



Register a transfer of shares between holders or transfer a mortgage or sublease

Mineral and Energy Resources (Common Provisions) Act 2014 Chapter 2
Form MMOL-07 Version 4

Mines ABN 59 020 847 551

You may make an application to transfer shares between current holders electronically using the [MyMinesOnline](#) system. Alternatively you may complete the original of this application and submit the application, 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 department's website to confirm this registration.

Question 1 – Non-assessable transfer type and permit details

Transfer type		Permit number (eg ML 01234)
1. Transfers of shares between current holders	<input type="checkbox"/>	
2. Transfer of a mortgage	<input type="checkbox"/>	
3. Transfer of a sublease	<input type="checkbox"/>	

Question 2 – Other interests

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If **yes**, provide caveat reference number and caveator name:

Dealing/activity no.:	Caveator name:

Dealing/activity number is the MyMinesOnline reference number.

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

Attachments required for Question 2:

- Consent to register transfer from caveator on approved (MMOL-08A Consent of Caveator) form (if applicable)
- Removal of caveat by caveator (if applicable)

Transfers of shares between current holders: complete questions 3, 6 and 7

Transfer of a mortgage: complete questions 4, 6 and 7

Transfer of a sublease: complete questions 5, 6 and 7

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

Question 3 – Transfer of shares between current holders

3.1 Detail the current holder(s) to which this request relates and proposed shares

Current holder details *(if permit has more than four holders, provide as separate attachment)*

Company name / surname:		
Given name (if individual):		% interest
Company name / surname:		
Given name (if individual):		% interest
Company name / surname:		
Given name (if individual):		% interest
Company name / surname:		
Given name (if individual):		% interest

Holder details after transfer

Company name / surname:		
Given name (if individual):		% interest
Company name / surname:		
Given name (if individual):		% interest
Company name / surname:		
Given name (if individual):		% interest
Company name / surname:		
Given name (if individual):		% interest

3.2 Is there a mortgage recorded in respect of the permit?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, provide mortgage reference number and mortgagee name:

Dealing/activity no.:	Mortgagee name:

Note: If consent is not provided from the mortgagee to the transfer, or the mortgage is not released, the transfer cannot be registered.

Attachments required for Question 3- Transfer of shares:

- Transfer document signed by all parties (all holders)
- Evidence that transfer has been assessed by Office of State Revenue for stamp duty
- Consent to register transfer from mortgagee (template form available on departments website) (if applicable)
- Removal of mortgage by mortgagee (MMOL-06 Registration of a mortgage or sublease or release of a mortgage) (if applicable)

Question 4 – Transfer of mortgage

4.1 Dealing/activity number of mortgage being transferred against the permit

4.2 Transferor (current mortgagee) name, address, email and phone number

4.3 New Mortgagee details

Company name / surname:

Given names (if individual):

Address:

Town/City:

State:

Postcode:

Country

Phone no.:

Email:

4.4 Encumbrances (if applicable)

Attachments required for Question 4 -

A copy of the mortgage transfer document signed by all parties

Evidence that mortgage transfer has been assessed by Office of State Revenue for stamp duty

Question 5 – Transfer a sublease

5.1 Dealing/activity number of sublease being transferred against the lease

5.2 Transferor (current sublease) name, address, email and phone number

5.3 New Subleasee details

Company name / surname:			
Given name (if individual):			
Address:			
Town/City:		State:	
		Postcode:	
Country:		Phone no.:	
Email:			

Attachments required for Question 5:
A copy of the sublease transfer document signed by all parties
Evidence that sublease transfer has been assessed by Office of State Revenue for stamp duty

Question 6 –Payment and attachments

Dealing registration fee (per permit or ML application)
Documents and consents required are attached

Question 7 – Declaration (all holders or applicants must sign)

I/we:

- declare that the information provided in this form is true and correct;
- understand that any false or misleading information may attract a penalty;
- 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 the department is not required to examine or to determine the validity of non-assessable transfers.

Print name:		Signature:	
Position:		Date:	
Print name:		Signature:	
Position:		Date:	
Print name:		Signature:	
Position:		Date:	

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

Email:

Disclaimer

The Queensland Government is collecting information provided on this form for the purposes of assessing the suitability of your request to register a transfer of shares between holders or transfer a mortgage or sublease 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.

<u>OFFICE USE ONLY CHECKLIST</u>	
<p>Q2: Is there a caveat registered on permit(s)? (check register) If yes, consent of caveator provided? If no consent provided, transfer cannot be registered</p>	<p>Y / N</p>
<p>Q3: Check holder details on register. Do they match details on form? Q3: Is there a mortgage registered on permit(s)?(check register) If yes, consent of mortgagee provided? If no consent provided, transfer cannot be registered</p>	<p>Y / N</p> <p>Y / N</p>
<p>Q4: Transfer of mortgage information supplied and documents lodged? (Confirm mortgage is still current on register) Ensure evidence that application has been assessed by OSR for stamp duties is attached</p>	<p>Y / N</p>
<p>Q5: Copy of sublease transfer document lodged? Ensure evidence that application has been assessed by OSR for stamp duties is attached</p>	<p>Y / N</p>
<p>Q5: Sublease details provided? (Confirm sublease is still current on register)</p>	<p>Y / N</p>
<p>Q6: Correct fees per permit received?</p>	<p>Y / N</p>

Receiving /assessment officer
I confirm that:

- the details on this form have been checked;
- the checklist above is complete;
- the permit is able to be transferred;
- attachments required are correct;
- correct fees have been submitted.

The request to register a non-assessable transfer **has / has not** provided all the information required by the legislation to be assessed.
I recommend that the request **should / should not** be received.

Name: _____
Signed: _____ Date: / /

Departmental Officer
The request to register a non-assessable transfer 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.

Reasons for not properly made:

Name: _____
Signed: _____
Date: / /