

Frequently Asked Questions: Reports

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1. Where should I send my assessment report?

All assessment reports are sent to the [Vancouver Mineral Titles Branch](#).

Reports can be:

- emailed to Mineral.Titles@gov.bc.ca.
 - Use the following format for a subject line "Physical Work Report [*enter Event Number, enter Tenure Number(s)*]"
 - one of our mineral titles staff will reply to confirm receipt of your report.
- [uploaded](#) to Mineral Titles Online; or
- sent by mail or hand delivered to:

Mineral Titles Branch
300-865 Hornby Street
Vancouver, BC
V6Z 2G3

2. I just received a "Notice of Cancellation" (registered mail) requesting I submit an Exploration and Development report. I already sent in a Statement of Work (SOW) registration online. Isn't the SOW my report?

No. The exploration and development registration that you completed online is only a summary of your activity and online event registration. A report is required that provides the details to the summary that you registered online. See sections [15](#) and [16](#) of the Mineral Tenure Act Regulation for details on the format and information required for reports. Information Update [14](#) and [25](#) also provide guidance on completing reports.

After registering the work in MTO, the recorded holder or agent has 30 days to submit the physical work report, or 90 days to submit a technical work report. All Exploration and Development reports are to be submitted to the [Vancouver Mineral Titles Branch](#).

If you have received a Notice of Cancellation requesting submission of your report but you have already submitted it, please call the Mineral Titles Branch office at **1-866-616-4999** or email Mineral.Titles@gov.bc.ca to discuss. Be prepared to provide proof (date stamped title page / email confirmation receipt) that your report was submitted.

3. Can the Mineral Titles Branch office file a Statement of Work (SOW) for me?

No. Government staff will not perform any registrations in MTO on behalf of the client or agent. Office staff will offer assistance on how to perform specific functions; however, staff will not conduct these functions.

If you cannot, or prefer not to, register your own statement of work, you can authorize someone to act as your agent to register your statement of work for you. Please see the [MTO Help Guide](#) for step-by-step instructions on Agent Profile Management.

4. My geologist is out of town, can I get an extension on my assessment report due date?

Contact the Mineral Titles Branch office at **1-866-616-4999** or email Mineral.Titles@gov.bc.ca to discuss your request and concerns.