



Federal Republic of Nigeria
MINING CADASTRE OFFICE

No. 37, Lobito Crescent, Off Adetokunbo Ademola Crescent,
P.M.B. 107, Wuse II, Abuja. Tel: +2348164101937

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**PROCEDURES/REQUIREMENTS FOR THE TRANSFER OF A MINERAL
TITLE**

- **The applicant must be a Title Holder.**
- The **two parties** involved must obtain and appropriately complete in triplicate:
 - i. Transfer/Assignment application form.
 - ii. Mineral title transfer form (deed of assignment).
- Attached to the above forms, a **holder** should submit in triplicates the following documents:
 - i. Copies of License or Lease.
 - ii. Evidence of previous payments. (**Annual Service Fees** and **Royalties** for leases) where applicable.
 - iii. Certificate of Incorporation including Forms **CAC2 & CAC7**, **Articles and Memorandum of the Association.**
 - iv. **A Memorandum of Understanding/Agreement.**
 - v. Progress report of the previous activities.
 - vi. Board resolution to transfer title signed by at least two Directors, accompanied with court affidavit.
- **A transferee** should also submit in triplicates the following documents:
 - i. Copies of Certificate of incorporation including Forms CAC2&CAC7, Articles and memorandum of the Association.
 - ii. Attestation of Non-conviction of criminal offences.
 - iii. **Evidence of technical competence. Through:**
 - CV and credentials of Mining Engineer or Geoscientist with **COMEG registration certificate (at least one competent technical supervisor per site).**
 - Letter of employment and that of acceptance by the employee.
 - Three months pay slip or sworn affidavit.
 - iv. **Evidence of financial capability. By way of:**
 - Statement of account showing sufficient working capital.
 - Original copy of reference letter from the Bank confirming adequate net worth and credit facility.
 - v. **Approved expatriate quotas for foreign firm (transferred).**
 - vi. Company's profile of transferee.
 - vii. Assignment/Transfer:
 - a. application/processing fees – **₦250,000.00**
 - b. Transfer/Assignment fees: per cadastral unit
 - i. Quarry Lease - **₦500, 000.00**
 - ii. Exploration Licence - **₦20, 000.00**
 - iii. Small Scale Mining Lease - **₦ 250,000.00**
 - iv. Mining Lease - **₦500, 000.00**
- Any other information as the Mining Cadastre Office requires or prescribed.

