

# MINERAL EXPORTER'S LICENCE

## LICENCE TYPE

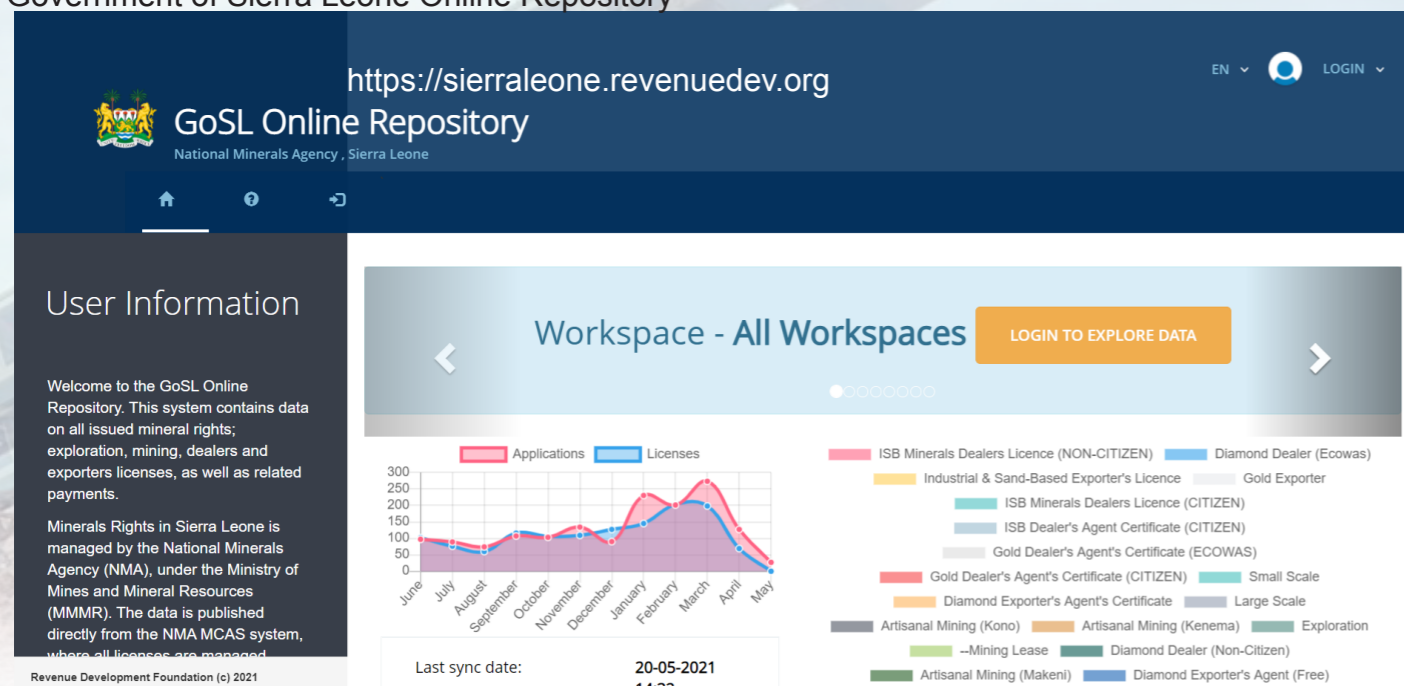
	<b>Diamond/Gold/Industrial &amp; Sand-based (ISB) Minerals Exporter's Licence</b>
	<b>Duration:</b> Yearly (12 months) or half-yearly (6 months)
	<b>Operation:</b> Required to buy diamonds/Gold/ISB Minerals from any licensed Dealer or Dealer's Agent and export the same.

## SUMMARY REQUIREMENTS:

1.	Completed Application Form (Schedule A – Form 15A & 15B as the case may be) with two passport size photos;
2.	Proof of nationality (preferably copy of Passport or National Identity Card);
3.	Copies of Business Registration documents, including Certificates of Incorporation, Business Registration, Tax Clearance, Tax Identification Number (TIN), National Social Security and Insurance Trust (NaSSIT) Clearance, and a Certified copy of the company's Memorandum and Articles of Association;
4.	Confirmation of business address (e.g. Utility Bills, Rent Receipts etc.);
5.	Work and Residential Permits (for non-citizens only);
6.	Bank statement from a commercial bank in Sierra Leone with a balance of at least US\$ 70,000.00 for diamonds, US\$ 50,000.00 for gold; and US\$ 30,000.00 for industrial and sand-based Minerals respectively.
7.	Payment of the prescribed fees.

**Processing Time:** Approximately seven (7) working days

Government of Sierra Leone Online Repository



The screenshot shows the GoSL Online Repository interface. At the top, the URL is <https://sierraleone.revenuedev.org>. The main content area features a 'Workspace - All Workspaces' section with a 'LOGIN TO EXPLORE DATA' button. Below this is a line chart comparing 'Applications' (red line) and 'Licenses' (blue line) from June to May. The chart shows a peak in applications in March. A legend on the right lists various mineral rights categories, including ISB Minerals Dealers Licence (NON-CITIZEN), Industrial & Sand-Based Exporter's Licence, ISB Minerals Dealers Licence (CITIZEN), ISB Dealer's Agent Certificate (CITIZEN), Gold Dealer's Agent's Certificate (ECOWAS), Gold Dealer's Agent's Certificate (CITIZEN), Small Scale, Diamond Exporter's Agent's Certificate, Large Scale, Artisanal Mining (Kono), Artisanal Mining (Kenema), Exploration, Mining Lease, Diamond Dealer (Non-Citizen), Artisanal Mining (Makeni), and Diamond Exporter's Agent (Free). The last sync date is 20-05-2021.

# GOVERNMENT OF SIERRA LEONE



MINISTRY OF MINES AND MINERAL RESOURCES (MMMR)  
AND  
NATIONAL MINERALS AGENCY (NMA)



## DIRECTORATE OF MINES

# MINERAL RIGHTS APPLICATION PROCESS AND REQUIREMENTS

*Mining In Sierra Leone: Reformed & Revamped*

## INDUSTRIAL MINERAL RIGHTS APPLICATION PROCESS



### 1. REGISTRATION

- ❖ Application submitted to the Mining Cadastre Office (MCO)
- ❖ Application checked and registered in the Mining Cadastre Administration System (MCAS)
- ❖ Application Number generated and Application Fee paid to the designated account



### 2. SPATIAL VALIDATION

- Checks:
- ❖ Coordinates and geometry of area applied for
  - ❖ Availability of the area applied for
  - ❖ Administrative boundaries within which the area applied for falls
  - ❖ Total area of the plot applied for



### 3. APPROVAL

- ❖ Application forwarded to the Minerals Advisory Board (MAB)
- ❖ MAB recommends to the Minister of Mines and Mineral Resources for final decision
- ❖ Applicant is notified of Minister's decision and recorded in MCAS



### 4. PAYMENT

- ❖ Applicant is issued instructions to pay statutory fees
- ❖ Applicant makes payments to bank
- ❖ National Revenue Authority (NRA) issues receipt and records payment details in MCAS



### 5. LICENCE ACTIVATION

- ❖ Licence document generated and printed from MCAS
- ❖ Minister signs licence document
- ❖ Applicant Registers Licence at the office of the Administrator and Registrar General

## 4. LARGE-SCALE MINING LICENCE

	<b>Maximum area size:</b> 125 km <sup>2</sup> (square kilometers)
	<b>Duration</b> - Granted for an initial period of 25 years or the life of the mine (whichever is shorter) and renewable for 15 years.
	<b>Duration:</b> Nature of operation: Any safe and approved mining method exploration methods as stipulated in the Mines and Minerals Development Act 2023.

### SUMMARY REQUIREMENTS:




- Completed application form (Form B1 B3 B15 B18).
- Copies of Business Registration documents, including Certificates of Incorporation, Business Registration, Tax Clearance, Tax Identification Number (TIN), National Social Security and Insurance Trust (NaSSIT) Clearance, and a Certified copy of the company's Memorandum and Articles of Association;
- Map of proposed Large-scale Mining area (map should be drawn to indicate relevant geological features).
- Description of the area applied for and total area size (maximum 125 km<sup>2</sup>)
- Evidence of technical & financial resources available to the applicant
- A detailed mine plan and programme of mining operations, including the following details:
  - Mine plan and budget;
  - Environment impact assessment (EIA) licence granted by the EPA-SL;
  - Leases and other surface rights agreements as applicable;
  - Health and safety plan;
  - Mine closure plan;
  - Local content plan;
  - Insurance policies;
  - Compensation plan where required, and
  - Resettlement action plan where needed.
- A statement giving details of the mineral deposits in the proposed licence area, including details of all known mineral resources (measured, indicated, and inferred) and ore reserves and mining conditions;
- A technical report on mining and treatment possibilities and the intention of the applicant in relation to them;
- A statement giving a detailed forecast of capital investment, operating costs and revenues, and the anticipated type and source of financing;
- Leases and surface rights agreements, and
- Any additional information that the applicant wishes to be considered.

### REQUIRED FEES

<b>Application Fee:</b>	US\$ 25,000 (Non-refundable)
<b>Annual Licence Fee:</b>	US\$ 1,000,000
<b>Monitoring Fee:</b>	10% of the Annual Licence Fee
<b>Dredging Permit Fee (where required):</b>	US\$ 20,000 per year

### 3. SMALL-SCALE MINING LICENCE

#### DESCRIPTION

	<b>Area size:</b> Shall not be less than 50 hectares and not more than 200 hectares.
	<b>Duration:</b> Shall be valid for up to four years, renewable for another four years.
	<b>Operation:</b> Mechanized operations that do not involve sinking shafts, driving adits, or other underground openings.

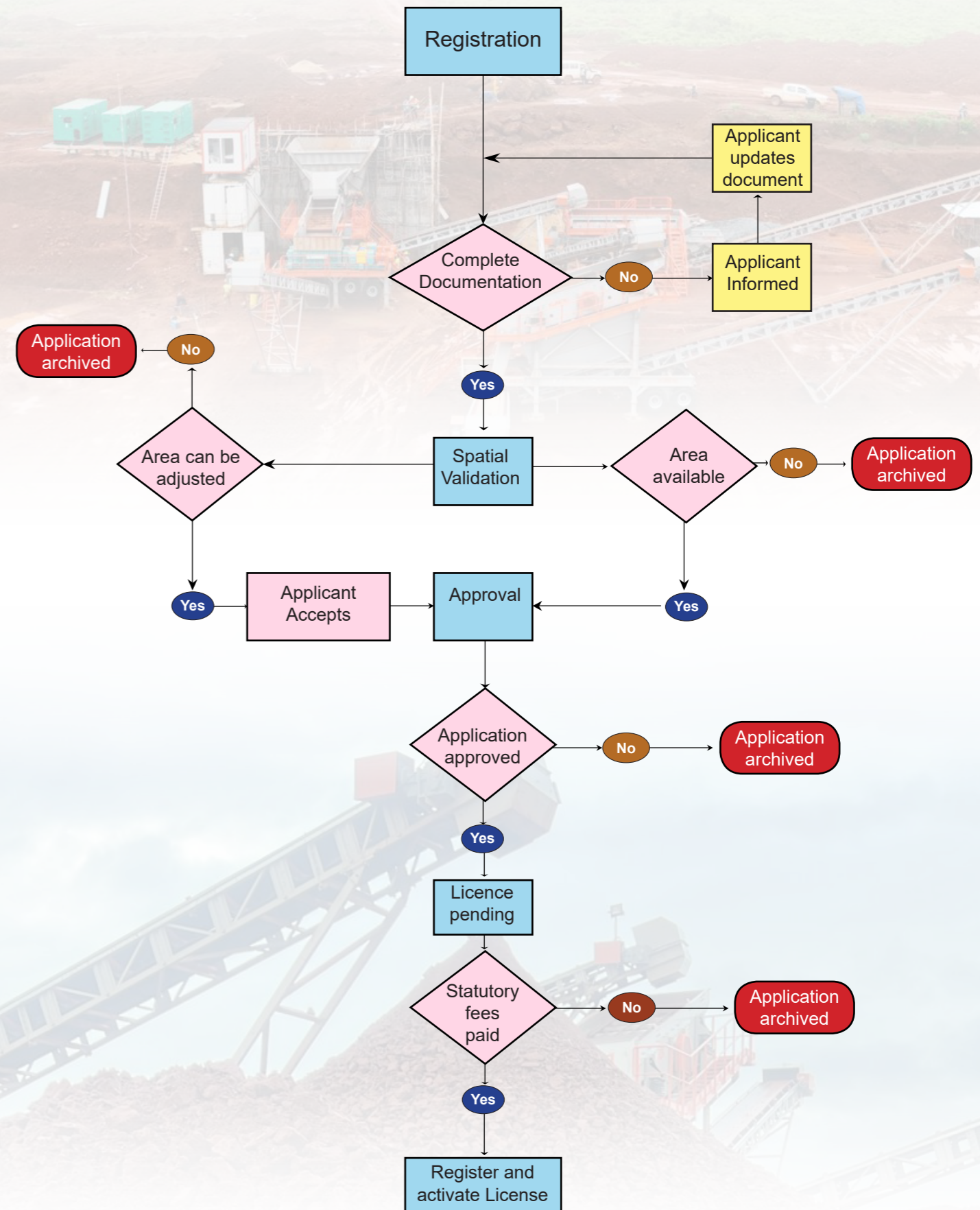
#### SUMMARY REQUIREMENTS:

- i. Completed application form (Form B1, B3, B15, B18).
- ii. Copies of Business Registration documents, including Certificates of Incorporation, Business Registration, Tax Clearance, Tax Identification Number (TIN), National Social Security and Insurance Trust (NaSSIT) Clearance, and a Certified copy of the company's Memorandum and Articles of Association;
- iii. Map of proposed Small-scale Mining area (map should be drawn to indicate relevant geological features).
- iv. Description of the area applied for and total area size (maximum 200 hectares)
- v. Evidence of technical & financial resources available to the applicant.
- vi. A detailed mine plan and programme of mining operations, including the following details:
  - Mine plan and budget;
  - Environment impact assessment (EIA) licence granted by the EPA-SL;
  - Dredging permit where required;
  - Leases and other surface rights agreements as applicable;
  - Health and safety plan;
  - Mine closure plan;
  - Local content plan;
  - Insurance policies;
  - Compensation plan where required, and
  - Resettlement action plan where needed.
- vii. A statement giving details of the mineral deposits in the proposed licence area, including details of all known mineral resources (measured, indicated, and inferred) and ore reserves and mining conditions;
- viii. A technical report on mining and treatment possibilities and the intention of the applicant in relation to them;
- ix. A statement giving a detailed forecast of capital investment, operating costs and revenues, and the anticipated type and source of financing;
- x. Leases and other surface rights agreements as applicable; and
- xi. Any other information which the applicant wishes to be considered.

#### REQUIRED FEES




- i. **Application Fee:** US\$ 5,000 (Non-refundable)
- ii. **Annual Licence Fee:** US\$ 1,000 per hectare
- iii. **Monitoring Fee:** 10% of the Annual Licence Fee
- iv. **Dredging Permit Fee:** US\$ 10,000 per year

#### INDUSTRIAL MINERAL RIGHTS APPLICATION PROCESS FLOWCHART



## 1. RECONNAISSANCE LICENCE

### DESCRIPTION

	<b>Maximum area size:</b> Shall not exceed 10,000 km <sup>2</sup> (square kilometres)
	<b>Duration</b> – Valid for up to one year.
	<b>Operation:</b> Non-exclusive operations involving the search for mineral occurrences and resources by geophysical surveys, geochemical surveys, photo-geological surveys, or other remote sensing techniques and non-invasive surface geology in connection therewith, but excludes drilling and excavation.

### SUMMARY REQUIREMENTS:




i.	Completed application form (Form B1 B3 B15 B18).
ii.	Copies of Business Registration documents, including Certificates of Incorporation, Business Registration, Tax Clearance, Tax Identification Number (TIN), National Social Security and Insurance Trust (NaSSIT) Clearance, and a Certified copy of the company's Memorandum and Articles of Association;
iii.	Company profile including number of employees (Technical, Administrative, and others) and capitalization;
iv.	Evidence of technical and financial resources available to the applicant to undertake the proposed reconnaissance plan;
v.	A certified copy of audited accounts for the year immediately preceding (where applicable) is required.
vi.	A detailed map and plan of the proposed reconnaissance licence area (map should be drawn such that it indicates relevant geological features)
vii.	A description of the reconnaissance licence area,
viii.	A statement giving particulars of the technical expertise available to the applicant to implement the licence;
ix.	A statement giving the details about the financial resources available to the applicant to implement the licence, and a certified copy of its audited accounts for the financial year immediately preceding the application (where applicable);
x.	A proposed programme of reconnaissance operations;
xi.	Any other information which the applicant wishes to be considered.

### REQUIRED FEES

<b>Application Fee:</b>	US\$ 1,000 (Non-refundable)
<b>Annual Licence Fee:</b>	US\$ 10,000
<b>Monitoring Fee:</b>	10% of the Annual Licence Fee

## 2. EXPLORATION LICENCE

### DESCRIPTION

	<b>Maximum area size:</b> 175 km <sup>2</sup> (square kilometres)
	<b>Duration</b> - Granted for a maximum period of seven years, as follows: Initial period of three years and two other renewals of two years each.
	<b>Operation:</b> Testing the land's mineral-bearing qualities, defining the extent, and determining the economic value of mineral deposits using approved exploration methods as stipulated in the Mines and Minerals Development Act 2023.

### SUMMARY REQUIREMENTS:

i.	Completed application form (Form B1 B3 B15 B18).
ii.	Copies of Business Registration documents, including Certificates of Incorporation, Business Registration, Tax Clearance, Tax Identification Number (TIN), National Social Security and Insurance Trust (NaSSIT) Clearance, and a Certified copy of the company's Memorandum and Articles of Association;
iii.	Company profile including number of employees (Technical, Administrative, and others) and capitalization;
iv.	Evidence of technical and financial resources available to the applicant to undertake the proposed exploration plan;
v.	A certified copy of audited accounts for the year immediately preceding (where applicable) is required.
vi.	A detailed map and plan of the proposed exploration license area (map should be drawn such that it indicates relevant geological features)
vii.	A description of the reconnaissance licence area,
viii.	A statement giving the details about the financial resources available to the applicant to implement the licence and a certified copy of its audited accounts for the financial year immediately preceding the application (where applicable);
ix.	A statement giving the details about the financial resources available to the applicant to implement the licence, and a certified copy of its audited accounts for the financial year immediately preceding the application (where applicable);
x.	A proposed programme of exploration operations setting out detailed work plans and budget for not less than 12 months, including: <ul style="list-style-type: none"> <li>• Health and safety plan;</li> <li>• Local content plan;</li> <li>• Compensation plan (where needed), and</li> <li>• Resettlement action plan where required.</li> </ul>
xi.	Lease and any other surface rights agreements as applicable;
xii.	A description of the exploration licence area,
xiii.	Environmental Impact Assessment (EIA) Licence or a Screening Report as maybe determined by the Environment Protection Agency – Sierra Leone (EPA-SL); and
xiv.	Any other information which the applicant wishes to be considered.

### REQUIRED FEES

<b>Application Fee:</b>	US\$ 2,500 (Non-refundable)
<b>Annual Licence Fee:</b>	US\$ 500 per km <sup>2</sup> (years 1 to 3)
<b>Monitoring Fee:</b>	10% of the Annual Licence Fee