

Mining Lands Administration System (MLAS)

Frequently Asked Questions

1) How do I enrol in MLAS?

Please consult the [Getting Started Directive](#) and follow the instructions provided.

<https://www.mndm.gov.on.ca/en/mines-and-minerals/mlas/directive1-getting-started>

2) How do I register a mining claim?

For information on how to register a mining claim, please view the step-by-step instructions in the “[How to Register a Mining Claim](#)” Directive.

<https://www.mndm.gov.on.ca/en/mines-and-minerals/mlas/directive3-how-to-register-a-mining-claim>

3) What is a boundary claim?

A boundary claim is part of a converted legacy claim in a cell where there are two or more mining claims registered to that cell. For more information on the different cell types please review our [Claim Holder’s Guide to Conversion](#).

https://www.mndm.gov.on.ca/sites/default/files/claim_holders_guide_to_conversion_en.pdf

4) How do I use the MLAS Map Viewer?

To understand the functionality of the MLAS Map Viewer, please review the “Help” document by clicking on the “Help” button under the “About” tab in the Map Viewer. Please note that this document will be updated at times as changes and improvements are implemented within the Map Viewer.

5) How do I transfer a mining claim?

Mining claims can only be transferred in MLAS. For information on how to transfer a mining claim, please view the step-by-step instructions in the [Claim Management Directive](#).

<https://www.mndm.gov.on.ca/en/mines-and-minerals/mlas/directive4-claim-management>

6) How do I manage percentages of transfers?

In MLAS, click on “Claim Management”, and select “Initiate Transfer of Mining Claim(s)”. You will be required to enter the Seller & Buyer information, and the desired claim number(s). Once that is complete, click “Next” to enter the desired percentage to be transferred to that Buyer. The following examples demonstrate the application of percentages:

Example 1: You are 100% owner of a mining claim and want to transfer half, or 50%, of your ownership to another party. You will therefore need to enter 50% into the transfer percentage box in order to transfer half of your 100% share, and remain the holder of a 50% share.

Example 2: You are 50% owner of a mining claim and want to transfer all of your 50% ownership to another party. You will therefore need to enter 100% into the transfer percentage box in order to transfer 100% of your 50% share.

Example 3: You are 50% holder of a mining claim and want to transfer half of your ownership to another party. You will therefore need to enter 50% into the transfer percentage box in order to transfer half of your 50% ownership, and remain the holder of a 25% share.

Note that for any variation of percentages being transferred, the percentage entered into the transfer percentage box is the proportion of ownership held by the client listed in the Submitted For box that you wish to transfer.

As a final step, once the percentages have been assigned, click “Next”, then review all details to ensure accuracy, and click “Confirm”.

Please note: Buyer has 10 days to accept the transfer by accessing the transfer event via the “Complete Transfer of Mining Claims” function found under the “Claim Management” tab.

7) Why am I getting an error message while trying to transfer my mining claim?

MLAS will not allow you to transfer a mining claim that has conversion credits remaining in the conversion bank. If you have remaining conversion credits on any claims being transferred, you must first transfer the conversion credits from the bank to the exploration reserve of any cells remaining from the conversion of the legacy claim. Other reasons why the transfer might prompt an error message include if there are errors or typos in claim numbers, if claims don't belong to the transferring party, if the transferring party is not an agent, or if there are pending proceedings on the claim in question.

8) I don't remember my ONE-key password and/or recovery questions. What do I do?

You need to contact ONE-key directly at 1-800-267-8097 to reset your information or use the online ‘Help’ or ‘Can't access your account’ button if you provided a valid email address when you registered for a ONE-key account.

9) How do I file an agreement/debenture?

Agreements, debentures, writs, and/or liens, are still filed offline in paper format. All requirements must be met for the document to be received by the Provincial Recording Office (PRO). All parties involved must have signed the document; the document must be dated and list all mining claims that are part of the transaction. For a lien, a copy of the court-stamped document is required indicating that it has been filed with the court in addition to meeting all requirements listed above. Once these are registered against the mining claim, the client will receive a notification. Note: there is a filing fee of \$15 per claim.

10) How do I deal with issues related to plans or permits (e.g. cannot access, how to fill out the submission/application, requirements within submission, error messages)?

You must contact the Mineral Exploration and Development Section in the Region where the project is located. A Mineral Exploration and Development Consultant in that regional office will help you work through the issue.

Northwest: (Thunder Bay, Red Lake, Patricia, Kenora) contact the Thunder Bay Office at (807) 475-1123.

Northeast: (Timmins, Larder Lake) contact the Timmins Office at (705) 235-1625.

South/Central: (Sudbury, Sault Ste. Marie, and Southern Ontario) contact the Sudbury Office at (705) 670-5815.

11) What is a corporate profile?

A corporate profile report or corporate status certificate is a document that indicates that a company is registered with the government and has an active status. These documents can be purchased through [ONCorp](http://www.oncorp.com) or through the [Ministry of Government and Consumer Services](http://www.ontario.ca).

<https://www.oncorp.com/oncorphome/pages/index.aspx>

<https://www.ontario.ca/page/ministry-government-and-consumer-services>

12) What is a Profile Administrator?

A profile administrator is a person or persons authorized by an organization to manage the organization's client profile in MLAS, to carry out mining lands transactions on the organization's behalf, and to assign other agents to carry out transactions on the organization's behalf.

13) How do I add an agent to my or my company's profile?

Profile Administrators for organizations can add or remove agents and manage those agents' permissions in MLAS. Individuals can manage their own agents in MLAS as only organizations have Profile Administrators. Select "Manage Agents" from the "Client Management" tab, then follow the prompts by inputting the necessary information. For more information, please see the [Getting Started Directive](#).

<https://www.mndm.gov.on.ca/en/mines-and-minerals/mlas/directive1-getting-started>

14) Why can't I log into MLAS?

- a. You may not be accessing MLAS through one of the recommended browsers. MLAS works best in Google Chrome, Internet Explorer, and Firefox, and is not supported on mobile devices.
- b. Your computer may be storing outdated links. Clear your computer cache, delete your cookies and/or your browser history. Then, close the browser down and launch MLAS again.
- c. Remove or disable any pop-up blockers.
- d. MLAS or ONe-key may be down for maintenance.

15) I have lost my enrolment package, how do I obtain a new one?

If you are a legacy client who previously held an ENDM client number, or active prospector's licence, contact the Provincial Recording Office. If required, your enrolment package will be resent to you either by email or regular mail.

16) How do I replace a lost PIN?

Contact the Provincial Recording Office and if required they will reset your PIN.

17) What is a conversion bank?

A conversion bank is a temporary bank that was created when legacy claims were converted to cell claims. On April 10, 2018, all credits that resided in the exploration reserve or consultation reserve of a legacy claim were summed together and placed in a conversion bank on a central cell that was created from the legacy claim.

18) What can I do with the credits in a conversion bank?

Credits within your conversion bank must be transferred to the exploration reserve of any of the claims (one or more) created from the legacy claim before the credit can be distributed from the exploration reserve to claims to fulfill the annual assessment work requirements. There is no limit to how much of the credit in the conversion bank can be transferred to claims' exploration reserve at one time or in total. You may transfer credits in the conversion bank to the

exploration reserve of any and all claims created from the legacy claim, and can transfer credit in any full dollar amount.

19) Why is it important to transfer credits from the conversion bank?

Claimholders have one year from April 10, 2018 (conversion date) to transfer conversion credits from your conversion bank to your exploration reserve(s). After this period, any credits left in the conversion bank will be automatically transferred in equal proportion to the exploration reserve of all of the claims created by the conversion of the legacy claim. It's important to note that several transactions (e.g. transfer of claims, boundary claim mergers and claim amalgamations) cannot be initiated until credits from the conversion bank have been transferred out.

20) How do I transfer credits from my conversion bank?

To transfer credits from your conversion bank, select "Transfer Conversion Credit Bank" from the "Work Reporting" tab, then enter the claim number of the central cell claim that holds the conversion bank. The next page will contain a list of claims that are eligible to receive the credit from the selected central cell claim. Select which claims are to receive the credit by entering full dollar amounts into the amount box. Note that the credit will move to the exploration reserve only. To apply credit to a claim to meet the annual assessment work requirements, you must distribute the credit from the exploration reserve of a claim using the "Distribute Approved Credits" function located under the "Work Reporting" tab.

21) How do I submit an assessment work report?

Assessment work reports for registered mining lands and for work performed on Crown lands are submitted online using MLAS. Under the "Work Reporting" tab in MLAS, select "Submit Report of Work" or "Submit Report of Work on Crown Land" to get started. A report of work is composed of five different sections that you will be prompted to complete including 1) create submission, 2) input mining rights, 3) input cost details, 4) summary, and 5) confirmation. Note: you will be able to save a draft submission for up to 15 days, after which the draft will be automatically deleted.

It is highly recommended that clients use the "save as draft" option often to prevent data loss. Old drafts can be removed before the final report is submitted.

For further information on assessment work reporting, access the [work reporting Directives](#).

<https://www.mndm.gov.on.ca/en/mlas/directive5-work-reporting>