Directive 4 - Claim Management

Mandatory Requirements

In order to do business for mining purposes, as per the *Mining Act* and the regulations, claimholders, lessees, or prospector licensees must use the new Mining Lands Administration System (MLAS). You must also register if you are a land manager or an agent representing a claimholder.
Note: If a Seller needs to transfer a claim, the Buyer needs to be registered.

Persons must be eighteen years of age or older to enrol.

Registration

Before enrolment can start, a user must register for an Ontario ON*e-key* account. Instructions can be found on the ON*e-key* website www.one-key.gov.on.ca.

Existing claimholders, lessees, patent holders, or prospector licensees have been provided a Client Number.

New clients need to register as an MNDM client in order to enroll in MLAS, which is accessed through the ON*e-key* website.

Enrolment

A valid email address is required in order to enrol into MLAS.

A Client Number and PIN are required in order to complete the MLAS enrolment process. These enrolment credentials are provided after registration occurs as an MNDM client in ON*e-key.*

Note: if you are performing any of the claim management transactions as an agent, your client needs to assign that role to you.

Start Claim Management

To start, **Select** Claim Management from the Left Menu and items will expand
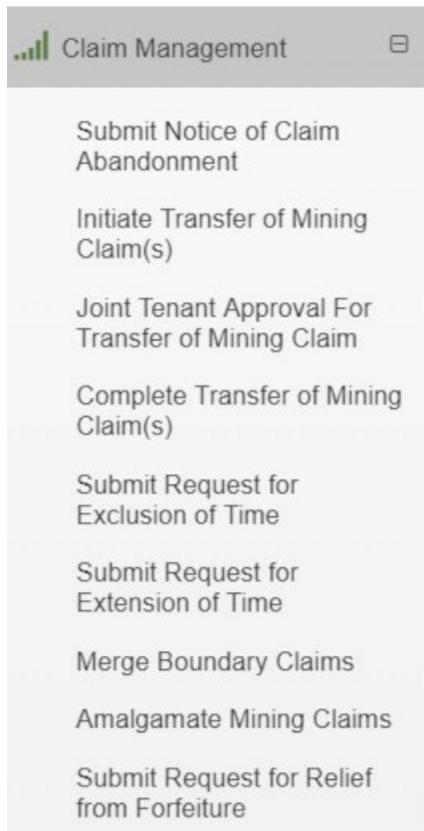
1. Submit Notice of Claim Abandonment

You need to select the Type of Abandonment

Submit Notice of Claim Abandonment

1 — 2 — 3 — 4

| Enter Claim Details | Identify Cells to Abandon | Summary | Confirmation |

👤 User Information

External User: [ ]   ● Submitted For: ? [ ]

Data Entry Date: 2018-05-04   (Required)

☐ Type of Abandonment

● **Type of Abandonment:**   ⦿ Full abandonment of a claim
   (Required)   (single cell, multi-cell)

                                ○ Partial abandonment of a multi-cell claim

a. Full Abandonment of a claim
- Enter Claim Details
   o Identify the claim or claims that you want to abandon - enter a list of claims (separate by comma and one space), or select from the map viewer.

☐ Identify Claim

Please enter a comma-separated list of claims that you would like to abandon, or select from the map.

● Claim IDs: [   ]   🗺
   (Required)

☐ Supporting Documentation

[**Attach**]

[← Dashboard] Click 'Next' to go to Identify Cells to Abandon or 'Dashboard' to cancel operation [Next →]

Note: If there are multiple recorded holders of the claim, the submitter must provide documentation that all recorded holders consent to the abandonment,

unless each holder of the claim has appointed the same agent to conduct the function.
- o Click **Attach** to upload the consent document.
- o Click **Next** to proceed
- Identify Cells to Abandon
  - o Verify that the correct cells have been chosen
  - o Click **Back** to make changes
  - o Click **Next** to proceed
- Confirmation
  - o If a review is required, it will be identified under the summary.

Type of Abandonment: Full abandonment of a claim (single cell, multi-cell)

☐ Summary

Claim ID	Claim Status	Claim Type	Anniversary Date	Claim Holder(s)	Plan or Permit Number	Review Required
■	Active	Single Cell Mining Claim	2019-01-10	▢		No

☐ Supporting Documentation

No Attachment.

☐ Cost

Item Description	Item Unit	Quantity	Unit Cost	Amount	Taxes	Subtotal Amount
Application for Claim Abandonment Fee	Fee item per claim	1	$0.00	$0.00	$0.00	$0.00
			Totals	$0.00	$0.00	$0.00

← Back	Click 'Next' to Submit Notice of Claim Abandonment or 'Back' to Identify Cells step	Confirm →

o Click on Dashboard and you will see the confirmation of the submission

Submit Notice of Claim Abandonment

Enter Claim Details — Identify Cells to Abandon — Summary — Confirmation

✔ Submission of the notice of abandonment has been successful. Claims that do not have a required review have been queued for cancellation, while the remaining claims are pending review.

Event ID: 307935
Transaction ID: 12342

👤 User Information

External User:	
Data Entry Date:	2018-05-04

☐ Type of Abandonment

Type of Abandonment:	Full abandonment of a claim (single cell, multi-cell)

☐ Summary

Claim ID	Claim Status	Claim Type	Anniversary Date	Claim Holder(s)	Plan or Permit Number	Review Required
	Active Abandonment Pending	Single Cell Mining Claim	Jan 10, 2019	▮ - 100%		No

b. Partial Abandonment of a multi-cell claim
  o Enter Claim Details
    ▪ Identify the multi-cell claim that you want to partially abandon, or select it from the map viewer.

Submit Notice of Claim Abandonment

① Enter Claim Details ② Identify Cells to Abandon ③ Summary ④ Confirmation

👤 User Information

External User:	● **Submitted For: ?**
Data Entry Date:	**(Required)**

☐ Type of Abandonment

● **Type of Abandonment:**
(Required)

○ Full abandonment of a claim (single cell, multi-cell)
◉ Partial abandonment of a multi-cell claim

☐ Identify Claim

Please enter a comma-separated list of claims that you would like to abandon, or select from the map.

● **Claim IDs:**
(Required)

    ▪ Attach any supporting documentation required (see Note above)
    ▪ Click **Next** to proceed

- o Identify Cells to Abandon
  - ▪ The cells within the claim already identified will automatically be listed, choose the cell(s) IDs that you wish to abandon and delete those that you do not want to abandon, or select the cells you wish to abandon from the map viewer
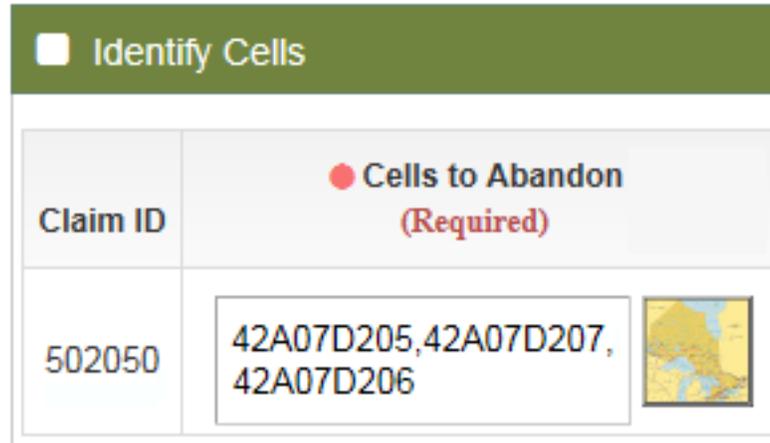
  To alter your selection using the map
  - • Click **Alter**
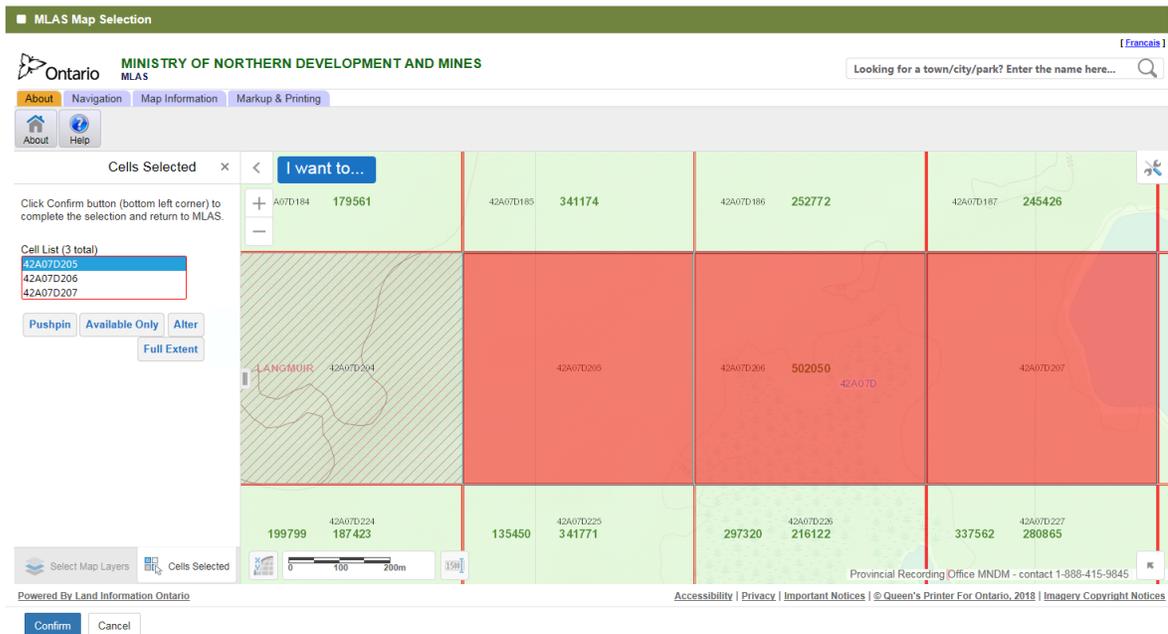
  - • Click on one of the selection tools to select by rectangle, select by polygon, or select by freehand line
  - • Select any cells from the map that you wish to remove from your selection. Remember that selected areas will be abandoned; do not select any areas that you want to retain.

- **Note:** Cells remaining in the multi-cell claim must be contiguous to one another; they must share at least one common side
  - When you are happy with your selection, click **Confirm**
    - Click **Next** to proceed
    - Review the Summary (the cells you chose to abandon will be listed in the Summary)
    - Click **Confirm** or
    - Click **Back** to make changes

← Back   Click 'Next' to Submit Notice of Claim Abandonment or 'Back' to Identify Cells step   Confirm →

  - The Notification of Confirmation of Claim Abandonment Submission will be posted to the Bulletin Board – click to review
  - The email for Confirmation of Claim Abandonment Submission will also be emailed to you

2. Initiate Transfer of Mining Claims

The transfer process has 2 parts (and possibly 3). Part 1: the seller initiates the transfer. If a joint tenant is indicated on the sellers' claim, then another step is introduced before part 2 can occur. Part 2: the buyer accepts the transfer. The buyer has 10 days to accept the transfer. If not accepted within the 10 day period, the pending transaction is deleted.

Note: If claims being transferred are held in Joint Tenancy, an additional step is included in which the Joint Tenant must agree to the transfer before the Buyer can accept. This process is covered in further detail in the next section.
- Under the Left Menu, Select Claim Management,
- The menu will expand, Select Initiate Transfer of Mining Claims

- Identify the Seller and Buyer (you can enter the Client ID or Name)

User Information

External User: [ ]   Submitted For: [ ]

Data Entry Date: 2018-05-04

Identify Clients

● **Seller:**
(Required)   [ ]   Identify the client initiating the transfer (i.e. Transferor)

● **Buyer:**
(Required)   [ ]   Identify the client to whom claim(s) will be transferred (i.e. Transferee)

Identify Mining Claims To Be Transferred

Please enter a comma-separated list of claims that you would like to transfer, or select from the map.

● **Claim IDs:**
(Required)   [ ]

← Back   Click 'Next' to go to Transfer Details step or 'Back' to cancel operation   Next →

- Identify the claim or claims that you want to transfer. You may enter a claim number or a comma-separated list of claim numbers, or select the claim(s) from the map viewer.
- Click **Back** to make changes or
- Click **Next** to proceed
- Enter the Transfer Detail

- Select the percentage to Transfer for each claim identified. If a percentage of the transfer claim is held with a joint tenant, then the amount is held collectively by the claim holder and the joint tenant. Refer to section 3 below for joint tenancy

Initiate Transfer of Mining Claim(s) > Enter Transfer Details

| ✔ Input Claims | 2 Enter Transfer Details | 3 Summary | 4 Confirmation |

👤 User Information

External User: [   ]   **Submitted For:** [   ]

Data Entry Date: 2018-05-04

☐ Transfer Details

Seller: [   ]

Buyer: [   ]

Claim ID	Claim Status	Claim Type	Plan or Permit Number	Anniversary Date	Seller Percentage Held	Percentage to Transfer(%)
500****	Active	Single Cell Mining Claim		2020-04-05	100%	[ ]%

← Back   Click 'Next' view Summary or 'Back' to go to Input Claims step   Next →

Note: this percentage is reflective of the percentage of the claim that the seller holds. For example, if the seller holds 50% and wants to transfer their full interest to another party, they would enter 100%

- Click **Next** to proceed
- Review the summary page and to make sure the details are correct
- Click **Back** to make changes

- Or **Click** Confirm to proceed

Initiate Transfer of Mining Claim(s) > Confirmation

| Input Claims | Enter Transfer Details | Summary | Confirmation |

✔ Claim transfer successfully initiated. Note: The Claim Transfer submission is given allotted time to complete within: 180 minutes.

Event ID: 307951
Transaction ID: 12346

👤 User Information

External User:	
Data Entry Date:	2018-05-04

◼ Transfer Details

Seller:	
Buyer:	

Claim ID	Claim Status	Claim Type	Plan or Permit Number	Anniversary Date	Seller Percentage Held	Percentage to Transfer	Seller Percent Interest Retained	Buyer Percent Interest Acquired
50■	Active Pending Transfer	Single Cell Mining Claim		2020-04-05	100%	100%	0%	100%

- Confirmation
  - o Check Dashboard for Notification of pending Transfer, users can download in PDF
  - o Check your email for confirmation of successful submission.

  Note: In order for the transfer to be complete, the Buyer has to accept the transfer within 10 calendar days of the transfer being initiated. If it is not done in 10 calendar days, the claim will revert back to the Seller.

  Note: Seller will receive Notification when Transfer has been Accepted or not by the Buyer.

3. Joint Tenant Approval for Transfer of Mining Claim

Unless a request is made with the recorder prior to the transfer to remove the joint tenancy, mining claims held in joint tenancy can only be transferred if all joint tenants approve the transfer. When one joint tenant initiates a claim transfer, the other joint tenants will receive an email and Bulletin Board message indicating that their approval has been requested to transfer one or more mining claims. All joint tenants must approve the transfer by following the steps below before the buyer is able to accept the transfer of mining claims.

Note: If a joint tenant does not approve the transfer, the transfer cannot be completed. In order to transfer claims in this situation, the joint tenant would need to submit a request to the Provincial Recording Office to have joint tenancy removed from the mining claims. Mining claims that are not held in joint tenancy can be transferred by following the above steps in Section 2 and completed by following the below steps in Section 4

How to approve a pending transfer:

- Under Claim Management, select Joint Tenant Approval for Transfer of Mining Claim

.ıll Claim Management

Submit Notice of Claim Abandonment

Initiate Transfer of Mining Claim(s)

Joint Tenant Approval For Transfer of Mining Claim

Complete Transfer of Mining Claim(s)

Submit Request for Exclusion of Time

Submit Request for Extension of Time

Merge Boundary Claims

Amalgamate Mining Claims

Submit Request for Relief from Forfeiture

- Any pending transfer requiring your approval will be listed as a hyperlink

- Click on the applicable pending transfer event.

Joint Tenant Approval For Transfer of Mining Claim

- Indicate whether you accept or decline to transfer the noted claim(s)
  - To agree to transfer the claim(s);
    - Select **accept**

Joint Tenant Approval For Transfer of Mining Claim

- Click **Next** to proceed
- Review the details of the transfer
- Click **Back** to return to previous screen to make changes or
- Click **Next** to proceed
- Review the summary
- Click **Back** to make changes or
- Click **Confirm** to proceed
- You will receive a notification confirming that you agreed to the transfer, your approval has been processed successfully

- Once all required joint tenants approve the transfer, the buyer of the claim(s) will be notified that a transfer is now available to accept
  o To decline to transfer the claims;
    - Select **I decline to transfer the noted claim(s)**

- Click **Next** to proceed
- Review the details of the transfer
- Click **Back** to return to previous screen to make changes or
- Click **Next** to proceed
- Review the summary
- Click **Back** to make changes or
- Click **Confirm** to proceed
- You will receive a notification confirming that you declined the transfer

Joint Tenant Approval For Transfer of Mining Claim

Transfer has been rejected by the Joint Tenant successfully.

Event ID: 307989
Transaction ID: 12357
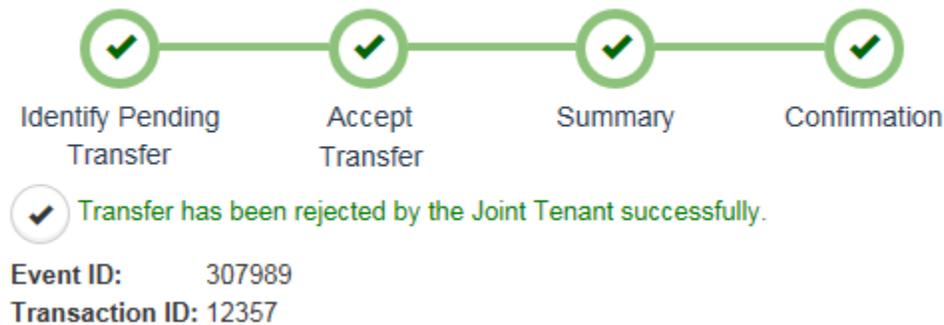
4. Complete Transfer of Mining Claim

If you are identified as the Buyer in the transfer of a mining claim, you will receive a notification that the transfer has been initiated. This section explains how you would accept or decline the transfer. To accept a transfer of a mining claim the Buyer must be enrolled in MLAS.

Note: In order for the transfer to be complete, the Buyer has to accept the transfer within 10 calendar days of the transfer being initiated. If it is not done in 10 calendar days, the claim will revert back to the Seller.
- Under Claim Management, select Complete Transfer of Mining Claim(s)
- Identify the Buyer by entering the buyer client ID

Complete Transfer of Mining Claim(s)

1	2	3	4	5
Identify Buyer	Identify Pending Transfer	View Transfer Details	Summary	Confirmation

 User Information

External User: Submitted For:

Data Entry Date: 2018-05-04

☐ **Identify Buyer**

● **Buyer:**
(Required)

← Back   Next →

- Click **Next** to proceed
- Any pending transfer requiring your acceptance will be listed as a hyperlink
- Identify the applicable pending transfer – Click on it, and Transfer Details will open
- Buyer selects either "Yes" or "No" to Accept Transfer

Complete the Claim(s) Transfer

✔	✔	3	4	5
Identify Buyer	Identify Pending Transfer	View Transfer Details	Summary	Confirmation

👤 User Information

External User: **Submitted For:**

Data Entry Date: 2018-05-04

☐ Transfer Details

Transfer ID: 12346
Seller:
Submitter:
Joint Tenant(s):
Buyer:

Claim ID	Claim Status	Claim Type	Plan or Permit Number	Anniversary Date	Seller Percentage Held	Percentage to Transfer	Seller Percent Interest Retained	Buyer Percent Interest Acquired
50▓▓	Active Pending Transfer	Single Cell Mining Claim		2020-04-05	100%	100%	0%	100%

🔴 **Accept Transfer:**   ○ Yes
(Required)   ○ No

[← Back]   [Next →]

- Click **Next** to proceed
- Review the summary
- Click **Back** to make changes or
- Click **Confirm to complete the transaction**
- Transfer of the mining claim(s) has been completed successfully
- Seller will receive Notification on Dashboard when Transfer has been completed

5. Submit request for Exclusion of Time

Currently, you can only make an online request for an exclusion of time if you have an early exploration permit application that is on temporary hold, for a mining claim that is in good standing with an "active" status (i.e. not in "pending proceedings" or "requested for lease" status). For any other exclusion of time request, please refer to the Exclusion of Time policy or contact the Provincial Recording Office.

NOTE: You must make the request for an exclusion of time within the 30 day period prior to the claim's due date.

- Under Claim Management, select Submit Request for Exclusion of Time
- Enter the following mandatory information

Submit Request for Exclusion of Time

1	2	3
Enter Details	Summary	Confirmation

User Information

External User:
Data Entry Date: 2018-04-03

Submitted For:
(Required)

Disclaimer

This function is strictly for exclusions of time on claims based on section 67(3)(3) of the Mining Act. For exclusion of time considerations not related to a hold on an exploration permit, please to refer to the Exclusion Policy found here: link

Input Tenure Information

Exclusion of Time Reason: Crowns Actions - Section 67(3)

Permit Number: PR-
(Required)

Select tenure with the: Inputting or pasting a list of comma delimited claim and/or tenure numbers that can be validated

Selected Claims: 5
(Required)

Dashboard   Click 'Next' to advance to Submit Request for Exclusion of Time, 'Dashboard' to return to Dashboard   Next

- Submitted For: Enter the client ID of the person or organization who is the holder of the claims or type the client's name to select a client ID from a drop-down list.
- Permit Number: Enter the number assigned to the permit application that has been placed on temporary hold.
- Select tenure: choose one of the three selection methods from the dropdown list.

- o Select claims using the "Select Tenures" tool within the Map Viewer.
  - ▪ Enter in or copy and paste a list of mining claim numbers separated by commas
- o Select from a pick list of claims and/or tenures that are associated with the client ID entered at step 1
- The claims selected by the user will be displayed in the "Selected claims" box.
- Click **Next** to proceed.
- Please review the information displayed in the Summary and verify the information is correct.

Submit Request for Exclusion of Time

✔		2		3
Enter Details		Summary		Confirmation

👤 User Information

External User:		Submitted For:
Data Entry Date:	2018-04-03	

☐ Exclusion of Time Reason

Crowns Actions - Section 67(3)

☐ Selected Claims

Claim ID	Claim Status	Claim Special Circumstance Indicator	Claim Type	Anniversary Date			Claim Holder(s)	Plan or Permit Number
				Client ID	Client Name	Tenure %		
5	Active	Single Cell Mining Claim	2018-04-03	1		100%	PR-	

☐ Cost

Item Description	Item Unit	Quantity	Unit Cost	Amount	Taxes	Subtotal Amount
Submit Request for Exclusion of Time Fee	Fee item per claim	1	$0.00	$0.00	$0.00	$0.00

Totals Amounts: $0.00
Totals Taxes: $0.00
Subtotal Amounts: $0.00

← Back	Click 'Next' to advance to Submit Request for Exclusion of Time, 'Back' to return to Application Submission Details	Confirm →

- o Click **Back** to make changes or,
- o Click **Confirm** to submit the request
- o The request for an exclusion of time has been submitted

- The system will display a message that states "Request for exclusion of time has been submitted successfully".

Submit Request for Exclusion of Time

Enter Details — Summary — Confirmation

✔ Request for exclusion of time has been submitted successfully.

Event ID: 303418
Transaction ID: 11618

👤 User Information

External User:			Submitted For:
Data Entry Date:	2018-04-03		

☐ Exclusion of Time Reason

Crowns Actions - Section 67(3)

☐ Selected Claims

Claim ID	Claim Status	Claim Special Circumstance Indicator	Claim Type	Anniversary Date	Claim Holder(s)			Plan or Permit Number
5	Active	Yes	Single Cell Mining Claim	2018-04-03	Client ID	Client Name	Tenure %	PR-
					13	He	100%	

☐ Cost

Item Description	Item Unit	Quantity	Unit Cost	Amount	Taxes	Subtotal Amount
Submit Request for Exclusion of Time Fee	Fee item per claim	1	$0.00	$0.00	$0.00	$0.00

Totals Amounts: $0.00
Totals Taxes: $0.00
Subtotal Amounts: $0.00

- The system will display a confirmation page containing a summary of the transaction event
- An entry will also be placed on the claim abstracts noting that an application for Exclusion of Time has been submitted.
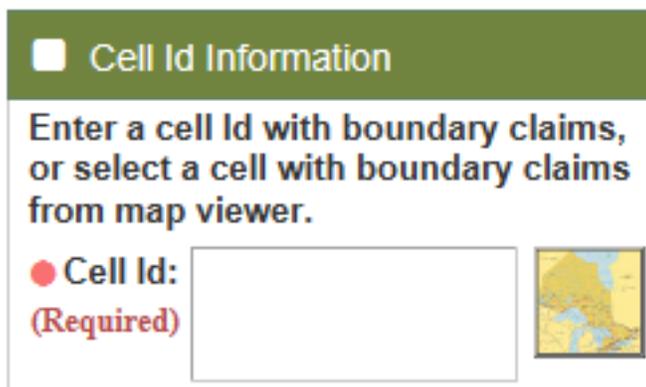
6. Merge Boundary Claims

Please refer to the Mining Act, R.S.O. 1990, c. M.14 s. 38.3 (3) for further information on merging together boundary claims that had been kept separate during conversion.

- Under Claim Management select Merge Boundary Claims

- If you are submitting on behalf of a claimholder, enter their client number into the Submitted For box (you must have been granted the agent permissions to do so)
- There are a number of circumstances that would prevent you from merging boundary claims. For details, please see the Mining Claims regulation O. Reg. 66/18
- In the Cell ID box, enter the Cell ID number of cell that contains two or more boundary claims that you wish to merge. You are also able to select a cell from the map by clicking on the map icon

- If selecting from the map;
  - Click on the map icon
  - Use the search features to zoom to an area of interest
  - Use the cell selection tools to select a cell by drawing a rectangle, a polygon, or a freehand line
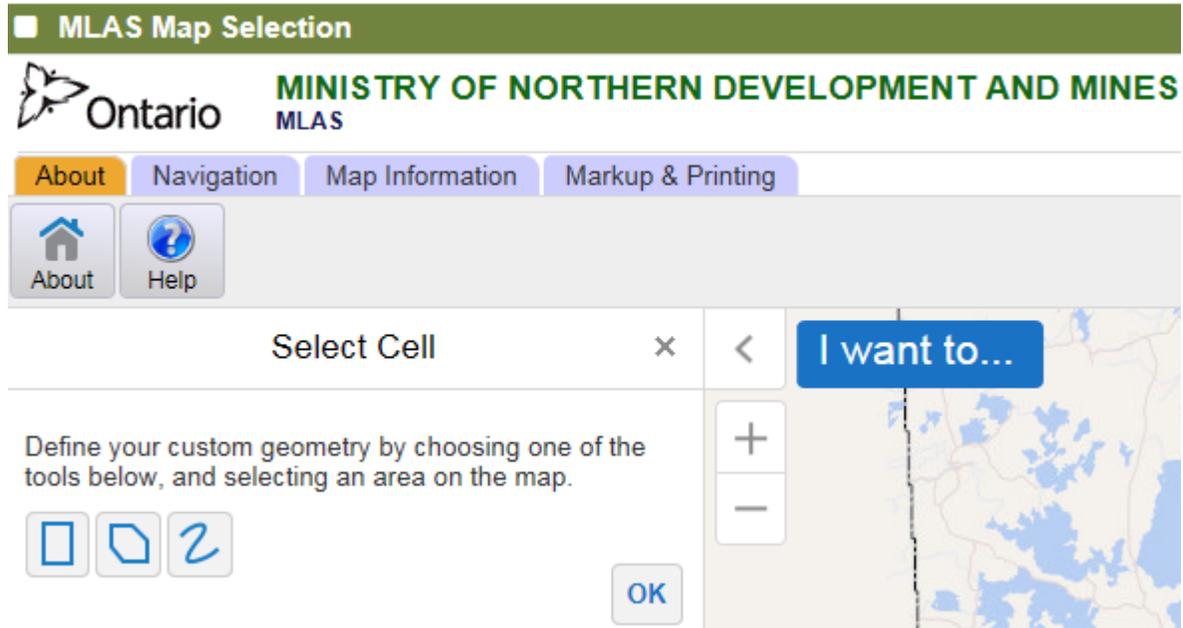
- Select a cell that contains two or more boundary claims and click **Ok**
- Note that boundary claims can only be merged in one cell at a time
- When you are happy with your selection, click **Continue**

- If the selected boundary claims are held by two or more holders, you must attach signed consent from all holders indicating that they consent to the boundary claims being merged. Refer to Mining Claims regulation 66/18 s. 3.3b

- **Note:** once boundary claims are merged, they cannot be separated

Merge Boundary Claims

- Click **Next** to continue

- Review the summary and ensure the Boundary Claims to be Merged are correct

Merge Boundary Claims

✔ Merge Boundary Claims — ✔ Select Boundary Claims — ③ Summary — ④ Confirmation

👤 User Information

External User:	Submitted For:
Data Entry Date:	

☐ Boundary Claims To Be Merged

Claim ID	Claim Status	Anniversary Date	Claim Holder(s)
236317	Active	2023-07-22	100%
338380	Active	2025-01-17	100%

Showing **1** to **2** of **2** entries

- Click **Back** if changes are required
- Click **Confirm** to finalize the transaction

- The new single cell claim number will be displayed on the confirmation page, along with its anniversary date and ownership

Merge Boundary Claims

Merge Boundary Claims — Select Boundary Claims — Summary — Confirmation

✔ Successful completion of Merge Boundary Claims

Event ID:
Transaction ID:

👤 User Information

External User:	
Data Entry Date:	

☐ Boundary Claims To Be Merged

Claim ID	Anniversary Date	Claim Holder(s)
236317	2023-07-22	(100%)
338380	2025-01-17	(100%)

☐ New Single Cell Claim Created

Claim ID	Claim Status	Claim Type	Anniversary Date	Claim Holder(s)
502366	Active	Single Cell Mining Claim	2025-01-17	100%

Showing 1 to 1 of 1 entries

- You will receive a notification on your bulletin board and an email confirming that the selected boundary claims have been successfully merged into a single cell claim

7. Amalgamate Claims

- Under Claim Management, select Amalgamate Claims

- There are a number of circumstances that would prevent you from amalgamating claims. For details, please see the Mining Claims Regulation O. Reg. 66/18
- If you are submitting on behalf of a claimholder, enter their client number into the Submitted For box (you must have been granted the agent permissions to do so)

- In the Claim ID(s) box, enter the Claim numbers that you wish to amalgamate. You are also able to select claims by clicking on the map icon

- If selecting from the map;
    o Click on the map icon
    o Use the search features to zoom to an area of interest
    o Use the cell selection tools to select a cell by drawing a rectangle, a polygon, or a freehand line

    o Select between 2 and 25 cells to amalgamate and click **ok**
    o **Note**: boundary claims cannot be amalgamated into multi-cell claims
    o When you are happy with your selection, click **Continue**

- If the selected claims are held by two or more holders, you must attached signed consent from all holders indicating that they consent to the claims being amalgamated
- **Note**: once claims are amalgamated, whole cells could be abandoned and they cannot be separated or undone.

- Click **Next** to continue

Amalgamate Mining Claims

| ✔ | 2 | 3 | 4 |
| Amalgamate Claims Disclaimer | Select Claims | Summary | Confirmation |

👤 User Information

External User:
Data Entry Date:

🔴 **Submitted For:** **?**
(Required)

☐ Identify Claim

🔴 **Claim ID(s):**
(Required)

319622, 253644

☐ Supporting Documentation

Attach

← **Back** | Click 'Next' to go to Summary or 'Back' to Amalgamate Claims Disclaimer step | **Next** →

- Review the summary and ensure all of the information is correct

Amalgamate Mining Claims

Amalgamate Claims Disclaimer ✔ — Select Claims ✔ — Summary 3 — Confirmation 4

👤 User Information

External User: **Submitted For:**

Data Entry Date:

☐ Claims To Be Amalgamated

Claim ID	Anniversary Date	Claim Holder(s)
319622	2025-01-26	
253644	2024-05-11	

☐ Supporting Documentation

No Attachment.

← Back   Click 'Confirm' to go to Confirmation or 'Back' to Select Claims step   Confirm →

- Click **Back** if changes are required
- Click **Confirm** to finalize the transaction

- The new multi-cell claim number will be displayed on the confirmation page, along with its anniversary date and ownership

Amalgamate Mining Claims

Amalgamate Claims Disclaimer — Select Claims — Summary — Confirmation

✔ Successful completion of amalgamation of claims

Event ID:
Transaction ID:

👤 User Information

External User:	Submitted For:
Data Entry Date:	

☐ Claims To Be Amalgamated

Claim ID	Anniversary Date	Claim Holder(s)
319622	2025-01-26	100%
253644	2024-05-11	100%

☐ New Claim Information

Claim ID	Claim Status	Claim Type	Anniversary Date	Claim Holder(s)
502367	Active	Multi-cell Mining Claim	2024-05-11	100%

Showing **1** to **1** of **1** entries

- You will receive a notification on the bulletin board and email confirming that the selected claims have been successfully amalgamated into a multi-cell claim