



# GUYANA GEOLOGY & MINES COMMISSION

## LAND MANAGEMENT DIVISION

### LAND MANAGEMENT MISSION STATEMENT

To facilitate growth and diversification in mining, by providing accurate and timely information and maps, and efficiently licensing, permitting and administering mineral properties, supported by IT applications and by highly skilled staff.



Quartz



Diamonds



Gold Nugget From Marudi



Amethyst SiO<sub>2</sub>

### LAND MANAGEMENT CORE VALUES

- Timeliness
- Integrity
- Reliability
- Satisfaction
- Achievement





Concentrate from Sluice Box Mats

## GGMC'S CORE VALUES:

- INTEGRITY
- EXCELLENCE
- ACCOUNTABILITY
- EFFECTIVENESS
- TEAMWORK
- FAIRNESS

## GGMC'S VISION:

To fortify our position as the repository for all incidental and geoscientific data pertaining to Guyana's mineral resources (including petroleum), mining and development experiences; utilize all enablers to disseminate same as "best-in-class" service to the public, while giving high regard to employees' welfare and development.

## GGMC'S MISSION:

To promote; facilitate, monitor and regulate for sustainable utilization of Guyana's minerals' resources (including petroleum). To provide effective stewardship of Guyana's minerals resources (including petroleum) through the deployment of competent human resources employing innovative tools and methods, research and analysis. To collaborate with relevant stakeholders in an enabling environment for optimum, mutually beneficial outcomes.

# CONTENTS

TITLE	PAGE
OVERVIEW OF LAND MANAGEMENT DIVISION	4
GGMC'S ISO QUALITY MANAGEMENT SYSTEM	5-6
IMPROVING THE MANAGEMENT OF YOUR MINERAL PROPERTIES	7-8
APPLICATION PROCESS: PPMS	9-25
LARGE AND MEDIUM SCALE LICENCES/PERMITS RENTAL SCHEDULE	26-27
MINING ON AMERINDIAN TITLED LAND	28-29
SMALL, MEDIUM AND LARGE SCALE OPERATORS	30-35
PROSPECTING AND MINING AT THE MEDIUM SCALE LEVEL	36-37

## OVERVIEW OF LAND MANAGEMENT DIVISION

The Land Management Division (LMD) is one of the five technical divisions of the GGMC which has the mandate of administering medium and large scale mineral tenure. The division is further subdivided into the Cartographic and Mineral Property Administration Sections.

The Cartographic Section comprises the GIS and Claims Research Units, and is generally tasked with verification of mineral property applications as well as supporting all map-based services provided by the Commission. The latter function encompasses the archiving of maps produced for research purposes.

The Mineral Property Administration Section comprises the Clerical and Registry Units, which combined, manage all non-spatial data aspects relating to mineral properties, with their individual functions defined as follows:

- **Clerical Unit** - acceptance and processing of mineral property applications to the stage of granting, and processing requests for renewals and transfers. This unit is also responsible for furnishing accurate reports on all stages of the aforementioned processes periodically.
- **Registry Unit** - maintain an up to date register of medium and large scale mineral tenure, publications, inventories of equipment and supplies and other incidentals. This Unit is also responsible for the processing of duty free requests for small, medium and large scale operators, and maintaining an accurate register of all such requests.

The Clerical and Registry Units are directly overseen by Administrative Officers. The Land Administration Manager provides overall supervision for the Division, and is responsible for reporting on all aspects of the Division's processes to the Commissioner.

### FUNCTIONS

- Acceptance, processing and granting of permits and licences for medium and large scale mineral tenure, i.e., Prospecting Permits Medium Scale (PPMS), Mining Permits (MP), Special Mining Permits (SMP), Prospecting Licences (PL), Mining Licences (ML), Quarry Licences (QL) and Permissions for Geological and Geophysical Surveys (PGGS), the latter on behalf of the Minister.
- Processing and endorsement of all applications for the remission of taxes on the purchase or importation of items for use in the mining and exploration sector by its operatives.
- Preparation of official notices for publication in the Official Gazette such as Grants & Transfer, Rescissions, Relinquishments, Abandonment, Orders and Regulations pertaining to the medium and large scale permitting and licensing.
- Maintenance of an up to date mineral licence database.
- Cartographic services.
- Maintenance of the Commission's GIS in conjunction with the ICT Department.
- Administration of auctions and lotteries.

# GGMC'S ISO QUALITY MANAGEMENT SYSTEM

## Introduction to GGMC's ISO Quality Management System

ISO (International Organization for Standardization) develops various standards for management systems to help operate an organization. ISO 9001 focuses on quality management to ensure that a company's products or services are designed and implemented according to the mandated ISO 9001 standards.

The Land Management Division is currently ISO certified for our key processes for issuing Prospecting and Mining Permits and Licences and Permission for Geological and Geophysical Surveys. These processes cover the Medium and Large Scale Mineral Properties under the Land Management Division of the Commission; namely Prospecting Permit Medium Scale (PPMS), Mining Permit (MP), Special Mining Permit (SMP) Prospecting Licence (PL), Mining Licence (ML), Quarry Licence (QL) and Permission for Geological and Geophysical Surveys (PGGS). For us to continue providing our valued customers with the highest quality and satisfaction, we need you to understand what that means to us.

The Commission gained its certification to ISO 9001 quality management standard March 2011 for our key processes for the issuance of medium scale and large scale permits, licences, and permissions. A Quality Management System (QMS) determines and continuously improves an organization's quality performance. As a management system, it also details what GGMC does to manage its processes or activities so that its services meet the organization's objectives.

### **GGMC's quality objectives are as follows:**

- Continuous improvement of process cycle time
- Annual reduction in errors in information forwarded to the gazette
- Improvements of our services based on customer satisfaction and feedback

### **Quality Policy Statement**

GGMC is committed to provide effective stewardship of Guyana's mineral resources and associated sectors by continually improving the Commission's Quality Management System which aims to achieve customer satisfaction, by providing "best-in-class" services delivered by a team of competent human resources, supported by modern technology and management principles in a professional office environment. Thus, the Commission intends to meet and exceed our customers' expectations by:

- employing all applicable requirements;
- maintaining high levels of process efficiencies through the use of innovative tools and methods; and
- ensuring consistent on-time delivery of products and services through easily accessible platforms to our valued customers.

### **The Role of Top Management:**

GGMC's top management is committed to demonstrate leadership and commitment by:

- Developing and communicating GGMC's Quality Policy;
- Promoting improvement, risk-based thinking and the process approach;
- Motivating and encouraging participation in the QMS;
- Ensuring alignment between the QMS and the business strategy;
- Maintaining a customer focus;
- Involvement in QMS planning;
- Providing resources to the QMS;
- Review and approvals of key QMS documented information;
- Conduct management reviews

### Expectations of Staff:

Quality performance is considered a personal responsibility of all employees. To maintain quality performance at the highest level, all staff are expected to:

- Fulfill or exceed customer needs and expectations by delivering quality service in a consistent and timely manner;
- Cultivate and maintain the commitment to continual improvement and communicate our goals and objectives to every employee;
- Promote a working environment where training and tools are provided for all work to proceed in a safe and efficient manner.
- Recommend changes and improvements to the Quality Management System.
- Communicate problems and concerns.
- Each employee is expected to perform his/her tasks the first time in accordance with service procedure or other requirements. The name GGMC must represent quality to our employees and all of our stakeholders.

### Customer Focus

GGMC depends on its customers and therefore should understand current and future customer needs, meet customer requirements, and strive to exceed customer expectations.

### Customer Satisfaction Statement

Customer satisfaction is the fulfillment of a customer's legitimate needs, requirements, and expectations, evidence of which is derived from genuine feedback from the customer to guide continual improvement in customer relations. In this regard, the Guyana Geology and Mines Commission (GGMC) is committed to a courteous, efficient and reliable service, providing the ultimate customer satisfaction experience, building trust and goodwill at all levels.

Furthermore, GGMC is committed to provide an affordable, transparent and quality service in a comfortable business environment where strict confidentiality, quality assurance and confidence in ever improving systems and processes are the hallmarks of an exceptional experience second to none.

### Training

Training is a continuing and dynamic commission activity. The quality objectives are met through constant reinforcement of the principles contained in the commission's quality manuals. An essential element of quality training is the ability to track the level and frequency of the training of all employees. The commission also recognizes that experience may replace formal qualifications in many instances within the specifications requirements of the job.

### Continual Improvement

Continual improvement of GGMC's overall performance is a permanent objective of the Commission. Improvement of system effectiveness is accomplished by improving the processes of the system.



**QUALITY**  
**IS EVERYONE'S**  
**BUSINESS!**

# IMPROVING THE MANAGEMENT OF YOUR MINERAL PROPERTIES

Start by:

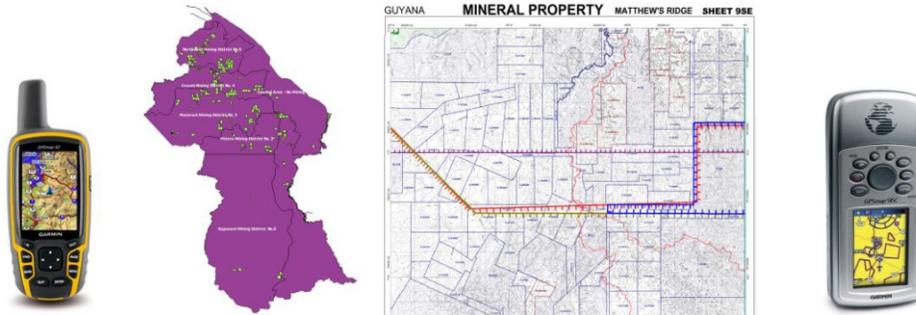
1. Create a file folder for each property (Label Folders with block number, store Permits/Licences, Receipts, Description, Reports, etc.



2. Create a table or spread sheet

Property Management Table				
File Number	Property Type	Mineral	Rental due	Stocksheet
X-201/MP/000	Mining Permit	Gold, Precious Stones	12/06/2015	5SE
X-12/001	Prospecting Permit	Diamonds	01/02/2016	10NW
X-12/002	Prospecting Permit	Gold	01/29/2016	43SW
X-2/SMP/000	Mining Permit	Sand	06/20/2016	18NE

3. Use Geographical Information Systems (GIS) and Global Positioning Systems (GPS) to keep records of the location of your mineral properties by creating maps, reports, etc.



4. Update your existing records with Refunds, Conversions, Alternatives, Transfers, Cancellations, Relinquishments, Payments. Review the Official Gazette for notices which may be kept for your record.

Property Management Table					
File Number	Property Type	Mineral	Rental due	Stocksheet	Status
X-201/MP/000	Mining Permit	Gold, Precious Stones	12/06/2015	5SE	Refund
X-12/001	Prospecting Permit	Diamonds	01/02/2016	10NW	Cancelled
X-12/002	Prospecting Permit	Gold	01/29/2016	43SW	Transferred to A. Bob
X-2/SMP/000	Mining Permit	Sand	06/20/2016	18NE	Relinquished

## How can you help us to help you?

- When transacting business with the commission know your file/block numbers.
- When querying payments always walk with your receipt.
- Keep a record of your due date for rentals Payments, expiry dates, Renewals. This can be found on your licence/permit.

### Payments for all your mineral properties are due annually.

- Prospecting Permits Medium Scale (PPMS) -Renewal Yearly
- Mining Permits (MP) -Renewal Every Five (5) Years
- Prospecting Licence (PL) -Valid for up to three (3) Years – (licence can be renewed twice for a period not exceeding one (1) year on each occasion)
- Quarry Licence (QL) -Valid for 15 years – (licence can be renewed for a period not exceeding five (5) years on each occasion).
- Prospecting Licence (PL) -Valid for up to three (3) Years – (licence can be renewed twice for a period not exceeding one (1) year on each occasion)
- Mining Licence (ML) -Valid for 20 years- (licence can be renewed for a period not exceeding seven (7) years on each occasion)
- Permission for Geophysical and Geological Surveys (PGGS) -Valid for 1-3 years

### Failure to make payments or meet other conditions of your licence or permit can lead to the following:

- Penalties
- Cancellation

**Always read and know the requirements of your permits/ licences**

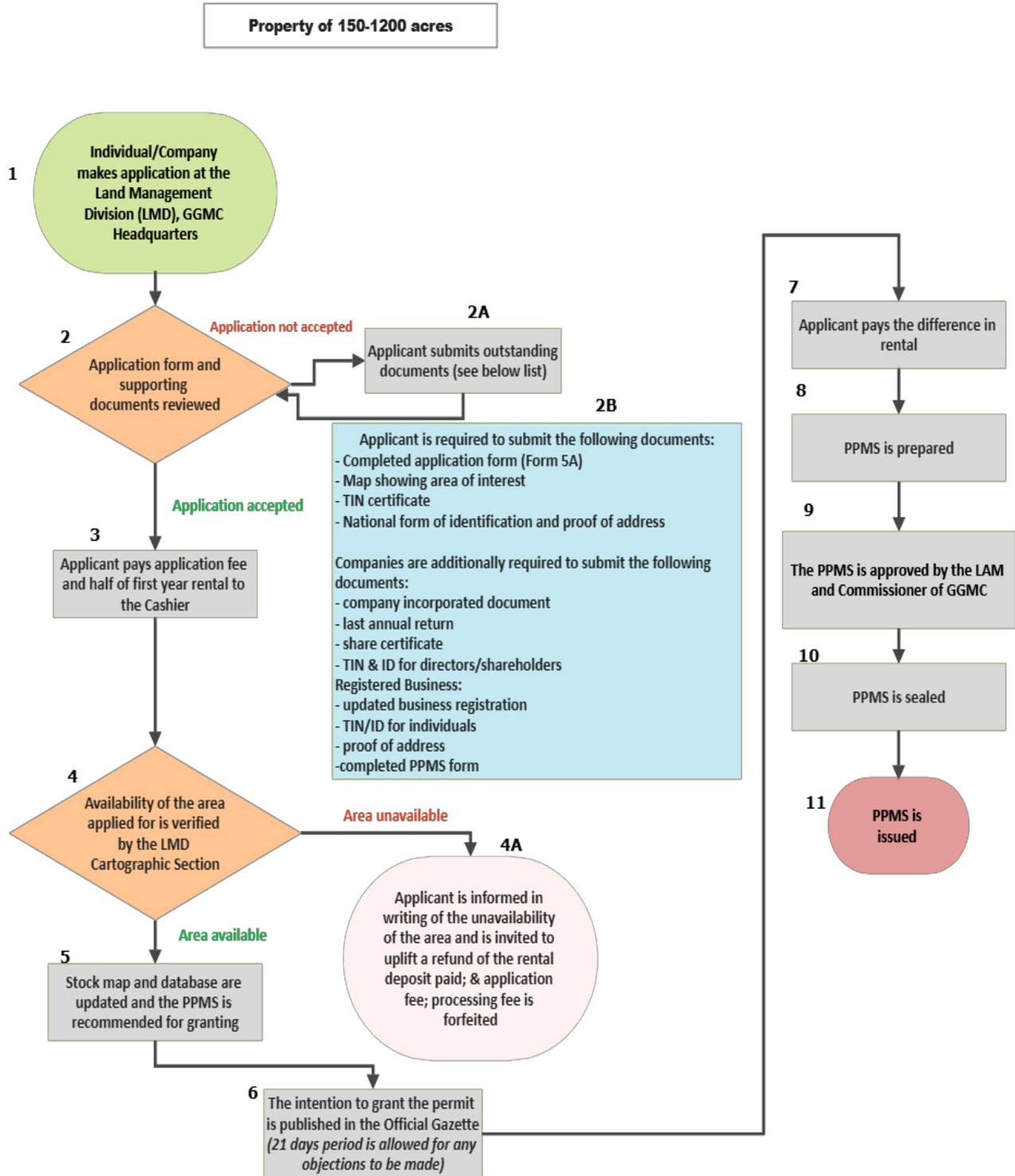
The following website gives a brief explanation of the mineral tenure in Guyana:

<https://arcg.is/1bWeXD2>



# APPLICATION PROCESS: PPMS

## APPLICATION PROCESS: PROSPECTING PERMIT MEDIUM SCALE (PPMS)



## PROSPECTING PERMIT MEDIUM SCALE (PPMS)

A Prospecting Permit Medium Scale (PPMS) is a mineral tenure for prospecting rights for specific minerals over an area of 150 to 1,200 acres in size. **Mining is *NOT* permitted on a Prospecting Permit Medium Scale.**

### Requirements

Completed Form 5A

Cartographic Description and/or Map and coordinate referenced description of area of interest

- 1 Payment of application and processing fees (GYD\$4,000 per application)
- 2 Payment of a deposit equivalent to half of the first year's rental (calculated at US\$0.13/acre)
- 3 Proof of address (Utility bills, bank statement, envelop with postal stamp, Toshao's letter of residence etc. obtained within the last six months, registered address for companies)
  
- 1 Company Incorporation and copy of ID card for all directors and shareholders listed in the company (see box 2A).
- 2 Business Registration (see box 2A).
- 3 Proof of Guyanese citizenship- 18 years or over: Valid Identification Card/Passport.
- 4 TIN Certificate or new drivers licence for TIN

In order to apply for a PPMS the applicant must submit a completed application form (Form 5A) which can be uplifted from the Guyana Geology and Mines Commission or GGMC's website at <https://www.ggmc.gov.gy/forms/all>. Form is submitted along with other required documentation to the Land Management Division (See box 2B). Once all the requirements are met the application(s) will be accepted and a file(s) will be created for the application(s). The applicant will be asked to sign and date the application book and pay the cashier an application fee of GYD\$2,000, processing fee of GYD\$2000 and the half of the first year rental fees for each application at a rate of US\$0.13 per acre. The applicant will be issued with a receipt that will carry the receipt number, date and time. This is important because the availability of a said parcel of land is assessed on a first come first awarded basis which means that the application for a parcel of available land that is made first will be favourably processed while the later application will be rejected.

The application will then be sent to the cartographic section where the availability of the land will be verified. If the parcel of land applied for is unavailable the applicant will be informed in writing of the unavailability and invited to uplift a refund of the rental deposit and processing fees. The application fee of GYD\$2,000 is non-refundable. In the other instance, where the parcel of land is available, the stock map, database will be updated and the applications will be recommended for granting. An intention to grant the PPMS will be published in the Official Gazette which will specify a period of twenty-one (21) days after the publication within which a person may lodge with the Guyana Geology and Mines Commission a petition objecting to the grant of the PPMS, as required by law (Mining Regulations 38 and 44 (1)).

Once there are no objections the applicant will be written to and invited to pay the difference in rental or the second half of the first year rental. Once this payment is made the PPMS permit will be prepared. The PPMS will be signed by the Land Administrative Manager, the Commissioner of the GGMC after which the applicant will be informed in writing that the permit has been prepared and invited to come into the Commission to sign and uplift the documentation. Renewal will be done on an annual basis subject to the payment of rentals (increases by US\$0.10 annually).

Please fill application in Block Letters

SCHEDULE

PART 1

FORM 5A

Reg. 4,14

APPLICATION

Prospecting Permit

Medium Scale Operations

1. Name: **John Doe** ID# **119854795**  
Passport# **N/A**
2. Nationality: **Guyanese** Age: **25** Date of Birth: **28/11/96**
3. Address: **254 Diamond East Bank Demerara** Country: **Guyana** County: **Demerara**
4. Date of application: **19 August, 2022** Telephone No. **555-4141**
5. Mineral for which Mining is sought:- **Gold & Diamond**
6. Location of area of interest:-  
**See map attached**  
Mining District: **3**  
Description if area(s) (map)  
AREAS  
Size of Area. (150 – **1200 acres**)
7. Source of funding:.....**Self**.....
8. Signature of applicant: .....**John Doe**.....
9. Position held in company: .....**N/A**.....

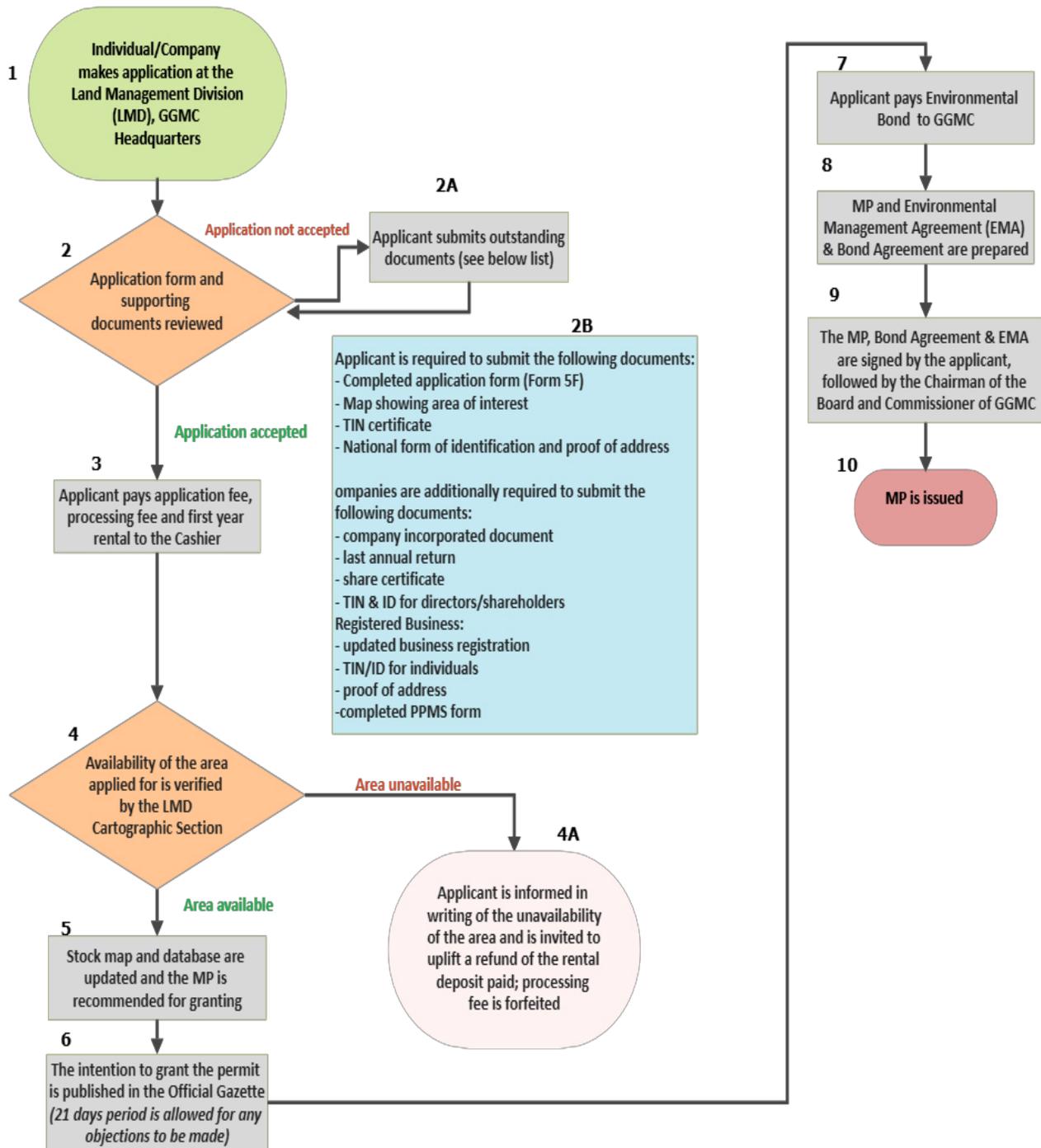
Date: **19 August, 2022**

Issue Date: October 03, 2010  
Form 7.2\_1, Rev C)

# APPLICATION PROCESS: MP

## APPLICATION PROCESS: MINING PERMIT (MP)

Property of 150-1200 acres



## MINING PERMIT (MP)

A Mining Permit is a medium scale mineral tenure for mining rights for specific minerals over an area of 150 to 1,200 acres in size. This means that mining can only take place on properties deemed a Mining Permit (MP). Mining is NOT permitted on a Prospecting Permit Medium Scale (PPMS). Applications for Mining Permits can only be made by Guyanese citizens or company beneficially owned by Guyanese. Individuals must be eighteen (18) years and older in order to make an application. Any number of applications can be made.

### Requirements

- 1 Completed application Form 5F
- 2 Map and coordinate referenced description of area of interest
- 3 Payment of application and processing fees for straight Mining Permit (GYD\$4,000 per application)
- 4 Payment of a deposit on first year's rental (calculated at US\$1.00 per acre)
- 5 Proof of address (Utility bills, bank statement, envelop with postal stamp, Toshao's letter of residence etc. obtained within the last six months, registered address for companies)
- 6 Proof of company shares beneficially owned by Guyanese
- 7 Company Incorporation and copy of ID card for all directors and shareholders listed in the company (see box 2A).
- 8 Business Registration (see box 2A)
- 9 Proof of Guyanese citizenship- 18 years or over:
- 10 Valid Identification Card/Passport/new driver's licence
- 11 TIN Certificate or new drivers licence for TIN
- 12 Mine/Quarry Plan
- 13 Environmental Permit from the EPA (must be submitted prior to issuance of permit)
- 14 No objection from Guyana Lands & Survey Commission if in coastal area.

In order to apply for a MP the applicant must submit a completed application form (Form 5F) which can be uplifted from the Guyana Geology and Mines Commission or GGMC's website at <https://www.ggmc.gov.gy/forms/all>. Form is submitted along with other required documentation to the Land Management Division (See box 2B). Once all the requirements are met the application(s) will be accepted and a file (s) will be created for the application(s). The applicant will be asked to sign and date the application book and then to pay the cashier an application fee of GYD\$2,000, preparation of description fee of GYD\$2000 and the first year rental fees for each application at US\$1.00 per acre providing that the application is not a conversion of a PPMS. If the application is a PPMS conversion to a Mining Permit, the applicant will be required to pay an application fee of GYD\$2000 and rental fee of US\$1.00 per acre for each application. The applicant will be issued with a receipt that will carry receipt number, date and time. This is important because the availability of a said parcel of land is assessed on a first come, first serve basis, which means that the application for a parcel of available land that is made first will be favourably processed while the later application will be rejected.

The application will then be sent to the cartographic section where the availability of the land will be verified. If the parcel of land applied for is unavailable, the applicant will be informed in writing of the unavailability and invited to uplift a refund of the first year rental fees and processing fees. In the other instance, where the parcel of land is available, the stock map and database will be updated and the application will be recommended for granting. An intention to grant the MP will be published in the Official Gazette which will specify a period of twenty-one (21) days after the first publication within which a person may lodge with the Guyana Geology and Mines Commission a petition objecting to the grant of the mining permit, as required by law (Mining Regulations 44 (1)). In case of sand applications, an Operational Permit from the Environmental Protection Agency and a no objection letter from Guyana Lands and Survey Commission will be required before the preparation of the permit. Once there are no objections the applicant will be written to and invited to lodge with the commission an Environmental Bond of GYD\$100,000. Once the bond is lodged the Mining Permit, Environmental Bond and Environmental Management Agreement will be prepared. The Mining Permit, Environmental Bond and Environmental Agreement will be signed by the applicant followed by the Chairman of the Board of Directors and the Commissioner of the GGMC. Thereafter, the applicant will be informed in writing that the permit has been prepared and invited to come into the Commission to sign and uplift the documentation.

The permit will remain valid for a period of five (5) years from the date granted. After the five years period a request should be made via letter to the Commissioner requesting renewal of the mining permit.

Please fill application in Block Letters

SCHEDULE

PART 1

FORM 5F

Reg. 4,14

APPLICATION

Mining Permit

Medium Scale Operations

1. Name: **John Doe**

ID# **119854795**

Passport# **N/A**

2. Nationality: **Guyanese**

Age: **25**

Date of Birth: **28/11/96**

3. Address: **254 Diamond  
East Bank Demerara**

Country: **Guyana**

County: **Demerara**

4. Date of application: **19 August, 2022**

Telephone No. **555-4141**

5. Mineral for which Mining is sought:- **Gold & Diamond**

6. Location of area of interest:-

**See map attached**

Mining District: **3**

Description of area(s) (map)

AREAS

Size of Area- **1200**

7. Source of funding:.....**Self**.....

8. Signature of applicant: .....**John Doe**.....

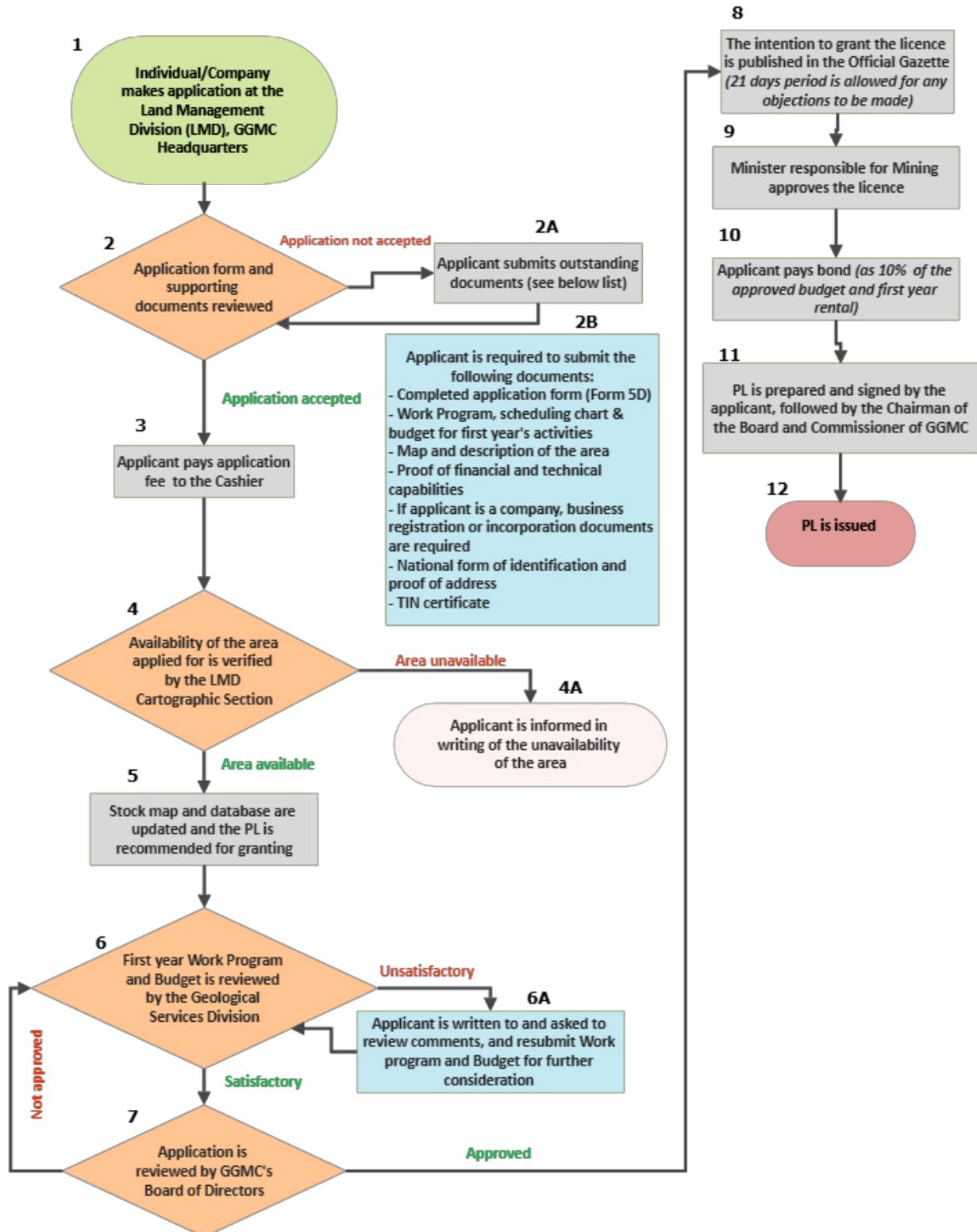
9. Position held in company: .....**N/A**.....

Date: **19 August, 2022**

Issue Date: October 03, 2010  
Form 7.2\_4, Rev C)

# APPLICATION PROCESS: PL

## APPLICATION PROCESS: PROSPECTING LICENCE (PL)



## PROSPECTING LICENCE (PL)

A Prospecting Licence (PL) is a large scale mineral tenure for prospecting rights for specific minerals over an area of 500 acres minimum in size. Mining is NOT permitted on a Prospecting Licence. Applications for PL can be made by Guyanese or non-Guyanese individuals/companies. Individuals must be eighteen (18) years and older while companies must be registered in Guyana in order to make an application. Any number of applications can be made.

In order to apply for a PL the applicant must submit a completed application form (Form 5D) which can be uplifted from the Guyana Geology and Mines Commission or GGMC's website at <https://www.ggmc.gov.gy/forms/all>. Form is submitted along with other required documentation to the Land Management Division (See box 2B). Once all the requirements are met the application(s) will be accepted and a file(s) will be created for the application(s). The applicant will be asked to sign and date the application book and then to pay the cashier an application fee of US \$100. The applicant will be issued with a receipt that will carry a receipt number and a date and time. This is important because the availability of a said parcel of land is processed on a first come first awarded basis which means that the application for a parcel of available land that is made first will be favourably processed while the later applications will be rejected.

The application will then be sent to the cartographic section where the availability of the land will be verified. If the parcel of land applied for is unavailable the applicant will be informed in writing of the unavailability. The application fee of US \$100 is non-refundable. In the other instance, where the parcel of land is available, the stock map and database will be updated and the licence will be recommended for granting. The application will then be sent to the Geological Services Division where the work programme and proposed budget will be reviewed. If this is deemed to be satisfactory by the Division, the application will then be reviewed by the Board of Directors. Once the application is approved by the Board the intention to grant the licence will be published in the Official Gazette which will specify a period of twenty-one (21) days after the first publication within which a person may lodge with the Guyana Geology and Mines Commission a petition objecting to the grant of the PL, as required by law (Mining Regulations 38 and 44 (1)). The Minister responsible for mines and minerals is required to approve the application before granting.

Once there are no objections the applicant will be written to and invited to pay the first year rental and to lodge with the Commission a work performance bond equivalent to 10% of the approved budget. Once both payments are made the licence will be prepared and the licensee will be invited to sign same. Thereafter, the PL will be signed by the Chairman of the Board of Directors and the Commissioner of the GGMC after which the applicant will be informed in writing that the licence has been prepared and invited to come into the Commission to uplift the documentation. The licence shall be granted for a period not exceeding (3) years, in the first instance, subject to the payment of annual rentals. The licence can be considered for renewal twice for a period not exceeding one (1) year on each occasion.

FORM 5D

APPLICATION FOR PROSPECTING LICENCE

1. Name of Applicant:-

Person:.....GORDON SAMUELS.....

or

Company:.....

or

Organization:.....

2. Registered Address: .....11 FIRST AVENUE, BARTICA.....

Country: .....GUYANA..... Telephone No.: ...255-1838.....

3. Source of funding: .....SELF.....

(List of names and addresses of principals)

4. Mineral(s) for which licence is sought: GOLD & PRECIOUS STONES & ALL OTHER MINERALS

5. Location and description of Prospecting Licence area:.....BERBICE.....

..... Mining District: .....#1.....

(Maps & description of area to be attached).

6. Exploration Programme & Budget (include activity chart):

Completed: .....YES..... Submitted: .....YES.....

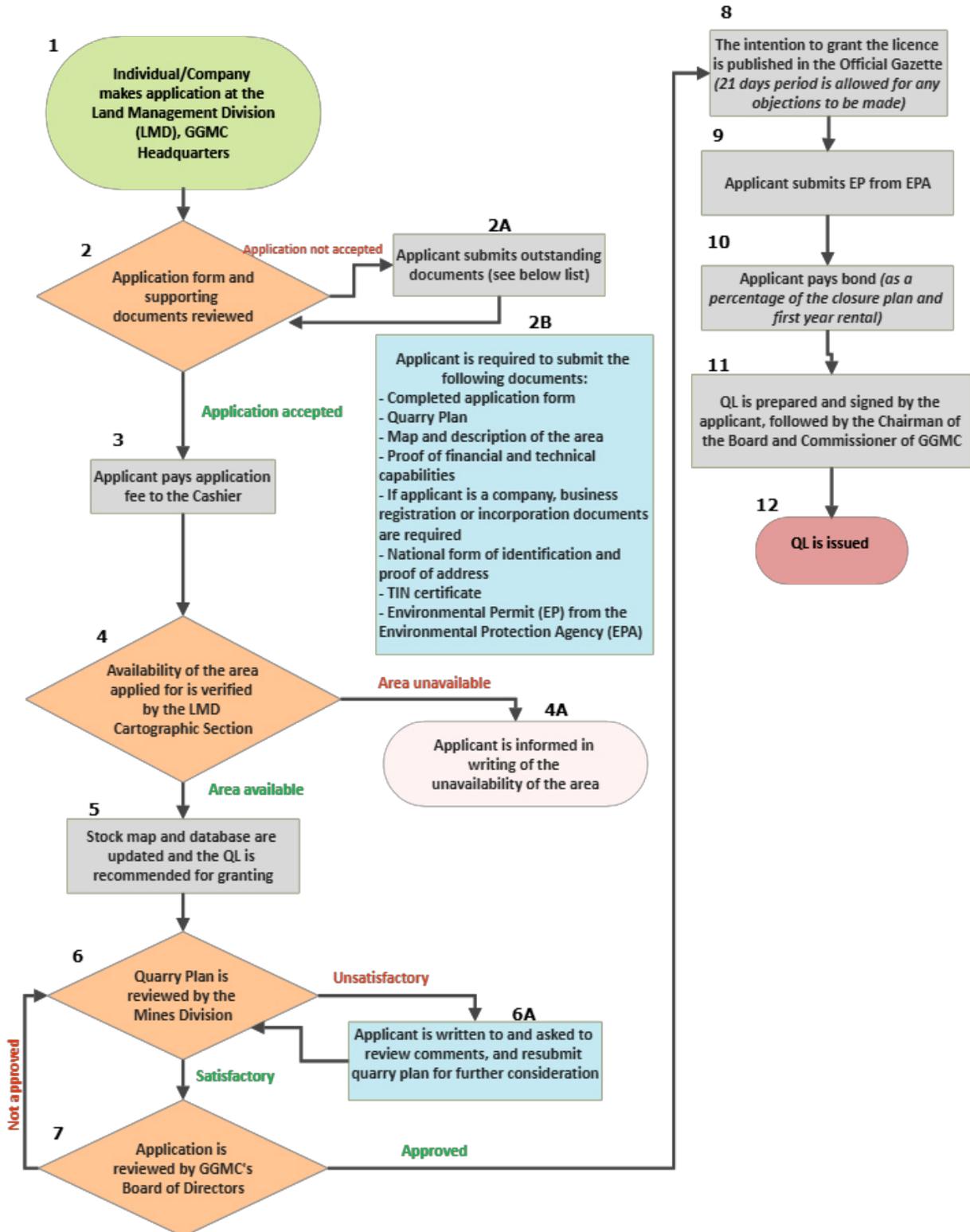
7. Signature of applicant: .....G Samuels.....

Position held in Company: .....N/A.....

Issue Date: October 03, 2010  
Form 7.2\_6, Rev C)

# APPLICATION PROCESS: QL

## APPLICATION PROCESS: QUARRY LICENCE (QL)



## QUARRY LICENCE (QL)

A Quarry Licence (QL) is a large scale mineral tenure for mining rights for quarriable minerals over an area. Applications for QL can be made by Guyanese, individuals/companies. Individuals must be eighteen (18) years and older in order to make an application while companies must be registered in Guyana in order to make an application. Any number of applications can be made.

In order to apply for a QL the applicant must submit a completed application form which can be uplifted from the Guyana Geology and Mines Commission or GGMC's website at <https://www.ggmc.gov.gy/forms/all>. Form is submitted along with other required documentation to the Land Management Division (See box 2B). Once all the requirements are met the application(s) will be accepted and a file(s) will be created for the application(s). The applicant will be asked to sign and date the application book and then to pay the cashier an application fee of US \$100. The applicant will be issued with a receipt that will carry a receipt number and a date and time. This is important because the availability of a said parcel of land is processed on a first come first awarded basis which means that the application for a parcel of available land that is made first will be favourably processed while the later applications will be rejected.

The application will then be sent to the cartographic section where the availability of the land will be verified. If the parcel of land applied for is unavailable the applicant will be informed in writing of the unavailability. The application fee of US \$100 is non-refundable. In the other instance, where the parcel of land is available, the stock map and database will be updated and the licence will be recommended for granting. The application will then be sent to the Mines Division where the Quarry Plan will be reviewed. If this is deemed to be satisfactory by the Division, the application will then be reviewed by the Board of Directors. Once the application is approved by the Board the intention to grant the licence will be published in the Official Gazette which will specify a period of twenty-one (21) days after the first publication within which a person may lodge with the Guyana Geology and Mines Commission a petition objecting to the grant of the QL, as required by law (Mining Regulations 38 and 44 (1)). The applicant is required to make an application for an Environmental Permit (EP) from the Environmental Protection Agency which must be submitted to the GGMC before the QL can be issued. Provided that there are no objections from any interested or affected party, the applicant will be written to and invited to pay the first year rental at the rate of US \$1 per acre and to lodge with the Commission a bond equivalent to a percentage of the closure plan determined by the Commissioner. Once both payments are made the licence will be prepared and the licensee will be invited to sign same. Thereafter, the QL will be signed by the Chairman of the Board of Directors and the Commissioner of the GGMC after which the applicant will be informed in writing that the licence has been prepared and invited to come into the Commission to uplift the documentation. Once all documentation is signed by the relevant parties, the QL with its specific performance requirements will be issued and remain valid for a period not exceeding 15 years in the first instance, subject to the payment of annual rentals. The licence can be renewed for a period not exceeding five (5) years on each occasion.



## GUYANA GEOLOGY AND MINES COMMISSION

### APPLICATION FOR QUARRY LICENCE

NAME OF APPLICANT.....**JOHN WILLIAMS**.....

ADDRESS.....**35 BOURDA, GEORGETOWN**.....

COUNTRY.....**GUYANA**..... TELEPHONE ...**226-3801**.....

SOURCE OF FUNDING.....**SELF**.....

MINERAL TO BE QUARRIED.....**STONE**.....

LOCATION AND DESCRIPTION OF MINING AREA APPLIED FOR...**27NE BATAVIA**...

(Maps and description of area to be attached)

MINING DISTRICT.....**MAZARUNI**.....

QUARRY PLAN: COMPLETED **28<sup>th</sup> March, 2015** SUBMITTED **4<sup>th</sup> April, 2015**.

SIGNATURE OF APPLICANT.....*J Williams*.....

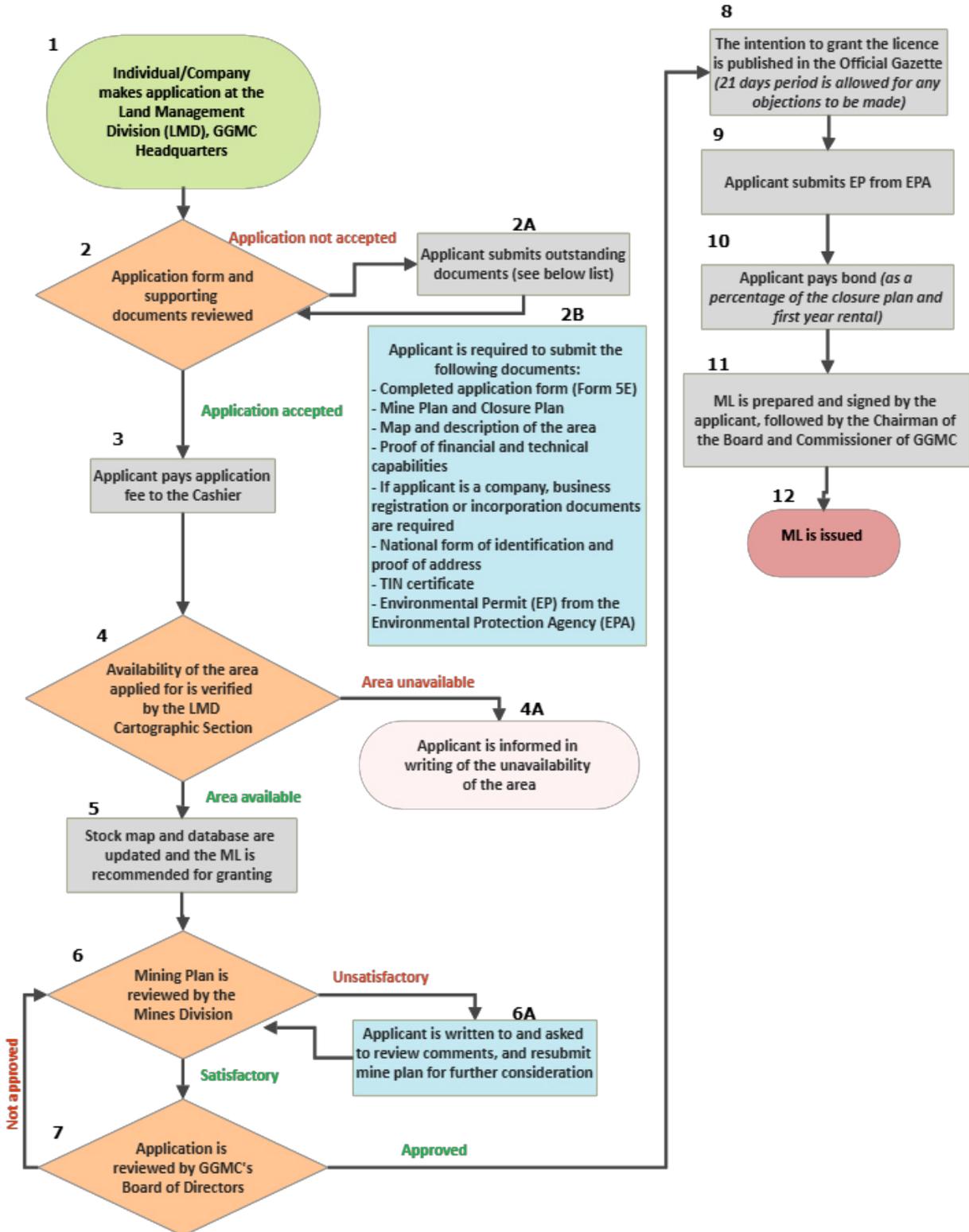
POSITION HELD IN COMPANY.....**DIRECTOR**.....

Issue Date: October 03, 2010  
Form 7.2\_5, Rev A)

DATE.....**23/7/2015**.....

# APPLICATION PROCESS: ML

## APPLICATION PROCESS: MINING LICENCE (ML)





## MINING LICENCE (ML)

A Mining Licence (ML) is a large scale mineral tenure for mining rights for specific minerals over an area. Applications for ML can be made by Guyanese or non-Guyanese individuals/companies. Individuals must be eighteen (18) years and older in order to make an application while companies must be registered in Guyana in order to make an application. Any number of applications can be made.

In order to apply for a ML the applicant must submit a completed application form (Form 5E) which can be uplifted from the Guyana Geology and Mines Commission or GGMC's website at <https://www.ggmc.gov.gy/forms/all>. The form is submitted along with other required documentation to the Land Management Division (See box 2B). Once all the requirements are met the application(s) will be accepted and a file(s) will be created for the application(s). The applicant will be asked to sign and date the application book and then to pay the cashier an application fee of US \$100. The applicant will be issued with a receipt that will carry a receipt number and a date and time. This is important because the availability of a said parcel of land is processed on a first come first awarded basis which means that the application for a parcel of available land that is made first will be favourably processed while the later applications will be rejected.

The application will then be sent to the cartographic section where the availability of the land will be verified. If the parcel of land applied for is unavailable the applicant will be informed in writing of the unavailability. The application fee of US \$100 is non-refundable. In the other instance, where the parcel of land is available, the stock map and database will be updated and the licence will be recommended for granting. The application will then be sent to the Mines Division where the Mine Plan will be reviewed. If this is deemed to be satisfactory by the Division, the application will then be reviewed by the Board of Directors. Once the application is approved by the Board the intention to grant the licence will be published in the Official Gazette which will specify a period of twenty-one (21) days after the first publication within which a person may lodge with the Guyana Geology and Mines Commission a petition objecting to the grant of the ML, as required by law (Mining Regulations 38 and 44 (1)). The applicant is required to make an application for an Environmental Permit (EP) from the Environmental Protection Agency which must be submitted to the GGMC before the ML can be issued.

Once there are no objections from any interested or affected party, the applicant will be written to and invited to pay the first year rental at the rate of US \$5 per acre for foreign companies/individuals and US \$3 per acre for local companies/individuals and to lodge with the Commission a percentage of the closure plan determined by the Commissioner. Once both payments are made the licence will be prepared and the licensee will be invited to sign same. Thereafter, the ML will be signed by the Chairman of the Board of Directors and the Commissioner of the GGMC after which the applicant will be informed in writing that the licence has been prepared and invited to come into the Commission to uplift the documentation. The licence shall be granted for a period not exceeding 20 years subject to the payment of annual rentals. The licence can be considered for renewal for a period not exceeding seven (7) years on each occasion.

**FORM 5E**

Reg. ....

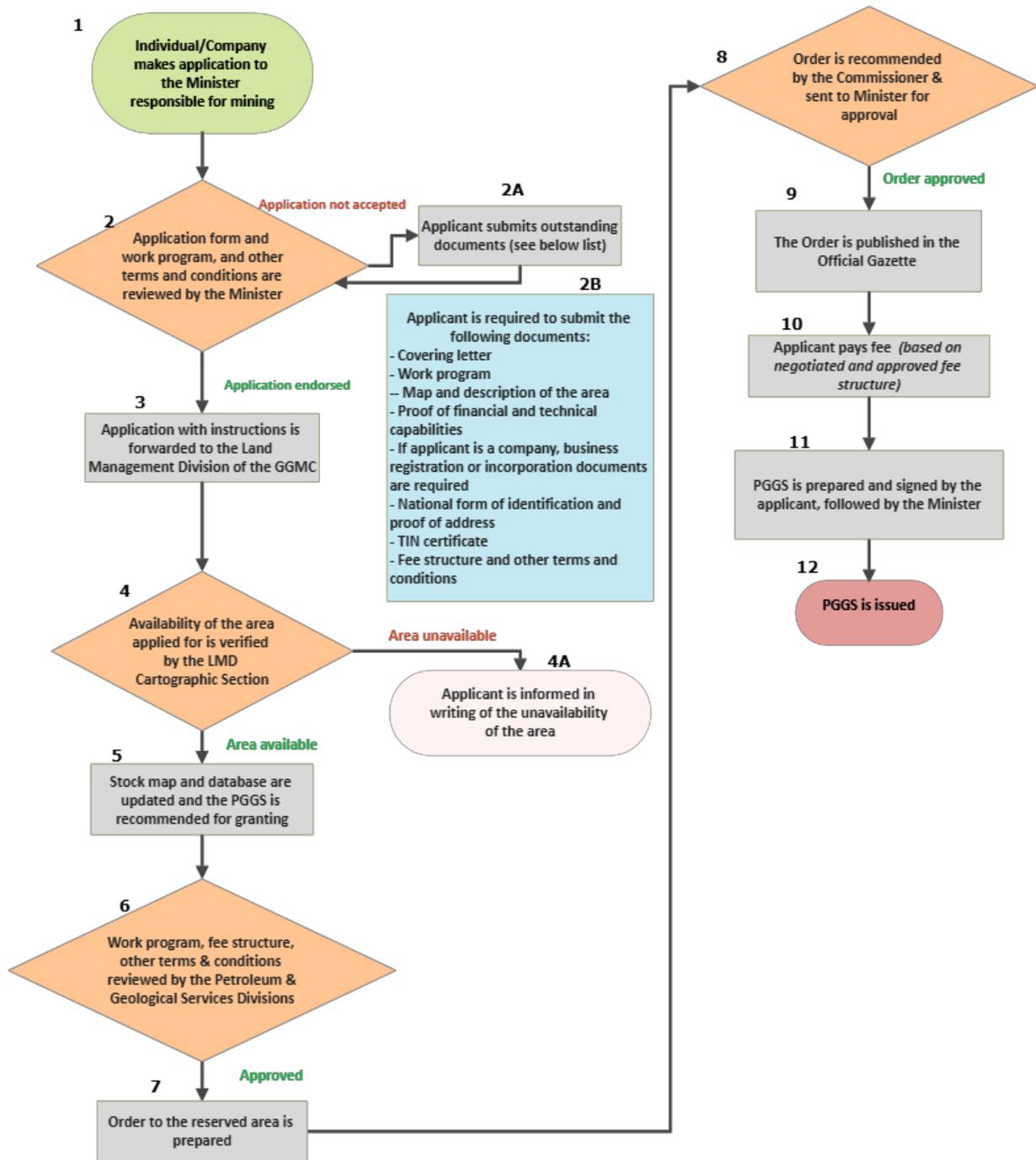
**APPLICATION FOR MINING LICENCE**

1. Name of Applicant:  
Person .....  
Or  
Company ..... **KW MINING COMPANY** .....  
Or  
Organisation .....
  
2. Registered Address: ..... **84 MIDDLE ST., GEORGETOWN** .....  
Country ..... **GUYANA** ..... Telephone No. **226-9887** .....
  
3. Source of funding: ..... **PUBLICLY TRADED** .....  
(List names and addresses of principals)
  
4. Minerals to be mined: ..... **GOLD & DIAMONDS** .....
  
5. No. of Prospecting Licence: ..... **PL 33/2009** .....
  
6. Location and description of mining area applied for: ..... **CUYUNI** .....  
(Maps and description of area to be attached) Mining District **#4**
  
7. Technical & Economic feasibility study: ..... **ATTACHED** .....  
Completed ..... **28<sup>TH</sup> MARCH, 2015** ..... Submitted ..... **4<sup>TH</sup> APRIL, 2015**
  
8. Signature of Applicant: ..... *K Walker* .....
  
9. Position held in Company ..... **GENERAL MANAGER** ..... Date: **APRIL, 12, 2015**.

Issue Date: October 03, 2010  
Form 7.2\_3, Rev C)

# APPLICATION PROCESS: PGGS

## APPLICATION PROCESS: PERMISSION FOR GEOLOGICAL AND GEOPHYSICAL SURVEYS (PGGS)





## PERMISSION FOR GEOLOGICAL AND GEOPHYSICAL SURVEY (PGGS)

A PGGS is a permission to conduct reconnaissance surveys for specific minerals over an area approved by the Minister of Mines and Mineral. Applications for PGGS can be made by Guyanese individuals/companies or non-Guyanese companies. Individuals must be eighteen (18) years and older while companies must be registered in Guyana in order to make an application. Any number of applications can be made.

In order to apply for a PGGS the applicant must submit their application to the Minister responsible for Mines and Minerals, along with other required documentation (See box 2B). The Minister will review the application and assess its merit. If endorsed the application along with instructions from the Minister is forwarded to the Land Management Division (LMD) of the Guyana Geology and Mines Commission (GGMC). LMD will create a file for the application. There is no application fee for PGGS.

The application will then be sent to the cartographic section where the availability of the land will be verified. If the parcel of land applied for is unavailable the applicant will be informed in writing of the unavailability. In the other instance, where the parcel of land is available, the stock map and database will be updated and the Permission will be recommended for granting. The application will then be sent to the Petroleum and Geological Services Division where the work programme, fee structure and other terms and conditions which speak to the number of Prospecting Licences eligible for application and the relinquishment of the area, will be discussed and agreed upon. When this is deemed to be satisfactory by the Division, the order to reserve the area will be prepared. The order will be reviewed by the Legal Advisor, endorsed by the Land Administration Manager, recommended by the Commissioner and finally sent to the Minister for approval. Once approved, the Order will be published in the Official Gazette. The applicant will be informed in writing of the publication and invited to come into the Commission to pay fees based on the approved fee structure. When this payment is received the Permission will be prepared. The applicant will then be invited to come into the Commission and sign the Permission. Thereafter the Permission will be signed by the Minister after which the applicant will be informed in writing that the Permission has been signed and invited to come into the Commission to uplift the documentation. The permission will remain valid for a period of 1-3 years subject to the payment of annual rentals.

# LARGE AND MEDIUM SCALE LICENCES/PERMITS RENTAL SCHEDULE

## Mining Permits and Quarry Licences

US\$ 1.00/acre/per annum

1 <sup>st</sup> year -	US\$0.25/acre/per annum
2 <sup>nd</sup> year -	US\$0.35/acre/per annum
3 <sup>rd</sup> year -	US\$0.45/acre/per annum
4 <sup>th</sup> year -	US\$0.55/acre/per annum
5 <sup>th</sup> year -	US\$0.65/acre/per annum
6 <sup>th</sup> year -	US\$0.75/acre/per annum
7 <sup>th</sup> year -	US\$0.85/acre/per annum
8 <sup>th</sup> year -	US\$0.95/acre/per annum
9 <sup>th</sup> year -	US\$1.05/acre/per annum
10 <sup>th</sup> year -	US\$1.15/acre/per annum
11 <sup>th</sup> year -	US\$1.25/acre/per annum
12 <sup>th</sup> year -	US\$1.35/acre/per annum
13 <sup>th</sup> year -	US\$1.45/acre/per annum
14 <sup>th</sup> year -	US\$1.55/acre/per annum
15 <sup>th</sup> year -	US\$1.65/acre/per annum

## Prospecting Licences - Calculation

Rental per annum = *rental rate x acre*

### First Grouping

1 <sup>st</sup> year –	US\$ 0.5/acre/per annum
2 <sup>nd</sup> year –	US\$ 0.6/acre/per annum
3 <sup>rd</sup> year –	US\$1/acre/per annum
4 <sup>th</sup> year -	US\$1.5/acre/per annum
5 <sup>th</sup> year -	US\$2/acre/per annum

### Second Grouping

1 <sup>st</sup> year –	US\$0.25/acre/per annum
2 <sup>nd</sup> year –	US\$0.30/acre/per annum
3 <sup>rd</sup> year –	US\$ 0.50/acre/per annum
4 <sup>th</sup> year -	US\$ 0.75/acre/per annum
5 <sup>th</sup> year –	US\$ 1/acre/per annum

### Third Grouping

1 <sup>st</sup> year –	US\$0.17/acre/per annum
2 <sup>nd</sup> year –	US\$0.20/acre/per annum
3 <sup>rd</sup> year –	US\$0.33/acre/per annum
4 <sup>th</sup> year –	US\$0.38/acre/per annum
5 <sup>th</sup> year –	US\$ 0.50/acre/per annum

### Fourth Grouping

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year – US\$ 0.10/acre/per annum

**Over 5 years** - US\$3.00/acre/per annum

### Mining Licences

US\$5.00/acre/per annum (foreign)  
US\$3.00/acre/per annum (local)

#### Late Fee Penalty

$1/600 \times \text{Rental} \times \text{Number of days outstanding (inclusive of weekends)}$

For online calculation of rental and penalty mineral properties  
Visit GGMC website:  
<https://www.ggmc.gov.gy/properties>



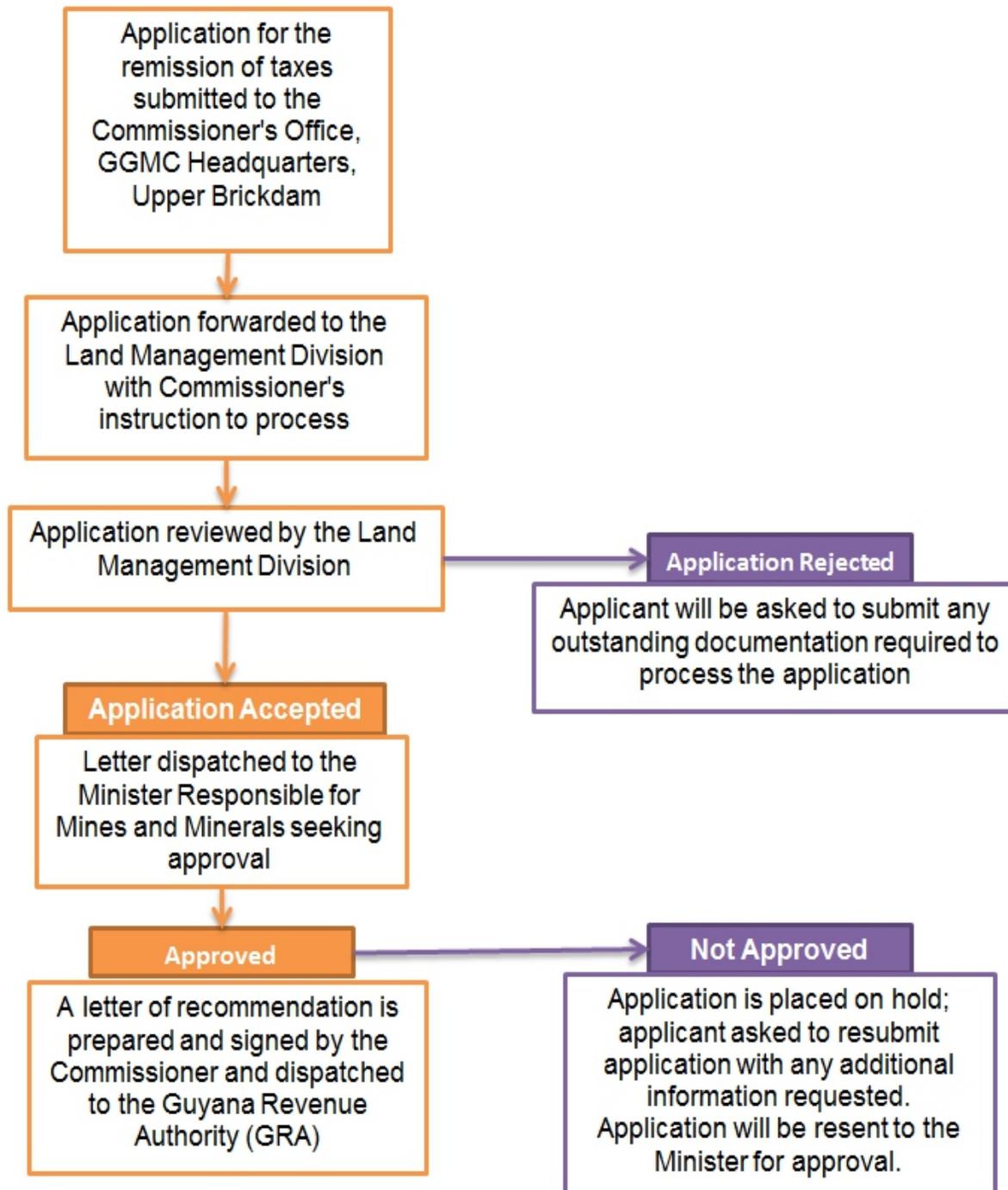
# MINING ON AMERINDIAN TITLED LAND

## WHAT THE LAW SAYS

Section 48 of the Amerindian Act, 2006 States

- (1) A miner who wishes to carry out mining activities on Village lands or in any river, creek, stream or another source of water within the boundaries of Village lands shall:-
  - (a) obtain any necessary permissions and comply with the requirements of the applicable written laws;
  - (b) make available to the Village any information which the Village Council or Village reasonably requests;
  - (c) give the Village Council a written summary of the proposed mining activities including information on:-
    - (i) the identity of each person who is involved;
    - (ii) a non-technical summary of the mining activities;
    - (iii) the site where the mining activities will be carried out;
    - (iv) the length of time the mining activities are expected to take;
    - (v) the likely impact of the activities on the Village and the Village lands;
    - (vi) any other matters which the Village Council on behalf of the Village requests and which are reasonably relevant;
  - (d) attend any consultations which the Village Council or Village requests;
  - (e) negotiate with the Village Council on behalf of the Village in good faith on all relevant issues;
  - (f) subject to Section 51 reach agreement with the Village Council on the amount of tribute to be paid; and
  - (g) obtain the consent of at least two-thirds of those present and entitled to vote at a Village general meeting.
- (2) The Guyana Geology and Mines Commission may facilitate the consultations to be held under subsection (1) but may not take part in any negotiations.
- (3) A person who contravenes subsection (1) is guilty of an offence and is liable to the penalties prescribed in paragraph (d) of the First Schedule.

# DUTY FREE APPLICATION PROCESS



# SMALL, MEDIUM AND LARGE SCALE OPERATORS

## REQUIREMENTS FOR APPLYING FOR THE REMISSION OF TAXES ON THE PURCHASE OF ITEM(S) FOR USE IN THE MINING SECTOR

### Small and Medium Scale Miners /Prospectors/Dredge Owners

#### Requirements for ATV

1. Taxpayer Identification Number (TIN).
2. Address letter to the Commissioner-General (GRA).
3. Mineral Declaration Statement.
4. Privileges of Persons employed (by you the applicant), through Commissioner GGMC.
5. Contact Information (Phone Number)
6. Invoice / Quotation (Must bear the name of the applicant, within six (6) months.
7. Dredge Licence.
8. Work Ground Letter (if the applicant is not the holder of a Prospecting or Mining Permit / Claims).

#### Requirements for New Entants

1. Taxpayer Identification Number (TIN).
2. Address letter to the Commissioner-General (GRA)
3. Contact Information (Phone Number)
4. Invoice / Quotation (Must bear the name of the applicant, within six (6) months.
5. Work Ground Letter (if the applicant is not the holder of a Prospecting or Mining Permit / Claims).
6. Obtain a mining privilege, and have it endorsed by the mineral property holdrt.

#### **Note:**

**Applicants must submit two (2) copies of all documents to the Commissioner Guyana Geology and Mines Commission.**

### Large Scale Operators

The exemptions of Large Scale Operations including benefits and obligations are formalized in an Investment Development Mineral Agreement (IDA) which accompanies the licence.

1. A List of Items must be submitted to the Ministry of Natural Resources for processing.

### Items for which Waiver can be Sought

The specific items requested for mining purposes must be recommended by the Guyana Geology and Mines Commission, and verified and approved by the Commissioner-General of the Guyana Revenue Authority. The Commissioner of GGMC shall exercise his authority and prerogative to recommend items that are necessary and required for these operations of mining in Guyana. The entitlement of specific items is listed below

- Matting, Flex hoses, Expanded metal
- ATV's
- Vehicles
- Fuel

**Matting, Flex hose, Expanded metal**

Waivers on these items are sought mainly for small and medium scale mining operations. The GGMC will recommend quantities and sizes related to the size of the registered mining equipment.

**All-Terrain Vehicle (ATV)**

ATVs for use in the mining industry will be subject to the following conditions:

**Large Scale**

- Subject to quantity specified in a formal agreement with the Government.

**Medium/Small Scale**

- Applicant to be a registered mining or prospecting/reconnaissance operator.
- Ownership of registered mining equipment operating on stated properties must be established. The applicant does not need to be the owner of the property.
- Applicant will be required to submit a listing of employee's evidence of payment of income tax, and declaration of production over the preceding six (6) months.
- Applicant will qualify for ATV's exemption based on the following:

Number of Employees	Points
1-5	5
6-10	10
11-20	15
21-30	20
31-50	25
51-60	30
61-70	35
71-80	40
81-90	45
91-100	50
<b>Annual Production</b>	<b>Points</b>
Less than 100 ounces	10
100 to 300 ounces	20
301 to 1000 ounces	50
1001 to 18000 ounces	65
1801 to 2500 ounces	75
Over 2500 ounces	100

The points will then be totalled on any combination of the above three criteria and will be used as a guide to establish the number of ATVs an applicant may be eligible for in his fleet.

For every 15 points attained, an ATV may be granted. The economic life of an ATV is taken as three years.

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### **Vehicles**

Vehicles granted shall be of the type generally used in mining operations and those suitable for such terrain 4x4 vehicles granted shall be restricted to open tray pickups with either single or double cab.

### **Fuel**

A Large Scale Miner who has entered into a Mining Agreement that specifies tax exemptions on fuel will be required to pay 10% consumption tax on the value of the fuel.

Prior to entering into the mining agreement the applicant must make an application to the Commissioner, Guyana Geology and Mines Commission to obtain a letter of accreditation and recommendations on the proposed quantity of fuel to be used.

## LIST OF ITEMS FOR DUTY FREE

9020	Respirator	All	Full Use
9014.1	Direction finding Compasses, other navigational instruments and appliances	All	Full Use
8407.21	Outboard Motors (up to 35HP)	All	Full Use
8417.1	Furnaces and ovens for the roasting, and melting of ores, pyrites or of metals	Large	Full Use
8421.21	Water filters	Large	Full Use
8423.2	Scales for the continuous weighing of goods on conveyors	Large	Full Use
8424.3	Steam or sand blasting machines and similar jet- projecting machines	Large	Full Use
8426.2	Cranes	Large	Full Use
8427.1	Forklift trucks, other trucks fitted with lifting or handling equipment	Large	Full Use
8428.003	Continuous action elevators and conveyors	Large	Full Use
8429.19	Bulldozers and Angledozer	Large	Full Use
8429.2	Graders and Levelers	Large	Full Use
8429.3	Scrapers	Large	Full Use
8429.51	Front end loaders	Large	Full Use
8429.59	Excavators	All	Full Use
8430.1	Pile drivers and pile extractors	Large	Full Use
8430.1	Other boring or sinking machinery (for earth)	Large	Full Use
8474.8	Complete dredges	All	Full Use
8207.1	Jack Hammer drills	All	Full Use
8167.81	Chain Saws	All	Full Use
	Face Masks	Small	Full Use

40.15909	Diving Suits for mining purpose	Small	Full Use
8703219	ATVs	All	Full Use
810721	Outboard Engines up to 75 HP	All	Full Use
841319	Pumps	All	Full Use
570500	Matting	All	Full Use
400900	Dredge Flexes	All	Full Use
731450	Expanding Metal	All	Full Use
	Dump Trucks	Medium - Large	Full Use
	Back Hoes	All	Full Use
	Global Positioning Systems	All	Full Use
	Explosives	Large	Full Use
	Surveying instruments	All	Full Use
	Blasting Cord and Detonators	Large	Full Use
	Generators	All	Full Use
8474.3	Mixing or kneading Machines	Large	Full Use
8474.2	Crushing or Grinding Machines	Large	Full Use
8705.2	Mobile drilling derricks	All	Full Use
89.04	Tugs and pusher craft	Large	Full Use
	Goods for scientific research purposes	Large	Full Use
84.58	Lathes (including turning centers) for removing metal	Large	Full Use
8480.009	Moulding boxes	Large	Partial Use
84.02	Steam or other vapor generating boilers (other than central heating hot water boilers capable also of producing low pressure steam), super-heated water boilers	Large	
84.71	Automatic data processing machines and units thereof; magnetic or optical readers, machines for transcribing data onto data media in coded form and machines for processing such data.	Large	Full Use
8207.1	Rock drilling or earth boring tools	All	Full Use
84.64	Machine tools for working stone, ceramics or like mineral materials	Large	

## Administration of Lotteries and Auctions

The parcels of land allocated for lottery/ auction are decided on by the Closed Area Committee (CAC) while the administration of lottery and auction fall under the purview of the Land Management Division of the GGMC. Maps of all properties up for auction/lottery will be on display at the LMD of the GGMC, all mines stations and online at [www.ggmc.gov.gy](http://www.ggmc.gov.gy). Copies of these maps can also be purchased for a nominal fee at the LMD.

All properties up for auction/lottery are allocated as is and may have been mined or have claims located within them. Research and quantification of mineral potential of blocks are the sole responsibility of the bidder/winner.

### AUCTION – GENERAL REQUIREMENTS FOR PARTICIPATION

- Successful bidders will be required to pay the bid price plus auction dues immediately at the end of the Auction. No late payment will be accepted.
- Allottees are required to file an application for the block awarded by a stipulated deadline and will be required to pay all the relevant fees (application fee, rental, bond, etc). Applications not filed by the deadline will result in the award being considered to have lapsed.
- The GGMC will provide the required maps and cartographic descriptions of all properties won at auction.
- Bidding for properties will commence at a stipulated amount per parcel and increase by a minimum of GYD\$10,000 increments.
- To participate in the auction of medium scale properties all applicants must be Guyanese citizens, eighteen years or older at the time of application or registered companies where all beneficial owners are Guyanese citizens. Non-Guyanese individuals or companies can participate in the auction of large scale properties.
- **All allocations are final.**

### LOTTERY - GENERAL REQUIREMENTS FOR PARTICIPATION

- Participants in the lottery are required to complete an application form and pay a non-refundable participation fee. Application forms can be obtained from the Land Management Division (LMD), GGMC, Brickdam or from any Mining Station.
- Participants shall select the zone within each mining district from which their allotment will derive.
- The number of applications permissible from an individual or group will be determined by the Closed Area Committee and advertised.
- The GGMC will provide the required maps and cartographic descriptions of all properties won at the lottery.
- A list of winners of the lottery will be posted in the LMD, in the local newspapers and online at [www.ggmc.gov.gy](http://www.ggmc.gov.gy)
- Allottees are required to file an application for the parcel awarded by the stipulated deadline and will be required to pay all the relevant fees (application fee, rental, bond, etc). Applications not filed by the deadline will result in the award being considered to have lapsed.
- To participate in the lottery of medium scale properties all applicants must be Guyanese citizens, eighteen years or older at the time of application or registered companies with beneficial Guyanese ownership.
- **All allocations are final.**

## PROSPECTING AND MINING AT THE MEDIUM SCALE LEVEL

### ANSWERS TO FREQUENTLY ASKED QUESTIONS

**Question:** Can a Prospecting Permit Medium Scale be transferred?

**Answer:** No. Section 58(2) of the Mining Act states that a prospecting permit shall not be transferred.

**Question:** Can a Mining Permit be transferred?

**Answer:** Yes. A mining Permit can be transferred to an eligible person or company on application made and payment of the prescribed fees.

**Question:** What are the rental rates for medium scale permits?

**Answer:** For Mining Permits the rental rate is US\$1.00 per acre per annum. The rental rate for Prospecting Permits (Medium Scale) is as follows: For the first year, the rental is US\$0.25 per acre. Thereafter, an additional US\$0.10 per acre for each successive year.

**Question:** How can I know if an area is available?

**Answer:** By checking the stock map at the Land Management Section, GGMC or at any mining station.

**Question:** How can I acquire a map depicting mineral property status information?

**Answer:** Maps can be acquired for a fee from the Land Management Section, GGMC Headquarters.

**Question:** Can prospecting or mining activities be conducted on Amerindian Titled Lands?

**Answer:** Effective from the enactment of the Amerindian Act of 2006, from the date of the issuance of Certificate of Title, Mining and Prospecting activities at the small, medium and large scale level can be conducted on Amerindian Titled Lands with the written consent of the Village. Thereafter, the necessary Permit/Licence to prospect of mine must be acquired from the GGMC. This also applied to members of the Amerindian Community who are working for profit.

**Question:** Can mining operations be carried out on a Prospecting Permit?

**Answer:** No. Prospecting Permit holders are required to conduct prospecting operations (exploration) for the mineral in respect of which the prospecting permit is granted.

**Question:** How often you have to pay environmental bond?

**Answer:** Environmental bond is a onetime cash payment of GYD\$100,000

**Question:** Can rental payments be made in parts?

**Answer:** No. It's an annual lump sum payment.

**Question: Can your Driver's Licence be used as a proof of address?**

**Answer:** *No. It can be used for a Taxpayer Identification Number (TIN). For Proof of Address, we would accept any envelope of mail received with the postal stamp, utility bills, bank statement /letter from Toshao/Mayors of residency which must be updated within the last six months.*

**Question: What is the cost for an application form?**

**Answer:** *The forms are free and are available online, at the GGMC Head Office and all Mining Stations.*

**Question: Can I apply for a straight Mining Permit?**

**Answer:** *Only for Quarriable Materials, otherwise, an applicant must first apply for a Prospecting Permit (Form 5A) and once granted, can convert same to a Mining Permit.*

**Question: Is there any fee attached to the renewal of the Mining Permit?**

**Answer:** *No. The request is made via letter to the Commissioner.*

**Question: What forms of identification are accepted?**

**Answer:** *For Prospecting Permits Medium Scale, Mining Permits and Quarry Licence, a Guyanese Identification Card or Passport that states nationality is Guyanese will be accepted. For Prospecting Licences, Mining Licences and Permission for Geological and Geophysical Survey a valid passport will be accepted.*

**Question: What does beneficially owned by Guyanese means?**

**Answer:** *Companies applying for medium scale properties and quarry licences must have Guyanese shareholders that have at least 51% of the shares.*







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**GUYANA GEOLOGY & MINES COMMISSION**

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Website: [www.ggmc.gov.gy](http://www.ggmc.gov.gy)

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**Tele: (592) 225-2862, 225-2865, 225-2867,  
225-6691, 227-1342**

**Ext. 1250, 1251, 1255, 1256, 1257, 1258, 1260**