



Applications Processed through the Mining Cadastre Unit

Applications received and processed through the Cadastre Office include:

- License Applications for the following license types:

- Reconnaissance
- Prospecting
- Exploration
- Class A Mining
- Class B Mining
- Class C Mining
- Quarry
- Brokerships
- Dealerships
- Jewellerys

- License Renewals
- License Modifications
- Extension of Term
- Transfer of Ownership
- Relinquishment of Area
- Addition of Area
- Suspension of License

Complete an Application Form

- All applications are completed on the same form
- Application forms are available from the Ministry of Land, Mines and Energy, Mining Agents and from the MCIMS website: www.mcims.gov.lr

Pay the Application Fee

- All fees are paid at the Ministry of Finance
- Proof of payment is required when submitting an application

Submit Application

- The application form and receipt for the application fee must be submitted to the Ministry of Land, Mines and Energy
- When submitting an application form please include all required information and documents
- The application is checked for completeness and dated by the Ministry before being delivered to the Cadastre Office
- The application is scanned and entered in FlexiCadastre

Review the Notice Board

- All application outcomes are published on the notice board outside the cadastre office
- An official letter is also printed and sent to the applicant

Pay the Initialization Fee

- All fees are paid at the Ministry of Finance
- Proof of payment must be submitted to the cadastre office for the the further processing of the application
- If the Initialization fee is not paid within 2 weeks then your application will be rejected

Collect Your License

- Licenses are printed at the Cadastre Office and sent to the ministry for official signatures
- Official licenses are scanned into FlexiCadastre and then made available for collection
- Your license will be available at the cadastre office

Keep up to Date with License Obligations

- Fees are paid at the Ministry of Finance
- Reports are submitted to the Ministry of Land, Mines and Energy
- Non-payment of license fees or not submitting license reports will result in your license being nullified
- License renewals are due at least 30 days before the license expiry date





Payments Process

Payment Forms are Printed from the Cadastre Office

- Payment forms are printed for Application, License, Renewal and Survey fees

Payments are Made at the Ministry of Finance

- Except for Survey fees which are paid at the Department of Finance, Ministry of Land, Mines and Energy

Proof of Payment (Receipt) is Provided to the Cadastre Office

- The payment receipt should be submitted to the cadastre office as soon as the payment has been made

The Payment is Recorded in FlexiCadastre

- All proof of payments are scanned and recorded in FlexiCadastre.
- Payment reports will be produced regularly to monitor payments

The Payment Process is Complete