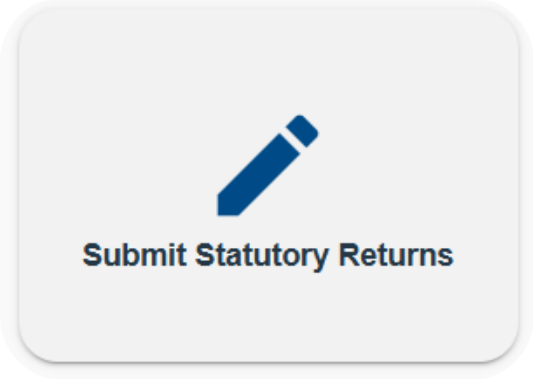
Department of Energy and Mines
Mineral Lands Division

Guide to the
Quarry Management and Administration Portal (QMAP)

Submitting Statutory Reutrns



Submitting Statutory Returns

This guide explains how to submit a Statutory Return for a quarry permit or quarry lease using the Quarry Management and Administration Portal (QMAP).

⚠️ A statutory return must be submitted to report quarry production, material use, employment information, and royalties owing for the reporting period.

Before You Begin

Before starting your statutory return, make sure you have:

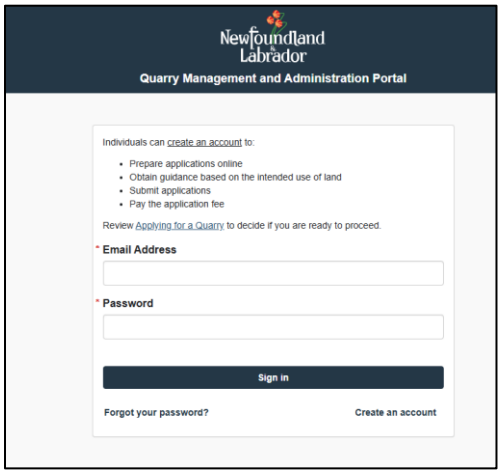
- Access to the QMAP Portal and can sign in to your account.
- The quarry permit or quarry lease for which you are submitting the return.
- Information about quarry activities that occurred during the reporting period.
- Records of the volume and value of material removed from the site.
- Employment information for your company.
- Export information, if any material was shipped outside Newfoundland and Labrador.
- A payment method for any royalty owing.

💡 **Helpful Tip:** Have production records, invoices, weigh-scale records, and export information available before starting your return.

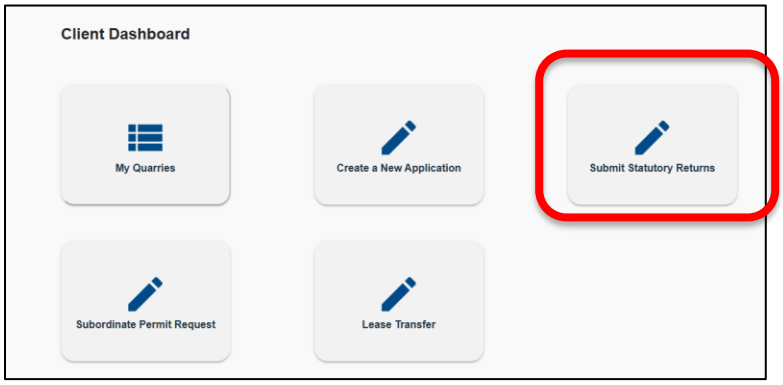
Estimated time to complete: 10-20 minutes, depending on the amount of material removed and the records available.

Step 1: Navigate to “Submit Statutory Returns”

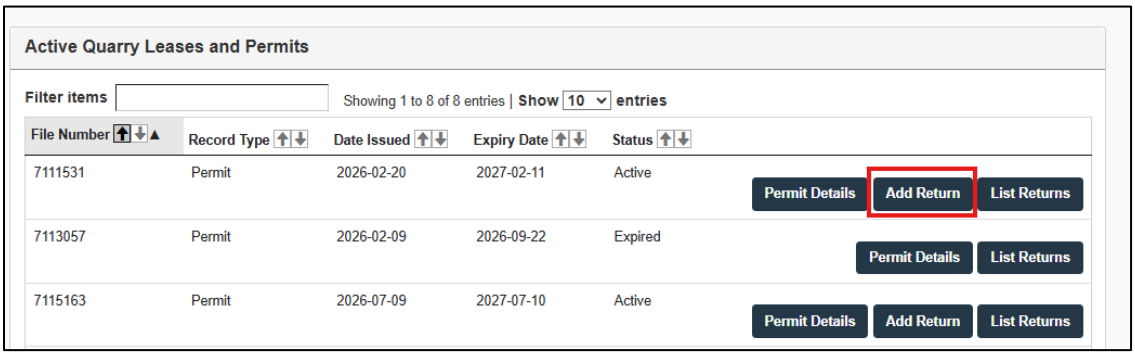
Log in to your QMAP account using your email address and password.



From the **Client Dashboard**, select the **Submit Statutory Returns** tile. A summary page will display your permits and leases.



Locate the file for which you want to submit a **Statutory** Return. Select the **Add Return** button beside the file.



If the **Add Return** button is not available, a return may have already been submitted for that reporting period.

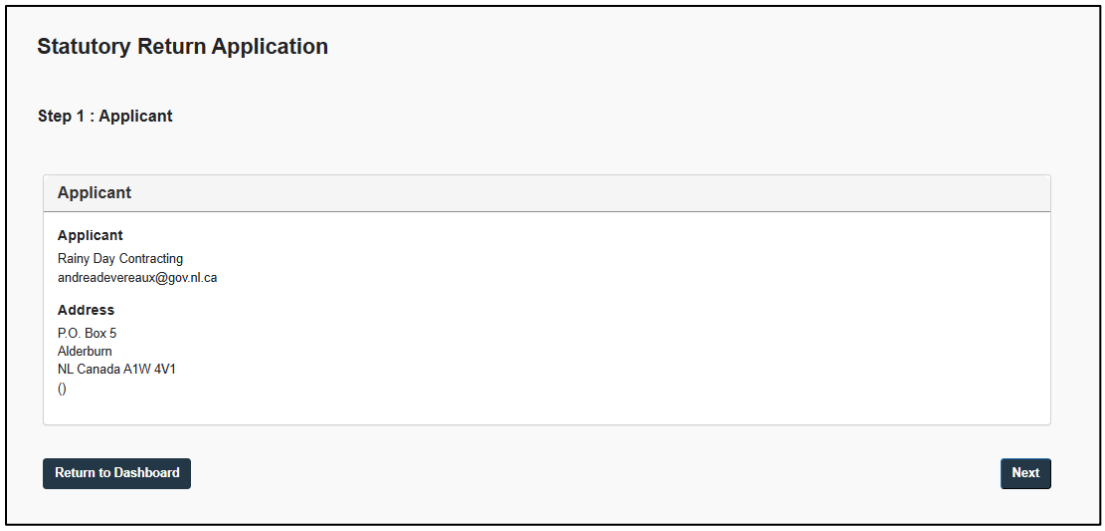
To check:

1. Select **List Returns** beside the file.
2. Previously submitted returns will be displayed in the **Statutory Returns** section at the bottom of the page.

Step 2: Review Applicant Information

The portal will display the applicant information associated with the file.

3. Review the applicant's name and contact information.
4. Review the mailing address and other applicant details.
5. If the information is correct, select **Next**.
6. If information requires updating, complete the account update process before continuing.



Step 3: Select the Type of Return

Select the appropriate form type that aligns with how the material from the quarry was used during the reporting period.

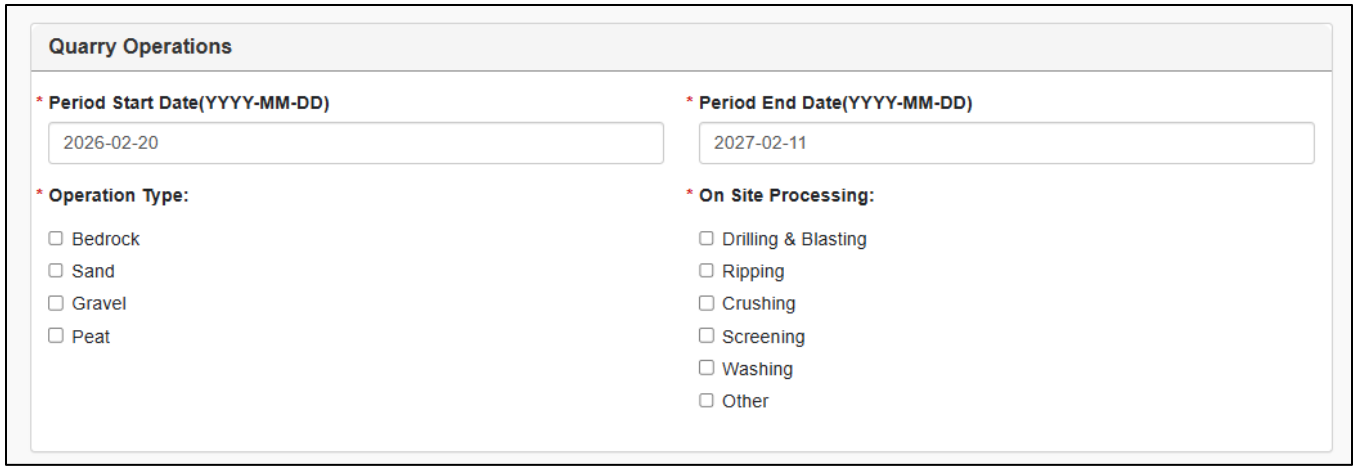
Within Newfoundland & Labrador	Outside Newfoundland & Labrador	Both Within and Outside Newfoundland & Labrador
Select this option if all material removed from the quarry was used within Newfoundland and Labrador.	Select this option if all material removed from the quarry was exported outside the Province, either elsewhere in Canada or internationally.	Select this option if some material was used within Newfoundland and Labrador and some material was exported outside the Province.

The form will automatically display the appropriate reporting fields based on your selection.

Step 4: State the Quarry Operations at the Site

The **Start Date** and **End Date** fields will automatically populate based on the reporting period associated with your permit or lease.

Select all activities that took place at the quarry during the reporting period.



Step 5: Report Material Volume and Value

Complete the form to report the quantity and value of the material removed during the reporting period.

Volume Reporting:

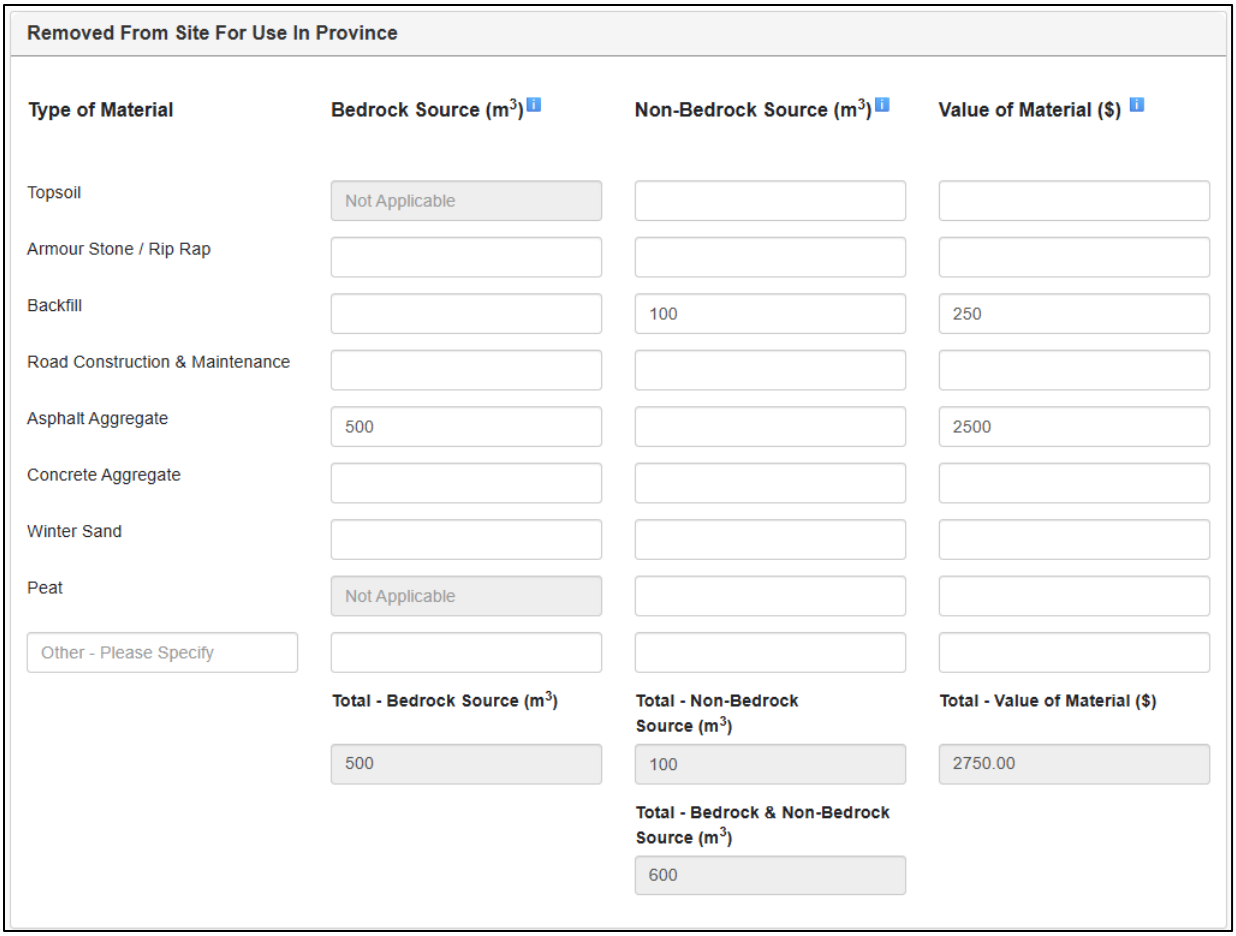
- Only include the volume of material removed either by yourself or by a subcontractor.
- Do not include removal by others under a subordinate quarry permit.
- Indicate the volume based on the source (i.e., bedrock vs. sand, gravel or peat operations)

Value Reporting:

- Enter the value of each type of material removed from the site.
- Include only the extraction costs (e.g. drilling, blasting, crushing, screening, washing, and loading).
- Do not include transportation costs

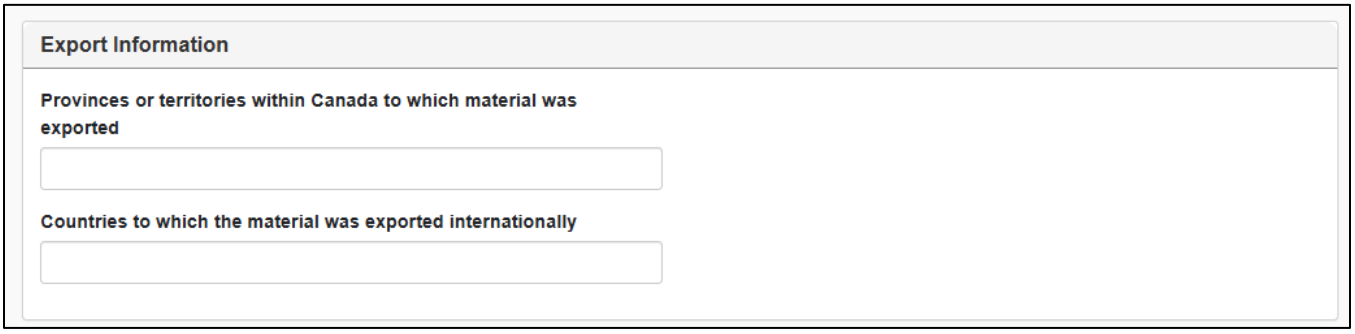
The form will automatically summarize the reported totals.

⚠️ **Important:** Material exported outside Newfoundland and Labrador must be reported separately from material used within the Province.



Exported Material:

If material was exported outside Newfoundland and Labrador, you will be asked to identify the destination province(s) or country(ies).



Material Used Both Inside and Outside Province:

If you selected **Both Within and Outside Newfoundland and Labrador**, two reporting tables will appear:

- One table for material used within Newfoundland and Labrador.

- One table for material exported outside Newfoundland and Labrador.

Complete both tables as applicable.

Step 6: Report Employment Information

Enter the number of employees working for your company.

Report:

- Part-time employees
- Full-time employees

The form will automatically calculate the total number of employees.



Why is this information needed? The Department uses this information to better understand employment associated with quarry development and operations throughout Newfoundland and Labrador.

Step 7: Review and Confirm Information

After completing all required fields:

1. Select **Next** to view the summary page.
2. Review all information carefully.
3. If changes are required, select **Previous** to return to earlier sections and make corrections.
4. Once satisfied that the information is accurate, select **Next** to continue.

⚠️ **Important:** Review your information carefully before submitting. Changes may not be possible after submission.

Step 8: Pay the Royalty Fee

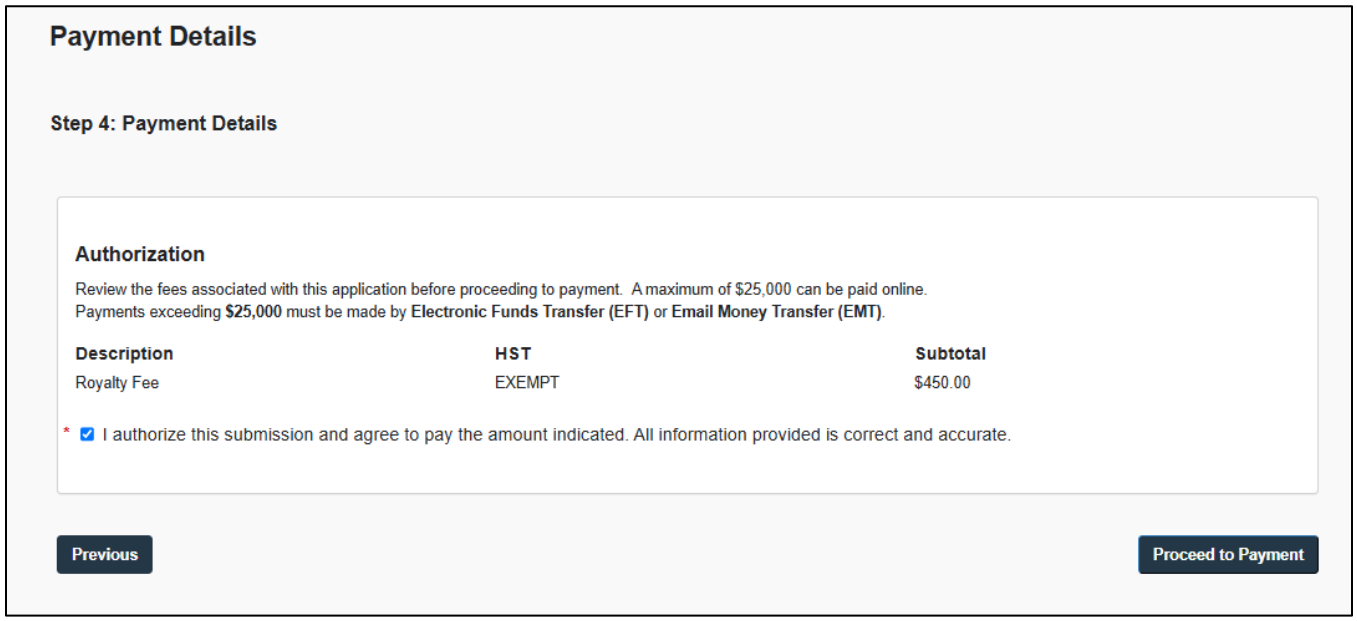
The portal will calculate any royalty owing based on the information provided in your statutory return.

ⓘ **Note:** Royalty rates are established under the **Quarry Materials Act** and are automatically calculated by QMAP. The current royalty rate is $0.75 per cubic metre of material removed from the site during the term of the permit, or for leases, during the calendar year.

Payment Methods

Royalty Amount	Payment Method
$25,000 or less	Credit card, Visa Debit, or Mastercard Debit through QMAP
More than $25,000	Electronic Funds Transfer (EFT) or Email Money Transfer (EMT)

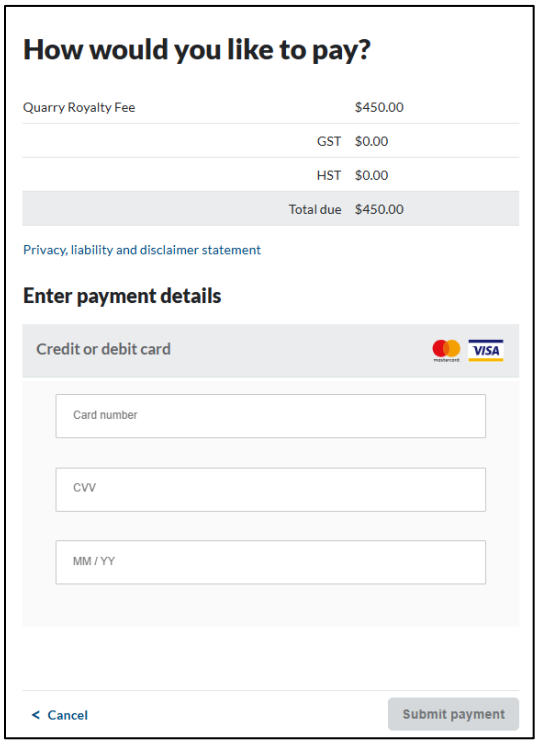
Authorize the submission of the Statutory Return by selecting the check box, and then click the **Proceed to Payment** button to continue.



Royalty Owing is $25,000 or less

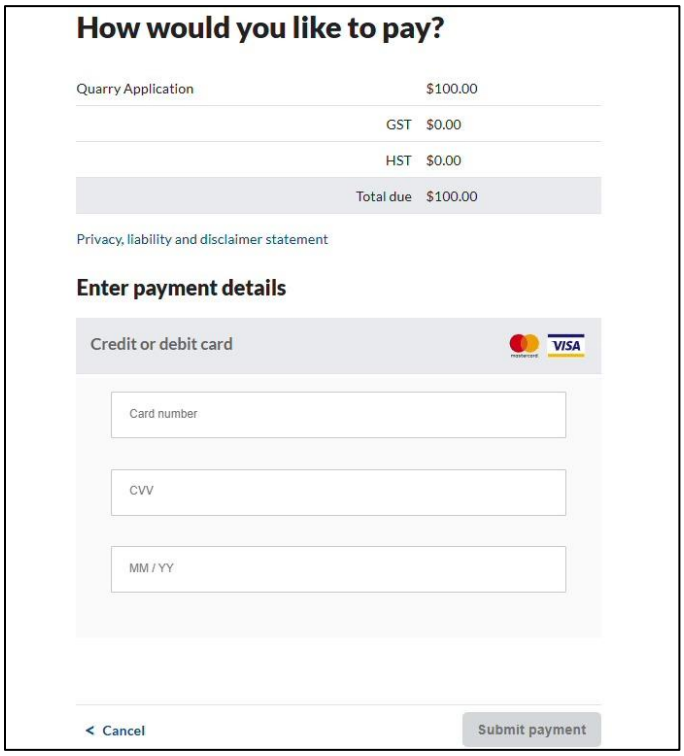
1. Review the payment summary.
2. Enter your payment information.

3. Select Submit Payment.



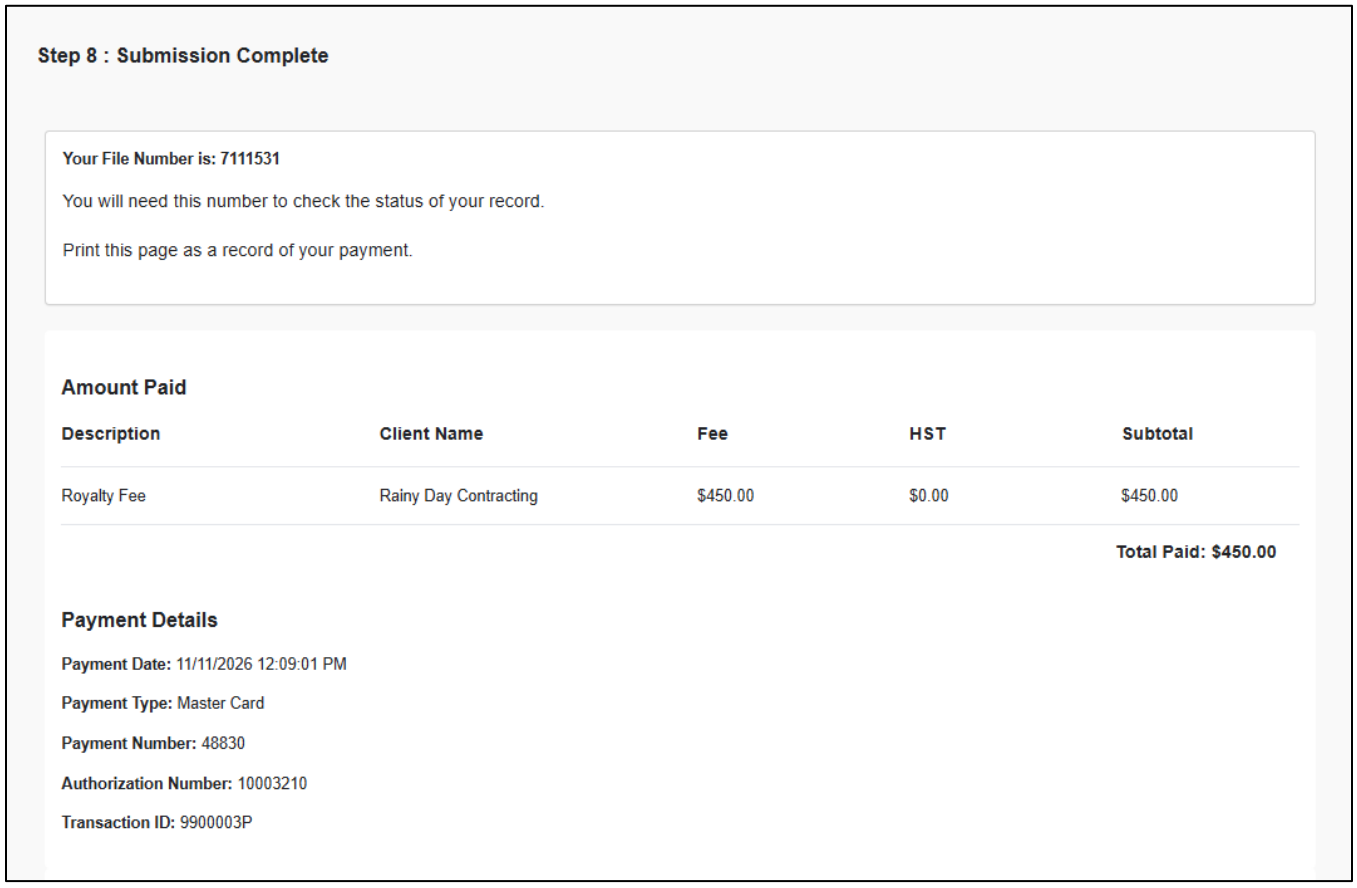
Do not close your browser or refresh the page while payment is being processed.

Do not assume payment has been successful until a confirmation message is displayed.



Once the payment is successfully processed, the **Submission Complete** page will be displayed.

ℹ️ Print or save this page for your records.



Step 8 : Submission Complete

Your File Number is: 7111531

You will need this number to check the status of your record.

Print this page as a record of your payment.

Amount Paid

Description	Client Name	Fee	HST	Subtotal
Royalty Fee	Rainy Day Contracting	$450.00	$0.00	$450.00

Total Paid: $450.00

Payment Details

Payment Date: 11/11/2026 12:09:01 PM

Payment Type: Master Card

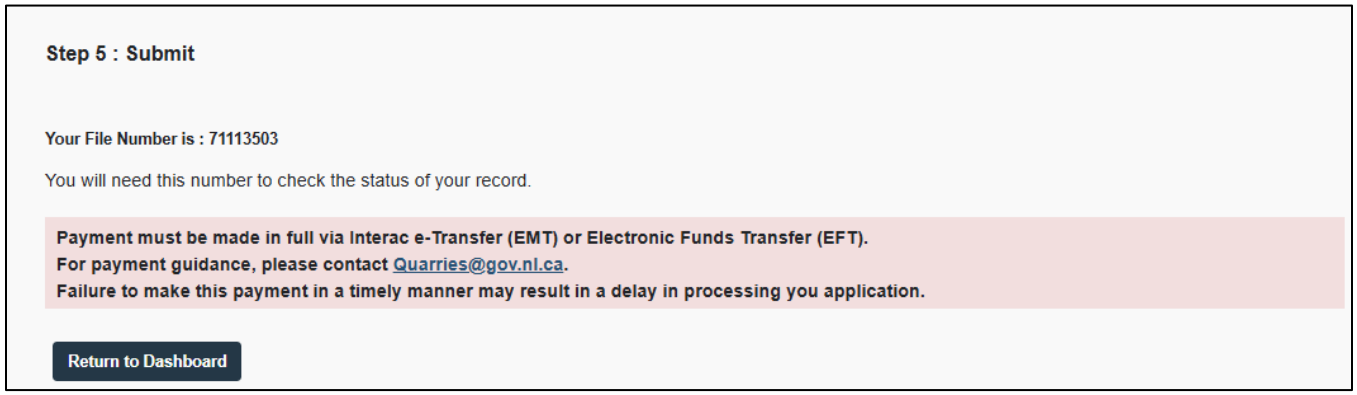
Payment Number: 48830

Authorization Number: 10003210

Transaction ID: 9900003P

Royalty Owing is Greater than $25,000

1. Royalty payments greater than $25,000 must be made by EFT or EMT.
2. The portal will instruct you to contact **Quarries@gov.nl.ca** for payment arrangements.
3. Your statutory return will remain pending until payment has been received and confirmed.



Step 5 : Submit

Your File Number is : 71113503

You will need this number to check the status of your record.

Payment must be made in full via Interac e-Transfer (EMT) or Electronic Funds Transfer (EFT).
For payment guidance, please contact Quarries@gov.nl.ca.
Failure to make this payment in a timely manner may result in a delay in processing you application.

Return to Dashboard

What Happens Next?

After your statutory return has been submitted:

- The Department will review the submission for completeness.
- The royalty payment will be verified.
- The Department may contact you if additional information or clarification is required.

You can view previously submitted returns at any time through the Submit Statutory Returns page by:

1. Selecting the **Submit Statutory Returns** tile from the Client Dashboard.
2. Locating the applicable file.
3. Selecting **List Returns**.

Questions?

If you have questions about registration or the Quarry Management and Administration Portal, please contact us at:

Quarries@gov.nl.ca
709-729-4044