Mines Branch

Quarry Lease Submitting Annual Rental and Return

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Quarry Lease Annual Rental and Return Procedure



Exemption Certificates

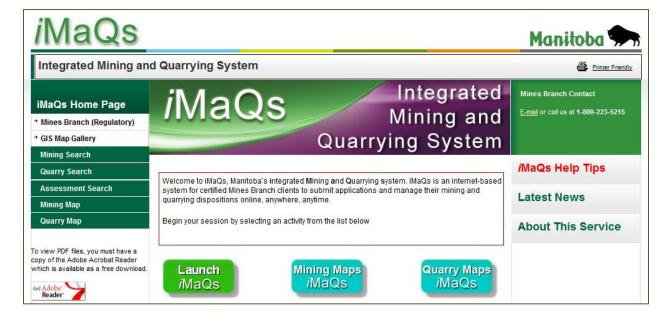
If you have an exemption certificate to file with your annual return, you can submit the exemption certificate online. Refer to "How to Submit an Exemption Certificate Application" found in our Tutorials Section or click here.



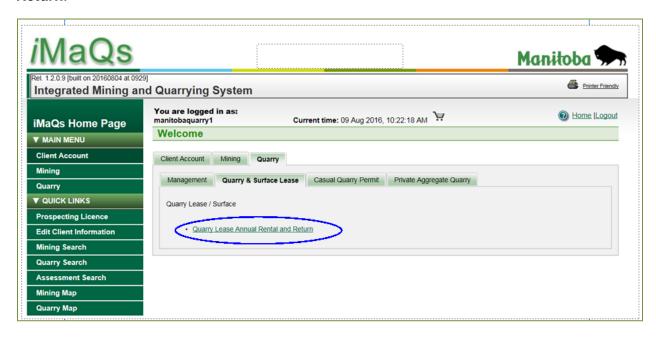
Submitting a Paper Quarry Return?

If an exemption certificate was submitted and approved online but you are submitting a paper-based quarry return, attach the email confirmation of the approved exemption certificate to your quarry return.

Step 1: Click Launch iMaQs to log in.



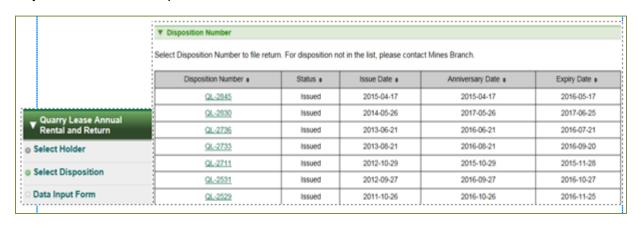
Step 2: Go to **Quarry** and click on **Quarry Lease**. Select **Quarry Lease Annual Rental and Return**.



Step 3: Select Holder. Click Next.



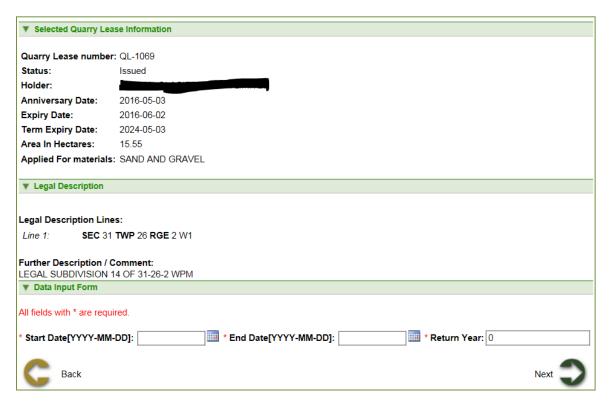
Step 4: Click on the Disposition Number to file the return.





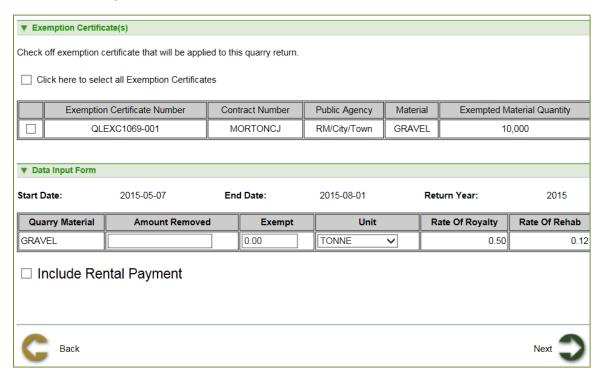
If a disposition is not on the list, please contact the Mines Branch by sending an email to Mines_Br@gov.mb.ca

Step 5: To pay annual rental and submit an annual quarry return, complete the Data Input Form. Enter the Start and End Removal Dates and the Return Year. Click **Next**.



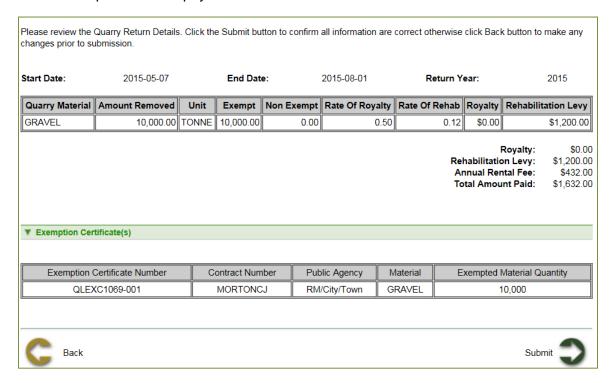
Step 6: Enter the Return Details.

- Check-off Exemption Certificate(s) if applicable.
- Mandatory: Enter the Amount Removed and Unit of Measure.
- Check-off Rental Payment if you are submitting the rent for the Return Year being filed.



Step 7: Click **Next** to proceed to the Review Page.

Step 8: Review all information. If you need to make changes, click the **Back** button otherwise click **Submit** to proceed with payment.



Step 9: The Shopping Cart will show you the total amount to be paid. Click Next.

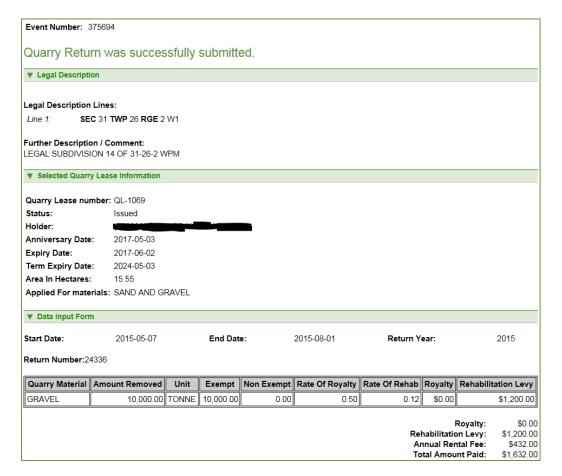


Step 10: This will bring you to the **Financial Management** page. Select your **Method of Payment**. Enter your credit card information and click on **Payment**.

Step 11: Once payment is approved, print a copy of the approval page for your records. The name "Mines Branch" will appear on your credit card statement. Click **Next** to proceed to the Confirmation Page.

Step 12: Click on **View Event Confirmation.** You will receive a system-generated email confirming the transaction.





Mines Branch Contact Information



Please email Mines Branch at mines_br@gov.mb.ca if a mistake was made on the Quarry Return.