



Ministry of Lands & Mineral Resources

Head Office
iTaukei Fijian Trust Fund Complex
Nasease, Suva
(South Wing Ground Floor & First Floor)

P O Box 2222
Government Buildings, Suva, Fiji
Ph: (679)3313555 Fax: (679) 3239754
Website: www.lands.gov.fj

Mineral Exploration License Application Checklist

	Particulars	RENEWAL	DONE	DATE	FOLIO	Comment
1	Check Prospectors Right	+				
2	Applicant Issued with PR Guideline					
3	Waiver of Pegging Requested					
4	Area Checked by Geospatial Unit					
5	Applicant(s) background check 1. Financial Intelligence Unit 2. FIRCA					
6	Waiver Granted by Director of Mines					
7	Evidence of Consultation with NLC (i-Taukei Affairs) about consultation with local communities					
8	Applicant to Notify Landowner(s) / Occupier(s)					
9	Applicant to Notify District Commissioners					
10	Applicant to Notify Roko / NLTB					
11	Check Form 1 Details. Sign if in order.					
12	Filing / Preparation Fees Received					
13	Company / FTIB Registration Received					
14	Financial Report & Stock Exchange Report Received					
15	Check with Conservator of Forest for Forestry Reserve in the Area					
16	Check with Ministry of Works for Water Catchment in the Area					
17	Check Area Description – Geospatial Unit					
18	Applicant Advised of Rental Fees Due					
19	Accredited Agent Appointed					
20	Accredited Agent Accept Appointment					
21	Authorisation of Power of Attorney					
22	Landowners Compensation Agreement					
23	Comment on Work Program by Resource Unit	+				
24	Form 2 Prepared and Sent to Applicant for Advertising					
25	Copy of Form 2 on Notice Board					
26	Date of Advertisement					

	a) English b) Fijian c) Fiji Government Gazette					
27	Evidence for Distribution of Advertisement to Respective Turuga – Ni – Mataqali for Area Applied					
28	Status of Objection					
29	Preparation of Special Conditions	+				
30	Recommendation to a/ADMD	+				
31	Recommendation to Director of Mines	+				
32	Recommendation Permanent Secretary	+				
33	Recommendation to MLMR	+				
34	Minister's Approval	+				
35	Applicant Advised of Decision	+				
36	Three Plans form Drawing Office					
37	Preparation of Licence Documents (3)	+				
38	Director Signs Licence Documents	+				
39	Distribution of Licence	+				
	a) Photo Reduced Copy to D. C.	+				
	b) Original sent to Applicant	+				
	c) Copy in Folder	+				
	d) Copy in File Pocket	+				
40	Bond Received & Registered					
41	Rental / Renewal Fees Received	+				
42	Rental / Renewal Fees Transferred to Revenue	+				
43	Licence Registered.					

Note:+ denotes documents that needs to be submitted with licence renewal applications.

All queries can be directed to:

*Mineral Resources Department
Private Mail Bag,
GPO, Suva.
Fiji Islands.*

Fax: (679) 3370039
Phone: (679) 3381611
Email : Mines@govnet.gov.fj