



eLodgement (Lodgement Anywhere) FAQ'S

- [What is the new lodgement anywhere and electronic lodgement legislation that comes into effect on the 21st March 2011?](#)
- [What is eLodgement?](#)
- [Does eLodgement replace over the counter Lodgement?](#)
- [How do I access these online transactions?](#)
- [What if I am not a registered user of Mineral Titles Online?](#)
- [How do I know the forms have been received by the Department of Mines and Petroleum?](#)
- [What happens if I do not receive a receipt transaction email?](#)
- [What will happen if I submit an online transaction outside normal business hours?](#)
- [How do I make payment?](#)
- [Why is there a credit card limit of \\$25,000?](#)
- [Why can payment for Tenement Applications only be made by credit card?](#)
- [What happens if I want to complete a transaction at a later time?](#)
- [Can I attach supporting documentation?](#)
- [Will I be able to submit other forms online in the future?](#)
- [Who do I talk to if I need help completing an online transaction?](#)

What is the new lodgement anywhere and electronic lodgement legislation that comes into effect on the 21st March 2011?

The *Approvals and Related Reforms (No. 2)(Mining) Act 2010* and the supporting *Mining Amendment Regulations (No. 3) 2011*, which amends the *Mining Act 1978* and *Mining Regulations 1981* respectively, will commence as follows:

Approvals and Related Reforms (No. 2)(Mining) Act 2010:

- Part 3 (lodgement anywhere and electronic lodgement provisions) on 21 March 2011, and

Mining Amendment Regulations (No. 3) 2011:

- The rest of the regulations on 21 March 2011.

The proclamation for the *Approvals and Related Reforms (No. 2)(Mining) Act 2010* together with the *Mining Amendment Regulations (No. 3) 2011* will be published in the *Government Gazette* on Friday 18 March 2011.

What is eLodgement?

eLodgement refers to the electronic lodgement of Mining Act forms based business processes and any associated documentation via the Mineral Titles Online system.

Customers of Mineral Titles Online (MTO) now have the ability to submit selected forms and any associated documentation online 24 hours a day 7 days a week (subject to system availability) and this alleviates the need for customers to attend the Department of Mines and Petroleum or any of its regional offices.

eLodgement processing uses a wizard style interface to streamline the online transaction process and upon completion submission notification is provided by email.

Does eLodgement replace over the counter Lodgement?

No, eLodgement is providing an alternate method of interaction, processing and lodgement for some form based processes.

How do I access these online transactions?

You can access these online transactions by visiting www.dmp.wa.gov.au and accessing Mineral Titles Online.

If you do not have access to the internet at home, access is available through your local library, Local Government Shire, Council or City Offices, TAFE or through public kiosks situated in shopping centres and internet cafes.

What if I am not a registered user of Mineral Titles Online?

You can register for access by visiting www.dmp.wa.gov.au where a single account for all online applications will be provided.

How do I know the forms have been received by the Department of Mines and Petroleum?

All forms submitted online will receive a transaction email detailing a summary of lodgement and will include a submission id. This number can then be used as a reference with the Mineral Titles Division.

What happens if I do not receive a receipt transaction email?

If a transaction email is not received after submitting an online transaction please contact our IT Service Desk at the Department. The Service Desk is available Monday to Friday (excluding Public Service holidays) between the hours of 8:30am and 5:00pm (GMT+8).

Technical Help (08) 9222 0777 or email IT.servicedesk@dmp.wa.gov.au

What will happen if I submit an online transaction outside normal business hours?

For all forms that are submitted through the Mineral Titles Online system outside of normal business hours (0830 – 1630 WST), the formal receipt along with the completed documents/s will be forwarded via email at approximately 08:30 (WST) on the next business day.

How do I make payment?

Payment for those online transactions which incur a fee can be made online by credit card (Visa or Mastercard). An order confirmation which will include a payment receipt number and tax invoice will be forwarded via email for your records.

Why is there a credit card limit of \$25,000?

It is a finance directive that individual credit card transactions cannot exceed \$25,000 at this time.

Why can payment for Tenement Applications only be made by credit card?

Payment for a Tenement Application must accompany the application as per the legislation/regulation. In the case where an application is made over the counter payment can be made by EFT, Credit Card, Cash or Cheque.

At this point in time only credit card payment is acceptable for online lodgement as payment accompanying the application can be verified as part of the application process.

What happens if I want to complete a transaction at a later time?

You will be able to return to Mineral Titles Online and select your 'Incomplete Form' from the 'Online Transactions' page with all the previous details saved. You can then recommence through the online lodgement process at your convenience.

Can I attach supporting documentation?

Yes, you can attach multiple ancillary documents within the online transaction process as long as they are in PDF or TIFF format and do not exceed a total of 80Mb in size.

Will I be able to submit other forms online in the future?

Yes, additional form based business processes are progressively being developed for use within Mineral Titles Online.

Who do I talk to if I need help completing an online transaction?

You can either email customer@dmp.wa.gov.au or telephone (08) 9222 3030 for all Mineral Titles Online enquiries.