

Authorization Guide

Authorizing in ETS

A guide to help you complete the online Electronic Transfer System (ETS) authorization of:

- a company to act on behalf of the designated representative (Crown lessee or licensee) on a matter for a Crown petroleum and natural gas licence or lease (PNG agreement).
- another company to use your company's well for a tenure related purpose relating to a PNG agreement.
- Alberta Energy's use of your company's technical data in support of another company's application or response pertaining to a PNG agreement.

As referenced in the Petroleum and Natural Gas Tenure Regulation (PNG Tenure Regulation), unless otherwise stated. For additional information regarding the application process also refer to our on-line training.

Types of Authorization

If you are not the designated representative you will require authorization to apply to continue, validate, extend, surrender and/or reinstate an agreement. You will also require; authorization to use another company's technical data or wells in support of your continuation or validation application.

For any authorization, the name of the company must match the name used on the ETS Request or application.

The same authorization request may be used to request authorization from more than one company.

Remember

Once concurred, authorization remains valid until the designated representative revokes the authorization or the authorization expiry date passes.

The 16-character well id is the preferred well id format to use (e.g. 100/01-01-001-01W4/00).

The company submitting the ETS Request or application is the company requesting authorization.

The designated representative, well licensee or company supplying technical data needs to concur to the authorization request.

Intermediate, Primary or Continued Term Agreement Extension Authorization

Authorization provided by the designated representative to apply for an extension of the PNG Agreement allows the authorized company to:

- Apply for advance ruling for extension of an agreement before expiry.
- Identify the lands and rights to include in the ETS Request extension application.
- Make a late application under Section 14.2 of the PNG Tenure Regulation.
- Apply for an extension of the term of an agreement under Sections 16(6), 18(6), or 26 of the PNG Tenure Regulation.



- Apply for an extension of the term of an agreement under Section 8(1)(h) of the *Mines and Minerals Act*.
- Apply for an extension of time to submit an application under Section 8(1)(g) of the *Mines and Minerals Act*.
- Receive and respond to an offer of continuation, including requesting a review of an offer.

Continuation Authorization

Authorization provided by the designated representative to apply for continuation of the PNG Agreement allows the authorized company to:

- Apply for continuation under Sections 15, 16 and 17 of the PNG Tenure Regulation, as a result of expiry or in response to a notice of non-productivity under Section 18 of the PNG Tenure Regulation.
- Apply for advance ruling for continuation of an agreement before expiry.
- Identify the lands and rights to include in the ETS Request or continuation application.
- Amend a previous continuation application.
- Make late application under Section 14.2 of the PNG Tenure Regulation.
- Receive and respond to an offer of continuation, including requesting a review of the offer.

Continuation and Extension Authorization

Authorization provided by the designated representative to apply for continuation and an extension of the PNG Agreement allows the authorized company to:

- Apply for both continuation and an extension on an intermediate, primary or continued term agreement.

Notes:

If an application for continuation and/or extension includes multiple agreements with different designated representatives, each designated

representative must authorize the applicant with respect to their agreement(s) by concurring to the authorization request.

Alberta Energy only discusses a continuation and/or extension application with the authorized applicant. Alberta Energy only sends an offer to the applicant. Alberta Energy sends a final letter of continuation and/or extension to both the applicant and the designated representative.

If no application is submitted, Alberta Energy will only correspond with the designated representative.

Authorization provided by the well licensee to use well(s) as Qualifying Well(s) allows the authorized company to use the well in support of continuation under Section 16 of the PNG Tenure Regulation.

Continuation (Data) Authorization

Authorization provided by a company to use their data in support of a continuation application of the PNG Agreement allows the authorized company to:

- Reference technical data from another company in support of their ETS Request or continuation application.

Initial Term Agreement Extension Authorization

Authorization provided by the designated representative to apply for an extension of the PNG Agreement allows the authorized company to:

- Identify the lands and rights to include in the ETS Request or extension application.
- Apply for an extension of the term of an agreement under Section 26 of the PNG Tenure Regulation or Section 8(1)(h) of the *Mines and Minerals Act*.
- Apply for an extension of time to submit an extension under Section 8(1)(g) of the *Mines and Minerals Act*.
- Receive and respond to an offer of validation, including requesting a review of the offer.



Validation Authorization

Authorization provided by the designated representative to apply for Validation of the PNG Licence allows the authorized company to:

- Apply for validation of an initial term licence under Section 9 or Section 11 of the PNG Tenure Regulation.
- Identify which lands and rights to include in the ETS Request or validation application.
- Amend (for drilling over expiry wells only) a previous validation application.
- Receive and respond to an offer of validation, including requesting a review of the offer.

Validation and Extension Authorization

Authorization provided by the designated representative to apply for validation and an extension of the PNG Agreement allows the authorized company to:

- Apply for both validation and an extension on an initial term agreement.

Notes:

Alberta Energy only discusses a validation and/or extension application with the authorized applicant.

Alberta Energy only sends an offer to the applicant. Alberta Energy sends a final letter of validation to both the applicant and the designated representative.

Alberta Energy only corresponds with the designated representative if no application is received.

If no application is submitted, Alberta Energy will only correspond with the designated representative.

Authorization provided by the well licensee to use well(s) as Validating AND/OR Earning Well(S) allows the authorized company to use a well to validate an initial term licence under Section 11 of the PNG Tenure Regulation.

Notes:

A well can be used only once as a validating well. Earning wells can be used multiple times.

Validation (Data) Authorization

Authorization provided by a company to use their data in support of a validation application of the PNG Agreement allows the authorized company to:

- Reference technical data from another company in support of their ETS Request or validation application.

Surrender Authorization

Authorization provided by the designated representative to apply for a surrender of a PNG Agreement allows the authorized company to:

- Apply for surrender or partial surrender on a Crown petroleum and natural gas licence or lease (PNG agreement) under Section 11 of the Mines and Minerals Administration Regulation.

Expiry Reinstatement Authorization

Authorization provided by the designated representative to apply for reinstatement of the PNG Agreement allows the authorized company to:

- Apply for reinstatement under Section 8(1)(e) of the *Mines and Minerals Act* for a PNG agreement cancelled due to continuation or validation expiry.

Rental Reinstatement Authorization

Authorization provided by the designated representative to apply for reinstatement of the PNG Agreement allows the authorized company to:

- Apply for reinstatement under Section 8(1)(e) of the *Mines and Minerals Act* for a PNG agreement cancelled due to rental/royalty default or surrender.



Steps to Request Authorization:

1. **Authorization Type** - Select either Intermediate, Primary or Continued Term Agreement Extension, Continuation, Continuation and Extension or Continuation (Data); Initial Term Agreement Extension, Validation, or Validation and Extension or Validation (Data); Surrender; Expiry Reinstatement; or Rental Reinstatement
2. **Authorization Expiry** - Select the date you wish the authorization to expire. This date must be a future date of up to one year.
3. **Requesting Company** - Ensure the correct company name is chosen to avoid authorization errors with application submission.
4. **Contact Information** - Select a contact from the dropdown.

Steps to Request Authorization for Submitting an Application:

Agreements

- Click on the *Add Agreement* box.
- Enter the agreement(s) number(s) you are requesting authorization for.
- Select all agreements by clicking each *check box* and click *OK*.

Notes:

Individually enter the agreement number and select Add Agreement for each agreement you would like to request authorization for.

Steps to Request Authorization to Use a Well to Support a Continuation or Validation Application:

With an Authorization Type of **Continuation** or **Continuation and Extension** you will have the **Qualifying Well** option.

With an Authorization Type of **Validation** or

Validation and Extension you will have the **Earning/Validating Wells** option.

- For each well for which you would like to request authorization, individually enter the well ID and select *Add Well*.
- An agreement(s) number(s) must also be added to each well you request authorization on. This is the agreement number you will be using the well for. To add the agreement(s) number(s), click on the *Add Agreement* box. Enter and select the agreement(s) number(s) and click *ok*.
- Once all agreements and wells have been added to the authorization request, click *Submit*.
- Each agreement and/or well will be given its own individual request number. Each of these authorizations must be concurred to by the designated representative and/or the well licensee before submission of your ETS Request or application.

Steps to Request Authorization to Use Data to Support a Continuation or Validation Application:

This part is completed by the company requesting the use of data which is either being submitted separately or has previously been submitted in support of their company's ETS Request or application.

Data Authorization should be requested on an agreement by agreement basis. When Data Authorization is granted, all agreements in the **Add Agreement** portion of the Request Authorization screen will be authorized to use all data entered in the **Data** portion of the Request Authorization screen.

Complete the steps 1- 4 listed under **Steps to Request Authorization for Submitting an Application**.

In support of the Crown Agreement(s), you must enter the agreement number in the pop up box. Authorization is provided to Alberta Energy to use data in support of an ETS Request or application or response made by the company:



Agreements:

- Click on the Add Agreement box.
- Enter the agreement(s) number(s) you are requesting authorization for.

If data is required from more than one company, separate requests are required.

Data:

- Click on the Add Company box.
- Enter and select the Client Name or Client ID of the company that submitted/is submitting the data you wish to use.
- Click on the Add Agreement box.
- Enter and select the agreement(s) number(s) the data was previously submitted with/will be submitted with.
- Enter the Submitted Date. This is the date the data was submitted to Alberta Energy or will be submitted to Alberta Energy.

Data to be used:

Check “*All*” if you authorize Alberta Energy to use all of the referenced data.

Alternatively, check “*Only part of the data*” if you do not want all the data used for this purpose. Specify the data in terms of documents, zones, lands, wells and/or data type in the textbox provided.

Once the data authorization is completed, click *Submit*.

Each agreement under the Agreements area will be given its own individual request number. Each of these authorizations must be concurred to by the authorizing company.

Notes:

You do not need to authorize Alberta Energy to use your data if it is included in the applicant’s application or response.

If you authorize Alberta Energy to use your data to support another company’s application or response, the applicant must also authorize Alberta Energy to use your data for this purpose. Use the ETS Data Tab.

When submitting the above data, do not enclose a copy of the application or response that your data supports.

Steps To Concur or Reject a Request for Authorization:

This part is completed by the company authorizing the request (designated representative of the agreement, the well licensee of a well or the company providing the technical data in support of an ETS Request or application).

To authorize a request click on the Concur box. The Concur Authorization screen will display. There is a dropdown box for Concurrence.

- Select Yes to Concur or No to Reject the authorization request.

Steps to Revoke an Authorization Request:

A previously approved authorization may be revoked anytime up to the Authorization Expiry Date.

Only the company who originally authorized the request (designated representative of the agreement, the well licensee of a well or the company providing technical data in support of an ETS Request or application) can revoke their authorization.

- Click on the Revoke box.

Notes:

In ETS completed, concurred and revoked authorization requests are archived 90 days from the authorization expiry date, rejected authorizations are archived 90 days from the rejection date, and archived authorizations are deleted after 365 days.

Notification Emails for Clients

ETS sends Surrender notification emails to the ETS submission contact as a courtesy to notify your company that documents are available for review and/or action. Ensure contact information is current so all notification emails are sent to the appropriate person. The email includes information on where to locate the ETS Request (e.g., Work in Progress, Authorization or Request Status).

Note: Email notifications should not be relied on to track Surrender submissions in ETS. Best practise is for clients to monitor their requests on a regular



basis. Users can search the status of a request any time in the Work in Progress screen by ETS Request number or agreement number. Requests can also be searched and sorted by the status of the request.

**If you have questions, please
contact the PNG Continuation
Helpdesk at 780-644-2300.**