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Department of Industry, Energy and Technology
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JEA 2025

FINAL REPORT GUIDE

Contents

1. Important Information	1
2. Review LOI Form and Program Guidelines.....	1
3. Final Technical Report Format.....	1
4. JEA Final Report Form.....	3
5. Maximum Claimable Fees for Service	3
6. Requirements for Invoices.....	4
7. Program Contact Information.....	4

JEA 2025 FINAL REPORT GUIDE

1. Important Information

Companies **MUST** submit a [**JEA 2025 Final Report Form**](#) and Final Technical Report containing all required technical and financial information on or before **January 31st, 2026**. If you do not receive an email confirming receipt of your Final Report from the Mineral Incentive Program (MIP) within two business days of your submission, contact the MIP immediately using: MineralIncentive@gov.nl.ca.

Final Technical Reports will not be accepted, and funding will not be provided, for projects that have not provided a [**JEA 2025 Letter of Intent Form**](#) and/or proper notice of changes in accordance with the [**JEA 2025 Program Guidelines**](#).

Final Technical Reports will be reviewed by an internal review committee using the proposed work in the submitted Letter of Intent (LOI) as a guide. It will be reviewed for the quality and technical merit of the program, completeness and clarity of information provided, meeting Critical Mineral Assistance (CMA), Provincial Critical Mineral Assistance (PCMA) and/or Provincial JEA objectives, and eligibility of expenditures outlined in the financial reporting section. If clarification is required on any information within the Final Report, companies will be notified and given five business days to provide acceptable clarification on deficiencies.

If a company that has submitted a LOI and Final Report for Critical Mineral Assistance (CMA) and/or Provincial Critical Mineral Assistance (PCMA) does not agree with IET's assessment of the JEA Final Report, the company will be granted one period of up to five business days to provide additional information to address the deficiency or issue. IET will then reassess the Final Report with the additional Information. This will be followed by a final decision by IET.

2. Review LOI Form and Program Guidelines

It is important that companies review their submitted JEA 2025 Letter of Intent Form and the JEA 2025 Program Guidelines prior to writing the Final Technical Report.

3. Final Technical Report Format

Final Technical Reports must be in acceptable PDF format with accompanying digital files for the work completed (e.g., geophysical surveys, diamond drill logs, etc.); signed by a Qualified Person (QP); and contain detailed information on the exploration program. The Final Technical Report **MUST** follow the format below. If a section is not relevant, then it should be omitted.

A. Title Page

- Name, address, and contact information of the exploration company/JEA applicant.
- The nature of the report.
- Mineral licence number(s).
- The name of the person or company for whom the work was done.
- Name of the author(s) of the report and the date of report completion.

B. Table of Contents

- A list of all sections and sub-sections of the report.
- A list of all figures, tables, and maps included with the report.

JEA 2025 FINAL REPORT GUIDE

- A list of all appendices included with the report.

C. Introduction

- Principal contact information for the person(s) responsible for the report.
- List of all contributing authors to the report including: name, company, area of responsibility, and email and/or phone presented in a tabular format.
- A contractor/employee table that includes: the names of persons and/or companies who conducted the work, the number of days worked by each, and their job title.
- Statements that indicate:
 - i. Brief summary of work completed.
 - ii. If applicable, the total number of samples collected and assayed for each analytical method requested.
 - iii. If applicable, the total number of drill holes completed and the total metreage drilled.
 - iv. If applicable, the total number of trenches excavated.
 - v. If applicable, total length (i.e., line kilometres) of geophysical surveys.

D. Location and Access

- Description of location and access to property area.
- An index map showing the approximate location of the project area within the province and the communities proximal to property.
- Description of the topography, overburden, vegetation types and coverage, drainage and ground water.

E. Ownership

- Description of property ownership.
- Maps clearly showing the location of completed work, claim boundaries, and ownership.
- Exploration Approval numbers for each mineral land tenure to which the report pertains.
- Description of all joint venture and/or partner agreements associated with the project including a graphic representation. Joint venture and other partnership agreements require registration with the [Mineral Lands Division, Department of Industry, Energy and Technology](#), if the company/applicant is not the holder of the mineral rights (excludes work on Crown Land).

F. Geology, Alteration, and Mineralization

- Regional geology.
- Local and property geology.
- Alteration and Mineralization.
- For CMA and/or PCMA – primary, and/or CMA and PCMA – secondary projects, this section must clearly demonstrate the geological and mineral potential for Critical Minerals.

G. Historical Research and Exploration Work

- Description of history of land tenure, geological research, and previous mineral exploration on the property and/or the general project area.

H. Current Exploration Work

- Detailed description of the exploration program and dates between start and finish.

JEA 2025 FINAL REPORT GUIDE

- Rationale of the program clearly stated and integrated with previous exploration work, if applicable.
- For CMA and/or PCMA – primary, and CMA and/or PCMA – secondary projects, this section must clearly demonstrate the geological and mineral potential for Critical Minerals.

I. Results/Interpretation

- All geochemical and/or geophysical data must be included in a suitable digital format. Include coloured maps at an appropriate scale and clearly showing detailed geology, legends, structural data, relevant geophysical/geochemical data, and previous drill collar locations (including longitudinal sections if applicable).

J. Conclusions/Recommendations

- The report must also include an outline of future plans as they relate to the achievements of the project.

K. References

- A list of all references used in the document.

L. Statement of Qualifications

- Signed by a Qualified Person as defined in **National Instrument (NI) 43-101, Section 1.2**.
- The Qualified Person must be licensed in the Province of Newfoundland and Labrador.

M. Appendices

- Figures, tables, maps, drill logs/sections, trench maps, geophysical reports, assay certificates, associated expenditures, and receipts/proof of payment, and other relevant information.

4. JEA Final Report Form

Complete the [JEA 2025 Final Report Form](#) and submit it with your Final Technical Report.

5. Maximum Claimable Fees for Service

Service	Maximum Cost ¹	Notes
Diamond Drilling	\$200/metre	All-inclusive costs including standby, moves, consumables, etc.
Downhole Geophysics	\$25/metre	
Excavator Hire	\$175/hour	Including fuel and operator
Line-cutting	\$800/kilometre	
Ground Magnetometer Surveying	\$250/kilometre	
Ground EM Surveying	\$350/kilometre	Max-min
Ground EM Surveying	\$2200/kilometre	Time domain
Induced Polarization Surveying	\$2200/kilometre	Or \$2200/day
Airborne Geophysical Surveying	\$500/kilometre	Plus mobilization/demobilization
Geochemical Analysis	\$70/sample	
Fixed-winged Aircraft	\$1600/hour	Including fuel

JEA 2025 FINAL REPORT GUIDE

Maximum Claimable Fees for Service – *cont'd*

Service	Maximum Cost ¹	Notes
Rotary-winged Aircraft	\$2600/hour	Including fuel
Professional Geologist	\$900/day	
Assistant	\$450/day	

¹ All maximum costs are exclusive of taxes.

The rebate is based upon actual, verified, costs NOT maximum allowable costs. All activities not listed above will be assessed upon current industry rates.

6. Requirements for Invoices

An organized accounting summary of the project is required. The **JEA Expense Spreadsheet** for 2025 has been updated and will be sent to each company. The accounting summary must be supported with invoices; project-specific, company employee time sheets; and appropriate proof of payment(s). Proof of payment(s) can include: copies of cleared/canceled cheques (front & back), bank wire transfers demonstrating payment of invoices, receipts, and/or letters from vendors confirming payment of invoices directly related to the costs incurred.

Receipts that are smaller than 8.5" x 11" should be organized by expenditure type (i.e., fuel receipts on the same page) and must be scanned onto letter-sized paper. Unorganized/illegible accounting summaries will be returned for improvement.

7. Program Contact Information

All correspondence (i.e., inquiries, notices, etc.) must be sent to our designated email address: MineralIncentive@gov.nl.ca.

You can access information on our program at:

<https://www.gov.nl.ca/iet/mines/exploration/mip/>

Mineral Incentive Program
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Department of Industry, Energy and Technology
Government of Newfoundland and Labrador
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