

RESERVED MINERALS LICENCE CHECKLIST

New applicant

- **Registered Address of Place of Business**
- **Application fee payment**
- **Taxpayer Identification Number (TPIN)** from MRA
- **Tax Clearance Certificate from (TCC)** from MRA
- **Recent local Bank Statement (2 months from date of application)** – in the name of applicant (If name is different, a letter indicating the reasons)
- **Valid Malawi National ID** with clear photo (New applicant)
- **Certificate of Incorporation** (In case of company/licenced bank) (New applicant)
- **Names of Directors and Owners** - including shareholding and nationality (In case of company)
- **Foreigners must have a Valid Passport**

Renewal application

- **Complete application form and copy of expired licence**
- **Copies of detailed Records and Quarterly Reports** - Receipts issued for sales and purchases, weight of minerals traded, dates of payment and delivery of minerals.
- For exports, **copies of Export Permit and Returns gained from the sale.**