

Directive 7 – Disposition Management

Mandatory Requirements

To apply to renew a mining lease, view an invoice and account statement or to make an account payment, as per the *Mining Act* and the regulations, mining land tenure holders or their agent(s) must be enrolled 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 enroll.

MLAS Enrollment

- If you are currently enrolled in MLAS, access your client profile through the *My Ontario* log in. <https://www.mlas.mndm.gov.on.ca>
- If you have **not** enrolled in MLAS, please see *Directive 1: Getting Started on the Mining Lands Administration System* before proceeding.
- If you are enrolled in MLAS but don't have access to view your mining land tax or rent account, please contact the Recording Office for assistance. Phone: 1 888 415 9845. Email: pro.ndm@ontario.ca.
- For updates to the billing party, please send a request email to mlas.ltau@ontario.ca with the account number and the new billing party name and client number. Changing the billing party also changes the account number.

Automated Services

90 days prior to the lease expiry date, a notice of lease expiry is sent by email to the lessee. Follow the application instructions provided in the email attachment. Once the notice is recorded as an event on the lease, the lease status changes to pending renewal which enables an application to be submitted.

For Mining Land Tax and Mining Lease, Mining or Exploratory Licences of Occupation (MLO/ELO) accounts, 60-day notices are emailed to the billing party with the invoice attached. 60 days before the payment due date of April 1 for Patents, and 60 days before the payment due date for Mining Leases, Mining Licences of Occupation (MLO) and Exploratory Licences of Occupation (ELO).

Deadlines

An application to renew a lease or the resubmission of a corrected application must be submitted through MLAS no later than 11:59:59 pm on the lease expiry date or by the application extension date.

Payment of the lease renewal application fee, 1st years rent, and outstanding balances (if applicable) are payable and must be received no later than the expiry date of the lease and during normal business hours. Online payment of the 1st years rent, and outstanding balances are available through

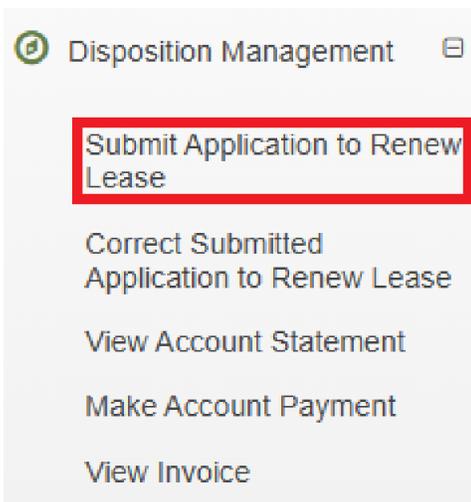
MLAS. The fee payment for lease renewal applications is currently not available online, please call the Provincial Recording Office at 1-888-415-9845.

Permissions

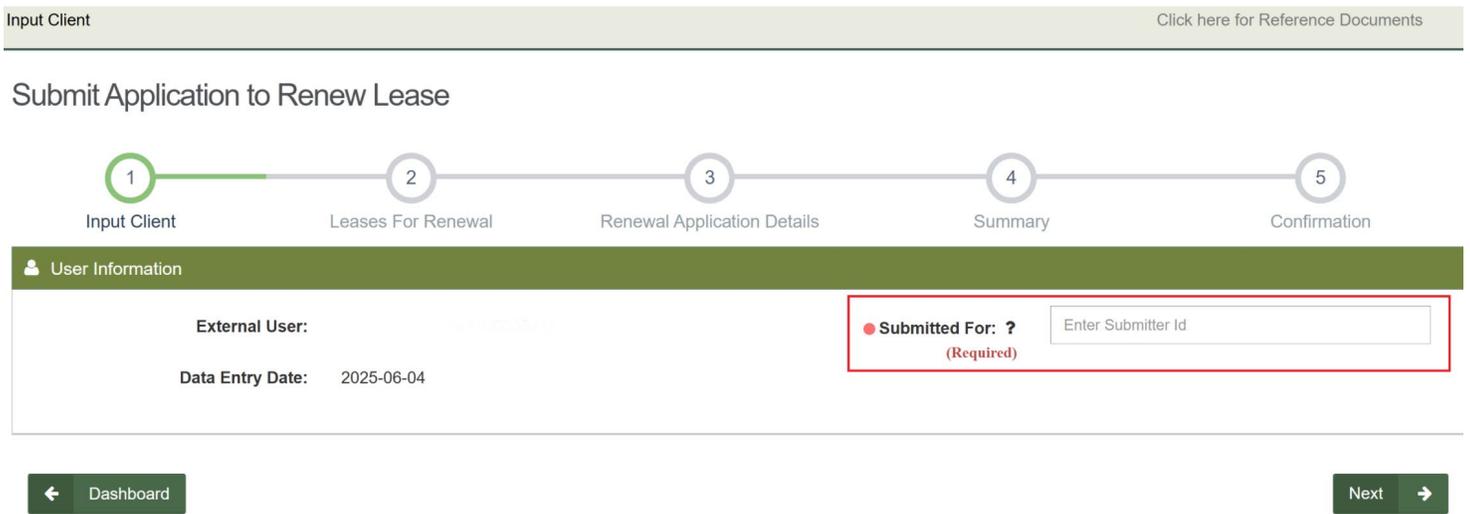
Agent permissions can be granted to a registered MLAS user for any Disposition Management functions. Refer to the Manage Agent section in *Directive 1 - Getting Started on Mining Lands Administration System (MLAS)*.

Select Disposition Management from the left menu to expand options.

1. Submit Application to Renew Lease



- a. Enter the lessee's name or client number in the 'Submitted For' field.
- b. Click **Next** to proceed.

A screenshot of the "Submit Application to Renew Lease" form. At the top, there is a header bar with "Input Client" on the left and "Click here for Reference Documents" on the right. Below the header is a progress bar with five steps: 1. Input Client (highlighted in green), 2. Leases For Renewal, 3. Renewal Application Details, 4. Summary, and 5. Confirmation. Below the progress bar is a "User Information" section. It contains two rows of information: "External User:" with a value of "2025-06-04" and "Data Entry Date:" with a value of "2025-06-04". To the right of the "External User:" row is a red-bordered box containing a red dot, the text "Submitted For: ? (Required)", and a text input field with the placeholder "Enter Submitter Id". At the bottom of the form, there are two buttons: "Dashboard" with a left arrow and "Next" with a right arrow.

c. Click on the hyperlink for the lease number to renew.

Note: Only Leases in a **Pending Renewal** status will appear on the

Leases For Renewal

[Click here for Reference Documents](#)

list.
Submit Application to Renew Lease



User Information

External User: Submitted For:

Data Entry Date: 2025-06-04

Leases For Renewal

Lease Number	Lease Holder(s)	Lease Expiry Date	Lease Renewal Application Extension Date	Application Status	Lease Status
LEA-12345		2025-07-15		Not Submitted	Pending Renewal
LEA-67890		2027-03-31	2027-04-15	Not Submitted	Pending Renewal
LEA-11111		2025-07-14		Not Submitted	Pending Renewal
LEA-22222		2025-07-15		Not Submitted	Pending Renewal

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d. For 10-year leases, check the box to certify the lands are being used for mining purposes.

e. Attach supporting documentation and pick the associated document type from the drop-down list of options. Remove or add documents as needed.

Note: Required documentation:

- There is more than one lessee – **Consent Document** is required.
- The lease is mining and surface rights or surface rights only – **Tax Certificate** is required.
- The lessee is a corporation - **Corporate Profile** is required.
- Proof of ownership in the lease - **Parcel Register Identification Number (PIN)** is always required.
- For 21-year leases – **Renewal Report** that meets the renewal criteria outlined on Schedule A of the lease renewal notice is required.

Note: Same document type can be selected more than once.

- f. Click **Next** to proceed to the summary page or click **Back** to make changes.
- g. Review the lease application details. Click **Confirm and Pay Later** to complete the transaction. Or click **Back** to make changes.

Cost						
Item Description	Item Unit	Unit Cost	Quantity	Amount	Taxes	Subtotal Amount
Submit Application to Renew Lease - 1st Year Rent	Fee unit per hectare	\$3.00	3.85	\$11.55	\$0.00	\$11.55
Submit Application to Renew Lease - Application Fee	Fee unit per lease	\$80.00	1.00	\$80.00	\$0.00	\$80.00
Outstanding balance for Subaccount	Fee unit per dollar	\$1.00	0.00	\$0.00	\$0.00	\$0.00
Totals				\$91.55	\$0.00	\$91.55

[← Back](#)

Click 'Confirm and Pay Later' to make a payment at a later date. Be aware that the renewal application will not be processed until over-the-counter payment is received. Any outstanding balances interest will continue to be applied up until the account is settled; account must be settled when making offline payment.
 Account holders applying for lease renewal who choose to make an offline payment for the application fee and first year's rent (and account settlement for any outstanding rent and interest where applicable) must make their offline payment in full before the expiration date of the lease being renewed (anniversary date) or by the lease renewal application extension date (only where applicable). Click 'Back' to return to Renewal Application Details.

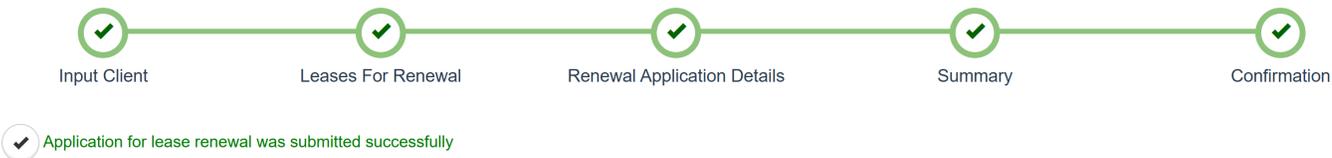
[Confirm & Pay Later →](#)

- h. Once you have submitted the application to renew the lease you will receive an event ID, a confirmation email and a dashboard notification.

Note: The renewal application will not be processed until offline payment of the application fee is received including payment of the 1st years rent and any outstanding balances. Lessees may pay the first year's rent and any outstanding balances with the offline application fee, or they may choose to pay the 1st years rent and outstanding balances through MLAS after submitting a renewal application.

Confirmation [Click here for Reference Documents](#)

Submit Application to Renew Lease



The renewal application will not be processed until over-the-counter payment is received. Any outstanding balances interest will continue to be applied up until the account is settled; account must be settled when making offline payment

Event ID: 2595730
 Transaction ID: 121630

Tip: Check the application status by returning to the list of leases displayed in the Disposition Management menu to submit application to renew lease.

Action	Application Status	Lease Status
Notice of lease expiry emailed to lessee, 90 days prior to lease expiry date	Not Submitted	Pending Renewal
Application submitted - Pay Later	Submitted-Pending Payment	Renewal in Process
Application under review	In Progress	Renewal in Process
Application Returned	Returned	Pending Renewal
Application Resubmitted	Submitted	Renewal in Process
Application Approved	Removed from list	n/a
	Lease recorded	Active *
	Renewed lease archived	Renewed **
Application Refused	Removed from list	Not Renewing
Application not submitted by lease expiry date	Removed from list	Not Renewing

* Leases that have been renewed are assigned a new lease number.

** Reserve credits remaining on the lease are transferred to the new lease number including when work reports are pending approval. Active (not expired) exploration plans or permits recorded on the lease are also transferred to the new lease number.

A copy of the renewed lease with registration details included will be sent to the email address noted in the lessee's MLAS client profile.

2. Correct Submitted Application to Renew Lease

You will receive an email and Dashboard notification if corrections are required for the pending lease renewal application.

 Dashboard

 Prospector's Licence Expiry Date

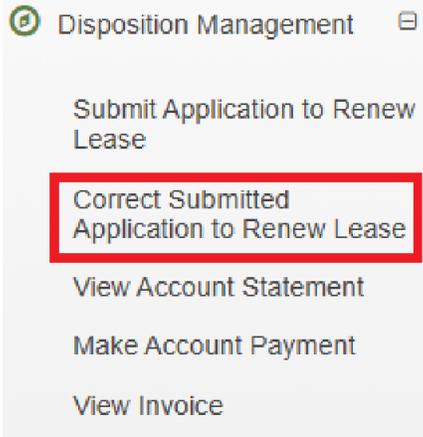
Prospector's Licence Expiry Date:

[Update my MAAP \(Mining Act Awareness Program\) !\[\]\(a9753c7079a434dcc5092d6ac5ac0f7d_img.jpg\)](#)

 Bulletin Board

Re-submission of Lease Renewal Application Required (to: 

2 minutes and 31 seconds ago



- a. Click on **Correct Submitted Application to Renew Lease**.
- b. Enter the lessee's name or client number in the Submitted for field.
- c. Click **Next** to proceed.
- d. Leases appear on the "Returned Leases for Renewal" list when a renewal application has been returned.
- e. Select one lease number from the list – click on the lease number hyperlink.
- f. For 10-year leases, check the box to certify the lands are being used for mining purposes.
- g. Read the instructions provided in the **Reason** section of the Renewal Application Details page.
- h. **Attach** supporting documentation and pick the associated document type from the drop-down list of options. Remove or add documents as needed.
- i. Click **Next** to proceed to Summary page or click **Back** to return to the Returned Leases for Renewal list.

I certify that these lands are being used for mining purposes
(Required)

f.

Reason

Reason:

Example Reason: Please include a signed and dated consent letter to apply to renew the lease

g.

Supporting Documentation

Submitted Documents:

Name	Document Type	Attached By	Upload Date	Action
Test attach .pdf	Parcel Register Identification Number (PIN) from LRO		2025-06-04	Remove
d6_Test_submissionPDF.pdf	Tax Certificate		2025-06-04	Remove
d5_1_test_Report.pdf	Corporate Profile		2025-06-04	Remove

Attach

(Required)

h.

Uploaded Documents:

Name	Document Type	Attached By	Upload Date	Action
Test attachment.pdf	Consent Document		2025-06-10	Remove

- Consent Document
- Renewal Report
- Parcel Register Identification Number (PIN) from LRO
- Tax Certificate
- Corporate Profile
- Consent Document

Back

Next

i.

- j. **Summary.** Review your renewal application details and supporting documentation. Click **Next** to proceed to the confirmation or click **Back** to make changes.
- k. **Confirmation.** You have successfully re-submitted the corrections for the lease renewal application. You will receive a confirmation email and Dashboard notification.

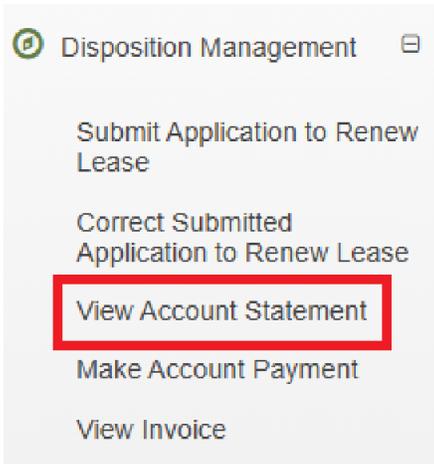
Correct Submitted Application to Renew Lease



Application for lease renewal was resubmitted successfully

Event ID: 2616399
Transaction ID: 121630

3. View Account Statement



Note: The account statement provides a summary of financial account activity as of the current date for active accounts. It also shows outstanding balances relating to unpaid taxes or rents, including monthly interest accrued to date.

Input Mining Land Number.

- a. Search by **Mining Land** (default). Input the mining land number, including the prefix (i.e. *LEA-01234*, *PAT-01234*, *MLO-01234*, *ELO-01234*). Click **Next** to proceed.
 - To view account details, click the account number hyperlink.
 - To view tenure disposition information, click the mining land hyperlink.
 - Click **Print Account Statement** to view, print or download the account statement.
- b. Search by **Account Number**. Input the account number, including the prefix (i.e. *S***0123*, *LS**0123*, *LO**0123*). Click **Next** to proceed.
 - To view account details, click the account number hyperlink.
 - Click **Print Account Statement** to view, print or download the account statement.
- c. Search by **Client Name/Client ID**. Input the client's name or client number of the tenure holder. The name will appear as you type, then select it. **Note:** a list of all account numbers associated to the client will appear. Check off the ones to view.

S***0123, LS**0123, LO**0123). Click **Next** to proceed.

- Click hyperlink to view details.
- Choose the **Payment Type**.

Full payment of account balance.

Make Account Payment



User Information

External User:

Data Entry Date: 2025-06-10

Account Details

Account Number	Tenure Type	District
LT**0	Lease	DISTRICT OF TEMISKAMING

Payment Details

Payment Type: (Required) Full Payment of Account Balance

Statement Date:

Batch Date: 2025-06-10

[Back](#) Click 'Next' to advance to next step or 'Back' to change mining land [Next](#)

[View Shopping Cart](#)

- Select **Full Payment of Account Balance**. Click **Next** to proceed.
- Review account payment details, click **Next** to proceed.
- Review cost totals and click **Add to Shopping Cart**.
- Click **Make Payment** to proceed with the payment. Or click **Continue Shopping** to add more account payments to the shopping cart.
- You will be re-directed to the order summary. Click **Make Payment** or click **Cancel** to return to MLAS.
- Input the payment card information. And click **Submit Payment**.
- You will be redirected to the Payment Summary in MLAS. Click **Confirm** to complete the

transaction.

- Click **Show Details** to view the event details.
- You have successfully submitted the full account payment. You will receive an event ID, and a dashboard notification.

Full payment of projected account balance.

Make Account Payment

Progress bar: 1 (Make Account Payment) - 2 (Input Payment Details) - 3 (Account Payment Details) - 4 (Summary) - 5 (Shopping Cart) - 6 (Make Payment) - 7 (Confirmation)

User Information

External User: Edward Connors (10006643)
Data Entry Date: 2025-06-11

Account Details

Account Number	Tenure Type	District
A***0102	Patent	DISTRICT OF ALGOMA

Payment Details

Payment Type: Full Payment of Projected Account Balance (Required)

Rent/Tax Projection Date: 2027-04-01

Batch Date: 2025-06-11

Navigation: Back | Click 'Next' to advance to next step or 'Back' to change mining land | Next | View Shopping Cart

- Select **Full Payment of Projected Account Balance**.
- Enter **Rent/Tax Projection Date** using the calendar icon. **Note:** you can pay an amount forward up to 2 years in the future. For patents use April 1 + 2 years from the current date and for Leases/MLO/ELO use the monthly payment due date + 2 years from the current date.
- Click **Next** to proceed.
- Review payment details.
- Click **Next** to proceed or click **Back** to make changes.
- Review cost totals and click **Add to Shopping Cart**.
- Click **Make Payment** to proceed with the payment. Or click **Continue Shopping** to add more

account payments to the shopping cart.

- You will be re-directed to the order summary. Click **Make Payment** or click **Cancel** to return to MLAS.
- Input the payment card information. And click **Submit Payment**.
- You will be redirected to the Payment Summary in MLAS. Click **Confirm** to complete the transaction.
- Click **Show Details** to view the event details.
- You have successfully submitted the full projected account payment. You will receive an event ID, and dashboard notification.

Sub-account payment. Select specific sub-accounts and chose the payment amount.

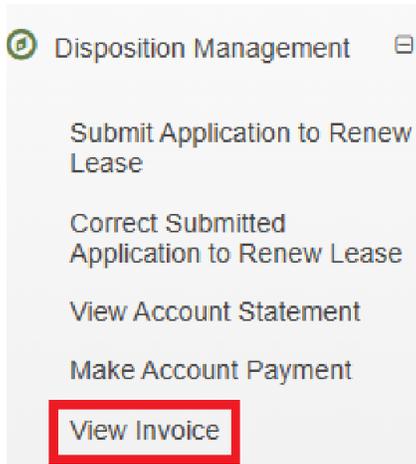
- Select **Sub-Account Payment(s)**. Click **Next** to proceed.
- Review payment details.
- In the Sub-Account View section, input the amount you want to pay for each sub-account in the **Payment Amount** column.

Payment Details												
Payment Type:	Sub-Account Payment(s)											
Statement Date:	2025-06-11											
Batch Date:	2025-06-11											
Account View												
Number of Sub-Accounts			Total Land Area			Total Annual Rent/Tax			Parent Account Balance			
15			469.18			1,407.55			982.75			
Sub-Account View												
Sub-Account Number	Status	Township	Legal Description	Mining Right Number	Land Area (ha)	Outstanding Balance	Annual Tax/Rent	Total Due	Payment Amount	Total Due After Payment	View on Map	
0018	Active	FINAN		LEA-	13.382	0.00	40.15	0.00	<input type="text" value="0"/>	0.00	View Claim LEA-Map	on
0016	Active	FINAN		LEA-	163.885	4.93	491.66	496.58	<input type="text" value="496.58"/>	0.00	View Claim LEA-Map	on

Note: The Payment Amount column will auto populate with the current amount due. You can modify the payment amount to make partial payments or enter \emptyset for no payment on that sub-account.

- Review cost totals and click **Add to Shopping Cart**.
- Click **Make Payment** to proceed with the payment. Or click **Continue Shopping** to add more account payments to the shopping cart.
- You will be redirected to the order summary. Click **Make Payment** or click **Cancel** to return to MLAS.
- Input the payment card information. And click **Submit Payment**.
- You will be redirected to the Payment Summary in MLAS. Click **Confirm** to complete the transaction.
- Click **Show Details** to view the event details.
- You have successfully submitted the sub-account payment. You will receive an event ID, and dashboard notification.

5. View Invoice



Note: Tax and rent invoices can be viewed once they are posted for payment or if they remain unpaid during the year.

Note: The billing party will receive an email to the email address indicated on their MLAS client profile, with the invoice attached, 60 days before the payment due date of April 1 for patents, and 60 days before the payment due date for Leases/MLO/ELO. Invoices can be viewed by owners/holders of the account, the billing party, the agent, or the profile administrator.

Note: Please ensure the email address on the client profile is current. This can be updated through the “Update Client Profile” function under the Client Management tab in MLAS.

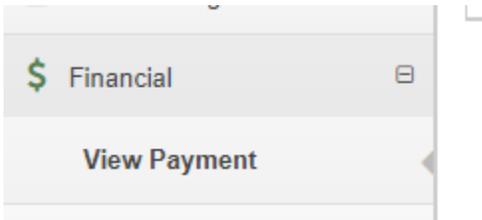
Input Mining Land number.

- a. Search by **Mining Land** (default). Input the mining land identification number, including the prefix (i.e. *LEA-01234*, *PAT-01234*, *MLO-01234*, *ELO-01234*). Click **Next** to proceed.
 - To view tenure disposition information, click the mining land number hyperlink.
 - To view account details, click the account number hyperlink.
 - Click **Print Invoices** to view, print or download the invoice.
- b. Search by **Account Number**. Input the account number, including the prefix (i.e. *S***0123*, *LS**0123*, *LO**0123*). Click **Next** to proceed.
 - To view account details, click the account number hyperlink.
 - Click **Print Invoices** to view, print or download the invoice.
- c. Search by **Client Name/Client ID**. Input the client’s name or client ID of the tenure holder. The name will appear as you type, then select it.
 - Click **Next** to proceed.
 - To view tenure disposition information, click the mining right number hyperlink.
 - To view account details, click the account number hyperlink.
 - Click **Print Invoice** to view, print or download each invoice.

6. View Payment History

User can view payment history by accessing the **Financial** menu - **View Payment**.
 Select appropriate Search filters by Transaction Type to view payment history.

- a. Select **Make Account Payment**, then click **Search**.
- b. Click the Invoice Number hyperlink from the Search results to obtain a downloadable invoice should a receipt of the payment be needed.



☰ View Payment History

Search Filter

Client ID:	<input type="text" value="10006643"/>	Invoice Number:	<input type="text"/>
Payment Date From:	<input type="text" value="Payment Date From"/>	Payment Date To:	<input type="text" value="Payment Date To"/>
Payment Method:	<input type="text" value="Online Payment
Over the Counter Payment"/>	Transaction Type:	<input checked="" type="text" value="Make Account Payment"/> Merge Boundary Claims Payment in Place Register a Mining Claim Submit Application to Renew Lease Submit Request for Exclusion of Time

🔍 Search results

Filter Invoice#	Filter Event#	All Types	All Types	Filter Client ID	Filter Fee	Filter Date	Filter Status
Invoice Number	Event Number	Transaction Type	Payment Method	Client ID	Fee	Payment Date	Payment Status
39230	2616403	Make Account Payment	Online Payment	1000.	\$105.99	2025-06-10	Successful

Showing 1 to 1 of 1 entries

Make Account Payment Invoice

Client Name: **Client Name:** 1000
Mailing Address:

Invoice Number: 39230

Event(s) Information

Event Number: 2616403
PaymentType: Full Payment of Account Balance

Fee Item(s) Information

Fee Description	Fee Item Details	Unit Price	Item Unit	Quantity	Amount	Taxes	Total Item Amount
Disposition Account Payment	Account Number : A***0	\$ 1.00	Dollar	2.59	\$ 2.59	\$ 0.00	\$ 2.59
Total							\$ 2.59

Event Number: 2616402
PaymentType: Full Payment of Account Balance

Fee Item(s) Information

Fee Description	Fee Item Details	Unit Price	Item Unit	Quantity	Amount	Taxes	Total Item Amount
Disposition Account Payment	Account Number : S***0	\$ 1.00	Dollar	103.40	\$ 103.40	\$ 0.00	\$ 103.40
Total							\$ 103.40

Online Payment Information

Payment Amount: \$ 105.99 **Transaction Date:** 2025-06-10 04:04:11 PM
Payment Method: VISA Debit Card **Payment Session ID:** 1277233
Authorization Number: 3157805

7. Search Mining Land Tenures

This search menu provides **restricted access** to the account holder/owner(s), authorized agent(s) or profile administrator to search and view detailed tenure disposition information for their Leases, Patents, MLO/ELO.

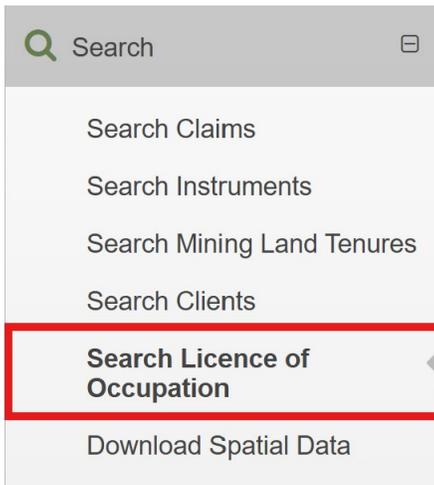
 Search


- Search Claims
- Search Instruments
- Search Mining Land Tenures**
- Search Clients
- Search Licence of Occupation
- Download Spatial Data

 Map Viewer

8. Search Licence of Occupation

To conduct a public search for MLO/ELO in MLAS, navigate to the Search menu.



Note: Another publicly available tool to find the location and basic information of mining land tenures, navigate to the [Map Viewer](#), Map Information tool bar and select the search tool – Find Mining Lands Location.

9. Minister Consent to Transfer Mining Leases and Licences of Occupation

Application for the Minister's consent is required under the *Mining Act* for transfers of:

- 21-year mining leases under subsection 81(14)
- 10-year mining leases under subsection 82(10)
- surface rights only mining leases under subsection 84(6)
- licences of occupation under subsection 41(5)

NOTE: Minister's consent to transfer private lands (patented fee simple lands) and for unpatented mining claims is not required.

The application is submitted by email to mlas.ltau@ontario.ca and must include the following:

1. Cover letter for the leases/licences to be transferred along with closing date and/or urgency of request.
2. Signed Acknowledgement and Direction form (leases only).
3. Transfer In Preparation form (leases only).
 - a. (Please note that these forms are available only through legal firms and other Teraview subscribers).
4. Corporate profile report or corporate status certificate (issued within 3 months) from jurisdiction of incorporation for the transferee.
 - a. If incorporated outside of Canada, provide a copy of the extra provincial licence.
5. Proof of up-to-date payment of municipal tax (organized areas) or provincial land tax (unorganized areas).

- a. Only required if the lease contains surface rights. Not applicable for Mining Licences of Occupation.
6. Payment of annual rent. The last rent invoice and any outstanding balance must be paid in full.
 - a. Statement of Accounts are available in the Mining Lands Administration System for lessees, holders, agents, profile administrator or can be requested at the time of application.
7. Application fee (see fee schedule [Administrative Fees for Mining Lands](#)) per lease or licence.
 - a. If the fee and/or rent will be paid by cheque, make it payable to the *MINISTER OF FINANCE*, include the account number, and send by priority mail.
 - b. Payment by credit card or by Visa/MasterCard debit over the phone is also accepted.

Forward payments to: Ministry of Energy and Mines
B3-933 Ramsey Lake Road
Sudbury ON P3E 6B5
Telephone: 1-888-415-9845 (for payment inquiries)

Mining Licences of Occupation:

Application form [ON00377](#) must be completed and signed by both the transferor and transferee. Download the form from the [Central Forms Repository](#). Transferees **must** be registered in MLAS. Please see *Directive 1: Getting Started on the Mining Lands Administration System*.

Processing time can take up to 2-4 weeks. A consent document will be provided to the applicant to enable the transfer to be registered on the leasehold title Property Identification Number(s) (PIN). Ministry records in MLAS will be updated once a copy of the registered transfer is supplied to the Ministry.

Minister's consent involving mining licences of occupation will be registered in the Licence Registry in MLAS once the application form ON00377 is signed by the Minister. The applicant may specify a later registration date when noted on the application form.

10. Minister Consent to Debenture, Mortgage, Charge or Sublet of Mining Leases and Mining Licences of Occupation

Application for the Minister's consent is required under the *Mining Act* for:

- 21-year mining leases under subsection 81(14)
- 10-year mining leases under subsection 82(10)
- surface rights only mining leases under subsection 84(6)
- licences of occupation under subsection 41(5)

NOTE: Minister's consent for private lands (patented fee simple lands) and for unpatented mining claims is not required.

The application is submitted by email to mlas.ltau@ontario.ca and must include the following:

1. Cover letter for the leases/licences indicating urgency of request.
2. Copy of signed debenture, mortgage, charge or sublet agreement.

3. Signed Acknowledgement and Direction form (leases only, not applicable for sublet agreements).
4. In Preparation form (leases only).
 - a. (Please note that these forms are available only through legal firms and other Teraview subscribers).
5. Corporate profile report or corporate status certificate (issued within 3 months) from the jurisdiction of incorporation for the lessee or holder of the licence or subtenant.
 - a. If incorporated outside of Canada, provide copy of the extra provincial licence.
6. Proof of up-to-date payment of municipal tax (organized areas) or provincial land tax (unorganized areas).
 - a. Only required if the lease contains surface rights. Not applicable for Mining Licences of Occupation or sublet agreements.
7. Payment of annual rent. The last rent invoice and any outstanding balance must be paid in full.
 - a. Statement of Accounts are available in the Mining Lands Administration System for lessees, holders and agents or can be requested at the time of application.
8. Application fee (see fee schedule [Administrative Fees for Mining Lands](#)) per lease or licence.
 - a. If the fee and/or rent will be paid by cheque, make it payable to the *MINISTER OF FINANCE* and send by priority mail.
 - b. Payment by credit card or by Visa/MasterCard debit over the phone is also accepted.

Forward payments to: Ministry of Energy and Mines
 B3-933 Ramsey Lake Road
 Sudbury ON P3E 6B5
 Telephone: 1-888-415-9845 (for payment inquiries)

Processing time can take up to 2-4 weeks. A consent document will be provided to the applicant to enable the debenture, charge, mortgage or sublet to be registered on the leasehold title Property Identification Number(s) PIN. Ministry records in MLAS will be updated once a copy of the registered debenture, mortgage, charge or sublet is supplied to the Ministry.

Minister's consent involving mining licences of occupation will be registered in the Licence Registry in MLAS once the Minister signs the consent document.

Discharge of debenture, mortgage, charge or sublet:

The lessee of the original mining lease or holder of the licence is responsible to provide notice to the Ministry once a debenture, mortgage, charge or sublet has terminated, expired or has been discharged.

Sublet Agreement

A sublet agreement in Ontario is a formal contract between a tenant (sublessor) and a subtenant, outlining the terms under which the subtenant can occupy the tenant's mining lease or mining licence of occupation for a specified period. The original tenant remains legally bound to the Crown as Landlord, and subletting does not end the original lease or licence. The Landlord can refuse to consent to a sublet request if there is a legitimate reason. The original tenant remains responsible for the lease or licence obligations, including paying rent and ensuring the subtenant adheres to the sublet agreement.

Key elements of a sublet agreement should include the following:

1. **Parties:** Names and contact information of both sublessor and the subtenant.

2. **Property Details:** Specific mining lease or licence of occupation number and any area within being sublet. A map outlining the sublet area **must** be included.
3. **Lease Term:** Start and end dates of the sublet, which must be within the original lease term.
4. **Rent and Payments:** Amount of rent, due dates, and methods of payment.
5. **Responsibilities:** Clearly defined obligations of both the subtenant and the tenant regarding things like rent, land maintenance or permitted activities, and adherence to the original lease terms and conditions.
6. **Additional Terms and Conditions:** Specific clauses addressing other relevant matters such as renewals or extensions, indemnity clause, right or option to purchase and any other relevant aspects to the agreement.
7. **Signatures and Dates:** Both parties sign and date the agreement.

Landlord's Consent:

A document that the Landlord has granted consent to sublet will be provided to the applicant. Sublet agreements involving mining leases **must** be registered on title on the relevant leasehold PIN(s) and contain the appropriate statements for a Notice of Sublease.

Sublet agreements involving mining licences of occupation along with the Landlord's consent will be registered in the Licence Registry in MLAS once consent is given. The applicant can request that financial terms noted in the agreement be redacted for public viewing.

Subtenants **must** be registered in MLAS. Please see *Directive 1: Getting Started on the Mining Lands Administration System*.