

Claim Subdivision

Subdivision is the division of one cell claim into two cell claims.

Before you start:

- You will need to know the title number of the cell title for subdivision.
- Each subdivided claim is deemed to have been registered on the date the original cell claim was registered and acquires the same expiry date as the original claim.
- Cells cannot be acquired or reduced through the subdivision process.
- If you are acting as an agent, you must have been granted subdivision authorization from each recorded holder.
- Exploration and development work performed on the cell claims prior to the registration of the subdivision can be registered after the subdivision is completed.
- **Once registered, the subdivision cannot be cancelled.**

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Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

Depending on type of title, click on the **Mineral Claim** or **Placer Claim** tab.

Step 3

Click on the **Claim Subdivision** link.

Input Title Numbers

Step 4

Enter the Title Number of the claim that you want to subdivide, click **Next**.

Note: you cannot subdivide leases. Only Mineral Claims and Placer Claims can be subdivided.

Please Input Title Number:



Title Number

Step 5

MTO will bring up the Map of the input title and highlight the cells in a yellow outline:

Online Map Selection

The Map Viewer will load and highlight the title in a yellow outline.

- Use the **Select by box tool**  to click on, or draw a box over, the cell(s);
alternatively, you can use the **Select by polygon tool**  to draw a shape on the map to select the cells, double click to complete the shape. **Select the cells that you want to form into a subdivided title.**
- The cell(s) you have now selected for your subdivided title will highlight in blue. The number of cells will be identified on the right hand side of the screen. These highlighted cells will form one of the two subdivided titles, the remaining cells will form the second title.
- After selecting the last cell, click on the **Click here to continue** link that appears after making a selection

Step 6

Review the selection and enter your verification code. This code is case sensitive and no spaces are required.

Step 7

Click **Next**

Data Input Form

Step 8

Enter any comments for this transaction. This is optional.

Step 9

Enter a claim name for your title(s). This is optional. Claim names cannot be changed.

Step 10

Click **Next**.

Review Form Data

Step 11

Review the information on the screen for the subdivision. Verify the input title number in the table is correct and the resulting new cell claims and cell key id's that will make up the two new cell claims.

Step 12

Warning: Once you go beyond this step, you cannot back up, cancel, or recall the subdivision!

Click **Next**.

Confirmation

Step 13

This is the event confirmation screen. Your [event number](#) for the claim subdivision registration is shown on this screen along with the two title numbers created from the subdivision. You may wish to print this confirmation page for your records.

The subdivision transaction is complete. Click the **here** link at the bottom of the confirmation screen to return to the main menu.
