

Registration of a mortgage or sublease or release of a mortgage

Mineral and Energy Resources (Common Provisions) Act 2014 Chapter 2

Form MMOL-06 Version 2

You may make this request electronically using the [MyMinesOnline](#) system where available. Alternatively, you may complete the original of this form and submit the form, any attachments and the prescribed fee at a [Mines lodgement office](#).

Refer to the **Permit administration guideline** for assistance. Please use a pen, and write neatly using **BLOCK LETTERS**. Cross where applicable

Note: You may perform a **public enquiry report** for the below permit(s) which is available on the Departments website to confirm this registration.

Question 1 – Registered dealing type, permit and holder details

Activity type	Allowable permit types	Permit number(s) to which request applies (eg ML1234)
Register a mortgage	All granted permit types – not applications	
Release or surrender a mortgage	All granted permit types – not applications	
Register a sublease	Granted ML, PL, QL, GL only	

Question 2 – Permit holder details

2.2 Select the nominated holder to which mortgage or sublease relates

Company name / surname:

Given name (if individual): % share

2.3 Other holders (if applicable)

Company name / surname:

Given name (if individual): % share

Company name / surname:

Given name (if individual): % share

Company name / surname:

Given name (if individual): % share

Register a mortgage: complete questions 3, 6 and 7
Release or surrender a mortgage: complete questions 4, 6 and 7
Register a sublease: complete questions 5, 6 and 7

OFFICE USE ONLY		Fees paid:	Application entered onto MyMinesOnline Y N
Received at: _____		Total \$ _____	Email sent to lodger Y N/A
Received by: _____		Receipt Number: _____	Name: _____
Date: / /			Signed: _____
Time: AM/PM			Date: / /
Payment Method: Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/>			Deal No: _____

Question 3 – Registration of mortgage

3.1 Mortgagee details

Company name:			
Contact name:			
Address:			
Town/City:		State:	Postcode:
Country		Phone no.:	
Email:			

3.2 Other interests

Is there a caveat prohibiting a mortgage recorded in respect of the permit?

If **yes**, provide caveat reference number and caveator name:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Reference no.:	Caveator name:

Note: If consent is not provided from the caveator to the mortgage, or the caveat is not removed, the mortgage cannot be registered.

Attachments required for Question 3 - mortgage registration:

A copy of the mortgage document signed by all parties

Consent to register mortgage from caveator (if applicable)

Removal of caveat by caveator (if applicable)

Question 4 – Release or surrender of mortgage

4.1 Registered mortgage details

Reference number of mortgage being released or surrendered

3.1 Mortgagee details

Company name:			
Contact name:			
Address:			
Town/City:		State:	Postcode:
Country		Phone no.:	
Email:			

By signing the declaration (Q7), the mortgagee releases the mortgage as a charge on the permit described in Q1.

Attachments required for Question 4 - mortgage release or surrender:

Evidence (release document) from the mortgagee allowing mortgage to be released

Evidence (mortgage surrender document) from the mortgagee allowing mortgage to be surrendered

Consent to release/surrender mortgage from caveator (if applicable)

Question 5 – Register a sublease of the lease

5.1 Proposed sublease holder details and address

%

Sublessee 1

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Address:

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Town/City:

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State:

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Postcode:

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Country

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Phone no.:

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Email:

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Sublessee 2

--	--

Address:

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Town/City:

--

State:

--

Postcode:

--

Country

--

Phone no.:

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Email:

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Note: If more sublessees provide details on a separate attachment

5.2 Is a caveat forbidding a sublease currently recorded in respect of the permit?

Yes

No

If yes, provide caveat reference number and caveator name:

Reference no.:	Caveator name:

5.3 Have you gained consent from the caveator?

Yes

No

Note: If consent is not provided from the caveator, or the caveat is not removed, the sublease cannot be registered.

5.4 Proposed sublease term

from

to

or

Indefinitely

5.5 Is the sublease being applied for over whole or part of the permit?

whole

part

Note: the Minister may request a survey of the sublease be conducted

5.6 Is the lease a coal or oil shale lease within the area of a petroleum lease?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, provide evidence that the sublessee and petroleum lease holder are parties to a coordination arrangement.

Attachments required for Question 5 - register a sublease:

- A copy of the sublease document signed by all parties
- Consent to register sublease from caveator (if applicable)
- Removal of caveat by caveator (if applicable)
- Part area of permit - provide map, survey or shape file highlighting the area subject to the sublease
- Evidence that sublessee and overlapping permit holder are parties to a coordination arrangement

Question 6 –Payment and attachments

Dealing registration fee (per permit)

Documents and consents required are attached

Question 7 – Declarations

WARNING: Giving false or misleading information is a serious offence.

I/we:

- declare that the information provide in this form is true and correct;
- understand that the department is not required to examine or to determine the validity of a mortgage or sublease;
- have truthfully declared all relevant details requested of me in this request;
- declare if any part of this form has been completed with the assistance of another person, the information as set down is true and correct and has been included with my full knowledge, consent and understanding;
- understand that registration of a mortgage or sublease does not give the mortgage or sublease any more effect or validity than it otherwise would have.

Print name:	<input type="text"/>	Signature:	<input type="text"/>
Position:	<input type="text"/>	Date:	<input type="text"/>
Print name:	<input type="text"/>	Signature:	<input type="text"/>
Position:	<input type="text"/>	Date:	<input type="text"/>
Print name:	<input type="text"/>	Signature:	<input type="text"/>
Position:	<input type="text"/>	Date:	<input type="text"/>
Print name:	<input type="text"/>	Signature:	<input type="text"/>
Position:	<input type="text"/>	Date:	<input type="text"/>

I wish to receive an email confirmation of this registration Provide email address below-

Email:

OFFICE USE ONLY CHECKLIST		<u>Receiving officer</u>	
Q2: Correct permit holder details? (check holder details on register)	Y / N	I confirm that:	
Q3.1: Mortgagee details provided?	Y / N	<ul style="list-style-type: none"> the details on this form have been checked; the checklist above is complete; the permit is able to be mortgaged or subleased or mortgage be released; attachments required are correct; correct fees have been submitted. 	
Q3.1: Mortgage document refers to correct holder(s) and permit number(s)?	Y / N	The request to register a mortgage, sublease or release a mortgage has / has not provided all the information required by the legislation to be verified.	
Q3.2: Is there a caveat registered on permit(s)? (check register)	Y / N	I recommend that the request should / should not be accepted and recorded on the register.	
If yes, consent of caveator or release documents provided?	Y / N	Name: _____	
Q4: All mortgagee details provided?	Y / N	Signed: _____ Date: / /	
Q4: Evidence of release/surrender provided?	Y / N		
Q5.1: All sublessee details provided?	Y / N		
Q5.2: Is there a caveat registered on permit(s)? (check register)	Y / N	<u>Departmental Officer</u>	
Q5.3: If yes, consent of caveator or release documents provided?	Y / N	The request to register a mortgage, sublease or release of a mortgage is properly made and can be recorded on the register or is not properly made, can not be recorded on the register and will be returned.	
Q5.4: Period of sublease provided?	Y / N	Reasons for not properly made:	
Q5.5: If sublease is part area, has a map, survey or shape file been provided?	Y / N	_____	
Q5.6: Is the permit overlapping with lease? If yes, evidence sublessee and permit holders are parties to a coordination arrangement provided?	Y / N	_____	
Q6: Correct fees per permit received?	Y / N	Name: _____	
Q6: Documents or consents attached?	Y / N	Signed: _____ Date: / /	

Disclaimer

The Queensland Government is collecting information provided on this form for the purposes of assessing the suitability of your request to register a mortgage, sublease or remove a mortgage and maintain the public searchable register the *Mineral and Energy Resources (Common Provisions) Act 2014* (MERCPC).. Some or all of this information may be provided to other agencies of the Queensland Government for the issuing of an environmental authority, to make register searches, extracts or copies under section 199 of the MERCPC, or to make other approvals as required under the Act. Some of this information may be provided to Queensland Treasury, the Scheme Manager under the Mineral and Energy Resources (Financial Provisioning) Act 2018 (MERFP Act), or any advisors to the Scheme Manager to enable the Scheme Manager to carry out the Scheme Manager's functions under the MERFP Act. Your personal information will not otherwise be disclosed to any other third party without your consent, unless authorised or required by law.