# Contents

GENERAL INFORMATION ........................................................................................................................................... 3
TO SET YOURSELF UP AS “USER” ................................................................................................................................ 4
TO SET YOURSELF UP AS A “CLIENT” – AS AN “INDIVIDUAL” .............................................................................. 6
TO SET YOURSELF UP AS A “CLIENT” – AS A “COMPANY” ..................................................................................... 8
ADDING AN AGENT .................................................................................................................................................. 10
  How to Accept an Agent Request ................................................................................................................. 11
  How to Assign Permissions ............................................................................................................................ 12
MARS ACCOUNT PASSWORD CHANGES ............................................................................................................ 16
MARS ACCOUNT PASSWORD RESET ................................................................................................................ 18
WHAT IS AND HOW TO USE THE MARS MINERAL DISPOSITION MAP .......................................................... 19
REOPENING BOARD .............................................................................................................................................. 24
PARTIAL CELLS ...................................................................................................................................................... 26
HOW TO ACQUIRE A CLAIM .................................................................................................................................. 32
  How to Apply for a Claim in the Mineral Disposition Zone of Lac La Ronge Provincial Park .................. 38
HOW TO TRANSFORM YOUR CLAIM .................................................................................................................. 39
  How to Divide a Claim ......................................................................................................................................... 40
  How to Divide a Legacy Claim or Lease ........................................................................................................ 43
  How to Surrender a Claim ............................................................................................................................. 43
  How to Convert from Claim to Lease ............................................................................................................. 44
  How to Convert from a Legacy Claim to Lease ............................................................................................ 46
  How to Convert from Lease to Claim .......................................................................................................... 46
  How to Transfer a Claim or Lease ............................................................................................................... 46
  How to Accept a Transfer of a Claim or Lease .......................................................................................... 49
HOW TO APPLY FOR AN EXTENSION OF TIME ................................................................................................... 51
MINERAL ASSESSMENT WORK - MAWs ................................................................................................................. 52
  Submitting a MAW ........................................................................................................................................... 52
  MARS Assessment Work Timeline Chart .................................................................................................. 53
SUBMITTING REALLOCATION OF WORK CREDITS .......................................................................................... 61
ADDING DEFICIENCY DEPOSITS ...................................................................................................................... 62
GENERAL INFORMATION

- When working in MARS, anything that is underscored can be clicked on for further information.
- “Public Messages” on home page are updated as necessary with the most current MARS notices. The re-openings will always be posted here along with warning that MARS will be shut down for maintenance.

TO SET YOURSELF UP AS “USER”

2. Scroll to the bottom of the page and select “I agree”
3. Select “Don’t have an account? Click here to register.”
4. Click the “register” link and enter the following information (NOTE red * is a required field):
   a. User name
   b. First name
   c. Last name
   d. Email
   e. A password reminder question and answer

NOTE: The password is case sensitive and requires at least 1 Capital letter, 1 Number and 1 Special character. Underscore “_” is not considered a special character. Minimum of 8 characters.

   f. Enter password confirmation
   g. Do the captcha verification

5. When you receive the activation email, click on the “activation” link. This will return you to the MARS site.
6. Log into the MARS site with your user name and password.
1. Sign into MARS
2. Click the “Account tab” at the top of the screen
3. On the left hand side click “Register client”
4. After choosing “Individual” click “continue”
5. Add the following information to set yourself up as a client
   a. First name
   b. Last name
   c. Mailing address
   d. Phone number
   e. Any field with a red * is mandatory
6. Click “Register Client Data”
7. Now that you are a client you can apply for claims, submit work assessment and manage your claims (e.g. divisions, transfers, deficiency deposits, etc.)
1. Sign into MARS
2. Click the “Account tab” at the top of the screen
3. On the left hand side click “Register Client”

a. Change the drop down selection to “company”

4. Add the following information to set yourself up as a company client – **IT IS MANDATORY THAT THIS INFORMATION IS KEPT UP TO DATE**. MARS frequently emails pertinent information regarding your claims.
   a. Company name
   b. COBRA number - This is **Mandatory** and is applied for through ISC 1-866-275-4721 or [www.isc.ca](http://www.isc.ca)
   c. Contact Name
   d. Mailing address
   e. Phone number
   f. Any field with a red * is mandatory
5. Click “Register Client Data”

6. Now that you are a client you can apply for claims, submit work assessment and manage your claims (e.g. divisions, transfers, deficiency deposits, etc.)

7. Click “Continue” this will take you back to “User Profile Management” page
1. Sign into MARS
2. Click on the “Account Tab”
3. On the left hand side select “Add Agent”

4. You can select from any of the clients in MARS to act on your behalf. You can narrow your search with the fields provided
   a. ID
   b. Name
   c. COBRA #
   d. Etc.
5. Click “search”. The registered clients will be displayed
6. Click the underscored “select”
7. After selecting the agent, on next page click “Continue”. MARS will then send an email notification to the selected client requesting agency. There is a 10 day limit on the request being accepted.

8. Once the agency has been accepted you can then configure the agent’s permissions. (i.e. acquisitions, submitting assessment work, transfers, divisions, etc.)

9. This also is where you can select what dispositions they have access to.

How to Accept an Agent Request

1. Sign into MARS

2. Click on “Account” tab

3. Click on “Message Center”
4. In the Client Center you will see you have a “Pending Agent Commission Request” click on the link

5. This will take you the “Accept or Reject Agent Request” screen.

   ![Accept or Reject Agent Request](image)

   - **Accept**
   - **Reject**

6. Clink on “Accept” or “Reject”

7. This will take you to the “Agent Request Accepted” or “Rejected” screen

8. An automatic email will be sent notifying the Client that the agent has “accepted” or “rejected” the agency

How to Assign Permissions

1. Sign in to MARS
2. Click on the “Account” tab

3. Click on the “Agent Listing”

4. Click “Select” the “Agent” you wish
5. Choose the permissions you would like to assign to your Agent. Once complete make sure you hit the "Save Changes" button
   a. Client Deputy – This covers EVERYTHING listed
   b. Disposition Transfer Acceptance
   c. Disposition Transfer Initiate
   d. Disposition Surrender
   e. Convert Claim to Lease
   f. Division – Lease
   g. Disposition Acquisition
   h. Disposition Deficiency Financials
   i. Disposition Work Submissions
   j. Convert Permit to Claim
   k. Division – Claim
   l. Disposition Consolidation

6. This screen is also where you can remove an Agent from your account

7. You can also assign permissions by specific disposition numbers
8. Once you hit save changes you will see a popup box letting you know the save was successful
MARS ACCOUNT PASSWORD CHANGES

- Sign into MARS

- Click on the “Account” tab at the top

- Click on “User Profile” on the left hand side
• You can edit your account information and change your User Name and Password from here.
• Click “Save” once you have completed the change
• From the sign in page click “Log in”

• Click on “Forgot Username or password”

• You can retrieve your username by email
• Or reset your password with your username
• Click “ok”
This is the map of the province that contains:

- Boundaries and features
  - Provincial boundary
- Base information
  - Major cities
  - Major water bodies
  - Major rivers
  - Main highways
- Restrictions and Prohibitions
  - Parks
  - Crown reserves
  - Indian reserves
  - Urban municipalities
  - Land claims
  - Manual restrictions
- Mineral dispositions
  - Reopening lands
  - Active mineral dispositions
  - Pending dispositions
  - Lapsed features
- Provincial Grids
  - NTS grid_1:250k
  - NTS grid_1:50K
  - Saskatchewan Grid
  - Selection Grid


1. Navigation Tools – These tools are the same as in the Saskatchewan geological atlas (GeoAtlas)

   a. Identify tool – This tool allows the user to identify features
      i. Zoom into the map to the disposition that you would like information on
      ii. Click the “+” then click the disposition, this will bring up the “identify features” pop up

1. This will display the disposition number.
2. Click anywhere inside the box with the disposition number to display:
   a. Number
   b. Owner
   c. Effective date
   d. Good standing date
   e. Work awaiting approval
   f. Status

b. Query tool – this allows the user to find a disposition on the map. This can be done in 2 ways:
i. Enter the disposition number, and click “search” when the feature comes up you can click on Focus to zoom to the disposition.

![Feature Search](image1)

ii. After clicking on “Grid Based”, enter the land location you are interested in then click search and when the feature comes up with Focus. You can click on Focus and it will zoom to your request.

![Feature Search](image2)

2. Selection Tools

**Selection Tools:**

- **Point** – This will select/highlight the LSD selected
- **Freehand Polygon** – This allows you to easily select large areas of land. Click inside the first mineral disposition parcel you want, then drag the line and click to add additional points along the boundary of the polygon. Finish off your polygon by double clicking your last point. All mineral disposition parcels inside the polygon or intersected by its boundary will be selected.
- **Deselect Point** – this will deselect any LSD you clicked on in your previous selection
iv.  🔄 Deselect Polygon – This allows you to easily deselect larger areas of your previously selected polygon.

3. Legend
   a. Free and clear
      i. Available for staking
   b. Restrictions
      i. Not available for staking, this includes:
         1. Parks
         2. Crown reserves
         3. Indian reserves
         4. Urban municipalities
         5. Land claims
         6. Manual restrictions
   c. Prohibitions
      i. Not available for staking

4. Search book button
   a. This is updated nightly
   b. It is available in multiple formats, including csv, MS Excel and pdf
      i. For use in a spreadsheet, best results will be achieved with the csv format
   c. It gives you most of the information that you would receive from a search abstract on any particular disposition, except that it covers all mineral dispositions in the province.

NOTE: This is a large file and may take a few minutes to display.
From the home page or once you have signed in, click on the “Reopening Board” tab

Clicking directly on any of the underscored dispositions will zoom you to the disposition on the map
- The lapsed dispositions on the reopening board will show up as a hatched turquoise colour.
- These dispositions will disappear from the map on the morning of the reopening:
  - KEEP TRACK OF THE LAND LOCATION THAT YOU ARE INTERESTED IN STAKING
  - You can print the list of the dispositions being reopened. LAND LOCATIONS ARE NOT LISTED
  - Dispositions to be reopened will continue to be displayed on the Mining and Petroleum GeoAtlas during the day of reopening.
To view what partial cells have been deemed to a mineral disposition, you can use the GeoAtlas [https://gisappl.saskatchewan.ca/Html5Ext/index.html?viewer=GeoAtlas](https://gisappl.saskatchewan.ca/Html5Ext/index.html?viewer=GeoAtlas)

- Click on “Layers”
- Switch the drop down to “Mineral Tenure”
- Expand + “Crown Dispositions”
- Select “Mineral Dispositions – Deemed partial cells layer”

- Click on the “>”
- Select “Customize labels”

Mineral Dispositions - Deemed Par...

The configured label styles for Mineral Dispositions - Deemed Partial Cells cannot be edited from this page. Customizing the label styles replaces the exisiting formatting and creates new styles.
- Customize
  - Choose the field you would like to use as a label, such as Disposition
  - Click apply

- Click the “x” to leave the label screen
- You can download the deemed partial cells layer in ESRI shapefile format.
Mineral Dispositions - Deemed Par...

- **Zoom to full extent**
  Zoom the map to the full extent of the layer.

- **Zoom to visible scale**
  Zoom the map to a scale where the layer is visible.

- **Turn on/off layer visualizations**
  Create and view custom layer visualizations such as heat maps, clustering, and layer styles.

- **Toggle labels**
  Turn the layer's labels on or off.

- **Customize labels**
  Toggle and customize the layer's labels.

- **View Metadata**

- **Download shapefile**
• Select the option you would like
HOW TO ACQUIRE A CLAIM

- Click the “Disposition” tab

- Click “Acquire” on the left hand side of the page
• Chose the type “Claim”
• Select the option you wish
  • I will accept a modified disposition departing from the parcels selected.
  • I will not accept a modified disposition departing from the parcels selected.

• Choose the holder or holders from the available clients
• Click the “Assigned Client” button
Enter the percentage that each selected Client will own. These must add to 100%.

Click “Continue”. This will bring up the map of the province.

**Disposition Acquire- Define Area**

**Navigation Tools:**
- Zoom
- Pan
- Move
- Measure
- Navigate
- Pan to center

Using the navigation tool, zoom to the portion of the map you wish to select. You can refer to section (WHAT IS AND HOW TO USE THE MARS MINERAL DISPOSITION MAP for navigation tool walk through)

**Selection Tools:**
- Draw
- Erase
- Select

The selection tools will appear when you zoom into the map. Choose either “point selection” or “freehand polygon” selection tool.

a. **TIP:** to close off the freehand polygon area double click at the end of your selection.
If your selection includes prohibitions, you will see “red” areas on the map. These prohibitions will need to be deselected before continuing. You can do this by clicking “Deselect Prohibitions” on the left hand side of the page.

If the remaining selected area is what you want, then use the “continue” button at the bottom of the page.
• Confirm your application

![Image of confirmation prompt]

• A pop up notification will appear asking if you wish to continue.

![Image of payment summary]

• This screen gives you your breakdown of your disposition
• Click “Make Payment” button. The only payment type available is Credit Card.
• Enter your Visa or Master card number, expiry and CVV code (the 3 digit number on the back of your card)
• Click “Submit payment”

• The last screen will give you “the disposition application has been successfully recorded”
  a. Take note of the application number (AC########). If/when the MARS administrator approves your application it will become a mineral claim (MC########)
  b. An email from MARS will be sent to the client’s email address registered in MARS, with a receipt to confirm payment.
  c. Upon approval MARS will send an email alerting you that your application has been converted to a claim or denied.
    • Note: The first year of your claim has no work requirements
• Note: A claim will lapse without notice if there are insufficient work credits or if a deficiency deposit has not been made. We do not notify holders in advance that claims are about to lapse.

How to Apply for a Claim in the Mineral Disposition Zone of Lac La Ronge Provincial Park

• Pursuant to section 10(1)(e) of The Mineral Tenure Registry Regulations, lands described in table 1 of the Appendix to the regulations may be available for staking.
• To apply for a claim in Lac La Ronge Provincial park you will need to contact MARS@gov.sk.ca or call 306-787-9030
• You will be sent an application form and directions to complete the application
• Once your application is received and approved by the MARS administrator you will be notified of your new Mineral Claim by an email through MARS
HOW TO TRANSFORM YOUR CLAIM

- Sign into MARS

- Click the “Disposition” tab at the top of the screen

- Click on “Disposition list” on the left hand side

- Click on “select” beside the disposition you wish to transform
When the disposition page comes up, look on the left hand side of the page and click “Transform” this will open up the menu for self-serve options.

- Divide
- Surrender
- Conversion
- Transfer
- Print Pending Transactions

**NOTE:** You will be unable to edit any disposition that has Assessment work pending

**NOTE:** You will be unable to transform a claim that has not fulfilled its regulatory work requirements for the previous assessment work period (except for transfers)

**How to Divide a Claim**

- Following the beginning directions under HOW TO TRANSFORM A CLAIM

- Click on the “Divide” option
• Click “add new claim” on the left hand side of the claim

**Selection Tools:**  
- 

• Choose the selection tool you wish to use  
• In this case free hand polygon
- Once you are happy with your division
- Click “continue”

- A pop up will ask you if you are sure about your selection. Click “yes” if you are sure you want to.

- This will take you to a screen that lists all of the land locations that have been divided into new claims (you can scroll down to the second claim made is farther down on the screen)
Your “disposition list” will now contain the new claims and the “original” claim will be automatically archived.

How to Divide a Legacy Claim or Lease
- You will need to submit your request by email to MARS@gov.sk.ca
- When the necessary work has been done you will be contacted

How to Surrender a Claim
- Following the beginning directions under HOW TO TRANSFORM A CLAIM
  - Click on the “Surrender” option
  - Selection Tools: 
    - Click on the “deselect” tool option you wish to use (These are the tools with the red X). Your selection that you wish to surrender will be “red”.
  - Once you are satisfied with your selection click “continue”
• A pop up box will ask you if you are sure you want to surrender the deselected features. Click “yes” if you are sure that you want to proceed.

• This will bring up a screen showing the land areas surrendered. Along with the new Claim number

• The surrendered portion of your claim will be yellow on the map and will be put into a MARS reopening at a later date.

How to Convert from Claim to Lease

• Follow the earlier/previous directions under HOW TO TRANSFORM A CLAIM
- Click on the “conversion” option

- Enter in the required details or use the drop down arrow to populate the boxes
- Click “Continue”

- A pop up box will ask you if you are sure you want to convert. Click “yes” if you are sure you want to.

- The next screen will let you know that you have “registered a conversion application”
The MARS Administrator will have to approve your conversion application before you are issued your ML#. If you click on “Pending transformations” you will see your application has been submitted. If you wish to withdraw your application, you can click on “Withdraw.”

NOTE: Your work requirements will change. Refer to table 2 of the appendix of The Mineral Tenure Registry Regulations for expenditure requirement rates.

Once the MARS administrator has approved your conversion your new lease will be available in your disposition list.

How to Convert from a Legacy Claim to Lease
- You will need to send a request to the MARS Help desk MARS@gov.sk.ca.
- The requestor needs to have signing authority from the company to request a conversion from lease to claim along with the required fee of $250.00 per lease.
- When your request has been processed by a MARS administrator, you will receive an email from MARS that the conversion is complete.

How to Convert from Lease to Claim
- You will need to send a request to the MARS Help desk MARS@gov.sk.ca.
- The requestor needs to have signing authority from the company to request a conversion from lease to claim, there is no required fee.
- When your request has been processed by a MARS administrator you will receive an email from MARS that the conversion is complete.

How to Transfer a Claim or Lease
- Follow the earlier directions under HOW TO TRANSFORM A CLAIM.
- Click on the “Transfer” option

Click “Transfer” on next page
- This will bring up the “Select Owner to Transfer to” page.

- Search available clients
  - You can change the drop down to “Individual” or “Company”
  - You can search by:
    - MARS ID
    - Name
    - COBRA #
    - Address
    - City
    - Province
    - Country
• You can enter in full or partial search criteria
• Then click “Search” this will populate your options to choose from

• Click “select” on the client that you have chosen
• This will populate the box above and you can choose the percentage you wish to transfer
• Click “Submit”

![Confirm Submission](image)

• A pop up box will ask you if you are sure you want to transfer. Click “yes” if you are sure you want to.

• MARS will send an email to the transferee asking if they want to accept the transfer.
• When the transferee has accepted the transfer the application will go to the MARS administrator to be approved

How to Accept a Transfer of a Claim or Lease

• Sign into MARS

![Transfer Request Saved](image)

• If you have pending transfers, you will have “client messages”
- Click on the “pending transfer request” link

- Click on “Approve” or “Deny”

- A pop up will appear click “OK” if you are wanting to accept the transfer

- Once you have agreed you will get a status of “Awaiting Admin”. Your transfer will have to be approved by the MARS administrator before the transfer will take effect.
HOW TO APPLY FOR AN EXTENSION OF TIME

- Submit your request by mail or email to the MARS Administrator
- To be included in your request is:
  - A list of all of the dispositions you would like an extension for
  - The number of days for which the extension is required
    - No less than 30 days and no more than 270 days
  - $250.00 nonrefundable application fee per disposition, with either
    - $0.041 per hectare per day for the second to tenth assessment work periods
    - $0.0684 per hectare per day for subsequent assessment work periods
MINERAL ASSESSMENT WORK - MAWs

Submitting a MAW

1. Sign into MARS and select the “acting as” commission you wish to view from the upper right hand main screen

2. Click on the “DISPOSITION” tab

3. On the left hand side click “add assessment work”
4. Enter in the start and end dates of the work period

MARS Assessment Work Timeline Chart

EXAMPLE:
5. Hit “Save Draft” at the bottom of the page. This will give you your assessment work number (*TAKE NOTE of the number as it is hard to relocate afterwards)

6. Click the “Add disposition” box, this will take you to the mineral disposition map.

7. On the left hand side, you can select mineral claim from the drop down or if you select all types it will populate with all of the claims and leases your commission has access to.
8. Click “search” this will populate the claims you are able to select from
9. Select the disposition number you wish to add as your primary disposition.

10. After you have selected your primary disposition MARS will automatically zoom into the disposition.
11. Click “Save” at the bottom of the page
12. On the next page select the disposition you want to add assessment work for.
13. Click “Add Expenditure” at the bottom of the page. (SEE APPENDIX A – All expenditure types)
14. Enter the following information:
   a. Type (refer to APPENDIX A for more information on expenditure types)
   b. Description
   c. Count
   d. Reported amount
   e. Additional amount (if required * this is only for airborne surveys and future additional credit programs)

15. Click save
16. This takes you back to the main assessment work page you can either add another disposition or apply a grouping
17. Once you have added the claims to the MAW that will be part of the grouping you can hit save. 
   NOTE: The grouping distance is 700 meters
18. With your new grouping you will be able to edit your allocations
19. Click “Save” then click “Return”
20. Once you are satisfied with your Work assessment you can “submit work”
21. Send in the digital copy of your assessment work to The MARS Administrator.

22. **THIS MUST BE RECEIVED BEFORE THE earliest IN GOOD STANDING TO DATE** for the dispositions in the MAW

**TIPS**

- If you have your MAW saved as a draft, you can locate it by clicking on the disposition tab on the left hand side “assessment work search” enter in the MAW number
SUBMITTING REALLOCATION OF WORK CREDITS

1. Upon the review of your MAW, the assessment work geologist may disallow a portion of the credits requested. When this happens you must reallocate the reduced credit to the existing grouping of claims in your MAW. The Mineral Tenure Regulations section 67 part (1) and part (2) covers this topic.

2. The holder will receive an email that the expenditures have been reduced. You only have 10 days to make the necessary corrections.

3. In MARS you will want to go into your MAW.

4. The top right hand side has “Reallocate Expenditure List”

5. Adjust your credits as needed and click “Submit”
1. Sign into MARS
2. Click on the “DISPOSITION” tab
3. On the left hand side of the page, go into the “disposition list” and select the disposition. The deficiency deposit required is the difference between the available credits, if any, and the work requirement.
4. When the disposition displays, on the left hand side Click on the “work credits” tab choose “make a deficiency deposit”

5. Enter the “Amount” you wish to pay
   a. DON’T Choose Payment, it is NON REFUNDABLE

6. Select your payment option from the drop down (credit card is not accepted for deposits)
   a. Cash
   b. Check
   c. EFT
   d. Direct deposit
7. Submit your payment

8. You will know that your deficiency was successful with this screen.

NOTES:

- Please include your MARS live number(s) or the disposition number(s) with your payment along with breakdowns of payments
- Please do not wait till the last minute to submit your payment as it is not marked received until Finance has entered it into MARS. This has resulted in lapsed claims.
  - You can view if the payment has been received by our finance department by clicking on “applied payments” at the bottom of the disposition page
• If you are doing a last minute payment, please notify MARS help desk so we can stop your claim from automatically lapsing
• MARS will not notify a client whether or not a payment was received.
• You will get a deficiency deposit refund if you are approved for sufficient assessment work in the next assessment work period.
CHANGING LEASE PRODUCTION STATUS

- If you need to change status from “producing” to “non-producing” or “non-producing” to “producing”
  - Send an email to the MARS administrator at MARS@gov.sk.ca Include the date that the change becomes effective
  - Indicate in your email which lease(s) is/are affected by the production change
SEARCH ABSTRACTS

- Search abstracts contain information about a specific claim:
  - Disposition details
    - Disposition number
    - Type of disposition
    - Issued Date
    - Effective date
    - Next review date
    - Good standing to date
    - Is legacy
    - Lapsable
    - Agent
    - Status
  - Validation Summary
    - Total Area
    - In Good Standing
  - Work Assessment
  - Assigned Holders
  - Transfer History
  - Notice of Dispute Records
  - Builders Liens
  - Work Credit History
  - Legal Land description
- Log in to MARS

- Click the “Disposition Tab” at the top
- From the left hand bar choose “Abstract Request”
• You have the option to choose to search by:
  o Disposition #
  o Type
  o Owner
  o Issuance Date Start and to
• Once you have entered your criteria click the “Search” button on the right hand side

• Click the “select” next to the disposition you want a search abstract for
  o You can select 1 or multiple dispositions
- Once you have selected the disposition it will populate the box at the top of the screen
- Click “Continue” from the top box

- On the next page click “continue”
- A screen will appear that notifies you that the report is now available in “Abstract reports”

- Click the “Abstract reports” link on the left hand side
- The list of disposition abstract requests will be displayed
- Click on the “download” link and your report will be displayed

**NOTE:** If you download the report yourself there is no change.

**NOTE:** This is the exact report you would receive from the MARS Administrator for $50.00. There is no difference in the reports. The cost is for certifying the report.

- ALL information is current for the day that the report is generated. Information may change when updates to MARS run each evening.

- The company will not be notified that you ran a search abstract.
- To clear out your list you can click “Remove”
- You can use the “issuance date Start” fields to populate your report list with abstracts from a specific search date
DISPOSITION COPIES

- Sign into MARS

- Click on the “Disposition” tab at the top

- Click on “Disposition List” on the left hand side
• Select the disposition you wish to have a copy of

• Click on “Reports” and then “Disposition Copy”

• The report will pop up. It is similar to the Search Abstract report but it does not contain Name change history.
If you click on the “Products” tab this will bring you to a screen to request a “Certified Certificate”.

What you will actually receive is a Search Abstract that has been certified correct at the time it is generated.

You will be billed $50.00 per disposition for this service but if you generate the abstract yourself you will not be charged.

See SEARCH ABSTRACT in this booklet to generate them yourself.
EXAMINE PAPER RECORDS

- Clients can view paper records and documents pertaining to a legacy disposition for $100.00 per disposition file
- A request needs to be submitted to MARS@gov.sk.ca with a list of the legacy dispositions that you wish to examine.
- These requests can take some time as we need to retrieve the files from storage
- The current holder has to give permission to the requesting client to view their disposition files
- In the case of Lapsed dispositions there is no wait time to view the files.
**INSTRUMENT REGISTRY**

- *The Crown Minerals Act* governs the registry under sections 27.3(h), 27.32, 27.33 and 27.34
- Instruments that are included in the registry include:
  - Notice of security
  - Notice of Security Interest
  - Debenture Pledge Agreement
  - Net Smelter Returns
  - Discharge of Incentive Liens
  - Discharge of Debenture
  - Notice of Royalty Interest
  - Power of Attorney
  - Purchase Agreements
  - Etc.

  - Filing of a document in the Instrument Register is not a legal requirement and is done without guaranty and for informational purpose only. The Ministry cannot be held responsible for the absence of such instrument at a later date.

- These are documents that are not available through the MARS database
- The instruments in the registry are never deleted or removed, but a letter of discharge maybe registered against any of them at any time.
- To get information from the registry, send a request to MARS@gov.sk.ca with a list of the dispositions you wish to have searched.
- There is no fee for this service
RECREATIONAL GOLD PANNING AND PLACER MINING

- Recreational gold panning is allowed in Saskatchewan; however, there are no specific regulations for recreational gold panning or placer mining in the province. The Mineral Tenure Registry Regulations are applicable to any Crown mineral rights issued for the exploration and production of gold by any means, including placer mining.

- Using a pan to test the presence of gold can be done without authorization where Crown mineral rights have not been already issued to somebody else. Mineral rights belong to the Crown, except where they are the property of a third party, who would authorize the exploration.

- Only the surface land owner can grant surface access rights. Anyone wishing to conduct gold panning must be aware of who owns the land and obtain permission from that person or entity to access the land.

- All recreational gold panning must be done with a gold pan. Sluice boxes, rockers boxes, concentrators, jigs, trammels, screens and dredges of any size or design are prohibited. No equipment, including hand shovels, can be used to move material to be panned.

- The use of any equipment other than a simple pan requires a mineral claim. If mineral exploration activity goes beyond recreational panning, please use MARS to obtain proper mineral claims or leases, or to check the availability of land for mineral exploration.

- You may also contact the MARS Help Desk for information about obtaining a mineral claim or a mineral lease. Please provide the land description (i.e., legal subdivision, section, township, range and meridian).

- No damage is to be inflicted to the bed, bank or boundary of any water body or water course. If you have questions regarding gold panning in Saskatchewan, please contact one of the following Ministry of Environment offices:
  - La Ronge - LaRongeExploration@gov.sk.ca
  - Meadow Lake - MeadowLakeExploration@gov.sk.ca
  - Melville - MelvilleOil@gov.sk.ca
  - Prince Albert - PrinceAlbert.Exploration@gov.sk.ca
  - Saskatoon - SaskatoonOil@gov.sk.ca
  - Swift Current - SwiftCurrentOil@gov.sk.ca
# APPENDIX A (Assessment Work Categories)

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Unit of Measurement</th>
<th>Additional Description Required</th>
<th>Work to Include in This Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GEOLGY</strong></td>
<td>Geology: Prospecting</td>
<td>person days</td>
<td></td>
<td>Traversing, scintillometer/spectrometer survey (not gridded), collecting samples</td>
</tr>
<tr>
<td></td>
<td>Geology: Geological Mapping/Petrography</td>
<td>person days</td>
<td># of samples if taken</td>
<td>Traversing, outcrop investigation, collecting samples</td>
</tr>
<tr>
<td></td>
<td>Geology: Trenching/Stripping</td>
<td>m³</td>
<td></td>
<td># of trenches</td>
</tr>
<tr>
<td></td>
<td>Geology: Petrography</td>
<td>#</td>
<td></td>
<td>Analysis of petrographic samples</td>
</tr>
<tr>
<td><strong>GRID</strong></td>
<td>Grid: Legal Survey</td>
<td>km</td>
<td></td>
<td>In preparation for exploration survey to be conducted in the same assessment work period</td>
</tr>
<tr>
<td></td>
<td>Grid: Line Cutting</td>
<td>km</td>
<td></td>
<td>In preparation for exploration survey to be conducted in the same assessment work period</td>
</tr>
<tr>
<td></td>
<td>Grid: Picket Setting</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GEOPHYSICS AIRBORNE</strong></td>
<td>Geophysics: Airborne EM</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Airborne Mag or Grad</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Airborne Radiometric</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Airborne Gravity</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Airborne Combination</td>
<td>km</td>
<td>survey type</td>
<td>Only used if other choices don’t adequately describe what was done</td>
</tr>
<tr>
<td></td>
<td>Geophysics: Airborne Other</td>
<td>km</td>
<td>survey type</td>
<td>Only used if other choices don’t adequately describe what was done</td>
</tr>
<tr>
<td><strong>GEOPHYSICS GROUND</strong></td>
<td>Geophysics: Ground Seismic</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground VLF</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground Ground Time</td>
<td>km</td>
<td></td>
<td>ML-TEM, TDEM, SQUID, SML-TEM</td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground EM Other</td>
<td>km</td>
<td>survey type</td>
<td>Only used if other choices don’t adequately describe what was done</td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground Magnetic</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground IP/Resistivity</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground Gravity</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground Bore Hole</td>
<td>m (metres of hole surveyed)</td>
<td># of holes, survey type</td>
<td>Downhole geophysics</td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground Bathymetry/Soundings</td>
<td>km or #</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground Combination</td>
<td>km</td>
<td>survey type</td>
<td>Only used if other choices don’t adequately describe what was done</td>
</tr>
<tr>
<td></td>
<td>Geophysics: Ground Other</td>
<td>km</td>
<td>survey type</td>
<td>Only used if other choices don’t adequately describe what was done</td>
</tr>
<tr>
<td><strong>GEOCHEMISTRY</strong></td>
<td>Geochemistry: Lake/Stream Sediments</td>
<td>#</td>
<td>survey type</td>
<td>Analysis of samples</td>
</tr>
<tr>
<td></td>
<td>Geochemistry: Water</td>
<td>#</td>
<td>survey type</td>
<td>Analysis of samples</td>
</tr>
<tr>
<td></td>
<td>Geochemistry: Soil Gas</td>
<td>#</td>
<td>survey type</td>
<td>Analysis of samples</td>
</tr>
<tr>
<td></td>
<td>Geochemistry: Core/Rock/Chip/Boulder</td>
<td>#</td>
<td>survey type</td>
<td>Lab analysis of samples</td>
</tr>
<tr>
<td></td>
<td>Geochemistry: Biogeochemical</td>
<td>#</td>
<td>survey type</td>
<td>Lab analysis of samples</td>
</tr>
<tr>
<td></td>
<td>Geochemistry: Bulk Sample</td>
<td>#</td>
<td>weight, survey type</td>
<td>Lab analysis of samples</td>
</tr>
<tr>
<td></td>
<td>Geochemistry: Heavy</td>
<td>#</td>
<td>weight</td>
<td>Lab analysis of samples</td>
</tr>
<tr>
<td></td>
<td>Mineral/Indicator/Microdiamond</td>
<td>#</td>
<td>survey type</td>
<td>Lab analysis of samples</td>
</tr>
<tr>
<td></td>
<td>Geochemistry: Soil/Overburden/Till</td>
<td>#</td>
<td>survey type</td>
<td>Lab analysis of samples</td>
</tr>
<tr>
<td></td>
<td>Geochemistry: Other</td>
<td>#</td>
<td>survey type</td>
<td>Only used if other choices don’t adequately describe what was done</td>
</tr>
<tr>
<td><strong>DRILLING</strong></td>
<td>Drilling: Diamond</td>
<td>m</td>
<td># of holes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drilling: Percussion</td>
<td>m</td>
<td># of holes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drilling: Rotary</td>
<td>m</td>
<td># of holes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drilling: Reverse Circulation</td>
<td>m</td>
<td># of holes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drilling: Other</td>
<td>m</td>
<td># of holes, drilling type</td>
<td>Only used if other choices don’t adequately describe what was done</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>Other Work</td>
<td>counts</td>
<td>survey type</td>
<td>Only used if other choices don’t adequately describe what was done, specify units of measurements used</td>
</tr>
<tr>
<td><strong>ADMIN</strong></td>
<td>Administration</td>
<td></td>
<td></td>
<td>Includes report writing, administrative duties, up to 10% of eligible expenditures MTRR, 2012 s 65(1)(b)</td>
</tr>
<tr>
<td><strong>EXTRA</strong></td>
<td>Additional</td>
<td></td>
<td></td>
<td>Used for claiming the extra 50% credit for the cost of the airborne survey. MTRR, 2012 s65(2)</td>
</tr>
</tbody>
</table>
### APPENDIX B (Fee Schedule)

<table>
<thead>
<tr>
<th>Fees</th>
<th>Provision</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registry access fee 12(2)(c) NIL</td>
<td>12(2)(c)</td>
<td>NIL</td>
</tr>
<tr>
<td>Electronic search of the registry fee</td>
<td>15(1)</td>
<td>NIL</td>
</tr>
<tr>
<td>Search of paper records and documents pertaining to a legacy disposition</td>
<td>15(2)</td>
<td>$100.00 per disposition</td>
</tr>
<tr>
<td>Copy of the paper records and documents pertaining to a legacy disposition</td>
<td>15(3)</td>
<td>$0.25 per page, minimum of $25.00 per disposition</td>
</tr>
<tr>
<td>Registration fee for division or partial surrender of a legacy disposition</td>
<td>29(2)</td>
<td>NIL</td>
</tr>
<tr>
<td>Registration fee for a permit</td>
<td>33(2)(b)</td>
<td>$0.30 per hectare, minimum of $3,000.00</td>
</tr>
<tr>
<td>Registration fee for conversion of permit to claim</td>
<td>38(1)(b)</td>
<td>$0.60 per hectare, minimum of $300.00</td>
</tr>
<tr>
<td>Registration fee for claim</td>
<td>41(1)(b)</td>
<td>$0.60 per hectare, minimum of $300.00</td>
</tr>
<tr>
<td>Registration fee for lease</td>
<td>49(2)</td>
<td>NIL</td>
</tr>
<tr>
<td>Registration fee for consolidation of leases</td>
<td>56(2)</td>
<td>NIL</td>
</tr>
<tr>
<td>Registration fee for conversion of lease to claim</td>
<td>57(3)</td>
<td>$250 per lease</td>
</tr>
<tr>
<td>Application for expenditure relief fee</td>
<td>72(3) and 75(3)</td>
<td>NIL</td>
</tr>
<tr>
<td>Application for extension of time fee</td>
<td>74(3)(b)</td>
<td>$250 per disposition</td>
</tr>
<tr>
<td>Registration fee for transfer of mineral disposition</td>
<td>84(1)</td>
<td>NIL</td>
</tr>
<tr>
<td>Certified paper copy of mineral disposition</td>
<td>94(1)</td>
<td>$50 per mineral disposition</td>
</tr>
</tbody>
</table>
# APPENDIX C (Requirement Schedule)

## Expenditure Requirements - Claims

<table>
<thead>
<tr>
<th>Description</th>
<th>Provision</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure requirements for a claim</td>
<td>44(1)</td>
<td>(a) NIL during the first assessment work period;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) $15.00 per hectare per assessment work period, from the second to tenth assessment work periods with a minimum of $240.00 per claim per assessment work period;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) $25.00 per hectare per assessment work period, for the eleventh assessment work period and all subsequent assessment work periods with a minimum of $400.00 per claim per assessment work period.</td>
</tr>
<tr>
<td>Cash deposit to meet claim expenditure requirements for extension of time</td>
<td>(3)(c)</td>
<td>(a) $0.041 per hectare per day for the second to tenth assessment work periods;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) $0.0684 per hectare per day for subsequent assessment work periods.</td>
</tr>
</tbody>
</table>

## Expenditure Requirements and Rentals - Leases

<table>
<thead>
<tr>
<th>Description</th>
<th>Provision</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure requirements for a Lease</td>
<td>(1)</td>
<td>(a) $25.00 per hectare per assessment work period, from the first to tenth assessment work periods with a minimum of $400.00 per lease per assessment work period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) $50.00 per hectare per assessment work period, from the eleventh to twentieth assessment work periods with a minimum of $800.00 per lease per assessment work period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) $75.00 per hectare per assessment work period, for the twenty-first assessment work period and all subsequent assessment work periods with a minimum of $1,200.00 per lease per assessment work period.</td>
</tr>
<tr>
<td>Lease annual rental fee payable</td>
<td>54(1)</td>
<td>$10.00 per hectare per year with a minimum of $1,600.00 per lease per year.</td>
</tr>
</tbody>
</table>