

# 2 Requirements for First Time Applicants

## 2. Requirements for First Time Applicants

This Chapter details the administrative requirements of all first time applicants in order that a company may begin the application submission procedures. Applicants engaging in oil and gas activities must complete all pre-application requirements as detailed in Chapter 1 and must be registered in the Commission's corporate registry.

New applicants must register with Petrinex as a Business Associate (BA) and complete a [Master Licence to Cut Application Form](#) (MLTC) if they will be submitting applications which require new cut under Cutting Permits (CP). In addition, companies are required to set-up administration and account information in order to use the online submission application system. Both new companies and existing companies are responsible to ensure the account information is current and up-to-date in the corporate registry.

### 2.1 New Business Associates

The Commission maintains a corporate registry of companies. The New Business Identifier Application in Petrinex captures general administrative and corporate registry information and is required before submitting an oil and gas activity application(s). A New Business Identifier Application and the required attachments are submitted to the Commission via Petrinex for approval. For more information, refer to the Commission's [Permit Operations and Administration Manual](#).

## BC Corporate Registration

In order to conduct business in British Columbia, a company must be registered with [BC Registry](#). A copy of the corporate registry certificate must accompany the New Business Identifier Application.

## Company Administration & Account Information for Commission Information Systems

As part of the New Business Identifier process, the Commission creates a system administration account for the applicant company. Companies must then designate authorized individuals with an application security role on behalf of a company. Companies are required to assign roles in the corporate registry as follows:

- 1) Finance role assigned to an individual for managing account information and giving individual(s) authorization to make payments.
- 2) Representative roles assigned to experts for inputting technical and required application information. Each contractor is registered as a person associated to a company or granted security from a company. A notification email to the professionals, specialists and/or contractor is triggered when such individuals are identified as such in an applicant's application. This email acts as a verification of services.
- 3) Administrator role with security to set up and administer account roles.

Users may access the Application Management System or KERMIT from the Commission's website. It is recommended to access the online systems through a high speed internet connection to maximize performance. Only one account is required to access and use the Commission's [online services](#), including KERMIT and the Application Management System. KERMIT is the Commission's Knowledge, Enterprise, Resource, Management, Information and Technology data system. KERMIT enables electronic submission of performance and/or compliance data and accepts various operational submissions related to oil and gas activities post approval. Access to the KERMIT system is available on the [Online Services](#) page of the Commission's website.

## New Representatives

New representatives must create a KERMIT account using the Commission's [Online Services](#) page in order to be selected by an applicant as part of a permit application in AMS.

Once the account is created, the representative should contact the company administrator of their organization to associate the new account to the representative's company. If the representative's company does not exist in AMS, the New Business Identifier process must be completed in Petrinex.

New representatives must also contact the applicable company administrator of the representative's company to ensure the appropriate permissions are assigned to the new account.

## 2.2 Master Licence to Cut

A Master Licence to Cut Application Form (MLTC) must be completed and submitted before applying for any oil and gas activity. The MLTC governs cutting permits authorizing the removal of timber on Crown land and a separate MLTC is required for each forest district. For more information, refer to the Commission's [Permit Operations and Administration Manual](#).