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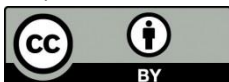
Practice Direction

Submission of Minerals Annual Statistics relating to production and sales

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Table of contents

Purpose	1
Application	1
Noncompliance	1
Days for providing Minerals Annual Statistics	2
How to provide Minerals Annual Statistics	2
Required Minerals Annual Statistics	2
Report, mine and tenement details	4
Raw material mined	5
Raw material transferred.....	5
Products processed	6
Raw commodity stockpile	7
Sales	8
Appendix A: Vocabulary list for units of measure	10
A.1 Applicable commodities and units for reporting mined materials	10
A.2 Applicable commodities, processing methods and units for reporting products	11
A.3 Notes	12
Appendix B: Reporting responsibilities for transfers and processing	13

Purpose

This practice direction forms part of the practice manual maintained by the chief executive under section 202 of the *Mineral and Energy Resources (Common Provisions) Act 2014*.

The purpose of this practice direction is to provide guidance about the information that must be provided under section 404C of the *Mineral Resources Act 1989* (MRA) by holders of mining tenements concerning the tenement, activities carried out under the tenement, and production and sales information relating to the mining tenement.

This practice direction has been developed to ensure reliability and efficiency in the process for the reporting of production, stockpiling, processing and sales of all minerals (non-coal) in Queensland from granted mining leases in accordance with the provisions of the MRA.

Application

This practice direction applies to the holders of a mining lease (ML), and operates as notice to those tenement holders for the purposes of section 404C of the MRA. Included below are directions about the minerals production and sales statistics that must be provided by tenement holders each year (Minerals Annual Statistics), how the Minerals Annual Statistics must be provided and the day by which the Minerals Annual Statistics must be provided.

Where this practice direction conflicts with a requirement of a resource Act or a regulation, the legislation or regulation prevails to the extent of the inconsistency.

Data supplied in response to this notice under section 404C of the MRA, is used by the department in accordance with section 404C of the MRA. The data assists government in monitoring trends in Queensland's resources sector, informing policy and planning, and promoting Queensland's resources sector, and monitoring for compliance.

Whilst some data supplied is commercially sensitive and confidential in nature, the department publishes selected, aggregated information through the Queensland Open Data Portal. The following links are provided for your convenience, should you wish to see what data is routinely made available publicly.

- [Annual mineral and metal statistics - Dataset - Open Data Portal | Queensland Government](#)

The data supplied in response to this notice may be requested under the *Right to Information Act 2009* (RTI). However, in accordance with the RTI, any request for data will be assessed for disclosure on a case-by-case basis, and the relevant third party (i.e. company providing the data) [will be consulted](#) in cases where release of data is considered.

Noncompliance

If the tenement holder does not provide the Minerals Annual Statistics in accordance with this practice direction, the Department of Resources may pursue noncompliance action as provided for under the MRA.

It is an offence under section 404D of the MRA for a person to knowingly provide false and misleading information.

If you are having trouble complying with this practice direction, please contact the department as soon as possible via GSQopendata@resources.qld.gov.au.

Days for providing Minerals Annual Statistics

By 30 September each year, tenement holders are required to provide Minerals Annual Statistics covering the 12-month period to 30 June of that year.

Where the 30th day of September falls on a weekend or public holiday, the deadline for providing the Mineral Annual Statistics will be the next business day.

Tenement holders are required to provide Minerals Annual Statistics for all MLs.

How to provide Minerals Annual Statistics

Minerals Annual Statistics must be provided by way of lodgement through the Geological Survey of Queensland lodgement portal ([GSQ Lodgement Portal](#)).

To use the GSQ Lodgement Portal, you must have a [Queensland Government \(QGov\) My Account](#). This account provides access to a range of government online services using a single log in.

For additional assistance providing Minerals Annual Statistics through the GSQ Lodgement Portal, you can contact representatives from the Department of Resources at GSQopendata@resources.qld.gov.au.

The GSQ Lodgement Portal collects some information via a Web form, and other information via an Excel template. The Excel template can be downloaded from [Lodging production and sales returns | Business Queensland](#), and is uploaded via the GSQ Lodgement Portal.

Where using the Excel template, the completed and uploaded spreadsheet should

- have all mandatory fields completed,
- match the prescribed template exactly in terms of number of columns, column names and column purpose, and
- comply with the template notes and validation dictionary provided within the template.

Instructions for filling out the Excel template and how data is to be reported is covered in the **TEMPLATE_NOTES** sheet of the Template. Specific requirements are defined in the definition row on each sheet, and explained further in this practice direction.

For consistency some cells (e.g. units, mineral type etc.) utilise a controlled list dropdown menu; please select from the menu provided or enter data exactly as it appears in the dropdown menu.

Where data is to be reported in tonnes, metric tonnes should be used, rounding to the nearest whole tonne.

Required Minerals Annual Statistics

All ML holders must report mine and tenement details each year. They must also indicate whether they had production or sales during the reporting period. If any gross raw output was produced,

processing undertaken, or any sales transacted during the reporting period, then the tenement holder must indicate that they had reportable production or sales, and provide details of:

- [raw material mined](#)
- [raw material transferred](#)
- [raw material stockpile](#)
- [products processed](#)
- [sales.](#)

Report, mine and tenement details

MINE NAME	<p>Name assigned to the reporting entity and listed in the Lodgement Portal. The Lodgement Portal has an assigned persistent identifier and name to each mining operation.</p> <p>For reporting purposes, a mining operation may include several mines if owned by the same company and located within the same mine complex. Mines that are geographically distant will be treated as separate mining operations, and will be required to submit separate returns, even if owned by the same company.</p> <p>Where a mining operation employs both open-cut (OC) and underground (UG) mining techniques, these are to be reported separately. In such cases, the mining operation name listed in the Lodgement Portal indicates whether it is OC or UG.</p> <p>Requests to add to or amend the list of mining operations should be submitted to GSQOpenData@resources.qld.gov.au.</p>
MINE OPERATOR	<p>The company responsible for the daily operating activities at the mining operation.</p> <p>Where a mine operator changes during the reporting period, list the mine operator that was in place at the end of the reporting period.</p>
REPORTING PERIOD END DATE	<p>Date the reporting period ended. It is mandatory to report this in DD-MM-YYYY format.</p> <p>Annual returns must end on 30 June (30-06-YYYY).</p>
DAYS OF OPERATION	<p>The number of days during the reporting period on which the mine was operating, regardless of whether mined materials were produced on those days.</p>
WASTE ROCK OR OVERBURDEN	<p>The quantity of material removed from an open-cut mine to access the resource, i.e. the ore body.</p> <p>It is mandatory to report for open-cut mines. Reportable as zero for underground mines.</p>
WASTE ROCK UNIT OF MEASUREMENT	<p>The unit of measure used to quantify the overburden removed or waste rock generated.</p>
TENEMENT TYPE	<p>Type of resource authority (i.e. ML) granted by the regulatory agency with jurisdiction over the mineral resources in the area where the resource authority is located (i.e. Queensland Department of Resources).</p>
TENEMENT NUMBER	<p>Number assigned to the resource authority by the Queensland Department of Resources. Include all MLs associated with the mining operation whether the ML is a producing or non-producing resource authority.</p>
TENEMENT PRODUCTION STATUS	<p>The status of the tenement as pertains to production.</p> <ul style="list-style-type: none"> • Producing - MLs where material was mined at any time during the reporting period. • Not Producing - MLs granted for the purposes of mining, but where no material was mined during the reporting period. • Operating not producing – MLs granted for the purposes of mining, where mining activities undertaken during the reporting period (e.g. pre-strip, overburden removal, back-filling) did not result in minerals being produced.

	<ul style="list-style-type: none"> • Other purpose lease – ML granted for purpose other than production, e.g. access route, infrastructure or processing.
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Raw material mined

All mining operations that had any production or sales during the reporting period must complete the following information.

Material mined	The generalised classification of the material that has been extracted e.g. Alluvial Wash, Metallic Ore, Clay, Stone.
Gross output	The total gross volume of raw material extracted from the mine during the reporting period. Also known as Run of Mine Production. Enter 0 for non-producing reporting periods.
Output units	The unit of measure used to quantify the material mined. Refer to the vocabulary list in Appendix A for the unit of measure to be used for each type of material mined.
Contained commodity	The commodities present in the extracted, generated or transferred material. If the material contains multiple commodities, each commodity is to be listed separately.
Grade	The determined grade of the commodity in the bulk material.
Grade unit	The units used to measure the commodity grade.

Raw material transferred

The following information must be reported for all applicable transfer types listed in the ‘transfer type’ definition.

This information *is* applicable for:

- transfers of raw material between mining operations owned by the same company or group of companies (both parties report a transfer in or out as applicable, with the receiving entity being responsible for reporting subsequent processing and sale)
- materials purchased from another entity for processing (the reporting mine is the receiver of these materials and is responsible for reporting processing and subsequent sale).

This information *not* applicable for:

- materials that were both mined and processed by the reporting mine (no transfer took place)
- materials transferred temporarily for the purposes of processing (the originating mine retains ownership and responsibility for reporting processing and sales)
- raw materials sold by the reporting mine (should be reported as sales in the SALES form by the originating mine)
- materials processed on behalf of other entities without purchasing (reported as temporary transfers by the originating mine, and not reported by the processor).

Transfer type	The type of transfer relative to the reporting mine.
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	<ul style="list-style-type: none"> • Transfer out to another site or operation, which then assumes responsibility for reporting processing and sales. • Transfer in from another site or mining operation, passing responsibility for reporting processing and sales to you. • Purchase of mined materials from another entity for processing, thereby gaining responsibility for reporting processing and subsequent sale. <p>See Appendix B for additional guidance on reporting responsibilities according to type of transfer.</p>
Transacting party	<p>The other party to the transaction.</p> <ul style="list-style-type: none"> • For transfers out, the transacting party is the company that receives the transferred materials. • For transfers in, the transacting party is the supplier of the transferred materials. • For purchases, the transacting party is the seller of the purchased materials.
Transfer date	<p>The effective date of the transfer when ownership or responsibility was transferred from one party to the other.</p> <p>It is mandatory to report this in DD-MM-YYYY format. If aggregating transfers across the reporting period, enter the date at the end of reporting period (i.e. 30-06-YYYY).</p>
Transferred material	<p>The generalised classification of the material that has been transferred e.g. Alluvial Wash, Metallic Ore, Mineral Sand, Gem-Bearing Rock.</p>
Transfer quantity	<p>The quantity of the mined material transferred.</p>
Transfer units	<p>The unit of measure used to quantify the material transferred.</p>
Contained commodity	<p>The commodities present in the transferred material. If the material contains multiple commodities, each commodity is to be listed separately.</p>
Grade	<p>The determined grade of the commodity in the bulk material.</p>
Grade units	<p>The units used to measure the commodity grade.</p>

Products processed

The mine that owns the material at the time of processing is responsible for reporting the processing details. The following information is required of reporting mines for materials they process themselves, or that they have processed via a third-party.

If the material being processed goes through multiple processing stages (e.g. from ore to concentrate to bullion) report the original input quantity, but only report the final process and product form. The product form, output quantity and contained commodity information must reflect saleable product produced.

Input material	<p>The generalised classification of the material that has been used as input for processing to result in the reported product.</p>
Input quantity	<p>The quantity of the material input for processing.</p>
Input unit of measure	<p>The unit of measure used to quantify the material input for processing.</p>

Process	<p>The type of process used to generate a product of intermediate material. Where individual steps in processing are not quantified or available select 'Unspecified'.</p> <p>Where raw material is shipped as extracted, select 'No Processing' and enter the same quantity for both the input material and the output material.</p> <p>Refer to the vocabulary list in Appendix A for the common processes for each type of product processed.</p>
Processor	The party who processes the input material into the resultant product on behalf of the reporting mine.
Product form	The type, form, or generalised category of product generated, as an output of the refining and beneficiation process, that contains or is comprised of the commodity of value e.g. Metal Cathode, bullion, Metal Concentrate, Gemstone, or Bulk Mineral.
Output quantity	The quantity of the product output from processing.
Output unit of measure	The unit of measure used to quantify the material output from processing.
Contained commodity	The commodities present in the output product. If the product contains multiple commodities, each commodity is to be listed separately.
Commodity quantity	The quantity of the commodity contained within the bulk product material.
Commodity unit of measure	The unit of measure used to describe the contained commodity in the bulk product material.
Recovery	<p>The percentage of recovery of the output commodity.</p> <p>The amount of recovered commodity in the output product relative to the amount of contained commodity in the input material, expressed as a percentage to the nearest whole number.</p>

Raw commodity stockpile

The following information is mandatory where applicable. Enter zero quantity where the reporting mining operation does not have a stockpile of raw material other than the run-of-mine stockpile.

Material stockpiled	The generalised classification of raw material stockpiled. Includes mined material set aside for possible future processing. Excludes raw materials in the current processing schedule, otherwise known as the run-of-mine stockpile.
Closing quantity	The quantity of the stockpiled mined material at the end of the reporting period.
Stockpile unit	The unit of measure used to quantify the raw material stockpile.
Contained commodity	The commodities present in the stockpiled mined material. If the product contains multiple commodities, each commodity is to be listed on a separate line.
Grade	The determined or estimated grade of the commodity in the bulk material. Where different grades of material are stored together, an average grade may be provided. Where different grades of material are stored separately, report as separate stockpiles each with a corresponding grade.

Grade unit	The units used to measure the commodity grade.
Stockpile purpose	<p>The reason for maintaining a raw material stockpile that is not part of the run-of-mine stockpile scheduled for processing.</p> <ul style="list-style-type: none"> • Economics – sub-economic grade • Processing capacity – mining faster than can process • Metallurgical characteristics – metallurgical characteristics not suitable for the process plant • Other

Sales

Provision of the following information is mandatory with the exception of the following, which are only mandatory for sales within Australia:

- Australian state
- freight costs.

Total sales of each product form sold during the reported period should be reported separately for each contained commodity and destination. If the sale is via a brokerage or marketing company, please report details for the onward sale where possible (e.g. destination should be the final destination of the product sold, not the location of the marketing company).

Freight and sales value should be reported in Australian dollars (AUD). Where an exchange rate is required to convert to Australian dollars, it is acceptable to apply either the exchange rate used by the company for accounting purposes, or the exchange rate published by the Reserve Bank of Australia (RBA) for the relevant date, or average RBA exchange rate for the relevant period.

Country	The destination country of the sale and shipment.
Australian state	Where a sale is domestic within Australia, the destination state or territory of the sale.
Product form	The type, form, or generalised category of material being sold that contains or is comprised of the commodity of value e.g. Metal Cathode, Bullion, Metal Concentrate, Gemstones, or Bulk Mineral.
Quantity	The total quantity of the product in this row included in the sale.
Product quantity unit of measure	The unit of measure used to describe the quantity of saleable product being sold.
Freight cost	<p>The cost of freight and cartage to deliver minerals to point of sale (i.e. where ownership of the goods transfers to the purchaser) in the case of domestic sales, or to port in the case of exports overseas.</p> <p>Include:</p> <ul style="list-style-type: none"> • payments to owner-drivers for delivery • the cost of delivery by own employees (including wages and salaries or employees concerned, and the running expenses of vehicles and other transport equipment) • loading costs, port charges for stockpiling away from the mine. <p>Exclude sea and air freight on goods exported from Australia.</p>

	It is mandatory to report freight costs in Australian Dollars (AUD). Freight costs should be entered for each commodity/destination combination, aggregated over the year. If freight costs are usually shared for multiple destinations, apportion the costs according to the share of product delivered to each destination.
Contained commodity	The element or material contained in the shipped product that has value, for example, copper, gold, hematite ore, bauxite etc. Commodities have economic significance and are separate from host rock, accessory non-economic minerals, or other associated materials that are not commoditised. If the product contains multiple commodities, each commodity is to be listed on a separate line.
Contained commodity quantity	The quantity of the commodity in this row contained within the product being sold.
Contained commodity unit of measure	The unit of measure used to describe the quantity of commodity within the product.
Value of sales	<p>The total invoiced value of the commodity sold, net of penalties, charges or credits. For products containing multiple commodities, report sales value for each of the contained commodities invoiced.</p> <p>For domestic sales, values should be determined at point of sale, such as the mine, free-on-board, free-on-rail or at the buyers' premises. Freight costs charged to customers should be included when calculating domestic sales value.</p> <p>For goods exported overseas, it is mandatory to report sales value on a free-on-board (FOB) basis. This means that any international shipping or air freight costs incurred by the reporting mine should be subtracted from the sales value. Do not subtract the cost of delivering to port and loading the export vessel.</p> <p>It is mandatory to report sales value in Australian Dollars (AUD).</p>

Appendix A: Vocabulary list for units of measure

The tables below list the units of measure that must be used to quantify the material mined as well as the commodity processed.

A.1 Applicable commodities and units for reporting mined materials

Ore or Material	Commodity	Quantity	Grade/Quality
Alluvial wash	Gold	m ³	g/m ³
Alluvial wash	Tin	m ³	kg/m ³
Alluvial wash	Sapphire	m ³	ct/m ³
Bulk Material	Diatomite	Tonnes	%
Bulk Material	Dolomite	Tonnes	%
Bulk Material	Agricultural Lime	Tonnes	%
Bulk Material	Gypsum	Tonnes	%
Bulk Material	Limestone	Tonnes	%
Bulk Material	Magnesite	Tonnes	%
Bulk Material	Peat	Tonnes	%
Bulk Material	Perlite	Tonnes	%
Bulk Material	Phosphate Rock	Tonnes	%
Bulk Material	Wollastonite	Tonnes	%
Bulk Material	Zeolite	Tonnes	%
Bulk Material	Silica Sand	Tonnes	%
Bulk Material	Silica Rock	Tonnes	%
Clay	Clay	Tonnes	%
Gem Bearing Rock	Opal	Tonnes	N/A
Lateritic Ores	Bauxite	Tonnes	%
Lateritic Ores	Nickel	Tonnes	%
Lateritic Ores	Cobalt	Tonnes	%
Metallic Ores	Copper	Tonnes	%
Metallic Ores	Gold	Tonnes	g/t
Metallic Ores	Lead	Tonnes	%
Metallic Ores	Zinc	Tonnes	%
Metallic Ores	Silver	Tonnes	g/t
Metallic Ores	Tin	Tonnes	%
Metallic Ores	Nickel	Tonnes	%
Metallic Ores	Cobalt	Tonnes	%
Metallic Ores	Iron	Tonnes	%
Metallic Ores	Antimony	Tonnes	%
Metallic Ores	Molybdenum	Tonnes	%
Metallic Ores	Tungsten	Tonnes	%
Metallic Ores	Rhenium	Tonnes	%
Mineral Sands	Garnet	m ³	kg/m ³
Mineral Sands	Corundum	m ³	kg/m ³
Mineral Sands	Heavy Minerals Combined	m ³	%
Mineral Sands	Rutile	m ³	%

Mineral Sands	Ilmenite	m ³	%
Mineral Sands	Leucoxene	m ³	%
Mineral Sands	Zircon	m ³	%
Mineral Sands	Monazite	m ³	%
Stone	All Types	Tonnes	N/A

A.2 Applicable commodities, processing methods and units for reporting products

Product	Commodity	Processing Method	Quality	Units
Bulk Metal	Copper	Smelt	N/A	Tonnes
Bulk Metal	Lead	Smelt	N/A	Tonnes
Bulk Metal	Tin	Smelt	N/A	Kilograms
Bulk Metal	Zinc	Smelt	N/A	Tonnes
Bulk Mineral	Agricultural Lime	Crush and Sort	N/A	Tonnes
Bulk Mineral	Dolomite	Crush and Sort	N/A	Tonnes
Bulk Mineral	Gypsum	Crush and Sort	N/A	Tonnes
Bulk Mineral	Lime	Crush and Sort	N/A	Tonnes
Bulk Mineral	Phosphate	No Processing	%	Tonnes
Bulk Mineral	Phosphate	Beneficiated	N/A	
Bulk Mineral	Wollastonite	Crush and Sort	N/A	Tonnes
Bulk Mineral	Magnesite	Beneficiated	N/A	Tonnes
Bulk Mineral	Perlite	No Processing	N/A	Tonnes
Bulk Rock	Diatomite	Crush and Sort	N/A	Tonnes
Bulk Rock	Limestone	Crush and Sort	N/A	Tonnes
Bulk Rock	Lump Silica	Beneficiated	%	Tonnes
Bulk Rock	Peat	No Processing	N/A	Tonnes
Dore	Gold	Gravity Concentrate	N/A	Troy Ounce
Dore	Gold	Smelt	N/A	Troy Ounce
Dore	Silver	Smelt	N/A	Troy Ounce
Cathode	Copper	Refine	N/A	Tonnes
Clay	Bentonite	Beneficiated	N/A	Tonnes
Clay	Clay	Beneficiated	N/A	Tonnes
Clay	Structural clays	Beneficiated	N/A	Tonnes
Concentrate	Alluvial Tin	Gravity Concentrate	kg/t	Kilograms
Concentrate	Cobalt	Concentrate	N/A	Tonnes
Concentrate	Copper	Concentrate	%	Tonnes
Concentrate	Gold	Concentrate	g/t	Kilograms
Concentrate	Lead	Concentrate	%	Tonnes
Concentrate	Nickel	Concentrate	N/A	Tonnes
Concentrate	Silver	Concentrate	g/t	Kilograms
Concentrate	Tin	Concentrate	%	Kilograms
Concentrate	Tungsten	Concentrate	%	Tonnes
Concentrate	Zinc	Concentrate	%	Tonnes
Dimension Stone	Granite	Cut	N/A	Tonnes

Dimension Stone	Sandstone	Cut	N/A	Tonnes
Dimension Stone	Slate	Cut	N/A	Tonnes
Dimension Stone	Marble	Cut	N/A	Tonnes
Direct Shipping Ore	Bauxite	No Processing	%	Tonnes
Direct Shipping Ore	Bauxite	Beneficiated	%	
Direct Shipping Ore	Hematite Ore	Beneficiated	%	Tonnes
Direct Shipping Ore	Magnetite Ore	Beneficiated	%	Tonnes
Dross	Lead	Smelt by-product	%	Tonnes
Gemstone	Opal	Rough extract	N/A	Grams
Gemstone	Opal	Partial cut	N/A	Grams
Gemstone	Opal	Cut	N/A	Carats
Gemstone	Sapphire	Gravity Concentrate	N/A	Carats
Heavy Mineral	Corundum	Gravity Concentrate	kg/t	Kilograms
Heavy Mineral	Garnet	Gravity Concentrate	kg/t	Kilograms
Heavy Mineral	Ilmenite	Gravity Concentrate	kg/t	Kilograms
Heavy Mineral	Leucoxene	Gravity Concentrate	kg/t	Kilograms
Heavy Mineral	Monazite	Gravity Concentrate	kg/t	Kilograms
Heavy Mineral	Rutile	Gravity Concentrate	kg/t	Kilograms
Heavy Mineral	Zircon	Gravity Concentrate	kg/t	Kilograms
Lateritic ore	Cobalt	No Processing	N/A	Tonnes
Lateritic ore	Nickel	No Processing	N/A	Tonnes
Metal Hydroxide	Cobalt	Concentrate	N/A	Tonnes
Metal Hydroxide	Nickel	Concentrate	N/A	Tonnes
Metal Sulphate	Copper	Refine	N/A	Tonnes
Silica Sand	All Types	Beneficiated	%	Tonnes
Tankhouse Slimes	All Commodities	Refining by-product	N/A	Litres or barrels

A.3 Notes

Processing methods

- Beneficiated = any process that upgrades the mined ore/material including 'washed', screened, single-stage concentrate.
- Crush/sort = typical quarrying processes including crushing screening and stockpiling of various products
- Refine = post-primary process refining such as electrolysis, cupellation, pyrometallurgical reactions
- Concentrate = other types of concentrate like flotation, etc
- Smelt = primary metal recovery
- N/A (Includes Direct Shipping Ore) = No processing required

Appendix B: Reporting responsibilities for transfers and processing

The table below indicates the reporting operation's responsibility for different types of transfer, both for the transfer form and for the processing form. The corresponding responsibility for the other transacting party is also indicated.

	Responsibility of reporting operation on transfer form	Responsibility of reporting operation on processing form	Responsibility of <i>transacting party</i> on sales form
Transfer out to another operation within the company or group of companies	Report materials supplied (transfer out)	-	-
Transfer in from another operation within the company or group of companies	Report materials received (transfer in)	Report materials processed	Report materials sold
Purchase of raw material from another company	Report materials purchased	Report materials processed	-
Sale of raw material to another company	Not reported as a transfer; Report in Sales form	-	Report materials sold
Temporary transfer out for processing	Temporary transfers do <i>not</i> need to be reported on the transfer page	Report materials your operation had processed by a third party on your behalf	Report materials sold
Temporary transfer in for processing (without purchasing)	Temporary transfers do <i>not</i> need to be reported on the transfer page	-	-