



Government of Sierra Leone
Ministry of Mineral Resources and Political Affairs
www.slmineralresources.org

MANAGING MINERAL MINING LICENCES

UNDER

THE MINES AND MINERAL ACT 2009

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A GUIDE FOR LICENCE HOLDERS AND

APPLICANTS

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1. Introduction

The new Mines and Mineral Act 2009 (the Act) introduces new types of mining licences as well as new regulations for licence holders and those wishing to obtain a new licence. The purpose of this guidebook is to illustrate the administrative processes attached to applications and licence management in a comprehensive manner.

1.1 One-Stop-Shop: The Mining Cadastre Office

As the central point of all licence management, the Act foresees that the **Mining Cadastre Office (MCO)** is the focal point for all applicants and licence holders. **All applications, requests, communications regarding a mining licence and documents required to maintain and manage a licence must be addressed to the MCO, directly.** MCO will coordinate the validation of GPS data and availability of plots with the Geological Survey Division (GSD) as well as all required payments with the National Revenue Authority (NRA), which has an officer situated in the MMR. **This one-stop-shop procedure ensures fast and efficient processing of all applications and licence management requests.**

The MCO is situated in the Ministry of Mineral Resources and Political Affairs (MMR) on the 5th floor of the Youyi Building in Freetown. **All documents and forms required can be obtained at the MCO premises or online at <http://www.slmineralresources.org>.**

Please note that all Artisanal Mining Licences are processed by the regional offices in Koidu, Makeni, Kenema and Bo, directly, and are not subject to this guide.

2. Applying for a New Mining Licence

The Act foresees formal requirements for new applications for mining licences. Besides required documents, such include a non-refundable application fee as well as fixed annual or area-based charges. Prospective licence holders are expected to produce fully compliant applications to the MCO and to pay the non-refundable application fees, before being considered an applicant. **Only upon full compliance with the requirements set out in this section and upon payment of the non-refundable application fees will an application be validated and proceeded to the approving body.**

The formal requirements for lodging an application as well as the respective fee rates will be explained in this section according to the newly created licence types.

2.1 Reconnaissance Licence

Formal Requirements	Application Fee	Annual Charges
<ul style="list-style-type: none"> • Form B1 • a plan of the proposed reconnaissance licence area • a description of the contiguous macro-blocks comprising the proposed reconnaissance licence area • a proposed programme of reconnaissance operations prepared according to Guidelines E1 setting out in detail the work proposed for the next twelve month period together with the estimated cost in accordance with Table A4 with details of the equipment expected to be used in connection with it, and the names and particulars of the persons to be responsible for the conduct thereof 	<ul style="list-style-type: none"> • \$250 	<ul style="list-style-type: none"> • \$5,000

2.2 Exploration Licence

Formal Requirements	Application Fee	Annual Charges	
<ul style="list-style-type: none"> • Form B3 • a plan of the proposed exploration licence area, drawn in such a manner and showing such particulars as prescribed under Regulation 7 (8) • a description of the contiguous blocks comprising the proposed exploration licence area, identified according to Regulation 7 (7) (b), which shall be considered definitive should there be any discrepancy with the plan submitted under paragraph 7 above • a proposed programme of work appropriate to the current state of knowledge of the geology and prospectivity of the area, taking account of all past geological and exploration work, and designed to significantly advance the metallogenic understanding of the area and lead to the discovery of a mineral deposit. The work programme should be prepared in accordance with the Guidelines E1. It should set out in detail the exploration proposed for the next twelve month period together with the estimated cost, details of the equipment 	<ul style="list-style-type: none"> • \$250 	Years 1 to 4	\$100 per km ²
		Years 5 to 9 – first 125 km ²	\$400 per km ²
		Years 5 to 9 – parts of areas in excess of 125 km ²	\$800 per km ²

<p>expected to be used, and the names and particulars of the persons to be responsible for the conduct thereof. It should also include an indicative programme of work for the remainder of the period applied for</p> <ul style="list-style-type: none"> • Pursuant to above, the expenditure commitment shall be commensurate with the proposed work programme 			
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2.3 Small-Scale Mining Licence

Formal Requirements	Application Fee	Annual Charges
<ul style="list-style-type: none"> • Form B15 • confirmation that the applicant is a body corporate incorporated or registered in Sierra Leone or a co-operative society registered in Sierra Leone comprising at least twenty-five percent citizens of Sierra Leone • identification of the name and qualifications of the person responsible for supervising the proposed programme of mining operations • a plan of the proposed small-scale mining licence area, drawn in such a manner and showing such particulars as prescribed under Regulation 7 (8) • a description of the contiguous sub-blocks comprising the proposed small-scale mining licence area, identified according to Regulation 7 (7) (d) • documentary evidence that the Chiefdom Mining Allocation Committee and the rightful occupiers and/or owners of the land have given their consent in principle to the proposed mining • a technical report on the geology and mineralization of the proposed mining area sufficient to demonstrate that an economically viable mineral deposit exists • a proposed programme of mining operations which in addition to the items specified under Section 96 (2) of the Act shall include: <ul style="list-style-type: none"> ○ a technical report on the mining and treatment methods to be employed prepared according to Guidelines E2 ○ proposals for an environmental management programme intended to mitigate any damaging impacts on the environment and local populations, including specific 	<ul style="list-style-type: none"> • \$500 	<ul style="list-style-type: none"> • \$600 per ha

measures to be employed in the case of risks associated with health or safety and general compensation		
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2.4 Large-Scale Mining Licence

Formal Requirements	Application Fee	Annual Charges
<ul style="list-style-type: none"> • Form B18 • Form B21, where one or more prospecting licences, which shall include exclusive prospecting licences and exploration licences, granted under the Mines and Minerals Act 1994 partly or wholly extends over the area being applied for, signed by every prospecting licence holder consenting to the application • Where application is made for a large-scale mining licence area exceeding one hundred and twenty five square kilometres, convincing evidence must be presented in the feasibility study demonstrating the existence of a very large mineral deposit or other justifications in support of the area applied for • a plan of the proposed large-scale mining licence area, drawn in such a manner and showing such particulars as prescribed under Regulation 7 (8) • a description of the contiguous blocks comprising the proposed large-scale mining licence area, identified according to Regulation 7 (7) (e), which shall be considered definitive should there be any discrepancy with the plan submitted under paragraph ②; • in support of the statement required under Section 106 (2) (d) of the Act, a detailed technical report on the geology and mineralization in and around the proposed mining area, prepared according to Guidelines E2 of the Fifth Schedule, sufficient to demonstrate that a full evaluation has been undertaken and that an economically viable ore body exists; • full feasibility investigations undertaken and reported according to Guideline E2 of the Fifth Schedule which shall include: <ul style="list-style-type: none"> ○ a proposed programme of mining operations pursuant to Section 106 (2) (i) of the Act; 	<ul style="list-style-type: none"> • \$2.500 	<ul style="list-style-type: none"> • \$200.000

<ul style="list-style-type: none"> ○ a technical report on the mining and treatment possibilities and methods to be employed pursuant to Section 106 (2) (h) of the Act; ○ an environmental impact assessment, pursuant to Section 106 (2) (i) (vi) of the Act; ○ proposals for an environmental management programme intended to mitigate any damaging impacts on the environment and local populations pursuant to, but not limited by, Section 106 (2) (i) (v) and (vii) of the Act; and ○ a comprehensive financial plan for the proposed mine, pursuant to Section 106 (2) (j) of the Act presenting and demonstrating the viability of the business model; and ● an environmental impact assessment licence consistent with the provisions of Part XV of the Act 		
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3. Maintaining Your Licence – Your Obligations

As a holder of a mining licence, you enjoy several rights. When it comes to maintaining your licence, you also have to follow certain obligations. In this section, your obligations as a licence holder are illustrated. **Please note that all necessary forms and reports must be channelled through the Mining Cadastre Office (MCO) and not directly to the deciding or approving bodies.**

3.1 Reconnaissance Licence

Payments	Deadline
<ul style="list-style-type: none"> ● Payment of annual charge <ul style="list-style-type: none"> ○ \$5.000 	<ul style="list-style-type: none"> ● First payment: 30 days of licence approval notification ● Per licence year

Reporting and Recording Obligations
<ul style="list-style-type: none"> ● The licence holder shall maintain in Sierra Leone at an address to be registered with the Minister full and accurate records in regard to: <ul style="list-style-type: none"> ○ minerals discovered ○ petrographic descriptions, mineral analyses and identifications

- raw and interpreted data in digital and paper form as appropriate, including maps and plots, pertaining to mineralogical, geochemical and geophysical surveys, including remote sensing and airborne surveys
- geological, geochemical and geophysical data, maps and interpretations
- staff employed
- all other work carried out
- A licence holder wishing to **send samples overseas for testing, analysis or sale must seek the permission of the Minister on Form B10.**
- The licence holder shall **notify the Minister of any mineral discovery on Form C1** as follows:
 - **in the case of any mineral deposit of potential economic value, within a period of thirty calendar days**
 - **in respect of any radioactive mineral immediately**, but in any case no later than seven calendar days
- **in the case of a radioactive mineral the holder shall in addition and where a radioactive minerals permit has been applied for and granted, within the first week of every month furnish the Director with a report on the exploration operations conducted in the preceding month on Form C22.**
- The licence holder shall **keep the Minister informed of the details and timing of any airborne survey, including**
 - the company contracted to carry out the work
 - the plan of operations, aircraft and equipment to be used, and dates
 - insurance that all necessary flying permissions are obtained in accordance with national civil aviation requirements.
 - Following commencement, **progress shall be reported to the Director and Director of Geological Survey through the Mining Cadastre Office on a weekly basis on Form C5.**
- The licence holder shall, **not later than the end of each year of the licence, submit a full and detailed technical report on all reconnaissance activities carried out, prepared according to the Guidelines E1. It shall be accompanied by Form C4.**
- The licence holder must submit **full results, data and interpretation of any airborne survey, in both digital and paper form, within six months of acquisition accompanied by Form C6.**
- The holder of a reconnaissance licence shall submit not later than ninety calendar days after the end of each year of the licence an audited statement of allowable expenditures in accordance with Table A4 accompanied by **Form C33.**
- Upon termination of a reconnaissance licence, the holder shall provide
 - a copy of all records held under section 65 (2) of the Act
 - where the licence has been held for a second year, a final report, prepared according to Guidelines E1, summarising all work carried out over the entire period that the licence was held including the principal results and conclusions of each phase of operations. **The final report is required in addition to the annual report for the second year.**

3.2 Exploration Licence

Payments	Deadline
<ul style="list-style-type: none"> ● Payment of annual area-based charge <ul style="list-style-type: none"> ○ Years 1 to 4: \$100 per km² ○ Years 5 to 9 – first 125 km²: \$400 per km² ○ Years 5 to 9 – parts of areas in excess of 125 km²: \$800 per km² 	<ul style="list-style-type: none"> ● First payment: 30 days of licence approval notification ● Per licence year

Reporting and Recording Obligations
<ul style="list-style-type: none"> ● The holder must inform if there is any change in ownership of the licence where any single interest exceeds forty percent. ● The the licence holder shall inform all landowners and users of land within the exploration licence area about general exploration activities by public notice in a regional office. In addition, and wherever practicable, the holder shall individually inform landowners and users, and the Paramount Chief as appropriate, of specific activities where these are likely to involve disruption to the land surface including excavations, drilling and the erection of camps, temporary buildings and machinery. ● The licence holder shall maintain in Sierra Leone at an address to be registered with the Minister full and accurate records in regard to: <ul style="list-style-type: none"> ○ raw and interpreted information, data and analyses, including maps and plots in paper and digital formats as appropriate, pertaining to all geological, mineralogical, petrographical, geochemical, geophysical, remote sensing and other surveys carried out including surveys under or over the ground ○ detailed stratigraphic logs of all boreholes drilled together with any samples ○ minerals discovered ○ staff employed ○ all other work done in connection with the exploration licence including contracts and agreements with landowners ○ all expenditures made that satisfy the annual prescribed programme of exploration operations expenditure requirements ○ such other matters as prescribed or that the Director may require. ● The licence holder must preserve all drill cores and drilling samples either at the registered address or at another location and, when no longer required or at termination of the licence, shall advise the Director and Director of Geological Survey who may, within thirty days request that they be handed over ● A licence holder wishing to send samples overseas for testing, analysis or sale must seek the permission of the Minister on Form B10. ● The licence holder shall at the end of each six-month period submit to the Director and Director of Geological Survey a confidential report on Form C2, summarising progress and expenditure against the approved work programme. ● The licence holder shall notify the Minister of any mineral discovery on Form C1 as follows:

- **in the case of any mineral deposit of potential economic value, within a period of thirty calendar days**
- **in respect of any radioactive mineral immediately**, but in any case no later than seven calendar days
- **in the case of a radioactive mineral the holder shall in addition and where a radioactive minerals permit has been applied for and granted, within the first week of every month furnish the Director with a report on the exploration operations conducted in the preceding month on Form C22.**
- The licence holder shall **keep the Minister informed of the details and timing of any airborne survey, including**
 - the company contracted to carry out the work
 - the plan of operations, aircraft and equipment to be used, and dates
 - insurance that all necessary flying permissions are obtained in accordance with national civil aviation requirements.
 - Following commencement, **progress shall be reported to the Director and Director of Geological Survey through the Mining Cadastre Office on a weekly basis on Form C5.**
- The licence holder shall not later than the end of each year of the licence submit to the Director of Mines and the Director of Geological Survey
 - a full and detailed technical report on all exploration activities carried out prepared according to the Guidelines E1 including, but not limited to, the information contained under subsection above, accompanied by **Form C3**
 - An exploration licence holder who undertakes any airborne remote sensing or geophysical survey shall submit full results, data and interpretation of all work undertaken, in both digital and paper form, within six months of acquisition accompanied by **Form C6**
- To accompany each annual report, the licence holder shall submit a work plan for the year ahead together with an indicative programme for the remainder of the licence period prepared according to the Guidelines E1, and proposed expenditures subject to the minimum amounts shown in Table A4. The revised programme shall on each occasion build on the results obtained to date, and shall be designed to extend the knowledge of the geology and prospectivity of the area. It should include details of the equipment expected to be used, and the names and particulars of the persons to be responsible for the work
- Where a company holds more than one exploration licence, the holder shall submit separate **six-monthly reports, annual reports and any other technical reports and associated expenditures for each exploration licence**, even where the licences are contiguous and/or the exploration activities form part of a related programme
- The holder of an exploration licence shall submit to the Director and Director of Geological Survey not later than ninety calendar days after the end of each year of the licence
 - an audited statement of itemized allowable expenditures in accordance with Table A4
- Upon termination of an exploration licence, the holder shall provide to the Director:
 - a copy of all records held under section 78 (2) of the Act;
 - a final report, prepared according to Guidelines E1, summarising all work carried out over the entire period during which the licence was held including the principal results and conclusions of each phase of operations. **The final report is required in addition to the annual report for the final year.**

3.3 Small-Scale Mining Licence

Payments	Deadline
<ul style="list-style-type: none"> ● Payment of annual charge <ul style="list-style-type: none"> ○ \$600 per ha 	<ul style="list-style-type: none"> ● First payment: 30 days of licence approval notification ● Per licence year

Reporting and Recording Obligations
<ul style="list-style-type: none"> ● The holder shall inform the Director if there is any change in ownership of the licence such that citizens of Sierra Leone no longer constitute at least twenty-five percent ownership ● The licence holder shall maintain in Sierra Leone at an address to be registered with the Minister full and accurate records in regard to: <ul style="list-style-type: none"> ○ minerals extracted and minerals sold ○ expenditures and income ○ all technical information, data and analyses, including maps and plots, in paper and digital formats as appropriate, in respect to all mining and exploration activities including any analyses and surveys carried out in or over the ground ○ detailed stratigraphic logs of all boreholes drilled ○ any minerals discovered in potentially economic amounts that are not specified in the licence ○ the staff employed ○ all other work done in connection with the licence including contracts and agreements with landowners ○ such other matters as prescribed or as the Director may specify ● The licence holder shall preserve all drill cores and drilling samples either at the registered address or at another location and, when no longer required or at termination of the licence, shall advise the Director and Director of Geological Survey who may, within thirty days request that they be handed over ● A licence holder wishing to send samples overseas for testing, analysis or sale must, pursuant seek permission using Form B10 ● The holder of a small-scale mining licence shall submit the following reports on exploration and mining: <ul style="list-style-type: none"> ○ a monthly mineral production return on Form C15 and ○ an annual report prepared according to Guidelines E2 accompanied by Form C16 ● The holder shall notify the Minister of the discovery of any mineral not specified in the licence on Form C1 as follows: <ul style="list-style-type: none"> ○ in the case of any mineral deposit of potential economic value, within a period of thirty calendar days ○ in respect to any radioactive mineral immediately, but in any case not later than seven calendar days ○ in the case of a radioactive mineral where a radioactive minerals permit has been applied for and granted, the holder shall in addition within the first week of every month furnish the Director with a report accompanied by Form C22 on the exploration operations conducted in the preceding month ● Upon termination of a small-scale mining licence, the holder shall provide to the Director:

- a copy of all records held
- a final report, prepared according to Guidelines E2 summarising all exploration and mining work carried out over the entire period the licence was held

3.4 Large-Scale Mining Licence

Payments	Deadline
<ul style="list-style-type: none"> ● Payment of annual charge <ul style="list-style-type: none"> ○ \$200.000 	<ul style="list-style-type: none"> ● First payment: 30 days of licence approval notification ● Per licence year

Reporting and Recording Obligations
<ul style="list-style-type: none"> ● The licence holder shall preserve all drill cores and drilling samples either at the registered address or at another location and, when no longer required or at termination of the licence, shall advise the Director and Director of Geological Survey who may, within thirty days, request that they be handed over ● A licence holder wishing to send samples overseas for testing, analysis or sale must seek the permission of the Minister on Form B10 ● The holder of a large-scale mining licence shall submit the following reports on exploration and mining: <ul style="list-style-type: none"> ○ a monthly mineral production return on Form C17 ○ an annual report prepared according to Guidelines E2 accompanied by Form C18 ● Upon termination of a large-scale mining licence, the holder shall deliver to the Director: <ul style="list-style-type: none"> ○ a copy of all records held under section 115 (2) (a) of the Act; ○ a final report, prepared according to Guidelines E2 summarising all exploration, development and mining work, including production figures, carried out over the entire period that the licence was held

4. Managing Your Mining Licence

The new regulations allow for certain alterations and changes to mineral mining licences. Such include amendments to the workplan, the renewal, surrender, suspension, cancellation or even the transfer of a licence.

In this section the required documents for managing your licence are illustrated according to licence type and managerial process. Again, all requests and documents must be channelled through the Mining Cadastre Office (MCO). Please note, that for all requests, a set fee will be charged.

4.1 Reconnaissance Licence

You are allowed to make amendments to your work programme and you can request a renewal of your licence. Please note that reconnaissance licences **may only be renewed once for a period of up to one year**. A transfer of a reconnaissance licence is not possible.

4.1.1 *Amendment*

Required Documents	Deadline	Fee
<ul style="list-style-type: none"> • Form B22 accompanied by an explanation 	<ul style="list-style-type: none"> • On-going 	<ul style="list-style-type: none"> • \$100

4.1.2 *Renewal*

Required Documents	Request Deadline	Application Fee
<ul style="list-style-type: none"> • Form B2 accompanied by: <ul style="list-style-type: none"> ○ a report on reconnaissance operations carried out to date prepared according to the Guidelines E1 together with a statement of the expenses incurred in accordance with allowable expenditures shown in Table A4 ○ a proposed programme of reconnaissance operations to be carried out during the renewal period prepared according to the Guidelines together with the estimated cost thereof in accordance with Table A4 ○ a plan identifying that part of the reconnaissance area for which renewal is sought drawn in such a manner and showing such particulars as required in Regulation 7 (8) ○ a description of the macro-blocks comprising the reconnaissance area for which renewal is sought, identified according to Regulation 7 (7) (a) ○ particulars of any alteration in the matters stated in the application for the grant of the licence pursuant to section 57 (a) of the Act 	<ul style="list-style-type: none"> • No later than 90 days before licence expiry 	<ul style="list-style-type: none"> • \$250

4.1.3 *Surrender / Suspension / Cancellation*

Required Documents	Request Deadline	Fee
<ul style="list-style-type: none"> • Form B8 • An application for part only of the licence area must be accompanied by: <ul style="list-style-type: none"> ○ a plan of the reduced licence area, drawn in such a manner 	<ul style="list-style-type: none"> • At least 90 calendar days 	<ul style="list-style-type: none"> • \$100

<p>and showing such particulars as prescribed under Regulation 7 (8)</p> <ul style="list-style-type: none"> ○ a description of the macro-blocks to be surrendered identified according to Regulation 7 (7) (a) ○ a description of the contiguous macro-blocks comprising the proposed reduced licence area, identified according to Regulation 7 (7) (a) ○ a revised work programme and expenditure commitment for the remainder of the current year prepared according to the Guidelines E1, or for the year ahead if the application is made on the licence anniversary concurrent with submission of the annual report ○ a surrender report describing all work carried out since inception for that part of the area given up, prepared according to the reporting Guidelines E1 <ul style="list-style-type: none"> ● An application to surrender the whole of a licence area must be accompanied by: <ul style="list-style-type: none"> ○ an annual report prepared according to Guidelines E1 covering the period since the last annual report; and ○ a final report in the form of a surrender report prepared according to Guidelines E1, covering the entire period of the licence 	notice	
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4.2 Exploration Licence

Holding an exploration licence, you are allowed to make amendments to your work programme. Please note that reconnaissance licences **may be renewed twice**. Moreover, it is possible to transfer your licence.

4.2.1 *Amendment*

Required Documents	Deadline	Fee
<ul style="list-style-type: none"> ● Form B22 accompanied by explanation / justification 	<ul style="list-style-type: none"> ● On-going 	<ul style="list-style-type: none"> ● \$100

4.2.2 *First Renewal*

You can apply to the Mining Cadastre Office for a **first renewal of your licence in respect of not more than one hundred and twenty five square kilometres of the exploration licence area**, except that where the results of exploration to date indicate a more extensive mineral deposit he may request to keep such larger area as is appropriate. **Any part of a licence area in excess of one hundred and**

twenty-five square kilometres shall, from licence year five onwards, be liable to a higher annual charge rate (Years 5 to 9 – first 125km²: \$400 per km² / Years 5 to 9 – over 125km²: \$800 per km²).

Required Documents	Request Deadline	Application Fee
<ul style="list-style-type: none"> ● Form B4 accompanied by: <ul style="list-style-type: none"> ○ a detailed technical report on exploration for the previous year prepared according to the Guidelines E1 together with an annual financial report of allowable expenses as prescribed in Table A4 for the same period ○ a detailed surrender report covering all work carried out over any ground to be surrendered since inception of the exploration licence including all results, data, information and interpretation prepared according to the Guidelines E1 ○ a proposed programme of exploration operations to be carried out during the first year of the renewal period prepared according to the Guidelines E1 together with the estimated cost thereof in accordance with Table A4 ○ a plan identifying that part of the exploration area for which renewal is sought drawn in such a manner and showing such particulars as prescribed under Regulation 7 (8) ○ a description of the contiguous blocks comprising the reduced area for which renewal is sought, identified according to Regulation 7 (7) (b) ○ a description of the blocks to be surrendered, identified according to Regulation 7 (7) (b) ○ particulars of any changes to the matters stated in the application for the grant of the licence pursuant to section 70 (a) of the Act 	<ul style="list-style-type: none"> ● no later than ninety calendar days before licence expiry 	<ul style="list-style-type: none"> ● \$250

4.2.3 Second Renewal

Holders of an exploration licence, which has been once renewed, may apply via the Mining Cadastre Office for a second renewal of their licence. **An application for a second renewal for an area exceeding one hundred and twenty five square kilometres shall include evidence for the existence of an extensive mineral deposit requiring such large area, which is to be the subject of the proposed feasibility studies.**

Required Documents	Request Deadline	Application Fee
<ul style="list-style-type: none"> ● Form B5 accompanied by: <ul style="list-style-type: none"> ○ an annual report for the last year and statement of expenditure prepared according to Guidelines E1 ○ a detailed summary report covering all exploration operations carried out since inception prepared according to the Guidelines E1 together with a summary of allowable direct costs incurred according to Table A4 ○ evidence that a mineral discovery of potential commercial value has been made and reported on Form C1 ○ a proposed programme of feasibility studies and an environmental impact assessment covering the entire period of the second renewal, prepared according to the Guidelines E2 together with an estimate of direct costs to be incurred in accordance with Table A4 ○ a plan identifying that part of the exploration licence area for which renewal is sought prepared as described in Regulation 7 (8) ○ a description of the blocks comprising the exploration licence area for which renewal is sought, identified in the manner described in Regulation 7 (7) (b) ○ a description of the blocks being surrendered (if any), identified in the manner described in Regulation 7 (7) (b); ○ where part of the licence area is being surrendered, a detailed surrender report covering all work carried out since inception over that part of the licence area, prepared according to the Guidelines E1 of the Fifth Schedule; and ○ particulars of any alteration in the matters stated in the application for the grant of the licence pursuant to section 70 (a) 	<ul style="list-style-type: none"> ● no later than ninety calendar days before licence expiry 	<ul style="list-style-type: none"> ● \$250

4.2.4 Surrender / Suspension / Cancellation

Required Documents	Request Deadline	Fee
<ul style="list-style-type: none"> ● Form B8 ● An application for part only of the licence area must be accompanied by: <ul style="list-style-type: none"> ○ a plan of the reduced licence area, drawn in such a manner and showing such particulars as prescribed under Regulation 7(8) ○ a description of the blocks to be surrendered identified according to Regulation 7 (7) (b) ○ a description of the contiguous blocks comprising the reduced licence area, identified according to Regulation 7 (7) 	<ul style="list-style-type: none"> ● At least 90 calendar days notice 	<ul style="list-style-type: none"> ● \$100

<p>(b)</p> <ul style="list-style-type: none"> ○ a revised work programme prepared according to the Guidelines E1 and expenditure commitment for the remainder of the current year, or for the year ahead if the application is made on a licence anniversary concurrent with submission of the annual report prepared pursuant to section 76 (3) (a) (i) ○ a surrender report describing all work carried out since inception for that part of the area given up, prepared according to reporting Guidelines E1 <ul style="list-style-type: none"> ● An application for surrender of the whole of a licence area must be accompanied by: <ul style="list-style-type: none"> ○ an annual report and expenditure statement prepared according to reporting Guidelines E1 covering the period since the last annual report ○ a final report in the form of a surrender report for the entire licence period prepared according to the reporting Guidelines E1 		
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4.2.5 Transfer

You may in principle transfer your exploration licence. Please note, however, that **no transfer shall be considered within the first two years of the licence**. After this period, you may request the transfer of your licence by following the requirements, below.

Required Documents	Request Deadline	Fee
● Form B11	● At least 90 calendar days notice	● \$500

4.3 Small-Scale Licence

4.3.1 Renewal

Required Documents	Request Deadline	Application Fee
<ul style="list-style-type: none"> ● Form B17 <ul style="list-style-type: none"> ○ a report summarizing exploration and mining carried out to date in the licence area prepared according to the Guidelines E2, including both technical and financial information on the operation sufficient to demonstrate that the holder has carried out his obligations competently ○ evidence that economic mineral reserves remain to be extracted ○ a proposed programme of mining operations to be carried out during the renewal period indicating any changes in 	<ul style="list-style-type: none"> ● no later than ninety calendar days before licence 	<ul style="list-style-type: none"> ● \$350

<p>regard to any of the matters referred to in Regulation 48 (3) (e)</p> <ul style="list-style-type: none"> ○ where land has been surrendered, a plan identifying that part of the licence area for which renewal is sought drawn in such a manner and showing such particulars as prescribed under Regulation 7 (8), together with a description of the contiguous sub-blocks comprising both the reduced area for which renewal is sought and the sub-blocks being surrendered, all identified according to Regulation 7 (7) (d) ○ particulars of any changes to the matters stated in the application for the grant of the licence pursuant to section 96 (2) (h), (i), (j), (k), (l), (m) and (n) of the Act 	expiry	
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4.3.2 Surrender / Suspension / Cancellation

Required Documents	Request Deadline	Fee
<ul style="list-style-type: none"> ● Written request ● Where such application is for part only of the licence area, it shall be accompanied by: <ul style="list-style-type: none"> ○ a plan of the proposed reduced licence area, drawn in such a manner and showing such particulars as prescribed under Regulation 7 (8); ○ a description both of the sub-blocks to be surrendered and of the contiguous sub-blocks comprising the proposed reduced licence area, identified according to Regulation 7 (7) (d); ○ where any exploration or mining has been carried out over the ground to be surrendered, a surrender report describing all work carried out since inception for that part of the area given up, prepared according to reporting Guidelines E2 ● An application for surrender of the whole of a licence area must be accompanied by <ul style="list-style-type: none"> ○ final report in the form of a surrender report for the entire licence period prepared according to the reporting Guidelines E2 	<ul style="list-style-type: none"> ● At least 90 calendar days notice 	<ul style="list-style-type: none"> ● \$500

4.4 Large-Scale Mining License

4.4.1 *Amendment*

Required Documents	Fee
<ul style="list-style-type: none"> ● Form C1 <ul style="list-style-type: none"> ○ in respect to any mineral for which he holds the licence, within a period of thirty calendar days, but only where the discovery relates to a discrete mineral deposit separate from the known ore body for which the licence was granted ○ in respect to any other mineral deposit of potential economic value not included in the licence, within a period of thirty calendar days ○ in respect to any radioactive mineral, immediately, but in any case not later than seven calendar days pursuant to section 121 (1) of the Act. Furthermore, in the case of a radioactive the holder shall in addition, pursuant to section 122 of the Act, and where a radioactive minerals permit has been applied for and granted, within the first week of every month furnish the Director with a report on the exploration operations conducted in the preceding month on Form C22. ● the licence holder may request on Form C1 that the mineral be included in the licence and shall in this case attach, as appropriate, a proposed programme of proving, development or mining (immediately or at a later date) in respect thereof. 	<ul style="list-style-type: none"> ● \$100

4.4.2 *Renewal*

Required Documents	Request Deadline	Application Fee
<ul style="list-style-type: none"> ● Form B20 accompanied by <ul style="list-style-type: none"> ○ a report summarizing the geological exploration, development and mining carried out hitherto in or over the licence area prepared according to the Guidelines E2, including both technical and financial information on the operation, sufficient to demonstrate that the holder has carried out his obligations competently ○ evidence, pursuant to section 112 (2) (b) (i) of the Act, that mineral reserves remain that can be economically extracted in line with the period of renewal applied for ○ a proposed programme of mining operations to be carried out during the renewal period indicating any changes to the original plan in regard to any of the matters referred to in section 106 (2) (i) of the Act ○ pursuant to section 112 (2) (c) of the Act, where land has been surrendered, a plan identifying that part of the licence area for which renewal is sought drawn in such a manner and showing such particulars as prescribed under Regulation 7 (8), together 	<ul style="list-style-type: none"> ● not later than one year before its expiry 	<ul style="list-style-type: none"> ● \$2500

<p>with a description of the contiguous blocks comprising both the reduced area for which renewal is sought and the blocks being surrendered, all identified according to Regulation 7 (7) (e)</p> <ul style="list-style-type: none"> ○ further to subsection 2o above, where land has been surrendered, a surrender report, prepared according to Guidelines E2 of the Fifth Schedule for the area being given up ○ certified copies of audited accounts for the preceding five years ○ record of Sierra Leone citizens employed during the preceding five years ○ a report summarizing environmental protection, rehabilitation and reclamation measures undertaken to date ○ particulars of any changes to the matters stated in the application for the grant of the licence pursuant to section 106 (2) (n), (o), (p), (q), and (r) of the Act 		
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4.4.3 Surrender / Enlargement / Termination / Suspension / Reduction of Production

Required Documents	Request Deadline	Fee
<ul style="list-style-type: none"> ● An application made in respect to changes in production or surrender or enlargement shall be made on <ul style="list-style-type: none"> ○ Form B23 ● The holder of a large-scale mining licence who wishes to enlarge his licence area shall give reasons why such enlargement is necessary or would lead to the more efficient exploitation of the deposit. The application in respect to the added area shall include: <ul style="list-style-type: none"> ○ an amended programme of mining operations; ○ any plans to improve the infrastructural provision; and ○ any other information that he may wish to present. ○ A notification by the holder of a large-scale mining licence, pursuant to section 118 (2) of the Act, that production, suspension or reduction in production has, for reasons beyond his control, already taken place, should be submitted direct to the Minister as soon as possible and in any event within fourteen calendar days. ● Where an application is made for surrender of part only of the licence area, it shall be accompanied by: <ul style="list-style-type: none"> ○ a plan of the proposed reduced licence area, drawn in such a manner and showing such particulars as prescribed under Regulation 7 (8) ○ a description both of the blocks to be surrendered and of the 	<ul style="list-style-type: none"> ● n/a 	<ul style="list-style-type: none"> ● \$500

<p>contiguous blocks comprising the proposed reduced licence area, identified according to Regulation 7 (7) (e)</p> <ul style="list-style-type: none"> • where any exploration or mining has been carried out over the ground to be surrendered, a surrender report describing all work carried out since inception for that part of the area given up, prepared according to reporting Guidelines E2 of the Fifth Schedule, or if no work has been carried out, a statement to that effect. 		
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4.4.4 Transfer

Required Documents	Request Deadline	Fee
<ul style="list-style-type: none"> • Form B25 accompanied by <ul style="list-style-type: none"> ○ a summary technical report on the geology and mineralization in and around the mine, including production since mine inception, and the latest proven, estimated and inferred reserves ○ a copy of the latest annual report ○ a report summarizing environmental protection, rehabilitation and reclamation measures undertaken to date by the current holder ○ full details of the company to which the licence will be transferred (transferee), its Directors, shareholders with more than a five percent interest, names of related companies, company profile, evidence of technical and financial resources, audited accounts for the preceding year, and any other information that the Minister may decide ○ information on any proposed changes to the management, staffing and operation of the mine as a consequence of the transfer ○ a declaration that the transferee accepts the current programme of mining operations, environmental management programme, community agreements, employment and training guarantees relating to Sierra Leone citizens and all other liabilities and obligations of the transferor, including proposals for transferring the financial surety 	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • \$500