INSTRUCTION MANUAL
IBM REGISTRATION APPLICATION

USER MANUAL INDEX

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Chapter 1: IBMREG Application Validation Rules Document

1. **Mobile Number**: Enter Mobile Number preferably linked with Aadhar.

   Email Id: Enter email preferably linked with Aadhar.

2a. Personal Details

a. Name of Company – Only Alphabet.
b. Registered Address—Alphabet, Numeric, - / are allowed
c. Pin Code – Numeric
d. Office Telephone : STD Code –4 digit Phone: 7 digit
e. Residence Telephone : STD Code –4 digit Phone: 7 digit
f. Registration Number of Company: Alphabet and Numeric
g. Date of Company Registration :- Less than current date
h. GST Number --- Scan pdf less than 250 kb
i. Detail of officer responsible for conduct of Business of the Company
   - Address - Alphabet, Numeric, - / are allowed
   - Name – Alphabet
   - Phone—7 Digit
   - STD Code: 4 Digit
   - PAN Scan – 250 KB upload size
   - Voter ID Scan—250 KB upload size
   - Passport Scan –250 KB upload size
   - Driving Licence Scan – 250 Kb upload size

2b. Director Detail

- Name – Alphabet
- PAN/VOTER ID /PASSPORT/DL –250 Kb
- Multiple Director –Multiple Director Allowed
- Detail of Nominated owner under section 76 of the Mines Act, 1952—
  Designation – Alphabet

3. **STATE Licence** Details (Only for State Licence Holder under section 23c of MMDR Act)
   Issuing Authority—Alphabets

Date of Issue -- Less than Current Date
Valid up to – Greater than Current Date

4. **Mine Lease** Details (Only for Mining Lease Holder)State/District/Sub District/Village—LG Directory Area held under ML (in hectares) – Only Numeric and float
   Topo-sheet Number- Alphanumeric , /
   Date of Registration ML Date < Current Date
   Date of Execution ML < Date of Registration ML Date
   Period of Lease from_____To_____**From** should be less than **To**
   Upload Lease Deed Copy (Pdf 10 MB)
   EC Quantity – Numeric
   EC Letter Number →Alphabet, Numeric, Hyphen, dot, comma
   EC Valid up to > Current Date
   EC Letter Scan (Max pdf size 250 kb)
   PCB Quantity in Tons – Numeric
   PCB Valid up to (DD-MM-YYYY) > Current Date
   PCB Sanction Letter Scan – Max Size 250 Kb
   Area Forest Clearance – Numeric and Dot only
   Area Forest Clearance(Size) – Scan PDF 250 kb

Type Of Land Code	Type Of Land Name	Nature Of Land Code	Nature Of Land Name
1	Nonforest	1	Govt. Waste land
1	Nonforest	2	Govt. Grazing land
1	Nonforest	3	Pvt. Agriculture irrigated land
1	Nonforest	4	Pvt. Agriculture non-irrigated land
1	Nonforest	5	Pvt. Other land
2	Forest	6	Bird Sanctuary
2	Forest	7	Protected
2	Forest	8	Reserved
2	Forest	9	Village Forest
2	Forest	10	Wild Life Sanctuary

5. **PL Detail**
   Prospecting Licence Details (Only for PL Holder)
   Area under PL – Numeric and dot
   Date of Grant Less than Current Date
   Date of Execution Licence > Date of Grant
   Period in Years—Numeric
6. **Composite Licence Details**
   Area held under CL—Numeric and Dot

Date of Grant Less than Current Date
Date of Execution of Composite Licence > Date of Grant
Upload Licence Copy --- Pdf size 250 kb

7. **Preferred Bidder**

Lat and Long (Same for ML, PL, CL, PB and RP)
Latitude :-
Longitude :-
Letter of Intent – Number, Alphabet, Numeric , forward slash, hyphen and dot
Letter of Intent—(Pdf Max Size 250 Kb)

8. **Reconnaissance Permit**

Topo-Sheet Number- Numeric Only
Area held under RP—Numeric Only and Dot
Date of Grant:- Less than Current Date
Date of Execution Licence > Date of Grant

9. **Mineral Consumption**

Average Consumption per year – Numeric only

Chapter 2
Registration by Applicant

Applicant enters GST Number and click on GO button. The category will automatically be displayed. Applicant will enter his mobile number and click on Get OTP. His mobile number will be get verified by entering OTP. Applicant will enter his email id and click on Get OTP and will receive OTP on his email ID and enter the OTP. Then click on Save and Next Button.

2.1 PERSONAL DETAILS :-

i) Applicant will enter personal details.

And click on Save as Draft and Next Button. After clicking on Save as Draft and Next Button.

In case of Company, Applicant will enter Director Details and click on Save as Draft Director. Applicant can enter multiple Director Details

In case of Firm, Applicant will be able to enter Partner details and click on Save as Draft Partner details. Applicant can enter multiple partner details.

In case of Association of Individuals, Applicant will enter details of associates and click on Save as Details of Associates. Applicant can enter multiple details of Associates.

In case of Business Activity Mining and Category Company, Firm or Association of Individuals, Applicant will enter Details of Nominated Owner under Section 76 of the Mines Act 1952.

ii) State License details (Only for State Licence Holder under Section 23 C of MMDR Act)

Applicant will enter State Licence details.

iii) ML Details (Applicable only for Mining Lease Holder)
Applicant will enter ML details. Applicant will have option to choose One Mine per One Lease/one Mine per Multiple or Multiple Mines/Single lease.

iv) PL Details

Applicant will enter PL Details (Applicable only for Prospecting Licence Holder)

v) CL Detail (Composite Licence Details)

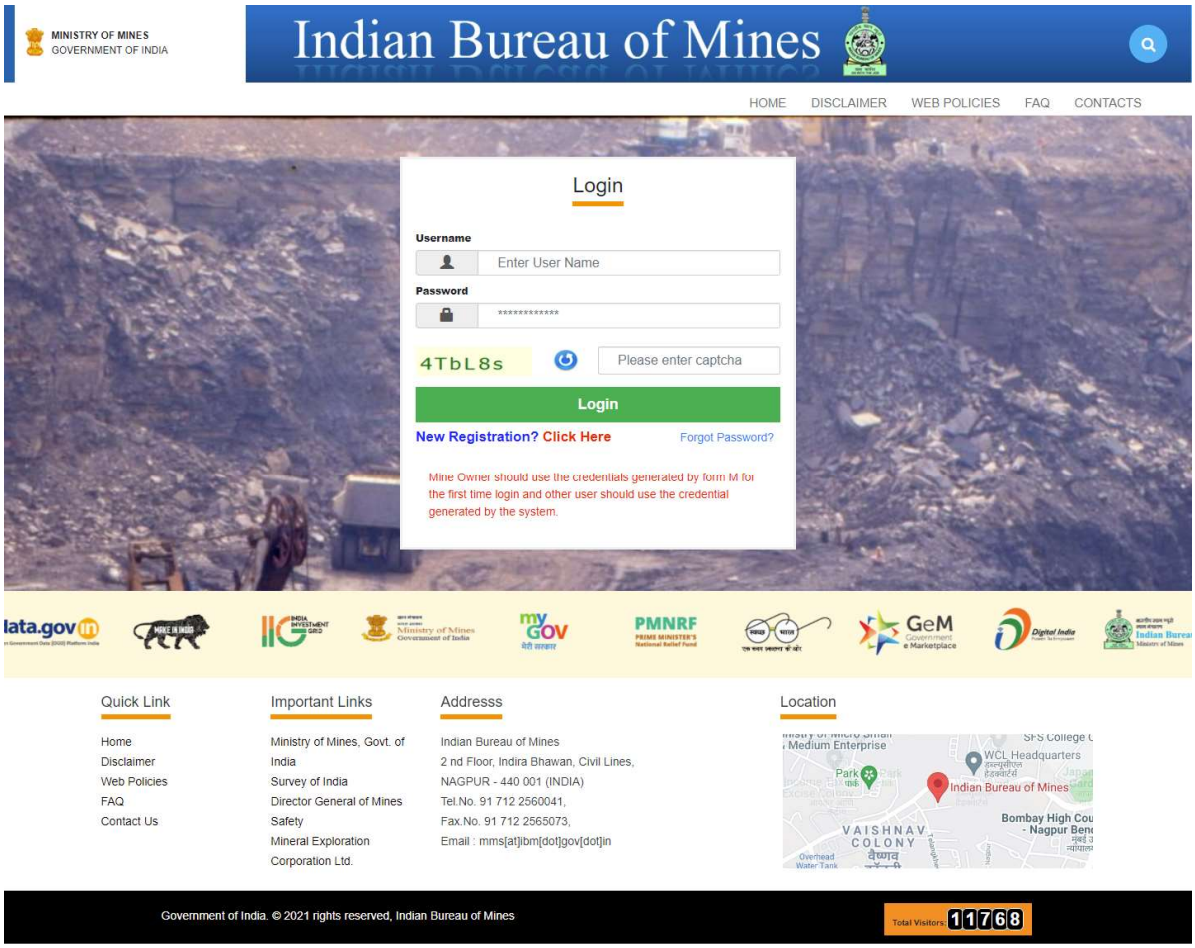
vi) Preferred Bidder Details

vii) Reconnaissance Permit Details (Only for Reconnaissance Permit Holder)

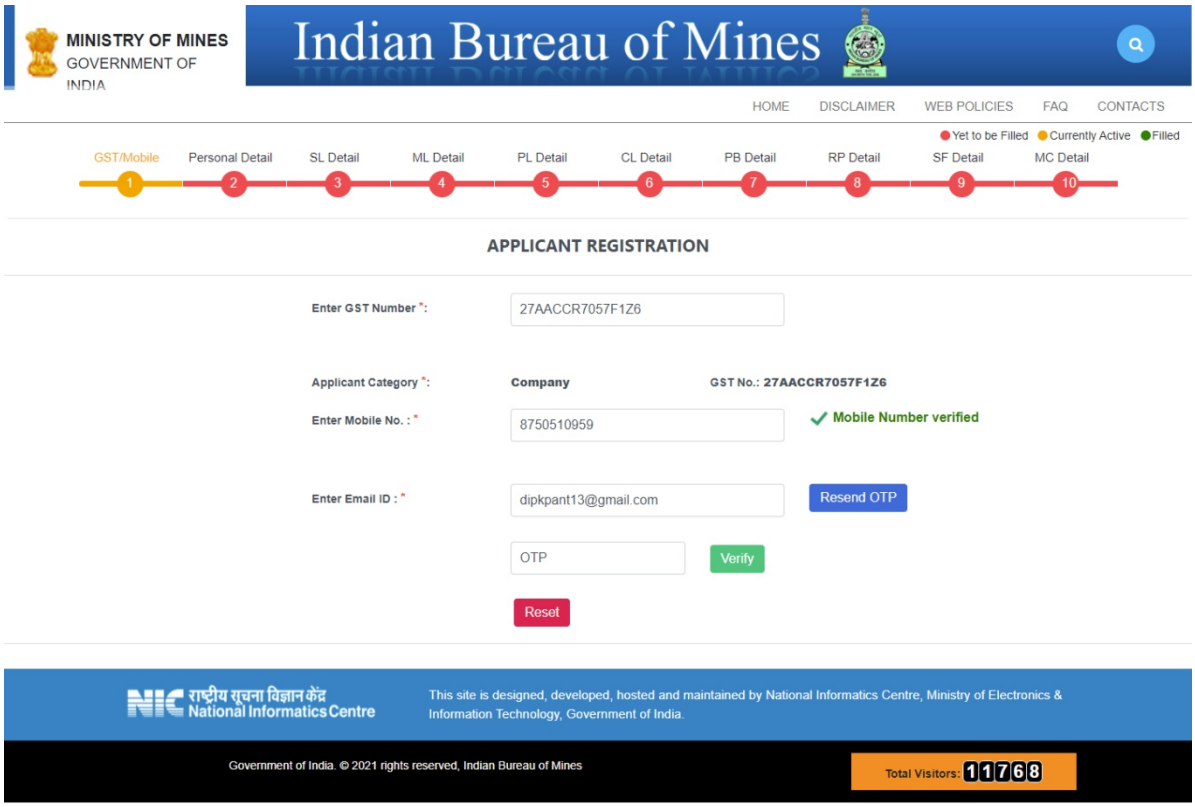
viii) Storage Facilities Details (Only for Storage Facilities Holder)

ix) Mineral Consumption Details

Screenshots



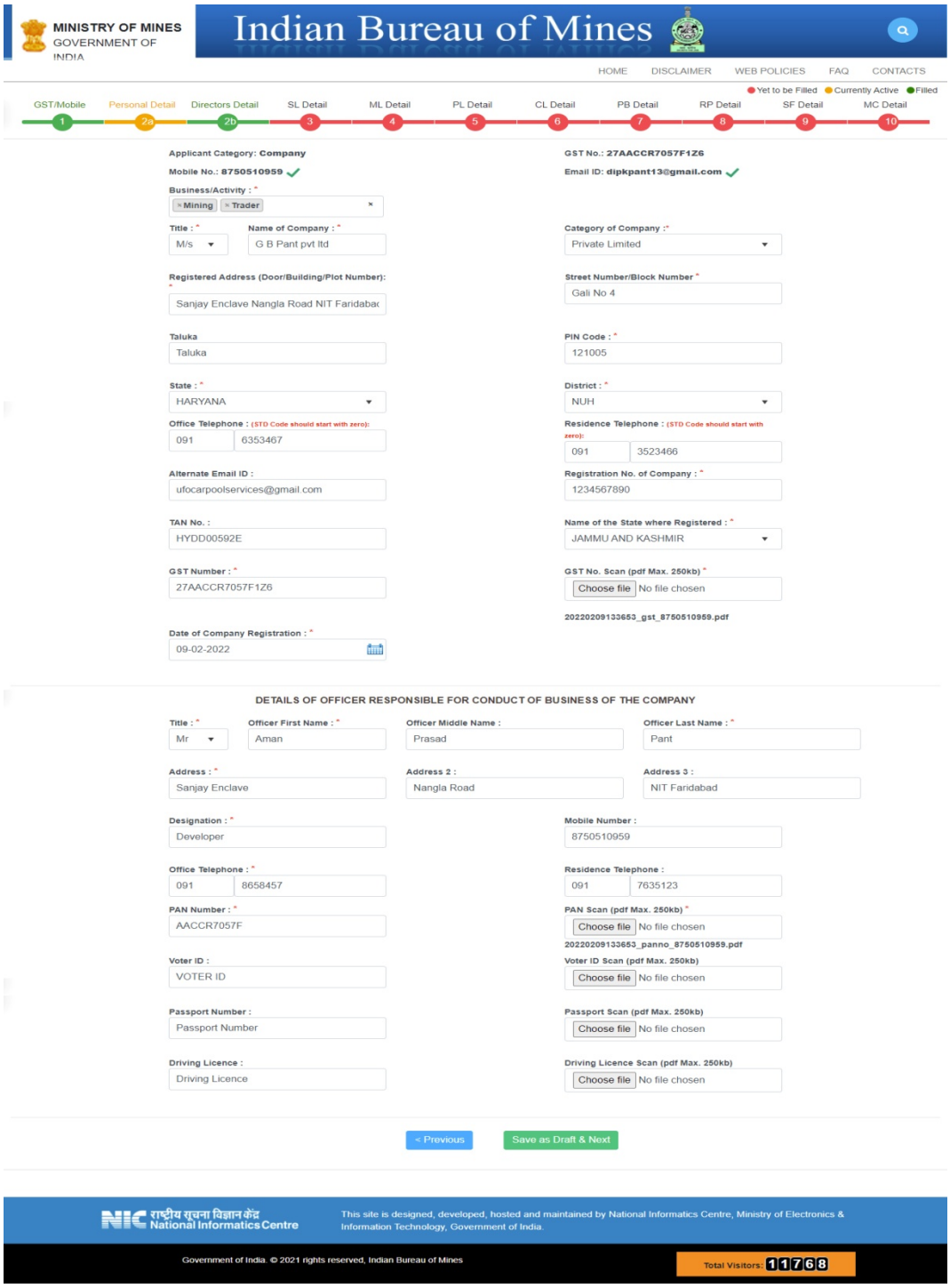
Click on Click here for New Registrations. For Older Registrations, Applicant have to enter his login credentials.



Applicant will enter GST Number and automatically Category of the applicant will be displayed.

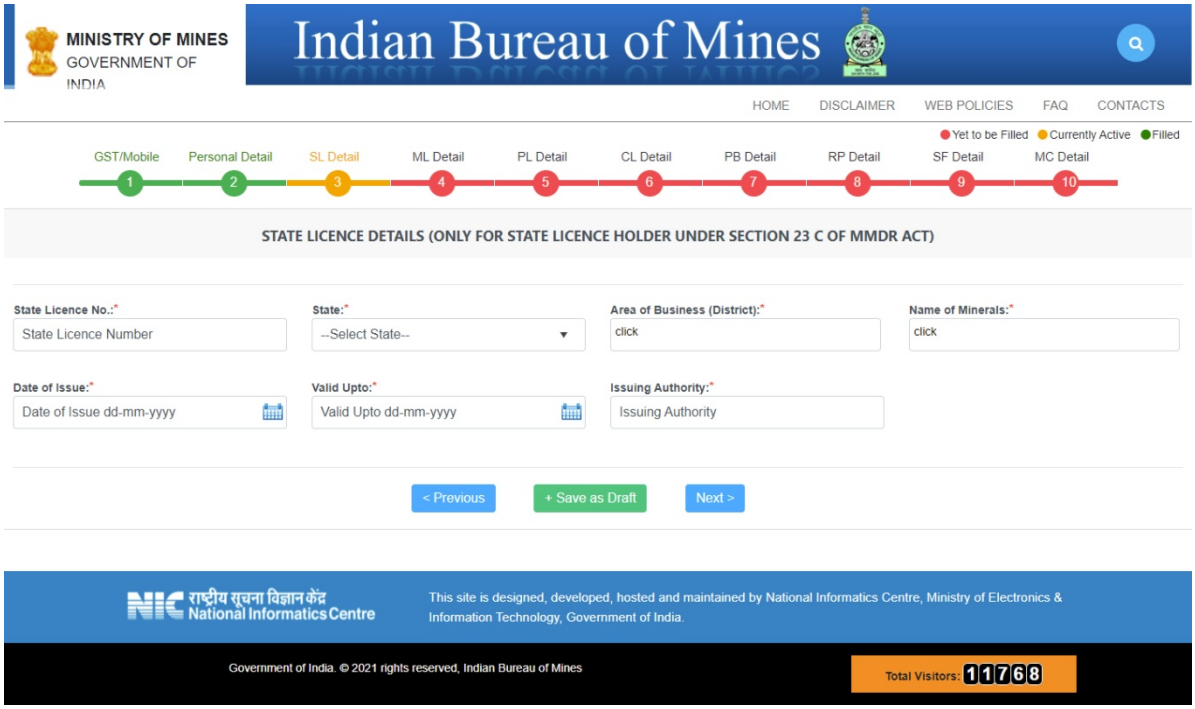
Applicant will enter mobile number and by entering his received OTP, his Mobile number is verified with OTP received.

Thereafter Applicant will enter email id and by entering the received OTP ,his email id will be verified.

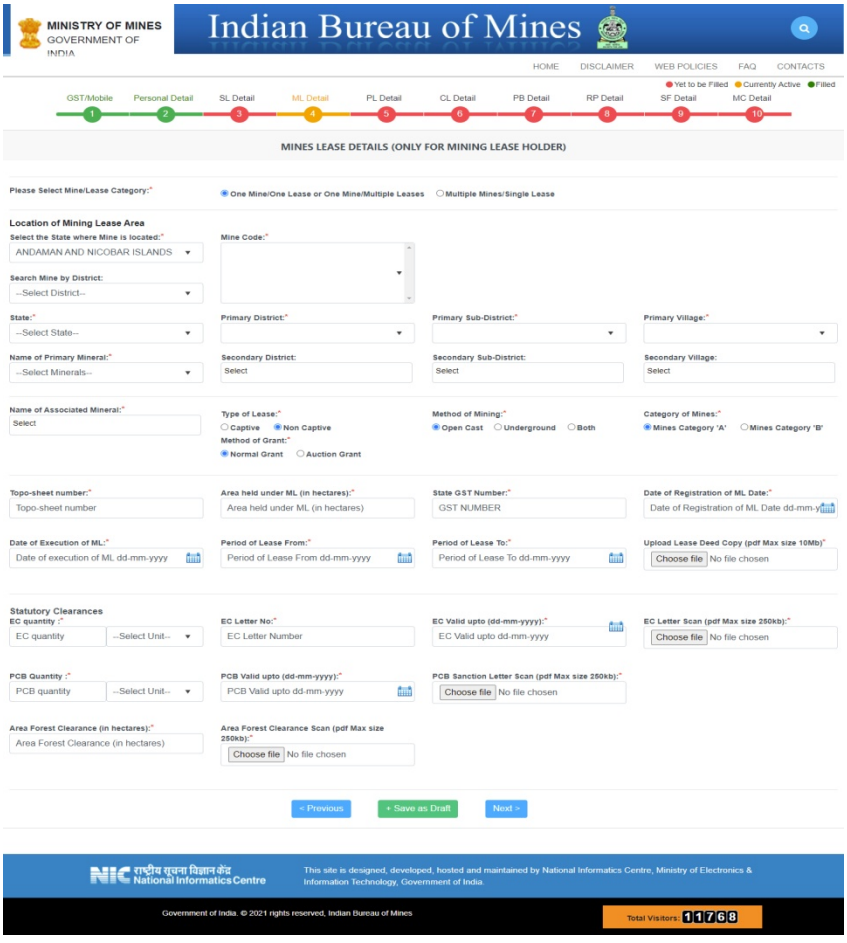


Applicant will enter personal details and “Details of officer responsible for conducting business of the company”.

2.2 State Licence Details

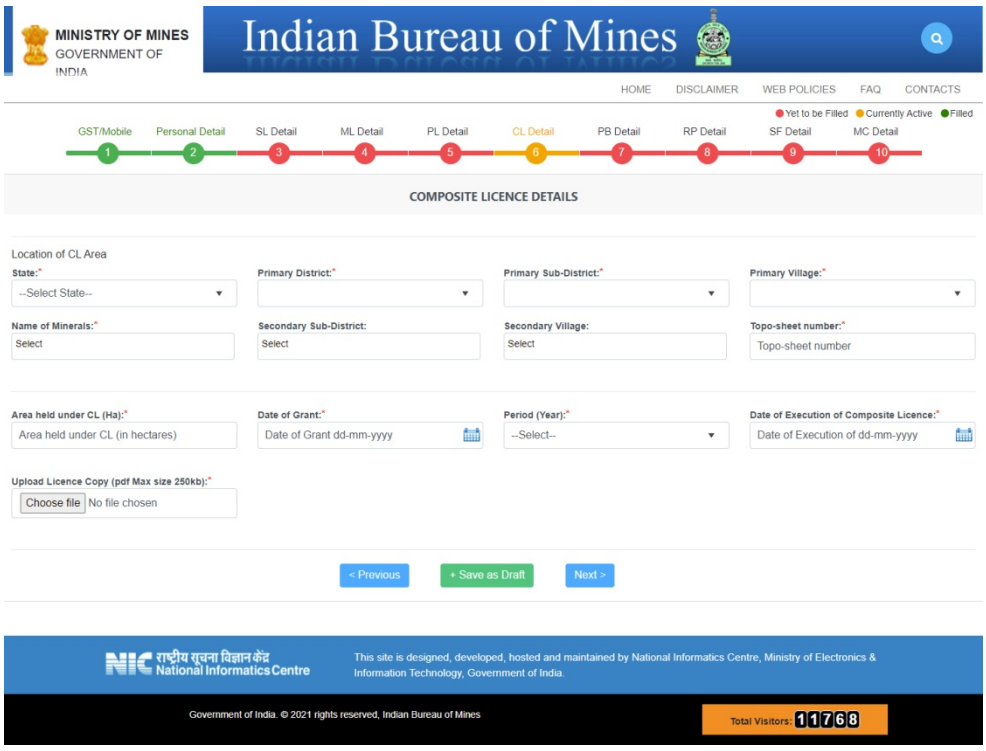


2.3 ML Details

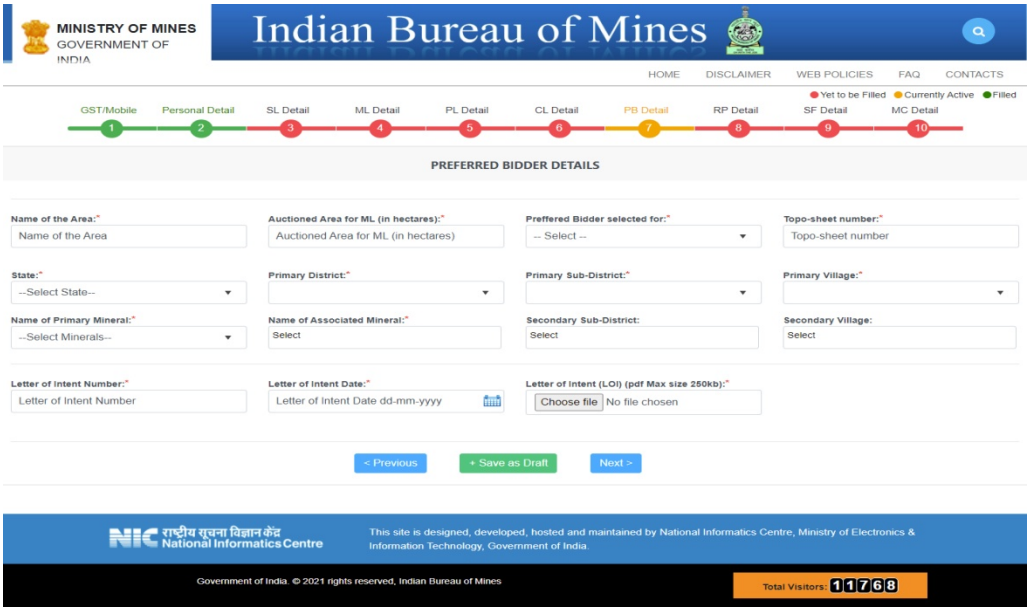


2.4 PL Details

2.5 Composite Licence Details



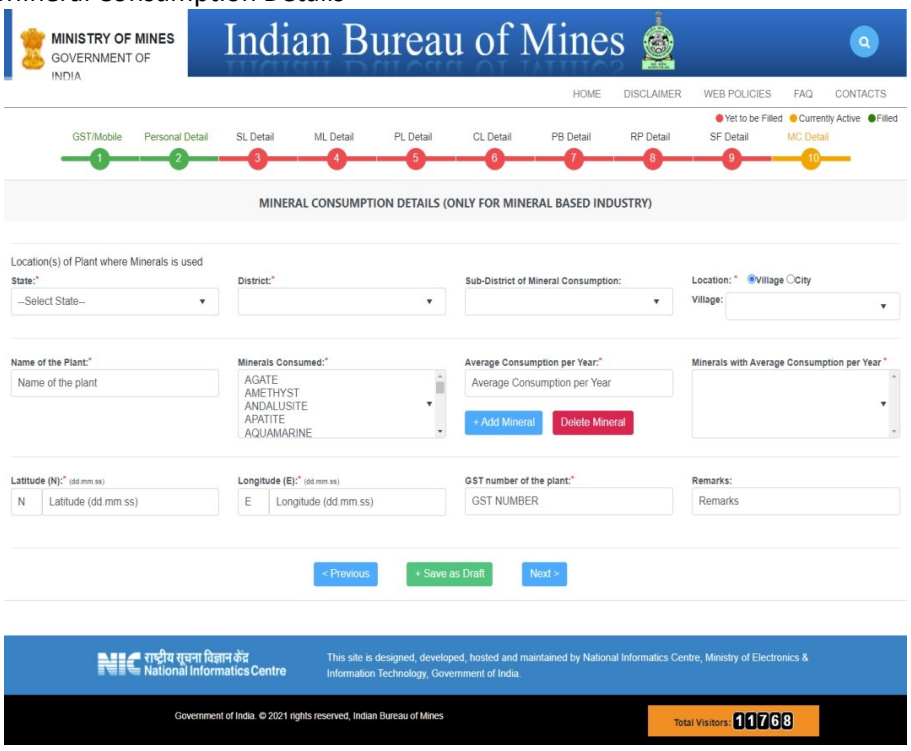
2.6 Preferred Bidder Details



2.7 Reconnaissance Permit Details

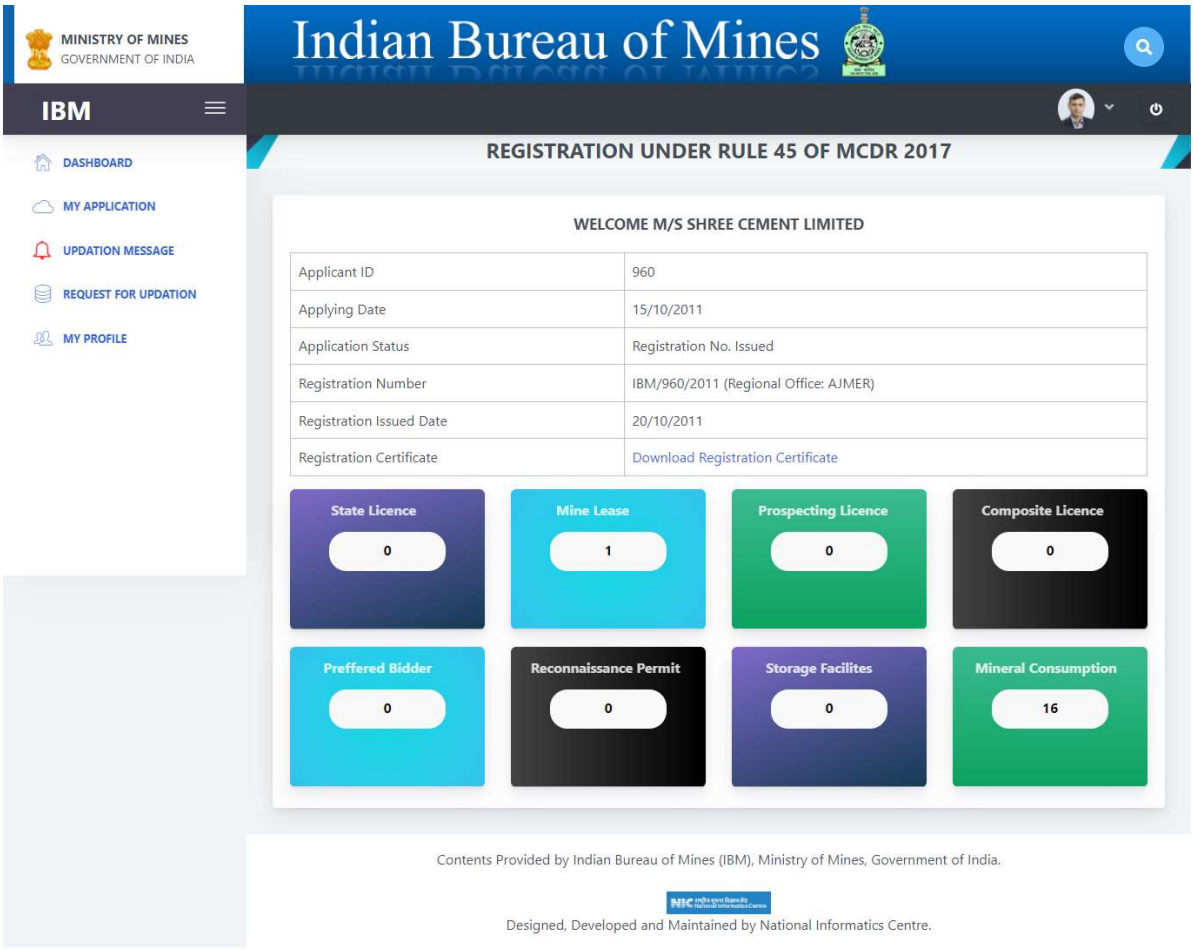
2.8 Storage Facilities Details

2.9 Mineral Consumption Details



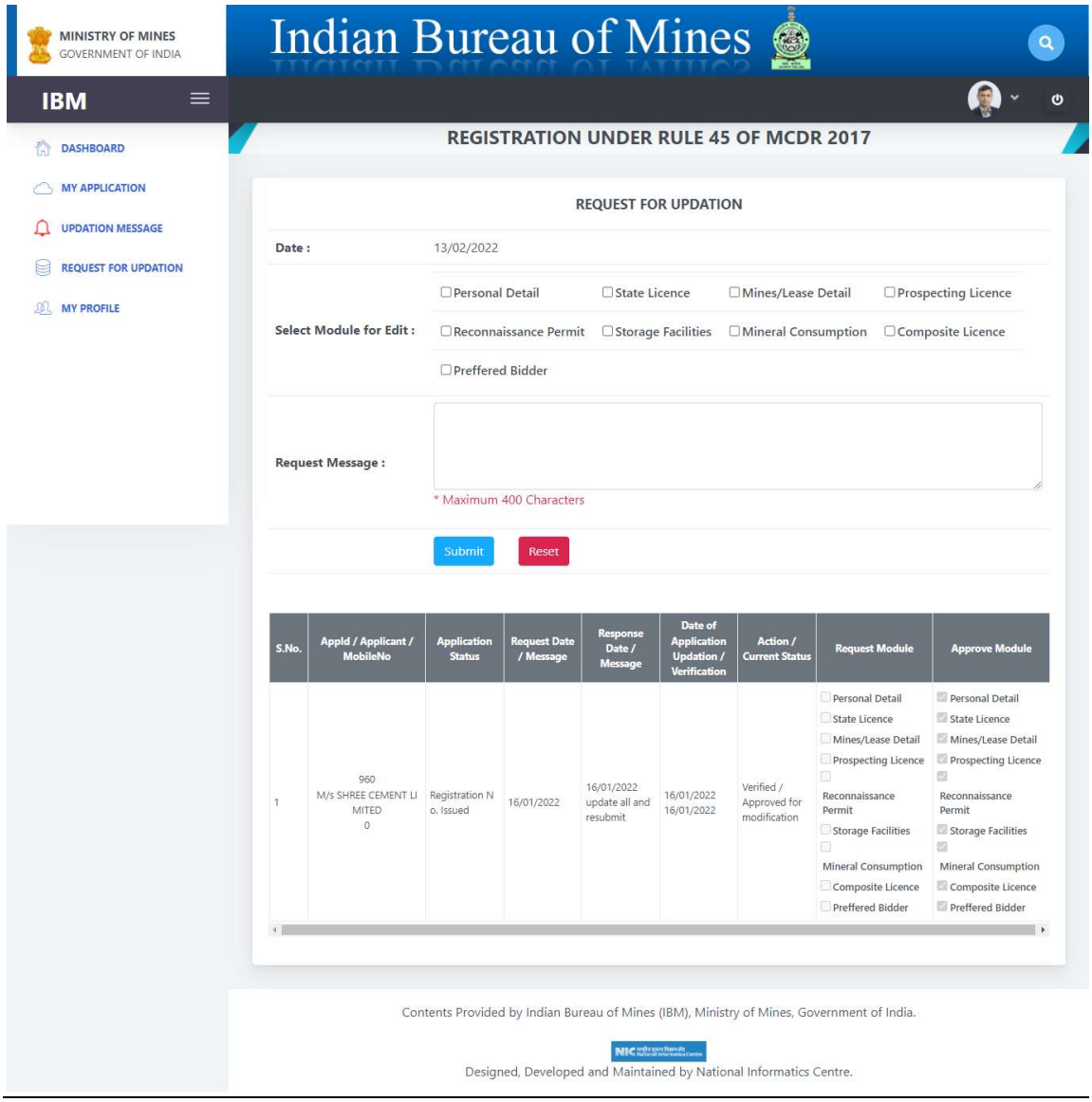
Chapter 03
Applicant Dashboard

Applicant dashboard shows the Application status including the option to download the Registration Certificate if issued.

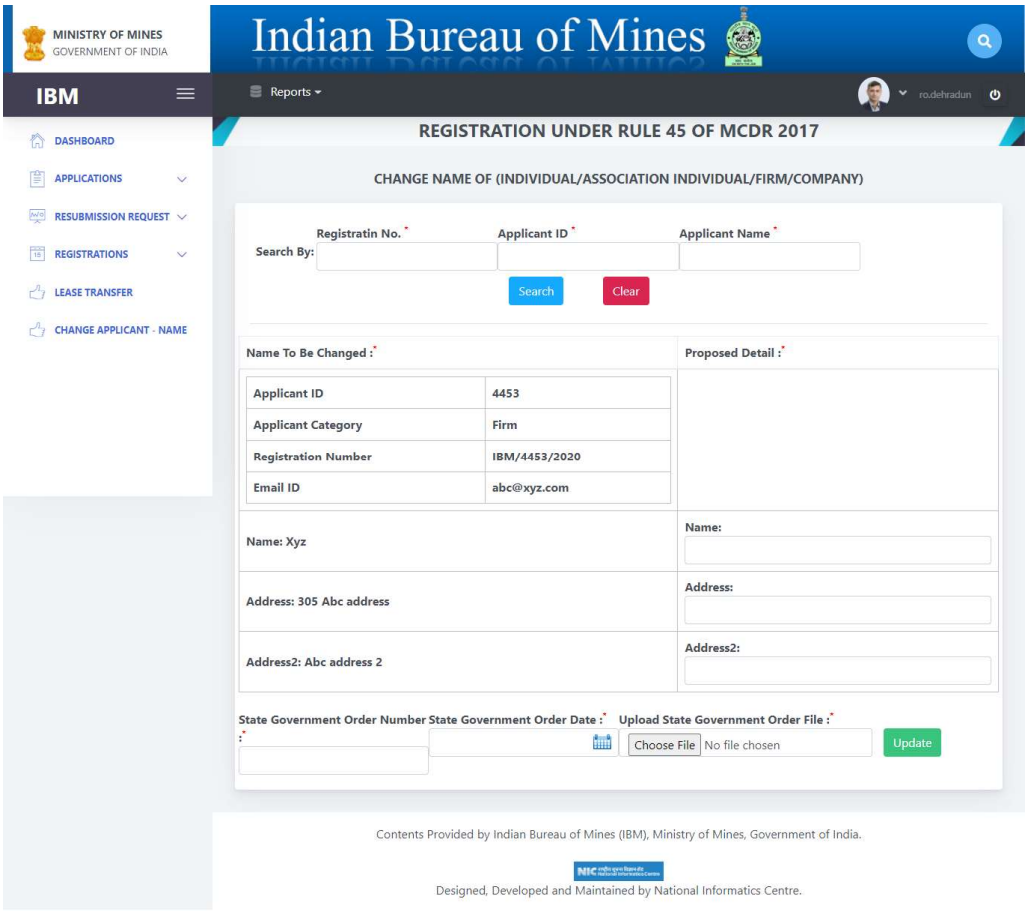


3.1 **<u>My Profile Section:</u>** It contains Applicant Profile details including the option to change password.

MINISTRY OF MINES
GOVERNMENT OF INDIA
Indian Bureau of Mines
IBM
DASHBOARD
MY APPLICATION
UPDATION MESSAGE
REQUEST FOR UPDATION
MY PROFILE
REGISTRATION UNDER RULE 45 OF MCDR 2017
MY PROFILE
Applicant Name : M/s SHREE CEMENT LIMITED
Mobile Number : 0
Email ID : shreebwr@shreecementltd.com
Address : POST BOX NO. 33, BANGUR NAGAR, BEAWAR, BEAWAR MASUDA
: AJMER, RAJASTHAN -305901
Change Password
Contents Provided by Indian Bureau of Mines (IBM), Ministry of Mines, Government of India.
Designed, Developed and Maintained by National Informatics Centre.



3.2. Request for Updation : Applicant can choose fields for updation and thereafter can send request to RCOM for further action.



3.3 **Change Name of Individual** : Applicant can fill the proposed details of Address and submit the request to RCOM.

3.4 **Lease Transfer:** Applicant can search Registration/Applicant wise/Applicant Name and Transfer lease to that applicant and also upload the State Government Letter