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Welcome to NovaROC online help

Welcome to the NovaROC online help system. Browse through the help pages by clicking on the links above or selecting pages in the table of contents. To quickly find specific product information, enter search criteria in the search box above and click the search button. Or click Topics A-Z for an alphabetical search.

Help Icons

You will find help pages throughout the application. For further information, contact NovaROC support team:
Email:
Phone: 250.380.2429

See also

Client Account
Licence
Lease
Permits
Login and Logout

Login

Nova Scotia Registry Of claims is accessible by Registry staff and Clients using respective username and password.

- Click launch icon on Home page

- Enter your username and password

- Click Submit

If user is logging in for the first time, a user agreement is displayed and user will be asked to read agreement, agree to the terms and conditions. Otherwise, the user will not be able to proceed with the login.

Logout

You can leave Nova Scotia Registry Of claims at any time and the data last entered will be saved.
On right hand side, click Logout.
4. Introduction

Search

The Search function provides the user the functionality to filter and search by different criteria.

- Click Mining Search link from Quick links.

User is navigated to Search page. For example, user can enter NovaROC ID or name as search criteria.

Click Next to see results based on filter criteria.
Client Registration

The Application for a licence function allows the user to submit application for Mineral exploration licence or Special licence or Underground Hydrocarbon Storage Licence or Oak Island Treasure Licence and create licences shape on map.

Getting Started

Click on Launch icon on home page Click on Register link Enter the captcha shown and click Next

Select Client Type

Select client type from Individual and Non-Individual and click Next.

Online Registration

There are two types of Registration: Individual and Non-Individual. Please select the appropriate value from the drop-down list and click Next.

Application Details

Individual Clients:

Enter in all the required (marked with *) information and click Next.
6. Introduction

Non-Individual Clients:

Enter in all the required (marked with *) information

Type of company has selection options: Corporation, Partnership, Syndicate. If client is outside of Nova Scotia, Resident agent information is mandatory.
Click Next to proceed to Select User ID page.

**Select User ID**

Application suggests a username. User can click on other and choose other name by entering in input box and click Next.
8. Introduction

Summary

This page provides the user with a Summary of the entered information on the previous page. Click Next for confirmation details.

Confirmation

This page displays the event confirmation details. Client receives an email with password which can be used to login.
Payment Process

All the events created by a user show in the Shopping Cart.

### Shopping Cart

<table>
<thead>
<tr>
<th>Cost (excluding application fee)</th>
<th>Application Fee</th>
<th>Detail</th>
<th>Remove Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>$11.42</td>
<td>$0.00</td>
<td>No event details</td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount: $11.42**

When the user is ready to purchase, they can use the Next button to proceed with the payment. This step is referred to as Financial Management. Note: Users can remove any item if they do not want to proceed. In this case, click on **Remove Event**.

From the Financial Management page, the user can select the payment method. Clients have the ability to pay online using a credit card.

### Financial Management

**Select Payment Method**

**Online Payment**

This step requires the user to enter the following credit card information:

- Cardholder Name
- Credit Card Number
- Expiry Date
- Card Verification Value (3 or 4 digit number on the front or back of the credit card)
- Card Holder Details

If any of the required information is missing, the user will not be permitted to proceed.
Online Payment Processing

Information to process your transaction has now been collected. Before your transaction can be completed, payment must be finalized using one of the available credit card options.

Note: This service uses secure server technology to ensure that privacy and security of your information is maintained. Please select Privacy and Security for a more detailed description of the security features supported and our privacy policies.

Access Nova Scotia accepts online payments on behalf of NovaROC - Nova Scotia Mineral and Petroleum Registry Online Claims (Testing). Please enter your payment information below:

Total Fee: $11.42 CAD

Credit Card:
- VISA
- MASTERCARD
- AMEX

Card Number: 1212325262

No spaces in number

CVV:

**

Visa/MasterCard

American Express

CVV

A 3-digit number in reverse italics on the back of your credit card

CVV stands for Card Verification Value. It is the three or four-digit number that is printed on or near the signature panel on the back of your credit card or on the front of your credit card near the credit card number. For more information on CVV, please select Help.

Expiry Date:
- Month: 08
- Year: 2015

Card Holder’s Name: Daniel Malo

As shown on card

E-Mail: dmalo@ebc.com

Confirm e-mail: dmalo@ebc.com

Please click the "Submit" button below to complete your payment and wait for your transaction confirmation to appear.

Submit

Click "Cancel Transaction" below if you would like to abandon this transaction. You will not be charged any fee.

Cancel Transaction

Click on Submit to continue with the payment or Click Cancel Transaction to stop the payment

The Online Payment Approved page provides detailed information on the approval or failure of your credit card transaction.
Client Account

Articles in this section

Click on any of the following folders to access information about specific business functions.

- Agent Management
- Appeal
- Change Password
- Client Documents
- Client Portfolio
- Client Profile
- Payment History
- Registration of Documents
Agent Management

The Agent Management function allows the user to assign another client as an Agent on their behalf and to grant a granular set of permissions as required.

Getting Started

- Click on Client Account tab
- Click on Agent Management link

Input NovaROC client ID

The page provides the user an input field for the NovaROC ID for which need to display the agents. Click Next

Client and Agent Information

This page presents the NovaROC ID of the client who is logged in by default. This page displays client and agents information. Initially, user/client will not have any clients or agents. Client can also be both client and agent.

Add New Agent

To add new agent click on add new agent button
Input NovaROC Client Id of the Agent you want to have act on your behalf in input box and click Next.

Select Permissions: User can select all permissions by selecting Select All checkbox or remove all permissions by selecting Remove ALL checkbox. User can select specific permissions. After selection of permissions click Next to navigate to Confirmation page.

Agent Information

Submitter: (564111) Victory Minerals Inc
Effective Date: 2013-05-11

Select Permissions

Agent: Sidney Crosby (564112)
Select ALL/Remove ALL

Client Information

Client Account
- Client Profile
- Agent Management
- Client Portfolio
- Payment History
- Client Documents
- Registration of Documents
- Appeal

Lease
- Application for a Lease or Special Lease
- Application for Non-Mineral Registration
- Submission of the Annual Report on Mining Operations
- Application to Renew a Lease / Special Lease
- Application to Surrender a Lease
- Notification of Suspension of Production

Licence
- Application for Licence
- Reporting of Assessment Work
- Application for Late Renewal
- Application for Renewal
- Request for Extension of Renewal Date
- Application to Regroup Licences
- Transfer Initiation
- Transfer Completion
- Application for Integration
- Application to Surrender
- Request to Withdraw an Application

Permits
- Drilling Notification
- Excavation Registration
- Letter of Authorization for Large Excavation
- Notice of Airborne Survey

Edit agent permissions

User can edit the permissions of agent by clicking on Edit button. Edit permissions and click next to navigate to Confirmation page.
14. Client Account

Agent Management

▼ Client Information

Submitter: (554111) Victory Minerals Inc
Effective Date: 2013-05-11

▼ Clients (564111 - Victory Minerals Inc)

No client has set you as his Agent.

▼ Agent (564111 - Victory Minerals Inc)

<table>
<thead>
<tr>
<th>NovaROC Client Id</th>
<th>Name</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>564111</td>
<td>Sidney Crosby</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remove agent

User can remove an agent who acts on their behalf by selecting next to navigate to Confirmation page.

Confirmation

This page displays the event confirmation details.
Appeal

The Appeal function provides user ability to appeal or dispute decision of registry.

Getting Started

- Click on Client Account tab
- Click on Appeal link
- Click on link to download Appeal form (Form 19)

Appeal

You may appeal or dispute decisions of the Registry. To do so, click on the following link and either complete the Appeal Form (Form 19), print it, sign it and deliver to the Minister of Natural Resources by mail or personal delivery.

Click [here](#) to download Appeal form

User is navigated to Nova Scotia government website where they can download form, print it, sign it and deliver to the Minister of Natural Resources by mail or personal delivery.
Change Password

The Change Password function allows the user to change password.

Getting Started

- Click on Client Account tab
- Click on Change Password link
- Enter in Current Password and New password and click Next for confirmation

![Change Password form]

Passwords shall be a minimum of 8 characters in length. Each password shall contain at least one character from each of the following categories:

- Upper case characters
- Lower case characters
- Numeric characters
- Special characters: ?!,@#$%^&*+=
Client Documents

The Client Documents function allows the user to access various documents associated with their Rights.

Getting Started

- Click on Client Account tab
- Click on Client Documents link

Input Event number or Right Number

The page provides the user an input field for the Event number or Right Number. Select button and input Event number or Right Number.

Input Event Number

Access to documents is determined by type of user and permissions granted. External clients cannot access all the documents for all the events.

- Input Event Number and Click Next.
- Select event number checkbox. Previously attached documents are shown here.

- To download attachment click on document link.
- To add new attachments browse attachments click add button. To remove added document click on 'Remove' link. Click Next

Add Event Documents

Event Number: 1005559

Attached Files:
Test.pdf
Remove
Click next to navigate to Summary page and Confirmation page

**Input Right Number**

List of all the documents associated with the right is generated. As explained earlier user can download and add attachments.

<table>
<thead>
<tr>
<th>Event Number</th>
<th>Event Type Description</th>
<th>Submitter</th>
<th>Recorded Date</th>
<th>Attached Document List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005678</td>
<td>Administrative Amendment</td>
<td>Keiak, Katki</td>
<td>2013-06-11</td>
<td></td>
</tr>
<tr>
<td>1005579</td>
<td>Administrative Amendment</td>
<td>Keiak, Katki</td>
<td>2013-06-11</td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

This page provides the user with a Summary of the entered information on the previous page.

**Confirmation Page Index**

This page displays the event confirmation details and the payment summary.
Client Portfolio

The Client Portfolio function allows the user to view licence status, expiry dates, outstanding applications and track status of submissions. The user and the system will be able to post notifications to the portfolio.

Getting Started

- Click on the Client Account tab
- Click on the Client Portfolio link

Client Portfolio

This page is divided into six areas: Transactions, Licences/Leases/Permits, Application Status, and Bulletin Board Search Filter.

Transactions area provides a list of historical transactions based on the selected criteria.

The list is posted in a table format and contains the following information:

- **Submitter Name**
- **Event Number**
- **Event**
- **Recorded Date**

Licences/Leases/Permits area provides a list of owned Licences/Leases/Permits based on the selected criteria.

The list is posted in a table format and contains the following information:

- **Licence/Lease/Permit Number**
- **Licence/Lease/Permit Name**
- **Licence/Lease/Permit Type**
- **Licence/Lease/Permit Area**
- **Licence/Lease/Permit Recorded Date**

Application Status area provides a list of submitted applications based on the selected criteria.

The list is posted in a table format and contains the following information:

- **Event Number**
- **Event Name**
- **Recorded Date**

Bulletin Board area provides information on system messages and user message. The user has the ability to view a message by clicking on the link in the Subject column and to delete the message if no longer required by clicking on Remove in the Remove column.

The list is posted in a table format and contains the following information:

- **Event Number**
Event Name

- Click on the link in the Subject column to open the message.
- Click on Remove link in the Remove column to delete the message.

Client Portfolio

Transactions

<table>
<thead>
<tr>
<th>Submitter</th>
<th>Event Number</th>
<th>Event</th>
<th>Recorded Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victory Minerals Inc</td>
<td>1005559</td>
<td>Application for a Licence</td>
<td>2013-06-11</td>
</tr>
<tr>
<td>Victory Minerals Inc</td>
<td>1005560</td>
<td>Geoprocessing Event</td>
<td>2013-06-11</td>
</tr>
<tr>
<td>Victory Minerals Inc</td>
<td>1005567</td>
<td>Agent Management</td>
<td>2013-06-11</td>
</tr>
<tr>
<td>Victory Minerals Inc</td>
<td>1005568</td>
<td>Agent Management</td>
<td>2013-06-11</td>
</tr>
<tr>
<td>Victory Minerals Inc</td>
<td>1005571</td>
<td>Application for a Licence</td>
<td>2013-06-11</td>
</tr>
<tr>
<td>Victory Minerals Inc</td>
<td>1005572</td>
<td>Geoprocessing Event</td>
<td>2013-06-11</td>
</tr>
<tr>
<td>Victory Minerals Inc</td>
<td>1005594</td>
<td>Transfer Initiation</td>
<td>2013-06-12</td>
</tr>
</tbody>
</table>

Licences/Leases/Permits

<table>
<thead>
<tr>
<th>Licence/Lease/Permit Number</th>
<th>Licence/Lease Name</th>
<th>Type</th>
<th>Area</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td>License - LICENCE</td>
<td>259.04</td>
<td>2014-06-11</td>
<td></td>
</tr>
<tr>
<td>50062</td>
<td>License - LICENCE</td>
<td>259.04</td>
<td>2014-06-11</td>
<td></td>
</tr>
</tbody>
</table>

Application Status

<table>
<thead>
<tr>
<th>Event Number</th>
<th>Event</th>
<th>Recorded Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005559</td>
<td>Application for a Licence</td>
<td>2013-06-11</td>
<td>Approved</td>
</tr>
<tr>
<td>1005571</td>
<td>Application for a Licence</td>
<td>2013-06-11</td>
<td>Approved</td>
</tr>
<tr>
<td>1005594</td>
<td>Transfer Initiation</td>
<td>2013-06-12</td>
<td>New</td>
</tr>
</tbody>
</table>

Bulletin Board

Search Filter

The Search Filter criteria are placed at the bottom to provide quick access to the search options after a previous search that returned many rows.

Search Filter area provides a few filtering criteria.

The Previous week option is selected by default.

The alternate options are Previous month and Between Start Date and End Date.

The NovaROC ID must be provided to be able to continue the Search.

Click on Next button to proceed with the data filter.
Client Profile

The Client Profile functions allows user to modify client information submitted by client.

Getting Started

- Click on the Client Account tab.
- Click on the Client Profile link.

Input Client Number

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and input box for client NovaROC ID.

Amend client profile details

There are two types of client Individual and Non-Individual. Most of the information is modifiable except for Non-Individual clients Company Name, Joint Stock Registration Number, Authorizing Officer and User Name are not modifiable. Client can be added to list of Prospectors of Nova Scotia by checking 'Add name to the list of Prospectors of Nova Scotia' checkbox. Prospector ID can be viewed or printed by checking 'View/Print Prospectors ID' checkbox.
After amending profile click Next to proceed to Summary Page.

Summary

This page provides the user with a Summary of the entered information on the previous page. If client is added to list of Prospectors then there is payment process. Else click Next for confirmation details.
Payment

For more information on payment process, please click here.

Confirmation

This page displays the event confirmation details.
Payment History

The Payment History function allows the user to view and print payment receipts for the successful payment transactions.

Getting Started

- Click on the Client Account tab
- Click on the Payments History link

Payment Receipts Report Filter

This page makes available to the user several filter criteria for the Payment Receipts Report.

The Any NovaROC Name or ID option is selected by default.

The alternate option is Specific NovaROC Name or ID. This option is valuable when the user knows the NovaROC Name or ID.

The Payment Method is the second filter and it is defaulted to All Payments.

The other options for the Payment methods are ACOL and Over the Counter Payment. Note: ACOL is the Online credit Card Payment.

The Start Date and End Date options are handy when the report is required for a period of time.

The Invoice Number could also be used as payment search criteria.

Click Next button to continue

Payment Receipts Report List

This page makes available a list of payments based on the selected criteria.
The following 3 payments were found:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Events</th>
<th>Payment Method</th>
<th>Payment Result</th>
<th>Amount</th>
<th>Payment Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>110081891</td>
<td>1001267 Application for a Licence</td>
<td>Online Payment</td>
<td>Payment Successful</td>
<td>$34.26</td>
<td>2013-05-14</td>
<td>See Detail</td>
</tr>
<tr>
<td>110081892</td>
<td>1001292 Application for a Licence</td>
<td>Online Payment</td>
<td>Payment Successful</td>
<td>$45.68</td>
<td>2013-05-17</td>
<td>See Detail</td>
</tr>
<tr>
<td>110081893</td>
<td>1001295 Application for Lease or Special Lease</td>
<td>Online Payment</td>
<td>Payment Successful</td>
<td>$657.20</td>
<td>2013-05-17</td>
<td>See Detail</td>
</tr>
</tbody>
</table>

Click on See Detail link in the Details column for more information on a specific payment.

Click on Back button to navigate to the Filter page.

**Payment Receipt Detail**

This page displays a copy of the payment receipt for the selected payment transaction.

To print a copy of the displayed receipt, the user can click on the link below the receipt:

[Click here to print this receipt]
Registration of Documents

The Registration of Documents function allows the user to register documents with respect to Rights registered in the system. There are two types of documents:

1. Summary of Agreement
2. Caveat

Getting Started

- Click on Client Account tab
- Click on Registration of Documents link

Select Registration Document

The page provides the user an input field for the NovaROC ID for Submitter. Select type of document Click Next

- Summary of Agreement
- Caveat

Summary of Agreement

Summary of agreement contemplates a signed agreement with other 'owners' and is typically submitted by the Right Holder or their agent
Caveat

A Caveat seeks to register a claim against the Right and is submitted by someone other than the Right Holder or their agent.
Caveat

(pursuant to the Mineral Resources Act, S.N.S. 1990, c.18, s.88(4))

This caveat filed on 20-06-2013 is made pursuant to the Mineral Resources Act, S.N.S 1990, c.18 ("the Act"), s.88(4).

Take notice that Victory Minerals Inc (name of Mineral Right Holder/Non-Mineral Registrant) is deemed to be the holder of

50060 (describe the mineral right or non-mineral registration) pursuant to the subsection 88(1) of the Act.

And take notice that Victory Minerals Inc (name of Mineral Right Holder/Non-Mineral Registrant) holds MEL (insert type of right) in trust for:

1. John Edwards of Victory Minerals Inc in the County of Canada Province of NS
2. 
3. 
4. 

And further take notice that more details of the trust may be obtained by contacting:

Name: Michael F
Address: 1234 apples pl
City: halifax
Postal Code: B3T 3H2
Telephone: 902-222-2222

I hereby certify that the information recorded on this form is, to the best of my knowledge, true and correct.

To continue, click "Next"

After entering information in either of the forms, click Next to navigate to Summary page.

Summary

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

Payment

For more information on payment process, please click here

Conformation

This page displays the event confirmation details and the payment summary.
Home > Licence

Licence

Articles in this section

Click on any of the following folders to access information about specific business functions.

- Application for Licence
- Application for Renewal
- Application to Surrender
- Request to Withdraw an application
- Reporting of Assessment Work
- Application for Late Renewal
- Request Single Assessment work report for Non-adjacent licences
- Request for Extension of Renewal Date
- Application For Integration
- Application to Regroup Licences
- Transfer Initiation
- Transfer Completion
Application for Licence

The Application for a licence function allows the user to submit application for Mineral exploration licence or Special licence or Underground Hydrocarbon Storage Licence and create licence shape on map.

Getting Started

- Click on Licence tab
- Click on Application for licence link

Select Licence type

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and options to select licence type.

Input Application details

Following information is required in application

- Applicant (Submitter or client of submitter). If Submitter is Agent of client, user can select the Applicant for which licence application is being entered.
### Application for Licence

#### Client Information

Submitter: (564111) Victory Minerals Inc  
Effective Date: 2013-05-11

#### Application Details

**Licence Type:** Mineral Exploration Licence  
**Applicant:** 564111 Victory Minerals Inc

#### Tract Description

<table>
<thead>
<tr>
<th>Line #</th>
<th>Claim Reference Map</th>
<th>Tract(s)</th>
<th>Claim(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11D13B</td>
<td>31</td>
<td>N,O</td>
</tr>
<tr>
<td>2</td>
<td>11D13B</td>
<td>32</td>
<td>P,Q</td>
</tr>
<tr>
<td>3</td>
<td>11D13B</td>
<td>41</td>
<td>A,B,G,H,J,K</td>
</tr>
<tr>
<td>4</td>
<td>11D13B</td>
<td>42</td>
<td>C,D,E,F,L,M</td>
</tr>
</tbody>
</table>

**Further Description / Comment:**

#### Attachments

- **Attachments:**
  - Test1.pdf  
  - Remove

### Instructions:

- **Claim details:** Claims details can be entered into text input box or can be selected using map.
- **Attachments**
- **Staff comments**
- **Click Next button to continue to Summary page**
Application for Licence

**Claim Details**

**Enter claim details manually**

- Enter Claim Reference Map: 11F4D
- Enter Tract: 27
- Enter claims: L,M,N,O

**Select claims using Map**

- Click , a window slides into view.
- Use the button to zoom in and the button to zoom out of an area.
Click on Select by attribute icon to search by licence ID. There are three search layers to search from: Exploration licences, Special Licences, Hydrocarbon Storage-area licences.

Enter in licence number and click search.

Once licence selection is complete, click Complete Selection.

Click Next to navigate to Summary page.

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

**Payment**

For more information on payment process, please click here.

**Confirmation Page Index**

This page displays the event confirmation details and the payment summary.
Application for Renewal

The Application for Renewal function allows the user to submit application to renew a licence or some claims. The Renewal is based on the total work credit balance of the licence that may include prior year as well as currently pending work credits (subject to confirmation by the Registry) as a result of a recently submitted Form 10.

Getting Started

- Click on Licence tab
- Click on Application for Renewal link

Input Licence number

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and enter licence number in Input box

Input Application details

Renewal is based on the total work credit balance of the licence that may include prior year as well as currently pending work credits (subject to confirmation by the registry).

Work Credit Requirements for Renewal are computed based on the age of the licence. It is the 'Work Credit Requirements per Claim' times the number of claims selected for Renewal in the licence. 'Work Credit Requirements per Claim' is as follows:

<table>
<thead>
<tr>
<th>Age</th>
<th>Work Credit Requirements per Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 10 years</td>
<td>$200.00</td>
</tr>
<tr>
<td>11 - 15 years</td>
<td>$400.00</td>
</tr>
<tr>
<td>16+ years</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

Payment in Lieu of Assessment Work (PiLW) can be paid only in a 5 year time period i.e. once in years 1-5. PiLW is computed based on the age of the licence. It is the 'Work Requirement per claim' times the number of claims selected for Renewal in the licence. 'Work Credit Requirements per claim' for PiLW is as follows:

<table>
<thead>
<tr>
<th>Age</th>
<th>Payment in Lieu of Work requirements per Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 10 years</td>
<td>$228.75</td>
</tr>
<tr>
<td>11 - 15 years</td>
<td>$457.50</td>
</tr>
<tr>
<td>16+ years</td>
<td>$915.00</td>
</tr>
</tbody>
</table>

User has two options for renewal details: Full renewal and Partial renewal.

1. If user selects full renewal, click Next button to continue to Summary page and Confirmation page
2. If user selects partial renewal, some claims are dropped.

Partial Renewal

- Click , a window slides into view.
- Click Select feature button.
- Use any of the selection Buttons is available to you.

After selection is complete click Complete Selection. The Map viewer will hide automatically. Now the Tract description is amended.

- Click Next button to continue to Summary page.
Review entered Information

This page provides the user with a Summary of the entered information on the previous page. Click Next button to continue to Confirmation page.

Payment

For more information on payment process, please click here.

Confirmation Page

This page displays the event confirmation details.
Application to Surrender

The Application to Surrender function allows the user to submit application to surrender a licence or some claims.

Getting Started

- Click on Licence tab
- Click on Application to Surrender link

Select Licence

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and select licence to surrender using map or enter in licence number in Input box.

Select licence using Map

- Click , a window slides into view.
- Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.
- Enter in licence number and click search
- Once licence selection is complete, click Complete Selection
- Click Next

Input Application details

User has two options for surrendering details: Full surrender and Partial surrender.

1. If user selects full surrender, click Next button to continue to Summary page and Confirmation page
2. If user selects partial surrender, some claims need to be dropped
38. Licence

**Application to Surrender**

- **Client Information**
  - Submitter: (564111) Victory Minerals Inc
  - Effective Date: 2013-06-11

- **Licence Information**
  - Licence Number: 50062

- **Tract Description**
  - **Map Selection**
    - Line # | Claim Reference Map | Tract(s) | Claim(s)
    - 1 | 11E7A | 81 | ALL
  - **Further Description / Comment:**
  - **Surrendering Details**

**Partial Surrender**

- Click [ ], a window slides into view.
- Click Select feature [ ] button.
- Use any of the selection Buttons is available to you.

- After selection is complete click [ ] button. The Map viewer will hide automatically. Now the Tract description is amended.
- Click Next button to continue to Summary page.

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to continue to Confirmation page.

**Confirmation Page**

This page displays the event confirmation details.
Request to Withdraw an application

The Request to Withdraw an Application function provides ability to withdraw application that is not been approved yet.

Getting Started

- Click on Licence tab
- Click on Request to Withdraw an Application link

Input Applicant Details

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and NovaROC ID of the Applicant (owner of application)

![Request to Withdraw an Application](image)

This function enables a NovaROC client to request the withdrawal of an application for a right that has not yet been approved. To begin the process, please enter the NovaROC ID of the Applicant.

NovaROC ID: 564107

Input Application details

Applications which can be withdrawn are listed here. Select Withdraw checkbox in Withdraw column.

![Application details](image)

- Enter in Reasons for withdrawal
- Attach the documentation that supports the request although this is optional
- Click Next button to continue to Summary page

Review entered Information

This page provides the user with a summary of the entered information on the previous page. Click Next button to start payment process.

Confirmation Page Index
This page displays the event confirmation details.
Reporting of Assessment Work

The Reporting of Assessment Work function allows the user to submit report of assessment work in their licence area in order to accrue the work credits required to renew their licences. User can submit a Prospector statement or Technical Assessment Report.

Getting Started

- Click on Licence tab
- Click on Reporting of Assessment Work link

Select Report Type

The page provides the user an option to select report type.

Submit Prospector Statement

- Input Licence Number and the total value of the work attributed to the licence
  - Licence Number
  - Value of Work

Submit New Technical Assessment Report

- Input Licence Number(s) and the value of the Assessment Work attributed to each licence (click + to add additional licence numbers)

Enter Details of Prospectors Statement

Prospectors Statement (Form 11) will be required to complete this form prior to moving to the Metadata page where attachments to this report can be uploaded. This document is the alternative to submitting a Technical Assessment Report (TAR) and therefore must be prepared before moving to the Metadata page where it is assumed that the TAR has already been prepared.
### Reporting of Assessment Work

**Client Information**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Licence Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victory Minerals Inc</td>
<td>50001</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Claim Reference Map</th>
<th>Tract(s)</th>
<th>Claim(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21H123</td>
<td>3</td>
<td>C,D,E,F,L,M</td>
</tr>
</tbody>
</table>

**Prospector’s Statement Event Information**

Have you filed a Prospector’s Statement regarding this property before?  [ ] No  [ ] Yes

If Yes, please provide dates:

<table>
<thead>
<tr>
<th>Number</th>
<th>Dates of Previous Submissions</th>
</tr>
</thead>
</table>

1. Did you search the property for [ ] outcrop  [ ] fossil  [ ] both?

2. Was your search carried out
   - [ ] Yes  [ ] No
   - [ ] Yes  [ ] No — Identify these features on your maps
     - [ ] crazed  [ ] ragged  [ ] unmarked
   - How was this established (GPS, compass, chain, pace, etc.)?
     [ ] Show the approximate location of the lines on your map(s).

3. Are your compass bearings [ ] magnetic  [ ] true astronomic?

4. Did you carry out any trenching/ditching?  [ ] No  [ ] Yes
   - [ ] Yes  [ ] No — Stripping
   - [ ] Yes  [ ] No — Drilling
   - If yes, show the location of these workings on your map(s) and indicate their dimensions. Briefly state your reason for locating these workings where you did:

   [ ] Excavation Registration No.

5. Did you locate any previously existing shafts or adits?  [ ] No  [ ] Yes
   - [ ] Yes  [ ] No — Drift or show these sites
   - If yes, show the location of these workings on your map(s):  [ ]

6. Record the types of the rocks you observed?
   - (a) in outcrop?
     [ ]
   - (b) in rock?
     [ ]

7. Did you measure the strike trend and dip of
   - (a) the rocks in place?  [ ] No  [ ] Yes
     [ ]
   - (b) any observed veins?  [ ] No  [ ] Yes
     [ ]
   - If yes to either, plot these observations on your map(s):

8. Did you observe any mineralization on the property?  [ ] No  [ ] Yes
   - If yes, list the minerals observed
Input Additional Report Details

This page provides clients with the capability of entering the metadata regarding their Assessment Work reports whether this is a Technical Assessment Report or a Prospector’s Statement. It also provides the capability for uploading a TAR or supporting materials such as the maps that may be identified in the Form 11. Much of the Metadata associated with the report will be system generated. The remainder will be input by the client. This is reflected in the fields defined in the page shown below.
### Reporting of Assessment Work

**Client Information**

- **Submitter:** (594107) Victory Minerals Inc
- **Effective Date:** 2013-06-19

**Report Information**

- **Report Type:** Prospector's Statement
- **Licence Type:** Licence
- **Licence Number(s):** 50001
- **Expected Release Date:** 2015-06-19
- **Release Date:** N/A

**Input Additional Report Details**

Before submitting a Technical Assessment report or Prospector's Statement, you are required to complete the following information. The red asterisk indicates that the information is mandatory:

- **Report Title:** 50001_report
- **Commodity:** Test
- **Number of Pages:** 5
- **Mining District:** Halifax
- **Map Scales:** 1:100, 1:200, 1:250
- **Number of Maps:** 5

The information requested below is regarding the author(s) of the report or statement. If there is more than one author, click on the plus button to create an additional for each author. List the authors in the order they are listed on the report. Author Rank will be completed automatically and Author and Organization Type can be selected from the respective drop down lists:

<table>
<thead>
<tr>
<th>Author Rank</th>
<th>Author</th>
<th>Author Type</th>
<th>Organization Name</th>
<th>Organization Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Phillips</td>
<td>Licencees</td>
<td>Victory Minerals</td>
<td>Affiliation</td>
</tr>
</tbody>
</table>

The upload facility below enables the attachment of a Technical Assessment report, associated raw data or maps in the case of a Prospector's Statement. The upload is limited to 50 MB. Reports in excess of 50 MB must be submitted directly to the Registry office in accordance with the instructions below. Please contact the Registrar's Office here if you require further information:

- **Attachments:**

  Attached Files:

  If no files are attached, checkbox must be checked in order to proceed.

  I hereby agree to submit to the Nova Scotia Registry of Mineral and Petroleum Rights the Assessment Report and supporting documentation for the licence(s) which are the subject of this submission within 5 business days or before the expiry date of any licence(s) associated with the report, whichever of these dates is the earliest. The submission must be made on a USB flash drive, CD-ROM or DVD. Failure to meet these requirements will result in the rejection of this application.

Click Next to navigate to Summary of Prospector statement and Report details

### Input Assessment Work Information (Form 10)

This page contains the Form 10 data requirements. Clients are required to complete one Form 10 for each Licence (When selected Submit new TAR for multiple licences) associated with the submitted Technical Assessment Report and for which they are seeking credits.
### Reporting of Assessment Work

**Client Information**

- **Submitter:** (564107) Victory Minerals Inc.
- **Effective Date:** 2013-05-19

**Report Information**

- **Licence Number:** 50001
- **Assessment Report Value for this Licence:** $2,000.00
- **Licence Type:** Mineral Exploration Licence

**Input Assessment Work Information (Form 10)**

<table>
<thead>
<tr>
<th>Task</th>
<th>Days</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prospecting</td>
<td>10</td>
<td>$500.00</td>
</tr>
<tr>
<td>Geological Mapping</td>
<td>5</td>
<td>$250.00</td>
</tr>
<tr>
<td>Trenching/Stripping/Refilling</td>
<td>0.0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Assaying and whole rock analysis</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Laboratory</td>
<td>100</td>
<td>$575.00</td>
</tr>
<tr>
<td>Grid</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Geophysical Surveys: Airborne</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Geophysical Surveys: Ground</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Geophysical Surveys</td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>Drilling</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Drilling: Logging, Supervision, etc</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Work</td>
<td></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Type:**
- **Line cutting**
- **EMVLF**
- **Water**
- **Diamond (# holes/m)**
- **Transportation**

**Description:**
- Trucking company
Click Next to navigate Summary of Assessment work Information and then to Confirmation

Confirmation

Reporting of Assessment Work

Event Information

Event Number: 1001333

Work Report Number: AR_ME_1001333
Report Type: Prospector’s Statement
Licence Type: Licence
Licence Number(s): 50031
Expected Release Date: 2015-06-19
Release Date: N/A

Input Additional Report Details

Report Title: 50001_report
Mining District: Halifax
Commodity: Test
Map Scales: 1:100
Number of Pages: 5
Number of Maps: 5

Author Information

Author Rank | Author | Author Type | Organization Name | Organization Type
1 | John Phillips | Licensee | Victory Minerals | Affiliation

Attachment

Click on Create PDF File to open or save the report in PDF format file Create PDF File

Submit new Technical Assessment Report

If user selects second option Submit New Technical Assessment Report, user can submit TRA for multiple licences and do not have to fill up Prospectors statement and submit TAR for each licence separately. Submiting TAR is similar as explained above steps from Input Additional Report Details.
Application for Late Renewal

The Application for Late Renewal function allows the user to submit an application to renew a licence when the licence is expired but is the same old licence. However, there are certain rules that are applied to such renewals.

Getting Started

- Click on Licence tab
- Click on Application for Late Renewal link

Input Licence Number

The page provides the user with an input field for applicant information (Submitter is client or agent of client) and asks the user to enter licence number in the input box. This page also states rules for late renewal.

Application for Late Renewal is required when a client wishes to renew a licence that has expired. It is the same as an Application for Renewal with some limitations.

1. The claims associated with the expired licence must still be available for licensing in whole or in part. Clients may wish to view the map (see View Map on the left) to confirm the availability of the claims previously associated with the licence. Only those claims associated with the previously held licence can be included for the renewal of the licence.

2. Payment in Lieu of Work (PILW) cannot be used for the late renewal of a licence in whole or in part even though the licence was eligible prior to the most recent expiry date. Thus, the licence must have sufficient work credits associated with it to renew the claims that are available and selected for the late renewal. You may wish to confirm the amount of work credits available on the licence. See Search (click the link on the left) and enter the Right Number of the licence for which the Late Renewal application is being made. Click on the Right Number and the available work credits, if any, will be displayed for the Right Holder or their Agent.

3. The former right holder can still report assessment work for the expired licence period but the value of the credits will be reduced.

If you have questions or require further information regarding late renewal, contact the Registry (click Contact Us on the left).

To begin late renewal, enter the number of the expired licence you wish to renew and click Next.

Licence Number: 50060

Input Claim Information

User has two options for renewal details: Full renewal and Partial renewal.

1. If user selects Full renewal, click Next button to continue to Summary page and Confirmation page.
2. If user selects Partial renewal, some claims are dropped.

Partial Renewal

Click map icon, a window slides into view.
Click Select feature button.

Use any of the selection Buttons is available to you.

After selection is complete click Complete Selection button. The Map viewer will hide automatically. Now the Tract description is amended.

Click Next button to continue to Summary page.

### Application for Late Renewal

<table>
<thead>
<tr>
<th>Client Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter:</td>
</tr>
<tr>
<td>Effective Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licence Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence Number:</td>
</tr>
<tr>
<td>Applicant:</td>
</tr>
<tr>
<td>Licence Type:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Renewal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Form 10 for Current Licence Year:</td>
</tr>
<tr>
<td>Work Credit Balance: Existing / Pending / Total:</td>
</tr>
<tr>
<td>Age of Licence:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Claim Renewal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Renewal</td>
</tr>
<tr>
<td>Partial Renewal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tract Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map Selection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line #</th>
<th>Claim Reference Map</th>
<th>Tract(s)</th>
<th>Claim(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11D13B</td>
<td>31</td>
<td>N.O</td>
</tr>
<tr>
<td>2</td>
<td>11D13B</td>
<td>32</td>
<td>P.O</td>
</tr>
<tr>
<td>3</td>
<td>11D13B</td>
<td>41</td>
<td>A,B,C,H,J,K</td>
</tr>
<tr>
<td>4</td>
<td>11D13B</td>
<td>42</td>
<td>C.D,E,F,L,M</td>
</tr>
</tbody>
</table>

Further Description / Comment:

Comments:
Review entered Information

This page provides the user with a Summary of the entered information on the previous page. Click Next button to continue to Confirmation page.

Payment

For more information on payment process, please click here.

Confirmation Page

This page displays the event confirmation details.
Request Single Assessment work report for Non-adjacent licences

The Request Single Assessment work report for Non-adjacent licences function allows the user to request the submission of a Technical Assessment Report covering non-adjacent licences.

Getting Started

- Click on Licence tab
- Click on Request Single Assessment work report for Non-adjacent licences link

Select Licence

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and enter licence number in Input box. This page also provides an explanation of the functionality. Licences can be selected using map or by entering in the input box.

Request Single Assessment Work Report for Non-Adjacent Licences

<table>
<thead>
<tr>
<th>Client Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter: (564111) Victory Minerals Inc</td>
</tr>
<tr>
<td>Effective Date: 2013-06-11</td>
</tr>
</tbody>
</table>

Select Licences

An Assessment Work Report submitted to support work credits for the renewal of licences is normally required to include only licences that are adjacent to one another. This web page provides a process to request an exception to this rule. This request must be made and approved before submitting the Assessment Work Report in question. To complete this request, you will need to indentify all of the licences that are to be covered by the proposed Assessment Report and an acceptable rationale for including non-adjacent licences in the report. You may wish to contact the Registry to determine the requirements for acceptable requests (Click on the Contact Us link on the left).

To begin, select the licence(s) which you propose to include in your Assessment Work Report. You may use Map Selection or input Licence Numbers separated by a comma in the text box below. Then click 'Next'.

Input Licence Numbers (separate licence numbers by a comma)

50032,50033

e.g. 387608,91517

Select licence using Map

- Click , a window slides into view.
- Use the button to zoom in and the button to zoom out of an area.
Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.

Enter in licence number and click search

Once licence selection is complete, click Complete Selection

Click Next

**Application Details**

The page displays the details of the non-adjacent licences selected to request single assessment work report. Reasons mandatory field and has to be entered by user. Click Next to navigate to Summary page.

**Request Single Assessment Work Report for Non-Adjacent Licences**

**Client Information**

Submitter: (50411) Victory Minerals Inc
Effective Date: 2013-08-11

**Application Details**

Right Holder Name: Victory Minerals Inc
Right Holder NovaROC ID: 50411

Licences selected to be included in a single Assessment Work Report are listed below.

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>Licence Type</th>
<th>Tract Description</th>
<th>Issue Date</th>
<th>Anniversary Date</th>
<th>Expiry Date</th>
<th>Age</th>
<th>Status</th>
<th>Work Credits</th>
</tr>
</thead>
</table>

**Proposed Request Details**

* Reason

single assessment work report for non-adjacent licence

Click Next button to continue to Confirmation page.

**Confirmation Page**

This page displays the event confirmation details.
Request for Extension of Renewal Date

The Request for Extension of Renewal Date function allows the user to request time extension for Reporting assessment work and extend expiry date of licence/licences.

Getting Started

- Click on Licence tab
- Click on Request for Extension of Renewal Date link

Select Licence

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and enter licence number in Input box. Licences can be selected using map or by entering in the input box. This page also provides an explanation of the functionality and conditions under which an extension of time can be requested. Licences can be selected using map or by entering in the input box.

Request for Extension of Renewal Date

<table>
<thead>
<tr>
<th>Client Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter: (564111) Victory Minerals Inc</td>
</tr>
<tr>
<td>Effective Date: 2013-06-11</td>
</tr>
</tbody>
</table>

Select Licence using Map

- Click , a window slides into view.
- Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.
- Enter in licence number and click search
Once licence selection is complete, click **Complete Selection**

Click **Next**

**Application details**

This page displays the details of the licences selected for an extension of the expiry date. The Reasons text box must contain entries in order for the user to proceed. Extension date must be within 90 days of Anniversary date.

### Request for Extension of Renewal Date

#### Client Information

**Submitter:** (564111) Victory Minerals Inc  
**Effective Date:** 2013-06-11

#### Application Details

**Right Holder Name:** Victory Minerals Inc  
**Right Holder NovaROC ID:** 564111

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>Licence Type</th>
<th>Tract Description</th>
<th>Issue Date</th>
<th>Anniversary Date</th>
<th>Expiry Date</th>
<th>Age</th>
<th>Status</th>
<th>Work Credits</th>
</tr>
</thead>
</table>

#### Proposed Extension Date Details

**Proposed Extension Date**  
2013-07-15

**Reason**

Need to report work, waiting for sample reports

#### Upload Supporting Documentation

If you are requesting an extension of time longer than 30 days, the request must be accompanied by documentation that supports the proposed extension.

[Browse]

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to continue to Confirmation page.

**Confirmation Page**

This page displays the event confirmation details.
Application For Integration

The Application for Integration function allows the user to align the Anniversary dates of designated licences to a single date.

Getting Started

- Licence tab
- Click on Application for Integration link

Select Licence

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and enter licence number in Input box. This page also provides an explanation of the functionality and conditions for integration of anniversary dates. Licences can be selected using map or by entering in the input box.

Application for Integration

<table>
<thead>
<tr>
<th>Client Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter: (564111) Victory Minerals Inc</td>
</tr>
<tr>
<td>Effective Date: 2013-06-11</td>
</tr>
</tbody>
</table>

Select Licences for Integration of Anniversary Dates

The integration of anniversary dates of two or more licences results in a common anniversary date for the designated licences. The integration of anniversary dates is subject to several conditions.

1. The exploration licences whose anniversary dates are to be integrated are not first year licences.
2. There is no payment in lieu of assessment work outstanding pertaining to the exploration licences whose anniversary dates are to be integrated.
3. The anniversary dates are not being integrated for the purpose of extending the time for doing assessment work or making a payment in lieu of assessment work.

Generally, speaking the new integrated anniversary date will be midway between earliest and the latest anniversary date of the designated licences.

If you have questions or require further information regarding late renewal, contact the Registry (click Contact Us on the left).

To begin, select the licences whose anniversary dates you wish to integrate. You may use Map Selection or input Licence Numbers separated by a comma in the text box below. Then click "Next".

Input Licence Numbers (separate licence numbers by a comma)

50032,50033

e.g 87608.91517

Select licence using Map

Click , a window slides into view.
Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.

Enter in licence number and click search

Once licence selection is complete, click Complete Selection

Click Next

Application details

The page displays the details of the licences selected for integration. Proposed new Integrated or aligned anniversary date is computed and displayed on this page.

Application for Integration

Client Information

Submitter: (584111) Victory Minerals Inc
Effective Date: 2013-05-11

Application Details

Right Holder Name: Victory Minerals Inc
Right Holder NovaROC ID: 584111

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>Licence Type</th>
<th>Tract Description</th>
<th>Issue Date</th>
<th>Anniversary Date</th>
<th>Expiry Date</th>
<th>Age</th>
<th>Status</th>
<th>Work Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>50033</td>
<td>Mineral Exploration Licence</td>
<td>11E7C/46/A, M, N, O</td>
<td>2012-02-07</td>
<td>2014-02-07</td>
<td>2014-02-07</td>
<td>2</td>
<td>Good Standing</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

New Anniversary Date Details

New Integrated Anniversary Date: 2014-03-24

Review entered Information

This page provides the user with a Summary of the entered information on the previous page. Click Next button to continue to Confirmation page.

Confirmation Page

This page displays the event confirmation details.
Application to Regroup Licences

The Application to Regroup Licences function allows the user to request time extension for Reporting assessment work and extend expiry date of licence/licences.

Getting Started

- Click on Licence tab
- Click on Application to Regroup Licences link

Select Licence

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and enter licence number in Input box. Licences can be selected using map or by entering in the input box.

Select licence using Map

- Click , a window slides into view.
- Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.
- Enter in licence number and click search
- Once licence selection is complete, click Complete Selection
- Click Next

Application details

This page displays the details of the licences selected for regrouping and enables user to modify claim selection for grouping.
**Edit claim selection**

- Click 🔄, a window slides into view.
- Click on Select by feature button 🔄. Use any of the selection available to you.
- After selection is complete, click Complete Selection.
- The map viewer will hide automatically. Now Tract description is amended.

**Application To Regroup**

- **Client Information**
  
  Submitter: (564111) Victory Minerals Inc  
  Effective Date: 2013-05-11

- **Application Details**
  
  Right Holder Name: Victory Minerals Inc  
  Right Holder NovaROC ID: 564111

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>Licence Type</th>
<th>Tract Description</th>
<th>Issue Date</th>
<th>Anniversary Date</th>
<th>Expiry Date</th>
<th>Age</th>
<th>Status</th>
<th>Work Credits</th>
</tr>
</thead>
</table>

- **New Licence Details**
  
  Age Year: 2  
  Anniversary Date: 2014-05-07  
  Work Credits: $950.00

- **Tract Description**
  
  **Map Selection**

<table>
<thead>
<tr>
<th>Line #</th>
<th>Claim Reference Map</th>
<th>Tract(s)</th>
<th>Claim(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11E7C</td>
<td>48</td>
<td>C,D,E,F,L,M,N,O</td>
</tr>
</tbody>
</table>

  Further Description / Comment:

  ""

  🔄 Back  
  🔄 Next

**Review entered Information**
This page provides the user with a Summary of the entered information on the previous page. Click Next button to continue to Confirmation page.

**Payment**

For more information on payment process, please click here

**Confirmation Page**

This page displays the event confirmation details.
Transfer Initiation

The Transfer Initiation function allows the user to initiate full or partial transfer of licences.

Getting Started

- Click on Licence tab
- Click on Transfer Initiation link

Select Licence

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and options to select licence. Licences can be selected using map or by entering in the input box.

Select licence using Map

- Click a window slides into view.
- Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.
- Enter in licence number and click search
- Once licence selection is complete, click Complete Selection

Application Details

User has two options for transferring: Full transfer and Partial transfer.

- If user selects full transfer, enter buyer NovaROC ID and click Next button to continue to Summary page and Confirmation page

NovaROC
Partial Transfer

- Click on Edit Claims link, user is navigated to a page where claims can be edited.
- Click , a window slides into view.
- Click on Select by feature button . Use any of the selection available to you.
- After selection is complete, click .
- The map viewer will hide automatically. Now Tract description is amended.
- Enter buyer NovaROC ID
- Click Next button to continue to Summary page.

### Transfer Initiation

#### Client Information

| Submitter: (564111) Victory Minerals Inc |
| Effective Date: 2013-06-12 |

#### Application Information

| Seller: (564111) Victory Minerals Inc |

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>Type</th>
<th>Claim Information</th>
<th>Transfer Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>50032</td>
<td>Mineral Exploration Licence</td>
<td>11E7C48/C,D,E,F</td>
<td>Full Transfer, Partial Transfer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>Type</th>
<th>Claim Information</th>
<th>Transfer Type</th>
</tr>
</thead>
</table>

* Buyer: 564113
**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to continue to Confirmation page.

**Confirmation Page**

This page displays the event confirmation details.
The Transfer Completion function allows the user (Buyer/Transferee) to review, and accept or reject pending transfer that is submitted by Seller.

**Getting Started**

- Click on Licence tab
- Click on Transfer completion link

**Input Buyer**

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and Buyer NovaROC ID. Click Next to see pending transfer list.

**Pending Transfer List**

You have the following pending transfer event(s):

<table>
<thead>
<tr>
<th>No.</th>
<th>Event Number</th>
<th>Map Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1005594</td>
<td></td>
</tr>
</tbody>
</table>

Click event number to continue

- Click on Event Number to navigate to page which displays transfer details
- Click on map icon to see details and location of licence being transferred

**Pending Transfer Details**

Page displays the transfer details like claims being transferred and claims retained and provide buyer option to either accept or reject...
the transfer. Accepting the transfer will place transfer for review and approval and rejecting transfer will move the transfer to archive. Click Next to navigate to Summary page.

**Transfer Completion**

**Client Information**

Submitter: (564113) ABC Company  
Effective Date: 2013-06-12

**Pending Transfer Detail**

Seller: 564111 (Victory Minerals Inc)  
Buyer: 564113 (ABC Company)

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>Type</th>
<th>Transfer Type</th>
<th>Licence Claims Retained</th>
<th>Licence Claims Transferred</th>
</tr>
</thead>
</table>

**Process Transfer Application**

Select one of the following options:

- [Rejected](#)  
- [Accept](#)

Review entered Information

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

Payment

For more information on payment process, please click here

**Confirmation Page**

This page displays the event confirmation details and the payment summary.
Lease

Articles in this section

Click on any of the following folders to access information about specific business functions.

- Application For Lease
- Application For Non-Mineral Registration
- Application To Renew a Lease
- Application to Surrender a Lease
- Submission of Annual Report on Mining
- Submission of Suspension of Production

See also

- Introduction
- Client Account
- Licence
- Permits
Application For Lease

The Application for a lease function allows the user to submit application to convert a licence to a Mineral lease or Special lease or Underground Hydrocarbon Storage Lease and create lease's shape on map.

Getting Started

- Click on Lease tab
- Click on Application for lease link

Select Lease type

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and options to select lease type. Click Next to navigate to select licence.

Select Licences for Lease application

This page provides user to enter licences to convert to lease. Licences can be selected on map or enter in the input box.

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and options to select lease type. Click Next to navigate to select licence.
Application for a Lease or Special Lease

Select licence using map

- Click , a window slides into view.
- Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.

- Enter in licence number and click search

- Once licence selection is complete, click Complete Selection

- Click Next

Select claims for lease

This page shows the licence(s) details. User may deselect some claims or leave as it is. Selected claims are the claims included in the lease.

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and options to select lease type. Click Next to navigate to select licence.
Select claims using map

Click , a window slides into view.
Click Select feature button.
Use any of the selection Buttons is available to you.

After selection is complete click Complete Selection. The Map viewer will hide automatically. Now the Tract description is amended.

Click Next button to continue to Summary page.

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

**Payment**

For more information on payment process, please click here.

**Confirmation Page**

This page displays the event confirmation details and the payment summary.
**Application For Non-Mineral Registration**

The Application for Non-Mineral Registration function allows the user to submit application for Non-Mineral registration.

**Getting Started**

- Click on Lease tab
- Click on Application for Non-Mineral Registration link

**Client Information**

The page provides the user an input field for the applicant information (Submitter is client or agent of client). If user is client submitter is by default populated with NovaROC id. Information/laws for application for Non-Mineral registration are also stated here. Click Next to navigate to application details page.

<table>
<thead>
<tr>
<th>Application for Non-Mineral Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitter:</strong> (554107) Victory Minerals Inc</td>
</tr>
<tr>
<td><strong>Effective Date:</strong> 2013-06-17</td>
</tr>
</tbody>
</table>

A Non-Mineral Registration gives the registrant the right to carry on the production of gypsum or limestone that has not been declared a mineral pursuant to Section 5 within the area designated in the non-mineral registration.

The application for a Non-Mineral Registration must be accompanied by detailed documentation. Please ensure that you are prepared to meet these requirements before beginning the application process. These requirements are provided under subsection 90(2) of the Mineral Resources Act and Sections 65 and 66 of the Mineral Resources Regulations which can be found here.

**Input claim information**

On this page user needs to select claims either by using map or enter claims manually.
Application for Non-Mineral Registration

Client Information

Submitter: (564107) Victory Minerals Inc
Effective Date: 2013-06-17

Application Details

Applicant: (564107) Victory Minerals Inc

Claim Area Details

New Map Tract Claim Description

The first step is to select the claims to be included in the Non-Mineral Registration. You may use the Map Selection or input the claims in the Claim Description - Map(s), Tract(s) and Claim(s) - fields below. If you use the map selection, the fields will be automatically populated with your selection from the map. You can add or remove claims by editing or deleting them from the Claim Description fields below or use the map selection to select or deselect the claims you wish to add or remove.

Tract Description

Map Selection

<table>
<thead>
<tr>
<th>Line #</th>
<th>Claim Reference Map</th>
<th>Tract(s)</th>
<th>Claim(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11E4D</td>
<td>33</td>
<td>C,F</td>
</tr>
</tbody>
</table>

Further Description / Comment:

Upload Supporting Documentation

The Non-Mineral Registration application must be accompanied by supporting documentation specified in the Nova Scotia Mineral Resources Act and Regulations. This upload facility enables the attachment of such documentation. For large attachments in excess of 10 MB, please contact the Registrar’s Office here.

Attachments:

Test pdf: [Remove]

Enter claim details manually

- Enter Claim Reference Map: 11E4D
- Enter Tract: 27
- Enter claims: L,M,N,O

Select claims using map

Click [ ], a window slides into view.
Click Select feature button.

Use any of the selection Buttons is available to you.

After selection is complete click Complete Selection button. The Map viewer will hide automatically. Now the Tract description is amended.

**Upload Documentation**

Select document and upload it. To remove document, click on remove button. Click Next.

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next to navigate to Confirmation page.

**Confirmation Page**

This page displays the event confirmation details.
Application To Renew a Lease

The Application to Renew lease/special lease function allows the user to submit application to renew a lease/special lease.

Getting Started

- Click on Lease tab
- Click on Application to renew a lease/special lease link

Input Lease Number

This page provides user to enter lease to renew. Lease can be selected on map or enter in the input box.

Application to Renew a Lease / Special Lease

Submitter: (564107) Victory Minerals Inc
Effective Date: 2013-06-17

Lease Renewal Requirements

The application for the renewal of a Mineral Lease or Special Lease must be accompanied by detailed documentation as well as the payment of first year rental fees. Please ensure that you are prepared to meet these requirements before beginning the application process. These requirements are detailed in the Lease Requirements Checklist found here. Please also refer to the Nova Scotia Mineral Resources Act and Regulations which can be found here.

Input Lease ID Number

Input the ID of the Lease you wish to renew. You may use the Map Selection or input the lease number in the box below.

Select lease using Map

- Click , a window slides into view.
- Click on Select by attribute icon to search by lease.
- Enter in lease number and click search
- Once lease selection is complete, click Complete Selection
- Click Next

Application Details

This page displays lease details with tract description. User may deselect some claims or leave as it is. Selected claims are renewed
and other are surrendered. Some rules regarding lease renewal are stated on this page.

### Application to Renew a Lease / Special Lease

<table>
<thead>
<tr>
<th>Client Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitter:</strong></td>
</tr>
<tr>
<td><strong>Effective Date:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lease Renewal Application Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Right Holder:</strong></td>
</tr>
<tr>
<td><strong>Lease Number:</strong></td>
</tr>
<tr>
<td><strong>Lease Type:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lease Area Details</th>
</tr>
</thead>
</table>

Map(s), Tract(s) and Claim(s) to be included in the Lease Renewal Application are listed in the Claim Description fields below or you can use the map to view them.

You may add claims from an existing adjacent licence held by the right holder of the lease. You can add these claims to the fields below or use the map to select the claims you wish to add. These claims must be adjacent to the claims in the lease area.

Similarly, you can remove the claims you do not wish to include in the Lease Renewal Application by deleting them from the Claim Description fields below or use the map to de-select the claims you wish to remove. The remaining claims will be displayed in the Claim Description fields below. The claims that have been removed from the list below will be surrendered by the Right Holder.

<table>
<thead>
<tr>
<th>Tract Description</th>
</tr>
</thead>
</table>

#### Map Selection

<table>
<thead>
<tr>
<th>Line #</th>
<th>Claim Reference Map</th>
<th>Tract(s)</th>
<th>Claim(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21A150</td>
<td>43</td>
<td>A,B,C,D,E,F,G,H</td>
</tr>
</tbody>
</table>

**Further Description / Comment:**

### Upload Supporting Documentation

The Lease Application must be accompanied by supporting documentation specified in the Nova Scotia Mineral Resources Act. This upload facility enables the attachment of such documentation. For large attachments in excess of 10 MB, please contact the Registrar's Office.

<table>
<thead>
<tr>
<th><em>Attachments:</em></th>
</tr>
</thead>
</table>

**Attached Files:**
- Test.pdf

Select claims for renewal

- Click [a window slides into view.]
- Click Select feature button.

---

NovaROC
Use any of the selection Buttons is available to you.

After selection is complete click on the Complete Selection button. The Map viewer will hide automatically. Now the Tract description is amended.

**Upload Documentation**

Upload supporting documentation as attachments. Upload attachment and click on add button. To remove document, click on remove button. Click Next to Continue to Summary Page.

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

**Payment**

For more information on payment process, please click here.

**Confirmation Page**

This page displays the event confirmation details and the payment summary.
Application to Surrender a Lease

The Application to surrender lease/special lease function allows the user to submit application to surrender a lease/special lease.

Getting Started

- Click on Lease tab
- Click on Application to renew a lease/special lease link

Input Lease Number

This page provides user to enter lease to renew. Lease can be selected on map or enter in the input box.

Select lease from map

- Click on map, a window slides into view.
- Click on Select by attribute icon to search by lease.
- Enter in lease number and click search
- Once lease selection is complete, click Complete Selection
- Click Next

Application details

User has two options for surrendering details: Full surrender and Partial surrender.

1. If user selects full surrender, click Next button to continue to Summary page and Confirmation page
2. If user selects partial surrender, some claims can be dropped
Partial Surrender

Click , a window slides into view.

Click Select feature button.

Use any of the selection Buttons is available to you.

After selection is complete click . The Map viewer will hide automatically. Now the Tract description is amended.

Review entered Information

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

Confirmation Page

This page displays the event confirmation details and the payment summary.
Submission of Annual Report on Mining Operations

The Submission of Annual Report on Mining Operations function allows the user to submit an annual report of operations for a lease, special lease or Non-Mineral Registration.

Getting Started

- Click on Lease tab
- Click on Submission of Annual Report on Mining Operations link

Select Lease

This page provides user to enter lease to renew. Lease can be selected on map or enter in the input box.

Select lease from map

- Click , a window slides into view.
- Click on Select by attribute icon to search lease.
- Enter in lease number and click search
- Once lease selection is complete, click Complete Selection
- Click Next

Application details

This page provides ability for user to upload and submit their annual report of operations.
Submission of Annual Report of Operations

Submitter: (564107) Victory Minerals Inc
Effective Date: 2013-06-17

Report Submission Information

Right Holder: Victory Minerals Inc
Lease Number: 50004
Lode Type: Lode

Upload Supporting Documentation

The Annual Report of Operations requires detailed documentation specified in Form 18 under the Nova Scotia Mineral Resources Act and Regulations. This upload facility enables the attachment of such documentation. For large attachments in excess of 19 MB, please contact the Registrar’s Office here.

Attachments: Browse... Add
Attached Files:
Annual Report 2013.pdf Remove

Back Next

Upload supporting documentation as attachments. Upload attachment and click on add button. To remove document, click on remove button. Click Next to continue to Summary page.

Review entered Information

This page provides the user with a Summary of the entered information on the previous page.

Confirmation Page

This page displays the event confirmation details.
Submission of Suspension of Production

The Notification of Cessation of Operations function allows the user to submit a notification of cessation of operation for a lease, special lease or Non-Mineral Registration.

Getting Started

- Click on Lease tab
- Click on Notification of Cessation of Operations link

Select Lease

This page provides user to enter lease to renew. Lease can be selected on map or enter in the input box.

### Notification of Suspension of Production

**Submitter:** (564107) Victory Minerals Inc  
**Effective Date:** 2013-05-17

### Operational Report Requirements

The Notification of Suspension of Production of a Mineral Lease, Special Lease or Non-Mineral Registration requires supporting documentation to be uploaded. Please ensure that you are prepared to meet these requirements before beginning the submission process. These requirements are provided in the Checklist found here Please also refer to the Nova Scotia Mineral Resources Act and Regulations which can be found here.

Input Lease Number for which Suspension of Production is being reported.

50004

Select lease from map

- Click , a window slides into view.
- Click on Select by attribute icon to search by lease.
- Enter in lease number and click search
- Once lease selection is complete, click Complete Selection
- Click Next

Application details

This page provides ability for user to upload and submit their annual report of operations.
Notification of Suspension of Production

Client Information

Submitter: (554107) Victory Minerals Inc
Effective Date: 2013-06-17

Report Submission Information

Right Holder: Victory Minerals Inc
Lease Number: 50004
Lease Type: Lease

Upload Supporting Documentation

The Notification of Suspension of Production requires detailed documentation specified in Form 16 under the Nova Scotia Mineral Resources Act and Regulations. This upload facility enables the attachment of such documentation. For large attachments in excess of 10 MB, please contact the Registrar's Office here

Attachments: [Browse] [Add]
Attached Files:
Notification of Suspension 2013.pdf [Remove]

Back  Next

Upload supporting documentation as attachments. Upload attachment and click on add button. To remove document, click on remove button. Click Next to continue to Summary page.

Review entered Information

This page provides the user with a Summary of the entered information on the previous page.

Confirmation Page

This page displays the event confirmation details.
Permits

Articles in this section

Click on any of the following folders to access information about specific business functions.

- Drilling Notification
- Excavation Registration
- Letter of Authorization for Large Excavation
- Notice of Airborne Survey
- Request To Withdraw an Application

See also

- Introduction
- Client Account
- Licence
- Lease
Drilling Notification

The Drilling Notification function allows the user to submit notification or registration of an activity on a licence area.

Getting Started

- Click on Permit tab
- Click on Drilling Notification link

Select Licence

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and select licence for drilling notification. Licences can be selected on map or enter in the input box.

Drilling Notification

<table>
<thead>
<tr>
<th>Client Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter:</td>
</tr>
<tr>
<td>Effective Date:</td>
</tr>
</tbody>
</table>

Select licence using Map

- Click , a window slides into view.
- Click on Select by attribute icon to search by licence ID. There are three search layers to search from: Exploration licences, Special Licences, Hydrocarbon Storage-area licences.
- Enter in licence number and click search
- Once licence selection is complete, click Complete Selection
- Click Next

Drilling Details
This page shows the licence(s) details. User can identify the specific claims on which drilling will take place and other details of drilling.

### Drilling Notification

**Client Information**

<table>
<thead>
<tr>
<th>Submitter</th>
<th>(664107) Victory Minerals Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>2013-06-17</td>
</tr>
</tbody>
</table>

**Applicant and Licence Details**

<table>
<thead>
<tr>
<th>Licence Number(s)</th>
<th>50001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence Type</td>
<td>Licence</td>
</tr>
</tbody>
</table>

Map(s), Tract(s) and Claim(s) for each of the licences where drilling is to take place are listed in the Claim Description fields below or you can use the map to view them. Remove the Claims where drilling will not take place by deleting them from the Claim Description fields below or use the map to deselect the Claims you wish to remove. The remaining Claims will be displayed in the Claim Description fields below.

#### Map Selection

<table>
<thead>
<tr>
<th>Line #</th>
<th>Claim Reference Map</th>
<th>Tract(s)</th>
<th>Claim(s)</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>211030</td>
<td>3</td>
<td>C.D.E.F.L.M</td>
<td></td>
</tr>
</tbody>
</table>

Further Description / Comment

Further description of drilling plan:

- **Planned Metrage (metres):** 1000
- **No. of Drilling Rigs:** 1
- **Expected Starting Date:** 2013-05-25
- **Expected Completion Date:** 2013-07-03

#### Description of Drilling Plan

- **Planned No. of Holes:** 1

#### Contact Information

<table>
<thead>
<tr>
<th>Company Contact Information</th>
<th>Drilling Contractor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Company:</td>
<td>Company:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>ON T3H 1C2</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>(250) 555-5555</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

Pursuant to Section 75 of the Regulations under the Mineral Resources Act (1986), notice is hereby given of our intent to undertake the drilling program described on this form and to report the results of this program on the form prescribed by Section 75.2(b) of the Regulations within 30 days of the completion of the drilling program.

Select claims using map
Click , a window slides into view.

Click Select feature button.

Use any of the selection Buttons is available to you.

After selection is complete click Complete Selection. The Map viewer will hide automatically. Now the Tract description is amended.

Click Next button to continue to Summary page.

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

**Confirmation Page**

This page displays the event confirmation details and the payment summary.
Excavation Registration

The Excavation Registration function allows the user to submit registration of excavation activity company/client proposes to undertake on a licence area.

Getting Started

- Click on Permit tab
- Click on Excavation Registration link

Select Licence

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and select licences for excavation registration. Licences can be selected on map or enter in the input box.

Excavation Registration

<table>
<thead>
<tr>
<th>Client information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter: (564107) Victory Minerals Inc</td>
</tr>
<tr>
<td>Effective Date: 2013-06-17</td>
</tr>
</tbody>
</table>

Enter Licence(s)

The Excavation Registration must provide details with respect to the excavation activities your company proposes to undertake. Please ensure that you are prepared to meet these requirements before beginning the submission process. These requirements are set out in the Excavation Registration form found here. Please also refer to the Nova Scotia Mineral Resources Act and Regulations which can be found here.

The first step is to identify the licence(s) where the excavation activities are proposed to take place. The licences must all belong to the same holder. You may use the Map Selection or Input Licence Numbers in the text box below.

Input Licence Numbers (separate licence numbers by comma):

Example: 50001

Select licence using Map

- Click , a window slides into view.
- Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.
- Enter in licence number and click search
- Once licence selection is complete, click Complete Selection

Click Next

Excavation details
This page shows the licence(s) details. User can identify the specific claims on which drilling will take place and other excavation details.

Select claims using map

---

NovaROC
Click , a window slides into view.

Click Select feature button.

Use any of the selection Buttons is available to you.

After selection is complete click button. The Map viewer will hide automatically. Now the Tract description is amended.

Click Next button to continue to Summary page.

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

**Confirmation Page**

This page displays the event confirmation details and the payment summary.
Letter of Authorization for Large Excavation

The Letter of Authorization for Large Excavation function allows the user to submit notification of excavation activity on a licence area.

Getting Started

- Click on Permit tab
- Click on Letter of Authorization for Large Excavation link

Select Licence

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and select licences for Letter of Authorization for Large Excavation. Licences can be selected on map or enter in the input box.

<table>
<thead>
<tr>
<th>Client Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter: (584107) Victory Minerals Inc</td>
</tr>
<tr>
<td>Effective Date: 2013-06-17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter Licence(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Licence Numbers (separate licence numbers by comma): 50001</td>
</tr>
<tr>
<td>etc. 87606 91517</td>
</tr>
</tbody>
</table>

Select licence from map

- Click , a window slides into view.
- Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.
- Enter in licence number and click search
- Once licence selection is complete, click Complete Selection
- Click Next

Excavation details
This page shows the licence(s) details. User can identify the specific claims on which drilling will take place and other details of drilling.

**Select claims using map**

Click , a window slides into view.
Click Select feature button.

Use any of the selection Buttons is available to you.

After selection is complete click Complete Selection button. The Map viewer will hide automatically. Now the Tract description is amended.

Click Next button to continue to Summary page.

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

**Confirmation Page**

This page displays the event confirmation details and the payment summary.
Notice of Airborne Survey

The Notice of Airborne Survey function allows the user to submit details of airborne activities company/client proposes to undertake.

Getting Started

1. Click on Permit tab
2. Click on Notice of Airborne Survey link

Select Licences

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and select licence Airborne survey. Licences can be selected on map or enter in the input box.

Select licence from map

1. Click , a window slides into view.
2. Click on Select by attribute icon to search by licence ID. There are three search layers to search from; Exploration licences, Special Licences, Hydrocarbon Storage-area licences.
3. Enter in licence number and click search
4. Once licence selection is complete, click Complete Selection
5. Click Next

Survey Details
This page shows the licence(s) details. User can identify the specific claims on which drilling will take place and other details of drilling.

Applicant: 566107 Victory Minerals Inc
Licence Number(s): 60001
Licence Type: Licence

Map Tract Claim Description
Map(s) Tract(s) and Claim(s) for each of the licences where the airborne survey is to place are listed in the Claim Description fields below or you can use the Map to view them. Remove the Claims where the airborne survey will not take place by deleting them from the Claim Description fields below or use the map to de-select the Claims you wish to remove. The remaining Claims will be displayed in the Claim Description fields below.

Further Description / Comment:

The claim(s) listed above are on lands owned by or subject to a surface lease held by:
1. Victory Minerals
2.

Description of Survey Plan
* Expected Start: 2013-05-25
* Expected Completion Date: 2013-06-30
Survey Type: Electromagnetic
Distance: 50 KM

The Airborne Survey requires the attachment of sketch maps on a practical scale showing the extent of the proposed work. This upload facility enables the attachment of such information. For large attachments in excess of 10 MB, please contact the Registrar’s Office here.

Attachments: Browse Add

Contact Information
If not to be conducted by licensee, the work will be conducted by:
Name: Jane
Company: NS surveys
Address: 134d Place
Telephone: 502-112-2535
Fax:

I hereby certify that the information provided by me on this form is absolutely true and correct.

Select claims using map
Click , a window slides into view.

Click Select feature button.

Use any of the selection Buttons is available to you.

Use any of the selection Buttons is available to you.

After selection is complete click button. The Map viewer will hide automatically. Now the Tract description is amended.

Click Next button to continue to Summary page.

**Review entered Information**

This page provides the user with a Summary of the entered information on the previous page. Click Next button to start payment process.

**Confirmation Page**

This page displays the event confirmation details and the payment summary.
Request To Withdraw an Application

The Request to Withdraw an Application function provides ability to withdraw application that is not been approved yet.

Getting Started

- Click on Permit tab
- Click on Request to Withdraw an Application link

Input Applicant Details

The page provides the user an input field for the applicant information (Submitter is client or agent of client) and NovaROC ID of the Applicant (owner of application)

Input Application details

Applications which can be withdrawn are listed here. Select Withdraw checkbox in Withdraw column.
Request to Withdraw an Application

▼ Client Information

Submitter: (564107) Victory Minerals Inc
Effective Date: 2013-06-17

▼ Application Details

Applicant NovaROC ID: (564107) Victory Minerals Inc

The Applicant has the following Application(s) for a Right. To withdraw an application, click in the Checkbox(es) in the right hand column in the same row(s) as the application(s) you wish to withdraw.

<table>
<thead>
<tr>
<th>Event Number</th>
<th>Received Date</th>
<th>Pending Number</th>
<th>Applicant</th>
<th>Licence Type</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001304</td>
<td>2013-06-17 12:00:00 AM</td>
<td>50005</td>
<td>(564107) Victory Minerals Inc</td>
<td>Drilling Program Permit</td>
<td>✓</td>
</tr>
</tbody>
</table>

▼ Proposed Request Details

* Reasons
No drilling permitted hence withdraw application

▼ Upload Supporting Documentation

You may wish to upload any documentation that supports your request although this is optional.

[Browse]

Next button to continue to Summary page

Review entered Information

This page provides the user with a summary of the entered information on the previous page. Click Next button to start payment process.

Confirmation Page Index

This page displays the event confirmation details.
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