

Mines Branch

How to Submit an Exemption Certificate Application

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What is an Exemption Certificate?

Under Quarry Minerals Regulation MR65/92, a contractor who removes and uses Crown quarry minerals for public purposes is exempt from paying royalties.

This exemption applies to Public Agencies (e.g. Rural Municipalities), contractors and subcontractors on behalf of a public agency. By submitting an Exemption Certificate (EC), royalties for the quarry mineral removed will be exempt.

Methods to Submit an Application For An Exemption Certificate

There are two methods to submit an application for an exemption certificate:

Paper Form

Contractors and subcontractors can fill out an Exemption Certificate form (http://www.gov.mb.ca/iem/mines/quarry/quarry_pdfs/mf1.pdf) detailing the return year; exempted quantity; material type; disposition number and the removal dates. This form must be verified and signed by the Authorized Issuing Person for the Public Agency that awarded the contract to the client.

A paper-based EC must be submitted with the quarry return in order to be exempt from paying the royalty.

Online

Mines Branch client with an iMaQs online user account can log into iMaQs and submit an application for an exemption certificate online. Please contact the Mines Branch for information on how to use iMaQs.

After logging in to iMaQs, you will be asked to enter the EC details such as return year; exempted quantity, material type, and the removal dates.

There is no more need to go in-person with a paper form of the EC for the Authorized Issuing Person to verify and sign the exemption certificate. When the EC is submitted, a notification email is automatically sent to the public agency representative. The Public Agency Rep will review the EC details and can either approve or reject the EC. You, as the submitter, will receive an email notice after the public agency representative has approved or rejected the EC. If the EC is rejected, the reason for the rejection will be included in the email.



- Mines Branch does not receive copies of emails regarding ECs. Contact the appropriate agency directly if you have any questions about the EC or status on the approval.
- Only an approved EC can be used when filing a quarry return.

Below are the step-by-step instructions on How to Submit an Exemption Certificate Online.

How to Submit an Application for an Exemption Certificate Online



Only certain disposition types and statuses are eligible for an exemption certificate:

- Casual Quarry Permit: Issued or Outstanding
- Quarry Lease: Issued or Cancelled/Outstanding



- You must have the right iMaQs access to be able to submit an exemption certificate for permits and leases.
- To find out if you have the correct access, please contact the Mines Branch by sending an email to Mines_Br@gov.mb.ca

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

Step 2: Go to Quarry Management > Exemption Certificate Submission

Rel. 1.1.18.3
iMaQs Env. TEST (remoteTestQuarry) Manitoba
Integrated Mining and Quarrying System
Printer Friendly
You are logged in as: quarry05 Current time: 27 Oct 2016, 8:53:20 AM Home Logout
Welcome
Client Account Mining Quarry
Management Quarry & Surface Lease Casual Quarry Permit Private Aggregate Quarry
Quarry Management
• Exemption Certificate Submission

Step 3: Select Holder from the drop-down. A **Holder** is the owner of the permit or lease to which the exemption certificate will be applied when submitting a quarry return. Click **Next**.

Select Holder
Select Holder :
Back Next

This is the Exemption Certificate Main Page. Most of the time, you will see two tables display. The first table will list all exemption certificate submissions that are waiting for a Public Agency to approve. If there are no exemption certificates for approval this table will not appear. These pending EC submissions can be edited by clicking the **“Amend”** button.

The second table lists exemption certificate submissions that have been approved. Like the first table, if there were no certificates applied for and approved, this table will not show up. These ECs are ready to be applied when filing a quarry return. All approved ECs are final and cannot be amended.

Exemption Certificate

Create NEW Exemption Certificate

The following are submitted Exemption Certificate(s) for the dispositions you hold. Certificate details can be edited by clicking AMEND button.
Public Agency must approve the certificate(s) before it can apply to a Quarry Return.

Disposition Number	Disposition Status	Exempted Quantity (Tonnes)	Return Year	Contract Number	Public Agency	
QL-1355	Issued	100.00	2016	4585	RM/City/Town	Amend
QL-1355	Issued	100.00	2015	1875	Northern affairs	Amend
QL-1355	Issued	100.00	2012	ANA H	Northern affairs	Amend
QL-1393	Issued	100.00	2012	1875	Northern affairs	Amend

The following have been approved by the Public Agencies. It is available to apply when filing a quarry return.

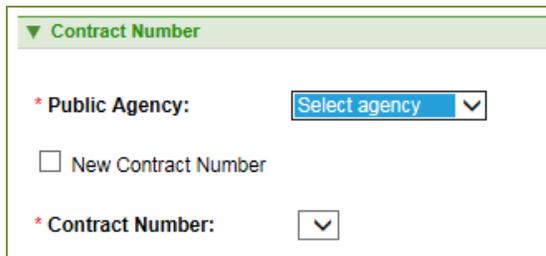
Exemption Certificate	Certificate Status	Disposition Number	Disposition Status	Exempted Quantity (Tonnes)	Return Year	Contract Number	Public Agency
QLEXC1393-002	Available	QL-1393	Issued	1,565.96	2016	1393	RM/City/Town
QLEXC1355-009	Available	QL-1355	Issued	100.00	2016	BIFROSTRIVERTONCJ3	RM/City/Town
QLEXC1355-004	Available	QL-1355	Issued	100.00	2016	BIFROST RIVERTON ROADS 2015	RM/City/Town
QLEXC1355-007	Available	QL-1355	Issued	100.00	2012	BIFROST RIVERTON ROADS 2015	RM/City/Town
QLEXC1355-008	Available	QL-1355	Issued	1,000.00	2012	1875	Northern affairs
QLEXC1355-002	Available	QL-1355	Issued	100.00	2012	1875	Northern affairs
QLEXC1355-003	Available	QL-1355	Issued	100.00	2012	ANA H	Northern affairs

Exemption Certificate Main Page

Create NEW Exemption Certificate

Step 4: To submit a new exemption certificate, click

Step 5: Enter the Contract Information. First, select the Public Agency from the drop-down list. Depending on which public agency was selected, another drop-down will open. (Example: Public Agency RM/City/Town was selected. This second drop-down lists all RMs, cities and towns in Manitoba. Select the specific RM or City or Town from the list)



▼ Contract Number

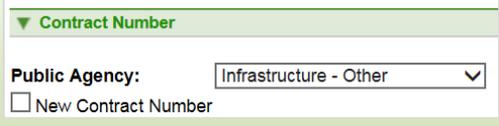
* Public Agency: ▼

New Contract Number

* Contract Number:



If the Public Agency is Floodway and East Side Road Authority (FESRA), please select



▼ Contract Number

Public Agency: ▼

New Contract Number

Step 6: iMaQs will open a drop-down listing all the existing contract numbers for that specific public agency. **It is very important to enter the correct contract number for each EC submission.**



Helpful Tips

When searching for an existing contract, instead of scrolling through the list, iMaQs can do the searching for you.

Here's how:

Place your cursor  on top of the drop-down then type-in the first three characters of the contract you are looking for. iMaQs will automatically search for possible matches.

First, check to see if your contract number already exists.

If it is listed, please select the contract number and click NEXT.

If it is not listed, click the NEW CONTRACT NUMBER checkbox and enter the number in the textbox field.



There may be instances when iMaQs will not allow you to use a contract number. This means the contract number has been used in a Pending Exemption Certificate waiting Public Agency approval. If the Public Agency approves the pending EC, that contract number can be used for subsequent EC submissions.

Step 7: Enter the Disposition Number the exemption certificate is being created for. Click **Find Disposition**.

▼ **Select Disposition Number**

Enter Disposition Number

Step 8: Enter the Exemption Certificate Details: Return Year, Exempted Quantity, Start and End Removal Dates, and Crown Quarry Material. Click **Next**.

▼ **Exemption Certificate**

All fields below are required.

For any date input fields, please use the format YYYY-MM-DD, e.g 2015-02-28.

Return Year:

Exempted Quantity (Tonnes):

Crown Quarry Material:

Start Removal Date:

End Removal Date:



If a Quarry Lease has more than one material, you must submit separate Exemption Certificate applications for each type of material.

It is important to enter the correct Return Year for which you intend to use the Exemption Certificate. Please contact Mines Branch if you have any questions.

iMaQs will display a confirmation message to let you know the submission was successful. An email is sent to you for your records and a copy is sent to the Public Agency who will review the EC details. You will receive an email after the Public Agency either accepts or rejects the application. When the EC submission is approved, you may apply the exemption when filing your quarry return.

▼ **Event Information**

Event Number: 375630

Exemption Certificate was successfully submitted.

Public Agency must approve the Certificate before it can be applied to a Quarry Return.



Please contact the Public Agency for any questions about your Exemption Certificate Submissions.