

FAQ-Frequently Asked Question on Monthly and Annual Return on
Mining Tenement System (MTS)

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| Q-1 | Who is to be registered with Indian Bureau of Mines (IBM)? |
| Answer | Preferred bidder, RP holder, PL holder, ML Holder, composite licence holder and those who are engaged in trading, Stacking, End use & Exporter of Major Minerals in India. |
| Q-2 | When to register with Indian Bureau of Mines? |
| Answer | New user (Successful bidder for ML, CL) after receipt of Letter of Intent for submission of Mining Plan or before the commencement of trading operation or storage or end-use or export of minerals, as the case may be. |
| Q-3 | Where to update in IBM registration? |
| Answer | on https://mitra.ibm.gov.in and login as External user. New users have to submit fresh application in Form-K based on applicant category and for the business category. The link is https://mitra.ibm.gov.in/en-us/Pages/IBM_FormK_New.aspx |
| Q-4 | How much time normally takes for acceptance of Registration in MTS. |
| Answer | It takes not more than 15 days to accept the Registration, if Form-K is filled/updated with correct details. |
| Q-5 | Who will accept the Registration application? |
| Answer | The Registration is validated & accepted by the Regional Controller of Mines, of the Regional office of IBM under whose jurisdiction, the address of individual, Association, Firm or Company is mentioned in Form-K and uploaded supporting documents. |
| Q-6 | How many times updation in Registration is allowed? |
| Answer | Applicant can update the personal details and insert/delete/update the business details at any time during the course of business. |
| Q-7 | I am already registered with IBM on http://ibmreg.nic.in , do I need new registration on MTS. |
| Answer | No, already registered users with IBM need to update the registration details on MTS as per Form-K of MCDR 2017. |
| Q-8 | How to update Registration details in Form-K on MTS. |
| Answer | Login as External user with <u>IBM Reg No</u> as userid and password sent on your registered email by MTS system or get password from concerned IBM Regional office. |
| Q-9 | How new user will get user id and password to update registration details in Form-K after submission and receipt of scrutiny comments? |
| Answer | New user will not get any login credentials till acceptance & allotment of Registration number by RCOM; however entered details can be auto populated after validating mobile number & email id through OTP in Form-K. Update in Form-K by the applicant is allowed |

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| | after populating saved details through OTP. |
| Q-10 | What type of documents to be kept ready for updation of registration in MTS |
| Answer | <p>Following documents and their soft copies need to be kept ready</p> <ul style="list-style-type: none"> ✓ Registration no. (in case of company/Firm) under Company Act/Partnership Act & its soft copy ✓ GST No. & soft copy ✓ PAN & soft copy ✓ Aadhar-Virtual ID/Passport Number & soft copy ✓ TAN Number & soft copy, in case of Firm/Company ✓ TIN Number & its soft copy, in case of Firm/Company ✓ Valid Email Id ✓ Valid Mobile no. |
| Q-11 | Why my valid GST number is not accepted during Registration in MTS system? |
| Answer | There are four types of applicant category in Registration a) Individual, b) Association of Individual, c) Firm and d) Company. GST number in respective applicant category will be accepted in the system, else it will show invalid GST Number. The sixth digit in GST number has the category of the applicant. |
| Q-12 | Whether user id for Registration and Monthly/Annual return filing is same? |
| Answer | No, user id for Registration and Monthly/Annual return filing is different. |
| Q-13 | How to create return filing user id ? |
| Answer | Return filing user id for Mining lease holder for the lease will be <IBMRegNo>/<Mine code> Example-3456/38CHG3001. |
| Q-14 | What will be my default Password for return filing after acceptance of Registration/updation in Registration? |
| Answer | Default Password is Wipro@12345 and on login you need to reset it as per choice. |
| Q-15 | What is user id for trader, Stockist, end user & exporter of mineral for return filing? |
| Answer | Userid for Stockist, trader, End user & Exporter is- <IBMRegNo>/<Activity code>/<district code> |
| Q-16 | What is the activity code assigned to various business activities in MTS for user id creation? |
| Answer | Stockiest -1, Trader – 2, End User- 3 and Exporter - 4 |
| Q-17 | What are different user ids for return filing for different activities. |
| Answer | <p>Example – userid- 5678/1/646 for stockist in district Balod CG</p> <p>5678/2/646 for trader in district Balod CG</p> <p>5678/3/646 for End user in district Balod CG</p> <p>5678/4/646 for exporter in district Balod CG</p> |

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| | Here 5678 is IBMRegNo/1 is activity code/ 646 is district code for Balod Default Password – Wipro@12345 |
| Q-18 | What will be my user id for return filing for two or more activities in a district. (Trading – 2 and End User- 3)? |
| Answer | Userid for return filing will be- <IBMREGNo>/23/<district code> Different combination of the business activities are as per selection in Registration (12 or 24 or 134 or 124 etc.) |
| Q-19 | What will be my user id for return filing for two or more Storage and/or End User locations in a district. |
| Answer | Each distinct location for storage/End User will have separate user id for online submission of return as per details provided in the Form-K for Registration. <IBMRegNo>/<Activity code>/<district code>/1 <IBMRegNo>/<Activity code>/<district code>/2 etc |
| Q-20 | Where from I will get my district code? |
| Answer | You can get district code from website : www.lgdirectory.gov.in |
| Q-21 | What is last date for Monthly return filing? |
| Answer | Before 10 th of every month for preceding month i.e. before 24:00 hours of 9th. Otherwise, system generated violation letter and alert will be issued for non-submission of return. |
| Q-22 | What is last date for Annual Return Filing? |
| Answer | Before 1 st of July every year for preceding year. |
| Q-23 | What is Ex-mine price for a Captive mine? |
| Answer | It is at par with cost of production. |
| Q-24 | Can Ex-mine price of mineral be less than cost of production? |
| Answer | No, Ex-mine price cannot be less than cost of production of mineral. |
| Q-25 | I am selling mineral to my sister concern at mine head. Can this sale price of mineral at mine head be considered as Ex- mine price for mineral? |
| Answer | No, this sale transaction has not taken place on arm's length basis and can't be considered as ex mine price. |
| Q-26 | Is it essential to mention contract labour mandays and salary in return? |
| Answer | Yes. |
| Q-27 | Is it essential to file return, if mine is under temporary discontinuance or under suspension? |
| Answer | Yes, Return has to be submitted with relevant information, inclusive of “Nil” information, if any without fail. |
| Q-28 | Is it essential to submit return In case of temporary discontinuance or suspension of trading or storage or end-use or export of minerals, |
| Answer | Yes, It is essential to file return without fail |
| Q-29 | How to file return in case of change of ownership. |

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| Answer | In case ownership of the mine or the trading or storage or end-use or export company changes during the reference period, separate returns shall be filed by each owner for the respective periods of ownership. |
| Q-30 | What action can be initiated for non-submission/incomplete/late submission of monthly and annual returns. |
| Answer | Following actions can be initiated. a) Suspension of all mining operations in the mine b) Launching of prosecution under these rule; c) Recommend termination of the mining lease d) Suspension of trading license. e) Suspension of all transportation permits issued to such person/ company. f) Suspension of storage license for stocking minerals. g) Suspension of permits for end-use industry of minerals. h) Suspension of Export License of Mineral. |
| Q-31 | What is the provision of penalty in case of violation under the rules. |
| Answer | As per Rule 62 of MCDR 2017, whoever contravenes any of the provisions of these rules shall be punishable with imprisonment for a term, which may extend to two years or with fine which may extend to five lakh rupees, or with both and in the case of a continuing contravention, with additional fine, which may extend to ₹50,000/per days (fifty thousand rupees for every day during which such contravention continues after conviction for the first such contravention. |
| Q-32 | Is Monthly Returns and Annual Return information are interlinked? |
| Answer | Yes, Monthly Returns and Annual Return information on number of days mine worked, Average daily employment, Royalty, DMF, NMET paid, ROM production, grade wise production, dispatch and sales of mineral are interlinked. The annual return will auto fetch above information from monthly returns for the year. Therefore, Regular submission of monthly return without fail is mandatory in MTS. |
| Q-33 | How to fill the IBM Registration number of buyer & submit the online monthly and annual returns for merchant mines, if buyer has not registered with IBM. |
| Answer | It is mandatory to all engaged in mining, trading, storage, export and end user of major minerals to register with IBM. Seller of the mineral has to insist & collect IBM Registration number from buyer for online submission of Monthly Returns and Annual Return. <u>Know your Registration</u> search link provide the status of Registration with IBM through Web Query at https://mitra.ibm.gov.in/en-us/Pages/Webquery.aspx |
