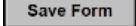


GUIDE TO THE 2024 STATUTORY RETURN FORM

Instructions:

- Please type the information into the blue fields in the document. When it is complete, click on the  button on the bottom of the form to save it to your computer.
- Once the form is complete and has been saved, email it to Quarries@gov.nl.ca
- If a royalty payment is made online, copies of the transaction approval must be attached to the same email as the statutory return form.

General Information:

- You must report all production between **January 1, 2023, to December 31, 2023**
- Production is measured by the volume of aggregate material in cubic metres (m³) that was removed from the site. This includes any stockpiled material that is located outside the permit or lease boundary.
- You must pay a royalty of seventy-five cents (\$0.75) for each cubic metre of material that was removed.
- This form must be submitted along with the royalty payment no later than **2 months after the expiry or cancellation of the quarry permit.**
- **Quarry Leases** must submit this form along with the royalty payment no later than **December 31, 2023**
- A statutory return form must be submitted for all permits and leases, even if there was no production.
- All parts of sections A and B must be completed in full.

How to pay the royalty fee:

- Online: <https://onlinepayments.gov.nl.ca/>
 - Email: If the royalty amount due is greater than \$15,000. Please email quarries@gov.nl.ca
- or**
- Phone: If the royalty amount due is greater than \$15,000. Please call (709)-729-4044 to arrange and alternate payment method

Contact Information:

Email: quarries@gov.nl.ca

Clerk: 709-729-4044

Website: www.gov.nl.ca/iet/mines/quarries

Guide to completing the Statutory Return Form

Section: A

- **Quarry Permit or Lease File Number:** This is the 7 or 8-digit number beginning with 711:
- **Permit or Lease Holder Name:** The name identifying the company or individual as the holder of the quarry permit or lease.
- **Name:** Name of the person filling out the form.
- **Title:** Title of the person within the company (e.g., Owner, Operator, or Administrator).
- **Date:** Date the form was completed.

Section: B

- **Operation Type:** Select the type of quarry that is being operated. Place a checkmark for each option that applies.
- **On Site Processing:** Select all the processing options that are carried out on site.

Section: C

- This section contains the production return table and is designed to capture the volume and value of the quarry materials that were produced from the quarry during the previous calendar year.
- The table has two sections: one for material removed from the site for use within the province, and the other for material removed from the site for export out of the province. Both sections capture the same information.
- If you did not export any material out of the province, then you do not have to enter any numbers into that section.
- Enter the volume for each type of material based on its source. If a material type has more than one source within the permit boundary, list the volume for each source (e.g., bedrock and/or non-bedrock).
- Enter the dollar value of material for each type that was produced. **NOTE:** This is the value of the product at the quarry and **not the amount you owe for a royalty payment.** A reasonable value would be the amount one would pay or has paid for such material if it were purchased at a quarry operation in the area.
- The source of the material does not matter and must **NOT** include the cost of transporting the material to the buyer or jobsite.

Section: D

- Complete this portion of the form only if material was exported out of the province.
- List the locations within Canada where material from the quarry was exported.
- List the international locations where material from the quarry was exported.

Section: E

- Enter the number of part-time and full-time employees in your company.