

APPENDIX 1

EXPORT PERMIT APPLICATION PROCEDURE

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

Qualification of Applicant

A mineral export permit shall only be granted to a person (s):

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

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 (GSD) and Mines Development Department (MDD).

STEPS FOR APPLICATIONS PROCESSED IN MOSES

1. Applicant initiates application in MOSES and delivers export sample at GSD/or GSD goes to site to collect sample
2. The GSD electronically transmits the mineral analysis and valuation certificates to ZRA for clearance
3. ZRA transmits clearance or rejection to the Ministry of Mines
4. If compliant with ZRA and compliant with the submission of trade or mineral production returns applicant is issued an export permit

STEPS FOR APPLICATIONS PROCESSED OUTSIDE MOSES

1. Mineral sample analyzed at GSD which issues a mineral analysis certificate and valuation certificate.
2. Client goes to ZRA for mineral royalty clearance based on the certificates from GSD
3. Once cleared by ZRA applicant is issued with a mineral royalty clearance which they deliver to the Director of Mines and apply for the export permit.

4. If compliant with submission of trade or mineral production returns an export permit is issued.

Documentation

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

- Duty 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.

Validity and fees

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

- **K525.00** 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 **k300.00**;
- **K225.00** for the mineral export permit issued by the Director of Mines.