

Permit administration guideline

A guideline for the range of permit administration activities that are carried out during the permit lifecycle

This publication has been compiled by Regulatory Support and Performance, Georesources Division, Department of Natural Resources, Mines and Energy.

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Permit administration guideline

Permit administration activities are a range of functions that are carried out during the permit lifecycle.

These may include activities such as:

- providing a letter of authority for an agent or individual to manage permits on your behalf
- lodging a request for a caveat
- changing a name or address of a permit holder
- lodging a mortgage or registering a caveat over a permit
- requesting a non-assessable or assessable transfer of a permit or permits.

The department is committed to respecting, protecting and promoting human rights. Under the *Human Rights Act 2019*, the department has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. To the extent an act or decision under this document may engage human rights under the *Human Rights Act 2019*, regard will be had to that Act in undertaking the act or making the decision.

The information contained in this guideline reflects departmental practices and does not limit the exercise of discretion or override legislative requirements. The matters for consideration listed below are not exhaustive and are provided as guidance only. The decision-maker may consider any other factors that are considered to be relevant to making the decision in the particular case.

Key information

- The information gathered in MyMinesOnline and on the paper form is the same; however you may find it easier to use the online form in MyMinesOnline.
- You will have to undertake a quick registration process before using the system to make a request online. This is so you can submit your details in a secure environment.
- Applying is as easy as registering for the [MyMinesOnline](#) electronic lodgement system, or downloading and submitting a paper application form.

Managing Queensland's resources

All mineral, coal, petroleum and gas resources in Queensland are owned by the state. Individuals or companies may apply to explore or extract those resources. The Department of Natural Resources, Mines and Energy (the department) manages those resources on behalf of the state. This is done by applying a regulatory framework to administer the provisions of the relevant legislation. This legislation provides a way to assess, develop and utilise the mineral, coal, petroleum and gas resources in Queensland for the benefit of Queensland and its people.

Resources permits are administered by the department under:

- *Mineral and Energy Resources (Common Provisions) Act 2014*
- *Mineral and Energy Resources (Common Provisions) Regulation 2016*
- *Mineral Resources Act 1989*
- *Petroleum and Gas (Production and Safety) Act 2004*
- *Petroleum Act 1923*
- *Geothermal Energy Act 2010*

- *Greenhouse Gas Storage Act 2009.*

Legislation is available online from the [Office of Queensland Parliamentary Counsel](#) website.

The purpose of this guideline

The department has developed a series of guidelines to help existing and prospective permit holders understand the legislation around permit administration and their responsibilities as a permit holder.

This guide provides information about the different permit management administrative activities that take place during the life of a permit. This guide applies to permit holders, their agents, representatives or anyone carrying out administrative functions on behalf of a permit holder or third party.

By following the recommendations outlined in the guides, you will be best placed to have your request processed within agreed timeframes, and with minimal disruption.

This guide will refer to a **resource permit/s** which may include the following:

petroleum authority: authority to prospect, petroleum lease, petroleum facility licence, data acquisition authority, survey licence, water monitoring authority, pipeline licence

greenhouse gas authority: greenhouse gas exploration permit and lease

geothermal tenure: geothermal exploration permit, lease, data acquisition authority

mining tenement: mining claim, exploration permit, mineral development licence, mining lease, mining lease application

We recommend that this guide be read in conjunction with the relevant resource legislation to gain a full understanding of the administrative activities that can be conducted over permits.

This guide describes the requirements for MyMinesOnline. The paper-based form is available from our district offices or on the department website and you should follow the instructions on the form itself and use the information provided in this guide as a reference. Please note, the information required in MyMinesOnline and on the paper form is the same.

Letters of authority

When an applicant applies for a permit, or at any stage throughout the duration of their permit, they can nominate an individual or agent to act on their behalf when dealing with the department. This person or agent is known as an **authorised holder representative (AHR)**.

Refer to the [Authorised holder representative guide](#) and [Letter of Authority template](#) for assistance.

Changing a permit holder name

You must notify us of a change to the resource authority holder's name, even if the holder continues to be the same person after the change.¹

If you are a company or individual permit holder, you or your authorised holder representative (AHR) can change the name of a permit holder online. Scenarios may include

¹ This is a notifiable dealing under section 4A of the Mineral and Energy Resources (Common Provisions) Regulation 2016.

when an individual changes their name legally or to change the name of a company. Changing a name is a global change that applies to all granted permits and permit applications in the name of that holder (except prospecting permits). Please note, you cannot use this function to transfer ownership of a permit from one company to another. See more in the *'Applying for an assessable transfer'* chapter.

Changing a company name

If you are requesting that a company name be changed with the department, you must change it officially with the Australian Securities and Investment Commission (ASIC) prior to lodging your request with us. To reduce data entry errors and ensure that we have the correct information, we refer to ASIC for correct company details.

Searching by ACN / ARBN links directly to the Australian Business Register (maintained by ASIC) and retrieves the correct, full registered company name. If you have changed your company name with ASIC, but the change has not yet been made in the Australian Business Register, you will need to attach supporting documents to your request to verify that the change of name request has been lodged.

Changing the name of an individual holder

There may be occasions where the name of a permit holder needs to be changed or corrected, such as if an individual's name is changed legally. In this instance, you will need to supply proof of identification documents. Ensure that you have any required evidence:

- documentation from ASIC to verify a change of name lodgement (companies)
- marriage certificate or proof of identification (individuals). See the *Identification requirements for individuals* at the beginning of the first chapter of this guide.

What you need to do to change a permit holder name	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select <i>'Change contact details'</i> then <i>'Change holder name'</i> under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download</p> <ol style="list-style-type: none"> 1. Indicate whether to search for holder by ACN or ARBN and enter either the ACN or ARBN in the field (for companies) OR search by company name or individual last name by entering these details into the 'Holder main name' field 2. Review all permits attached to this holder and note, a name change will update all granted permits and applications 3. Enter name change details exactly as they appear on supporting documentation 4. Proceed to pay and Select Submit. Please note, this activity is charged on a per granted permit basis and only available to pay by credit card. Payment is undertaken through the Queensland Government payment gateway. Payment receipt is sent to the email address of the lodger. 	<p>Current holder name or ACN/ARBN</p> <p>Change of name details exactly as they appear on supporting documentation</p>

Changing a registered address

A number of addresses are stored against each permit to allow us to effectively administer the permit, including:

- an address for each permit holder (one of these will be the authorised holder)
- an address for the authorised holder representative (AHR) – if the permit has one.

You can use this function for all permit types and there is no charge for this transaction.

Important

Addresses apply to a permit, rather than a holder. For example, a company may have 10 permits, with each of those permits having a different address registered against them. This decentralised system allows permit holders more flexibility to manage their permits.

Who can change an address?

A permit holder or an authenticated AHR can change an address for the permit. Requests can be lodged either online or by submitting a paper request through one of our regional offices.

Before you apply

If you are using this function for the first time online, you will need to upload a letter of authority (if applicable) for the AHR. For more information about this, see the first chapter of this guide, *Letter of authority*. This is a once off and won't need to do it again unless you change AHRs.

Changing the primary contact address for a permit

The primary contact address for a permit is the 'address for service' that we have recorded against the permit. This will be the address of either the authorised holder representative (if one is nominated) or the authorised holder.

You must nominate what permits you want the address change to apply to.

If you are an agent representing only one company or just need to upload one letter of authority for all your permits select 'All permits', then upload a letter of authority.

If you are an agent representing multiple permit holders you need to upload a letter of authority for each company, select the individual permits, then upload the letter of authority. You will need to do this for all of your permits.

If some permits are not visible, contact mines_online@dnrme.qld.gov.au for assistance.

Changing a permit holder address

If you are the nominated AHR for a permit, you can change any permit holder's address.

Addresses are recorded at a permit level, however, by you can nominate to have the address recorded as a 'default address' and this will save the details against the holder, rather than the permit.

What you need to do to change a registered address	Supporting information
<p>Change primary address</p> <p>Log in to <i>MyMinesOnline</i>, select ‘<i>Change contact details</i>’ then ‘<i>Change primary address for my permits</i>’ under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download</p> <ol style="list-style-type: none"> 1. This function will update the address of the AHR. 2. Review the permit listing to ensure that all permits are visible 3. Enter the new details for the AHR 4. The system records the postal address only 5. Save the changes <p>Note: Changing the name of an AHR from this screen will not change the AHR. To change the AHR, you need to contact the MyMinesOnline help desk to update who the AHR is and provide updated letters of authority.</p> <p>Change a permit holder address</p> <p>Log in to <i>MyMinesOnline</i>, select ‘<i>Change contact details</i>’ then ‘<i>Change permit holder address</i>’ under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download</p> <ol style="list-style-type: none"> 1. This function will update the address of the permit holder you select. 2. Search for a holder by entering the holder last name or the company name in the ‘Holder / company name’ field, record an email address OR search by ACN or ARBN in the field (for companies) 3. Select the permits that you want the address change to apply to. If the change is to apply all permits, select the tick box at the top 4. Enter the updated address details and provide a mandatory postal address 5. Select the tick box if you want to save this address as the default address for the permit holder. <p>Note: By choosing this function, the address will be saved as the default address for the holder, across all permits. No payment is required to update these details. Your change is effective immediately through our system. You will receive a confirmation email.</p>	<p>Current holder name or ACN/ARBN</p> <p>Change of address details</p>

Caveats

What is a caveat?

A caveat is lodged by a person with an interest in a granted permit or mining lease to prevent the approval of certain dealings from taking place (such as transfers, mortgages or sublease dealings) without their consent. It continues in force until such time as it lapses, is withdrawn by the caveator, or is removed by order of the [Land Court](#).

PCaveats apply to all resources legislation. There is a single form (online and paper versions) for the lodgement of caveats across all legislation. Caveats can be lodged over a whole permit interest or a partial interest in a permit. For example, if a permit holder has a 50 per cent interest in a permit, you can request for the caveat to apply to that interest only.

Further information to register a caveat can be found in Chapter 2 of the *Mineral and Energy Resources (Common Provisions) Act 2014* and Chapter 7 of the *Mineral Resources Act*

1989, Caveats cannot be lodged over permits if there is a current application for assessable transfer over the same permit. This includes:

- an application for indicative approval
- an indicative approval given by the Minister
- an application for approval of an assessable transfer
- a notice to register a dealing given to the Department.

Who can register a caveat?

Any person who claims an interest in a resources permit can request to have a caveat registered against a permit/s. This includes:

- the registered holder of the resources permit
- a person to whom an Australian court has ordered that an interest in a resources authority be transferred
- a person who has the benefit of a subsisting order of an Australian court restraining a registered holder of a resources permit from dealing with the resources permit.

There are two types of caveats:

Consent caveats: This type of caveat is lodged where the holder of the permit has given consent in writing to the lodgement of the caveat. The caveat may remain in force for the time specified in the caveat or until withdrawn by the caveator or removed by the order of the Land Court.

Non-consent caveats: This type of caveat exists when the permit holder has not given consent to its lodgement. Such a caveat may remain in force for the time specified in the caveat up to a maximum of three months from the date of lodgement, unless removed by the order of the [Land Court](#).

Registering a caveat over a permit for the first time

If a caveat is being lodged over the permit for the first time, it is not mandatory for you to provide the written consent of all permit holders. However, the caveat will only stay in place for a maximum of three months from the date of lodgement. If a caveat has been lodged over the same permits for the same reasons, by the same caveator previously, then you must provide either: written consent of all permit holders or consent of an Australian court.

What you need to do to register a caveat	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select '<i>Lodge a dealing</i>' then '<i>Register a caveat</i>' then under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. Enter the permit number into the 'Search for permit' screen. 2. Apply the caveat to a specific holder interest by selecting the tick box beside that interest; or select the tick box in the table header to apply it to all permit holders' interests. 3. From the '<i>Permit list</i>' screen, you can add additional permits to the application if applicable, by using the '<i>Add permit</i>' button. 4. Use edit if incorrect holder interest selected, or delete a permit selected in error. 5. Enter caveator details (person or company registering the caveat). You will 	<p>The permit numbers of all permits that you want to register a caveat over</p> <p>The Australian company number of the permit holder/s</p>

<p>need to add:</p> <ul style="list-style-type: none"> • Contact name (mandatory field). • Company Name (if applicable) • email address • phone no. for the caveator • postal address, town, city and postcode (mandatory fields). <ol style="list-style-type: none"> 6. Enter the right or interest the caveator has to the permit. 7. Any caveat previously lodged requires written consent of all permit holders or an Australian court order. Upload the holder consent if you have it. 8. Select the activities the caveat is preventing in the 'Prohibited dealings' screen. If the request is for multiple permits, all activities must be the same for all permits. 9. Enter the caveat period by specifying a from and to date, or by choosing indefinitely. 10. Indefinitely is only an option with consent 11. Upload a copy of the caveat documents 12. Indicate if there are any exclusions to the caveat parameters you have outlined above. <p>NOTE: Caveats are charged on a per permit basis and only available to pay by credit card and payment is undertaken through the Queensland Government payment gateway. Payment receipt is sent to the email address of the lodger. Once we receive your request, we conduct a quick verification to check the; caveator has a valid right / interest, caveat relates to an activity that can be registered. If we refuse a request at this stage, the caveator will not be refunded any fees paid for this activity.</p> <p>If you don't receive any notifications, but you would like to check if your caveat has been registered, you can use the public enquiry report on our website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches</p>	<p>(or full name, if it is an individual)</p> <p>The name and address details of the caveator (if you are lodging it on behalf of someone else), including full name, email address, postal address and contact phone number.</p> <p>Written consent of all permit holders*.</p>
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Mortgages

What is a mortgage?

A mortgage is a document registered against a permit to secure the payment of a debt. In this context, the permit (or the production potential of a permit) is seen as an asset, allowing the mortgagee to sell the permit if the holder (the mortgagor) defaults on payment of the debt secured by the mortgage.

A mortgage can be registered against resource permits (some exceptions may apply) or a share of a resource permit. A mortgage may not be able to be registered if there is an existing caveat that forbids a mortgage being lodged / registered over the permit.

A mortgage over a resource authority or over a share in a resource authority is a prescribed dealing under section 4 of the Mineral and Energy Resources (Common Provisions) Regulation 2016.

There is a single form (online and paper versions) for the lodgement of mortgages across all legislation.

Please note, the definition of a mortgage also includes deeds of cross charge.

Who can register a mortgage?

As a granted permit is considered an asset, a permit holder can borrow money, using the permit as security or collateral against the mortgage. Because each holder can mortgage their share of their permit, it is possible that multiple mortgages may be registered against any one permit.

A holder may withdraw a request to register a mortgage that is not yet registered by submitting a written request to the department at a mines lodgement office signed by both the mortgagor (the permit holder) and the mortgagee (the lender).

A registered mortgage is shown under dealings on a public enquiry report for the permit. A member of the public can obtain a public enquiry report free of charge on the department's website www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches

What you need to do to register a mortgage	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select '<i>Lodge a dealing</i>' then '<i>Register a mortgage</i>' then under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. Enter the permit ID. 2. To apply the mortgage to a specific holder interest, select the tick box beside that holder; for all permit holders' interests, select the tick box in the table header. 3. From the 'Permit list' screen, you can add additional permits to the application if applicable, by using the 'Add permit' button. 4. Use edit if incorrect holder interest selected, or delete a permit selected in error. 5. Enter details of mortgagee including: <ul style="list-style-type: none"> • Contact name (mandatory field). • Company name (if applicable). • email address. • phone no. • postal address (mandatory field). 6. Enter details of other interests including: <ul style="list-style-type: none"> • Existing caveats registered over a permit are detected automatically • Upload consent of caveator document: must be provided if a caveat exists. • Upload a copy of the mortgage documents – signed by all parties <p>NOTE: Mortgages are charged on a per permit basis and only payable by credit card. Payment is undertaken through the Queensland Government payment gateway. Payment receipt is sent to the email address of the lodger. Once we receive your request through MyMinesOnline, we conduct a quick verification to check that any required consents are attached and mortgage documents are attached, signed by all parties and clearly relate to the permit the mortgage is lodged against.</p> <p>If you submit everything you need to and there are no other issues with what you have lodged, your mortgage will be registered against the permit in the public register. If we refuse a request at this stage, the mortgagor will not be refunded any fees paid for this activity.</p>	<p>permit numbers of all permits that you want to register a mortgage over</p> <p>The name and address details of the mortgagee, including full name, email address, postal address and contact phone number</p> <p>The written consent of any caveators (if relevant) to lodge the mortgage (if a caveat exists on the permit that specifically prohibits a mortgage being lodged against the permit).</p> <p>Mortgage documentation between the mortgagee and mortgagor that is signed by all parties.</p>

If you don't receive any notifications, but you would like to check if your mortgage has been registered, you can use the public enquiry report on our website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches

Associated agreements

What is an associated agreement?

An associated agreement is an agreement that permit holders and associated parties have made in relation to a permit. Agreements are lodged for public interest only. An example of an agreement might be a catering or maintenance contract that exists with a company to provide catering services to a particular mine located within the permit area.

The department is not required to assess the validity of the agreement. When an agreement expires, it will lapse and will be removed from the register.

There is a single form (online and paper versions) for the lodgement of caveats across all legislation.

The holder of the authority may apply to remove the agreement from the register under section 35 of the *Mineral and Energy Resources (Common Provisions) Act 2014*.

Who can register an associated agreement?

Agreements can be registered against any permit and can be lodged online by any authenticated user of MyMinesOnline. Paper forms can still be completed and lodged at any Mines lodgement office.

What you need to do to register an associated agreement	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select 'Lodge an agreement, program or plan' then 'Remove an Agreement' then under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. Enter the permit ID. 2. From the 'Permit list' screen, you can add additional permits to the application if applicable, by using the 'Add permit' button. 3. Enter details of the agreement including: <ul style="list-style-type: none"> • type (for example, joint venture, etc) • parties to the agreement • date of agreement (either indefinitely or enter a 'from' and 'to' date). 4. You will also need to upload a copy of the agreement document – signed by all parties. <p>NOTE: If you don't receive any notifications, but you would like to check if your agreement has been registered, you can use the public enquiry report on our website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches</p>	<p>Permit numbers of all permits you want to register an associated agreement over</p> <p>Agreement documentation between the agreement parties</p>

Who can remove an associated agreement?

Agreements can be removed that are registered against any permit and can be lodged online by a resource authority holder who is an authenticated user of MyMinesOnline. A written request can still be lodged at any Mines lodgement office.

What you need to do to remove an associated agreement	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select 'Lodge an agreement, program or plan' then 'Register an Agreement' then under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. Enter the agreements dealing number or reference number. If unknown request a public enquiry report through link below. 2. From the 'Permit list' screen, you can select the permits that require the agreement to be removed from. 3. You will also need to upload a copy of the removal document/agreement–signed by all parties. <p>NOTE: If you don't receive any notifications, but you would like to check if your agreement has been removed, you can use the public enquiry report on our website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches</p>	<p>Dealing number or MMOL reference number of associated agreement to be removed</p> <p>Removal agreement documentation between the agreement parties</p>

Subleases

What is a sublease?

A sublease is an arrangement between the permit holder and a party who wishes to sublease, giving the sublessee the right to operate the permit on behalf of the holder.

Subleases can be applied to either the whole or part of a mining lease, including:

- mining lease (*Mineral Resources Act 1989*)
- petroleum lease (*Petroleum and Gas (Production and Safety) Act 2004*)
- geothermal lease (*Geothermal Energy Act 2010*)
- greenhouse gas storage lease (*Greenhouse Gas Storage Act 2009*).

A sublease or a transfer of a sublease or a share in the sublease is a prescribed dealing under section 4 of the Mineral and Energy Resources (Common Provisions) Regulation 2016 .

There is a single form (online and paper versions) for the lodgement of subleases across all legislation.

Who can register a sublease?

To register a sublease, you must be an authenticated MyMinesOnline user.

A registered sublease is shown under dealings on a public enquiry report for the permit. A member of the public can obtain a public enquiry report free of charge on the department's website www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches

Other information required if relevant to your permit:

- written consent of any caveators to lodge the sublease (if a caveat exists on the permit that specifically prohibits a sublease being registered against the permit).
- a map of the permit area—if the proposed sublease is for only part of a permit area.
- a coordination agreement signed by the Minister, all permit holders and all sublessees—if the sublease is for a coal or oil shale area that is within the area of a petroleum lease.

Any sublease can have more than one sublessee, however the sum of all sublessee shares must amount to 100%.

What you need to do to register a sublease	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select 'Lodge a dealing' then 'Register a Sublease' under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. Enter the permit number. 2. Review selected permits from the 'Permit list' screen, you can add additional permits to the application if applicable, by using the 'Add permit' button. 3. Enter details of sublessees including: <ul style="list-style-type: none"> • Search for existing parties to sublease if they already exist in our system. • Create new sublessee by entering details (company or individual). • More than one sublessee can be appointed for each permit, so you need to indicate the share of the sublease that each sublessee will be assigned. 4. Enter details of the sublease including: <ul style="list-style-type: none"> • Existing caveats registered over a permit are detected automatically • Upload consent of caveator document: must be provided if a caveat exists. • Enter the duration of the sublease • Indicate if the sublease applies to the whole permit area or just part. Part areas will need to upload a map identifying the sublease area within the permit. • Coal or oil shale lease within a petroleum lease? Upload your coordination agreement signed by the Minister, all permit holders and all parties to the sublease. • Upload a signed copy of the sublease <p>NOTE: Subleases are charged per permit and only available to pay by credit card through the Queensland Government payment gateway. A receipt for payment will be sent to the email address of the lodger. Once we receive your request through MyMinesOnline, we conduct a quick verification to check. If we refuse a request at this stage, parties will not be refunded any fees paid for this activity.</p> <p>If you don't receive any notifications, but you would like to check if the transfer has been registered, you can use the public enquiry report on our website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches</p>	<p>Permit numbers of all permits that you want to register a sublease over</p> <p>Name and address details of all sublessees, including full name, email address, postal address and contact phone number</p> <p>Sublease documentation between the sublessee and sublessor that is signed by all parties.</p>

Transfers

What are non-assessable transfers?

Non assessable transfers are defined under the Activities that are non-assessable undergo verification by departmental staff to ensure that appropriate supporting documentation is attached and to check a caveat does not prevent the dealing.

Non assessable transfers include:

- Transferring shares between current holders of a permit
- Transfer by operation of law
- Record transmission by death.

Non-assessable transfers are a notifiable dealing under section 4A of the Mineral and Energy Resources (Common Provisions) Regulation 2016.

Transferring shares between current holders

Transferring shares between current holders is a non-assessable activity where part of a holders' percentage ownership is transferred to another existing holder of the same permit. This is referred to as an indirect change of control.

These transfers cannot introduce new holders, nor have any of the existing holders give up all shares. To affect those types of changes you would need to submit an **assessable transfer application**. Transferring shares can be applied to all permit types and mining lease applications. They can be lodged online using MyMinesOnline or through a paper process.

To transfer shares between current holders, you must be an authenticated MyMinesOnline user.

What you need to do to transfer shares between current holders	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select 'Lodge a dealing' then 'Request transfer' under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. Select the non-assessable transfer option from the next screen. 2. Select the 'Transfer shares between current holders' option 3. Enter the permit ID. 4. View the permit summary to verify the permit is the correct one 5. Enter new share percentages for all holders 6. Enter details about the transferee 7. Existing caveats registered over a permit are detected automatically 8. Where a caveat exists upload caveator consents for this request to proceed 9. Existing mortgages registered against a permit are detected automatically 10. If the mortgage is over the share being transferred, consent is required from affected mortgagee for this transfer to be registered. 11. Upload a copy of the transfer agreement signed by all parties. 12. Upload a copy evidencing the payment of transfer duty (stamp duty). <p>NOTE: The last two requirements may be on the same document. For example, the transfer agreement signed by all parties may also be the same document that is stamped by the Office of State Revenue for confirmation of payment of transfer</p>	<p>Permit numbers of permits that relate to the shares you are transferring</p> <p>Caveat numbers and details of all registered caveats over the permit shares being transferred (paper applications only)</p> <p>The mortgage numbers and details of all mortgages registered over the shares being transferred being transferred (paper applications only)</p> <p>The transfer agreement</p>

<p>duty. Transfer between current holders is charged on a per permit basis and only available Payment is undertaken through the Queensland Government payment gateway. A receipt for payment will be sent to the email address of the lodger.</p> <p>Once we receive your request through MyMinesOnline, we conduct a quick verification to check. If you submit everything you need to and there are no other issues with what you have lodged, your transfer will be registered against the permit in the public register. If we refuse a request at this stage, parties will not be refunded any fees paid for this activity.</p> <p>If you don't receive any notifications, but you would like to check if the transfer has been registered, you can use the public enquiry report on our website www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches</p>	<p>signed by all parties to the transfer</p> <p>Documentation evidencing the payment of transfer duty (stamped document).</p> <p>Other information required if relevant to your permit such as consent</p>
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Transfer by operation of law

Transferring a permit by operation of law is a non-assessable transfer type that is used to remove the permit from the ownership of a particular party (either a company or individual).

There are several scenarios where this process can be requested. This includes:

- the death of **an individual permit holder** where the permit is held as a **joint tenancy**
- the **bankruptcy of an individual permit holder** and the nomination of a trustee
- a court ordered sale and the nomination of an authorised court officer.

Lodging a transfer by operation of law applies to all permit types and can apply to either a full permit or a share of a permit holding. At this stage, requests can only be lodged by completing the paper form and submitting it to any mines office. The holder who will become the registered holder will need to ensure they are a Registered Suitable Operator under the *Environmental Protection Act 1994*.

Important note: MyMinesOnline users will have access to all relevant documentation required to complete the process form from within the MyMinesOnline system, as well as access to additional online help modules to walk you through the process.

Permits held as joint tenancy

A joint tenancy is an ownership structure that applies to assets, where all owners have equal rights to the asset. In the event of death of one of the asset holders, the ownership of the asset automatically passes to the remaining permit holders by law.

The process ensures that the correct ownership details are recorded in the public register and that administrative correspondence is addressed correctly.

The process itself does not occur automatically. The department needs to be notified of the death through the completion of a 'Transfer by death or operation of law', as soon as practicable.

Evidence required

In this instance, we would need to be notified of the death of the permit holder and provided with evidence of the death (death certificate).

Bankruptcy of a permit holder

If an individual permit holder is declared bankrupt, the management of the permit will need to be transferred to the trustee appointed by the court to manage the financial affairs of the owner.

The trustee will need to complete a 'Register a death and transfer by operation of law' form and will become the transferee. They will remain the trustee until a buyer can be found and a full assessable transfer process can take place.

Evidence required

Once the court has appointed a trustee to manage the assets, a copy of the court order will need to be attached to the transfer request.

In addition, the trustee (or a representative, if the trustee is a company) will need to attach proof of identification to the request.

Court ordered sale

If a court orders the sale of an asset they will appoint a representative of the court (such as a bailiff) to manage the sale of the asset.

The representative will need to complete a 'Transfer by death or operation of law' form and will become the transferee. They will remain the trustee until a buyer can be found and a full assessable transfer process can take place.

Evidence required

Once the court has appointed a representative to sell the asset, a copy of the court order or sale will need to be attached to the transfer request.

Important note: In addition, the representative will need to attach proof of identification to the request. If the permit holder has more than one permit, a request will need to be submitted for each permit number.

What you need to do to transfer by operation of law	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select 'Lodge a dealing' then 'Request transfer' under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. Select the 'Transfer by operation of law' option 2. Download the relevant form 3. Download the Transfer by death / operation of law form 4. Lodge the transfer request with payment, as one of our mines lodgement offices. <p>This service is not currently online</p> <p>NOTE: Once we receive your paper request, the receiving officer will complete the inbuilt check list to ensure that you have attached everything.</p> <ul style="list-style-type: none"> • If you have provided everything that is required, your payment will be receipted, and the date and time of your submission recorded on the original form. • If there is anything missing from your submission, the receiving officer will highlight if there are any discrepancies. It might be something 	<p>Permit numbers of permits that relate to the permit (or shares) you are transferring</p> <p>Proof of ID documents (if applicable) - see the introductory chapter of this guide.</p> <p>Documentation</p>

<p>you can fix at the time, such as signing the form.</p> <ul style="list-style-type: none"> • If you are missing any attachments, your request will be returned to you and you will get the chance to resubmit it. Your payment won't be receipted. • Your application will then be verified by a relevant departmental officer and entered into MyMinesOnline. If your request is accepted and you have provided an email address, you will be notified by email when it is registered. <p>If you are submitting your request for transfer at a mines lodgement office, you can pay in cash, use the EFTPOS facilities or pay by cheque. If you send your lodgement in by post, you can pay by cheque only.</p> <p>If you don't receive any notifications, but you would like to check if the transfer has been registered, you can use the public enquiry report on our website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches</p>	<p>evidencing the transfer (either death certificate, court transfer documents or order of sale).</p>
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Registering the death of a holder

Registering the death of a holder is a transfer type that is used to remove the permit from the ownership of an individual party, in the event of their death.

If a permit is being transferred by death, it can be registered:

- with probate or letters of administration issued by a Court
- without probate or letters of administration issued by a Court.

Recording a transfer by death applies to all permit types and can apply to either a full permit or a share of a permit holding. At this stage, requests can only be lodged by completing the paper form and submitting it to any mines office.

The holder who will become the registered holder will need to ensure they are a Registered Suitable Operator under the *Environmental Protection Act 1994*.

If a transfer is going to the beneficiary, this person will need to provide identification to confirm eligibility.

The executor may be recorded on as a temporary representative until the Estate has been decided and the beneficiary has provided the required forms and documents.

Important note: Permits held under a joint tenancy ownership structure are recorded as a *Transfer by operation of law*. See the section on 'Joint tenancy' for more information

Where no will exists

The public trustee may be appointed as the administrator of the estate when no will exists. The new transferee (executor or administrator) may provide a letter of authorisation to an individual or agent to become the AHR of the permit. In this instance, the representative will need to provide proof of identification.

What you need to do	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select 'Lodge a dealing' then 'Request transfer' under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p>	<p>Permit numbers of permits / shares being transferred</p> <p>Proof of ID documents (if applicable). See the first</p>

<ol style="list-style-type: none"> 1. Select the 'Transmission by death' option 2. Download the Registration of death / operation of law form 3. Lodge the transfer request with payment, at one of our district offices. <p>This service is not currently online.</p> <p>Once you submit your application at one of our regional offices, we will verify the information and contact you if we need any more details.</p> <p>NOTE: Once we receive your paper request, the receiving officer will complete the inbuilt check list to ensure that you have attached everything. If you have provided everything that is required, your payment will be receipted, and the date and time of your submission recorded on the original form.</p> <p>If you are submitting your request for transfer at a mines lodgement office, you can pay in cash, use the EFTPOS facilities or pay by cheque. If you send your lodgement in by post, you can pay by cheque only.</p> <p>If there is anything missing from your submission, the receiving officer will highlight if there are any discrepancies. It might be something you can fix at the time, such as signing the form.</p> <p>If you are missing any attachments, your request will be returned to you and you will get the chance to resubmit it. Your payment won't be receipted.</p> <p>Your application will then be verified by a relevant departmental officer and entered into MyMinesOnline. If your request is accepted and you have provided an email address, you will be notified by email when it is registered.</p> <p>If you don't receive any notifications, but you would like to check if the transfer has been registered, you can use the public enquiry report on our website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches</p>	<p>chapter of this guide for more information.</p> <p>Documentation evidencing the death of the holder (mandatory - death certificate).</p> <p>Copy of will (if no probate has been granted)</p> <p>Grant of probate, letters of administration or another document evidencing the transmission including the writ of execution (if applicable)</p> <p>Depending on the circumstances, the deceased's share needs to be transferred to one of the following:</p> <p>the executor(s) of the will - when an undisputed last will and testament exists</p> <p>the executor(s) to whom probate has been granted - when probate is granted</p> <p>the administrator(s) of the estate - when a court has granted letters of administration (e.g. where no executor is appointed, the executor does not wish to act or the executor dies)</p>
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Applying for transfers

What are assessable transfers?

Assessable transfers are those where one or more holders are either transferring fully out of their share of a permit, or a new permit holder is joining the ownership of a permit.

These transfers need to be assessed by the department to determine that all outgoing holders have met their obligations and all incoming holders have met any necessary requirements and conditions to be a permit holder.

Assessable transfers are prescribed dealings under section 4 of the *Mineral and Energy Resources (Common Provisions) Act 2014*.

Assessable transfers can:

- be lodged by any registered and authenticated user of MyMinesOnline
- apply to all granted permit types (except prospecting permits)

- be lodged over mining lease applications under the *Mineral Resources Act 1989*.

There are three types of assessable transfers:

- Indication for approval of assessable transfer
- Assessable transfer without prior indication
- Assessable transfer with prior indication.

Assessable transfers with prior indication and without prior indication will not be registered until the necessary financial provision is paid in full under the *Minerals and Energy (Financial Provisioning) Act 2018*. An assessment will be undertaken by the Scheme Manager of the Financial Provisioning Scheme to determine if any financial provision is required to be paid. The financial provision information will be provided by the Scheme Manager to the relevant holder.

As part of applying for an assessable transfer, you will need to confirm that you meet your permit obligations, including:

- rent has been paid
- all local government rates and charges have been paid (if applicable)
- royalty returns have been submitted and royalties paid
- that all statutory reporting requirements and other permit conditions have been met (including native title and landholder compensation requirements).

When deciding an application for registration of an assessable transfer under the *Mineral and Energy Resources (Common Provisions) Act 2014* the decision-maker must consider the factors listed under section 10 of the Mineral and Energy (Common Provisions) Regulation 2016. These factors include, among other things, whether:

- estimated Rehabilitation Costs (ERC) for the resource activity as stated in the ERC decision (s10(2)(g))²; and
- proposed transferee is a registered suitable operator under the *Environmental Protection Act 1994* (for a resource authority other than a small scale mining tenure).³

The decision-maker may also consider whether the intended transferee is disqualified from being transferred the prescribed authority, under section 196C(1)(c) of the MERCP Act. Refer to the Disqualification guideline for information about the procedure and matters that may be considered when deciding whether to disqualify an intended transferee from being transferred a resource authority.

Documents to support your application

For each transfer type and depending on the permit type, you will need to supply a range of supporting documents.

For example, when you supply particular documents as part of an *Indicative approval of an assessable transfer*, you may not need to supply these again if your indication is approved and you go on to complete the transfer process. Alternatively, there may be some

² Section 10(7) of the *Mineral and Energy Resources (Common Provisions) Regulation 2016* defines estimated rehabilitation costs (ERC) decision to mean a decision of the administering authority under the *Environmental Protection Act 1994*, section 300 about the ERC for a resource authority.

³ Section 10(4)(b) of the *Mineral and Energy Resources (Common Provisions) Regulation 2016*.

documents that aren't required for us to assess an *Indicative approval of assessable transfer*, but it is mandatory for you to supply these when you lodge an *Assessable transfer with prior indicative approval*.

The table following outlines what documents you will need, when you need it and for what permit type you need: ML – Mining lease, PL – Petroleum lease, MC – Mining claim

Document required	Scenario required	Indicative	Without indication	With indication
Identification documents	Only when transferee is individual. Company documents required when company does not appear on Australian Business Register.	All permits	All permits	
Substantial compliance statement	Only when applicant has not met particular obligations	All permits	All permits	
Financial capability statement	All scenarios and permit types	All permits	All permits	
Financial commitments document	All scenarios and permit types	All permits	All permits	
Financial supporting evidence	Only when a party responsible for providing financial resources has less than five years' experience in the Qld resources sector	All permits	All permits	
Technical capability statement	All scenarios and permit types	All permits	All permits	
Technical commitments document	All scenarios and permit types	All permits	All permits	
Technical supporting evidence	Only when a party responsible for providing technical resources has less than five years' experience in the Qld resources sector	All permits	All permits	
Third party contracting statement	Only when engaging third parties to provide technical resources	All permits	All permits	
Consent of caveator form	Only when existing caveat over the permit prohibits a transfer from being lodged	All permits	All permits	
Consent of mortgagee form	Only when a mortgage exists over permit that relates specifically to portion being transferred	All permits	All permits	All permits

Statement from applicant for non-applicable mortgage	Only when a mortgage exists and does not specifically relate to portion of the transfer being transferred	All permits	All permits	All permits
Power of sale document	Only when an authority has been provided for the mortgage to be sold on behalf of the mortgagor	All permits	All permits	All permits
Coordination arrangements	Only when a coal, oil shale mining lease or petroleum lease where there is overlapping permit areas		ML PL	ML PL
Transfer document signed by all parties and stamped under the <i>Duties Act 2001</i>	All scenarios and permit types		All permits	All permits
Document demonstrating the consent of all existing holders to the transfer	All scenarios and permit types.	All permits	All permits	All permits
Document demonstrating the agreement of all transferees to comply with the conditions of the permit	All scenarios and permit types		All permits	All permits
Statement outlining the power of attorney (if applicable)	Only when a third party holds the enduring power of attorney for a transferor or transferee.	All permits	All permits	All permits
Obligation checklist	Only applies to mining claims to verify that the requirements of the mining claim have been met		MC	MC
Map of existing and abandoned workings	Only required for mining claims		MC	MC
Evidence of stamp duty paid (if not indicated on the transfer document)	Only required if not part of the transfer document		All permits (excluding ML application)	All permits (excluding ML application)

Financial and technical capability

Financial and technical capabilities of holders need to be understood to ensure any planned activities are sufficiently funded and adequately resourced.

The responsibility is on the applicant to demonstrate how the financial and technical capability and commitments for the permit will be met.

Provision of funding and technical resources may be shared across multiple holders, or one holder may assume the majority of responsibility for one or the other. To address these requirements, applicants need to supply:

- a financial capability statement (demonstrating the availability of funds to carry out the proposed work)
- a financial commitments document (acknowledging the applicant's additional financial commitments in Queensland, and/or other jurisdictions)
- financial capability evidence
- technical capability statement (demonstrating access to the technical expertise to manage / carry out the proposed work)
- a technical commitments document; and
- technical capability evidence.

Evidence requirements for financial and technical capability

Where the applicant has **over five years history** as a permit holder in Queensland and/or other jurisdictions, that history together with a financial capability statement may be used as evidence to support an application.

If an applicant with financial or technical responsibilities **does not have 5 years history** as a resource permit holder in Queensland and/or other jurisdictions, must provide past performance and must also be able to prove their ability to comply with the obligations and conditions of the permit.

In addition, if you are using any third party contractors for the technical aspects of the work, you will need to attach a statement from the third party, outlining what services they will be providing.

History	Financial documentation	Technical documentation
More than 5 years	<ul style="list-style-type: none"> • Financial capability statement • Financial commitments document 	<ul style="list-style-type: none"> • Technical capability statement • Technical commitments document • Third party resource statement (if applicable)
Less than 5 years	<ul style="list-style-type: none"> • Financial capability statement • Financial commitments document • Supporting evidence of financial capability (see list below) 	<ul style="list-style-type: none"> • Technical capability statement • Technical commitments document • Third party resource statement (if applicable) • Supporting evidence of technical capability (see list below)

For more information, please review our full [Financial, technical and human resource capability guideline](#).

Types of assessable transfers

Indicative approval of assessable transfer

Some permit holders like to get an indication as to whether a transfer would be approved by the department. This may help parties selling their permit holdings provide buyers with an element of security. It can also provide a party wanting to become a permit holder with an indication that a permit is in good order (no outstanding compliance issues, etc).

An **indication is valid for six months** and acts as a pre-approval process. Because the majority of the application requirements will have been met at the time of applying for an indication, the remainder of the transfer process is less time consuming.

Assessable transfer without prior indicative approval

Permit holders can also apply for a transfer without applying for the indication first. This process needs to be done after the sale—as we need to have receipt of the payment of stamp duty for the Office of State Revenue (not required for mining lease applications).

Important note: All proposed transferees need to be a registered suitable operator (RSO) with the environmental regulator. The transfer cannot be decided until the proposed transferees have an RSO. For more information about this, go to <https://environment.des.qld.gov.au/licences-permits/suitable-operators/>

Assessable transfers with a prior indicative approval

If an indication for an assessable transfer has been approved, the applicant can then apply for a transfer with prior indication within a six month period. Because the applicant would have supplied the majority of the information as part of the initial indication process, it would not be necessary for them to re-supply this information. What we would need at this point, however, is any additional information that they have since received (for example, proof of royalties being paid since the indication application). Once the indication has been approved, the applicant will be required to enter an indication number, and complete the rest of the application.

What you need to do to apply for an indication of approval of assessable transfer	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select ‘Lodge a dealing’ then ‘Request transfer’ under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. Select the ‘Indicative approval of assessable transfer’ option 2. View the permit summary to verify the permit is the correct one 3. Mining leases only – select the mineral category that applies to this permit 4. Indicate your response to the permit obligation questions 5. Add transferees by using the Add company and Add individual buttons. Add the correct percentage holdings and nominate who the authorised holder will be. Update the tenancy type. Update the holder addresses, using the Update holder address button. 6. Small scale mining: Indicate if the permit is subject to the small scale mining code and if the activities that have been carried out have complied with these conditions. 	<p>Permit numbers for the permits / shares being transferred</p> <p>Caveat numbers and details of all registered caveat over the same permit (paper applications only)</p> <p>Financial and technical capability</p>

<ol style="list-style-type: none"> 7. List all registered suitable operator numbers. If the transferee does not yet have an RSO, they will need to have one by the time of the actual transfer. 8. Upload a financial capability document and financial commitments document for all transferees. 9. If any transferee has less than 5 years history in the resources industry in Queensland (or they don't want to rely on this history) also attach supporting evidence. 10. Upload a technical capability document and technical commitments document for all transferees and a third party declaration (if applicable). 11. If any transferee has less than 5 years history in the resources industry in Queensland (or they don't want to rely on this history) also upload supporting evidence. 12. If there is a caveat currently registered over the permit that prohibits the transfer, you will need to upload consent from the caveator to lodge the transfer application for each caveat. 13. If a share of the permit is being transferred, select the mortgages that are relevant to the share and upload the consent of the mortgagee. If the mortgage does not affect the share being transferred, attach a statement from the applicant that outlines this. Repeat this process for each relevant mortgage. 14. Attach documentation that outlines the coordination arrangement you have with other permit holders if your permit is subject to overlapping arrangements. 15. Attach other information required if relevant to your permit including written consent of any caveators or mortgagee to register a transfer, the suitable registered operator number of all transferees (available from www.des.qld.gov.au) and or statement signed by an appropriate authority confirming any registered mortgage is not relevant to transferring share. <p>NOTE: Transfers are charged on a per permit basis and can only be paid for online, using a credit card. Payment is undertaken through the Queensland Government payment gateway. A receipt for payment will be sent to the email address of the lodger. Once we receive your request through MyMinesOnline, we conduct a full assessment of your application. This includes, determining that you have met the conditions of the permit, all relevant payments have been made and that the transferee is a suitable and eligible potential permit holder.</p>	<p>information and supporting documents</p> <p>The transfer agreement signed by all parties to the transfer</p> <p>Documentation evidencing the payment of transfer duty (stamped document) (not required for mining lease application).</p> <p>Attach other information required (see step 16 for details)</p>
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What you need to do to apply for an assessable transfer without prior indicative approval	Supporting information
<p>Log in to <i>MyMinesOnline</i>, select '<i>Lodge a dealing</i>' then '<i>Request transfer</i>' under the <i>I want to...</i> options at the right of the <i>My dashboard</i> tab. Information on <i>Mining Tenure</i> types and the relevant forms are also available to download.</p> <ol style="list-style-type: none"> 1. Select the 'Assessable transfer without prior indicative approval' option 2. View the permit summary to verify the permit is the correct one 3. Mining leases only – select the mineral category that applies to this permit 4. Enter the RSO for all proposed transferees 5. Indicate your response to the permit obligations 	<p>Permit numbers for the permits / shares being transferred</p> <p>Caveat numbers and details of all registered caveat over the same permit (paper applications only)</p> <p>The suitable registered operator number of all transferees</p> <p>The transfer agreement signed by all parties to the transfer</p>

<ol style="list-style-type: none"> 6. Add transferees by using the Add company and Add individual buttons. Add the correct percentage holdings and nominate who the authorised holder will be. Update the tenancy type. Update the holder addresses, using the Update holder address button. 7. Small scale mining: Indicate if the permit is subject to the small scale mining code and if the activities that have been carried out have complied with these conditions. 8. Upload a financial capability document and financial commitments document for all transferees. If any transferee has less than 5 years history in the resources industry in Queensland (or they don't want to rely on this history) also attach supporting evidence. 9. Upload a technical capability document and technical commitments document for all transferees and a third party declaration (if applicable). If any transferee has less than 5 years history in the resources industry in Queensland (or they don't want to rely on this history) also upload supporting evidence. 10. If there is a caveat currently registered over the permit that prohibits the transfer, you will need to upload consent from the caveator to lodge the transfer application for each caveat. 11. If a share of the permit is being transferred, select the mortgages that are relevant to the share and upload the consent of the mortgagee. If the mortgage does not affect the share being transferred, attach a from the applicant that outlines this. Repeat this process for each relevant mortgage. 12. Attach documentation that outlines the coordinate arrangement you have with other permit holders if your permit is subject to overlapping arrangements. <p>NOTE: Transfers are charged on a per permit basis. Payment is undertaken through the Queensland Government payment gateway. A receipt for payment will be sent to the email address of the lodger.</p> <p>Once we receive your request through MyMinesOnline we conduct a full assessment of your application.</p> <p>This includes, determining that you have met the conditions of the permit, all relevant payments have been made and that the transferee is a suitable and eligible potential permit holder.</p> <p>Before we can register the transfer, a financial provision required under the <i>Mineral and Energy Resources (Financial Provisioning) Act 2018</i> may need to be paid in full with the Scheme Manager.</p>	<p>Financial and technical capability information and supporting documents</p> <p>Documentation evidencing the payment of transfer duty (stamped document) (not required for mining lease application).</p> <p>A document signed by all current holders providing consent to the transfer</p> <p>A document demonstrating the agreement of all transferee parties to comply with all conditions of the permit and meet all permit obligations.</p> <p>A copy of the transfer documentation, evidencing the transfer of ownership</p> <p>A statement outlining power of attorney (if applicable)</p> <p>A completed obligations checklist Map showing any existing or abandoned mine workings (mining claims)</p> <p>Evidence of transfer (stamp) duty having been paid. If the transfer agreement is already stamped to indicate that stamp duty has been paid, a separate document is not required. Stamp duty is not required for mining lease applications being transferred.</p> <p>Other information required if relevant to your permit: such as written consent of any caveators or mortgagee, and or a statement signed by an appropriate authority confirming any registered mortgage is not relevant to transferring share.</p>
<p>What you need to do to apply for an assessable transfers with a prior indicative approval</p>	<p>Supporting information</p>
<p>Log in to <i>MyMinesOnline</i>, select 'Lodge a dealing' then 'Request transfer' under the <i>I want to...</i> options at the right of the <i>My dashboard</i></p>	<p>The MMOL activity reference number</p>

tab. Information on *Mining Tenure* types and the relevant forms [are also available](#) to download.

1. Select the 'Assessable transfer with prior indicative approval' option
2. Enter the activity reference number from the approval of your indication.
3. View the permit summary to verify the permit is the correct one
4. Indicate your response to the permit obligations. If you answer 'no' to any of these questions, provide a reason why you have not met this condition
5. Review the transferees to ensure that they are still correct. Note – if the details are not correct, you cannot change them at this point.
6. Enter the registered suitable operator numbers for each transferee (if not entered previously, or incorrect number entered previously)
7. Upload supporting documentation: There may be additional information that you need to upload as part of the conditions outlined in the indicative approval. Follow the on-screen instructions to upload each of these documents.

NOTE: Transfers are charged on a per permit basis. Payment is undertaken through the Queensland Government payment gateway. A receipt for payment will be sent to the email address of the lodger.

Once we receive your request through MyMinesOnline we conduct some verification checks. The assessment was conducted as part of the process of seeking an indicative approval. We will verify that any conditions that were outlined as part of the indicative approval have been met.

If you don't receive any notifications, but you would like to check if the transfer has been registered, you can use the public enquiry report on our website at www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/online-services/searches

Before we can register the transfer, a financial provision required under the *Mineral and Energy Resources (Financial Provisioning) Act 2018* may need to be paid in full with the Scheme Manager.

The transfer agreement signed by all parties to the transfer

Evidence of transfer (stamp) duty having been paid. If the transfer agreement is already stamped to indicate that stamp duty has been paid, a separate document is not required. Stamp duty is not required for mining lease applications being transferred

Written consent of any mortgagee to register a transfer (if a mortgaged share is being transferred)

Statement signed by an appropriate authority confirming any registered mortgage is not relevant to transferring share.

A document signed by all current holders providing consent to the transfer

A document demonstrating the agreement of all transferee parties to comply with all conditions of the permit and meet all permit obligations.

A copy of the transfer documentation, evidencing the transfer of ownership

A statement outlining power of attorney (if applicable)

A completed obligations checklist

Map showing any existing or abandoned mine workings (mining claims).

Document information

Availability and location: External - Business Industry Portal

Owner and approver: Deputy Director-General, Georesources Division

Review date: September 2022

Related documents: [Financial and technical capability guideline](#)

Contacts: For help and information about this policy, please contact the relevant Assessment Hub.

Coal Assessment Hub on Ph: (07) 4936 0169 or email: coalhub@dnrme.qld.gov.au

Mineral Assessment Hub on Ph: (07) 4447 9230 or email: MineralHub@dnrme.qld.gov.au.

Petroleum Assessment Hub on Ph: (07) 3199 8118 or email: PetroleumHub@dnrme.qld.gov.au

For help with MyMinesOnline please contact the MyMinesOnline Helpdesk on (07) 3199 8133 or email mines_online@dnrme.qld.gov.au.