



# Application to be a Confidential Access Administrator

This application is for the provision of confidential access to information related specifically to the registered tenement holder. Once access has been granted, the administrator will have access to 'My Access' and 'Maintain Access' functionality within Mineral Titles Online.

This application should be forwarded with any accompanying documentation to:

**Senior Business Team Leader  
Resource Tenure  
Locked Bag 100 East Perth WA 6892**

Name of registered holder (company name or name in full for individual)			
Name			
Signature		Date	

Applicant details			
Name		Title / position	
Organisation			
Phone	Facsimile	Mobile	
Email			
Street address		Postcode	
Postal address		Postcode	

Single sign-on details (existing)	
User ID <sup>1</sup>	
Email	

Notes
<ul style="list-style-type: none"><li>A separate form is required for each registered tenement holder.</li><li>If you are the registered tenement holder (individuals only) simply sign and date this application and forward to the department.</li><li>If you are making an application as an agent for an individual tenement holder or a company, then this form must be accompanied by a letter of consent granting you access signed by the individual registered holder or, where on behalf of a company, on company letterhead.</li><li><sup>1</sup> You must be a registered Mineral Titles Online user to make this application.</li><li>The applicants single sign-on password will automatically be reset and a new password emailed as part of the security provisions of granting confidential access.</li><li>Conditions of use are detailed on the reverse of this application.</li></ul>

Office use only						
Date received		Approved	Yes	No	Date informed	
Processing officer						
Signature						

## **Mineral Titles Online**

### **Confidential access – Conditions of use**

These terms and conditions are to be read in conjunction with the Mineral Titles Online (MTO) conditions of use that can be found in the MTO help center and are accepted on first use of the application.

By signing the application to become a Confidential Access Administrator you understand and accept the following:

- The decision to grant or refuse you rights as a Confidential Access Administrator, will be at the sole discretion of an officer of the department being satisfied that the nominated registered tenement holder gives such consent.
- The rights given to the Confidential Access Administrator are for all of the tenements registered in the name of the holder nominated on the application form (this is regardless of whether they are held solely by this holder or in conjunction with other parties).
- Once the registered holder nominated on the application form ceases to be a registered holder of a tenement, the Confidential Access Administrator and Confidential Data rights are immediately removed for that tenement. The department accepts no responsibility for continued access being given where change of ownership documentation for a tenement has not been lodged and accepted by the department.
- It is the responsibility of the Confidential Access Administrator to ensure that they have the rights to view confidential data for all tenements held by the nominated registered holder.
- The decision to assign other Mineral Titles Online users Confidential Access User rights rests with the authorised Confidential Access Administrator. The department cannot give Confidential Access User rights and accepts no responsibility for unauthorised access made by a user given Confidential Access User rights by the Confidential Access Administrator.
- The decision to remove a Confidential Access User's rights rests with the authorised Confidential Access Administrator.
- The Department of Mines, Industry Regulation and Safety reserves the right to alter these conditions from time to time at its sole discretion.