



MINISTRY OF MINES AND MINERAL RESOURCES

National Minerals Agency

Transforming the Minerals Sector for a Better Sierra Leone



Client Service Delivery Charter

OUR VISION

To ensure maximum benefits for all Sierra Leoneans from the country's mineral resources.

OUR MISSION

To professionally develop the mines and minerals sector by effectively and efficiently administering and regulating mineral rights and minerals trading, providing geological survey and other technical support services and promoting the rights of communities.



CONTACT

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Introductory Notes

The National Minerals Agency Service (NMA) is a semi-autonomous Agency, established by the Government of Sierra Leone to promote the development of the minerals sector; implement mining policies and regulations; enforce compliance with all mining laws and regulations and promote the rights of communities.

This Service Charter booklet contains information on our services such as application requirements, duration, fees, etc.

The Geodata Information Management (GIMS)

The GIMS has recently been developed to promote Sierra Leone's mineral sector. It warehouses the country's Geoscience information, mineral potential, maps, reports on exploration activities of companies in the country and a lot more. This project was funded by the World Bank and developed by the German Consultants GAF-AG.

The Sierra Leone Resource Contracts

The Sierra Leone Resource Contracts Website (<https://resourcecontracts.org/countries/sl>) contains annotated mining agreements between the Government of Sierra Leone and all Large-scale mining companies. The site is part of a global portal, the Resource Contracts portal (www.resourcecontracts.org), developed by the Columbia Center on Sustainable Investment and the Natural Resource Governance Institute and funded by the World Bank Group and the UKaid. The Agency remains committed to promoting transparency in the Minerals Sector of Sierra Leone.

Mining Cadastre Office

The Mining Cadastre Office (MCO), based in the Head Office of the NMA, operates the Mining Cadastre System (MCAS) and is the focal point for all applicants and licence holders. Since its establishment, this one-stop-shop has and continues to ensure fast and efficient processing of all mineral right applications and licence management.

Online Repository

In compliance with Open Data requirements, we have provided a public facing version of the MCAS which contains information on all mineral rights, applications and related payments. Site is accessible at: <https://sierraleone.revenuedev.org/>.

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
1. Processing of Industrial Licence applications			
<p style="text-align: center;">(A)</p> <p><u>Reconnais-</u> <u>sance</u></p> <p>(granted for 1 year, renewable 1 time for year)</p>	<ul style="list-style-type: none"> • Completed application form (form B1, B3, B15, B18) • Company Registration documents • TIN and Tax Clearance Certificates • Company profile • Evidence of technical & financial resources • Certified copy of audited accounts for the year immediately preceding (where applicable) • Map/plan of proposed licence area • Proposed program for the reconnaissance work • Expenditure commitment commensurate with proposed work program • Statement of proposals with regard to employment of Sierra Leoneans • A non-refundable application fee 	<p style="text-align: center;">\$ 500 (Application fee)</p> <p style="text-align: center;">\$5,000 (Annual Licence fee)</p> <p style="text-align: center;">Monitoring fee (10% of annual license fee)</p>	<p style="text-align: center;">10- 60 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
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1. Processing of Industrial Licence applications—Cont'd

<p>(B) Exploration (maximum allowable area is 250km², granted for an initial period of 4yrs & 2 renewals of 3yrs & 2yrs respectively)</p>	<ul style="list-style-type: none"> • Completed application form (form B1, B3, B15, B18) • Company Registration documents • TIN and Tax Clearance Certificates • Company profile • Evidence of technical & financial resources • Certified copy of audited accounts for the year immediately preceding (where applicable) • Map/plan of proposed licence area • Proposed program for the reconnaissance work • Expenditure commitment commensurate with proposed work program • Statement of proposals with regard to employment of Sierra Leoneans • A non-refundable application fee 	<p style="text-align: center;">\$ 500 (Application fee)</p> <p>\$100/km² (per year) for years 1 to 4</p> <p>\$400/km² (per year) for first 125km² for years 5 to 9</p> <p>\$800/km² (per year) for areas in excess of 12km²</p> <p>Monitoring fee (10% of annual license fee)</p>	<p style="text-align: center;">10 - 60 working days</p>
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SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
1. Processing of Industrial Licence applications—Cont'd			
<p style="text-align: center;">(C)</p> <p><u>Small Scale</u> (maximum allowable area per licence is 100 hectares)</p>	<ul style="list-style-type: none"> • Completed application form (form B1, B3, B15, B18) • Company Registration documents • TIN and Tax Clearance Certificates • Details and evidence of the financial and technical resources available. • Copies of qualifications of proposed mine manager • Map of proposed Small Scale Mining area • Description of the area applied for and total area size (maximum 100 ha) • A technical report summarizing the geology and mineralization sufficient to demonstrate that an economic mineral deposit exists • Evidence that consent has been obtained from the Chiefdom Mining Allocation Committee • Proposed program of mining operations • Environmental Impact Assessment (EIA) licence • A Community Development Agreement (CDA) where applicable • A non-refundable application fee 	<p style="text-align: center;">\$ 1,000 (Application fee)</p> <p style="text-align: center;">\$ 800/hectare (Annual Licence fee)</p> <p style="text-align: center;">Monitoring fee (10% of annual licence fee)</p>	<p style="text-align: center;">10 - 60 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
1. Processing of Industrial Licence applications—Cont'd			
<p style="text-align: center;">(D) Large Scale (maximum allowable area per license is 125km²)</p>	<ul style="list-style-type: none"> • Completed application form (form B1, B3, B15, B18). • Company Registration documents • Company profile • Certified copy of audited accounts for the year immediately preceding (where applicable) • TIN & Tax clearance certificates • Map/plan of proposed Large Scale Mining area • Mine plan including a proposed programme of mining operations and infrastructure • A detail proposal for the employment of Sierra Leone citizens • Full feasibility • Environmental Impact Assessment (EIA) • Evidence that consent has been obtained from the Chiefdom Mining Allocation Committee • A Community Development Agreement (CDA). • Any other additional information • A non-refundable application fees 	<p style="text-align: center;">\$ 25,000 (Application fee)</p> <p style="text-align: center;">\$ 500,000 (Annual Licence fee)</p> <p style="text-align: center;">Monitoring fee (10% of annual license fee)</p>	<p style="text-align: center;">60 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
1. Processing of Industrial Licence applications—Cont'd			
<p style="text-align: center;">(E)</p> <p><u>Artisanal</u></p> <p>(Maximum allowable area is half hectare)</p>	<ul style="list-style-type: none"> • Completed application form (Form B12) • Plan/Map of the land to which the application relates • Surface rent receipt • Supporter agreement (where applicable)- Form D15 • Applicant registration/identity document • A non-refundable application fee as prescribed. 	<p>Annual fees</p> <ul style="list-style-type: none"> • Licence Application fee = Le 50,000 • Licence Fee= Le 250,000 • Demarcation Fee= Le 250,000 • Monitoring Fee= Le100,000 • Rehabilitation Fee= Le 150,000 • Mine Manager Certificate = Le100,000 • Financial Supporter's Certificate = Le 250,000/hectare 	<p>14 working days</p>
<p style="text-align: center;">(F)</p> <p>Corporative Certificate</p>	<ul style="list-style-type: none"> • Photocopy of the registration documents or articles of association of the applying entity • Proof of financial and technical capacity • Proof of payment of the application fee for registration • Proof of agreement between licence holder and Financial Supporter • valid artisanal mining Licence (s) approved by the Director of Mines or his authorized 	<p>Corporative Certificate Le 400,000.00</p>	<p>14 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
1. Processing of Industrial Licence applications—Cont'd			
<p style="text-align: center;">(G)</p> <p style="text-align: center;">Dredging permit</p>	<ul style="list-style-type: none"> • Completed application form (form B30) • Company profile • Environmental impacts of dredging, including costed proposals to mitigate the same • Report stating whether flooding is involved, types of machinery to be used, and confirming there is no other appropriate method • New work programme fully describing the dredging operation including methods and machinery • A non-refundable application fee as prescribed 	<p>Annual fees</p> <ul style="list-style-type: none"> • \$ 2500 (for exploration licence) • \$ 10,000 (for Small Scale Mining Licence) • \$ 20,000 (for Large Scale Mining Licence) 	<p>60 working days</p>
<p style="text-align: center;">(H)</p> <p style="text-align: center;">Blasting Licence</p>	<ul style="list-style-type: none"> • Copy of the mineral right (Mining/Exploration Licence) under which the Blasting Licence is obtained. • Proof of registered Company Registration documents required. • Evidence of Technical Resources available to applicant to undertake blasting exercise. • A detailed blast design for the proposed blasting operation. • Prescribed Blasting Licence fee. 	<p>Annual fees</p> <ul style="list-style-type: none"> • \$ 10,000 (Small Scale Mining Licence) • \$ 20,000 (Large Scale Mining Licence) 	<p>60 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
1. Processing of Industrial Licence applications—Cont'd			
<p style="text-align: center;">(I) Blaster's Certificate</p>	<ul style="list-style-type: none"> • Completed application form with two coloured passport size photos. • Proof of nationality required • Residential and work permits (required for non- Citizens). • Proof of payment of monitoring fee. • Produce supporting evidence of blasting experience. • Produce previous Blasting Certificate (if available). • provide evidence of employment (letter of appointment from employer where applicable). • provide evidence from employer supporting the applicant for obtaining a Blaster's Certificate (where applicable). • Submit a medical report confirming that applicant is medically fit to carry out safe blasting work. • Submit police (security) clearance certifying that applicant has never been engaged in any activity that could be classified as misuse of explosives. 	<ul style="list-style-type: none"> • \$ 5000 (non-citizen) for every 5years • Le 2,500,000 (citizen) for every 5years 	<p>14 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
2. Processing of Precious/non-precious Minerals Trading Licence applications			
2.1 Exporter's Licence			
<p style="text-align: center;">(A)</p> <p>Diamonds (entitled to 7 buying Agents, 2 of these Agents are issued for free)</p>	<ul style="list-style-type: none"> • Completed application form (Schedule A – Form 15) • Two coloured passport size photos • Proof of nationality required • proof of Company Registration documents (where required) • Copy of TIN & Tax Identification Number (TIN) Certificates • valid Residential and work (for non-citizens) • Proof of funds (minimum balance of US\$ 70,000.00) shall be in the account at the time of application; • evidence of record of purchases and exports of diamonds acquired during the previous year for which the licence was granted (For renewal applications); • In a case where an applicant requires Agent Certificates, a letter of nomination of such Agents from the Principal licence holder (Export Licence holder) must accompany the Agent's application documents (Schedule A – Form 16). 	<p>Annual fees</p> <ul style="list-style-type: none"> • Le 50,000 (application fees) • \$ 1,500 (Kimberly Process Certificate) • \$ 35,000 (licence fees) • \$ 6,000 (Agent's certificate fees – if needed) <p>Half-yearly fees</p> <ul style="list-style-type: none"> • \$ 30,000 (licence) • \$ 4000 (Agent's Certificate) 	<p>5 - 7 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
<h2>2. Processing of Precious/non-precious Minerals Trading Licence applications</h2>			
<h3>2.1 Exporter's Licence</h3>			
<p style="text-align: center;">(B) Gold (entitled to 5 buying Agents)</p>	<ul style="list-style-type: none"> • Completed application form (Schedule A – Form 15) • Two coloured passport size photos • Proof of nationality required • proof of Company Registration documents (where required) • Copy of TIN & Tax Identification Number (TIN) Certificates • valid Residential and work (for non-citizens) • Proof of funds (minimum balance of US\$ 30,000.00) shall be in the account at the time of application; • evidence of record of purchases and exports of diamonds acquired during the previous year for which the licence was granted (For renewal applications); • In a case where an applicant requires Agent Certificates, a letter of nomination of such Agents from the Principal licence holder (Export Licence holder) must accompany the Agent's application documents (Schedule A – Form 16). 	<p style="text-align: center;">Annual fees</p> <ul style="list-style-type: none"> • Le 50,000 (application fees) • \$ 7500 (licence fees) • \$3,000 (Agent's certificate fees – if needed) 	<p style="text-align: center;">5 - 7 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
<h2>2. Processing of Precious/non-precious Minerals Trading Licence applications</h2>			
<h3>2.1 Exporter's Licence</h3>			
<p>(C)</p> <p>Industrial & Sand based Minerals (coltan, corundum, Zircon, etc)</p>	<ul style="list-style-type: none"> • Completed application form (Schedule A – Form 15B) • Two coloured passport size photos • Proof of nationality required • proof of Company Registration documents (where required) • Copy of TIN & Tax Identification Number (TIN) Certificates • valid Residential and work (for non-citizens) • Proof of funds (minimum balance of US\$ 10,000.00) shall be in the account at the time of application; • evidence of record of purchases and exports of diamonds acquired during the previous year for which the licence was granted (For renewal applications); • In a case where an applicant requires Agent Certificates, a letter of nomination of such Agents from the Principal licence holder (Export Licence holder) must accompany the Agent's application documents (Schedule A – Form 16). 	<p>Annual fees</p> <ul style="list-style-type: none"> • Le 50,000 (application fees) • \$ 5000 (licence fees) • \$2,500 (Agent's certificate fees – if needed) 	<p>5 - 7 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
2. Processing of Precious/non-precious Minerals Trading Licence applications			
2.2 Dealer's Licences			
<p style="text-align: center;">(A)</p> <p style="text-align: center;">Diamonds (entitled to 5 buying Agents)</p>	<ul style="list-style-type: none"> • Completed application form (Schedule A – Form 11) • two passport size photos • Proof of nationality required; • valid Residential and work permits (for non-citizens only) • Each dealer shall be allowed to employ buying agents who shall be approved by the Director of Mines, and issued with the prescribed dealer's Agent's Certificate. • Applicant shall be required to produce a certified statement of account in any commercial bank in Sierra Leone to finance their operations. The minimum balance is set as follows: <ul style="list-style-type: none"> • Other non-citizen – US\$ 10,000.00 • ECOWAS Citizen – US\$ 7,000.00 • Citizen – US\$ 5,000.00 or its equivalent in Leones • produce evidence of record of purchases of diamonds acquired during the previous year (for renewals only) 	<p style="text-align: center;">Annual fees</p> <ul style="list-style-type: none"> • Le 50,000 (application fees) • Le 600,000 (standard Assessment Tax) • \$ 500 (Monitoring fees) • \$ 400 (Rehabilitation fees) • \$ 7000 (for other citizens) • \$ 3000 (ECOWAS Citizens) • \$ 2500 (Citizens) • \$ 1500 (ECOWAS Citizen's Agent's Certificate) • \$ 1000 (Citizen's Agent's Certificate) 	<p>3 - 5 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
2. Processing of Precious/non-precious Minerals Trading Licence applications			
2.2 Dealer's Licences			
<p style="text-align: center;">(B)</p> <p>Gold (entitled to 5 buying Agents)</p>	<ul style="list-style-type: none"> • Completed application form (Schedule A – Form 11) • two passport size photos • Proof of nationality required; • valid Residential and work permits (for non-citizens only) • Each dealer shall be allowed to employ buying agents who shall be approved by the Director of Mines, and issued with the prescribed dealer's Agent's Certificate. • Applicant shall be required to produce a certified statement of account in any commercial bank in Sierra Leone to finance their operations. The minimum balance is set as follows: <ul style="list-style-type: none"> * Other non-citizen – US\$ 10,000.00 * ECOWAS Citizen – US\$ 7,000.00 * Citizen – US\$ 5,000.00 or its equivalent in Leones • produce evidence of record of purchases of gold acquired during the previous year (for renewals only) 	<ul style="list-style-type: none"> • Annual fees • Le 50,000 (application fees) • Le 360,000 (standard Assessment Tax) • \$ 400 (Monitoring fees- non citizens) • \$ 400 (Rehabilitation fees – non-citizens) • \$ 1000 (for other citizens) • \$ 750 (ECOWAS Citizens) • Le 750,000 (Citizens) • Le 675,000 (Monitoring fees - citizens) • Le 675,000 (Rehabilitation fees – citizens) • Le 300,000 (Citizen's Agent's Certificate) 	<p>3 - 5 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
2. Processing of Precious/non-precious Minerals Trading Licence applications			
2.2 Dealer's Licences			
<p style="text-align: center;">(C)</p> <p>Industrial & Sand based Minerals (coltan, corundum, Zircon, etc)</p>	<ul style="list-style-type: none"> • Completed application form (Schedule A – Form 11B) • two passport size photos • Proof of nationality required; • valid Residential and work permits (for non-citizens only) • Each dealer shall be allowed to employ buying agents who shall be approved by the Director of Mines, and issued with the prescribed dealer's Agent's Certificate. • Applicant shall be required to produce a certified statement of account in any commercial bank in Sierra Leone to finance their operations. The minimum balance is set as follows: <ul style="list-style-type: none"> * Other non-citizen – US\$ 10,000.00 * ECOWAS Citizen – US\$ 7,000.00 * Citizen – US\$ 5,000.00 or its equivalent in Leones • produce evidence of record of purchases of Industrial & Sand based Minerals acquired during the previous year (for renewals only) 	<p>Annual license fees</p> <ul style="list-style-type: none"> • Le 50,000 (application fees) • Le 360,000 (standard Assessment Tax) • \$ 400 (Monitoring fees -non citizens) • \$ 400 (Rehabilitation fees – non-citizens) • \$ 1500 (for other citizens) • \$ 500 (ECOWAS Citizens) • Le 750,000 (Citizens) • Le 675,000 (Monitoring fees - citizens) • Le 675,000 (Rehabilitation fees – citizens) • Le 300,000 (Citizen's Agent's Certificate) 	<p>3 - 5 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
3. Mapping and Information Access			
<p style="text-align: center;">(A)</p> <p>Various categories of maps</p> <ul style="list-style-type: none"> • License Map • Geological Map • Geochemical Map • Other Custom Maps 	<ul style="list-style-type: none"> • None 	<p>For all hard/soft copies</p> <ul style="list-style-type: none"> • A0 - US \$70 • A1 - US \$35 • A2 - US \$30 • A3 - \$25 • A4 - \$20 	<p style="text-align: center;">1 - 2 working days</p>
<p style="text-align: center;">(B)</p> <ul style="list-style-type: none"> • Reference • Photocopying and printing • Computer literature search • E-file transfer • Online search using the internet • Sale of Bulletins, Memoirs and Short Papers 	<ul style="list-style-type: none"> • Approval of the Director of Geological Survey • Valid ID card for student researchers. • Payment of necessary access fees 	<p>For all hard/soft copies</p> <ul style="list-style-type: none"> • Browsing of public reports - US \$10 • Reproduction of digital copies (pdf) per year US \$50 • Short Papers US \$20 –100 • Bulletins US \$30 - 120 • Memoir US \$150 	<p style="text-align: center;">1 - 2 working days</p>

SERVICE RENDERED	REQUIREMENTS	FEES	RESPONSE RATE
3. Laboratory Services			
<ul style="list-style-type: none"> Sample Verification, Sealing and Export Permit 	<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> US \$50 	1 - 2 working days
<ul style="list-style-type: none"> Sample Preparation (drying; crushing; splitting; pulverizing; etc) : 	<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> US \$5-25 	1 - 2 working days
<ul style="list-style-type: none"> Sample Analysis: 	<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> US \$10-35 	1 - 2 working days
<ul style="list-style-type: none"> Identification and Verification of mineral ore/concentrate samples 	<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> US \$10 	1 - 2 working days
<ul style="list-style-type: none"> Mineral Separation 	<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> US \$50 	1 - 2 working days
<ul style="list-style-type: none"> Rock Cutting, Grinding & Polishing 	<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> US \$5-15 	1 - 2 working days
<ul style="list-style-type: none"> Environmental samples (water/soil/stream sediments) 	<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> US \$10-35 	1 - 2 working days

LABORATORY PROCEDURES ON EXAMINATION, VERIFICATION AND SEALING OF SAMPLES FOR EXPORT

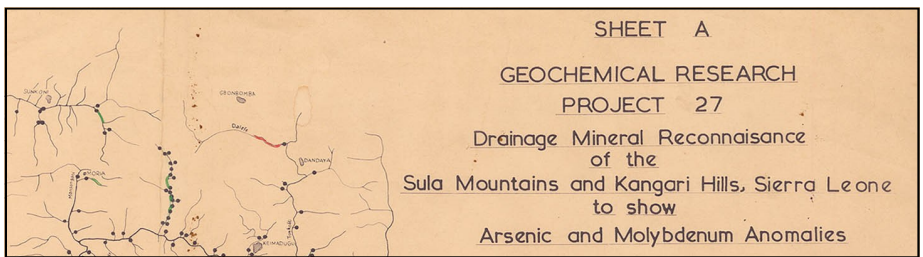
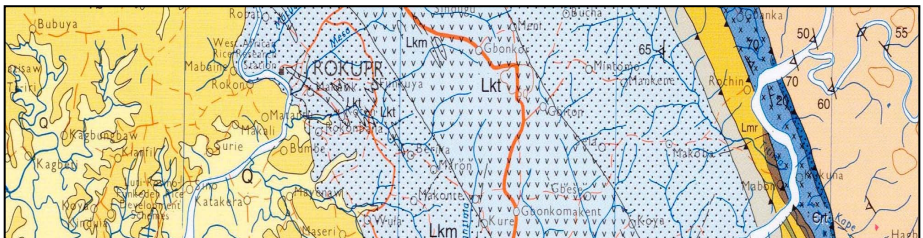
The procedures are as follows:

1. A letter requesting for permit to export sample(s) from companies is received at the Reception desk of the National Mineral Agency Building at First Floor: the letter states company name; licence number; sample type; analyses required for sample; total weight of sample; destination address and reason for export of sample; etc
 - * *Companies also need to stipulate that their samples status i.e Samples have no commercial value; samples are non-hazardous; samples are non-radioactive; etc*
2. The receptionist tracks name of company; date and time letter is received; contact address and phone number of company representative; etc. The letter is then stamped with current date and sent to the Director of Mines.
3. The Director of Mines (DoM) receives letter of request through the Mining Cadastre Office (MCO) of the Mines Directorate;
4. If a license holder, the MCO checks for the license status.
5. If license is up-to-date and compliant, the sample is tested in the laboratory and report is forwarded to the DoM
6. The DoM requests MCO to issue order to pay the sum of USD\$50 multiplied by number of boxes/packages sealed;
7. The company representative makes payment into NMA's Bank Account (USD\$ or Leone Le) at the Commercial Bank and is issued a cash deposit slip;
8. The company representative returns the cash deposit slip to the Senior Accountant's office, Directorate of Finance and Administration (DFA) where an official NMA receipt is issued; Once payment has been made, the client can now collect the sealed samples from the laboratory.
9. The company representative also takes official NMA receipt to the MCO where it is scanned and attached to the payment module of the company requesting for permit to export sample;
10. The official NMA receipt is further taken to the DoM where a permit is prepared and issued for a maximum period of 2 weeks;



PROCEDURES FOR OBTAINING GEOLOGICAL/CADASTRAL MAPS, DATA AND INFORMATION FROM THE GIS UNIT

1. Client is directed to the Geological Survey Directorate (GSD) Mapping Room
2. Client enquires on the information / data required.
3. Geological Data and Information Manager (GDIM) / Geological Data and Information Officer (GDIO) discuss various alternatives with Client.
4. GDIO prepares, prints and signs Payment Order for services or items to be produced.
5. Payment Order also signed by Director (DGS) or any other Senior Official in the Department.
6. Payment Order issued to Client for signing and payment to Sierra Leone Commercial Bank (SLCB).
7. Payment for the services or items made to NMA Accounts at SLCB.
8. Client issued with SLCB receipt.
9. Client directed to NMA Accounts Office.
10. NMA Receipt prepared by NMA Accounts Officer
11. Client takes NMA receipt to GDIO/ GDIM
12. GDIO records an inventory of items purchased in an Excel sheet and photocopies receipt and Payment Order
13. Maps are prepared, printed and delivered by GDIM/GDIO to Client with receipt.
14. Photocopied receipt delivered to Admin. Officer/Geologist for record keeping.



NMA LIBRARY

USERS

NMA Staff, all stakeholders in the Mining industry, researchers, students, investors and the general public

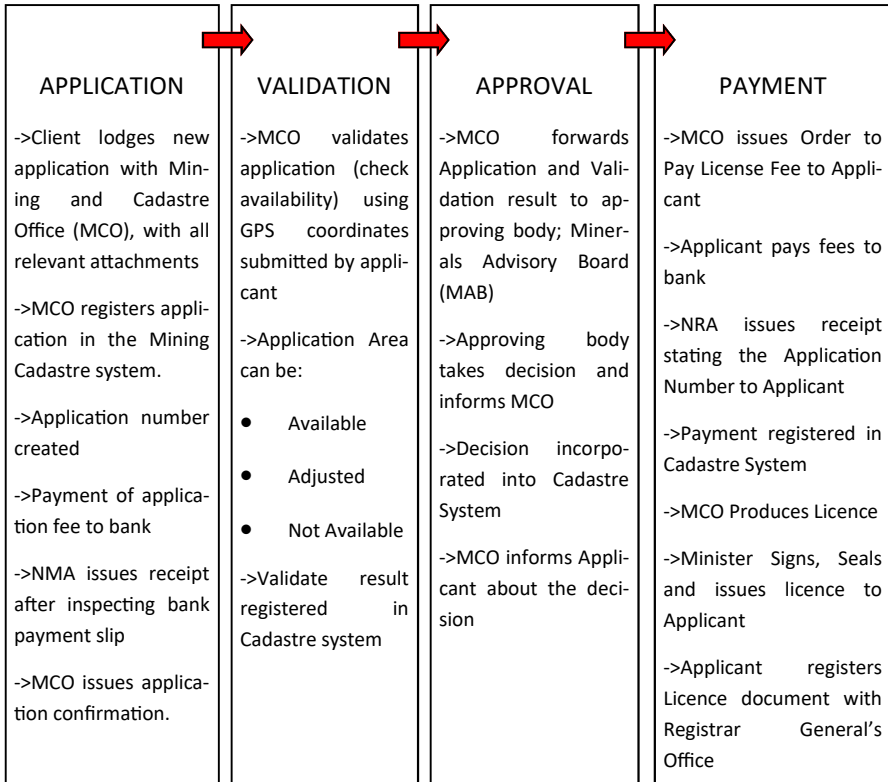
SERVICES

- * Reference
- * Photocopying and printing (**fee to be determined**)
- * Computer literature search
- * E-file transfer (**fee to be determined**)
- * Online search using the internet (**fee to be determined**)
- * All clients are treated equally

RULES AND REGULATIONS GOVERNING THE USE OF THE LIBRARY

- * No Person shall bring food and drinks into the Library. Smoking, eating and drinking are strictly prohibited.
- * It is unprofessional for users to write on books, deface or otherwise damage any book, journal, magazine or newspaper in the Library. It is a crime for users to pilfer pages from publications. A penalty will be imposed accordingly on defaulters to enable the Agency replace damaged publications by users.
- * To maintain silence in the Library, all mobile phones should be put on silent mode and users should ensure they speak on low tone.
- * Users who can't locate materials in the Library should always request help from the Library desk.
- * Users are advised to deposit their cases and bags on entering the Library at the allocated space before using the Library. Users are advised to remove all valuable items like money, watches, and mobile phones from their bags as the officer in charge will not be held responsible for lost items.
- * All memory sticks should be presented to the Library and Research Officer for scanning before use
- * Browsing of pornographic websites and Facebook is prohibited.
- * Management may suspend a user from the use of the Library's facilities for contravention of any two of these regulations.

LICENCE APPLICATION PROCESS



Applicants are strongly advised to consider the total land area and the type of operations before taking a decision on the type of licence to apply for.

Types of Mineral rights

The following mineral rights may be granted under the Mines and Mineral Act 2009,

1. Reconnaissance licence;
2. Exploration licence;
3. Artisanal mining licence;
4. Small-scale mining licence; and
5. Large-scale mining licence.

STEPS TO EXPORT DIAMONDS FROM SIERRA LEONE

1. Apply for a diamond export license

To acquire the necessary permit/export license that allows you purchase/ administer diamonds for export, the process is as follows: Complete Form 15 to apply for a license to export diamonds as stated above.

Forms available and processed at the National Minerals Agency (NMA)

Fees: \$35,000 per year (12 months)

\$30,000 per half year (6 months)

Plus \$1,500 per Kimberly Certificate replacement per year (minimum of 12 months)

The annual/biannual fee includes two Diamond Agent Licenses, diamond value declaration forms (collect from the Precious Minerals Trading Unit) and a diamond purchase receipt book (collect from NMA).

Please note this license must be renewed annually.

2. Set up a buying office

As a licensed diamond exporter you may set up a diamond buying office in any of Sierra Leone's diamond districts, including Freetown. You may employ a maximum of five licensed diamond Agents. Two licenses are included in the export license fee; the fee thereafter is \$6,000 per agent. Each agent will receive a Diamond Agent Certificate and must be able to produce this at any time.

You have diamond you wish to export?

Prior to export the diamonds must be valued by the Precious Minerals Trading Unit of the National Minerals Agency. The process consist three separate valuations made in the presence of the exporter, a customs Officer and a representative of the Mines Monitoring Office. The valuations are made by:

- 1. Precious Minerals Department Valuation Officer*
- 2. Exporter*
- 3. Independent Diamond Valuation Officer (as appointed by external tender process)*

Please note: The highest valuation is the official accepted value

3. Valuation of Exporting Process

The documents required for this valuation include:

- * A copy of the Exporter's bank statement/confirmation from the bank that traces the funds you used to pay for the diamonds;*
- * NMA valuation form (or similar) which indicates the classifications and other necessary diamond valuation requirements;*
- * A copy/copies of receipts/showing how much you paid for the diamond(s);*

STEPS TO EXPORT DIAMONDS FROM SIERRA LEONE - Cont'd

Valuation steps

- * Submit documentation for inspection
- * The valuation takes place using a set of internationally recognised valuation techniques;
- * The valuation form (schedule B) is issued by Precious Minerals Trading Unit where the official export customs charge is administered. Payment to be made in **United States dollars (\$)** only;
- * The bank will issue a receipt of payment which is then submitted to the Precious Minerals Trading Unit Valuation Office;
- * A digital copy of the valuation form and receipt of payment is made and filed at Precious Minerals Trading Unit.

4. Produce a Kimberly Certificate

- * A copy of the valuation certificate, receipt of the 3% customs payment and the original funds transfer documentation is forwarded to the Minister of Mines and Mineral Resources;
- * Upon verification, the Minister or his/her representative will sign the Kimberly Certificate;
- * The Kimberly Certificate is received by the Precious Minerals Trading Unit where it is signed by the Valuation Officer;
- * The Customs Officer provides the third and final signature;
- * A digital copy of the Kimberly Certificate is made and filed at Precious Minerals and Trading Unit.

5. Re-verification

- * The Exporter is called back to the Precious Minerals Trading Unit valuation office where the original diamond/s are re-weighed and re-verified in the presence of the exporter and Customs Officer.

6. Customs and Excise Documentation

The Customs Officer prepares the Customs and Excise documentation which is made up of:

- * Personal Export Declaration
- * Kimberly Certificate
- * Record of 3% Customs payment
- * Schedule B – final valuation
- * Original valuation form (citing the three valuations)
- * Bank details outlining fund transfer

STEPS TO EXPORT DIAMONDS FROM SIERRA LEONE - Cont'd

Five sets of copies are taken from the above documents for distribution to:

- * Precious Minerals Trading Unit for filing
- * The Exporter
- * Airport customs
- * The Office of National Security (ONS) Officer – located at the Airport
- * Mines and Minerals Resources Monitor – located at the Airport

7. Packaging

- * The diamonds/s are placed in a special diamond Carrier box;
- * The box dimensions and weight are measured in the presence of the Exporter and Customs Officer;
- * The consignee's name and destination address, the box dimensions and weight are all recorded on the box. The Director of the Precious Minerals Trading Department, Customs Officer signs the box;
- * A digital record of the box and noted information is taken and filed at Precious Minerals Trading Department;
- * An envelope containing the six original documents and the box is placed in a transparent bag and sealed with wax.

STEPS TO EXPORT GOLD FROM SIERRA LEONE

Prior to export, a 24-hour notice must be sent to the Manager or Director of **Precious Minerals Trading Unit (PMTU)** of the National Minerals Agency. Gold Export could either be in the form of dust or bars. The process consists of valuations made in the presence of the exporter, a customs Officer and a representative of the Mines Monitoring Unit. The valuations are made by:

1. PMTU Valuation Officer
2. Exporter

The documents required for this valuation include:

- * A valid gold Exporter's Licence
- * A copy of the Exporter's bank statement/confirmation from the bank that traces the funds used by the Exporter to pay for the gold;
- * A copy/copies of receipts/showing how much was paid for the gold;

STEPS TO EXPORT GOLD FROM SIERRA LEONE - Cont'd

Valuation steps

- * Submit documentation for inspection;
- * The valuation takes place using a set of internationally recognized valuation techniques;
- * The valuation form (schedule B) is issued by PMTU where the official export customs charge is administered;
- * An Acidic Test could be done if necessary to test for fake gold, Nitric Acid is mostly used;
- * Gold weight is taken at the PMTU by the Gold Assayers at the PMTU in the presence of the Exporter, the Mines Monitoring Officer and Customs Officer;
- * The Gold weight is entered into a ledger and the Exporter signs as a form of confirmation;
- * Calculation is computerized using the specific gravity (SG) method;
- * The London gold fix is applied to arrive at the final value;
- * **3%** export duty is charged on the total value of the gold to generate the export tax;
- * The gold is reweighed in the presence of the Exporter, the Mines Monitoring Officer and Customs Officer;
- * Immediately after the re-weighing a photograph of the gold is taken for record purposes;
- * Immediately after the assaying, the Exporter is mandated to pay the export tax
- * Having satisfied all parties, the gold is put in a wooden box, wrapped and signed by the Mines Monitoring Officer, Customs Officer and the Director or Manager at PMTU
- * An internal gold Certificate is prepared which is signed by the Director or Manager at PMTU
- * The documents are then forward to the Directorate of Mines (NMA) for vetting and onward transmission for the Minister's approval;
- * The Hon. Minister of Mines and Mineral Resources or his designated representative signs the gold certificate;
- * The final signed gold certificate is handed over to the Exporter with three copies to be distributed to the Mines Monitoring Office, Office of National Security and Customs Department at the Freetown International Airport
- * After all of this, the box of gold and a copy of the gold certificates are handed over to the Gold Exporter to be exported through the Freetown International Airport.

RECONNAISSANCE LICENCE

Maximum Area: 10,000 Square Kilometers

Duration: 1 year and renewable 1 time for year

Operation: Surface level sample collection and airborne reconnaissance activities

Approving Body

Minister's Approval required for first year. Minerals Advisory Board (MAB) certification required for subsequent year.

Application Requirements:

1. Completed application form (**form B1, B3, B15, B18**)
2. Copy of certificate of incorporation, certificate of business registration and certified copy of its memorandum and articles of association (attach)
3. Company profile including number of employees (technical, administration and others), and capitalization.
4. Evidence of technical & financial resources available to applicant
5. Certified copy of audited accounts for the year immediately preceding (where applicable)
6. Map/plan of proposed licence area (map should be drawn such that it indicates relevant geological features)
7. Work programme (including equipment expected to be used) * **see Guidelines E1**
8. Expenditure commitment commensurate with proposed work programme
9. Environmental Assessment - Details of any significant adverse effects that the programme is likely to have on the environment or on any monument or relic, together with an estimated cost of combating such adverse effects
10. Statement of proposals with regard to employment of Sierra Leone citizens
11. Tax Clearance Certificate
12. Proof of Tax Identification Number (TIN) Certificate
13. Any other additional information
14. A non-refundable application fee as prescribed.

EXPLORATION LICENCE

Maximum Area: 250 sq km

Duration: Nine (9) years maximum, as follows:

Initial period of 4 years and two renewals of 3 years and 2 years respectively.

Operation: Testing the mineral bearing qualities of the land, define the extent and determine the economic value of mineral deposits using approved exploration methods as stipulated in the Mines and Minerals Act 2009.

Approving Body:

Application certified by the Minerals Advisory Board and approved by Minister.

Application Requirements:

1. Completed application form (**form B1, B3, B15, B18**).
2. Copy of certificate of incorporation, certificate of Business Registration and certified copy of its memorandum and articles of association (attach).
3. Company profile including number of employees (technical, administration and others), and capitalization.
4. Evidence of technical & financial resources available to applicant.
5. Certified copy of audited accounts for the year immediately preceding (where applicable).
6. Map of proposed licence area (map should be drawn such that it indicates relevant geological features)
7. Work programme for first year (including equipment expected to be used) plus indicative work programme for subsequent years applied for (**attach - refer to Guidelines E1**)
8. Expenditure commitment commensurate with proposed work programme
9. Environmental Assessment – Statement outlining details of any significant adverse effects that the programme is likely to have on the environment or on any monument or relic, together with an estimated cost of combating such adverse effects
10. Statement of proposals with regard to employment of Sierra Leone citizens
11. Tax clearance certificate
12. Tax Identification Number (TIN) Certificate
13. Any other additional information
14. A non-refundable application fee as prescribed.

DIAMOND EXPORTER, GOLD EXPORTER AND INDUSTRIAL AND SAND BASED MINERALS EXPORTER'S LICENCES

Duration: Yearly (12 months) or half yearly (Six-months)

Operation: A diamond/gold exporter or his/her Agent(s) shall be required to buy precious minerals only from any dealer or dealer's agent and export such minerals.

Approving Body: Director of Mines verifies application documents and the Director General recommends approval to the Hon. Minister

Application Requirements:

1. Application for the grant of a prescribed exporter's licence shall be submitted in the prescribed application form to the Manager of Licences and Technical Assessment.
2. An applicant may be an individual of any nationality (Proof of nationality required) or a registered company (proof of Company Registration documents required).
3. Residential and work permits (required for non- ECOWAS Citizens).
4. Applicant for a Gold Exporter/Industrial and sand based minerals exporter's licence shall be required to pay the prescribed Standard Assessment Tax
5. Applicant for a diamond Exporter's licence shall be required to pay the prescribed fees for the Kimberly Process certificate.
6. Each Exporter (for Gold and Diamonds) shall be allowed to employ buying agents who shall be approved by the Director of Mines, and issued with the prescribed Exporter's Agent's Certificate. Not more than seven buying agents certificates may be issued under one Diamond Exporter's Licence. The first two Diamond Exporter's agents, and not more than five for Gold, shall be issued without payment, but the rest will be issued on the payment of the fee as prescribed
7. Evidence of foreign currency accounts in accredited commercial banks in Sierra Leone to finance their operations.
8. Evidence of record of purchases and exports of precious minerals acquired during the previous year for which the licence was granted (for cases of renewals only).
9. For Diamond and Gold Exporter's Agent licences, a letter of consent or nomination from the principal licence holder (Export Licence holder) must be attached to the Agent's application.

DIAMOND, GOLD AND INDUSTRIAL SAND BASED (ISB) MINERALS DEALER'S LICENCES

Duration: Yearly (12 months)

Operation: A Dealer or his/her Agent shall be required to buy precious/ISB minerals only from artisanal or small-scale mining lease holder and sell to any exporter.

Approving Body: Licence approved by the Director of Mines.

Application Requirements:

1. Application for a prescribed Dealer's licence shall be submitted in the prescribed application form. Each applicant is required to produce documents to support citizenship claimed.
2. An applicant for a dealer's licence shall be required to contribute to a monitoring fund as prescribed.
3. An applicant for dealers Licence shall be required to contribute to a rehabilitation fund as prescribed.
4. Applicant for a dealer's licence shall be required to pay the prescribed Standard Assessment Tax.
5. For Diamond and Gold Dealer's Agent licences, a letter of consent from the principal licence holder (Dealer's Licence) must be attached to the Agent's application.
6. Each dealer shall be allowed to employ not more than five buying agents of Sierra Leonean nationality (proof of nationality required).

FROM GGDO TO NATIONAL MINERALS AGENCY

The functions and responsibilities of the former Government Gold and Diamond Office are now performed by the Department of Precious Minerals Trading in the National Minerals Agency. The aim is to institute more effective measures in the marketing of Gold and Diamonds by ensuring that precious minerals valuation and trading is done with the highest standard of professional competence and integrity, thereby ensuring a more credible industry with increased benefits to the people of Sierra Leone.

The core functions the Department of Precious Minerals Trading within the NMA is the valuation and certification of gold and diamonds for export purpose, and the collection of taxes levied on such exports.

Export of diamonds from Sierra Leone is consistent with the Kimberley Process Certification Scheme (KPCS). The KPCS is a regulatory mechanism, backed by a United Nations resolution, and it stipulates that all diamonds in the international market must be accompanied by an authentic KP Certificate from a KP member state, and makes non-compliance a criminal offence. The aim of the KPCS is to curb smuggling and the trade in conflict or blood diamonds.

SMALL-SCALE MINING LICENCE

Maximum Area: 100 hectares (1 square kilometer)

Duration: 3years, renewable for another 3years period

Operation: mechanized operations **NOT** exceeding twenty metres in depth or involving the sinking of shafts, driving of adits, or other various underground openings

Approving Body:

Application certified by the Minerals Advisory Board (MAB) and approved by Minister.

Application Requirements:

1. Completed application form (**forms B1, B3, B15, B18**).
2. Copy of certificate of incorporation, certificate of Business Registration and certified copy of memorandum and articles of association (as attachments)
3. If an exploration licence exists of which applicant is not the licence holder, please provide full details of the financial and technical resources available.
4. Copies of qualifications of proposed Mine Manager
5. Map of proposed Small Scale Mining area (map should be drawn such that it indicates relevant geological features)
6. Description of the area applied for and total area size (maximum 100 ha)
7. Evidence of technical & financial resources available to applicant
8. Technical report, summarizing the geology and mineralization sufficient to demonstrate that an economic mineral deposit exists
9. Evidence that consent has been obtained from the Chiefdom Mining Allocation Committee
10. Proposed programme of mining operations must be provided which addresses each of the following:
 - I. *a technical report on the mining and treatment methods to be employed*
 - II. *an environmental impact assessment*
 - III. *an environmental management programme*
 - IV. *proposed marketing arrangements for the sale of minerals mined*
 - V. *goods and services to be obtained from within Sierra Leone*
 - VI. *proposals with respect to employment of Sierra Leone citizens*
 - VII. *details of insurance including life and health cover for employees*
 - VIII. *proposals for any anticipated infrastructure requirements*
 - IX. *a financial plan for the proposed mine detailing capital investment, operating costs*
11. Environmental Impact Assessment (**EIA**) licence from the Environment Protection Agency Sierra Leone (EPA-SL).
12. A Community Development Agreement (**CDA**)
13. Tax clearance certificate
14. Tax Identification Number (TIN) Certificate
15. Any other additional information
16. A non-refundable application fee as prescribed.

LARGE-SCALE MINING LICENCE

Maximum Area: 125 square kilometers

Duration: Granted for an initial period of 25years and renewable for 15years period

Operation: Any safe & approved mining method

Approving Body:

Application certified by the Minerals Advisory Board and approved by Minister.

Application Requirements:

1. Completed Application Form (**forms B1, B3, B15, B18**).
2. Copy of certificate of incorporation, certificate of Business Registration and certified copy of memorandum and articles of association (as attachments)
3. Company profile including number of employees (technical, administration and others), and capitalization
4. Certified copy of audited accounts for the year immediately preceding (where applicable)
5. Map/plan of proposed Large Scale Mining area (map should be drawn such that it indicates relevant geological features)
6. A detailed proposal for the employment of Sierra Leone citizens
7. Full feasibility study including a detailed report on the geology and mineralization, mining & treatment options, a financial/business plan, and marketing.
8. Environmental Impact Assessment (**EIA**) licence from the Environment Protection Agency Sierra Leone (EPA-SL) indicating detailed studies of any significant adverse effects that the programme is likely to have on the environment or on any monument or relic, together with an estimated cost of combating such adverse effects.
9. A proposed Environmental Management Programme
10. Mine plan including a proposed programme of mining operations and infrastructure
11. Tax clearance certificate
12. Tax Identification Number (TIN) Certificate
13. Any other additional information
14. A non-refundable application fee as prescribed.
15. A community development agreement

The End

