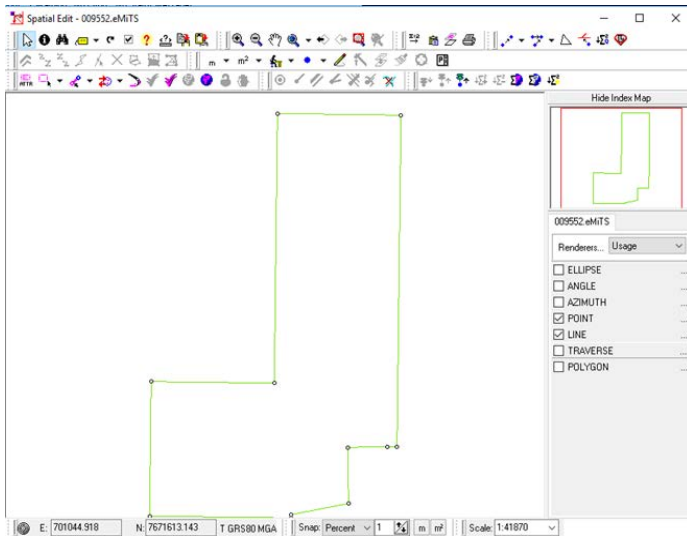




# ONLINE LODGEMENT OF SURVEY DOCUMENTS AND DATA

## 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)

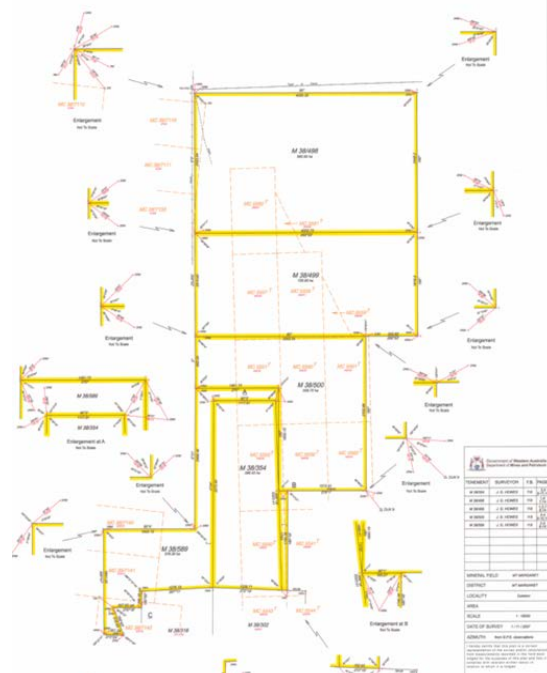
TENEMENT TYPE	TENEMENT NUMBER	HOLDER/APPLICANT	DATE OF MARKING	FIELD BOOK NUMBER

- |  |                              |                              |
|--|------------------------------|------------------------------|
| 1. I have surveyed the tenement boundaries in accordance with the regulations.   | YES <input type="checkbox"/> | NO* <input type="checkbox"/> |
| 2. The boundaries surveyed are in accordance with the Holder's/Applicant's/Agent's markings.   | <input type="checkbox"/>     | <input type="checkbox"/>     |
| 3. The Holder/Applicant/Agent attended the site and is satisfied with the positions of the surveyed boundaries.                                  | <input type="checkbox"/>     | <input type="checkbox"/>     |
| 4. The adjoining tenement Holder(s)/Applicant(s)/Agent(s) attended the site and is (are) satisfied with the position of the surveyed boundaries. | <input type="checkbox"/>     | <input type="checkbox"/>     |
| 5. Adjoining land tenures have been located as instructed.   | <input type="checkbox"/>     | <input type="checkbox"/>     |
| 6. Positions of any buildings, workings, shafts, roads and other significant features, where practical, have been located.                       | <input type="checkbox"/>     | <input type="checkbox"/>     |
- \* For any "NO" response above, a written report is required.

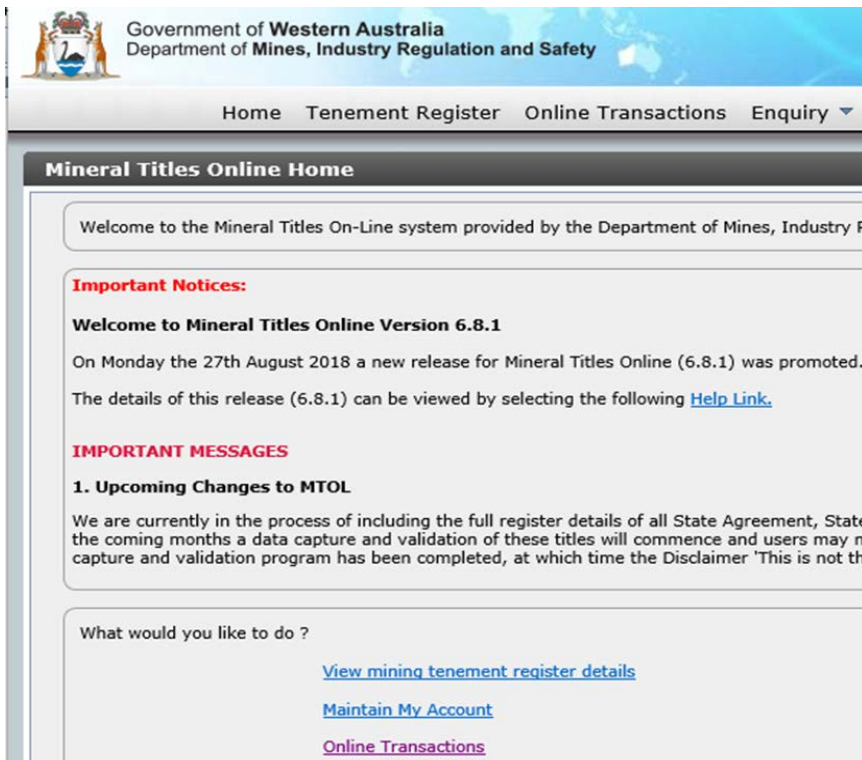
APPROVED SURVEYOR.

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

...../...../20.....



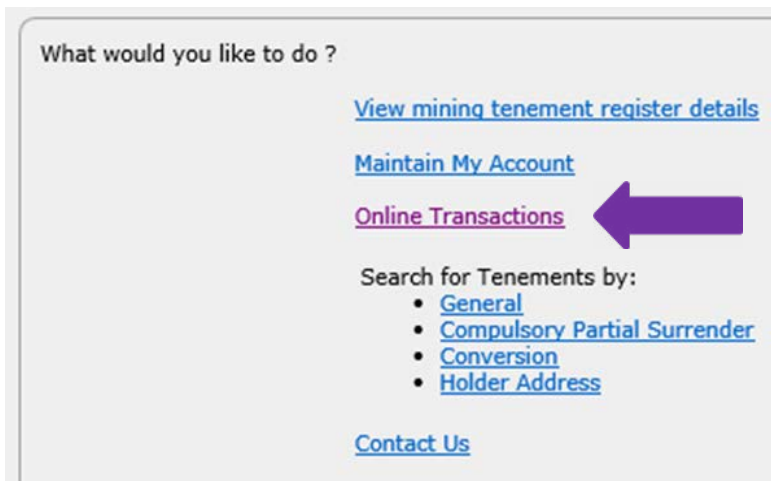
Open  
Mineral Titles Online



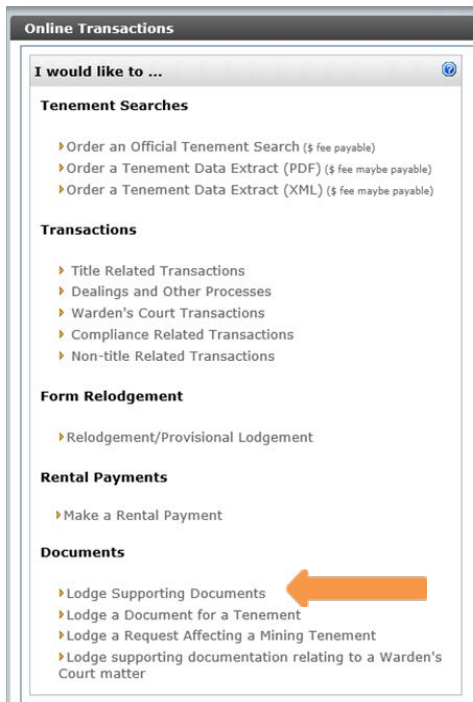
Select **Online Transactions** from Menu Item



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

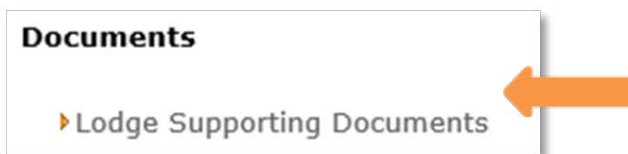
**Rental Payments**

- 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

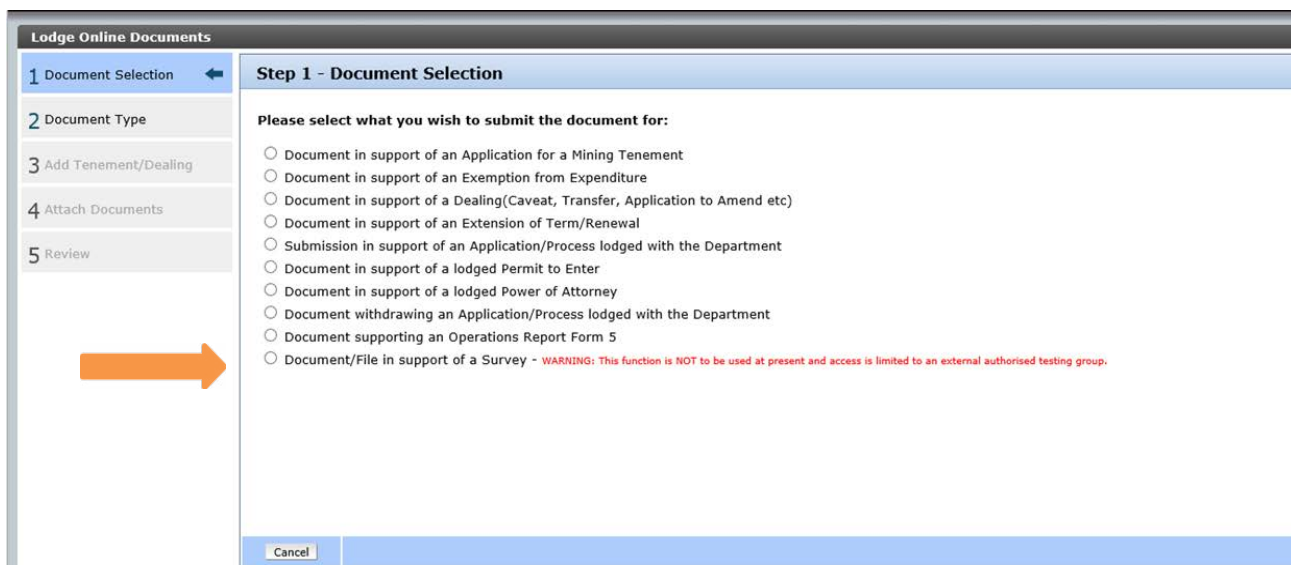
Under the **Documents** Heading select **Lodge Supporting Documents** Link



**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

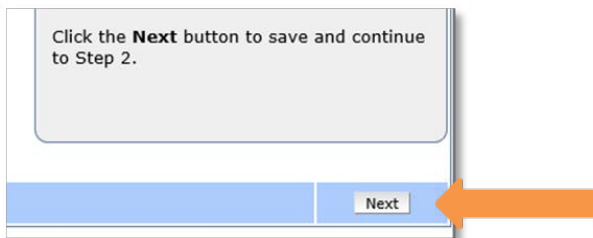
**Step 1 - Document Selection**

Please select what you wish to submit the document for:

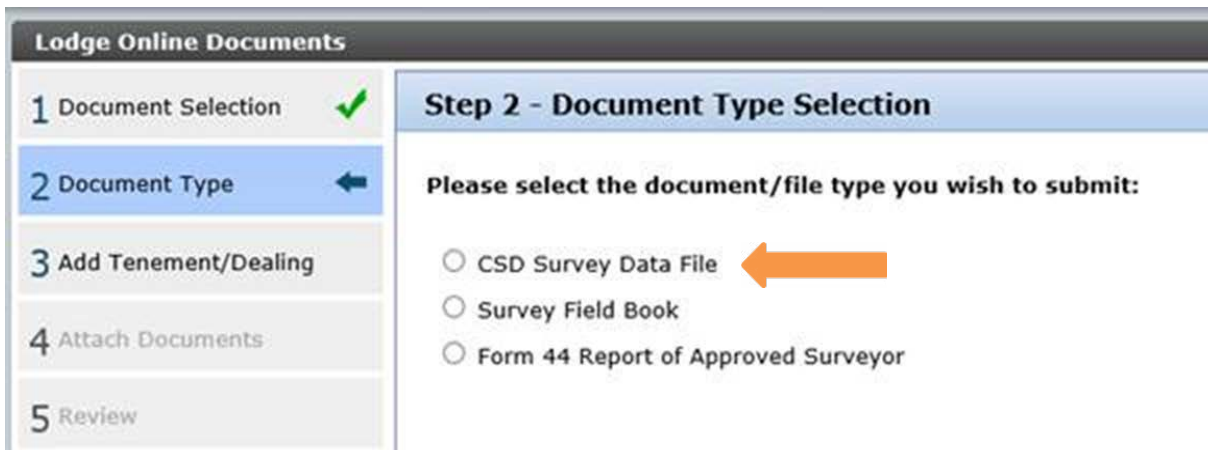
- Document in support of an Application for a Mining Tenement
- Document in support of an Exemption from Expenditure
- Document in support of a Dealing(Caveat, Transfer, Application to Amend etc)
- Document in support of an Extension of Term/Renewal
- Submission in support of an Application/Process lodged 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**

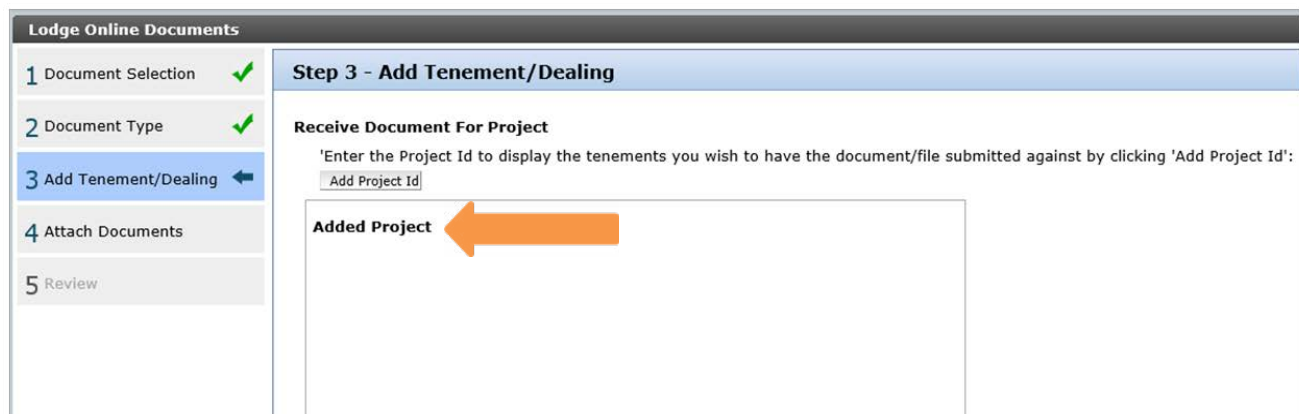
**NOTE:** You can only Lodge multiple documents/files of the same type. You can only activate one document type in one instance of Document Lodgement.

**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.

	Tenement Id	Status
<input checked="" type="checkbox"/>	G 8SA	Live
<input checked="" type="checkbox"/>	G 10SA	Live
<input checked="" type="checkbox"/>	G 11SA	Live
<input checked="" type="checkbox"/>	G 13SA	Live

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.

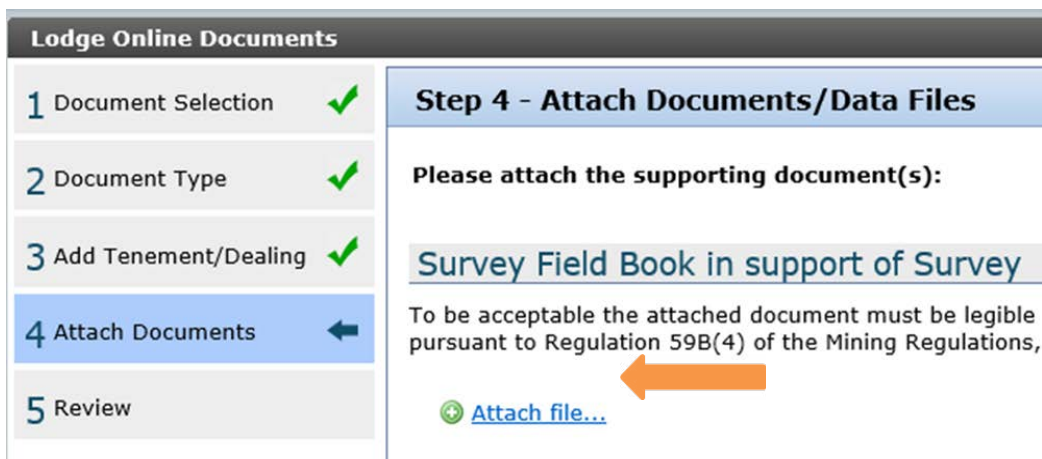
**Added Project**


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

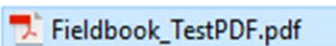
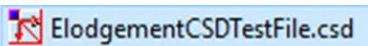
You are then given the opportunity to **review your selections** and **remove** any tenements you may have selected in error for which you do not wish to add documents against by selecting the  button. Once you have confirmed your selections click the Next Button at *bottom right* of screen to proceed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



## Step 4: Attach Documents/ Data files

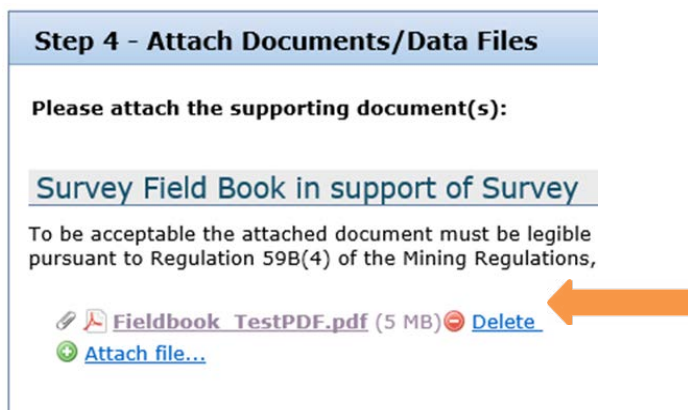


Click on the  link and browse your local PC or Network to attach the appropriate document/file/s for example:



**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.



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	
<b>Total:</b>		<b>1</b>	

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	
<b>Total:</b>		<b>2</b>	

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	
<b>Total:</b>		<b>2</b>	

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
<b>Total:</b>	<b>2</b>			

## 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 <span style="float: right; color: green;">✓</span>	<b>Step 3 - Delivery</b> <b>Notification Email Address</b>  <b>Email Address:</b> <input checked="" type="radio"/> Craig.WAINWRIGHT@dmirs.wa.gov.au <input type="radio"/> Other Email Address
2 Signature <span style="float: right; color: green;">✓</span>	
3 Delivery <span style="float: right; color: blue;">←</span>	

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

<b>I would like to ...</b>  <b>Tenement Searches</b> <ul style="list-style-type: none"> <li>▶ Order an Official Tenement Search (\$ fee payable)</li> <li>▶ Order a Tenement Data Extract (PDF) (\$ fee maybe payable)</li> <li>▶ Order a Tenement Data Extract (XML) (\$ fee maybe payable)</li> </ul> <b>Transactions</b> <ul style="list-style-type: none"> <li>▶ Title Related Transactions</li> <li>▶ Dealings and Other Processes</li> <li>▶ Warden's Court Transactions</li> <li>▶ Compliance Related Transactions</li> <li>▶ Non-title Related Transactions</li> </ul> <b>Form Relodgement</b> <ul style="list-style-type: none"> <li>▶ Relodgement/Provisional Lodgement</li> </ul> <b>Rental Payments</b> <ul style="list-style-type: none"> <li>▶ Make a Rental Payment</li> </ul> <b>Documents</b> <ul style="list-style-type: none"> <li>▶ Lodge Supporting Documents</li> <li>▶ Lodge a Document for a Tenement</li> <li>▶ Lodge a Request Affecting a Mining Tenement</li> <li>▶ Lodge supporting documentation relating to a Warden's Court matter</li> </ul>	<b>Previous Transactions</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Incomplete</th> <th style="text-align: right;">First 4 of 7 (View All)</th> </tr> <tr> <th>Description</th> <th>Sub ID</th> <th></th> </tr> </thead> <tbody> <tr><td>Document in support of a Survey</td><td>188694</td><td></td></tr> <tr><td>Document in support of a Survey</td><td>188693</td><td></td></tr> <tr><td>Document in support of a Survey</td><td>188692</td><td></td></tr> <tr><td>Document in support of a Survey</td><td>188691</td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Submitted</th> <th style="text-align: right;">First 4 of 5 (View All)</th> </tr> <tr> <th>Description</th> <th>Sub ID</th> <th></th> </tr> </thead> <tbody> <tr><td> CSD Survey Data File ()</td><td>188696</td><td></td></tr> <tr><td> Survey Field Book ()</td><td>188695</td><td></td></tr> <tr><td> CSD Survey Data File ()</td><td>188664</td><td></td></tr> <tr><td> Survey Field Book ()</td><td>188647</td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Orders</th> <th style="text-align: right;">(View All)</th> </tr> <tr> <th>Order ID</th> <th>Requested Date</th> <th></th> </tr> </thead> <tbody> <tr><td colspan="3" style="text-align: center;">No Records</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Rental Payments</th> <th style="text-align: right;">(View All)</th> </tr> <tr> <th>Payment ID</th> <th>Requested Date</th> <th></th> </tr> </thead> <tbody> <tr><td colspan="3" style="text-align: center;">No Records</td></tr> </tbody> </table>	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		
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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

 Fri 25/01/2019 4:16 PM  
mtol@dmirs.wa.gov.au  
Receival of Online Document - Please do not reply to this email - Test  
To WAINWRIGHT, Craig

 Online Document.pdf  
38 KB

#### 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](mailto: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.

 Online Document.pdf  
38 KB



### DOCUMENTS RECEIVED ONLINE

Mining Act 1978

Details of the documents received online are:

Submission ID: 188696  
Document Type: CSD Survey Data File  
Files Uploaded: ElodgementCSDTestFile.csd  
Submitted at: 25/01/2019 16:15:55  
Received at: 25/01/2019 16:15:55  
Fee Paid: Not Applicable  
Lodged by: MISMDCW  
Craig WAINWRIGHT  
922 23223  
Craig.WAINWRIGHT@dmirs.wa.gov.au

Tenements:

Affected Ten Id	Survey Project
G 8SA	12345
G 10SA	12345
G 11SA	12345
G 13SA	12345

For further information or to report any problems please e-mail  
[IT.servicedesk@dmirs.wa.gov.au](mailto:IT.servicedesk@dmirs.wa.gov.au)  
or telephone (08) 9222 3588 (general tenement enquiries)  
(08) 9222 0777 (technical help)  
(08) 9222 3030 (MTOL enquiries) during normal business hours (0830-1630 WST).