

# GUIDELINES FOR APPLYING FOR A PROCESSING LICENCE

**Applications submitted to:**

- MEEI: Application for Processing Licence
- COSL: Application for Lease or Permission of State Land (where applicable)
- TCPD: Application for Final Planning Permission
- EMA: Application for Certificate of Environmental Clearance (CEC)
- WRA: Application for Water Abstraction Licence

All supporting documents detailed on page 3 of the prescribed application form must be submitted within 90 days of the application, failing which the application shall be deemed invalid

**FIRST PHASE OF APPLICATION PROCESS**

Publication of Notice of application by the Minerals Advisory Committee (MAC) in the *Gazette* and at least two daily newspapers for Applicants who have submitted the 4 documents required for the 1<sup>st</sup> phase of the application process

- Four (4) required documents include:**
1. Properly completed Prescribed Application Form;
  2. Payment of Application Fee of TT\$ 1,000.00;
  3. Evidence of the Applicant's financial capacity to undertake processing operations; and
  4. Evidence of the Applicant's technical capacity to undertake processing operations.

**SECOND PHASE OF APPLICATION PROCESS**

Applicant submits all other supporting documents

- Other supporting documents include:**
- |  |  |
|--|--|
| <p><b>PROOF OF TITLE</b></p> <ul style="list-style-type: none"> <li>• Title Documents</li> <li>• Lease /permission</li> <li>• Eight (8) Originals of a Survey Plan</li> <li>• Proof of Ownership of Mineral Rights</li> </ul>  | <p><b>TECHNICAL DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• Processing Plan</li> <li>• Organisational structure for processing operations</li> </ul>  |
| <p><b>COMPANY/ BUSINESS DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• Certificate of Incorporation/ Business Registration</li> <li>• Articles of Incorporation</li> <li>• Certificate of Continuance</li> <li>• Notice of Directors</li> <li>• Notice of Secretary</li> <li>• Notice of Registered Address</li> <li>• BIR File No.</li> <li>• PAYE File No.</li> <li>• Form C Income Tax Regulation</li> <li>• VAT Certificate of Registration</li> <li>• NIB Registration Certificate</li> <li>• NIB Clearance Certificate</li> <li>• Land and Building Tax receipt (most recent)</li> </ul> | <p><b>OTHER REGULATORY APPROVALS FOR PROCESSING OPERATIONS</b></p> <ul style="list-style-type: none"> <li>• Certificate of Environmental Clearance (CEC)</li> <li>• Town and Country Planning Approval</li> <li>• Water Abstraction Licence</li> </ul> <p><b>ROYALTIES AND OTHER ASSOCIATED FEES</b></p> <ul style="list-style-type: none"> <li>• Evidence of satisfaction of all outstanding royalties</li> </ul> |

**PROCESSING OF APPLICATION**

MAC conducts title searches, company searches, bankruptcy searches and searches for convictions under the Minerals Act or Minerals (General) Regulations

If all required outstanding documents are not submitted within 90 days of the submission of the application, the application is deemed invalid

The MEEI advises Applicant of any deficiencies in the application, and gives a deadline for submission of outstanding documents

The MEEI conducts a site visit to ensure that the boundaries of the land are clearly defined and advises the Applicant accordingly

Completed application and site visit report submitted to the MAC for its consideration

The MAC makes a recommendation to the Minister on whether to grant or refuse the application

The MEEI develops Cabinet Note for the grant or refusal of Processing Licence

**Cabinet refuses the application** → The MEEI informs the Applicant accordingly

**Cabinet agrees to the grant of licence**

MEEI advises the Applicant to post the necessary bonds (Rehabilitation and Performance bonds) and pay the Annual Licence fee for the first year

**Applicant fails to submit the required bonds and/or pay annual fee within 90 days** → Applicant's right to the licence shall lapse in accordance with Regulation 11

**Applicant submits required bonds and pays required licence fee within 90 days**

The MEEI prepares the Processing Licence

The Processing Licence document is made available at the MEEI's office for the Applicant's review prior to finalisation for execution

The Minister and the Applicant (or in the case of State Lands and public mining rights, the Minister, the Applicant and the Commissioner of State Lands) execute the Processing Licence