

Reinstatement Guide

This guide has been created to provide Alberta's Petroleum and Natural Gas/Geothermal Industry with the information required to submit an electronic application for reinstatement through the Electronic Transfer System (ETS).

General Information

A Petroleum and Natural Gas (PNG) Agreement or Geothermal Lease may be cancelled for a number of reasons including:

- rental or royalty default;
- failure to submit a continuation or validation application prior to expiry; or
- the Designated Representative is no longer responsive or registered with Alberta Corporate Registries due to strike off, dissolution or continuing outside of Alberta.

As prescribed under section 8(1)(e) of the *Mines and Minerals Act*, an application for reinstatement must be made within 60 days from the date of the cancellation letter, by a Designated Representative or by someone authorized by the designated representative.

If an agreement was cancelled because the Designated Representative is no longer registered with Alberta Corporate Registries another company may be able to apply for a reinstatement if the company is a registered participant on the agreement or can prove an ownership interest in the agreement to Alberta Energy's satisfaction.

A payment of the \$5,000.00 reinstatement penalty plus rent and any associated interest owing must be submitted before a reinstatement request can be approved. Failure to provide the moneys in a timely manner may result in the rejection of the request.

Resources

See the [Tenure](#) section on Alberta.ca for guides, regulations and other information.

If you have any questions regarding Reinstatements, please call our help desk at 780-644-2300 option 2.

For additional information regarding the application process, refer to our [Alberta Online Learning \(gov.ab.ca\)](http://AlbertaOnlineLearning.gov.ab.ca).

Reinstatement Request Information

A request for reinstatement must be submitted to Alberta Energy through ETS.

Do not mail, fax, e-mail or drop off your application.

Always complete the Administration and Reinstatement sections of the request.

Ensure you are authorized to submit the application.

Your company must be the Designated Representative or obtain authorization from the Designated Representative for each agreement applied for prior to submission.

When applying for a reinstatement, you have the option to add multiple agreements under the Agreement Tab.

Note: Once you submit the request, all agreements within the single request are assigned their own ETS Request number for easy tracking during the reinstatement process.

Request in ETS

Administrative Information

Company Name: Select the name of the company applying for continuation.

Comment: You can add a comment for your reference. This is optional and will not be seen by Alberta Energy.

Contact Information: Enter applicant contact information.

Note: All information regarding this request will be sent to the contact information in ETS. Update the applicant contact information if the person who submitted the request leaves your organization or will be away for an extended period to ensure you receive important information, including response deadlines, about your requests.

Reinstatement Information

Agreement Number: Click the **Add Agreement** button, a Search Agreements screen will display. Enter the PNG Agreement or Geothermal Lease number(s) (e.g., 0494091399) and select Search. All agreements found will display. You must check each agreement you wish to add to the request.

Documentation: Click on Browse and select the reinstatement letter to attach to your request. Once selected you must then click the Add button.

Supporting Documentation to Follow (Expiry Reinstatement only): Check this off if supporting documentation will be submitted to Alberta Energy through Canada Post. Note, this documentation must be received within five business days of the request submission.

Cheque will be sent concurrently with this request: You must check this before submitting your reinstatement request as confirmation your reinstatement \$5,000.00 penalty plus rent and any

associated interest will be mailed to Alberta Energy through Canada Post.

If this step isn't completed an error will display when you select the submit button and the request will not be submitted.

Submit a Request

To submit a request, select the Submit button at the bottom of the ETS screen.

For any deficiencies in your request, an error or warning message will be displayed at the top left corner of the screen. An email notification is also sent. Any errors must be corrected before you will be able to submit your request.

If the applicant and designated representative are different, authorization is required **prior** to application submission.

The ETS Request status will change to *Processing (Submitted)* once the request has been successfully received by Alberta Energy.

Refer to [Alberta Online Learning \(gov.ab.ca\)](http://gov.ab.ca) for additional information on the reinstatement process.

When a reinstatement decision has been reached an email notification will be sent to the applicant advising them the review of their request is complete and the decision is available in ETS.

Notification Emails for Clients

ETS sends 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 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.

Response Time

In general, response times for a Reinstatement request is one month from the receipt date of the request.

At the discretion of Alberta Energy, the response time may be extended.

Client Withdrawn

To withdraw your application, click the Withdraw button in ETS. A request for reinstatement may be withdrawn only after the status in ETS has been changed from *Submitted* to *Processing (Submitted)*.

Once completed the ETS status will become **Client Withdrawn**. Withdrawing a request will permanently remove it from Albert Energy's records.