



MINISTRY OF ENERGY AND ENERGY INDUSTRIES

International Waterfront Centre, Tower C, #1 Wrightson Road, Port of Spain, Trinidad and Tobago
Telephone (868) 623-6708 Facsimile (868) 625-0306

SCHEDULE 3

[Regulation 5(1)]

Application Form for Processing Licence

Application Type: New Licence <input type="checkbox"/> Renewal <input type="checkbox"/>		
APPLICANT DETAILS		
Applicant's Name (Name in which licence is to be granted)		
Applicant's Address		
Tel Number	Fax Number	Email
Company / Business Registration No.		
Name of Person Authorised to Sign on Behalf of Applicant (for a Company or Business)		ID / DP / Passport # (copies of two types required)
Board of Inland Revenue Number	Vat Registration Number	
PROCESSING LOCATION DETAILS		
Processing Plant Location (for existing plants, or address of land on which plant is to be located; please check box and specify below)		
Existing Processing Plant	<input type="checkbox"/>	
New Plant to be installed	<input type="checkbox"/>	
Integrated Processing Plant <input type="checkbox"/> Stand Alone Processing Plant <input type="checkbox"/> (please check appropriate box)	If the Processing Plant is Integrated with a mining operation (i.e. located within / will be located within the same licenced acreage / acreage to be licenced, as a mining operation) provide name and number on the Mining licence or name of applicant on Mining licence application form, for the said acreage (if available):	
Land Area (hectares / acres)	Land Status (State or Private)	Name of Land Owner

Ward Sheet No.	Topographic Sheet No.	
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MANAGER DETAILS

Processing Manager Name	Address	Tel Number / Fax / Email
Qualifications		Experience (include on separate sheet if necessary)

PROCESSING OPERATIONS DETAILS

(please tick)	(√)	Mineral(s) to be Processed and Source of Mineral(s)
Washing	<input type="checkbox"/>	
Screening	<input type="checkbox"/>	
Crushing	<input type="checkbox"/>	
Blending	<input type="checkbox"/>	
Other (please state)		

PROCESSING PLANT DETAILS

Plant Type (Fixed or Mobile)	Product Sizes: 1. 2. 3. 4. 5. 6.	
Make and Model of Plant		
New or Used Plant (and year of manufacture)		
Plant Capacity (include units)		
(please tick)		(√)
Primary Crusher		<input type="checkbox"/>
Secondary Crusher	<input type="checkbox"/>	
Tertiary Crusher	<input type="checkbox"/>	
Kiln	<input type="checkbox"/>	
Furnace		
Other (please specify):		

Electricity Source _____	Daily Consumption _____
Water Source _____	Daily Consumption _____
Fuel Storage _____	Daily Consumption _____
Lubricant Storage _____	Daily Consumption _____

OTHER EQUIPMENT DETAILS (please specify types and numbers)

(please tick)	(√)	(√)
Fork Lifts / Crane	<input type="checkbox"/>	Dump Trucks <input type="checkbox"/>
Loader	<input type="checkbox"/>	Pick Up <input type="checkbox"/>
Excavator	<input type="checkbox"/>	Back Hoe <input type="checkbox"/>
Tractor	<input type="checkbox"/>	Water Truck <input type="checkbox"/>
Diesel Fuel Truck	<input type="checkbox"/>	
Other (please state)		

Additional Remarks/ Details

DECLARATION/UNDERTAKING

In accordance with section 45 (3) (b) of the Minerals Act, Chap 61:03, I _____ hereby declare that the particulars and the statements made in this application are true and correct to the best of my knowledge and belief and nothing has been concealed or held therefrom. I understand that it is an offense, punishable by a fine and imprisonment, to make a false declaration.

Signature of the Applicant _____ Date ____/____/____
(dd/mm/yyyy)

FOR OFFICIAL USE ONLY

Name of Officer Processing Application _____ Date Received:

Signature of Officer Processing Application _____ ____/____/____
(dd/mm/yyyy)

GUIDELINES FOR APPLICANTS

1. Please complete all sections legibly.
2. Supplemental pages are to be inserted where required.
3. This form is required to be submitted in duplicate.
4. Please retain a copy of your application.
5. The prescribed fee must accompany application.
6. All financial data submitted are to be quoted in Trinidad and Tobago (TT) dollars only.
7. Copies of the following are required, where applicable:
 - a. Title Documents, and Lease/permit (where applicant is not the owner of land)
 - b. Copies of previous Processing Licences granted to the Applicant
 - c. Evidence of Satisfaction of all outstanding royalty payments
 - d. Eight (8) Originals of a Survey Plan
 - i. Approved by the Director of Surveys, for State land
 - ii. Registered by the Director of Surveys, for Private land
 - e. Certificate of Incorporation / Certificate of Business Registration
 - f. Organizational Structure for Processing operations
 - g. A letter from a recognized financial institution (indicating that the Applicant possesses the financial capacity to conduct the operations for which a licence is being sought)
 - h. Processing Plan (to be completed using template)
 - i. Rehabilitation Plan (to be approved by the Environmental Management Authority)

- j. Certificate of Environmental Clearance (CEC)
- k. Town and Country Planning Approval
- l. Water Abstraction Permit (from the Water and Sewerage Authority)
- m. Certificates and other qualifications of the Processing Manager (indicating that the Applicant possesses the technical qualifications necessary to conduct the operations for which a licence is being sought)
- n. Performance Bond (to be posted if licence is approved)
- o. Rehabilitation Bond (to be posted if licence is approved)
- p. Receipt for payment of licence application / renewal fee
- q. Land and building taxes receipt (most recent)
- r. Any other documents as required from time to time