

Surrender of an Agreement Guide

Use this guide to submit a request to surrender a Petroleum and Natural Gas (PNG) mineral agreement through the Electronic Transfer System (ETS).

General Information

A company may surrender a mineral agreement or a portion of a mineral agreement in accordance with Section 11 of the Mines and Minerals Administration Regulation.

Resources

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

If you have any questions regarding regulations or legislation, please phone 780-427-7425 and ask for PNG Continuation.

If you have any questions regarding the ETS-PNG Validation on-line process, please phone the PNG Continuation Helpdesk at 780-644-2300.

For additional information regarding the application process also refer to our [on-line training](#).

Surrender Request Information

A surrender request must be submitted to Alberta Energy through ETS.

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

Always complete the Admin and Agreement tabs of the application on ETS.

Ensure you are authorized to submit the request.

Your company must be the designated representative or obtain authorization from the designated representative for each agreement request prior to submission.

Refer to the Authorization Guide, see the [Tenure](#) section on Alberta.ca for guides, regulations and other information, or visit the Authorization training module under [PNG Continuation](#) in online learning for ETS screen captures.

A surrender will only be processed for an agreement that is in good standing with no overdue rent. To avoid incurring rental charges for the next year's term an agreement must be surrendered prior to the term expiry. As per section 20 of the Mines and Minerals Administration Regulation, Alberta Energy does not prorate rent.

An agreement that has a status of cancelled in Alberta Energy records is not eligible for surrender.

Funds may be withdrawn after the surrender request was submitted if the annual rent for your agreement is paid through Alberta Energy's auto debit process; electronic.

- Once the surrender has been completed and the agreement cancelled or amended, Alberta Energy will refund any credits, providing your company is not indebted to Alberta Energy.
- If debts exist, this credit will be applied towards those outstanding arrears without any reference to your company.

A company may request to surrender multiple agreements at one time through ETS. Requests for partial surrender can only be for lands. No specific mineral rights may be surrendered.

For an Initial Term Licence, a company may surrender part of the location covered by the licence, i.e.: full section; however, a company cannot breakdown a portion of the land from how it was originally purchased.

For a Primary, Intermediate or Continued Term PNG agreement, a company may partially surrender land as a quadrant, legal subdivision, quarter section, half section or full section.

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

Application Tabs in ETS

Administrative Information Tab

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

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

Contact Information: Enter the applicant contact information.

Agreement Information Tab

Surrender Effective Date: Enter the date you want the surrender to be effective using the dropdown calendar.

Note: Requests cannot be back-dated.

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

All lands for an agreement will display. You can customize the lands for partial surrenders.

Once Request is Submitted

Once your request has been submitted to Alberta Energy, you should go into each ETS Request or agreement and print the Surrender Document as this document has the Submission Date for your records.

Surrender Response Times

Surrenders are processed within one month of the date of receipt unless the company specifies a different surrender date.

To review the status of your request, refer to the Work in Progress node in ETS and search your ETS Request number which was provided to you at the time of your submission or contact the PNG Agreement helpdesk at 780-644-2300.

Entire Surrender: Once the surrender has been completed the agreement is deleted in Alberta Energy's records.

Partial Surrender: Once the surrender has been completed the agreement will be amended accordingly.

All surrendered rights are returned to the land bank for posting and resale as generated by Alberta's Oil and Gas Industry.

Client Withdrawn

You may withdraw the surrender request once the status of the request in ETS has been updated to Processing (Submitted). After the request is withdrawn the ETS Request status will be set to Client Withdrawn and all documentation relating to the request will be removed from Alberta Energy's records.

If a company surrenders a PNG agreement in error, the company must submit a request for reinstatement within 60 days as prescribed under section 8(1)(e) of the Mines and Minerals Act. The reinstatement will be subject to the payment of any rental due, along with a reinstatement penalty of \$5,000.00.