to the applicant	FlexiCadastre report
Step 4. The Zonal Mines Officer reviews the application and issues an Offer or Rejection Letter	Memos/Reports
Step 5. Successful Applicant pays prescribed Preparation fees	(a) Letter of Acceptance (b) Prescribed Preparation fee
Step 6. Zonal Mines Officer Grants a Primary Mining	Prescribed Annual rent



Procedures	Minimum Requirement
Licence to Applicant	
Step 7. Before commencing mining operations, PML holder Prepares and submits Environmental Protection Plan	environmental investigation and social study report conducted by an independent expert
Step 8. Zonal Mines Officer Assesses the submitted environmental investigation and social study report and Environmental Protection Plan	Reports/plans
Step 9. Zonal Mines Officer approves the Environmental Protection Plan	Memo
Step 10. Licensed Applicant obtains entry permit from land owners/local authorities and begins operation	Permit/Letter from legal holder of surface right (Individual/village/District council/National Authority, etc)



D: Application For License To Deal In Minerals

Procedures	Minimum Requirement
<p>Step 1. Applicant submits application to the Zonal Mines Officer together with supporting documents</p>	<p>2 copies each of</p> <ul style="list-style-type: none"> (a) Certificate of Incorporation (b) Memorandum and Articles of Association (c) Latest Audited Accounts (d) Evidence of Financial Capabilities (e) Estimate of amount of money proposed to be spent (f) Tax Clearance Certificate (g) Particulars of the Applicant's proposal with respect to the employment and training of Tanzanians (h) Curriculum Vitae of key/technical staff (i) Particulars of Machinery and Equipment available for project (j) Particulars of other capital items available for the project (k) Payment of consideration fee



Procedures	Minimum Requirement
Step 2. Zonal Mineral Trade Officer inspects Applicant's business premises	Evidence of working condition for the following a) Machinery and Equipment available for project b) Other capital items available for the project c) Technical Staff
Step 3. Zonal Mineral Trade Officers reviews the application to determine Applicant capability/ suitability to undertake project	Back ground information of applicant relating to Dealership experience, financial capability and technical expertise Bank reference of applicant and/or its principals Business inspection details
Step 4. Recommendation to the Zonal Mines Officer by Zonal Mineral Trade Officers	DL Application Site Inspection report
Step 5. Zonal Mines Officer Grants the Dealer Licence to Applicant or Sends a Rejection Letter	Memos / Reports

