

CONTACT ADDRESSES

i) Permanent Secretary Ministry of Mines & Minerals Development P. O. Box 31969, LUSAKA Tel. 211 235323/6 Fax: 211 235346	ii) Director of Mines Mines Development Department P. O. Box 31969, LUSAKA Tel. 211 235363 Fax: 211 237307
iii) Director of Geological Survey Geological Survey Department P. O. Box 50135, Lusaka Tel. 211 251557 Fax: 211 251557	iv) Director of Mines Safety Mines Safety Department P.O. Box 21006, Kitwe Tel. 212 227167 Fax: 212 220503
v) Director of Mining Cadastre Mining Cadastre Department P. O. Box 31969, LUSAKA Tel. 211 251957 Fax:	
www.zambiamining.co.zm	



Republic of Zambia

**Ministry of Mines and
Minerals Development**

**MINES AND MINERALS
DEVELOPMENT ACT NO.
11 OF 2015**

**IMPORT AND
EXPORT PERMIT
PROCEDURES**

APPLICATION FOR AN IMPORT AND EXPORT PERMIT

*The Mineral Import and Export Permits are issued under Division 7, sections 47 to 48 of the **Mines and Minerals Development Act No. 11 of 2015**.*

1. IMPORT PERMIT APPLICATION

A person intending to import any mineral, ore or mineral product shall apply for a permit to the Director of Mines (**DOM**).

a. Qualification of Applicant

A mineral import permit shall only be granted to persons:

- With a Mining Licence (large scale, small scale or artisanal);
- With a Mineral Processing Licence;
- With a Mineral Trading Permit (MTP).

b. Documentation

Every application for mineral import permit shall be accompanied by the following documentation:

- Duly completed application forms;
- Valid tax clearance certificate;
- Supply contract documents;
- Mineral analysis report;
- Company registration details;
- Proof of purchase and clearance from country of export (should include copies of receipt and export documentation).

c. Validity and fees

A mineral import permit is valid for **3 months** and is non-renewable. The fee is **K1, 400.00** for the whole period.

2. EXPORT PERMIT APPLICATION

A person intending to export any mineral, ore or mineral product shall apply for a permit to the Director of Mines (**DOM**).

a. Qualification of Applicant

A mineral export permit shall only be granted to persons:

- With a Mining Licence (large scale, small scale or artisanal);
- With a Mineral Processing Licence;
- With a Mineral Trading Permit (MTP).

Note: The applicant is required to write to the Director of Geological Survey requesting for officers to physically inspect and verify the material being exported. For export of base metals and precious minerals, the applications are required to be submitted electronically using the Mineral Output Statistical Evaluation System (MOSES). Applications for industrial minerals and gemstones are submitted manually at Geological Survey Department and Mines Development Department.

b. Documentation

Every application for the mineral export permit shall be accompanied by the following documentation:

- Duly completed application forms;
- Mineral analysis certificate/ mineral valuation report issued by the Director of Geological Survey;
- Verification report on mineral royalty payment from the Commissioner General (ZRA);
- Security clearance by the Zambia Police Service;
- Copies of Certified production returns made by the holder
- Mining right, non-mining right or permit number.

c. Validity and fees

A mineral export permit is valid for **3 months** and is non-renewable. The fees are paid in two parts;

- **K700.00** for the mineral valuation and analysis certificates issued by the Director of Geological Survey (For base metals, Precious minerals and Industrial minerals only) For gemstones, only the valuation certificate is issued by the Director of Geological Survey and the fee is **k400.00**;
- **K300.00** for the mineral export permit issued by the Director of Mines.