



**OFFICE OF THE COMMISSIONER FOR MINES AND MINERALS**

**SERVICE CHARTER**

- Mandate:** To ensure sustainable development, management and utilisation of mineral and petroleum resources for the socio-economic development of Malawi.
- Vision:** To become a vibrant institution that promotes sustainable development, exploitation and management of mineral and petroleum resources.
- Mission:** To coordinate, facilitate, and promote the participation of all stakeholders in the sustainable development, utilization, and management of mineral and petroleum resources for socio-economic growth and development.

GOODS/SERVICES RENDERED	REQUIREMENTS	FEES/CHARGES	TIME TO ACCESS THE SERVICE
Non-Exclusive Prospecting Licence (NEPL)	Submission of a detailed application to the Registrar of Mineral Tenements by a client	MK10,000/District – New Application	45 calendar days
		MK10,000/District – Term Extension	30 calendar days
		MK10,000 - Late Term Extension (per month or part thereof)	
Small-Scale Mining Licence (SML)	- Submission of a detailed application to Registrar of Mineral Tenements by a client; - Verification and demarcation of mining plots	MK30,000 - New Application	45 calendar days
		MK20,000 -Term Extension	30 calendar days
		MK20,000 – Late Term Extension (per month or part thereof)	
		MK10,000 – Addition of minerals	30 calendar days
Reserved Minerals Licence (RML)	Submission of a detailed application to Registrar of Mineral Tenements by a client	MK50,000 - New or Term Extension Application (Malawian)	45 calendar days
		MK300,000 - New or Term Extension Application (Foreigner)	
		MK10,000 – Addition of minerals	30 calendar days
Reconnaissance Licence (RL)	Submission of a detailed application to Registrar of Mineral Tenements by a client	MK300,000 - New Application or Term Extension	60 calendar days
		MK300,000 - Late Term Extension (per month or part thereof)	30 calendar days
Exploration Licence (EL)	Submission of a detailed application to Registrar of Mineral Tenements by a client	MK250,000 - New Application	70 calendar days
		MK300,000 – 1 <sup>st</sup> Term Extension	30 calendar days

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		MK400,000 – 2 <sup>nd</sup> Term Extension	
		MK250,000 - Late Term Extension (per month or part thereof)	
Medium-Scale Mining Licence (MML)	-Submission of a detailed application to Registrar of Mineral Tenements by a client; -Verification and demarcation of mining plots	MK750,000 - New Application	130 calendar days
		MK750,000 –Term Extension	90 calendar days
		MK750,000 - Late Term Extension (per month or part thereof)	
		MK750,000 – Area Expansion	130 calendar days
Large-Scale Mining Licence (LML)	-Submission of a detailed application to Registrar of Mineral Tenements by a client; -Verification and demarcation of mining plots	New Application	190 calendar days
		MK800,000 Area < 1 km <sup>2</sup>	
		MK1,000,000 1 ≥ Area > 5 km <sup>2</sup>	
		MK1,500,000 5 ≥ Area > 10 km <sup>2</sup>	
		MK3,000,000 Area ≥ 10 km <sup>2</sup>	90 calendar days
		MK750,000 –Term Extension	
		MK750,000 - Late Term Extension (per month or part thereof)	
		Area Expansion	190 calendar days
		MK750,000 Area < 1 km <sup>2</sup>	
		MK1,000,000 1 ≥ Area > 5 km <sup>2</sup>	
		MK1,500,000 5 ≥ Area > 10 km <sup>2</sup>	
		MK3,000,000 Area ≥ 10 km <sup>2</sup>	
		MK500,000 –Approval of New or Revised Community Development	
Retention Licence (RTL)	-Submission of a detailed application to Registrar of Mineral Tenements by a client;		
Blasting Licence	Submission of a detailed application to Registrar of Mineral Tenements by a client and successful completion of exams.	MK300 examination fee, MK500 on grant	5 working days
Explosives Storage Licence	-Submission of a detailed application to Registrar of Mineral Tenements by a client; -Completion of a magazine according to the explosives act and regulations.	MK4,000	5 working days
Permit to possess explosives	Submission of a detailed application to Registrar of Mineral Tenements by a client	MK3,000	5 working days

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Explosives Dealers Licence	Submission of a detailed application to Registrar of Mineral Tenements by a client	MK4,000	5 working days
Mineral Export Permit	-Submission of an application to Registrar of Mineral Tenements by a client; -Certificate of Inspection by Geological Survey Department.	MK10,000 Plus royalty	5 working days
Transfer of Mineral Tenement Licence	-Submission of an application to Registrar of Mineral Tenements by a client;	MK1,500,000 – Retention Licence	
		MK750,000 – Medium-Scale Mining Licence	
		MK1,500,000 – Large-Scale Mining Licence	
Mineral identification	Submission of a mineral sample to Registrar of Mineral Tenements	Free	5 working days
Mineral processing & value addition	Submission of a sample(s) to Registrar of Mineral Tenements	As published in the Gazette	5 working days

**Note: Any further information may be obtained from the Commissioner for Mines and Minerals.**

**“COMMITTED TO CIVILITY AND EXCELLENCE IN SERVICE DELIVERY”**

*Any service that does not conform to the above standards or any officer who does not live up to the commitment to courtesy and excellence in service delivery should be reported to:*

The Commissioner for Mines and Minerals  
Post Office Box 251  
Lilongwe  
Tel: +265 (0) 1 754 777 / +265 (0) 1 755 303  
Email: [commissioner.mining@mail.gov.mw](mailto:commissioner.mining@mail.gov.mw)

Or

The Secretary for Mining  
Private Bag 350  
Lilongwe 3  
Tel: +265 (1) 789 488  
Fax: +265 (1) 788 689  
Email: [ministry.mining@mail.gov.mw](mailto:ministry.mining@mail.gov.mw)

The Office of the Ombudsman  
Private Bag 348  
Lilongwe 3  
Tel: +265 (0) 1 774 886/899  
Email: [ombudsman@ombudsmanmalawi.org](mailto:ombudsman@ombudsmanmalawi.org)

**IT IS YOUR RIGHT TO DEMAND EFFICIENT SERVICE**