



NATIONAL AGENCY OF
MINING

abc

New Online Filing Tool



Abc

New Online Filing Tool (OFT)

The National Agency of Mining (NAM) is making available a new online tool to channel and process the filing of mining applications, bearing in mind transparency, efficiency, and security criteria, as well as greater coverage and further confidence, guaranteeing equal conditions of access for all.

¿How does the Online Filing Tool work?

The Online Filing Tool is based on a robust technology platform, located in a data center external to the NAM, which takes all the necessary technological security measures and has a high capability and availability architecture. The OFT has a security certificate that guarantees the transactions it processes are completely secure. The OFT will allow mining sector stakeholders to file their Concession Contract Proposals and Temporary License Applications via the web, avoiding queues and unnecessary losses of time.

However, an assisted filing option is also available for those users who do not have access to a computer: they can go directly to the Regional Service Centers of the NAM to use the equipment and rely on the Customer Service staff trained to assist in the filing process.

¿Why is it necessary to have this new communication channel?

In the public sphere, proper and timely service to citizens is the *raison d'être* of government entities. In that regard, the National Agency of Mining seeks to implement actions to improve each of its interaction channels with citizens and the management. The Online Filing Tool is one such interaction channel.

¿Does the computer to file the application online needs to fulfill any technical requirements?

Yes, it does. Users interested in filing their mining applications must have a computer with the following configuration: 1 MB bandwidth capability or higher; if there is an active proxy or firewall, browsing must be free. Supported explorers: Mozilla 10 or higher; Google Chrome 18 or higher; Internet Explorer 8 or higher; OS: Windows 7 or higher. Pluggins: Adobe Flash Player 10 or higher, Acrobat Reader 9 or higher, and Java pluggins. If you are a company, please make sure Port 8399 is enabled to avoid difficulties with the image editor.

¿How to log into the OFT?

Users filing mining applications such as Concession Contract Proposals and Temporary License Applications should go to the agency's website: www.anm.gov.co, and click on the Online Filing Tool link.

¿In how many steps is the filing process done?

Users need to follow three steps to process their applications; each step is vital for a successful filing process.

1. Get a PIN.
2. File an application.
3. Check the status of the application.

¿How to get a PIN?

In this first step, users go to the Agency's website (www.anm.gov.co) and click on the Online Filing Tool link, and then on the PIN Request button; once there, choose the type of application to file: Concession Contract Proposals or Temporary License Applications.

For a Temporary License, users must print out the form shown on screen and fill it out to file it directly at the NAM offices, or email it to solicitud.pin@anm.gov.co. For a Con-

The screenshot shows the ANM website interface. At the top, there is a navigation menu with links: Inicio, Agencia, Servicio al Ciudadano, Trámites y Servicios, Normativa, Contratación, Sala de Prensa, and Contáctenos v PORs. Below the menu is a banner image with the text 'MINERIA' and 'THE ANSWER IS COLOMBIA'. Underneath the banner is a grid of four service tiles:

- Seguimiento y Control:** Mediante una herramienta de monitoreo y control se hará seguimiento al 100% de los títulos mineros del país.
- Catastro Minero:** Plataforma tecnológica que permite la sistematización de solicitudes de áreas a través de Internet.
- Promoción Minera:** Atracción de capital y recursos técnicos nacionales y extranjeros para el sector y adopción de buenas prácticas para el desarrollo de una minería responsable.
- Radicador web:** Acceda aquí para radicar su solicitud a partir del 2 de julio.

A green arrow points from the 'Promoción Minera' tile to the 'Radicador web' tile. At the bottom of the screenshot, there is a green bar with the text 'Vínculo 'Radicador web''.

cession Contract Proposal, users must fill out the online deposit form and generate the ready-to-print form.

Note: The PINs to file temporary license applications should be obtained directly through the National Agency of Mining. In this specific case, the process is free.

¿How are payments made?

Once the deposit form is generated, users must print it using a laser printer and make the payment at any branch of Banco de Bogotá. The deadline to make the payment is three working days following the date the request was made. Once the deadline expires, if the user has not made the payment, the PIN will be deactivated and the user must generate a new one. The user will be granted access to the system on the next working day after the payment.

¿What is the next step after generating the deposit form?

Once the deposit form has been generated, the next step is to go onto the agency's website again and click on the Online Filing Tool link. The system will show three options: File Application, Control Panel, and Check Application Status. Users must select the Filing option.

¿What is next after selecting the Filing option?

The tool will show a template to be filled out with the user's ID type and number, and their PIN. Then, the tool will request –as a security measure– a “captcha” which is challenge-response test used in computing that requires the user to type a distorted image (a mixture of numbers and letters) and then click on the “Accept” button. If the information is correct, the system validates the ID and PIN data that were automatically associated to the system from the very moment the PIN was generated. If the information is incorrect, the system will alert the user to the error and will request the data again.

¿What happens if the “captcha” image is not clear enough or if the typing is not correct?

If the image is not clear enough, the user can generate another one by clicking on the update button. If the typing does not match, the system will alert the user to the error and will generate a new one.

¿Is there any time limit on filling out the application?

There is no time limit to fill in the application provided that the user keeps the interface active (if the system detects no activity for more than 15 minutes, it will deactivate the session and the user will have to log in again).

The screenshot shows a login form with the following elements:

- Tipo de Documento:** A dropdown menu currently showing 'Cédula'.
- Número de Documento:** An empty text input field.
- PIN:** An empty text input field.
- CAPTCHA:** An image showing the words 'UltityC' and 'have' in a stylized font over a noisy background. A green arrow points to the word 'have'.
- Text Input:** A field labeled 'Escribe las dos palabras:' with a cursor.
- Buttons:** 'Entrar' (Login) and 'Limpiar' (Clear).
- reCAPTCHA:** The reCAPTCHA logo and the text 'stop spam. read books.' are visible.

At the bottom of the screenshot, there is a green bar with the text 'Ingreso y actualización - 'Captcha''.

¿What is next after logging into the system?

The user will see three tabs: Applicant Details, Application Details, and Contact Details. Users are allowed to register their data in any order as long as they save the changes so that the data is recorded.

In case of leaving the website, or if the system fails due to a computer error or a power cut, among other reasons, the system will automatically close the session just as it does after fifteen continuous minutes of inactivity. Likewise, the system will only make the data registered available to be modified within the same day in which the process is being carried out. If users do

not finish filling out the application during this time, they need to reregister all the data again on the following day. If the user successfully finishes the filing process, the PIN is automatically cancelled as it has already been registered and has already generated an ID for the application.

Please remember the ID number the system generates through the filing certificate will be the instrument used to comply with the “first come, first served” principle.

Libre comercio República de Colombia

Datos de Solicitante Datos de Propuesta Datos de Localización

Propuestas de Contratos de Concesión

PERSONA NATURAL NATURAL EXTRANJERA

Tipo Persona	Tipo Documento	Número Documento	Nombres	Primer Apellido	Segundo Apellido	Fecha Nacimiento

Pantalla inicial

¿What information is requested in the Applicant Details form?

On the entry screen, after selecting the type of ID, the system will determine the main applicant, whose identification details will automatically be shown as Individual or Company, as the case may be. The data shown by the system cannot be deleted, only modified.

The user must register their missing personal details according to the type of applicant –Individual or Company– (name, address, phone number, place of domicile, date of birth, e-mail address and, if a Company, the details of their legal representative).

Users are allowed to include any type of secondary applicants they might require, which can also be deleted if necessary. The system will alert the user

of any missing mandatory data – identified by an asterisk (*). At the end of the registration process, users may use the ‘Save’ option and the system will require a “captcha” test again.

¿What information is requested in the Application Details form?

This tab has several sections. First, users must choose a mineral and add any others that they consider necessary; then, users must complete the following forms, depending on the category of the application:

1. Topographic map author.
2. Selection of environmental authorities.
3. Presence of ethnic groups.
4. Presence in mining zones of indigenous or mixed communities.
5. Presence of restricted mining zones.
6. Investment estimate during the exploration phase.*

***This does not apply for Temporary License Applications.**

The system will alert users of any missing mandatory data – identified by an asterisk (*). At the end of the registration process, users may use the ‘Save’ option and the system will require a “captcha” test again.

¿Do all the sections need to be filled out?

All of the sections apply for Concession Contract Proposals and Temporary License Applications. However, if the Concession Contract Proposal is being processed, the additional "Acceptance of Terms of Reference" box should be checked. The mineral for the Temporary License Applications is selected by default as "building materials".

Mandatory sections can be identified by an asterisk (*)

¿What information is requested in the 'Topographic map author' section?

Professional license number and full name are the only necessary data. Please bear in mind that in accordance with Article 279 of the Mining Code, every single technical document, including mining plans, must be endorsed by a professionally licensed geologist, mining engineer or geological engineer.

¿To which environmental authorities' is the selection referring to?

It refers to the Regional Autonomous Corporations with jurisdiction in the targeted region for which the applications are processed. Several authorities may be included.

Radicador de solicitudes
Catastro
Una nueva herramienta para...

PERSONA NATURAL/NATURAL EXTRANJERA

Tipo de Persona (*)
Natural

Tipo de Documento (*)
Cédula

Nombre(s) (*)
Debe ser digitado.

Primer Apellido (*)
Debe ser digitado.

Fecha de Nacimiento (*)
Debe ser digitado.

Número de Celular

DOMICILIO

Tipo Domicilio (*)
- SELECCIONE -
Debe seleccionar un valor.

Departamento (*)
- SELECCIONE -
Debe seleccionar un valor.

Dirección (*)
Teléfono (*)

Tipo Persona	Tipo Documento	Número Documento

PERSONA JURÍDICA/JURÍDICA EXTRANJERA

Mensajes de alerta - Datos sin diligenciar

Se encuentran datos requeridos sin completar. Edite la persona natural asociada al PIN

Existen datos requeridos sin diligenciar en la sección Persona Natural/Natural Extranjera y/o Persona Jurídica/Jurídica Extranjera

DIRECCIÓN: Avenida Calle 26 No. 69-51 Pisos 8, 9 y 10. PRX 2701599 extensión 5027 v. línea nacional 01

¿What information is requested in the 'presence of communities and restricted areas' section?

In principle, users must inform of the presence of any ethnic community in the targeted region and whether the working site is located in mining restricted areas, in accordance with Article 35 of the Mining Code, among others.

¿What is the next step after completing the Application Details form?

Users must continue by completing the Location Details form. There, users must enter the coordinates of the targeted area. The order of the coordinates is X (North-South) and Y (East-West). Users can register their coordinates manually by typing the data, or by using the 'upload a file' option. The coordinates file must be a flat file containing the X and Y data which are separated by a colon (:), and a semicolon (;) at the end of the line.

The X and Y coordinates must be whole numbers. The georeferencing system used is the Gauss Flat Coordinates system.

INGRESO COORDENADAS POLIGONO

Plancha IGAC (*) Sistema Origen

Ingrese las coordenadas del polígono, sin punto arcfinio. Las coordenadas deben ser ingresadas en COORDENADAS PLANIAS, y deben estar referenciadas al Sistema Origen seleccionado previamente a través de la Plancha IGAC:

Ingreso de Coordenadas

Manual Con Archivo

C:\Users\j9970162\De

Las coordenadas X y Y deben ir separadas por dos puntos (:), el final de la línea se debe indicar con un punto y coma (;) y las coordenadas X y Y deben ser números enteros sin decimales.

Vértice	X (Norte)	Y (Este)	Subir	Bajar	Editar
1	1276596	1156534	<input type="button" value="↑"/>	<input type="button" value="↓"/>	<input type="button" value="✎"/>
2	1277005	1156594	<input type="button" value="↑"/>	<input type="button" value="↓"/>	<input type="button" value="✎"/>
3	1270423	1157278	<input type="button" value="↑"/>	<input type="button" value="↓"/>	<input type="button" value="✎"/>
4	1267200	1159766	<input type="button" value="↑"/>	<input type="button" value="↓"/>	<input type="button" value="✎"/>
5	1265247	1158884	<input type="button" value="↑"/>	<input type="button" value="↓"/>	<input type="button" value="✎"/>

Datos de localización

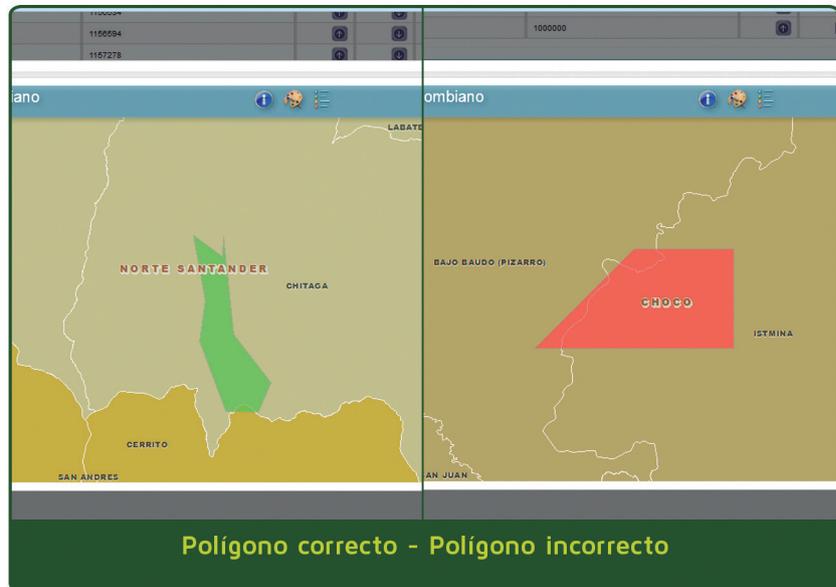
¿Does the system provide a plan after registering the coordinates of the targeted area?

Yes, it does. Users can and must check the area. If users do not check the area before ending the registration process, the system will alert users so that they do check the plan. A GREEN po-

lygon means the data was correctly registered. A RED polygon means the data was incorrectly registered (it shows errors such as bow ties, areas with more than ten thousand hectares or areas partially or totally not within the national territory), resulting in the application not being processed and it will necessary to check and correct the data.

¿Is the system able to report whether the targeted area totally or partially overlaps a previously targeted area or an existing mining license?

The system WILL NOT execute area cropping processes when filing the mining application and will not validate any areas overlapping other licensed or restricted areas. It means that users must validate the data before applying for a license so that they are completely sure their targeted area has not been already licensed or applied for.



¿Where can such information be found?

Users can validate such information through the Colombian Mining Registry by visiting its website and the related sites at www.anm.gov.co

¿What is the next step once the green polygon appears?

Users must finish the process by clicking on the "Submit" button. The system will request a "captcha" test. After passing the test, a message will be displayed on the screen informing

users that their filing certificate is being generated and will show it for printing if necessary.

¿Once the certificate is generated, is it possible to continue to the third step?

Yes, it is. The third step is checking the status of the application. The assigned number and some of the information can immediately be checked by clicking on the Control Panel button on the Online Filing Tool link on www.anm.gov.co. In the same vein, the application certificate and other certificates filed can also be immediately checked by clicking on the Check Certificates button on the same interface. The information regarding the applications filed can be checked on the system on the following working day after the filing process.

¿What is the next step after the filing certificate is generated?

Starting the following day after finishing the filing process, users will have three (3) working days to submit the supporting documents directly to the Regional Service Centers of the NAM. In Bogotá, users can submit supporting documentation at Compensar located at Avenida 68 No. 49 A - 47.

The screenshot displays the 'Radicator de Solicitudes M' interface. On the left, there is a table with three columns: 'Subir', 'Bajar', and 'Eliminar'. Below this table is a 'Realizar Área' button. A green arrow points from this area towards the 'Radicar' button. The right side of the interface shows the 'Constancia de Radicación' form, which includes the following information:

AGENCIA NACIONAL DE MINERIA
CONSTANCIA DE RADICACION VÍA WEB
 Autorización Temporal

Fecha y Hora de Radicación: 20/04/2013 06:19:36 PM
 Código de Expediente: ODQ-18101
 Turno del Día: 4

DATOS DE LOS SOLICITANTES:
PERSONAS NATURALES NATURALES EXTRANJERAS:

1 Tipo de Persona: Natural
 Tipo de Documento: Cédula
 Número de Documento: 4545450
 Nombre(s): RICARDO
 Primer Apellido: PÉREZ
 Segundo Apellido:
 Fecha de Nacimiento: 05/04/1983
 Número de Cédulas:
 Correo Electrónico: PRUBBA@ANM.GOV.CO

TIPO DOMICILIO	DIRECCION	DEPARTAMENTO	MUNICIPIO	
Residencia	CL 123 12-12	SANTANDER	EL PESON	78

DATOS DE LA SOLICITUD:
 MINERAL(ES):
 MINERAL(ES)

Opción radicar - Constancia de radicación

This location will be available only between the 2nd and 5th July, from 8:00 a.m. to 5:00 p.m. From 8th July onwards, the submission of supporting documentation will be received at Avenida Calle 26 No. 59-51, 8th floor, from Monday to Friday, from 8:00 a.m. to 12:00 p.m. and from 2:00 p.m. to 5:00 p.m.

There, applicants shall submit the following documents so that the corresponding study of the proposal can commence:

1. Filing certificate.
2. Copy of valid ID (individuals)
3. . Certificate of existence and legal representation (Art. 17 Mining Code)
4. Copy of the Legal Representative's ID (companies)
5. Copy of the Tax Identification Number (NIT for its acronym in Spanish)- (companies)
6. Plan (pursuant to Decree 3290 of 2003 and Art. 270 of the Mining Code)
7. A Technical Annex (document describing exploration works)
8. Copy of the professional license of the geologist or mining engineer authoring the plan.
9. Financial investment estimate.*
10. Copy of the professional license of the accountant.*

Tablero de control

Solicitudes Radicadas para el 20 de abril de 2012

Actualizar cada: 1 MINUTO

HORA	EXPEDIENTE	CONSECUTIVO	TURNO DEL DÍA	MODALIDAD
14:43:2:989	NDK-14431	4	4	AUTORIZACIÓN TEMPORAL
14:23:28:359	NDK-14231	3	3	PROPUESTAS DE CONTRATOS DE CONCESIÓN
13:15:28:652	NDK-13151	2	2	PROPUESTAS DE CONTRATOS DE CONCESIÓN
12:30:19:200	NDK-12301	1	1	AUTORIZACIÓN TEMPORAL

DIRECCIÓN: Diagonal 53 No. 34 - 53 - Bogotá D.C. Colombia - Teléfonos: (071) 220 0200 - 220 0100
Atención al ciudadano: lunes a viernes 8:00 a.m. a 5 p.m. para todas nuestras sedes.
Todos los derechos reservados 2012.

Tablero de Control - Consulta de solicitudes

*Documents in points 9 and 10 do not apply to the Temporary License application. However, applicants for a Temporary License shall submit a contract or a certificate of the work site showing that the requirements conform to the law.

¿Can the aforementioned documents have to be submitted in other locations within Colombia?

Yes, they can. The same steps will apply to the Regional Service Centers of the NAM nationwide. For the Department of Antioquia, the receipt of documents will be carried out at the Governor's Office for those applications whose polygon targeted areas are located within the Department. However, if the application includes a polygon sharing two or more Departments, including Antioquia, the receipt of documents will be carried out at the Regional Service Centers of the NAM.

¿What is next after submitting the documents?

The staff receiving the documents will check them and will issue and sign a certificate of receipt.

¿Where are the Regional Service Centers of the NAM located?

Medellín

Calle 75 N° 79A-51

Cali

Carrera 98 N° 16-00

Ibagué

Carrera 8 N.° 19-31, Barrio Interlaken

Bucaramanga

Carrera 20 N.° 24-71

Valledupar

Calle 11 No.8-79

Nobsa

Kilómetro 5, vía Sogamoso

Cúcuta

Avenida 5 No° 11-20, piso 9 Edificio Antiguo Banco de la República

Pasto

Calle 2 No.23 A-32 – Capusigra, Avenida Panamericana

Cartagena

Carrera 2 No.12-125, Edificio Minarete Bocagrande, Local 2

Manizales

Carrera 24 A No.61-50 Barrio Estrella

Chocó

Carrera 6 No 28 -01 Piso 2° Quibdó – Choco

¿Who should be contacted in the case of questions?

The National Agency of Mining has opened the toll-free line 01 8000 933 833 for national calls, and line 220 1999 Ext. 6000 for local calls in Bogotá. Users can also write to radicadorweb@anm.gov.co to request information and ask questions.

¿Is it possible to obtain personalized assistance to fill out an application form?

Yes, it is. The Regional Service Centers and Compensar have trained staff to assist users through the use of the Assisted Filing Tool of the NAM. Users must have all the necessary information with them so that the process can successfully be completed. Actually, the Assisted Filing process in Bogotá is carried out at the Grupo de Atención al Minero (Miners' Assistance Team office) located at Avenida Calle 26 No. 59-51 Tower 3 Office 107.

¿How long does the Mining Authority take to respond to an application?

By filing the application, an administrative process is started. This process includes the study of the application to verify if applicants meet the technical, legal, and financial requirements set forth by the law. The response time depends on each specific application.



NATIONAL AGENCY OF
MINING

Avenida Calle 26 No. 59-51 - 8th, 9th y 10th floors

Phone: 220 19 99 Extension 6000

National toll-free line: 01 8000 933 833

www.anm.gov.co

radicadorweb@anm.gov.co

Service hours: Monday to Friday, from 8.00 a.m. to 5:00 p.m.
in all our branches.



/AgenciaNacionaldeMineria



@ANMColombia



Agencia Nacional de Minería



Agencia Nacional de Minería



NATIONAL AGENCY OF
MINING

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