



## 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](mailto: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)



## SECTION C: COMPANY DETAILS

### Primary Details (please complete all fields)

Company Name	<input type="text"/>					
Registration Number	<input type="text"/> <input type="text"/>					
Registered Country	<input type="text"/>					
Registration Date	<input type="text"/> d d / m m / y y y y					
Shareholding	<table border="1"><tr><td>100% Foreign</td><td>Majority Foreign</td><td>50% Foreign / 50% Local</td><td>Majority Local</td><td>100% Local</td></tr></table>	100% Foreign	Majority Foreign	50% Foreign / 50% Local	Majority Local	100% Local
100% Foreign	Majority Foreign	50% Foreign / 50% Local	Majority Local	100% Local		

### Official Email Address

Email Address *The main authorised user's email address will be used for all official communications for this company. (Should you need email to be sent to multiple recipients, you can set up an internal distribution list.)*

### 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"/> Same as Physical
Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Province	<input type="text"/>





Address Line 1

Address Line 2

Address Line 3

Province

Post Code / Zip

Country

\*Use additional pages if required

## SECTION E: 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**

**Number of pages submitted for this application (including addenda)**

DD / MM / YYYY

\_\_\_\_\_  
Signed by Applicant for Registration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Location

## 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