

Mines Branch

# How to Review and Approve an Exemption Certificate Application

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# Exemption Certificate Approval

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## Introduction

Public Agencies who approve exemption certificates for public works contracts must have an assigned “Authorized Issuing Person”. These are the individuals who verify and sign the Exemption Certificate paper form for the contractor.

## Roles in iMaQs

In iMaQs, the Authorized Issuing Person will have a security role: Public Agency Representative.

- Public Agency Representative** - iMaQs user who has the authority to approve or reject online submission of Exemption Certificates under their Public Agency name.

Public Agencies can also have their own lease or permit which they can manage online as well. To help them do this, they need to assign a Client Representative.

- Client Representative** – iMaQs user who enters online applications, submits exemption certificates and quarry returns on behalf of a company or an individual.



**If you are going to be assigned both roles, please contact the Mines Branch in order to receive appropriate permissions.**

**The steps in this manual is intended for a Public Agency who is responsible and authorized to sign the Exemption Certificate.**



### HOW IT WORKS?

Staff A working for *Department of ABC* has Client Representative permission in iMaQs

On behalf of Department of ABC, Staff A can:

- Apply for new permits and leases
- Submit new Exemption Certificates for permits or leases of Department of ABC currently holds

Staff B working for *Department of ABC* has Public Agency Representative permission in iMaQs

On behalf of the Department of ABC, Staff B can:

- Approve or Reject all online EC submissions for Department of ABC contracts

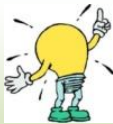
Below are the step-by-step instructions on How to do an Exemption Certificate Approval. For instructions on How to Submit an Exemption Certificate Online, click [here](#).

## Exemption Certificate Approval in iMaQs



iMaQs will send an email notice when there is an online EC submission for your Public Agency.

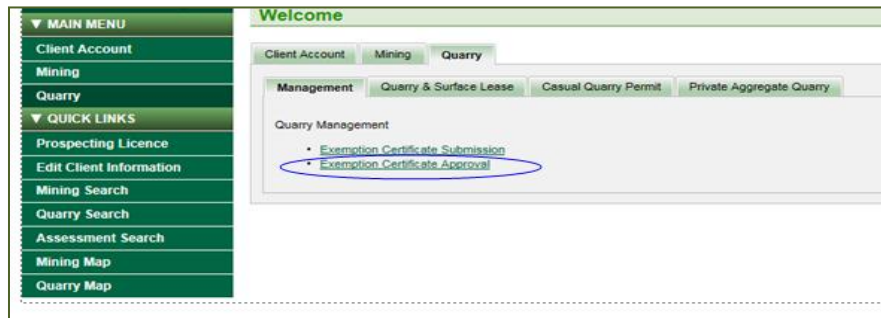
This will prompt you, as the Public Agency Rep to review the EC submission. Please note, clients will not be able to apply ECs unless they are approved. Submissions with new contract number must also be approved first before the contractor can submit another EC with the same contract number.



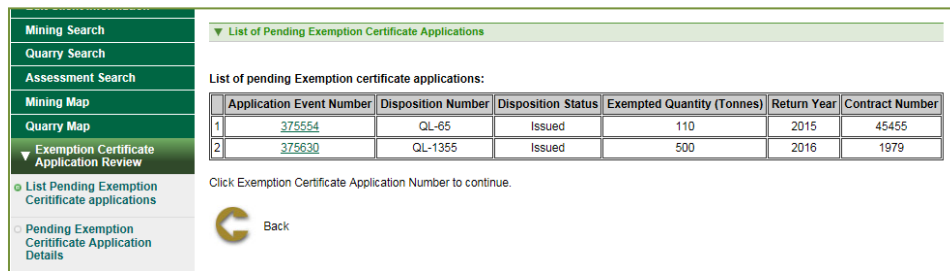
Contact the Mines Branch for any changes to your assigned Public Agency Representative. i.e. if that person is not longer responsible for approving ECs and a new person is assigned the task. It is your responsibility to ensure only approved individuals are given access.

**Step 1:** Click [Launch iMaQs](#) to log in.

**Step 2:** Go to Quarry Management. Click the Exemption Certificate Approval link.



**Step 3:** Click the Application Event Number corresponding to the Disposition Number you want to review.



**Step 4:** Review the exemption certificate details carefully.

To approve the EC, select the Issuance of Exemption Certificate radio button. Otherwise, select the Reject Exemption Certificate Application. Click NEXT.

**Step 5:** You should enter the reason for rejecting the EC inside the comments textbox. Please note these comments will also be received by the client.

iMaQs Home Page

MAIN MENU

Mining

Quarry

QUICK LINKS

Prospecting Licence

Edit Client Information

Mining Search

Quarry Search

Assessment Search

Mining Map

Quarry Map


Exemption Certificate Application Review



List Pending Exemption Certificate applications

Pending Exemption Certificate Application Details

Summary

Display Confirmation Page

You are logged in as: quarry07 Current time: 01 Nov 2016, 2:06:38 PM 

 Home  Logout

Exemption Certificate Approval

 Back

Next 

Client Information

Submitter: (258988)Account, Tester Seven Applicant: (258988) Account, Tester Seven  
Data Entry Date: 2016-11-01 Submission Date: 2016-11-01

Pending Submitted Exemption Certificate Application Detail

Exemption Certificate Application Number Id: 384376

Contract Number

Public Agency: RM/City/Town  
Contract Number: RMOFLAC DU BONNET  
RM/City/Town LAC DU BONNET (RM)

Contract Number details

Disposition Number

Disposition Number: CP-2016-1009830  
Holder: 1395 Quarry Limited (358988)  
Status: Issued

Disposition or Permit number details

Legal Description Lines:  
Line 1: LS 6 SEC 02 TWP 008 RGE 011 E1

Exemption Certificate Form

Return Year: 2016  
Exempted Quantity (Tonnes): 1,500 Crown Quarry Material: GRAVEL  
Start Removal Date: 2016-08-01 End Removal Date: 2016-10-01

Exemption Certificate Submission Details

Application Options

\* Select one of the following options:  
 Issuance of Exemption Certificate  
 Reject Exemption Certificate Application

Comments:

 Back

Next 

Exemption Certificate Details Page

You will be transferred to the Summary Page where you can review the EC details again.

**Step 6:** Click Next to confirm your decision (Approve/Reject). If you need to make changes, click the BACK button.

iMaQs will bring you to the Confirmation page. The Exemption Certificate Approval process is now complete. An email notification will be sent to you and the client who submitted the EC.

▼ Event Information
<b>Event Number:</b> 375631
Exemption Certificate: QLEXC1355-010
Authorized Issuing Person: Municipality of Bifrost-Riverton
<b>The Exemption certificate was Approved successfully.</b>
▼ Pending Submitted Exemption Certificate Application Detail
<b>Exemption Certificate Application Number Id:</b> 375630

## Mines Branch Contact Information



Please email Mines Branch at [mines\\_br@gov.mb.ca](mailto:mines_br@gov.mb.ca) if a mistake was made on the Exemption Certificate Approval.