

Directive 3- How to Register a Mining Claim

Date: February 2023

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 the Mining Lands Administration System (MLAS) and establish a client profile as either an individual or organization.

Individuals 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.

An individual accessing MLAS to register a mining claim must comply with the [Terms of Use](#) for all Ontario websites. No browser add-ons or automated systems such as scripts, spiders, offline readers, bots, or any other enhanced tools may be used in the selection of cells for registration or in the registration of mining claims. You also may not use any such scripts or programs to manipulate or interfere with the proper functioning of MLAS. The use of such scripts or programs may result in the entry of the mining claim being deleted from the mining claims registry.

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

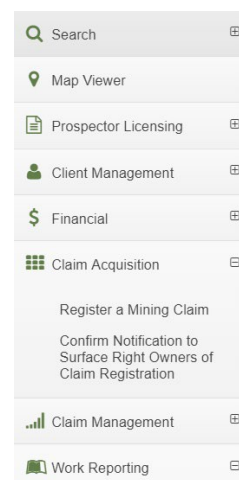
A valid email address is required in order to enrol into the Mining Lands Administration System (MLAS).

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. If you do not agree with the Disclaimer, or one or more of the [Terms of Use](#), do not access or otherwise use the website.
- 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

1 2 3 4 5 6 7

Select Method Select Cells Validate User Input Registration Details Summary Make Payment Confirmation


User Information

External User:

Data Entry Date: 2023-01-05

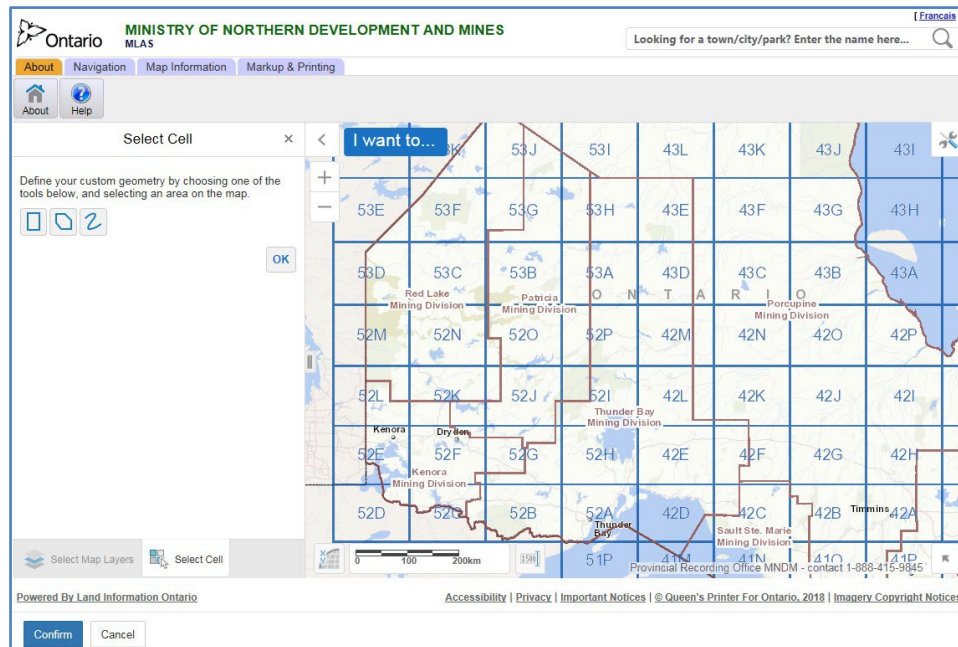
Select Cells

Selected Cell IDs: (Required)



- 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 **Next**.

3. Validate User

- Your selection will be listed in the Selected Cell IDs box. **Note: you can ONLY remove cell IDs from the selection, if necessary, but you will not be able to edit or add cell IDs at this step.**

Register a Mining Claim

☒ Select Method
 ☒ Select Cells
 ☒ 3 Validate User
 ☐ 4 Input Registration Details
 ☐ 5 Summary
 ☐ 6 Make Payment
 ☐ 7 Confirmation

User Information

External User:


Data Entry Date: 2023-01-05

Initial Selected Cell IDs


43E04E088

Selected Cell IDs

Remove Cell IDs? And/or proceed to CAPTCHA: (Required)

43E04E088 

CAPTCHA

☐ I'm not a robot  reCAPTCHA Privacy - Terms

- 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 input registration details.

4. Input Registration Details

- **Once the registration details page has opened, a timer will start, cells will lock, 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="text"/>	<input type="text"/>	
<input type="text"/>		

Distribute ownership percentage equally

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

- 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.

5. 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.

6. 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

Progress: 1 View Shopping Cart — 2 Select Payment Type

User Information

External User: [Redacted]

Data Entry Date: [Redacted]

Shopping Cart

Item Description	Item Details	Total Item Cost	
Register a Mining Claim	Submitter: [Redacted], Register a Mining Claim	\$200.00	Remove Item
Shopping Cart Total		\$200.00	

[Back](#) [Next](#)

- 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: MNM MLAS - Mining Lands Administration System

Total: \$200.00 (CAD)

Payment Method

Please Select

☐

☐

☐

Accepted payment methods include Visa, Visa Debit, Mastercard, Debit Mastercard and Interac Online.

Note: You will be directed to a secure website for payment processing, which may take up to a minute. Please do not stop, close or reload your browser until this process is complete.

Afterwards, you will be redirected back to the Province's website.

Cancel

Make Payment

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

7. Confirmation

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

Online Payment Summary
[Click here for Reference Documents](#)

1

2

Payment Summary
Confirmation Page Index

Payment Summary

User Information

External User:

Data Entry Date:

Transaction Detail

Invoice Number: 27049
 Transaction Date: 12:55PM

Amount: \$200.00

Merchant Order Number:
Pay Session Id: 1108408

CCPay Transaction ID: 2788307
 Payment Method: Interac Online

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:

Subject

Date Received From:

Date Received From

Date Received To:

Date Received To

Unread Only: ☐

Q

Filter

Reset

Bulletin Board

To	Date ↑	Status	Subject	↑	<input type="checkbox"/>
		<div>New</div>	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 MNDM 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.