

Volume

1

MINISTRY OF FORESTS AND RANGE

Tenure & Revenue Division: Economics and Trade Branch

**Log EXport Information System 2
(LEXIS2) User Guide**

MINISTRY OF FORESTS AND RANGE

LEXIS2 User Guide

Ministry of Forests and Range
Tenure and Revenue Division
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Log EXport Information System 2

Background

Since the creation of the Export Management System (EMS) and the Log EXport Information System (LEXIS) to manage and facilitate applications for log exports and the issuance of log export permits, application requirements have changed substantially.

To address these requirements, the Ministry of Forests and Range (MoFR) decided to rewrite EMS and integrate it with LEXIS so that:

1. All past changes and enhancements were included in a single application
 2. Unnecessary functionality was removed
 3. Existing functionality was improved to meet users needs; and
 4. The code was written to allow future changes and enhancements in a more efficient manner
-

Client

1

Applying for an exemption

Application for Exemption to Export Unmanufactured Timber (FS 418)

Applications for an exemption to export unmanufactured timber can be submitted online via the LEXIS 2 webpage or via an XML submission through the ESF/LEXIS interface.

- Prior to creating an application for exemption, a client must register for a BCeID account and be assigned a LEXIS2 client number.
- Different agents can make an application for exemption on behalf of the same company.
- Only applications for harvested surplus timber are posted on the bi-weekly list – as oppose to applications for standing or specialty (unmanufactured) timber.

Process

To create an exemption application, log onto LEXIS2 and select *Create/Edit Application* in the left hand navigation pane.

The screenshot displays the 'Log Exemption Information System' interface. On the left is a blue 'LEXIS Menu' with 'Create/Edit Application' circled in red. The main content area shows 'Provincial - Summary' with fields for 'Client Number: 00001074' and 'Company Name: NORSKE SKOG CANADA LIMITED'. Below this is a table titled 'My Applications [Search]' with columns for Application, Status, Exemption Reason, Exemption Type, Exemption Number, Received Date, and Listing Date.

Application	Status	Exemption Reason	Exemption Type	Exemption Number	Received Date	Listing Date
26593	New	Surplus			2009-04-06	2009-04-17
26590	New	Utilization			2009-03-04	2009-03-20
26591	Exempted	Surplus			2009-03-04	2009-03-20
26589	Rejected	Surplus			2009-03-02	2009-03-20
26587	New	Surplus			2009-02-26	2009-02-20
26583	New	Surplus			2009-02-26	2009-02-20
26578	Approved	Surplus			2009-02-26	2009-02-20

This will direct you to a *Provincial - Application Details* screen. The application form can be navigated by clicking on the tabs *Owner*, *Application*, *Items*, *Documents* and *Offers*.

Owner tab

A Client Number will automatically appear under the *Owner* tab. Ensure that the Client Location and Contact Name are correct - if you are an agent acting on behalf of a client, select the *I'm an agent* tick box and a new *Agent* tab will appear between the *Owner* and *Application* tabs for completion.

Provincial - Application Details

Owner Agent Application Items Documents Offers

* Client Number: 0001074

Applicant Type: Agent

* Client Location: 03-WOODLANDS SERVICES

* Contact Name: BOBTURMEL

Company Name: NOR.SKE SKOG CANADA LIMITED

Address: ATTN ACCT DEPT JOHANN BOULTER

City: VANCOUVER

Province: BC

Postal Code: V6E3P3

Country: CANADA

Phone No.: 6046544521

Fax No.: 6046544571

E-Mail: Net: on file

I'm an agent:

Application tab

Selecting the relevant information for each item under the *Application* tab, the *List Date* drop down box offers the choice of two forthcoming bi-weekly list dates on which your timber may be advertised.

Note: In entering the requested Exemption Term, one month is equivalent to 30 days.

Owner Application Items Documents Offers

* Region: Northern Interior Forest Region

* Product Type: Harvested Timber

* Exemption Reason: Surplus

* Application Date: 2009-02-25

* List Date: 2009-03-20

Exemption Term

Days: 0

Months: 3

Years: 0

Items tab

Inputting the relevant information under the *Items* tab, the *Species List* can be populated by selecting the *Add* button, and clicking on the relevant species code(s).

Ministry of Forests and Range

Provincial - Application Details

Owner Application Items Documents Offers

* Location of Logs: fraser river

* Age Class: Old Growth

* Average Log Volume: 23 m³

* Application Volume: 5000 m³

* Species List: Add

* End Use: Chip and Saw

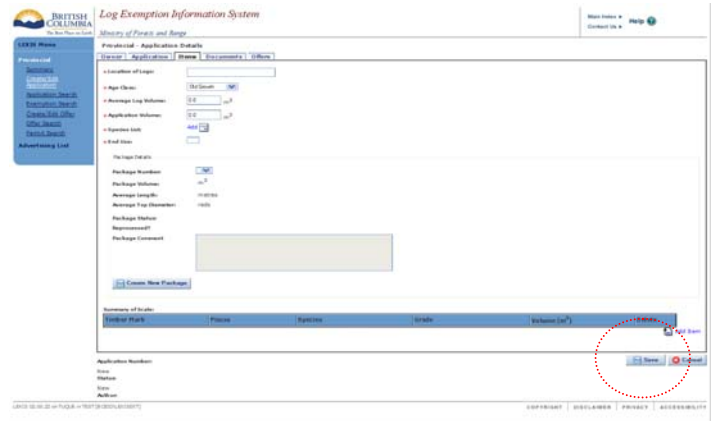
Add Species

Available Species:

HE LO SP

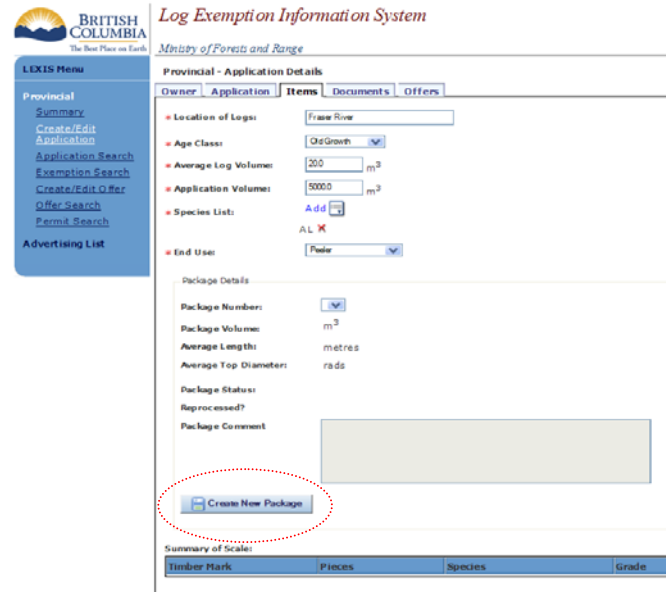
Close

After selecting the *End Use* from the next drop down box, press the *Save* button located at the bottom right hand side of the *Provincial - Application Details* screen. Saving will allow package (boom) details to be added.



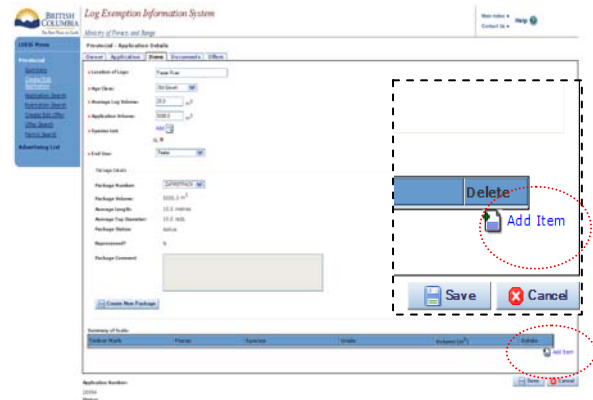
To add package details click on *Create New Package* button. This will generate a separate window in which to enter the Package Number, Volume, Average Length, Top Diameter and other package details.

The total volume of all packages must not exceed the volume requested in the exemption application.



For each package created, scale data can be added by selecting *Add Item* under the *Summary of Scale* section.

In the *Add Scale Data* window that appears, enter the timber mark, piece count, species grade and volume.



To add summary of scale data for another package, select the different package from the Package Number drop down box, and repeat the above process.

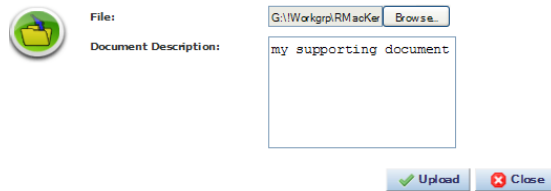


Documents tab

If any documents relating to the application need to be uploaded, proceed to the *Documents* tab and select *Add Attachment*.



In the window that appears, attach the necessary file using the *Browse* button and press *Upload*.



Offers tab

If the application is approved, it will be advertised on the bi-weekly list. During 2 week advertisement period, any offers received on the advertised timber will be included under this tab for review.

Once the application is complete, press the *Save* button to submit/update the application accordingly.

Knowing when an application has been approved

To check the status of an application, select *Application Search*. By default, the *Search Results* section displays applications that have been approved. Changing the value in the Application Status drop down box allows a client to view the status of all applications.

The screenshot shows the 'Log Exemption Information System' web interface. On the left is a 'LEXIS Menu' with options like 'Summary', 'Create/Edit Application', 'Application Search', 'Exemption Search', 'Create/Edit Offer', 'Offer Search', 'Permit Search', and 'Advertising List'. The 'Application Search' option is circled in red. The main content area is titled 'Provincial - Application Search' and contains several search filters: 'Application Number', 'Package Number', 'Exemption Types' (set to 'All'), 'Exemption Number', 'Application Status' (set to 'Approved' and circled in red), and 'Product Type' (set to 'All'). There are also date filters for 'Received From Date', 'Received To Date', 'Listing From Date', and 'Listing To Date'. A 'Search' button is located below the filters. Below the search area is a 'Search Results' table with columns: Application, Status, Reason, Exemption Type, Exemption Number, Received Date, and Listing Date. One result is shown for application 26559 with status 'Approved' and reason 'Surplus'. Below the table, it says '1 application found'. In the top right corner, there are links for 'Main Index', 'Contact Us', and 'Help'.

Application	Status	Reason	Exemption Type	Exemption Number	Received Date	Listing Date
26559	Approved	Surplus			2009-02-19	2009-02-06

Applying for a permit

Application for Permit to Export Unmanufactured Timber (FS 38)

After an application for exemption has been approved, a client can then apply for a permit to export unmanufactured timber.

Process overview:

1. Client selects exemption under which to make a permit application
2. Client provides shipping details (including package information for blanket OICs) and submits permit application
3. MoFR reviews and consequently approves (but does not issue), rejects or cancels permit application.
4. MoFR invoices client for approved permit application
5. Client submits proof of payment for invoice
6. MoFR records receipt of payment and issues complete permit
7. Client receives notification of complete permit by email.

Process

Once an application for exemption has been approved and an exemption has been issued by MoFR, a client can then apply for a permit to export timber under that exemption.

To begin making a permit application, select the *Exemption Search* button from the left hand navigation panel.

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The Best Place on Earth

Log Exemption Information System
Ministry of Forests and Range

Main Index ► Help ?
Contact Us ►

LEXIS Menu

- Provincial
 - Summary
 - Create/Edit Application
 - Exemption Search**
 - Create/Edit Offer
 - Offer Search
 - Permit Search
- Advertising List

Provincial - Summary

Client Number: 00001074
Company Name: NORSKE SKOG CANADA LIMITED

My Applications [Search]

Application	Status	Exemption Reason	Exemption Type	Exemption Number	Received Date	Listing Date
26594	New	Surplus			2009-04-07	2009-05-01
26593	New	Surplus			2009-04-06	2009-04-17
26590	New	Utilization			2009-03-04	2009-03-20
26591	Exempted	Surplus			2009-03-04	2009-03-20
26589	Rejected	Surplus			2009-03-02	2009-03-20
26587	New	Surplus			2009-03-26	2009-03-20

By default, the *Search Results* window that appears displays *Active* exemptions - those under which a permit application can be created. The drop down *Exemption Status* box allows the client to view information on new (unapproved), cancelled or expired permit applications.

Exemption Number:

Exemption Type:

Exemption Status:

Search Results

Exemption	Type	Status	Approved Volume (m ³)	Balance Remaining (m ³)
555555	OIC	Active	21000.0	687.0
09-8107	Ministerial	Active	556.0	255.0
09-8078	Ministerial	Active	3434.0	3434.0
08-8010	OIC	Active	50000.0	0.0
OICTEST2	OIC	Active	1000.0	1000.0
09-8096	Ministerial	Active	3000.0	3000.0
1230CLOC	OIC	Active	50000.0	-152020.0
09-8083	Ministerial	Active	65.0	65.0
09-8074	Ministerial	Active	76000.0	56737.0
09-8084	OIC	Active	15000.0	14989.0

Select the exemption number under which you wish to apply for a permit by clicking on the exemption number – this will direct you to the *Provincial – Exemption Details* screen.

Exemption Details tab

Information under the *Exemption Details* tab provides details respecting the approved volume, effective date and conditions that apply to the approved exemption.

Provincial - Exemption Details		
Exemption Details	Applications	Permits
Exemption Type:	Ministerial	
Exemption Number	09-8078	
Exemption Holder:	00001074	
Status:	Active	
Approval Date:	2009-02-25	
Expiry Date:	2010-02-24	
Approval Volume:	3434.0 m ³	
Conditions		

Applications tab

Note: For permit applications under blanket OICs, no *Applications* tab exists.

Application numbers and associated volumes linked with the approved exemption are detailed under the *Applications* tab.

The screenshot shows the 'Log Exemption Information System' interface. The header includes the British Columbia logo and the Ministry of Forests and Range. The main content area is titled 'Provincial - Exemption Details' and has three tabs: 'Exemption Details', 'Applications', and 'Permits'. The 'Applications' tab is active, showing 'Application Details' with a 'Total Requested Volume' of 5466.0 m³. Below this is a table of applications:

Application	Application Volume (m ³)	Sum of Scale Volume (m ³)
26585	5466.0	5466.0

At the bottom, the 'Exemption Number' is 09-8116 and the 'Status' is not specified. There are 'Main Index', 'Help', and 'Contact Us' links in the top right.

Permits tab

To initiate a permit application, select *Apply For New Permit*.

The screenshot shows the 'Permits' tab in the 'Log Exemption Information System'. The 'Exemption Details' section shows: 'Requested Volume: 123.0 m³', 'Approved Volume: 3434.0 m³', 'Sum of Application Scales: 0.0 m³', and 'Balance Remaining: 3434.0 m³'. Below this is a table of permits:

Permit	Volume (m ³)	Status	Issue Date

A red dashed circle highlights the 'Apply For New Permit' button in the bottom right corner. The 'Exemption Number' is 09-8116.

A warning message will appear respecting the creation of a new permit – proceed by clicking the *Create* button. This will direct you to the *Provincial – Permits* screen. At this point, the permit application process differs slightly depending on whether the permit is applied for under an MO/individual OIC or a blanket OIC exemption.

Permits applications under Ministerial Order & individual OIC exemptions

When applying for a permit under a Ministerial Order or individual OIC exemption, a *Provincial Permits* screen will appear and can be navigated using the *Permit*, *Owner*, *Shipping*, *Items*, *Documents*, *Invoices* and *Fees* tabs:

The screenshot displays the 'Log Exemption Information System' web interface. The header includes the British Columbia logo and the title 'Log Exemption Information System' under the 'Ministry of Forests and Range'. A navigation menu on the left shows 'LXIS Menu' with 'Provincial Advertising List' selected. The main content area is titled 'Provincial - Permits' and features several tabs: 'Permit', 'Owner', 'Shipping', 'Items', 'Documents', 'Invoices', and 'Fees'. The 'Permit' tab is active, showing a form with the following fields: Permit Number (9020060 (Pending)), Status (Active), Submit Date (2009-04-07), Issued Date, Expiry Date, Total Pieces (21), Total Volume (5466.0 m³), Region (Northern Interior Forest Region), and Exemption Number (09-8116). A 'Remarks' field is present but empty. A note at the bottom of the form states: 'NOTE: If this Provincial permit requires a Federal permit, please apply at the Export Controls Online website at http://www.dfait-maeci.gc.ca/trade/sid/EXCOL/excol-en.asp.' Below the form is an 'Add Application' button and a list of application numbers, currently showing '26585'. At the bottom of the screen, there are 'Save' and 'Cancel' buttons, and a footer with the text 'LEXIS 02.00.22 on TUQUE in TEST [BCEID\LEXISEXT]' and links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

Permit tab

The status of the permit application is set to *Active* by default - when a permit application is approved, the status will change to *Complete* and an issue and expiry date displayed. Comments respecting the permit application can be included in the *Remarks* field for review.

Other eligible, approved applications can be linked to the permit application by selecting *Add Application*.

Note: If the *Total Pieces* and *Total Volume* fields read 0, the application number associated with the exemption did not contain any Summary of Scale data.

Owner tab

Under the *Owner* tab, client information can be reviewed.

Shipping tab

Fill in the information requested under the *Shipping* tab and proceed to the *Items* tab.

Permit Owner **Shipping** Items Documents Invoices Fees

* Purchaser honest joe

* Final Destination Country Korea More...

* Transport Type Barge

* Transport Name joe

* Estimated Shipping Date 2009-02-26

* Customs Port of Export Gabriola Bluffs

Other Port of Export

Items tab

Under the *Items* tab, package (boom) information can be viewed. Where several packages exist, the *Package Number* drop down box can be used to view package specific information.

Provincial - Permits

Permit Owner Shipping **Items** Documents Invoices Fees

Package Number: 1A

Region: Southern Interior Forest Region

Species and End Use Sort: CO/OT

Age Class: Old Growth

Package Volume: 1.0 m³

Average Length: 1.0 metres

Average Top Diameter: 1.0 rads

Product Type: Harvested Timber

Summary of Scale:

Timber Mark	Pieces	Species	Grade	Volume (m ³)
FD2100	3	Cottonwood	Ungraded	1.0

Permit Number: Save

Documents tab

This tab allows a client to upload proof of payment documentation for invoices associated with the permit application.

Invoice tab

The *Invoice* tab allows a client to view any invoice provided by MoFR in respect of the permit application. This information may not be available until the permit application has been approved by MoFR.

Fees tab

Under the *Fees* tab are details of the total permit application fee. The drop down box beside *Package Number* allows a client to view the fee amount for individual packages (booms).

Note: For permit applications under individual OICs, the permit application fee will be provided in a document under the *Documents* tab once the permit application has been reviewed by MoFR.

Provincial - Permits

Permit Owner Shipping Items Documents Invoices Fees

Permit Number 9020050 (Pending)
Total Volume 301.0 m³
Total Fees (CAD) \$301.00

Fee Receipt Number

Fee Details

Package Number: 2A
Growth Indicator: Old Growth
Exemption Number: 09-8107
Package Fee (CAD): \$300.00

Timber Mark	Species	Grade	AMV (\$/m ³ CAD)	Volume (m ³)	Domestic Value (CAD)	Fee (CAD)
FD2100	Cottonwood	Grade 1	\$1.00	300.0	\$300.00	\$300.00

Permit Number: Save Cancel

Permit application fees are only payable upon the permit being issued. Once all other necessary permit application details have been provided under each tab, hit the save button to update/submit the application to MoFR.

Permit Application Fees

To check the status of a client's permit application and/or whether permit application fees are due, select *Permit Search* from the main navigation menu.

Log Exemption Information System
Ministry of Forests and Range

Client Number: 00001074
Company Name: NORSE SKOG CANADA LIMITED

My Applications [Search]

Application	Status	Exemption Reason	Exemption Type	Exemption Number	Received Date	Listing Date
26594	New	Surplus			2009-04-07	2009-05-01
26593	New	Surplus			2009-04-06	2009-04-17
26590	New	Utilization			2009-03-04	2009-03-20
26591	Exempted	Surplus			2009-03-04	2009-03-20

The status of each permit application can be viewed in detail by selecting the permit application number.

Where a permit application is (*Pending*) and:

- no permit issue date is provided, the permit application may still be awaiting review if the status of the permit application is still *Active*.
- a permit issue date is provided, a permit application fee is required to set the status of the permit to *Complete*. Proof of payment must be provided under the *Documents* tab of the permit application.

The status of each permit application can also be quickly reviewed in the *Search Results* window:

Log Exemption Information System
Ministry of Forests and Range

Application Number: Issued From Date:
Package Number: Issued To Date:
Permit Number: Permit Status: Active
Invoice Number: Client Number:

Search Results

Permit	Status	Client	Total Volume (m ³)	Issue Date
9020060 (Pending)	Active	00001074	5466.0	2009-04-07
9020059 (Pending)	Active	00001074	0.0	
9020058 (Pending)	Active	00001074	0.0	
9020056 (Pending)	Active	00001074	10000.0	2009-03-04
9020057 (Pending)	Active	00001074	100.0	

When a permit is complete, a notification email will be received from MoFR.

Permit applications under a blanket OIC exemption

When applying for a permit under a blanket OIC exemption, a *Provincial Permits* screen will appear and can be navigated using the *Permit*, *Owner*, *Shipping*, *Items*, *Documents*, *Invoices* and *Fees* tabs:

Provincial - Permits

Permit | **Owner** | **Shipping** | **Items** | **Documents** | **Invoices** | **Fees**

Permit Number	Permit Number will be automatically generated	Remarks <input type="text"/>
Status		
Submit Date	2009-02-26	
Issued Date		
Expiry Date		
Total Pieces	<input type="text"/>	
Total Volume	<input type="text"/> m ³	
Region	Northern Interior Forest Region ▼	
Exemption Number	BLANKET 1	

Permit tab

Enter a value for *Total Pieces* and *Total Volume* applied for under the blanket OIC.

No status is assigned to the permit application. When a permit application is approved, the status will change to *Complete* and an issue and expiry date displayed. Comments respecting the permit application can be included in the *Remarks* field for review by MoFR.

Owner tab

Under the *Owner* tab, client information can be reviewed.

Shipping tab

Enter shipping information for the permit application as required. If the appropriate port is not listed in the *Customs Port of Export* drop down box, select *Other* in the drop down box and the *Other Port of Export* field will become available.

Items tab

After filling in/reviewing the information under the *Permit*, *Owner* and *Shipping* tabs press the *Save* button. By saving, a *Create New Package* button will appear under the *Items* tab allowing a client to add package (boom) information.

The screenshot shows the 'Provincial - Permits' web application interface. At the top, there are navigation tabs: Permit, Owner, Shipping, Items, Documents, Invoices, and Fees. The 'Items' tab is currently selected. Below the tabs, there is a 'Package Details' section with the following fields: Package Number (a dropdown menu showing 'No Packages'), Package Volume (m³), Average Length (metres), Average Top Diameter (rads), Package Status, Reprocessed?, and Package Comment (a text area). A blue button labeled 'Create New Package' is located at the bottom of the Package Details section and is circled in red. Below this section is a 'Summary of Scale' table with three columns: Timber Mark, Pieces, and Species.

Documents tab

This tab allows a client to upload proof of payment documentation for invoices associated with the permit application.

Invoice tab

The *Invoice* tab allows a client to view an invoice provided by MoFR in respect of the permit application. This information will not be available until the permit application has been approved by MoFR.

Fees tab

No fee is calculated under the fees tab for permit applications made under a blanket OIC. These fees are calculated and uploaded by MoFR under the *Invoices* tab when available.

When the permit application is complete, hit the save button to update/submit the application to MoFR.

The process for tracking the status of a permit application under a blanket OIC is the same as that for MOs and individual OICs – see section *Permit Application Fees* under Permit Applications under Ministerial Orders and Individual OIC exemptions.

Client

3

Offers

L EXIS2 provides clients with the ability to submit offers on provincial timber advertised on the bi-weekly list. Offers on federal timber must be submitted through Canada EXCOL system.

Any offers received are forwarded to and reviewed by the Timber Export Advisory Committee (TEAC).

The Timber Export Advisory Committee (TEAC) will not consider offers to purchase logs by any company or individual that has exported logs directly or indirectly from BC within the previous 90 days.

Making an offer: Process

To submit an offer click on *Create/Edit Offer* in the left hand navigation pane which will direct you to a *Provincial – Offers* screen.

The screenshot displays the 'Log Exemption Information System' interface. At the top left is the British Columbia logo with the tagline 'The Best Place on Earth'. The page title is 'Log Exemption Information System' and the department is 'Ministry of Forests and Range'. A navigation menu on the left includes 'Provincial' with sub-items: 'Summary', 'Create/Edit Application', 'Application Search', 'Exemption Search', 'Create/Edit Offer' (circled in red), 'Offer Search', 'Permit Search', and 'Advertising List'. The main content area is titled 'Provincial - Offers' and contains several sections: 'Application Details' with input fields for 'Application Number' and 'Package Number' (currently set to 'No Packages'); 'Offering Company Details' with input fields for 'Company' and 'Contact Name'; 'Offer Details' with fields for 'Package Volume' (0.0 m³), 'Species/Grade', 'Offer Amount (\$/m³)' (0.00), 'TEAC Review Date', 'Listing Date', 'Offer Received Date' (2009-04-07), 'Offer Withdrawal Date' (with a calendar icon), and a text area for 'Offer Withdrawal Reason' (40 characters remaining); and 'Approval' with fields for 'Fair Market Value', 'Valid Offer', and 'Offer Approved', all currently set to 'No'. At the bottom of the form are 'Offer Number' and 'Author' fields, and 'Save' and 'Cancel' buttons. The footer contains the text 'LEXIS 02.00.22 on TUQUE in TEST [BCEID\LEXISXT]' and links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

Upon entering an application number, the *Package Number* will display the package(s) associated with that application. Where multiple packages exist, a *Package Number* drop down box will be made available.

After completing the *Offering Company Details* and *Offer Details* sections, press *Save* to complete the offer.

The offer will be forwarded to the Timber Export Advisory Committee for review.

To review offers that have been made on an application, click on *Offer Search* (below *Create/Edit Offer*), and then click on the offer number you wish to review.

If the offer is approved, this will be indicated in the *Approval* section.

Approving an application for exemption

Approving an Application for Exemption to Export Unmanufactured Timber (FS 418)

Applications for exemptions to export unmanufactured timber can be initiated by a client and by an MoFR Application Approver – the only difference between roles is that an Application Approver can approve the application and record remarks on the application where required.

Notes:

Applications which have **not** been approved will not be advertised on the bi-weekly list.

Any remarks recorded on an application can only be viewed by other application approvers, not client(s).

Process

When logging into LEXIS2, an application approver will default to the *Provincial - Application Review* screen which displays exemption applications ready to be approved or disapproved (selecting *Application Review* from the left hand navigation panel will also direct you to this screen).

Log Exemption Information System
 Ministry of Forests and Range

Provincial - Application Review

Application Number: Received From Date: Received To Date:

Search Results

Application	Application Volume (m ³)	Species End Use Sort	Listing Date	Approve	Disapprove
26594	5000.0	AL/PL	2009-05-01		
26593	30000.0	HE/GN	2009-04-17		
26590	100.0	CE/CS	2009-03-20		
26579	90000.0	AS/PL	2009-02-20		
26586	9000.0	MA/PL	2009-02-20		
26587	90.0	AS/OT	2009-02-20		
26582	200.0	FI/LA/CS	2009-02-20		
26580	15000.0	HE/BA/CS	2009-02-20		
26577	5000.0	BA/CS	2009-02-20		
26576	1223344.0	SP/LO/BA/PL	2009-02-20		

New applications can be approved by selecting the green tick 'Approve' button. Otherwise, the application can be viewed in detail by selecting the application number. This displays the *Provincial - Application Details* screen.

The application can be navigated using the *Owner*, *Application*, *Items*, *Documents*, *Remarks*, *Offers* and *Review* tabs.

Application approvers can edit the application details provided by the client and add remarks (which are hidden from the client).

Provincial - Application Details

Owner | Application | Items | Documents | Remarks | Offers | Review

* Client Number: 00001074

Applicant Type: Owner

* Client Location: 03 - WOODLANDS SERVICES

* Contact Name: BOBTURMEL

Company Name: NORSKE SKOG CANADA LIMITED

Address: ATTN ACCT DEPT JOHANN BOULTER

City: VANCOUVER

Province: BC

Postal Code: V6E3P3

Country: CANADA

To approve the application, click on the *Review* tab and select *Approved* from the Application Status box.

Note: Remarks can also be added to the application under the *Review* tab – these remarks are transferred under the *Remarks* tab upon saving the application.

Finally, press the *Save* button to approve the application.

The screenshot displays the 'Log Exemption Information System' interface. At the top left is the British Columbia logo with the tagline 'The Best Place on Earth'. The page title is 'Log Exemption Information System' and the ministry is 'Ministry of Forests and Range'. The main navigation bar includes 'Main Index', 'Contact Us', and 'Help'. The left sidebar is the 'LEXIS Menu' with sections for 'Provincial' and 'Federal'. The 'Provincial' section includes links for 'Application Review', 'Create/Edit Application', 'Application Search', 'Create/Edit Exemption', 'Exemption Search', 'Create/Edit Offer', 'Offer Search', and 'Permit Search'. The 'Federal' section includes 'Indian Reserve'. The main content area is titled 'Provincial - Application Details' and has tabs for 'Owner', 'Application', 'Items', 'Documents', 'Remarks', 'Offers', and 'Review'. The 'Review' tab is active. In this tab, the 'Application Status' dropdown menu is open, showing options: 'New', 'Approved', 'Pending', 'Rejected', 'Withdrawn', 'Disallowed', 'Exempted', 'Expired', and 'All'. The 'Approved' option is selected and circled in red. Below the dropdown is a 'Remarks' text area. At the bottom right of the main content area, there are 'Save' and 'Cancel' buttons, both circled in red. The application details shown are: Application Number: 26594, Status: Approved, Author: IDIR\LEXISMIN.

The application is now ready to be advertised on the bi-weekly list.

Application
Approver

4

Offers

Offers on timber advertised in applications on the bi-weekly list can be initiated by both client and application approver – the application approver also having the ability to approve the offer subject to review by the Timber Export Advisory Committee (TEAC).

Process:

Once the list date for an application has been met, an application approver can input details of any offers received by clicking on *Create/Edit* offer in the left hand navigation pane. This will direct you to a *Provincial – Offers* screen.

BRITISH COLUMBIA
The Best Place on Earth

Log Exemption Information System
Ministry of Forests and Range

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LEXIS Menu

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- Exemption Search
- Create/Edit Offer
- Offer Search
- Permit Search

Federal

- Indian Reserve Reports

Provincial - Offers

Application Details

Application Number:

Package Number:

Offering Company Details

Company:

Contact Name:

Offer Details

Package Volume: 0.0 m³

Species/Grade:

Offer Amount (\$/m³):

TEAC Review Date:

Listing Date:

Offer Received Date: 2009-04-07

Offer Withdrawal Date:

Offer Withdrawal Reason
40 characters remaining

Approval

Fair Market Value:

Valid Offer:

Offer Approved:

Offer Remarks
250 characters remaining

Offer Number:
New
Author:

Save Cancel

LEXIS 02.00.22 on TUQUE in TEST [DIR\LEXIS\MIN] COPYRIGHT | DISCLAIMER | PRIVACY | ACCESSIBILITY

After inputting the necessary details, an approval section at the bottom of the screen allows you to set No/Yes values for *Fair Market Value*, *Valid Offer* and *Offer Approved* fields (each field is set to 'No' by default).

In so far as the *Valid Offer* field is set to 'No', an exemption cannot be created for the application.

Creating an exemption

Creating Ministerial Orders, Blanket and Individual Orders in Council

Three different kinds of exemption can be created in LEXIS2: a Ministerial Order (MO); individual Order in Council (OIC) and a blanket OIC.

MOs are issued for surpluses of harvested timber not exceeding 15,000m³, and must be signed by a Regional Executive Director (RED) – or *Exemption Approver*.

OICs are usually issued for standing timber or harvested volumes in excess of 15,000m³, and can be created without approval from RED. Blanket OICs are not specific to individual applicants, are general in nature and are approved to address regional concerns. In LEXIS2, all clients can view details for blanket OICs.

Individual OICs are specific to individual applicants and in LEXIS2 they can only be viewed by the client for which the individual OIC was created.

Blanket OIC

Blanket OIC exemptions can be created by first selecting *Create/Edit Exemption* from the left hand navigation pane. This will direct you to a *Provincial – Exemption Details* page.

The screenshot shows the 'Log Exemption Information System' interface. The left-hand navigation pane (LEXIS Menu) is visible, with the 'Provincial' section expanded. The 'Create/Edit Exemption' link is circled in red. The main content area displays the 'Provincial - Exemption Details' form. The form has three tabs: 'Exemption Details', 'Applications', and 'Permits'. The 'Exemption Details' tab is active. The form contains the following fields and values:

- Exemption Type: OIC (dropdown)
- Exemption Number: (empty text box)
- Exemption Holder: No applications associated with this exemption
- Status: New (dropdown)
- Approval Date: Not approved
- Expiry Date: (empty date picker)
- Approval Volume: 00 m³
- Conditions: (empty text area)

At the bottom right of the form are 'Save' and 'Cancel' buttons. Below the form, the following information is displayed:

Exemption Number:
Status:
New
A. C. B. S. S.

Exemption Details tab

Select/enter the information required under the *Exemption Details* tab, including an Exemption Number (otherwise LEXIS2 will generate one automatically) and hit the save button at the bottom right hand side of the screen.

Upon pressing save, the *Applications* tab will disappear (blanket OICs are not created for specific applications).

Also, *Approval Date* and *Expiry Date* fields will appear. After filling in the new fields, ensure the Status of the OIC is set to *Active* for it to be effective and then press *Save*.

The screenshot shows the 'Provincial - Exemption Details' form after saving. The 'Applications' tab has disappeared, and the 'Permits' tab is now visible. The form contains the following fields and values:

- Exemption Type: OIC (dropdown)
- Exemption Number: BLKTOIC
- Exemption Holder: Blanket OIC
- Status: Active (dropdown)
- Approval Date: (empty date picker)
- Expiry Date: 2010-02-26 (date picker)
- Approval Volume: 16000.0 m³
- Conditions: Kamloops TSA

Individual OIC

Individual OIC exemptions can be created by first selecting *Application Search* from the left hand navigation pane. In the bottom right hand side of the Application Search page, is a *Search Results* window which, by default, displays approved applications.

Log Exemption Information System
 Ministry of Forests and Range

Provincial - Application Search

Application Number: Received From Date:

Package Number: Received To Date:

Exemption Type: All Listing From Date:

Exemption Number: Listing To Date:

Application Status: Approved Client Number:

Product Type: All

Search Results

Create	Application	Status	Client	Reason	Exemption Type	Exemption Number	Received Date	Listing Date
<input type="checkbox"/>	26584	Approved	00001074	Surplus			2009-02-26	2009-02-20
	26487	Approved	00022934	Surplus			2008-08-18	2008-08-08
	26457	Approved	00001166	Surplus	OIC	08-8003	2008-06-17	2008-07-11
	26458	Approved	00001166	Surplus	OIC	08-8003	2008-06-17	2008-07-11
	26248	Approved	00020007	Surplus			2008-03-19	9999-12-31
	26243	Approved	00020007	Surplus			2008-03-19	9999-12-31
	26240	Approved	00002176	Surplus			2008-03-19	9999-12-31
	26246	Approved	00020007	Surplus			2008-03-19	9999-12-31
	26253	Approved	00020007	Surplus			2008-03-19	9999-12-31
	26252	Approved	00020007	Surplus			2008-03-19	9999-12-31

First | Previous | [1] 2 3 4 5 6 ... 10 ... 20 ... 30 ... 40 ... 50 ... 60 ... 67 | Next | Last
 665 applications found

A check box next to an application number indicates which applications an OIC exemption can be created for.

Tick the check box(es) of the desired applications and then click *Create Exemption for Selected Applications* at the bottom of the *Search Results* window.

Search Results

Create	Application	Status	Client
<input type="checkbox"/>	26574	Approved	00001074
<input checked="" type="checkbox"/>	26566	Approved	00001074
	26487	Approved	00022934
	26457	Approved	00001166
	26458	Approved	00001166
	26248	Approved	00020007
	26246	Approved	00020007
	26249	Approved	00020007
	26243	Approved	00020007
	26253	Approved	00020007

First | Previous | [1]

Note: Multiple applications selected for an individual OIC must be from the same client. Also, clicking on *Create/Edit Exemption* in the left hand navigation pane does NOT have the same effect as clicking *Create Exemption for Selected Applications*. The former course of action creates a blanket OIC instead.

A warning message will appear requesting confirmation – click *Create* to continue. You will be directed to the *Provincial Exemption – Details* screen.

Exemption Details tab

Change the Exemption Type from the default *Ministerial* to *OIC*, set the Status of the application from *New* to *Active* and enter an Expiry Date for the exemption. The *Approved Volume* field is automatically populated with the volume information from the application selected for exemption. This may be edited accordingly.

Applications tab

Additional, approved applications can be included under the exemption by selecting the *Add Application* button.

Application	Application Volume (m ³)	Sum of Scale Volume (m ³)	Remove
26584	9230.0	9230.0	

Permits tab

The permits tab provides a summary of the individual OIC including permits already processed under that individual OIC (when adding applications to the exemption at a later date). Press the *Save* button to complete the exemption.

Ministerial Orders

To create a MO exemption, follow the same process to create an individual OIC as above, but ensure the Exemption Type is set to *Ministerial* (this is the default selection when creating an exemption for a selected application).

Exemption Details tab

When the Exemption Type is set to Ministerial, an Exemption Number is automatically generated in Exemption Number field below.

The screenshot displays the 'Log Exemption Information System' web interface. The header includes the British Columbia logo and the text 'The Best Place on Earth' and 'Ministry of Forests and Range'. The main content area is titled 'Provincial - Exemption Details' and has three tabs: 'Exemption Details', 'Applications', and 'Permits'. The 'Exemption Details' tab is active, showing the following fields:

- Exemption Type: Ministerial (dropdown menu)
- Exemption Number: 09-8119 (text input)
- Exemption Holder: 00001074 (text input)
- Status: New (dropdown menu)
- Approval Date: Not approved (text input)
- Expiry Date: 2010-04-08 (calendar icon)
- Approval Volume: 8000.0 m³ (text input)
- Conditions: (empty text area)

At the bottom of the form, there are 'Save' and 'Cancel' buttons. Below the form, the text 'Exemption Number: 09-8119' is displayed.

As a MO can only be made active by a RED (Exemption Approver) the Status of a MO should remain set to *New* (otherwise an error message is generated).

Once the *Expiry Date*, *Approved Volume* and *Conditions* fields are complete, press the *Save* button.

Applications tab

Under the *Applications* tab, additional approved applications can be included under the MO exemption for consideration by an Exemption Approver.

Permits tab

The permits tab provides a summary of the MO exemption including permits already processed under that MO (when adding applications to the exemption at a later date). Press the *Save* button to complete the exemption.

Knowing when an MO Exemption has been approved

Once an MO has been submitted to an Exemption Approver for consideration, the status of that MO can be reviewed by selecting the *Exemption Search* button.

The screenshot shows the 'Log Exemption Information System' interface. On the left is a 'LEXIS Menu' with 'Exemption Search' highlighted. The main area is titled 'Provincial - Exemption Search' and contains search filters for Application Number, Package Number, Exemption Number, Approval From/To Dates, Exemption Type, and Exemption Status. Below the filters is a 'Search' button and a 'Search Results' table. The table lists 41 exemptions with columns for Exemption, Type, Status, Approved Volume, Balance Remaining, Approval Date, and Expiry Date. A red circle highlights the 'Exemption Search' menu item. Another red circle highlights the 'Add Exemption' button at the bottom right.

Exemption	Type	Status	Approved Volume (m ³)	Balance Remaining (m ³)	Approval Date	Expiry Date
09-8110	OIC	Active	213213.0	211113.0		2010-02-26
09-8115	OIC	Active	100.0	0.0		2009-06-02
09-8116	OIC	Active	5466.0	0.0		2012-04-06
09-8118	OIC	Active	9230.0	9230.0		2011-01-19
BLKTOIC	OIC	Active	16000.0	-1000.0		2010-02-26
09-8119	Ministenal	Active	8000.0	8000.0	2009-04-08	2010-04-08
BLANKET9	OIC	Active	55555.0	55355.0	2009-04-07	2009-04-29
BLK2	OIC	Active	15000.0	15000.0	2009-02-26	2010-02-28
09-8107	Ministenal	Active	556.0	255.0	2009-02-25	2009-05-26
09-8078	Ministenal	Active	3434.0	3434.0	2009-02-25	2010-02-24

The permit number can be located using the filter section above the *Search Results* field and/or by scrolling through exemptions the *Search Results* field using the page buttons.

This screenshot is similar to the previous one but highlights the page navigation buttons at the bottom of the search results table. A red circle is drawn around the text: 'First | Previous | 1 | 2 | 3 | 4 | 5 | Next | Last' and '41 exemptions found'.

When an MO exemption has been approved, the Exemption Status will be *Active*, and a date will appear under the *Approval Date* column.

This screenshot highlights the status and approval date of a specific exemption. Red circles are drawn around the 'Active' status in the 'Status' column for exemption 09-8119 and the date '2009-04-08' in the 'Approval Date' column for the same exemption.

Approving a permit

*Approving a permit under a Ministerial Order, Blanket and Individual Order
in Council exemptions*

Three different kinds of exemption can be created in LEXIS2:
a Ministerial

OIC permit application – must attach invoice to permit application before you can approve.

Process

Permit applications can be viewed by selecting the *Permit Search* button in the left hand navigation menu.

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Log Exemption Information System
Ministry of Forests and Range

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Provincial - Permits Search

Application Number: Issued From Date:

Package Number: Issued To Date:

Permit Number: Permit Status:

Invoice Number: Client Number:

Search Results

Permit	Status	Client	Total Volume (m ³)	Issue Date
9020061 (Pending)	Active	00001074	0.0	
9020062 (Pending)	Active	00001074	200.0	2009-04-07
9020059 (Pending)	Active	00001074	0.0	
9020058 (Pending)	Active	00001074	0.0	
9020056 (Pending)	Active	00001074	10000.0	2009-03-04
9020057 (Pending)	Active	00001074	100.0	

Permit applications awaiting approval appear by default in the *Search Results* window. These permits have an *Active* status – to view permits that have been issued, select *Complete* from the Permit Status drop down box.

To begin processing a permit application, click on a permit application number which will direct you to the *Provincial – Permits* screen which can be navigated using the *Permit, Owner, Shipping, Items, Documents, Invoices* and *Fees* tabs.

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Provincial - Permits

Permit | Owner | Shipping | Items | Documents | Invoices | Fees

Permit Number: 9020063 (Pending)

* Status:

Submit Date:

Issued Date:

Expiry Date:

Total Pieces: 51

Total Volume: 7000.0 m³

Region: Coast Forest Region

Exemption Number: 09-8119

NOTE: If this Provincial permit requires a Federal permit, please apply at the Export Controls Online website at <http://www.dfait-maeci.gc.ca/trade/eicb/EXCOL/excol-en.asp>.

Application Number(s) 26562 ✕

Remarks:

Permit Number: 9020063 (Pending)
Status: Active
Author: BCEID\LEXISEXT

Permit tab

Under the *Permit* tab, the status of the permit should only be changed from *Active* to *Complete* when the client has paid the invoice associated with the permit application.

Enter an Issue and Expiry date and should other approved applications need to be added to the permit application, select *Add Application*.

The screenshot shows the 'Provincial - Permits' application form, specifically the 'Permit' tab. The form contains the following fields and values:

Permit Number	9020050 (Pending)
* Status	Active
Submit Date	2009-02-25
Issued Date	
Expiry Date	
Total Pieces	103
Total Volume	301.0 m ³
Region	Southern Interior Forest Region
Exemption Number	09-8107

Below the form, there is a 'NOTE: If this Provincial permit requires a Federal permit, please apply at the Export Controls Online website at <http://www.dfait-maeci.gc.ca/trade/eicb/EXCOL/excol-en.asp>.

At the bottom, there is an 'Application Number(s)' field with a value of '26570' and an 'Add Application' button.

Note: No permit application numbers will be displayed under the *Permit* tab for permit applications under a blanket OIC.

Any remarks left by the client can be viewed in the *Remarks* box. Should comments need to be communicated back to the client, an Application Approver should also add his/her comments in the *Remarks* box.

Owner tab

Displays information about the client the permit application is associated with.

Shipping tab

Displays information about proposed shipping details.

Items tab

Under this tab, package details associated with the permit application can be viewed. If multiple packages are included in the permit application, the details of each package can be viewed using the *Package Number* drop down box.

The screenshot shows the 'Log Exemption Information System' interface. The 'Items' tab is selected, and the 'Package Number' dropdown menu is highlighted with a red circle. The dropdown menu shows 'BOOM TEST2' selected. Below the dropdown, the following details are displayed:

- Region: [Click here to select Region](#)
- Species and End Use Sort: MA/PL
- Age Class: Old Growth
- Package Volume: 7000.0 m³
- Average Length: 10.0 metres
- Average Top Diameter: 10.0 rads
- Product Type: Standing Timber

Summary of Scale:

Timber Mark	Pieces	Species	Grade	Volume (m ³)
FD2100	51	Maple	Grade B	7000.0

Documents tab

This tab allows an Application Approver to review documents provided by the client or upload new documents (not invoices) associated with the permit application. To view a document, click on the File Name. To upload a document, click the *Add Attachment* button.

The screenshot shows the 'Log Exemption Information System' interface. The 'Documents' tab is selected, and the 'Add Attachment' button is highlighted with a red circle. The following document is listed:

File Name	Description	Type	Delete
Blue hills.jpg	my proof of payment for 7000	Permit	

Permit Number: 9020063 (Pending)

Invoice tab

The *Invoice* tab allows an application approver to upload multiple invoices (which are then transferred under the *Documents* tab). To add an invoice, select the *Add* button – this will generate a window to input and attach the invoice details.

The screenshot shows the 'Log Exemption Information System' interface. The 'Invoices' tab is selected, and the 'Add' button is highlighted with a red circle. The following information is displayed:

- Permit Number: 9020063 (Pending)
- Total Volume: 7000.0 m³

Invoice Details:

Invoice Number:

Export Value (CAD):

Invoice File:

Invoice Description:

Where multiple invoices are attached, the different invoice amounts can be viewed using the Invoice drop down box.

The screenshot shows the 'Log Exemption Information System' interface. The 'Invoices' tab is selected. The 'Invoice' dropdown menu is highlighted with a red circle, showing options 166, 165, and 167. The 'Export Value (CAD)' field is set to 0.00. The 'Add' button is visible below the dropdown.

Fees tab

Under the fee's tab, a fee is automatically calculated for permit applications made under MO and individual OIC exemptions. The invoice for this fee (and any other associated permit application fee) should be uploaded under the *Invoices* tab. Press the *Save* button when this process is complete.

The screenshot shows the 'Log Exemption Information System' interface. The 'Fees' tab is selected. The 'Fee Details' section is visible, including fields for Package Number, Growth Indicator, Exemption Number, and Package Fee (CAD). A table below shows the fee calculation details.

Timber Mark	Species	Grade	AHV (\$/m ³ CAD)	Volume (m ³)	Domestic Value (CAD)	Fee (CAD)
FD2100	Maple	Grade B	\$1.00	7000.0	\$7000.00	\$7000.00

The 'Save' button is highlighted in blue, and the 'Cancel' button is in red. The permit number 9020063 (Pending) is displayed at the bottom.

Fee's for permit applications under an blanket OIC exemption default to \$0 and must be calculated manually. Once complete, the invoice should be uploaded under the *Invoices* tab. Press the *Save* button when this process is complete.

Invoice payment

If the client has provided a document detailing proof of payment under the *Documents* tab:

1. Under the *Fees* tab, enter the appropriate value in the *Fee Receipt Number*
2. Under the *Permit* tab, change the status of the permit application from *Active* to *Complete*; and
3. Finally, select *Save* on the permit application.

Upon pressing *Save*, the client will be automatically notified that the permit application has been approved.

Exemption
Approver

1

Approving an exemption

*Approving Ministerial Order exemptions for the Export of
Unmanufactured Timber*

Exemption Approvers (MoFR Regional Executive Directors) are required to approve MO exemptions.

Process

To approve an MO exemption, select *Exemption Search* from the left hand navigation menu - when logging into LEXIS2, an Exemption Approver is automatically directed to the *Exemption Search* screen by default.

The screenshot shows the 'Log Exemption Information System' interface. The left-hand navigation menu (LEXIS Menu) includes 'Provincial' with sub-items: 'Application Review', 'Create/Edit Application', 'Application Search' (circled in red), 'Exemption Search', 'Offer Search', and 'Permit Search'. The main content area is titled 'Provincial - Exemption Search' and contains search filters: 'Application Number', 'Package Number', 'Exemption Number', 'Approval From Date', 'Approval To Date', 'Exemption Type' (set to 'Ministerial'), and 'Exemption Status' (set to 'New'). A 'Search' button is present. Below the filters is a 'Search Results' table with the following data:

Exemption	Type	Status	Approved Volume (m ³)	Balance Remaining (m ³)	Approval Date	Expiry Date
09-8082	Ministerial	New	15.0	15.0		2009-02-21
09-8094	Ministerial	New	0.0	0.0		
09-8097	Ministerial	New	0.0	0.0		
09-8098	Ministerial	New	0.0	0.0		
09-8101	Ministerial	New	155.0	155.0		2010-02-24
09-8108	Ministerial	New	2000.0	2000.0		2011-02-25
09-8112	Ministerial	New	0.0	0.0		
09-8114	Ministerial	New	0.0	0.0		
09-8117	Ministerial	New	91333.0	91333.0		2009-07-06

9 exemptions found

Displayed in the *Search Results* section are MOs awaiting approval. Changing the Exemption Status from *New* to *Active* will allow an Exemption Approver to view Exemptions already approved.

This screenshot shows the same 'Log Exemption Information System' interface. The 'Exemption Status' dropdown menu is open, showing options: 'New', 'Active' (selected), 'Cancelled', and 'Expired'. The 'Active' option is circled in red. The search results table below shows only two exemptions:

Exemption	Type	Status	Approved Volume (m ³)	Balance Remaining (m ³)	Approval Date	Expiry Date
09-8082	Ministerial	New	15.0	15.0		2009-02-21
09-8094	Ministerial	New	0.0	0.0		

To approve a MO, first click on an Exemption number. This will direct you to a *Provincial – Exemption Details* page which can be navigated using the *Exemption Details*, *Applications* and *Approval* tabs.

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Ministry of Forests and Range

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LEXIS Menu
Provincial Reports

Provincial - Exemption Details

Exemption Details Applications Approval

* Exemption Type: Ministerial

* Exemption Number: 09-3002

Exemption Holder: 00001074

Status: New

Approval Date: Not approved

Expiry Date: 2009-02-21

* Approval Volume: 15.0 m³

Conditions

Exemption Number: 09-3002

Save Cancel

Exemption Details tab

After reviewing the details of the exemption, change the Status of the Exemption from *New* to *Active*.

Applications tab

This tab provides details of which application(s) for exemption are associated with the MO. The details of each application can be viewed in detail by clicking on the application number.

Approval tab

Finally, to approve the MO exemption, check the tick box and press the *Save* button.

Provincial - Exemption Details

Exemption Details Applications Approval

By checking the box below you certify that this exemption has been approved. This exemption will be marked with an approval date of 2009-03-03.

I certify that this exemption has been approved.

Upon saving, select the *Exemption Search* button to approve further MO exemptions.

Future sections....

Client:

Application Search

Offer Search

Editing Offers

Generating/viewing bi-weekly list

Application Approver:

Federal Application Search

Indian Reserve Permit Applications and Permit Search

Creating a TEAC package

Generating bi-weekly list

Running reports:

- Advertising
- Application
- Exemptions
- Transport
- Species and Grade
- Fees
- Tenure Analysis

Exemption Approver:

[...]

Other:

Contact staff

Help File:

Troubleshooting: