

Title Transfer of Ownership (Bill of Sale Completion)

Note: The transfer of title between Free Miners is handled in two (2) parts. These instructions cover the **Completion** portion.

1. The seller enters the Initiation, and
2. The purchaser enters the Completion

Before you start:

- The purchaser must have a valid Free Miner Certificate in order for the Bill of Sale Completion to be entered.
- If you are acting as an agent, the purchaser must authorize you in MTO as an agent to register a Bill of Sale Completion event.
- If you are acting as an agent, you will need to know the Client Number of the person who is the purchaser. If you do not know the client number of the purchaser, you will want to do a search in MTO and find that number before starting.
- You should know what title(s) is being transferred in order to confirm the Initiation was entered correctly.
- As the purchaser, ensure that the seller has completed the Bill of Sale INITIATION event. [Bill of Sale Initiation Help Page](#)

Warning: MTO will hold an initiated Bill of Sale for only 30 days from the day it is entered. After 30 days, an uncompleted Bill of Sale will be deleted from MTO and will have no effect.

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RELATED LINKS

- [Bill of Sale Initiation](#)
- [Frequently Asked Questions](#)

Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

Click on the **Title Management** tab.

Step 3

Depending on type of title (Mineral or Placer), click on the appropriate **Title Transfer of Ownership (Bill of Sale Completion)** link.

Mineral Title Bill of Sale Completion

Step 4

Input the **buyer** client number.

- If your client number is already shown as the **seller**, go to step 5.
- If the **seller** client number field is blank, you are an agent for other Free Miners. Enter the client number of the purchaser.

Step 5

Click **Next**.

Step 6

You have the following pending purchase event. The pending ownership transfer event will be listed. Click on the [event number](#)

Step 7

The details of the initiated ownership transfer will be listed. Review carefully. Ensure seller, title number(s) and percentage being transferred are correct.

- If there are any errors (i.e. wrong titles), contact the seller to discuss what was being sold. If you confirm there are errors, click Remove and contact the seller to initiate the transfer again. Clicking the **Remove** button instantaneously deletes the transfer from MTO.
- If the pending purchase event is not for you or you have decided not to purchase the title, click Remove. Clicking the **Remove** button instantaneously deletes the transfer from MTO.

Step 8

Click **Next** if you wish to proceed.

Review

Step 9

Final review of the transaction, Click Next to confirm the bill of sale, click Back to make further changes or corrections

Confirmation

Step 11

You're done. You have successfully completed the bill of sale completion. The event number and details are displayed. You may wish to print for your records.

Step 12

Click **here** to go back to the Main Menu.
