



# Federal Republic of Nigeria

## MINING CADASTRE OFFICE

No. 37, Lobito Crescent, Off Adetokunbo Ademola Crescent,  
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E-mail: [info@miningcadastre.gov.ng](mailto:info@miningcadastre.gov.ng), website: [miningcadastre.gov.ng](http://miningcadastre.gov.ng)

### 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.
- 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 – **N250,000.00**
    - 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.

