

# Ministry of Mines and Mining Development

Mining Cadastre Information Management System



## MCP01: REGISTRATION FORM FOR THE MINING CADASTRE PORTAL FOR HOLDERS OF EXISTING MINERAL RIGHTS AND ACTIVE APPLICATIONS

### REGISTRATION FOR THE ONLINE MINING CADASTRE TRANSACTIONAL PORTAL (OMCTP)

**This registration form and associated documents must be submitted in person to  
Your nearest Mining Cadastre office.**

Further information is available on the portal website, [portal.miningcadastre.org/zw](http://portal.miningcadastre.org/zw)  
**Any queries may be submitted by email to [mmmd@mines.gov.zw](mailto:mmmd@mines.gov.zw).**

#### SECTION A: PURPOSE OF REGISTRATION

**I wish to make use of the Mining Cadastre Portal on my own behalf**

*Complete section A, B, E*

*Please provide:*

- *Personal identity (passport or ID card)*

**I wish to make use of the Mining Cadastre Portal on behalf of a Company**

*Complete sections A, B, C, E*

*Please provide:*

- *Personal identity (passport or ID card)*
- *Company registration (certified copy of certificate of incorporation)*
- *Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the Company*
- *CR14*
- *CR6*
- *Accredited Agent Form*

**I wish to make use of the Mining Cadastre Portal on behalf of a Syndicate**

*Complete sections A, B, C, E*

*Please provide:*

- *Personal identity (passport or ID card)*
- *Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the Company*
- *Details of Syndicate Directors and Shareholding Structure*

- *Accredited Agent Form*

**I am already a Registered User on the Mining Cadastre Portal and would like to act on behalf of an additional Company**

*Complete sections A, B, C, E*

*Please provide:*

- *Personal identity (passport or ID card)*
- *Company registration (certified copy certificate of incorporation)*
- *Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the Company*

**I am already a Registered User on the Mining Cadastre Portal and would like to act on behalf of an additional Person**

*Complete sections A, B, D, E*

*Please provide:*

- *Personal identity (passport or ID card)*
- *Identity of person being represented (passport or ID card)*
- *Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the person*

## ADDENDUM FORMS

**If you are / have been, or the company or group you represent is / has been, the legal owner of mineral rights in Zimbabwe, then additionally complete Addendum OMCTP-1A.**

**If there are additional users that you wish to add for the same company or person at the same time, then additionally complete Addendum OMCTP -1B for each user.**

Number of additional users:

## SECTION B: DETAILS FOR THE AUTHORISED USER

Surname

First Names

Email Address

(used for login and email notifications)



Mobile Number

(used for SMS notifications)

e.g. +44822354111 not +44(0)822354111

Title

Mr	Mrs	Ms	Dr	Prof	Hon	Other	<input type="text"/>
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**Physical Address**

Line 1

Line 2

Line 3

County / Province

Post Code / Zip

Country

**Postal Address**

Line 1

Line 2

Line 3

County / Province

Post Code / Zip

Country

Telephone 1

e.g. +44822354111 not +44(0)822354111

Telephone 2

e.g. +44822354111 not +44(0)822354111

Fax Number

e.g. +44822354111 not +44(0)822354111

**SECTION C: COMPANY 1 DETAILS**

Company Name

Registration Number

Registered Country

Registration Date

Company Type



Registered Country	<input type="text"/>
Registration Date	<input type="text" value="d"/> <input type="text" value="d"/> / <input type="text" value="m"/> <input type="text" value="m"/> / <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
Company Type	<input type="text" value="Private"/> <input type="text" value="Listed"/>
Email Address	<input type="text"/>
<b>Physical Address</b>	
Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
County / Province	<input type="text"/>
Post Code / Zip	<input type="text"/>
Country	<input type="text"/>
<b>Postal Address</b>	<input type="text" value="Same as Physical"/>
Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
County / Province	<input type="text"/>
Post Code / Zip	<input type="text"/>
Country	<input type="text"/>
Telephone 1	<input type="text"/> <small>e.g. +44822354111 not +44(0)822354111</small>
Telephone 2	<input type="text"/> <small>e.g. +44822354111 not +44(0)822354111</small>
Fax Number	<input type="text"/> <small>e.g. +44822354111 not +44(0)822354111</small>
Website	<input type="text"/>

### SECTION C: COMPANY 3 DETAILS

Company Name	<input type="text"/>
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Registration Number	<input type="text"/>
Registered Country	<input type="text"/>
Registration Date	<input type="text" value="d d / m m / y y y y"/>
Company Type	<input type="checkbox"/> Private <input type="checkbox"/> Listed
Email Address	<input type="text"/>
<b>Physical Address</b>	
Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
County / Province	<input type="text"/>
Post Code / Zip	<input type="text"/>
Country	<input type="text"/>
<b>Postal Address</b>	<input type="checkbox"/> Same as Physical
Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
County / Province	<input type="text"/>
Post Code / Zip	<input type="text"/>
Country	<input type="text"/>
Telephone 1	<input type="text"/> <small>e.g. +44822354111 not +44(0)822354111</small>
Telephone 2	<input type="text"/> <small>e.g. +44822354111 not +44(0)822354111</small>
Fax Number	<input type="text"/> <small>e.g. +44822354111 not +44(0)822354111</small>
Website	<input type="text"/>

**SECTION D: PERSON 1 DETAILS**

Surname	<input type="text"/>
First Names	<input type="text"/>
Identity Number	<input type="text"/>
Email Address	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Province	<input type="text"/>
Post Code / Zip	<input type="text"/>
Country	<input type="text"/>

**SECTION D: PERSON 2 DETAILS**

Surname	<input type="text"/>
First Names	<input type="text"/>
Identity Number	<input type="text"/>
Email Address	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Province	<input type="text"/>
Post Code / Zip	<input type="text"/>
Country	<input type="text"/>



## SECTION E: TERMS OF USE

- I confirm that all information provided is correct
- I agree to the Terms of Use and Privacy Statement of the Mining Cadastre Portal
- Number of pages submitted for this application (including addenda)

DD / MM / YYYY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by

\_\_\_\_\_  
Location

## SUBMISSION and VERIFICATION DECLARATION

*This section must be completed in the receiving office, on handover of the registration forms and documents and after verification of any existing mineral rights, by the licensing officer in the presence of the applicant.*

- I confirm that all documents have been received in good order.
- I confirm that all existing mineral rights are in good standing (where such rights existed)

DD / MM / YYYY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by Licensing Officer

\_\_\_\_\_  
Location

DD / MM / YYYY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by Applicant for Registration

\_\_\_\_\_  
Location

## FOR OFFICIAL USE ONLY

Yes  No **User added to Mining Cadastre Portal**

Yes  No

**User given access to requested Company / Person**

**Comments**

DD / MM / YYYY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by Cadastre Officer

\_\_\_\_\_  
Location

# Ministry of Mines and Mining Development

Mining Cadastre Information Management System



## ADDENDUM FORM MCP01A: ADDITIONAL USER REGISTRATION

### SECTION A: PURPOSE OF REGISTRATION

**Application as an additional user of the Mining Cadastre Portal on behalf of a company or person, either as an employee or agent of that Company**

*Complete sections B, C*

*Please provide:*

- *Proof of identity (passport or ID card)*
- *If a Company*
  - *Proof of company registration (certificate of incorporation)*
  - *Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the Company*
  - *CR14*
  - *CR6*
  - *Accredited Agent Form*
- *If a Syndicate*
  - *Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the Company*
  - *Details of Syndicate Directors and Shareholding Structure*
  - *Accredited Agent Form*
- *If a Person*
  - *Personal identity (passport or ID card)*
  - *Identity of person being represented (passport or ID card)*
  - *Signed letter of authority (Power of Attorney) to use the Mining Cadastre Portal on behalf of the person*
  - *Accredited Agent Form*

**This addendum and associated documents must be submitted along with form MCP01 to your nearest Regional Mining Cadastre office.**

Further information is available on the portal website, [portal.miningcadastre.org/zw](http://portal.miningcadastre.org/zw).

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### SECTION B: DETAILS FOR THE AUTHORISED USER

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