

## **RML Checklist**

**Application Date:**

**Time:**

**Application no/Licence no:**

**Initial LSCM no:**

<u><b>ITEM</b></u>	<u><b>Comment</b></u>	<u><b>Tick box</b></u>
<b>Registered Address of Place of Business</b>		
<b>Application fee payment</b>		
<b>Taxpayer Identification Number (TPIN) from MRA</b>		
<b>Recent local Bank Statement (2 months from date of application) – in the name of applicant (If name is different, a letter indicating the reasons</b>		
<b>Valid Malawi National ID with clear photo (New applicant)</b>		
<b>Certificate of Incorporation (In case of company/licenced bank) (New applicant)</b>		
<b>Names of Directors and Owners - including shareholding and nationality (In case of company)</b>		
<b>Valid Tax Clearance Certificate (TCC)</b>		
<b>Foreigners must have a Valid Passport and a Police Clearance</b>		
<b>RENEWAL APPLICATION</b>		
<b>Complete application form and copy of Valid licence</b>		
<b>Copies of detailed Records and Quarterly Reports - Receipts issued for sales and purchases, weight of minerals traded, dates of payment and delivery of minerals.</b>		
<b>For exports, copies of Export Permit and Returns gained from the sale.</b>		

- All items in this checklist must be verified to be complete for an application to be registered and received.
- Advise client so that they will need Police clearance and Immigration clearance to receive their licence.
- If applicant wants exemption from any items, they must submit a signed letter explaining their reasons (indicate this in comment field).

**Received by:**

**Applicant:**

**Signature:**

**Signature:**

## **TERMS AND CONDITIONS**

The Licence is **"NOT TRANSFERABLE."**

### **The licensee shall:**

- 1.0** Carry out transactions on only prescribed minerals under this licence.
- 2.0** Every 6 months, submit to the Director General a copy of all entries made in its dealings register giving information specified in section 4(1) & (2) of the Mines and Minerals (Reserved Minerals Licence) Regulations 1985.
- 3.0** At all times keep at its registered premise for business in Malawi its valid licence and dealings register, and shall produce the aforementioned documents upon request by an authorized officer during inspections;
- 4.0** Keep records of reserved minerals purchased or sold from a holder of Large-Scale, Medium-Scale and Small-Scale Mining Licences; and such records shall indicate;
  - Name and address of the seller or purchaser.
  - Licence number of the seller or purchaser.
  - The mass and description of the reserved mineral(s).
  - The amount paid and the date of transaction.
- 5.0** Be expected to actively and frequently export minerals outside the country during the period of validity of the licence, keep and submit copies of returns of such transactions.
- 6.0** Comply with Part XII – Reserved Minerals Licence (Section 203– Section 212) of the Mines and Minerals Act (Act No. 25 of 2023), the Regulations in force and any other conditions as prescribed by the director general.

### **Cancellation or term extension**

Failure to comply with the above stated terms and conditions of this licence will lead to either cancellation of the licence or the licence term shall not be extended.



**APPLICATION FORM FOR A RESERVED MINERALS LICENCE  
MINES AND MINERALS ACT of 2023 (Section 211)  
(CAP. 61:01)**

**MINES AND MINERALS (RESERVED MINERALS LICENCE)  
REGULATION 1985  
(REGULATION 2)**

*This application must be submitted to The Director General, Mining and Mineral Regulatory Authority, P.O Box 30582, Lilongwe 3, together with an application fee of K50, 000.00 for Malawians and K300,000.00 for Foreigners (Non-refundable)*

1. Surname.....Other Names.....

2. Date of Birth. .... / ..... / ..... . Nationality.....

3. Passport No..... Place and Date of Issue.....

4. Name of company (*In case of a company*) .....

5. Permanent address:

(a) Village.....T/A..... District.....

(b) Street .....City.....Country.....

6. Business Address (in full) .....

.....

..... Business Telephone No.....

7. Occupation.....

I hereby apply for a Reserved Minerals Licence under which I intend to buy, hold and sell the following mineral(s)

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Give details of previous experience in gemstone dealing

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Give details of your financial status by providing a bank statement showing amount of money available for buying in Malawi Kwacha or its equivalent

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Give any other information (i.e., what you intend to do when the licence is issued to you)

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I certify that the information given above is true and correct to the best of my knowledge

Name: .....Position.....

*(In case of an organization)*

Signature: .....

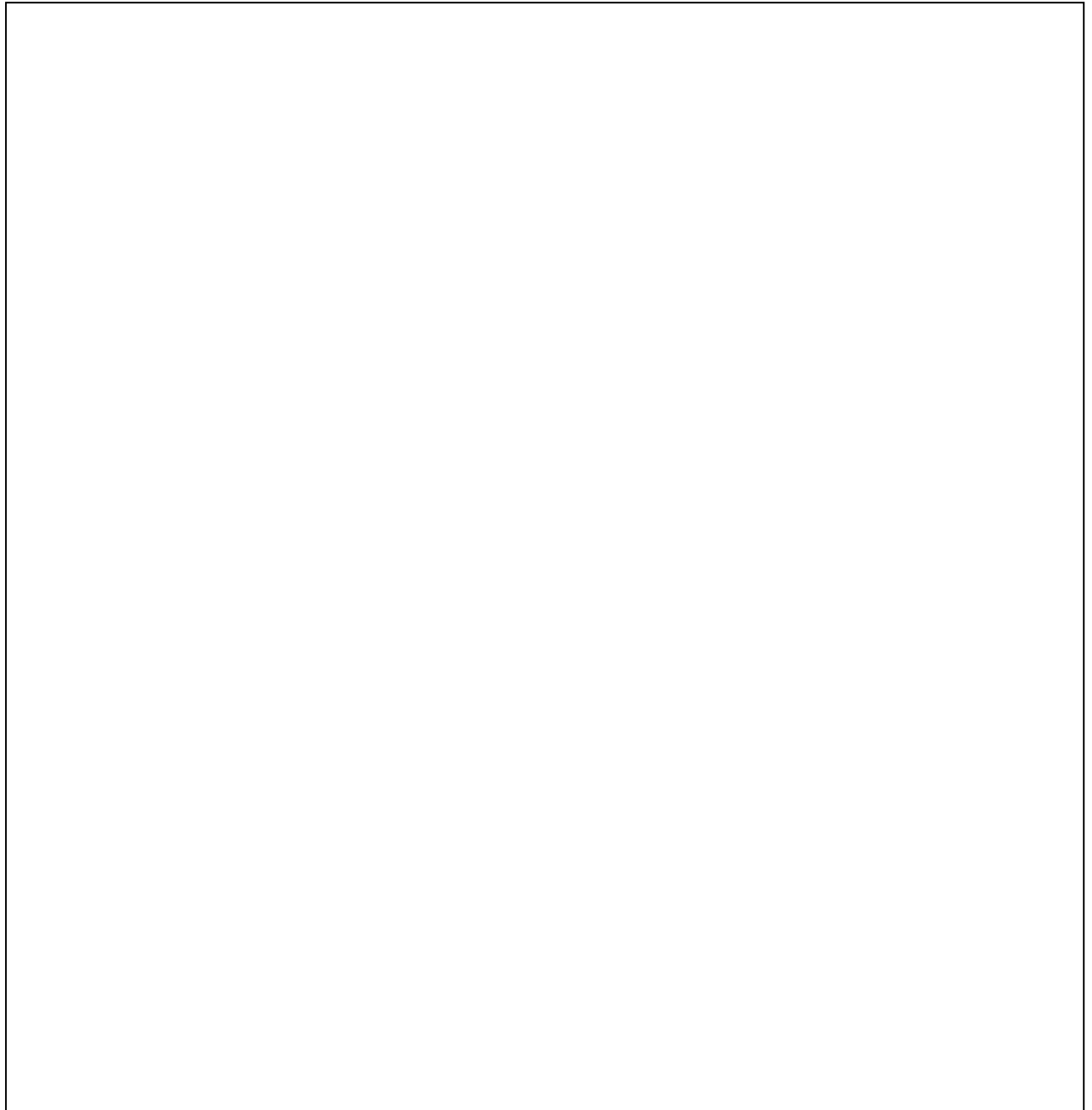
Date: .....

Place of Business (Physical Address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Directions (Sketch Map):

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch map. It occupies the lower half of the page.