



MINISTRY OF ENERGY AND MINERALS

REGISTRATION FOR THE ONLINE MINING CADASTRE TRANSACTIONAL PORTAL (OMCTP)

This registration form and associated documents must be submitted in person as follows:

- Division A and B licences: MEM HQ, 5 Samora Machel Avenue, 11474 Dar es Salaam
- Division C and D licences: Your respective Zonal Office

Any queries may be submitted by email to licensinghq@mem.go.tz.

SECTION A: PURPOSE OF REGISTRATION

I wish to make use of the Mining Cadastre Portal on my own behalf

Complete section A, B, E

Please provide:

- Personal identity (passport or ID card)

I wish to make use of the Mining Cadastre Portal on behalf of a Company

Complete sections A, B, C, E

Please provide:

- Personal identity (passport or ID card)
- Company registration (certified copy of MEMART with latest list of Directors & certificate of incorporation)
- Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the Company

I wish to make use of the Mining Cadastre Portal on behalf of a group of individuals

Complete sections A, B, D, E

Please provide:

- Personal identity (passport or ID card)
- Letter of authority to use the Mining Cadastre Portal on behalf of the group, signed by all members

I am already a Registered User on the Mining Cadastre Portal and would like to act on behalf of an additional Company

Complete sections A, B, C, E

Please provide:

- Personal identity (passport or ID card)
- Company registration (certified copy of MEMART with latest list of Shareholders & certificate of incorporation)
- Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the Company

I am already a Registered User on the Mining Cadastre Portal and would like to act on behalf of another group of individuals

Complete sections A, B, D, E

Please provide:

- Personal identity (passport or ID card)
- Letter of authority to use the Mining Cadastre Portal on behalf of the group, signed by all members

ADDENDUM FORMS

If you are / have been, or the company or group you represent is / has been, the legal owner of mineral rights in Tanzania, then additionally complete Addendum OMCTP-1A.

If there are additional users that you wish to add for the same company or group at the same time, then additionally complete Addendum OMCTP -1B for each user.

Number of additional users:

SECTION B: DETAILS FOR THE AUTHORISED USER

Primary Details (please complete all fields)

Surname

First Names

Email Address

(used for login and email notifications)

Mobile Number

(used for SMS notifications)

e.g. +255753354111 not +255(0)753354111

Title

Mr	Mrs	Ms	Dr	Prof	Hon	Other	
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Identification Method

(Passport, ID Card, etc)

Identity Number

Nationality

Date of Birth

d	d	/	m	m	/	y	y	y	y
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Gender

Male	Female
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Physical Address

Line 1

Line 2

SUBMISSION and VERIFICATION DECLARATION

This section must be completed in the receiving office, on handover of the registration forms and documents and after verification of any existing mineral rights, by the licensing officer in the presence of the applicant.

I confirm that all documents have been received in good order.

I confirm that all existing mineral rights are in good standing (where such rights existed)

DD / MM / YYYY

Signed by Licensing Officer

Date

Location

DD / MM / YYYY

Witnessed by Applicant for Registration

Date

Location

FOR OFFICIAL USE ONLY

Yes No **User added to Mining Cadastre Portal**

Yes No **User given access to requested Company / group**

Comments

DD / MM / YYYY

Signed by Licensing Officer

Date

Location



MINISTRY OF ENERGY AND MINERALS

ADDITIONAL USER REGISTRATION FOR COMPANY OR GROUP OF INDIVIDUALS

Application as an additional user of the Mining Cadastre Portal on behalf of a company or group, either as an employee or agent of that Company

Complete sections A, B

Please provide:

- Personal identity (passport or ID card)
- If a Company
 - Proof of company registration (certified copy of MEMART with latest list of Shareholders, and certificate of incorporation)
- Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the Company
- If a group of individuals
 - Personal identity (passport or ID card)
 - Letter of authority to use the Mining Cadastre Portal on behalf of the group, signed by all members

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SECTION A: DETAILS FOR THE AUTHORISED USER

Primary Details (please complete all fields)

Surname												
First Names												
Email Address <small>(used for login and email notifications)</small>												
Mobile Number <small>(used for SMS notifications)</small>												
	e.g. +255753354111 not +255(0)753354111											
Title	Mr	Mrs	Ms	Dr	Prof	Hon	Other					
Identification Method <small>(Passport, ID Card, etc)</small>												
	and / or											
Identity Number												

Nationality	<input type="text"/>
Date of Birth	<input type="text" value="d"/> <input type="text" value="d"/> / <input type="text" value="m"/> <input type="text" value="m"/> / <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
Gender	<input type="text" value="Male"/> <input type="text" value="Female"/>
Physical Address	
Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Province	<input type="text"/>
Post Code / Zip	<input type="text"/>
Country	<input type="text"/>
Postal Address	<input type="text" value="Same as Physical"/>
Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Province	<input type="text"/>
Post Code / Zip	<input type="text"/>
Country	<input type="text"/>
Telephone 1	<input type="text" value=""/> <small>e.g. +255753354111 not +255(0)753354111</small>
Telephone 2	<input type="text" value=""/> <small>e.g. +255753354111 not +255(0)753354111</small>
Fax Number	<input type="text" value=""/> <small>e.g. +255222354111 not +255(0)222354111</small>

SECTION B: TERMS OF USE

- I confirm that all information provided is correct
- I agree to the Terms of Use and Privacy Statement of the Mining Cadastre Portal

D D / MM / YYYY

Signed by Applicant for Registration

Date

Location