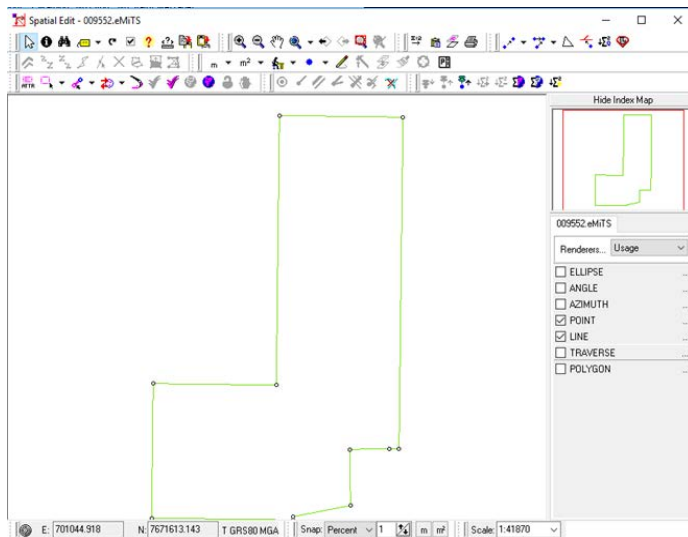




ONLINE LODGEMENT OF SURVEY DOCUMENTS AND DATA

DMIRS MINERAL TITLES ONLINE

HELP DOCUMENT



DEPT OF MINES
INDUSTRY REGULATION & SAFETY
FIELD NOTES
AUTHORISED SURVEYS

Surveyor.....
Field Book No.....
Project No.....
Date.....

Form 44

WESTERN AUSTRALIA
MINING ACT 1978
Regulation 120E
REPORT OF APPROVED SURVEYOR
(To be lodged for each tenement surveyed)

TENEMENT TYPE	TENEMENT NUMBER	HOLDER/APPLICANT	DATE OF MARKING	FIELD BOOK NUMBER

1. I have surveyed the tenement boundaries in accordance with the regulations. YES ☐ NO* ☐

2. The boundaries surveyed are in accordance with the Holder's/Applicant's/Agent's markings. YES ☐ NO* ☐

3. The Holder/Applicant/Agent attended the site and is satisfied with the positions of the surveyed boundaries. YES ☐ NO* ☐

4. The adjoining tenement Holder's/Applicant's/Agent's attended the site and is (are) satisfied with the position of the surveyed boundaries. YES ☐ NO* ☐

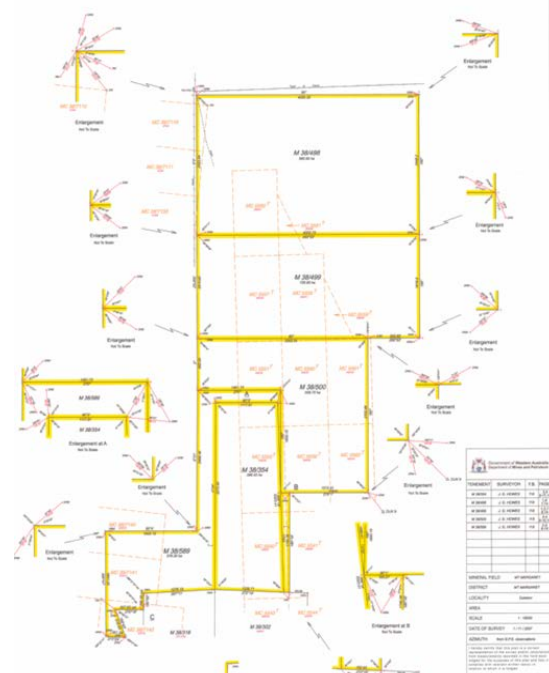
5. Adjoining land tenures have been located as instructed. YES ☐ NO* ☐

6. Positions of any buildings, workings, shafts, roads and other significant features, where practical, have been located. YES ☐ NO* ☐

* For any "NO" response above, a written report is required.

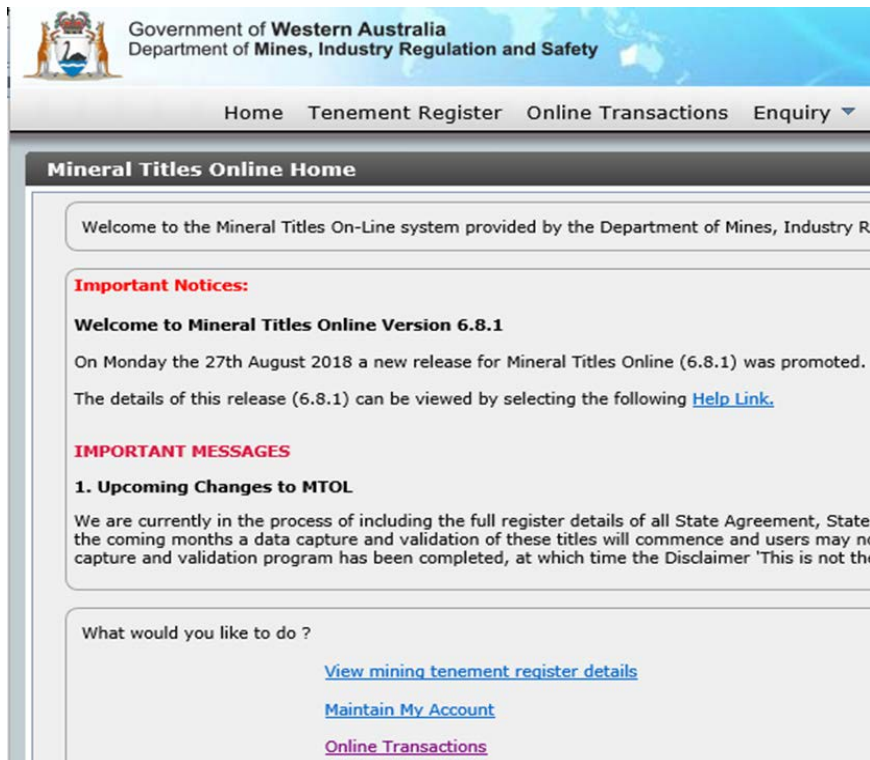
APPROVED SURVEYOR. _____

NOTE: Any additional information relating to the conduct of this survey be presented in a written report.



This document has been prepared to assist DMIRS Approved Surveyors to Lodge
CSD Editor (Landgate), PDF CSV files for online lodgement of Survey Documents and Survey Data using
Mineral Titles Online MTO, DMIRS

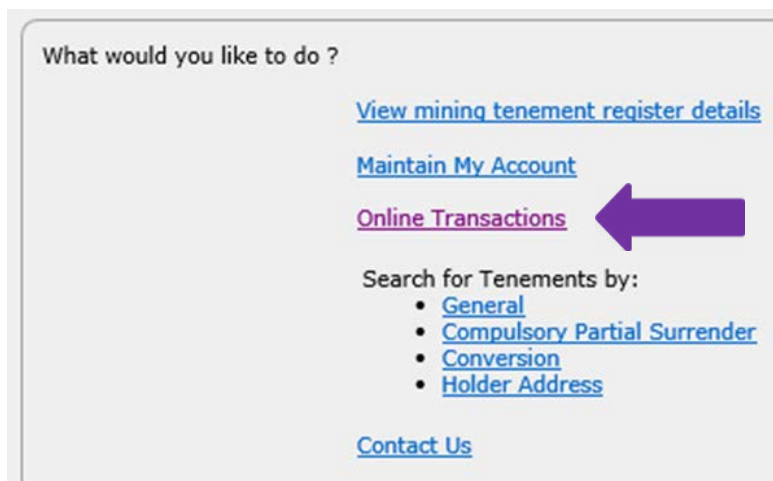
Open Mineral Titles Online



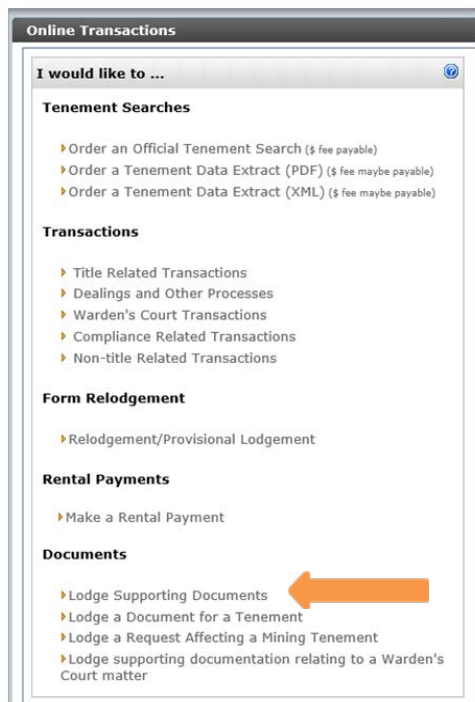
Select **Online Transactions** from Menu Item



Or select the [Online Transactions](#) Link provided under ***What would you like to do?*** Section below:



Step 1: Lodge Supporting Documents



Online Transactions

I would like to ...

Tenement Searches

- Order an Official Tenement Search (\$ fee payable)
- Order a Tenement Data Extract (PDF) (\$ fee maybe payable)
- Order a Tenement Data Extract (XML) (\$ fee maybe payable)

Transactions

- Title Related Transactions
- Dealings and Other Processes
- Warden's Court Transactions
- Compliance Related Transactions
- Non-title Related Transactions

Form Relodgement

- Relodgement/Provisional Lodgement

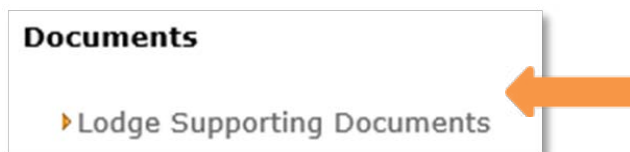
Rental Payments

- Make a Rental Payment

Documents

- Lodge Supporting Documents
- Lodge a Document for a Tenement
- Lodge a Request Affecting a Mining Tenement
- Lodge supporting documentation relating to a Warden's Court matter

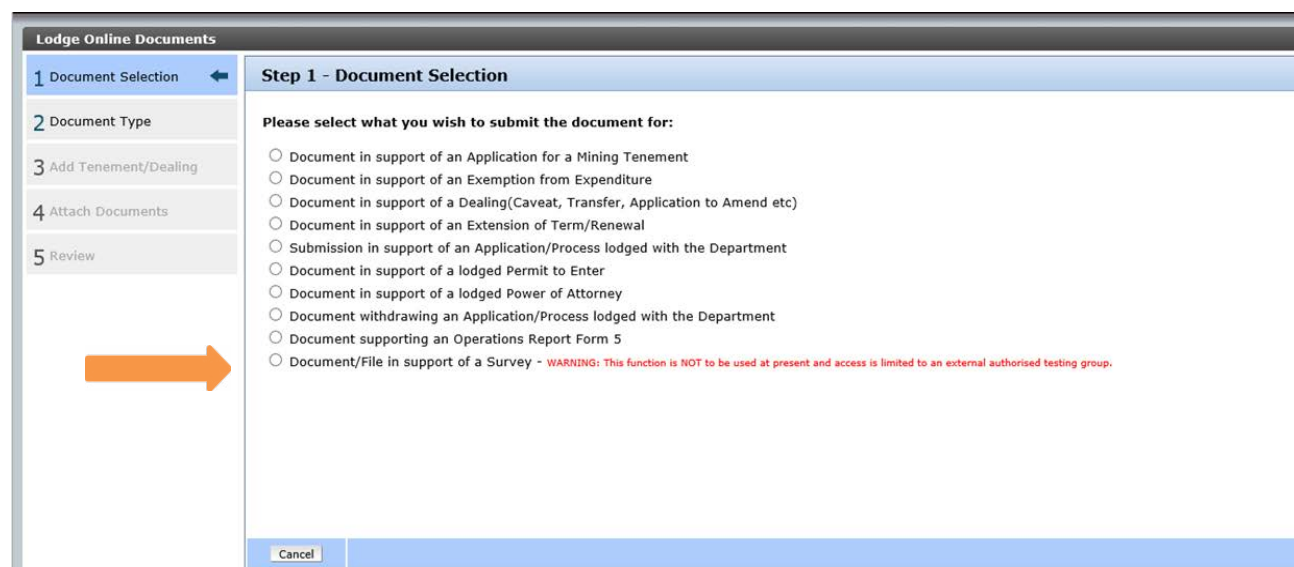
Under the **Documents** Heading select **Lodge Supporting Documents** Link



Documents

- Lodge Supporting Documents

Next Activate Radio button adjacent **Document/ File in support of Survey**



Lodge Online Documents

1 Document Selection ←

2 Document Type

3 Add Tenement/Dealing

4 Attach Documents

5 Review

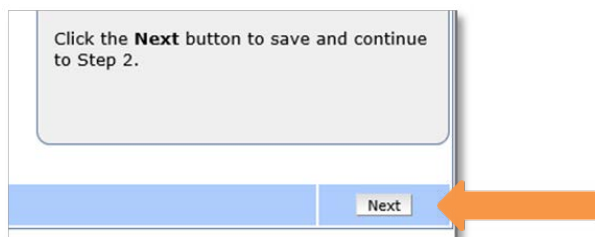
Step 1 - Document Selection

Please select what you wish to submit the document for:

- ☐ Document in support of an Application for a Mining Tenement
- ☐ Document in support of an Exemption from Expenditure
- ☐ Document in support of a Dealing(Caveat, Transfer, Application to Amend etc)
- ☐ Document in support of an Extension of Term/Renewal
- ☐ Submission in support of an Application/Process lodged with the Department
- ☐ Document in support of a lodged Permit to Enter
- ☐ Document in support of a lodged Power of Attorney
- ☐ Document withdrawing an Application/Process lodged with the Department
- ☐ Document supporting an Operations Report Form 5
- ☐ Document/File in support of a Survey - WARNING: This function is NOT to be used at present and access is limited to an external authorised testing group.

Cancel

Note: Please ignore the WARNING text that says 'this function is not to be used '. This note was placed here for the Test phase and will be removed on release of the next upgrade of MTOL.



Then click the **Next** Button at *bottom right* of Screen to save and continue to **Step 2**
Step 2 – Document Type Selection

Next Activate Radio Button against **Document Type** you wish to Lodge i.e. **CSD Survey Data File**

NOTE: You can only Lodge multiple documents/files of the same type. You can only activate one document type in one instance of Document Lodgement.

NOTE: For Form 44 Report Lodgement the system allows only 1 document per 1 tenement



Then click the **Next** Button at *bottom right* of screen to Save and continue to **Step 3**

Step3: Add Tenement Dealing – Receive Document for Survey Project

Select the **Add Project Id** Button and in the Add Project Dialog enter the **Survey Project ID Number** which was supplied to you when Survey Instructions were issued and click the Next button.

Add Project

Enter the Project Number and then click Next

Next

Cancel

Results for Survey Project 12345

	Tenement Id	Status
☒	G 8SA	Live
☒	G 10SA	Live
☒	G 11SA	Live
☒	G 13SA	Live

Add Tenements

Cancel

Options

In the Results for the Survey Project Number nominated you will receive back a list of tenements that fall within that Survey Project.

NOTE: *The default setting is ALL tenements that fall within a given project are selected.*

Deselect those tenements for which you **DO NOT** wish to lodge documents against by Clicking once in the ticked box against the appropriate tenements to deselect.

Alternatively under the Options drop menu below you can choose to use the options of **deselect all** or **select all** to modify your selections used with a combination of deselecting or selecting individual appropriate tenements.

Once you have finalised your selections click the **Add Tenements** button.

Add Project

Results for Survey Project 12345

	Tenement Id	Status
☒	G 8SA	Live
☒	G 10SA	Live
☒	G 11SA	Live
☒	G 13SA	Live

Add Tenements

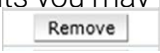
Cancel

Options

Select All

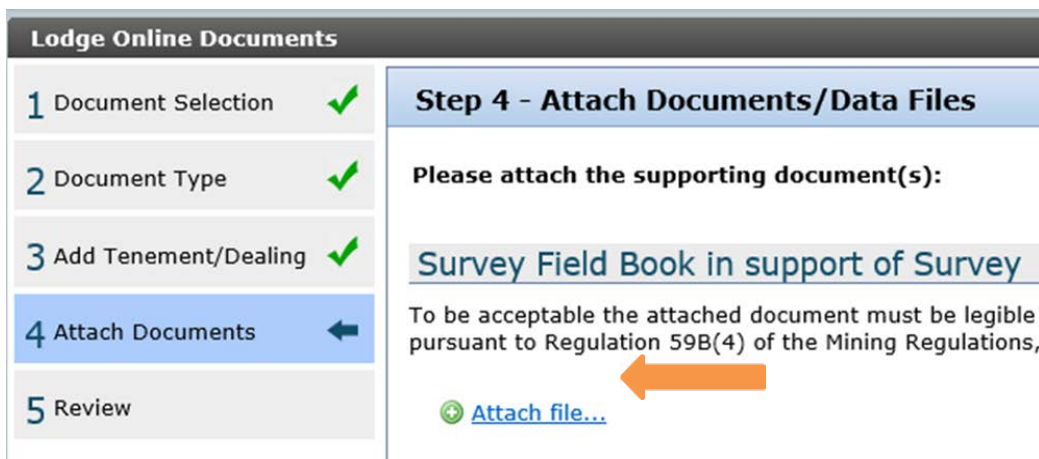
Deselect All

Added Project			
Project	Tenement	Tenement Status	
12345	G 8SA	Live	Remove
12345	G 10SA	Live	Remove
12345	G 11SA	Live	Remove
12345	G 13SA	Live	Remove

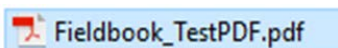
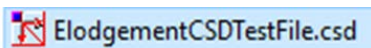
You are then given the opportunity to **review your selections** and **remove** any tenements you may have selected in error for which you do not wish to add documents against by selecting the  button. Once you have confirmed your selections click the Next Button at *bottom right* of screen to proceed to **Step 4**.



Step 4: Attach Documents/ Data files

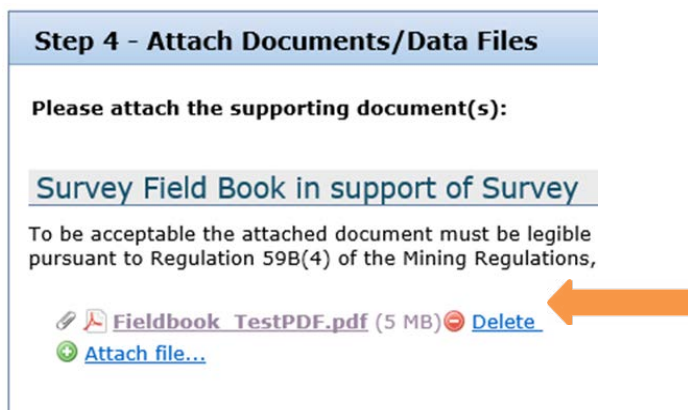
A screenshot of the 'Lodge Online Documents' interface. On the left is a sidebar with five steps: 1 Document Selection (green check), 2 Document Type (green check), 3 Add Tenement/Dealing (green check), 4 Attach Documents (blue highlight with a left arrow), and 5 Review. The main area is titled 'Step 4 - Attach Documents/Data Files'. It says 'Please attach the supporting document(s):' followed by a title 'Survey Field Book in support of Survey'. Below this is a note: 'To be acceptable the attached document must be legible pursuant to Regulation 59B(4) of the Mining Regulations,'. At the bottom is a green plus icon followed by the text 'Attach file...'. An orange arrow points to this text.

Click on the  [Attach file...](#) link and browse your local PC or Network to attach the appropriate document/file/s for example:



NOTE: You can only upload the respective document/file type for each individual document type you selected.

NOTE: Only **CSD** data file **PDF** and CSV files are supported.

A screenshot of the 'Step 4 - Attach Documents/Data Files' interface. It shows the same title and instructions as the previous screenshot. Below the instructions, a file 'Fieldbook_TestPDF.pdf (5 MB)' is listed with a red 'X' icon and a 'Delete' link. Below this is a green plus icon followed by the text 'Attach file...'. An orange arrow points to the 'Delete' link.

Displayed is the **Attached file** its **type** and **name** is file **size** and the option to **delete** if you have selected the wrong file or attach additional files of the same type (i.e. in the example above survey field book) then click **Next** to proceed to **Step 5**.

Step 5: Review of Attached Documents /Data files

Lodge Online Documents

1 Document Selection

2 Document Type

3 Add Tenement/Dealing

4 Attach Documents

5 Review

Step 5 - Review

View/Print PDF

Attached Documents/Data Files:

You have attached the following documents:

Survey Field Book in support of Survey

Fieldbook_TestPDF.pdf (5 MB)

Survey Projects:

Survey Project	
12345	G 8SA
12345	G 10SA
12345	G 11SA
12345	G 13SA

Presented is a **Review** of all **Documents** you have attached against the **selected tenements** that fall within your nominated **Survey Project**.

You can **view/print** a Summary of those documents attached.

You can **view** each of those individual documents (with the exception of CSD files).

If you wish to add further documents you can also use the **Previous** button to back track and add additional documents of the same type.

Once you are satisfied with your Documents listed in the summary you can now select

Add to Documents Awaiting Submission

The Next screen will indicate the documents submitted are now ready for submission with their submission ID number (top left of screen).

Online Transactions

✓ Your Online Document for Submission ID 188695 is ready for submission.

And will list all those documents that are awaiting submission to right of screen.

Documents Awaiting Submission

Submit

Description	Lead Tenement	Sub ID	
Survey Field Book		188695	
Total:		1	

At this point you may choose to **Lodge further Supporting Documents**.

Documents

► Lodge Supporting Documents

Under the **Lodge Supporting Documents** Link visible in this Screen (bottom left) OR Submit those listed under the

Documents Awaiting Submission

Documents Awaiting Submission			► Submit 
Description	Lead Tenement	Sub ID	
Survey Field Book		188695	
CSD Survey Data File		188696	
Total:		2	

In this example above an additional CSD file was also lodged in support of the Survey Field Book initially lodged against a nominated Survey Project.

These two documents are now ready for submitting against the nominated tenements

To submit these documents to DMIRS click on the **► Submit**  link in the top right of the **Documents Awaiting Submission** Pane to Proceed to Submission phase.

Documents Awaiting Submission			► Submit 
Description	Lead Tenement	Sub ID	
Survey Field Book		188695	
CSD Survey Data File		188696	
Total:		2	

Step 1 - Review Documents Awaiting Submission

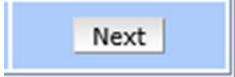
Documents Awaiting Submission				
Description	Sub ID	Tenements	Dealings	Projects
Survey Field Book	188695			12345
CSD Survey Data File	188696			12345
Total:		2		

Step1 – Review Documents Awaiting Submission

You are presented with a **Review** screen of Documents Awaiting Submission

If you do not wish to proceed or you wish to remove the submission you can click the cancel button in bottom left of screen to return to the Online Transactions Page

From which you may choose to Lodge further missing supporting documents. **OR**

You can now select the  button to proceed to Step 2 (Submission)

Step 2 – Signature

Step 2 - Signature

User Details

MTOL Logon ID:	mismdcw
Name:	Craig WAINWRIGHT

Contact Details

Company:	TBA
Address:	
Telephone:	922 23223
Email:	Craig.WAINWRIGHT@dmirs.wa.gov.au

Declarations

1. I confirm that I am an authorised user of this application and that this transaction originates from the user listed above.
2. I understand and agree that this form and/or document:
 - will not be considered to have been formally and officially received by the Department of Mines and Petroleum until the associated fees have been paid in full (where applicable) using the payment option/s provided by this site,
 - where lodged outside of the business hours described in the [Terms and Conditions](#) will be officially and formally received at 8.30am on the next business day.
3. In respect to the copy of the document attached to this submission, I understand and agree that:
 - the applicant must keep the original signed and executed document (where applicable) and pursuant to Regulation 59B(4) of the Mining Regulations, 1981, a Mining Registrar may at any time require the original to be lodged with the Department.
 - The document may be found unacceptable if the copy is illegible or not correctly executed (where applicable).
4. I have read and agree to the [Terms and Conditions](#) pertaining to the use of MTOL and specifically, those in relation to the eLodgement of forms.



On this page you are required to acknowledge **Declarations** and validate by digital Signing by clicking within the **Signature Box** and confirming by selecting the  button)

Signature Confirmation

I **Craig WAINWRIGHT**, on **Friday, 25 Jan 2019** confirm that I understand and agree to the Conditions numbered 1 to 4 on the MTOL eLodgement Signature page in addition to the general Terms and Conditions for the use of the system.



After which your authorised signature will appear as per below

Craig WAINWRIGHT
Friday, 25 Jan 2019

Then click the  button to continue to **Step 3** of the **Submission Process**

Step 3 – Document/ Form Delivery (Submission)

Submit - Document/Form: Delivery

1 Review ✓

2 Signature ✓

3 Delivery ←

Step 3 - Delivery
Notification Email Address
Email Address:

☒ Craig.WAINWRIGHT@dmirs.wa.gov.au
☐ Other Email Address

This screen presents you with the option to accept the default email address we have recorded within DMIRS for your MTOL registration or the option to send to alternative email address

- ☐ Craig.WAINWRIGHT@dmirs.wa.gov.au
☒ Other Email Address

Email:
Confirm Email:

If you want to enter an alternative email address this must be confirmed a second time

Once confirmed you can now click on the **Submit to Department** button to submit all lodged documents to DMIRS through MTOL Document Lodgement System.

A Screen will appear with the message notifying that an email will be sent confirming those documents lodged.

✓ Your Online Documents have been successfully submitted. A confirmation email has been sent to Craig.WAINWRIGHT@dmirs.wa.gov.au

Also a listing Documents Submitted

Online Transactions
✓ Your Online Documents have been successfully submitted. A confirmation email has been sent to Craig.WAINWRIGHT@dmirs.wa.gov.au

I would like to ...
Tenement Searches

- Order an Official Tenement Search (\$ fee payable)
- Order a Tenement Data Extract (PDF) (\$ fee maybe payable)
- Order a Tenement Data Extract (XML) (\$ fee maybe payable)

Transactions

- Title Related Transactions
- Dealings and Other Processes
- Warden's Court Transactions
- Compliance Related Transactions
- Non-title Related Transactions

Form Relodgement

- Relodgement/Provisional Lodgement

Rental Payments

- Make a Rental Payment

Documents

- Lodge Supporting Documents
- Lodge a Document for a Tenement
- Lodge a Request Affecting a Mining Tenement
- Lodge supporting documentation relating to a Warden's Court matter

Previous Transactions
Incomplete **First 4 of 7 (View All)**

Description	Sub ID
Document in support of a Survey	188694
Document in support of a Survey	188693
Document in support of a Survey	188692
Document in support of a Survey	188691

Submitted **First 4 of 5 (View All)**

Description	Sub ID
CSD Survey Data File ()	188696
Survey Field Book ()	188695
CSD Survey Data File ()	188664
Survey Field Book ()	188647

Orders (View All)

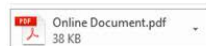
Order ID	Requested Date
No Records	

Rental Payments (View All)

Payment ID	Requested Date
No Records	

You can now choose to **EXIT MTOL** or make another transaction within **MTOL**

Below is a sample of the notification email you will be sent



Notification of Online Document

Submission ID: 188696

The Online Document you have lodged through the Mineral Titles Online System of the Department of Mines, Industry Regulation and Safety in Western Australia has been successfully submitted and received.

Summary of lodgement

Affected Ten Id	Project Id	Lodgement Date	Document Type
G 8SA	12345	25/01/2019 16:15:55	CSD Survey Data File
G 10SA	12345	25/01/2019 16:15:55	CSD Survey Data File
G 11SA	12345	25/01/2019 16:15:55	CSD Survey Data File
G 13SA	12345	25/01/2019 16:15:55	CSD Survey Data File

This is an automated message, please do not reply or direct enquiries to this address.

For further information or to report any problems please e-mail IT_services@dmirs.wa.gov.au or telephone (08) 9222 3627 (general tenement enquiries) (08) 9222 0777 (technical help) (08) 9222 3030 (MTOL enquiries) during normal business hours (0830-1630 WST).

The attached PDF will list unique **Submission ID** number those **Document/File** types you have lodged in the single transaction and the **affected tenements** and **Survey Project** they relate to.

