


**Sensitization Workshop for Stakeholders on the Adoption of the electronic Mining Cadastre System - eMC+**


# USER MANUAL


Join us on the 1st of November 2022 at Nigeria Mining Week for the official Unveiling of the electronic Mining Cadastre System - eMC+


 **Select Mineral of Interest click Next**

 **Click on define New Area there are four (4) options, select one.**

 **The coordinates of defined area is displayed. Note if there is a partial Overlap, the area should be excluded from the defined area click on next.**


 **Upload relevant application documents (ensure that all the application documents are properly scanned and legible (not pictures).**


 **Define area - specify the Local Government Area i.e the area the coordinates of the application falls in click save.**

 **You will get a notification that the application is successfully registered and the Priority Number is generated. Copy the number and write it on the filled application form (produce three (3) copies)**

**Note:**

**You have 20minutes to make payment.**

 **To pay the application processing fee Online:Click on Remita then click start.**

 **Enter the credit card details, chose your bank, wait for the payment information to be processed, verify that the payment details are correct click payment. You will get a notification of successful registration of payment.**

 **Check email for Payment registration notification.**

**Enquiries: +234 (0) 91 2828 2020 +234 (0) 81 5537 1535**

**[www.miningcadastre.gov.ng](http://www.miningcadastre.gov.ng)**

## INTRODUCTION

### About the Nigeria Mining Cadastre Office

Following the enactment of the Nigerian Minerals and Mining Act, 2007, the Mining Cadastre Office was established.

The mandate of the Office is the administration and management of Mineral Titles.

Since its inception, the Office has undergone several institutional changes notably, from:

- the use of irregular polygons,
- the use of Autocad,
- computerization via the introduction of "Système Informatisé de Gestion des Titres Miniers" – Computerized Mineral Cadastre System (SIGTIM) which had two versions and was in use from 2007 to 2012 (SIGTIM version 1.0) and from 2012 to December, 2021 (SIGTIM version 2.0).

Today Nigeria Mining Cadastre Office, has fully integrated the new electronic Mining Cadastre System - eMC+ away from SIGTIM version 2.0.

The electronic Mining Cadastre system - eMC+ is a state of the art management system, which assists the responsible public administration in efficient and transparent management of Mineral Titles throughout their life cycle.

The System is designed to cater for the entire process of Mineral Title Administration; from application submission, payment of fees, granting (refusing) up to issuance of certificate.

Unlike SIGTIM, with eMC+, Mineral Title Holders and Applicants are able to submit and track their Mineral Title Applications directly and remotely without visiting any of the Mining Cadastre Offices (multiusers). It is also linked to the Ministry of Mines and Steel Development (MMSD) portal and the MinDiver Decision Support System (DSS) which makes it equally accessible by other stakeholders.

#### Electronic Mining Cadastre System - eMC+ and The User:

Stakeholders support was considered in the design and development of - the System. It has a unique user support framework. The System, shall be accessible by Users after the Unveiling of the electronic Mining Cadastre - eMC+ system taking place at the Nigeria Mining Week on the 1st of November, 2022.

## HOW TO CREATE A USER ACCOUNT



Visit the Mining Cadastre website:  
[www.miningcadastre.gov.ng](http://www.miningcadastre.gov.ng)



Click on eMC+



Click on register a User account



Provide all the required information



A mail will be sent to your email  
informing you to activate account.



Change the password and confirm  
account. You'll get the notification:  
Your user account has been activated.

## HOW TO PREPARE DOCUMENTS FOR APPLICATION SUBMISSION:



Visit the Mining Cadastre website:  
[www.miningcadastre.gov.ng](http://www.miningcadastre.gov.ng), download  
application forms



Download requirements for New  
Application, fill the form and prepare all  
necessary documents in triplicate.



Scan one out of the three applications

## HOW TO SUBMIT AN APPLICATION ONLINE:



Log into your account,  
click Add New Transaction



Select New Licence Type



Click on Licence Type