**Extension of Term / Renewal (WA Rs) Action Definition**

This action definition describes an Extension of Term for WA Retention Licences.

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| Editable Content |  |

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| **Action Trigger** | | |
| **Asset Type** | Tenement | |
| **Action Name** | Extension of Term / Renewal | |
| **Precondition** | {status} = Live | |
| **Is Member Of** | Managed | |
| **Unique Name Format** | Extension of Term / Renewal-{expiryDate:yyyy} | |
| **Critical Date** | Expiry Date | = {expiryDate} |
| **Deadline** | Deadline | = {Expiry Date} – 30 days |

*Note: The Action Trigger defines the logic of the Action. The Deadline is the latest date by which the Action can be completed.*

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| **Applies To** | | |
| **Jurisdiction** | **Sub Type** | **Version** |
| WA | Retention Licence |  |
|  |  |  |

*Note: The Applies To list defines which specific Tenement types this action applies to, along with the specific pattern of renewals allowed.*

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| **Task List** | |
| **Description** | **Days Needed Before Deadline** |
| Notify Geologists of pending expiry | 60d |
| Verify the tenement is to be renewed (EoT) | 50d |
| Get Summary of Exploration Activities carried out for term of Tenement | 35d |
| Prepare a 2 year - Proposed Exploration Activities | 35d |
| Prepare Form 9 | 28d |
| Lodge Renewal | 21d |
| Pay Rent | 21d |
| Wait for Renewal to be Granted | 0 |
| Update Tenement Expiry Date | 0 |
| Update Tenement Commitment | 0 |
|  |  |

*Note: Task List items define the Action Status and will have their own trigger dates based on the Days Needed Before the Deadline. Task List items negate the need for separate follow up Actions. You may add in as many Task List items as you wish. If a Task List item has no Days Needed Before Deadline entered then it will default to the previous Task List item Days Needed Before Deadline.*

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| **Change History** | | |
| **Date** | **Version** | **Changes** |
| 10/10/2024 | 1.3.0 | Removed custom fields, test examples, wiki links. |
| 27/08/2019 | 1.2.0 | Removed Custom Fields as no longer required |
| 11/06/2018 | 1.1.0 | Added ‘Unique Name Format’ row, which will cause each instance of the renewal to have a unique name and allow future instances to be created |
| 21/09/2017 | 1.0.0 | Newly created as the Critical Date is calculated on the expiry date rather than a term after the commencement date |