



**LEASE OR LICENCE: INSTRUMENT OF TRANSFER**

**USE THIS FORM TO:** Apply to transfer ownership of your share of a lease or licence .

**Section A: Tenement Details**

List the tenement(s) affected by the transfer and their location.

This form applies to: EL, ML, EML, MPL, RL

TENEMENT No.	LOCATION	ⓘ You may list multiple leases <b>ONLY IF</b> the parties involved and the percentage share being transferred from/to are exactly the same.

**Section B: Current Tenement Holder(s)**

	NAME OF COMPANY OR INDIVIDUAL	CURRENT % HELD	ⓘ List the <b>current</b> tenement holder(s) and percentage share held.
Holder		%	
Holder		%	
<b>TOTAL</b>		100%	

**Section C: Transferor – Existing tenement holder transferring interest in tenement(s)**

	TENEMENT HOLDER NAME	CURRENT % HELD	% TO BE TRANSFERED	NEW TOTAL % HELD	ⓘ Enter the proposed ownership percentage.
Transferor		%	%	%	

**Section D: Transferee - proposed tenement holder following transfer**

	NAME OF COMPANY OR INDIVIDUAL	CURRENT % HELD	% TO BE TRANSFERED	NEW TOTAL % HELD	ⓘ Enter the proposed ownership percentage. *
Transferee (1)		%	%	%	
Transferee (2)		%	%	%	
<b>TOTAL</b>			%		

ⓘ Attach an **Applicant Details** form for each transferee.

**Note: Total % to be transferred MUST equal the % transferred stated in section C.**

**Section E: Conditions of transfer**

Consideration paid to transferor(s) in respect of this transfer

\$	
----	--



Specify conditions of transfer

--

ⓘ Consideration amount **must** be provided.

ⓘ Attach related documents (e.g. Sales Agreement).

## Section F: Transferee – Information to verify capabilities

	TRANSFEREE TO PROVIDE A STATEMENT OF THE FOLLOWING CAPABILITIES:	<p> Information should be provided in accordance with regulation 89.</p> <p> Attach further information if required.</p>
Financial		
Technical		
Management		

## Section G: Transferee – Intention regarding lease or licence


Provide details regarding intentions for the lease or licence

(Note: this section does not apply to ELs)

		<p> Information should include details about the proposed mining operations, including rehabilitation activities.</p> <p> Attach further information if required.</p>
--	--	---


## Section H: Contact details

### TRANSFEROR

Contact name		Position		<p> Nominate one contact person for all queries and correspondence regarding this transfer, on behalf of the current holder.</p>
Company name		ABN/ACN		
Email address				
Postal address line 1				
Postal address line 2				
Suburb/Locality		State	Postcode	
Telephone		Mobile		
Do you consent to receiving electronic correspondence from the Department regarding tenement matters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

### TRANSFEREE/S (one only)

Same as contact for transferor

Contact name		Position		<p> Nominate one contact person for all queries and correspondence regarding this transfer, on behalf of the proposed holder(s).</p>
Company name		ABN/ACN		
Email address				
Postal address line 1				
Postal address line 2				
Suburb/Locality		State	Postcode	
Telephone		Mobile		
Do you consent to receiving electronic correspondence from the Department regarding tenement matters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**Note: Correspondence regarding this application may be sent to the transferor and/or transferee.**

## Section I: Attachments

<input type="checkbox"/> The original lease/licence document of the tenement to be transferred. If the document has been lost, a copy can be purchased from the Department	<i>i</i> Applications <b>must</b> contain these items in order to be valid.
<input type="checkbox"/> Original or certified copy of the relevant agreement	
<input type="checkbox"/> Evidence of stampy duty registration (if paid)	
<input type="checkbox"/> Statement of financial, technical and management capabilities	

## Section J: Transferor Declaration and Certification

- Companies – Form must be signed by authorised officer/s in accordance with your company's structure under the *Corporations Act*, eg Director/Secretary, Sole Director etc.
- Individuals – Individual must sign as signatory 1, and a witness who is not a beneficiary of the transfer must sign as signatory 2.
- Couples – Couples who are joint holders must both sign this form.

### The transferor agrees:

Subject to the consent of the Minister under the Act, I/we agree to the total/partial transfer ownership of the tenements listed to the nominated transferees.

### The transferor declares:

I understand that responsibility for the tenements remains with the transferor until Ministerial Consent (under delegation) is given and the transfer is registered on the Mining Register. This includes compliance with reporting obligations and payment of monies due to Crown.

I declare there are no outstanding monies due to Crown (i.e. royalties, rents or fees) applicable to the tenements related to this transfer.

I declare there are no outstanding reports (i.e. compliance reports, mining returns) applicable to the tenements.

<b>APPLICANT 1</b>	Individual or Company Representative 1		Individual's Witness or Company Representative 2		<i>i</i> Ensure that applicants sign in the correct order, as listed on page 1.
Print Name	1.		2.		
Signature	1.		2.		
<b>APPLICANT 2</b>	Individual or Company Representative 1		Individual's Witness or Company Representative 2		
Print Name	1.		2.		
Signature	1.		2.		

**COMPANY:** Sign in accordance with the *Corporations Act 2001*. If agent, written authority must be provided.

**INDIVIDUAL:** Signature must be witnessed by a person who is not a beneficiary of the application (e.g. not a joint applicant).

**Please refer to Section K on page 4 for Transferee Declaration and Certification**

## Section K: Transferee Declaration and Certification

**The transferee(s) (including existing joint holders with increased percentage ownership) agrees that:**

Subject to the consent of the Minister under the Act;

I agree to hold, and adhere to the conditions of, the licence/lease(s) listed in Section A, Mining Act and Mining Regulations 2011.

I accept the conditions of transfer described in Section E.

I agree to accept full responsibility for all existing rehabilitation liability of the licence/lease(s) listed in Section A.

I agree to take full responsibility for the lease for any existing workings and compliance issues relating the licence/lease(s) listed in Section A.

I agree to lodge a bond if requested to do so.

I agree to submit the reports required under the Act.

I understand responsibility for the licence/lease(s) is not transferred until I receive notification that the transfer has been registered in the Mining Register.

I understand that upon transfer of the tenement, mining operations must be undertaken in accordance with an approved Program for Environment Protection and Rehabilitation (PEPR). An existing PEPR may be subject to review in accordance with section 70(c) of the Mining Act.

APPLICANT 1	Individual or Company Representative 1		Individual or Company Representative Witness 1		ⓘ Ensure that applicants sign in the correct order, as listed on page 1.
Print Name	1.		1.		
Signature	1.		1.		
APPLICANT 2	Individual or Company Representative 2		Individual or Company Representative Witness 2		
Print Name	2.		2.		
Signature	2.		2.		

**COMPANY:** Sign in accordance with the *Corporations Act 2001*. If agent, written authority must be provided.

**INDIVIDUAL:** Signature must be witnessed by a person who is not a beneficiary of the application (e.g. not a joint applicant).

**Please refer to Section M on page 5 for Payment Details**

## OFFICE USE ONLY

### Section L: Consent is given to this transfer

Signature of the Minister or delegate under the Act		Date signed		ⓘ OFFICE USE ONLY
---	--	-------------	--	-------------------

## Section M: Payment details

Fee	Total number of tenements	Lodgement of caveat – per tenement	\$	ⓘ Refer to the current fee schedule for the applicable fee.
	Total fee payable – total number of tenements X fee		\$	
Payment Method	<input type="checkbox"/> Cash - in person only. Do not post.		<b>OFFICE USE ONLY</b> RECEIPT	
	<input type="checkbox"/> Cheque - made out to 'DSD'			
	<input type="checkbox"/> Money Order			
	<input type="checkbox"/> Credit Card - DSD to contact applicant for card details			
	<input type="checkbox"/> Credit Card - details below - Visa / MasterCard (circle one)			
Card Number				ⓘ CVV Code is the last 3 digits printed in the signature block on the back of the credit card.
Expiry MM/YYYY		CVV Security Code		
Cardholder Name				
Cardholder Signature				



**LEASE OR LICENCE: APPLICANT DETAILS**

**USE THIS FORM TO:** Provide the details of a new client, or provide updated details for an existing client. One company or one individual per page only. No joint names.

This applicant's percentage share

	<b>%</b>
--	----------

Applicant number

	of		<i>i</i> Provide the total number of applicants.
--	----	--	--

**Applicant type:**     **Company**

Company name				<i>i</i> If 'Company', provide <b>registered business street address</b> , and either an ABN or ACN.  New company clients need to attach a copy of their certificate of business registration.
ABN		ACN		
Registered address line 1				
Registered address line 2				
Suburb / Locality		State	Postcode	
<input type="checkbox"/> <b>Individual</b>				
Surname		Given names		

**Applicant Contact Details**     Postal address is the same as company registered address above

Postal Address Line 1				<i>i</i> Provide a postal address if it is different to the registered business street address.
Postal Address Line 2				
Suburb / Locality		State	Postcode	
Email				
Website				
Telephone		Mobile		

**Contact Person for Queries**

Contact Name		Position title		<i>i</i> A contact person <b>must</b> be nominated for each client.
Email				
Telephone		Mobile		
Do you consent to receiving electronic correspondence from the Department regarding tenement matters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**Certified Correct**

Name				<i>i</i> May be certified by any appropriate person.
Signature				