

# Guide for Transfers

This general guide has been created to outline the responsibilities and the various options available to Alberta's Petroleum and Natural Gas (PNG), Oil Sands and Coal and Mineral Development and Geothermal Industry as it pertains to the transfer of ownership of a mineral agreement between Alberta registered companies.

This includes full transfers of ownership, partial location transfers, divisions and consolidations of mineral agreements contemplated under section 12 of the [Mines and Minerals Administration Regulation \(MMAR\)](#).

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## Types of Transfers

Full ownership transfer – Where an Alberta Registered Company (the transferor) transfers 100% of its interest in a mineral agreement to one or more other Alberta Registered companies (the Transferee). These transfers include:

- Prorate Transferor and Transferee Percentage
- Set Transferor and Transferee Percentage
- Variable Transferor and Transferee Percentage
- Designated Representative Change Only

Partial Land Transfer – Where some land in an existing Mineral Agreement is transferred as directed by the transferor to a resulting new agreement held by a Transferee who is another Alberta Registered company.

Division– Where a Transferor who holds an Alberta Registered company chooses to divide an existing Mineral Agreement and all

agreements (original and new) remain the property of the same company.

Consolidation of Agreements – Where two or more PNG mineral agreements, that meet the distancing criteria of no more than one intervening section, are consolidated into one agreement.

Nonresponsive Designated Representative - occurs when the current designated representative of an agreement is deemed nonresponsive in accordance with section 20(5) of the *Mines and Minerals Act* and may be replaced by a new representative. For further details please refer to [Information Letter 2021-44](#).

## How to submit a Transfer:

Requests to divide or consolidate agreements or request a Nonresponsive Designated Representative change must be submitted to Alberta Energy via letter. For specifics related to the change of a nonresponsive designated representative, please refer to [IB 2022-01](#).



All other transfer requests must be submitted through the [Electronic Transfer System](#) (ETS) for review by Alberta Energy. If your company does not have ETS permission's it requires to submit a transfer, contact Crown Land Data at 780-644-2300 or email [CrownLandDataSupport@gov.ab.ca](mailto:CrownLandDataSupport@gov.ab.ca) to submit a request to have your permissions updated.

## Cost:

As per the Schedule in the MMAR, there is a \$625 fee for a partial land transfer or division and a \$25 fee for the transfer of a Soldier Settlement Agreement. There is no charge for the registration of a standard transfer with Alberta Energy.

Please note that the fee will be billed to the appropriate agreement once the transfer is completed.

## Processing Times:

Standard Ownership Transfers:

Once all parties to a transfer have concurred with the transfer, and barring any administrative issues surrounding the proposed transfer, it will be registered within 48 hours.

Administrative examples that may prolong the response time are:

- The agreement falls within the Canadian Forces base and a fully executed Surface Access Agreement is required prior to transfer completion.
- One of the companies is tied to a Bankruptcy/Receivership or Credit Protection action by the Court of Alberta.

Part Land Transfers

Partial Land Transfers are processed within 3 months.

Nonresponsive Designated Representative change requests are processed within two weeks.

These timelines may be extended due to complexity of the requests.

## Other Considerations:

Alberta Energy cannot accept a partial transfer, division or a consolidation of any agreements in their initial term as outlined in section 12(4) of the MMAR.

Alberta Energy does not transfer specific zonal rights from one company to another. The transfer must be for lands and include all zones associated with those lands.

Alberta Energy in accordance with Section 9(1) of the MMAR may refuse to issue an agreement if any of the lessees would hold less than a 1% undivided interest in the agreement.

In some circumstances, full ownership transfers are processed automatically following an electronic screening. This electronic screening does not include a review of outstanding rentals or other debts associated with a mineral agreement. It is the transferor's responsibility to disclose this information to any potential buyer since any debts associated with the agreement are transferred along with agreement ownership.

All rentals must be paid and the agreement must be in good standing for a Partial Land Transfer, Division, Consolidation or a Nonresponsive Designated Representative change to proceed.

All builders' liens or security notices that are registered against an agreement are transferred with the agreement. Therefore, it is the responsibility of the companies to work together to have any encumbrances discharged (if required) prior to requesting a transfer.

The transfer of any agreement that resides within a Canadian Forces Base within the Province of Alberta requires the full execution of a Surface Access Agreement with the Base Commander and your company. If this is not in place, Alberta Energy may reject your transfer. The transfer will need to be re-submitted at a later date and Alberta Energy advised that the proper Surface Access Agreement has been obtained and registered in our records.

## General Information

Alberta Energy has created training modules to assist companies requesting a transfer through Alberta Energy.



The modules can be accessed at: [on-line training](#).

Alberta Energy Tenure Operation also provides a help desk that can be accessed between 8:15 AM and 4:30 PM Monday-Friday at 780-644-2300 or by email at [transfers.energy@gov.ab.ca](mailto:transfers.energy@gov.ab.ca) for any questions that you may have.

Alberta Energy is obligated under the Excise Tax Act to charge GST on all new agreements. If we do not have your GST number registered, please provide it to Alberta Energy, Crown Land Data at 780-644-2300 or through email at [CrownLandDataSupport@gov.ab.ca](mailto:CrownLandDataSupport@gov.ab.ca)

## Submitting a payment:

Alberta Energy requires payment of \$625 when a new agreement is created (Partial Land Transfer or Division). If you are currently unable to make payments electronically, payments can be made in person or by Canada post to one of the following locations:

Calgary office – AMEC Place  
#300 801 – 6th Ave SW  
Telephone: 403-297-8955  
Or

Edmonton Office – North Petroleum Plaza  
Main Reception 2nd Floor, 9945 – 108 Street.  
Telephone: 780-427-8050

Cheques must be made payable to the Government of Alberta.

Or a payment may be made via credit card by emailing [AEP.AgriPymt.mailbox@gov.ab.ca](mailto:AEP.AgriPymt.mailbox@gov.ab.ca) and include the following information

- Leaseholder name/Company name.
- Activity ID/disposition number – (please include the region identifier 004, 005, or 006 etc plus the agreement number).
- Amount of Payment \$.
- E-Mail address of the person the payment request is to go to.

## Notification Emails for Clients'

ETS sends Transfer notification emails to the ETS application 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 Transfer 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.

