

Directive 3- How to Register a Mining Claim

Date: April 9, 2018

Mandatory Requirements

In order to do business for mining purposes, as per the *Mining Act* and the regulations, claimholders, lessees, patent holders, or prospector licensees must enrol in MLAS and establish a client profile as either an individual or organization.

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

A prospector licence is required in order to register a mining claim. To obtain a licence, you must login to MLAS and purchase the licence electronically through MLAS.

Registration

Before enrolment can start, a user must register for an Ontario ONE-key account. Instructions can be found on the ONE-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 can be accessed through the ONE-key website.

Enrolment

A valid email address is required in order to enrol into the Mining Lands Administration System (MLAS).

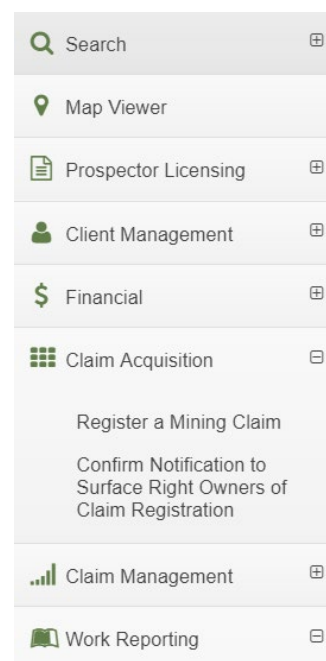
Enrolment requires a Client Number and PIN in order to complete the MLAS enrolment process. These enrolment credentials are provided by email after registration occurs as an MNDM client in ONE-key.

Process

- **Select** Claim Acquisition from the Left Menu.
- Menu items will expand. Click on **Register a Mining Claim**.

MLAS will direct you through several steps.

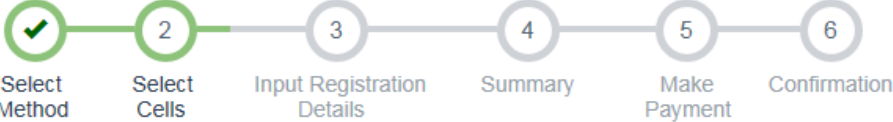
1. Select Method
 - You must read through the Disclaimer and check off the statement "I have read the above statement and wish to proceed" before you can proceed. Click **Next** to proceed.



2. Select Cells

- To select the mining cell(s) you wish to register, you may either enter the cell(s) number in the box (separate multiple cells by comma) or click on the Map icon.

Register a Mining Claim




The progress bar shows six steps: 1. Select Method (checked), 2. Select Cells (active), 3. Input Registration Details, 4. Summary, 5. Make Payment, and 6. Confirmation.


User Information

External User:
Data Entry Date:

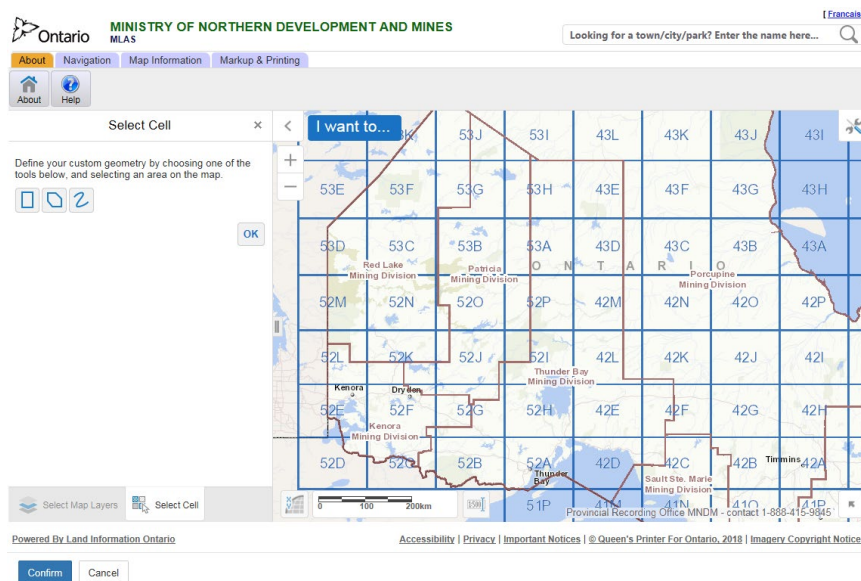
Select Cells

Selected Cell IDs: 

CAPTCHA

I'm not a robot 
reCAPTCHA
Privacy - Terms

- When you click on the Map, the MLAS map viewer will open. Choose one of the three (3) selection tools available in the left-hand panel to; select by drawing a rectangle, select by drawing a polygon, or select by drawing a freehand line.
- Use your chosen selection tool to select the cells you want on the map and click on **OK**. Zoom into the area you are interested in.



- **Note:** a maximum of 50 single cells can be selected in one transaction, and also note that the cells must share a common side.
- **Note:** a maximum of 25 cells can be selected for registration as a multi-cell claim, and also note that the cells must share a common side.
- If you would like to alter your selection, click **Alter**, then choose a selection tool, and select the cells on the map that you want to remove, or new cells that you want to add to your current selection, or replace with a new selection.
- When you have completed your selection, click **Confirm**.
- You will be directed back to the registration page and your selection will be listed in the Cell ID box.
- Make sure the cells you selected appear in the Cell ID box.
- Verify that you are not a robot and complete the CAPTCHA.
- Click **Next** to proceed to register cells.

3. Input Registration Details

- **Once the registration details page has opened, a timer will start and you only have 10 minutes to register your mining cells.**

Selected Cell IDs

42F06F208, 42F06F227, 42F06F228, 42F06F207

Acquisition Configuration

Claim Type: Single Cell Claim Multiple Cell Claim

Ownership details

● Owner (Required)	● Ownership Percentage (%) (Required)	
		-
<input type="button" value="Distribute ownership percentage equally"/>		+

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Click 'Next' to review the cells details or 'Back' to select cells

Next →

- Indicate whether you want to register the selected cells as a single cell or multi cell claim. Note: a multi cell claim can contain a maximum of 25 cells.
- Enter the owner(s). If there is only one owner, enter 100 under Ownership Percentage. If there is more than one owner, click on the + button to indicate

the percentage to each owner. If the ownership is to be divided equally, click on the “Distribute ownership percentage equally” button.

- Click **Back** to make changes; or
- Click **Next** to proceed to review your transaction.

4. Summary

- **Review** the cell numbers, claim type, and ownership and make sure they are correct.
- Click **Back** to make changes; or
- Click Confirm to continue to the Payment step.
- Note: Once you click Confirm, the timer will stop.

5. Make Payment

- If there is a mistake, click **Remove Item**.
- Click **Back** to make changes; or
- Click **Next** to proceed to start payment.
- Select Payment Type
 - o Select Online Payment.
- Click **Next** to proceed to make a payment.

Shopping Cart



User Information			
External User:			
Data Entry Date:			
Shopping Cart			
Item Description	Item Details	Total Item Cost	
Register a Mining Claim	Submitter: Register a Mining Claim	\$200.00	Remove Item
	Shopping Cart Total	\$200.00	

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- Note: you will be brought to a third party webpage called CCPay. Please choose your payment method and click on **Make Payment**.

Order Summary

Details

Payment to:

Total: \$200.00 (CAD)

Payment Method

Credit Cards Accepted



VISA



Interac® Online



The *Interac* Online service allows you to pay for goods and services over the Internet directly from your Internet banking account.

Learn more about *Interac* Online.

Caution: This payment session will expire in 30 minutes. We recommend having an already established Internet banking account before selecting this payment method.

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Make Payment

Cancel

- Enter your payment information and click on **Submit Payment**.
- You will get a payment confirmation page – Click on **Complete Payment Process**.

Thank you for your payment.

To finalize the process you must click the Complete Payment Process button below.

Before proceeding, please print a copy of this page and keep it for your records.

Payment Receipt

Transaction Details

Payment To:

Total: \$200.00 (CAD)

Time:

Payment Method:

Bank Name:

Session ID:

Authorization Number:

Confirmation Code:

Note:

- *For payment inquiries to your bank, please refer to the Authorization Number and Confirmation Code on your payment receipt.*
- *For payment inquiries to the Ministry, please refer to the payment Session ID on your payment receipt.*

Complete Payment Process

6. Confirmation

- You will be brought back to MLAS, to the Payment Summary page, click **Confirm** to finalize register of the mining claims.



Payment Summary

User Information	
External User:	
Data Entry Date:	


Transaction Detail	
Invoice Number:	Transaction Date:
Amount: \$200.00	
Merchant Order Number:	Pay Session Id:
CCPay Transaction ID:	Payment Method:
Card Number:	Name on Card:

[Confirm](#) →


- This transaction will be listed on the Confirmation Pay Index. Click on **Show Details** for the full transaction on the Claim IDs registered.
- An automatic notification will be sent to any impacted Aboriginal community.

- MLAS will generate a notice that your mining claim has been registered and it will appear on your bulletin board – select **Notifications** from the left menu at any time.


View Bulletin Board


 User Information

External User:
Data Entry Date:

 Filter


Subject:


Date Received From: 

Date Received To: 

Unread Only:

Q Filter
Reset

 Bulletin Board

To	Date ↓	Status	Subject	↓
		New	 Confirmation of Mining Claim Registration	<input type="checkbox"/>

Notice: You are required to give confirmation of registration of a mining claim to any Surface Rights Owners of lands that are within the cell(s) of your mining claims and to verify that you have done so to MNM through MLAS. This must be completed within 60 days of registering a mining claim or the claim becomes invalid and will be cancelled.

Verifying Confirmation of Claim Registration to Surface Right Owners

- **Select** Claim Acquisition from the Left Menu.
- Menu items will expand. Click on Confirm Notification to Surface Right Owners of Claim Registration.
- Enter the mining claim IDs that you registered, you may either enter the claim(s) number in the box (separate multiple cells by comma) or click on the Map icon.
- Click Next to complete the confirmation details.
- Note: If you enter information after the 60 day time limit, you will see a message that the time period for confirmation to the SRO has expired. If that happens, it means the mining claims have been cancelled.