



# Mineral Titles Information Update

## No. 14 – Submitting Exploration and Development Work Reports

Revision Date: July 9, 2018

The value of exploration and development work carried out on a claim may be applied to the claim and to adjoining claims by registering the work in Mineral Titles Online (MTO).

### PLEASE NOTE THE FOLLOWING:

- Registering work has two components: 1) A summary of work must be registered online, by the recorded holder or authorized agent with a BCeID, on or before the claim expiry date; and 2) An assessment report detailing the work performed must be submitted.
- Only work completed after claims are registered may be recorded on the claims.
- Work may be registered anytime **up to one year from the date of completion of the work**.
- Only work carried out within the boundaries of a claim may be registered on that claim and any adjoining claims. **All claims must be adjoining at the time the work is registered in order for work to be applied to the adjoining claims.**
- Work performed on a lease or a Crown granted mineral claim **cannot** be used for claim maintenance.
- If you intend to **amalgamate cell claims, you should register any work on the existing claims BEFORE YOU REGISTER AN AMALGAMATION, NOT AFTER.** An amalgamation results in a new claim and any work completed before the new amalgamated claim exists is **not eligible for registration.**

### Upon registration of work online, an assessment report must be submitted:

- within **30 days** of the date on which **physical** work is registered, or
- within **90 days** of the date on which **technical** work is registered

The assessment report must comply with the provisions in the Mineral Tenure Act Regulation. [http://www.bclaws.ca/civix/document/id/loo94/loo94/529\\_2004](http://www.bclaws.ca/civix/document/id/loo94/loo94/529_2004)

The requirements for physical work reports are set out in section 15 of the Mineral Tenure Act Regulation. If you are registering physical work only, you may use the “[Physical Work Report Template](#)” to capture the required details and then add a map at a scale of 1:10,000 or better which accurately identifies the work sites.

The requirements for technical work reports are set out in [section 16](#) and [Schedule A](#) of the Mineral Tenure Act Regulation. Please complete the “[Assessment Report Title Page and Summary](#)” and include it in the front of the report. For assistance in filing technical reports please see the ‘[Title Summary Form and Checklist](#)’ or ‘[Tips on how to Submit an Assessment Report](#)’.

- For both physical and technical reports, please **include a copy of the work registration event confirmation page(s) from MTO**; if you neglected to print the confirmation at the time, you can log on to MTO, search one of the title numbers submitted on the SOW, click on the applicable Event number in the list of events and then print the event details.

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In the event of a discrepancy between this information and the provisions in the *Mineral Tenure Act* and Regulation, the provisions in the statute and regulations will apply.

Ministry of Energy, Mines and Petroleum  
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Mineral Titles

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- If you are unsure if a specific work activity qualifies as a valid exploration and development expense please confirm with Mineral Titles Branch before commencing work. Enquiries can be made at [Mineral.Titles@gov.bc.ca](mailto:Mineral.Titles@gov.bc.ca).

You can submit your assessment report by:

- Uploading it as a PDF into MTO within the applicable 30 or 90 day time limit;
- Emailing it as an attachment to [Mineral.Titles@gov.bc.ca](mailto:Mineral.Titles@gov.bc.ca). If the digital copy is too large to send via email, you may use an online file sharing system;
- Submitting it on disc (CD /DVD) or USB to the Vancouver Mineral Titles office;
- Physical reports can be faxed or mailed to Mineral Titles if you are unable to create a PDF version.

The MTO Help Guide contains [instructions](#) on how to upload your report to MTO.

Common errors and omissions with physical reports:

1. Map: A map at a scale of 1:10,000 or better indicating the work site location must be included with your report
2. A cost statement with acceptable rates must be in the report
3. The metric dimensions of the workings must be in the report
4. The amount of materials removed from the ground and tested or processed must be in the report
5. Google Earth maps, along with the required map, is encouraged

Common errors and omissions with technical reports:

1. [Title Page and Summary form](#): this form must be filled out and submitted with all technical reports. Please ensure that the value listed in the cost statement in the report matches the value listed in the form.
2. Provide the specific dates worked in the statement of costs.
3. Geochemistry values must be plotted on the maps even if they are low or below detection limits (for example < 10 ppm).
4. Samples collected and/or analyzed must be described and coordinates provided. Also remember to include the type of sample, rock type, soil horizon, depth etc.
5. Provide the full scale geophysical survey maps and digital data (when it is available) not just page size reductions.
6. Prospecting activities in respect of a claim are acceptable for registration as exploration and development only during the first three years a claim is held by a recorded holder.
7. GST may be included in approved costs, where it has been paid in the purchase of goods and services.

Related Information:

[Information Update No. 8](#) - Guide to the Evaluation of Physical Work for Assessment Credit on Claims

[Information Update No. 13](#) – Legacy Claim Conversion to Cell Claim

[Information Update No. 21](#) – Amalgamation of Cell Claims

[Information Update No. 25](#) - Exploration and Development Work