

Directive 7 – Disposition Management

Submit Application to Renew Lease

Mandatory Requirements

To apply to renew a lease, as per the *Mining Act* and the regulations, lessees must be enrolled in MLAS and establish a client profile as either an individual or organization.

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

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 lessees have been provided a Client Number.

New clients need to register as an NDMNRF client to enroll in MLAS, which can be accessed through the ONE-key website

Enrolment

A valid email address is required to enrol into the Mining Lands Administration System (MLAS). A valid email address is also required to receive a notice of lease expiry reminder 90 days prior to a lease expiry.

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

Automated Services

90 days prior to the lease expiry, 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.

Deadlines

An application to renew 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.

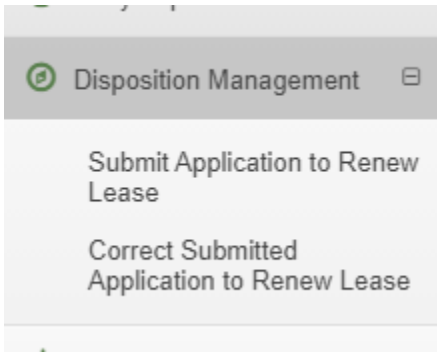
Payment of the application fee and rent are payable and must be received no later than the expiry of the lease and during normal business hours. Online payment of fee and rent is not currently available.

Permissions

Agent permissions can be granted to a registered MLAS user for submitting or correcting an application to renew lease. Refer to the Manage Agent section in Directive 1 - Getting Started on Mining Lands Administration System (MLAS) on how to manage agents.

Process

Select Disposition Management from the Left Menu.



Menu items will expand. Click on Submit Application to Renew Lease or Correct Submitted Application to Renew Lease. Enter the lessee name or client number.

MLAS will direct you through several steps.

Submit Application to Renew Lease

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.

User Information

External User:	Submitted For: ?	<input type="text" value="Enter Submitter Id"/>
Data Entry Date: 2021-11-29	(Required)	

[← Dashboard](#) [Next →](#)

Select one lease number from the list of leases for renewal - click on the lease number hyperlink

Leases For Renewal					
Lease Number	Lease Holder(s)	Lease Expiry Date	Lease Renewal Application Extension Date	Application Status	Lease Status
LEA-000000	[Redacted] - 100%	2021-12-30		Not Submitted	Pending Renewal
LEA-000000	[Redacted] - 100%	2021-12-30		Not Submitted	Pending Renewal

This list only populates when the lease status changes to *Pending Renewal* 90 days prior to lease expiry.

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

📄 Supporting Documentation

Attach

(Required)

Uploaded Documents:

Name	Document Type	Attached By	Upload Date	Action
French characters.pdf	Renewal Report ▾	[Redacted]	2020-08-18	Remove

← Back

Next →

Note: MLAS includes validation to guide which supporting documents must be included with the application based on the following criteria:

1. There is more than one lessee –*Consent Document* is required.
2. The lease is mining and surface rights or surface rights only –*Tax Certificate* is required.
3. The lessee is a corporation -*Corporate Profile* is required.
4. Proof of interest in the lease - *Parcel Register Identification Number (PIN)* is always required.

The same document type can be selected more than once.

Click next to review the application details with related fees and rent payable with the application. Refer to the payment instructions included in the notice of lease expiry.

Click **Confirm and Pay Later**.

\$ 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	252.79	\$758.36	\$0.00	\$758.36
Submit Application to Renew Lease - Application Fee	Fee unit per lease	\$75.00	1.00	\$75.00	\$0.00	\$75.00
Outstanding balance for Subaccount	Fee unit per dollar	\$1.00	750.78	\$750.78	\$0.00	\$750.78
Totals				\$1,584.14	\$0.00	\$1,584.14

[← 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 →](#)

You have successfully submitted the application to renew lease. The renewal application will not be processed until over the counter payment of the required fee and rent is made.

Confirmation [Click here for Reference Documents](#)

Submit Application to Renew Lease



Input Client Leases For Renewal Renewal Application Details Summary Confirmation

Application for lease renewal was submitted successfully

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: 1299272
Transaction ID: 64318

An automatic confirmation notification of the successful submission is sent to your bulletin board and email.

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	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.

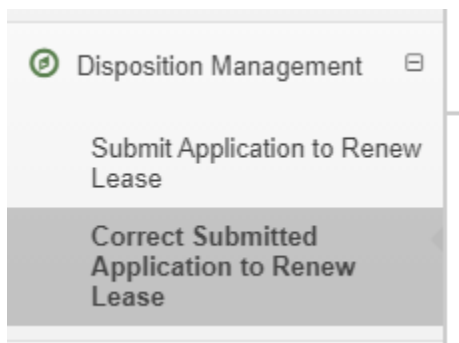
A copy of the renewed lease with registration details included will be sent to the email address noted in the lessee’s MLAS client profile.

Correct submitted application to renew lease

Refer to the notice on your bulletin board about a returned application.

Select Disposition Management from the Left Menu.

Menu items will expand. Click on Correct Submitted Application to Renew Lease.



Select one lease number from the list – click on the lease number hyperlink
 Read the instructions provided in the Reason section and attach documents
 Click **Next** to complete the confirmation details.