



### Checklist for Registration Users



**INDIAN BUREAU OF MINES**

### **Documents (Soft Copy) Check List:**

All applicants have to keep ready the soft copies of following documents to be uploaded in jpg / pdf format.

1. GST number copy for all types of applicant
2. TAN Number / TIN Number copy for companies and Firms
3. PAN, Passport and Aadhar Number copies for all types of applicants including all the directors of company and partners in firms
4. PAN Card and Passport copy of Nominated Owner
5. PAN Card and Passport copy of Mines Agent
6. Latitude and longitude of all boundary pillars in excel sheet for RP, PL, Composite License, Auctioned Area, Mining Lease
7. Copy of RP license, PL license, Composite License, Letter of Intent for auctioned area and Mining Lease deed, as applicable
8. Khasra Numbers Wise License / Lease details, Type of land, Nature of Land, Area of each Khasra Number
9. Copies of State License for business activity Trading, End User, Stockiest and Exporter. GST copy is required, if located in State other than State, where registered office of applicant.
10. Copy of Import Export License Number, in case of exporter
11. Copy of Registration under Company Act or Registration of the Firm as per Indian Partnership Act 1932

### **Check List for Updates:**

1. First Page- Registration number under Company Act and its copy for uploading for Companies / Firms
  - a). GST number under GST Act and its copy for uploading to all categories i.e. Individual, Association, Firm or Company
  - b). TAN Number / TIN Number, as applicable and its copy for uploading
2. Second Page- Updating PAN, Passport and Aadhar Number for the Individual, Partners in Firms and Directors in Company along with copies for uploading.
3. Third Page - Nominated Owner for the Company and Firms - Name, address, Mobile number, Email address, PAN, Passport and Date of appointment. Copies of PAN Card and Passport have to be uploaded.
4. Fourth Page - Mines Agent - for the Company and Firms - Name, address, Mobile number, Email address, PAN, Passport and Date of appointment. Copies of PAN Card and Passport have to be uploaded. The screen is asking for Bank Details for online payments, however it is not mandatory.

5. Fifth Page - Reconnaissance - Here applicant has to enter following details for the existing RP, if any. Please note that all the details to be entered should be as per agreement under MCR. Please also note that unique RP code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very much important for the applicant. Prominent village has to be selected, in case of multiple villages within RP area.

a) Topo sheet Number, Date of grant, Date of execution of License, selecting correct updated district, taluka and village of the lease, selecting minerals, Area held under RP. Upload copy of license. Latitude and longitude of all boundary pillars

6. Sixth Page - PL - Here applicant has to enter following details for the existing PL, if any. Please note that all the details to be entered should be as per agreement under MCR. Please also note that unique PL code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very much important for the applicant. Prominent village has to be selected, in case of multiple villages within PL area.

a) Topo sheet Number, Date of grant, Date of execution of License, selecting correct updated district, taluka and village of the lease, selecting minerals, Area held under PL. Upload copy of license. Latitude and longitude of all boundary pillars

7. Seventh Page - Mines Held Details - Here applicant has to update following details for the existing leases linked and new leases, if any not in the list. Please note that all the details to be entered should be as per lease agreement under MCR. In case of one lease-multiple mines or multiple leases - one mine relationship exists, it's all details has to be provided to MTS cell for updating from backend, so that applicant can file returns suitably as per rule 45 of MCDR 2017. Please also note that unique lease code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very much important for the applicant. Prominent village has to be selected, in case of multiple villages within lease area.

a) Topo sheet Number, Captive or Non Captive, Manual or Mechanized method of Mining, Period of Lease From - To, selecting correct updated district, taluka and village of the lease, selecting Main Mineral and associated minerals, Area held under ML, Date of Registration of lease, Selecting Mines Agent name from the list entered earlier by Applicant (Company/Firm).

b) Apart from above, applicant has to update by clicking Topo sheet details for the items like Topo sheet number, Khasra Numbers wise details, Type of land, Nature of Land, Area of each Khasra Number.

c) Apart from above, applicant has to update by clicking Mines details for the items like "Mining Plan Approved From - To, EC Letter Number and its copy for uploading, EC Quantity, Forest Area Clearance, if any and its copy for uploading, PCB Quantity and its validity as well as its copy for uploading

8. Eighth Screen - Preferred Bidder - Here applicant has to update following details for the new auctioned area. Please note that all the details to be entered should be as per LOI issued by

State Government under MCR. Please note that unique lease code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very much important for the applicant. Prominent village has to be selected, in case of multiple villages within auctioned block area.

a) Topo sheet Number, Captive or Non Captive, Manual or Mechanized method of Mining, selecting correct district, taluka and village of the block area, selecting Main Mineral and associated minerals, Area bid under auctioned area,

b) Apart from above, applicant has to update by clicking Topo sheet details for the items like Topo sheet number, Khasra Numbers wise details, Type of land, Nature of Land, Area of each Khasra Number.

c) Preferred bidder has to upload copy of Letter of Intent (LOI). Preferred bidder has three categories Prospecting Lease, Prospecting cum Mining Lease or Mining Lease. Preferred bidder has to enter name of the block against the item "Name of the Mine".

9. Ninth Page - State License Details - This screen will be visible after selecting business activity 'Trading'. Here applicant has to enter following details State License Number, date of issue, Valid Up to, Name of the Minerals, District name, where business activity, issuing authority and upload copy of license.

10. Tenth Page - Mineral Consumption Details - This screen will be visible after selecting business activity 'End User'. Here applicant has to enter following details Location of the plant where is consumed, State, District, Taluka, Village, Latitude & Longitudes, Name of the Plant, Name of the Minerals and average consumption per year and last to upload copy of license.

a) Applicant has to provide Authorized Officer details i.e. name, father name, date of birth, designation, address, name of post office and police station.

11. Eleventh Page - Composite License - Here applicant has to enter following details for the PL cum ML, if any. Please note that all the details to be entered should be as per agreement under MCR. Please also note that unique CL code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very much important for the applicant. Prominent village has to be selected, in case of multiple villages within CL area.

a) Topo sheet Number, Date of grant, Date of execution of License, selecting correct updated district, taluka and village of the lease, selecting minerals, Area held under CL. Upload copy of license and excel file for DGPS /GPS co-ordinates Latitude and longitude of all boundary pillars.

12. The last page of Registration is for verification of applicant details, who is submitting Form - K. Here Name, Father's name, age, occupation, resident, police station, place, date and digital signature etc. are to be filled. If digital signature is not available, temporary provision is made for without digital signature in hard copy.