



Transfer by death or operation of law

Mineral and Energy Resources (Common Provisions) Act 2014 Chapter 2
Form MMOL-04 Version 3

You may make an application to transfer electronically using the [MyMinesOnline](#) system. Alternatively you may complete the original of this application and submit the application, any attachments and the prescribed fee at a [Mines Lodgement Office](#).

Refer to the **Permit administration guideline** for assistance. Please use a pen, and write neatly using **BLOCK LETTERS**. Cross where applicable ☒

Note: You may perform a **public enquiry report** for the below permit(s) which is available on the Departments website to confirm this registration.

Note also: This form **must not be used** by an Administrator/Receiver/Liquidator appointed to manage the affairs of a company placed in Administration/Receivership/Liquidation.

Question 1 – Non-assessable transfer type and permit details

1.1 Permit number:

1.1 Registration
type:

<input type="checkbox"/>	Transmission by death with probate or letters of administration issued by a Court
<input type="checkbox"/>	Transmission by death with no probate or letters of administration issued by a Court
	The gross value of the estate does not exceed the sum \$
<input type="checkbox"/>	Death of joint holder
<input type="checkbox"/>	Operation of law including bankruptcy, mortgagee sale

Question 2 – Current permit holder details

2.1 Detail the current holder(s) for this permit

Company name / surname:	<input type="text"/>		
Given names (if individual):	<input type="text"/>	% share	<input type="text"/>
Company name / surname:	<input type="text"/>		
Given names (if individual):	<input type="text"/>	% share	<input type="text"/>
Company name / surname:	<input type="text"/>		
Given names (if individual):	<input type="text"/>	% share	<input type="text"/>
Company name / surname:	<input type="text"/>		
Given names (if individual):	<input type="text"/>	% share	<input type="text"/>

OFFICE USE ONLY	Fees paid:	Application entered onto MyMinesOnline Y N
	Received at: _____	Total \$ _____
	Received by: _____	Receipt Number: _____
	Date: / /	
Time: AM/PM		Name: _____
		Signed: _____
		Date: / /
Payment Method: Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/>		Deal No: _____

Question 3 – Registration details

3.1 Full name of deceased holder / holder required by law to surrender shares

3.2 Date of death of registered holder

3.3 Contact details for permit

Note: the contact details for this permit will be recorded on the register, for example as 'person name as executor for the estate of deceased'. In the event of the death of a joint holder who has been the authorised holder (primary contact) for the permit, supply the contact details for the permit's new authorised holder. In all other cases if the deceased holder (i.e. beneficiary), or holder required by law to surrender shares, has been the authorised holder, the appointed person, nominated below, will become the authorised holder.

Appointed role:	<input type="checkbox"/> Authorised Holder	<input type="checkbox"/> Executor	<input type="checkbox"/> Administrator
	<input type="checkbox"/> Trustee	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Bailiff
	<input type="checkbox"/> Holder due to sale by Mortgagee		
Authority granted by:	<input type="text"/>		
Full name of person(s) / company acting in appointed role or holder:	<input type="text"/>		
Address:	<input type="text"/>		
Town/City:	<input type="text"/>	State: <input type="text"/>	Postcode: <input type="text"/>
Country	<input type="text"/>	Phone no.:	<input type="text"/>
Email:	<input type="text"/>		

Registered suitable operator number:

Note: suitable operator number issued under the *Environmental Protection Act 1994* is required to be registered for each person who becomes a holder after registration of this request. A suitable operator number is not required for exploration permit for minerals or a mining claim granted subject to the Small scale mining code.

Attachments required

Death of holder -

- Evidence of death - copy of the death certificate (mandatory)
- Copy of Will (if no probate has been granted) (not applicable for death of a joint holder)
- Grant of probate, letters of administration or another document evidencing the transmission including the writ of execution (if applicable) (not applicable for death of a joint holder)
- Proof of identity for each person (e.g. executor) relating to transmission (not applicable for death of a joint holder)
- Registered suitable operator application form (if applicable)

Operation of law -

- A copy of the document evidencing change in ownership (e.g. Court order)
- Proof of identity for each person relating to transfer
- Copy of mortgage, copy of notice given to the mortgagor to remedy the default, copy of notice advertised in the relevant publication stating the mortgagees intention to sell the authority
- Registered suitable operator application form (if applicable)

Question 4 – Payment and attachments

Dealing registration fee (per permit or ML application)	<input type="checkbox"/>
Documents and consents required are attached	<input type="checkbox"/>

Question 5 – Declaration

I/we:

- declare that the information provided in this form is true and correct;
- understand that any false or misleading information may attract a penalty;
- have truthfully declared all relevant details requested of me in this request;
- declare if any part of this form has been completed with the assistance of another person, the information as set down is true and correct and has been included with my full knowledge, consent and understanding;
- understand that the department is not required to examine or to determine the validity of non-assessable transfers.

Print name:	<input type="text"/>	Signature:	<input type="text"/>
Position:	<input type="text"/>	Date:	<input type="text"/>
Company:	<input type="text"/>		
Print name:	<input type="text"/>	Signature:	<input type="text"/>
Position:	<input type="text"/>	Date:	<input type="text"/>
Company:	<input type="text"/>		

I wish to receive an email confirmation of this registration <input type="checkbox"/> Provide email address below- Email: <input type="text"/>

Disclaimer

The Queensland Government is collecting information provided on this form for the purposes of assessing the suitability of your request to register a transfer by death or operation by law and maintain the public searchable register under the *Mineral and Energy Resources (Common Provisions) Act 2014* (MERCP). Some or all of this information may be provided to other agencies of the Queensland Government for the issuing of an environmental authority, to make register searches, extracts or copies under section 199 of the MERCP, or to make other approvals as required under the Act. Some of this information may be provided to Queensland Treasury, the Scheme Manager under the Mineral and Energy Resources (Financial Provisioning) Act 2018 (MERFP Act), or any advisors to the Scheme Manager to enable the Scheme Manager to carry out the Scheme Manager's functions under the MERFP Act. Your personal information will not otherwise be disclosed to any other third party without your consent, unless authorised or required by law.

OFFICE USE ONLY CHECKLIST		Q5: Correct fees per permit received?
Q2: If no probate or letters of admin, ensure request is made more than 6 months after holders death	Y / N	
Q2: Correct permit holder details? (check holder details on register)	Y / N	
Q3: Deceased and transmission details provided?	Y / N	
Q3: Evidence of death, transmission, mortgage sale and ID provided?	Y / N	
Q4: If transfer is going to a beneficiary, or by operation by law a new holder is registered, they must be a suitable operator under the EHP Act.	Y / N	
List SORN: _____		

Receiving /assessment officer I confirm that: <ul style="list-style-type: none"> • the details on this form have been checked; • the checklist above is complete; • the permit is able to be transferred; • attachments required are correct; • correct fees have been submitted. The request to register a transfer by death or operation by law transfer has / has not provided all the information required by the legislation to be assessed. I recommend that the request should / should not be received.
Name: _____
Signed: _____ Date: / /

**** This section must be completed for both a transmission by death and a transfer by operation by law request
Departmental Officer**

The request to register a transfer by death or operation by law is **properly made and can be recorded on the register** or **is not properly made, can not be recorded on the register** and will be returned.

Reasons for not properly made:

Name: _____ Signed: _____ Date: / /