About the Commission

The BC Oil and Gas Commission (Commission) is the single-window regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission’s core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

VISION

Safe and responsible energy resource development for British Columbia.

MISSION

We provide British Columbia with regulatory excellence in responsible energy resource development by protecting public safety, safeguarding the environment and respecting those individuals and communities who are affected.

VALUES

Transparency
Is our commitment to be open and provide clear information on decisions, operations and actions.

Innovation
Is our commitment to learn, adapt, act and grow.

Integrity
Is our commitment to the principles or fairness, trust and accountability

Respect
Is our commitment to listen, accept and value diverse perspectives.

Responsiveness
Is our commitment to listening and timely and meaningful action.
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Manual Revisions

The Commission is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the Documentation Section of the Commission’s website. Stakeholders are invited to provide input or feedback on Commission documentation to OGC.Systems@bcogc.ca or submit feedback using the feedback form.

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<td>Added information regarding the second phase of TANC implementation. Corporate Amalgamations, along with Corporate Name Changes, are now submitted via eSubmission. Other edits included throughout. Users are encouraged to review in full.</td>
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<td>December 1, 2019</td>
<td>Various</td>
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Preface

Purpose

This manual has been created to guide users through BC Oil and Gas Commission (Commission) processes and procedures. It also serves to highlight changes in process, procedure, requirements and terminology resulting from the Oil and Gas Activities Act (OGAA).

For users already familiar with the Commission application process, this manual provides a quick reference highlighting the steps required to complete specific tasks. For users less familiar, this manual presents a complete overview of Commission requirements and provides links to more detailed material.

This manual is not intended to take the place of the applicable legislation. The user is encouraged to read the full text of legislation and each applicable regulation and seek direction from Commission staff, if and when necessary for clarification.

Scope

This manual focuses exclusively on the requirements and processes associated with the Commission's legislative authorities, and does not provide information on legal responsibilities that the Commission does not regulate. It is the responsibility of the applicant or permit holder to know and uphold its other legal responsibilities.

How to Use This Manual

This manual is divided into sections which are organized chronologically, and match the order of the steps which applicants and permit holders will follow when engaging in oil and gas activities.

The guidelines in this manual have been developed to lead new companies through becoming a registered company with the Commission, in order to participate in oil and gas activities in British Columbia.

Beginning with the New Business Associate Process, the manual takes the user through the steps of becoming registered with the Commission; transfer of assets; corporate amalgamation and corporate name changes.

Each section begins with a brief overview describing the content which follows.

Additional Guidance

As with all Commission documents, this manual does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from Commission staff for clarification. Some activities may require additional requirements and approvals from other regulators or create
obligations under other statutes. It is the applicant and permit holder’s responsibility to know and uphold all legal obligations and responsibilities.

Throughout the manual there are references to guides, forms, tables and definitions to assist in creating and submitting all required information. Additional resources include:

- [Glossary and acronym listing](#) on the Commission website.
- [Documentation and guidelines](#) on the Commission website.
- [Frequently asked questions](#) on the Commission website.
- [Advisories, bulletins, reports and directives](#) on the Commission website.
- [Regulations and Acts](#) listed on the Commission website
Chapter 1: Permit Operations and Administration Information

1.1 Sections of Permit Operation and Administration

Corporate Management

- Sets up new permit holders and other oil and gas related companies
- Oversees the data integrity of the Commission's Corporate Registry

Asset Management

- Asset Transfers
- Corporate Name Changes
- Corporate Amalgamations

Tenure Management

- Issues and manages oil and gas related surface tenures

Pipeline Reconciliation

- Reconciles annual pipeline invoice disputes
- Reconciles ownership and tenure for provincial pipelines
1.2 Contact Information

For inquiries related to Permit Operations and Administration, contact:

Shannon Weatherill, Director,  
Permit Operations and Administration  
Shannon.Weatherill@bcogc.ca  
250-794-5333

Jody Sutherland,  
Senior Adviser,  
Permit Administration  
Jody.Sutherland@bcogc.ca  
250-794-5334

Asset and Corporate Management  
assetmanagement@bcogc.ca

Tenure Management  
tenuremanagement@bcogc.ca
Chapter 2: New Business Associates

2.1 New Business Associate Identifiers Process

In order to do business with the Commission, companies must first register as a company in the Commission’s systems. This is completed by registering with Petrinex as a Business Associate (BA). The Commission will not accept any permit applications from a company until they are fully registered with the Commission. Companies regulated by the Canada Energy Regulator, but applying to the Commission for related permits, must also register through Petrinex. Commission Clients who intend to submit applications or data to the Commission on behalf of a Permit Holder (such as engineering firms, land agents, etc.) will also need to register through Petrinex. The following information explains the registration process in Petrinex.

2.1.1 Account Setup for AMS Payment Module

Application fees must be paid by companies submitting applications to the Commission for oil and gas activity permits. Application fees are transferred to the Commission via electronic funds transfer (EFT) through the Application Management System (AMS) payment module. To use the AMS payment module, the following documentation must be submitted to the Commission.

- A letter, on company letterhead, signed by a company administrator (e.g. CEO, CFO, VP) authorizing a person to be designated as Financial Administrator for purposes of ePayment administration.
- Pre-authorized Debt (PAD) Agreement Form completed by the Financial Administrator.
- A void cheque matching account information on the PAD agreement form.

The above information and any questions can be submitted via email to finance@bcogc.ca, fax, or via mail or courier to the addresses below:
2.1.2 BC One Call

In accordance with the Pipeline Regulation Section 7(1)(d), a pipeline Permit Holder must not operate a pipeline unless the holder is a member of BC One Call. All pipeline Permit Holders must register through BC One Call, for more information please visit www.bconeall.bc.ca.

2.1.3 Emergency Response

A Permit Holder must have a Core Emergency Response Contingency Plan prior to submitting Notice of Construction start.

As per Emergency Management Regulation Sections 5(1) and 6, a Permit Holder must not carry out an oil and gas activity without a valid plan. Risks from construction activities which hold the potential for an incident affecting public safety and/or the environment, such as pollution of waterways, can be fully addressed within a CORE plan which sets out the incident response organization, notification processes, responsible parties, and contact information should an incident occur.

Please contact emp@bcogc.ca if you require further information with respect to emergency management plans.
2.1.4 Master Licence to Cut

A Master Licence to Cut (MLTC) is required for each forest district within where the Permit Holder will be working and must be in place prior to the submission of any permit applications to the Commission. The Commission retains one copy and forwards another to be kept on file by the company.

If a MLTC is required, a Master Licence to Cut Application form must be submitted as a PDF attachment with the New BA Identifier application in Petrinex. Additional MLTCs may be requested separately of registering as a new BA by emailing the completed form to assetmanagement@bcogc.ca.

2.2 New Business Associate (BA) Identifier Application Form

Navigate to the Petrinex website and select Apply for Access. Choose the option to apply as a new British Columbia company. Provide the information requested in the form. All items marked with an asterisk (*) are mandatory and must be supplied. Other requirements are outlined below.

**General Information**

Ensure “Company” is selected as the application type. Provide the legal name of the company as it appears in the BC Corporate Registry.

Enter the mailing address of the applicant including the city, province/state, postal code/zip code, and country.

Enter the 10 digit telephone number in the first field and the extension in the second field, if applicable.

Provide a general email for the Business Associate. This email address will populate in the Commission’s systems as the Main Contact email in KERMIT and is populated into the company’s information in applications in the Application Management System (AMS).

Provide the Business Number (BN9) and Incorporation ID. A BN9 is a 9 digit number issued by the Federal Government (CRA). Incorporation ID, found on the BC Registry Certificate, is an alphanumeric number provided by BC Registry when a company is incorporated. If a company is not registered in BC, Incorporation ID can be left blank.
General Information

This Application is for: ☐ Company  ☑ Individual

Legal Name: *

Company Name Here

Legal Name Effective Date: 2019-09-26

Do you have a 'Care Of' (C/O) Identifier?: ☐ Yes  ☑ No

Mailing Address: *

6534 Airport Road
Bag 2

City: *

Fort St. John

Country: *

Canada

Prov/State: *

British Columbia

Postal/Zip Code: *

V1J 4M6 (Maximum characters for Canada - 6; USA - 9; other countries - 12.)

Mailing Address Effective Date: 2019-09-26

Telephone: *

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Fax: *

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</tbody>
</table>

Email: *

e-mailaddress@companyname.com

Business Number (BN9): 123456789

Incorporation ID: A0012345

Contact Person Information

If the applicant is a company, a contact name, phone number, and email must be provided.

This individual should be a main contact for the organization.
Contact Person Information

(only needed if this BA Application is for a company)

Contact Person Last Name:*
Contact Person First Name:*
Contact Person Middle Name:*
Telephone:*  
1  CANADA  -  - Extension
Email:*  

Alternate Addresses

For each required alternate address, choose the appropriate purpose from the drop down and click “add”.

Alternate Address(es)

In addition to the mailing address supplied above, other alternate addresses can be supplied. If you want to specify an alternate address, please provide the following information; otherwise skip this section. For the alternate address click the “Add” button and enter the address information on the popup window. Only one Address for each type is allowed.

Add alternate address: Purpose
- Company Administrator
- Company Administrator
- eBay Financial Administrator
- General Finance Email Address
- Transfer Administrator

BA User Security Administrator Information

Once you have been assigned a BA Identifier will you need access to Petrinex?

☐ Yes ☐ No

If No, please proceed to BA-Role section below. If Yes, please provide User Security Administrator data.

Choose each applicable alternate address and click “add”.

Choose each applicable alternate address and click “add”.
Descriptions of the Alternate Address roles are as follows:

- **Company Administrator** – responsible for assigning security roles to KERMIT users of a BA that need access to Commission Systems.

- **ePay Financial Administrator** – responsible for managing Pre-Authorized Debit (PAD) agreements with the Commission and act as the primary contact person for invoice or payment related topics.

- **General Finance Email Address** – an email address for financial related correspondence such as permit fees, pipeline levies, and invoices. When providing the mandatory fields for this alternate address, the names provided can be generic (such as “General Finance”) and the phone number and address may be the main corporate information.

- **Transfer Administrator** – individuals with this role will have access to TANC, in eSubmission, for processing Transfers of Assets and Corporate Structure Changes. Currently TANC only processes Corporate Structure Changes but will later have added support for Asset Transfers.

Click “submit” to add the alternate address and continue with the BA application.

**Please Note:**

Upon approval of a New Business Identifier application, the Commission will set-up the Company Administrator in KERMIT. The Company Administrator then is responsible to assign the securities required to users in their organization, such as the Asset Transfer Administrator. For more information, please refer to the Company Administration in KERMIT [how-to document](#).
Applicants that do not require access to Commission systems do not require alternate addresses to be provided. Commission Clients such as engineering firms, land agents, etc. registering for Commission access must provide the Company Administrator alternate address. Permit Holders registering for Commission and Petrinex access must provide all four alternate address types.

**Business Associate Role**

Indicate all required Business Associated roles. Hover over the BA Role text to see descriptions of the available roles, if required. If adding Working Interest Owner as a role, a start date must also be provided.

Commission Clients and Permit holders will indicate “OGC Online Services” as a Business Associate role in order to have access to Commission systems.

**OGC Role**

Indicate all required roles the Business Associate will have with the Commission. Hover over the OGC Role text to see descriptions of the available roles, if required.

Permit Holders must choose Oil and Gas Operator and Surface Land Company (in order to submit new applications and amendments on behalf of themselves) as an OGC Role. Any other applicable role may be chosen.

Geophysical Contractors and Geothermal Resource Operators must choose Oil and Gas Operator (in order to hold permits with the Commission) and Surface Land Company (in order to submit new applications and amendments on behalf of themselves) in addition to their applicable roles.

Commission Clients will choose a minimum of one role from the provided list, excluding Oil and Gas Company Headquarters and Oil and Gas Operator.

**BA User Security Administrator Information**

Applicants requiring access to Petrinex must indicate so in this section with the applicable “Yes” checkbox. If access to Petrinex is required or if the applicant is a company, a Primary User Security Administrator must be provided; a Back-up Security Administrator is also recommended but not mandatory.

If the Primary User Security Administrator is the same as the Contact Person in section 2.2.2, the checkbox for “Same as Contact Person Information” will autofill the fields. Otherwise, provide the name, phone number, and
email for the User Security Administrator(s). Indicate the User Security Administrator(s) mailing address if it differs from the corporate address.

If applicable, a Temporary Primary and Back-up User Security Administrator (USA) Password will be sent to the USA(s) email address upon approval.

**OGC Permit Holder Information**

Indicate if the applicant is applying to become a Permit Holder with the Commission.

Commission Clients will indicate "no" to becoming a Permit Holder. Permit Holders must indicate "yes" and provide a BA Abbreviated Name. The BA Abbreviated Name, or Operator Abbreviation, must be unique and 16 characters or less including spaces. BA Abbreviated Names are used in the naming of wells and facilities.

Well names include the following components:
1. BA Abbreviated Name (Operator Abbreviation).
2. Working Interest Partner Abbreviation.
3. Horizontal Drilling Indicator.
4. Oil or Gas Field.
5. Location.

For example:

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<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>GASCO</td>
<td>ET AL</td>
<td>HZ</td>
<td>TATTOO</td>
<td>C-055-B/93-0-09</td>
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Facility names include the following components:
1. BA Abbreviated Name (Operator Abbreviation).
2. Oil or Gas Field.
3. Location.

For example:

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<tr>
<td>GASCO</td>
<td>TATTOO</td>
<td>C-055-B/93-0-09</td>
</tr>
</tbody>
</table>
Validate

Click validate at the bottom of the application. If all information provided is valid, you will be redirected to step 2 of registering as a Business Associate. If the validation fails, a list of any errors found in the application will be indicated at the top of the page in red text. Additionally, the errors will be flagged in red text where they occur in the application. To correct any errors in alternate address information, click the “edit” button beside each address to make any required updates to these fields.

2.2.1 Supporting Documentation

All corporate applicants must attach a Corporate Registration Certificate as support for corporate identity. Commission Clients who intend only to submit on behalf of Permit Holders must also submit a cover letter that provides a 24-hour emergency phone number.

New Permit Holders registering with Petrinex and the Commission must provide the following supporting documentation.

- **BC Corporate Registry Certificate**
  In order to conduct business in British Columbia, a company must be registered with the BC Corporate Registry. A copy of the BC Corporate Registry Certificate must accompany the New BA Identifier application in Petrinex. For further information, visit the [BC Registry Services website](#).

- **Proof of Insurance**
  Comprehensive General Liability Insurance with a minimum coverage of $1,000,000 is required in order to hold a Crown Land surface tenure. The policy must include Cross-Liability and Blanket Contractual Liability clauses or endorsements. The insurance must include as named insured “the Oil and Gas Commission and Her Majesty the Queen in Right of the Province of British Columbia, her employees, servants, and agents.” The address for the BC Oil & Gas Commission is Bag 2, 6534 Airport Road, Fort St. John, B.C., V1J 2B0.

- **Corporate Profile/List of Directors**
  A corporate profile, listing the company’s directors (from the company’s home jurisdiction) must accompany the New BA Identifier application in Petrinex. If the corporate profile is not available or does not indicate all the below required information, a supplementary listing of the directors will be required. The following information for each director must be provided: **Title, First and Last Name, Director Start Date, Phone Number, Email, and Address** (if different from Corporate Address).
- **Cover Letter**
  A cover letter indicating the company’s 24-hour emergency phone number must be provided.

**Upload documents in the following conventions:**

- BC Registry Certificate_YYYYMMDD
- Insurance_YYYYMMDD
- Corporate Profile_YYYYMMDD
- MLTC Application_YYYYMMDD
- Cover Letter_YYYYMMDD
- List of Directors_YYYYMMDD

For example – BC Registry Certificate_2018JUL12

All uploads must be in PDF format. Upload each required document and click Submit to submit the New BA Identifier application.

If you have questions or require further information regarding the New Business Associate Identifier process, please contact a Permit Administration Technician at assetmanagement@bcogc.ca.
Chapter 3: Request Change to Business Associate

Login to Petrinex under the British Columbia Jurisdiction, using your 5 digit numerical Business Associate (BA) ID, personal user ID, and password. Under Admin Functions, Business Associate, choose Request BA Change.
Update the information required in the form. Fields that cannot be changed are disabled or shown without textboxes. All items marked with an asterisk (*) are mandatory and must be supplied.

In order to perform Business Associate functions, a User Security Administrator (USA) must assign the correct user roles to individuals under their Business Associate’s (BA) ID. For more information, refer to Section 3.2, User Security Administrator (USA) Information.

**Please Note:**

For assistance with Petrinex functionality, such as assigning securities to individuals within an organization, please contact the Petrinex Business Desk at 403-297-6111 (Toll Free: 1-800-992-1144) or petrinexsupport@petrinex.ca. For more information about Petrinex, please visit their website, www.Petrinex.ca.

Business Associates can make changes in Petrinex to items such as contact information, addresses, emails, and requesting additional classifications. The Commission reviews all changes before they are accepted.

### 3.1 Request Change to Business Associate Form

**General Information**

The legal name of an organization cannot be changed through a Request BA Change application. If a Corporate Name Change is required, please refer to the Chapter 5, Corporate Structure Changes.

Updates may be entered to the mailing address, phone number, and email. Business Number (BN9), and Incorporation ID can be updated or, if not already provided must be input if the applicant is a company. A BN9 is a 9 digit number issued by the Federal Government (CRA). Incorporation ID, found on the BC Registry Certificate, is an alphanumeric number provided by BC Registry when a company is incorporated. If a company is not registered in BC, Incorporation ID can be left blank.

The email address in the General Information section of the application will populate in the Commission’s systems as the Main Contact Information email in KERMIT and is populated into the company’s information in applications in the Application Management System (AMS).
General Information

This Application is for:  ☐ Company  ☐ Individual

Business Associate:  00123
Legal Name:* Company Name Here
Legal Name Effective Date:  2018-11-21

Do you have a 'Care Of' (C/O) Identifier?:  ☐ Yes  ☐ No

Mailing Address:*  
6534 Airport Road
Bag 2

City:*  
Fort St. John

Country:*  
CANADA
Prov/State:*  
BRITISH COLUMBIA
Postal/Zip Code:*  
V1J 4M6 (Maximum characters for Canada - 6; USA - 9; other countries - 12.)

Mailing Address Effective Date:  
2019-09-26

Telephone:*  

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Fax:  

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</tr>
</tbody>
</table>

Email:*  
emailaddress@companyname.com

Business Number (BN9):  
123456789

Incorporation ID:  
A0012345

Contact Person Information

If the Business Associate is a company, a contact name, phone number, and email must be provided.
Alternate Addresses

Business Associates may request changes to their existing Alternate Addresses in this section. If mandatory alternate addresses are not currently provided, they must be supplied at this time, regardless of the type of Business Associate change.

For each required alternate address, choose the appropriate purpose from the drop down and click “add” or “edit” beside the existing Alternate Address.

Choose each applicable alternate address and click “add” (above) or “edit” (below).
Descriptions of the Alternate Address roles are as follows:

- **Company Administrator** – responsible for assigning security roles to KERMIT users of a BA that needs access to Commission Systems.

- **ePay Financial Administrator** – responsible for managing Pre-Authorized Debit (PAD) agreements with the Commission and act as the primary contact person for invoice or payment related topics.

- **General Finance Email Address** – an email address for financial related correspondence such as permit fees, pipeline levies, and invoices. When providing the mandatory fields for this alternate address, the names provided can be generic (such as “General Finance”) and the phone number and address may be the main corporate information.

- **Transfer Administrator** – individuals with this role will have access to TANC, in eSubmission, for processing Transfers of Assets and Corporate Structure Changes. Currently TANC only processes Corporate Structure Changes but will later have added support for Asset Transfers.

Click “submit” to add the alternate address and continue with the BA application.

Business Associates that do not require access to Commission systems do not require alternate addresses to be provided. Commission Clients such as engineering firms, land agents, etc. registering for Commission access must provide the Company Administrator alternate address. Permit Holders registering for Commission and Petrinex access must provide all four alternate address types.
Please Note:

If a Company Administrator contact is provided that is not currently set-up with the appropriate securities in KERMIT, upon approval of a Request a BA Change application, the Commission will set-up the Company Administrator in KERMIT. The Company Administrator then is responsible to assign the securities required to users in their organization, such as the Asset Transfer Administrator. For more information, please refer to the Commission Administration in KERMIT how-to document.

Business Associate Role

Indicate any new roles the Business Associate requires. Hover over the BA Role text to see descriptions of the available roles, if required. If adding Working Interest Owner as a role, a start date must also be provided. BA Roles already assigned to a Business Associate cannot be edited. Ensure Commission Online Services is selected as applicable if the Business Associate is now requesting access to the Commission's systems.

OGC Role

Indicate any new roles the Business Associate requires. Hover over the OGC Role text to see descriptions of the available roles, if required. OGC Roles already assigned to a Business Associate cannot be edited.

BA User Security Administrator Information

Business Associates cannot change whether they have Petrinex access after they are set-up in Petrinex.

Changes can be made to the Primary and Back-Up User Security Administrator (USA) information in this section. Changing the Primary or Back-Up USA will result in the Commission resetting the password to the USA’s account. A new temporary password will be sent securely via email to the new USA.

OGC Permit Holder Information

Indicate if the applicant is applying to become a Permit Holder with the Commission.

Commission Clients will indicate “no” and will not edit information. Permit Holders must indicate “yes” and the BA Abbreviated Name will auto-populate in Petrinex. This field may only change with a Corporate Structure Change such as an amalgamation or name change.
Validate

Click validate at the bottom of the application. If all information provided is valid, you will be redirected to step 2 of the Request BA Change Application. If the validation fails, a list of any errors found in the application will be indicated at the top of the page in red text. Additionally, the errors will be flagged in red text where they occur in the application. To correct any errors in alternate address information, click the “edit” button beside each address to make any required updates to these fields.

3.1.2 Supporting Documentation

Request a BA Change applications require at least one supporting document. Uploads must be in PDF format. Please submit a cover letter indicating the changes made to the Business Associate within the Petrinex application and any explanation or other information required to support the application. An Authorization of User Security Administrator for Petrinex letter may be uploaded if the Primary or Back-Up User Security Administrator contact has been updated.

Upload documents in the following conventions:

- BC Registry Certificate_YYYYMMDD
- Insurance_YYYYMMMD
- Corporate Profile_YYYYMMMD
- MLTC Application_YYYYMMDD
- Cover Letter_YYYYMMMD
- USA Authorization_YYYYMMMD
- List of Directors_YYYYMMMD

For example – BC Registry Certificate_2018JUL12

Upload each required document and click Submit to submit the Request a BA Change application.

If you have questions or require further information regarding the Request Change to Business Associate form, please contact a Permit Administration Technician at assetmanagement@bcogc.ca.

3.2 User Security Administrator (USA) Information

Primary and Back-Up User Security Administrators (USA’s) are responsible for assigning user roles to individuals within their organization that require access to Petrinex. User roles are groupings of tasks that Business Associate (BA) users perform in Petrinex. User roles can range from all tasks (Comprehensive User
Roles) to restrictive views (Read-Only User Roles). Custom User Roles may also be created by the USA’s with specific tasks selected.

In order to perform BA functions referenced in this manual, a USA must assign an individual’s account a user role that allows for performing Business Associate tasks, such as the Comprehensive User Role. The user can then Request a BA Change via Petrinex’s online portal to update various information. Primary and Back-Up USA’s will not be able to submit BA Change Requests while logged in under the USA account.

Login to Petrinex using your 5 digit numerical Business Associate (BA) ID, the username PRIMARY_USA or BACKUP_USA, and your password. Navigate to “Manage User ID and Access” and select or create a user on the next screen to add User Roles.

Selecting the Comprehensive User role allows the user to do all tasks for the BA in Petrinex.
Primary and Back-Up USA information and contacts can be updated in Petrinex by individuals with the above noted user roles. Upon approval by the Commission, a new temporary password will be sent securely via email to the new USA.

Please Note:

A Primary or Back-Up USA cannot be added to a Business Associate with a Request a BA Change Application if they did not register for access to Petrinex during the Petrinex B.C. inclusion program in 2018 via the BA Data Collection Form.

To apply a Primary and/or Back-Up USA to a Business Associate who does not yet have access to Petrinex (but has an existing BA Code, previously named Client Code in B.C.), navigate to the BA User Security Administrator Set-Up section of Petrinex’s website. Follow the steps provided for The BA USA Set-Up Procedure (British Columbia).

Temporary Petrinex passwords are emailed by the Commission in the event of a new Business Associate, an approved Request a BA Change Application to add a new USA contact, and when USA’s are added to a BA with an existing BA ID who has not yet registered for Petrinex access. Password emails self-destruct after viewing a certain number of times and expire if not opened within a defined timeframe. Both of these time limits will be indicated in the message sent by the Commission.

If a USA requires the password to their account reset, this request is sent to the Commission via email to servicedesk@bcogc.ca. The Commission will then email a new temporary password to the USA. In the request, please include the USA’s name, Company, and BA ID.
Chapter 4: Asset Transfers

4.1 Asset Transfer Process

In B.C., it is the responsibility of the Commission to maintain a proper chain of title and current ownership of all assets in order to ensure accurate billing and proper liability. Any assets that change ownership due to a sale or purchase, amalgamation or a name change, must be registered with the Commission. The following flowchart is an overview of the asset transfer process administered by the Commission.

Figure 4.1: Commission’s Asset Transfers Process

A transfer can take anywhere from a few days to a matter of months to complete, depending on the size of the transfer, whether or not the assets need to be reconciled, how many other transfers are in the queue to be completed, and whether or not the submitted transfer documentation is correct. To expedite a transfer, please ensure all measures have been taken to submit the proper information in the proper format.

Transfer applications, supporting documentation and any questions may be emailed to assetmanagement@bcogc.ca.

Transfer Applications may be declined for various reasons including:

- Missing or incomplete information
• Incorrect data

• If additional information is not submitted by the timelines requested, it may result in your application being declined

Please Note:

All transfer information pertaining to the assets can be obtained from KERMIT, Commission web applications and Gator.

The AD # of an asset can be found in KERMIT under the Post Permit Actions tab. Click Find Permits and enter the Activity ID # (i.e. Well Authorization #, Pipeline Project #, etc.) or the Legacy OGC File # and search.

Should a discrepancy exist between the Commission's data and the company's data, please inform the POA Branch to reconcile the difference.

Larger Transfer Considerations

For asset transfers of more than 50 assets please contact a Permit Administration Technician at assetmanagement@bcogc.ca for specific instructions prior to preparing transfer documents.

4.1.1 Transfer Fee

In accordance with the Fee, Levy and Security Regulation, a $300.00 fee per OGAA Permit is required. All payments for permit transfer fees will be made through the online payment portal, AMS Payment.

4.2 Transfer Considerations

Prior to initiating the asset transfer process, applicants should consider the following:
4.2.1 General

Ensure transferring company ownership of the asset(s).

Unless court ordered, only the company that currently owns the asset(s) (transferor) has the right to transfer them. A transfer will be declined if the name of the company on the application does not match the actual owner of the asset(s), EVEN IF it is a parent or an affiliated company. The name of the transferor or transferee CANNOT be substituted with any other affiliation, parent company OR list of shareholders.

Ensure the transferee is a registered company in British Columbia and it has been set up with the Oil and Gas Commission.

In order for a transfer of asset(s) to take place, the company receiving the asset(s) (transferee) must be a registered company in British Columbia and must be set up with the Oil and Gas Commission.

Please Note:

Even if two companies are affiliated or have common ownership they are still registered in British Columbia as separate entities. A company that is not the registered owner of an asset cannot legally sell that asset.

Ensure company contacts are provided so approval documentation can be received.

When submitting a transfer package please include the email contact for each company to ensure the appropriate contacts are notified of the approval.

Ensure all offered Crown tenure documents have been signed and returned.

If there are any Licences of Occupation or Statutory Right of Way documents that have been offered and sent to the transferor for signing, they must be signed and returned before the transfer can take place.
Ensure all assets on the same AD number and/or Tenure File are included in a Permit Transfer package.

Assets contained on an AD# may have more than one Tenure File. Additionally, an asset contained on an AD# may be covered by a Tenure File that encompasses more assets with separate AD #s. All assets and Tenure Files in these situations must be included on the same Permit Transfer Application Form.

Canada Energy Regulator Transfers

For detailed information regarding Canada Energy Regulator Transfers, please refer to the Canada Energy Regulator Asset Transfers Section of this manual.

4.2.2 Well Permit and Authorization Transfers

Ensure the transferee has a right to the mineral title of the well(s) being transferred OR authorization from one of the companies that does.

If the company receiving the well(s) does not have any right to petroleum and natural gas title it must have authorization from the (or one of the) companies that does have its name on the title. By signing the Permit Transfer Application Form the transferee is declaring they are the owner of, or has an agreement with, the owner of the petroleum and natural gas rights associated with the wells listed on or attached to this application to transfer a permit and authorization in accordance with section 24(4) of the OGAA. For more information on mineral titles, please contact the Ministry of Energy and Mines.
Determine if the well is a disposal or injection well.

For disposal wells in B.C., companies are required to own (or have authorization to) the petroleum and natural gas rights to a minimum of the quarter section or unit in which the well resides. Injection wells are usually associated with enhanced oil recovery or gas cycling schemes and, therefore, are part of some type of scheme approval from Reservoir Engineering; again petroleum and natural gas rights would be required for these wells as the injection material is influencing the recovery of hydrocarbons.

Ensure the well names are correct on the application and schedule.

Please ensure that the well abbreviation names are correct for each company. Contact assetmanagement@bco gc.ca for questions regarding abbreviations in well names.

Please Note:

| If a transferred well will have 100% working interests in the transferee’s name, any secondary operator abbreviations in the present well name will need to be removed from the proposed well name (including “ET AL”). |
| If a transferred well will be adding additional working interests (other than the transferee), the secondary operator abbreviation “ET AL” must be added to the proposed well name. |

Determine if the well has been cancelled.

If a well has been cancelled without surface disturbance, it is non-transferrable. If a well has been cancelled with surface disturbance, it can still be transferred. The Commission may request a letter from the transferee indicating that it accepts the cancelled well and the responsibility for any outstanding reclamation.

Determine if the well has been reclaimed.

The responsibility for a wells site with an approved Certificate of Restoration (CoR) may be transferred by submitting a Permit Transfer Application Form and by checking the box in Section C Transferring Responsibility for COR’d Wells.

Determine if the well has an associated well facility

If the well to be transferred has a well facility associated to it and the facility is not on the same permit (AD #), the well facility’s AD # must also be transferred. Transfer fees as per the Fee, Levy and Security Regulation will apply where applicable.
Please Note:

Facility, pipeline, and wellsite equipment ownership are not recorded individually. Any equipment associated with the wellsite and facility will be transferred automatically with the Permit Transfer.
4.2.3 Pipeline Project Transfers

Ensure the pipeline(s) have As-Builts submitted.

A pipeline permit holder must submit pipe and component specifications and As-Built drawings for the pipeline within 90 days of completing the pipeline’s construction, in accordance with Section 4(2) of the Pipeline Regulation.

If As-Builts or Historical Pipeline Applications, if applicable, have not been submitted, the transferee is responsible for submitting them and accepts the responsibility when he or she signs the Permit Transfer Application Form. If As-Builts or the equivalent are not submitted before the transfer, a condition to submit As-Builts or Historical Pipeline Applications may be included in the approval.

Determine if the pipeline has been cancelled.

Pipelines are not transferrable at cancelled status; abandoned and removed pipelines are transferrable. Companies are responsible to know the status of their assets being purchased.

Please Note:

Pipelines and Facilities with a status of removed were previously not transferrable. As of June 2019, these assets are able to be transferred.

Ensure the transferee is a member of BC One Call.

In accordance with the Pipeline Regulation Section 7(1)(d), a pipeline Permit Holder must not operate a pipeline unless the holder is a member of BC One Call. All pipeline Permit Holders must register through BC One Call, for more information please visit www.bconeall.bc.ca.

4.2.4 Facility Transfers

Ensure the facility(s) have As-Builts submitted.

A facility permit holder must submit facility and component specifications and As-Built drawings for the facility within 90 days of beginning production or completing permitted modifications, in accordance with Section 78(4) of the Drilling and Production Regulation.
If As-Builts or Historical Facility Applications, if applicable, have not been submitted, the transferee is responsible for submitting them and accepts the responsibility when he or she signs the Permit Transfer Application Form. If As-Builts or the equivalent are not submitted before the transfer, a condition to submit As-Builts or Historical Facility Applications may be included in the approval.

**Determine if the transferred facility has an associated Waste Discharge Permit or Waste Discharge Registration.**

Contact will need to be made with the Waste Management and Reclamation Division of the Oil and Gas Commission to discuss the transfer of the subject facility's Waste Discharge Permit or Waste Discharge Registration. This process is necessary to ensure compliance with the Oil and Gas Waste Regulation. Contact can be initiated by calling 250-794-5200.

**Determine if the facility has been cancelled.**

Facilities are not transferrable at cancelled status; removed facilities are transferrable. Companies are responsible to know the status of their assets being purchased. The Commission may request a letter from the transferee indicating that it accepts the removed facility and the responsibility for any outstanding reclamation.

**Please Note:**

Pipelines and Facilities with a status of removed were previously not transferrable. As of June 2019, these assets are able to be transferred.

### 4.2.5 Land Act Transfers

**Determine if temporary permits can be transferred.**

Temporary permits may be transferred using the Permit Transfer Application Form if they are not expired. When interim tenure is issued, the transferee will be responsible for consideration/rental charges in the offer. It is also the responsibility of the transferee to ensure the property taxes are in good standing.

### 4.3 Permit Transfer Application Form

All permits will be transferred in their entirety except where individual assets need to be transferred. If individual assets are to be transferred, contact a Permit Administration Technician in Asset Management prior
to submission. New permits will be issued to the transferee and revised permits will be issued to the transferor. Preliminary legal plans may be required prior to approval of the transfer.

**Block B Administration**

Present Holder of Permit (Transferor) and Proposed Holder of Permit (Transferee)’s full incorporated legal names, addresses and incorporation number must be included. Include the email contact for each company to ensure the appropriate contacts are notified of the approval. Unless otherwise stated, all approval documentation will be sent via email to the email contacts provided.

**Block C Transfer Details**

The Effective Date of Transfer on this form must be consistent with the date on all other documents that are submitted. The Transferring Responsibility for COR’d Wells must be checked if the applicant is transferring the responsibility for wellsites with approved Certificates of Restoration. In order to pay through AMS Payment, please ensure the correct company is listed under Company Responsible for AMS Payment.

**Block D AD # Details**

The AD # and Tenure File Number must be entered. Please list all Tenure File Numbers covered under the AD#. To find the AD# open Kermit and click the Post Permit Actions tab. Click Find Permits. Enter the Asset Activity number and search.

If the AD # includes a Well Activity ID, the following must be included: Present Well Name, Proposed Well Name, and Well Activity ID and Land Type.

**Please Note:**

If a transferred well will have 100% working interests in the transferee’s name, any secondary operator abbreviations in the present well name will need to be removed from the proposed well name (including “ET AL”).

If a transferred well will be adding additional working interests (other than the transferee), the secondary operator abbreviation “ET AL” must be added to the proposed well name.

Full disclosure of Proposed Surface Working Interests in the well under new ownership, directly related to the drilling and production surface operations, must be included. Working interests are not the same as petroleum and natural gas title interests. Please ensure that any secondary companies (working interest parties) are identified correctly.
In the example above, AD #100012345 contains a Well (WA #12345) and another activity, each with their own tenure. The Well Activity information has been provided for WA #12345 in the required fields. AD #100012346 contains an activity other than a well (such as a pipeline, facility, etc.); the only information required is the Tenure File.

The Commission requires that private land owners be notified of any transfer of assets on their lands. Please ensure the correct box is checked.

Please Note:

If an associated oil and gas activity (AOGA) or ancillary has an approval date after October 1998, it will have an AD# in Kermit. If an AOGA or ancillary has an approval date prior to October 1998, there will not be an AD# associated with the tenure file number and it will need to be transferred via a Land Act Transfer. For more information on Land Act Transfers, see Section 4.5 of this manual.

Block E Authorization

Present holder section must be completed by the transferor. Proposed Holder section must be completed by the transferee. By signing this application, the transferee “acknowledges and accepts responsibility for addressing outstanding site deficiencies”.

Please Note:

Deficiencies include, but are not limited to, inspections, Commission required documentation, As-Cleared plans, Post-Construction plans, final plans, tenure, surface rentals, etc.
4.3.1 Schedule of Permit Transfer

If transferring more permits than the form allows for, a schedule must be attached to the Permit Transfer Application Form.

The date on the schedule must match the date on all other documentation that is submitted.

4.4 Surface Assignment Agreement

If AD#'s are on Crown land, there must be a legal agreement between the transferor and transferee that allows for the surface (or “tenure files”) to be assigned. This document is a signed legal agreement between the transferee and transferor.

There must be an offer presented by the transferor, and acceptance from the transferee. There must also be a dollar amount given in consideration, as well as the agreement date.

The effective date of the Surface Assignment Agreement must be consistent with the date on all other documentation that is submitted.

For an example of a Surface Assignment Agreement, please see Appendix A.

4.4.1 Surface Assignment Schedule A

The Surface Assignment Schedule A must be attached to the Surface Assignment Agreement. The schedule must list the Activity ID number (including the segment number, if applicable), the corresponding tenure file number, and legal description (in from-to formatting, if applicable). Optional columns are AD #, tenure type, document number, and client file number.

The date on the Surface Assignment Schedule A must match the date on all other documentation that has been submitted.

For an example of a Surface Assignment Schedule A, please see Appendix A.
4.5 Land Act Transfers

The Commission transfers additional assets (for example, campsites, land farms, quarries, etc.) through a Surface Assignment Agreement under the Land Act.

4.5.1 Land Act Transfer Requirements

Land Act Transfer Package Cover Page

A company contact name and email for both the transferor and transferee must be included. Summary of the number of assets to be transferred by asset type should be indicated, as well.

Please Note:

Including an email address for the transferor and transferee ensures the appropriate contacts are notified of approval. Unless otherwise stated, all approval documentation will be sent via email to the email contacts provided.

Surface Assignment Agreement

For assets that are on Crown land, a Surface Assignment Agreement must be submitted to assign the surface tenure. This document is a signed legal agreement between the transferee and transferor.

There must be an offer presented by the transferor, and acceptance from the transferee. There must also be a dollar amount given in consideration, as well as an effective date.

The effective date of the Surface Assignment Agreement must be consistent with the date on all other documentation that is submitted.

For an example of a Surface Assignment Agreement, please see Appendix A.

Surface Assignment Schedule A

A Surface Assignment Schedule A must be attached to the Surface Assignment Agreement.

The schedule must list the tenure file number, purpose (e.g. campsite, quarry, borrow pit, etc.) and legal description. Optional columns are tenure type, document number and client file number.

The date on the schedule must match the date on all other documentation that has been submitted.
For an example of a Surface Assignment Schedule A, please see Appendix A.

4.6 Canada Energy Regulator Asset Transfers

The BC Oil and Gas Commission has the authority to issue tenure over Crown land to companies regulated by the Canada Energy Regulator (CER), previously known as the National Energy Board (NEB). In order to assign Crown land tenure following a transfer of a pipeline, site or facility regulated by the CER, the BC Oil and Gas Commission requires the following:

- A copy of the Board Order.
- A copy of the Approval Letter pertaining to the Board Order.

Assignment of Surface Rights between the parties:

- There must be a legal agreement between the transferor and transferee that allows for the surface to be assigned.
  - This document is a signed legal agreement between the transferor and transferee.
  - There must be an offer presented by the transferor, and acceptance from the transferee. There must also be a dollar amount given in consideration, as well as a date.
  - The effective date of the Surface Assignment Agreement must be consistent with the date on all other documentation submitted.
  - For an example of a Surface Assignment Agreement, please see Appendix A.

- Surface Assignment Schedule A:
  - A schedule must be attached to the Surface Assignment Agreement.
  - If applicable, the schedule must list the pipeline project #, segment #, and AD #. The schedule must list the corresponding surface file number and legal description of the land. Optional columns are tenure type, document number and client file number.
  - The date on the Surface Assignment Schedule must be consistent with all other documentation.
  - For an example of a Surface Assignment Schedule A, please see Appendix A.
There are no fees associated with assigning the tenure related to a transfer of an CER regulated pipeline or facility or CER related ancillary.

4.7 Well Name Change Notification

Well name changes only apply to a working partner’s name and may include the addition or deletion of “et al” with a well name. This does not include a change to the Operator, the direction of the drill or a change to the legal description of a well.

To request a well name change a Well Name Change Notification Form must be submitted to the Commission. The completed form may be submitted via email to assetmanagement@bcogc.ca.

There are no fees associated with Well Name Change Notifications.
Chapter 5: Corporate Structure Changes

5.1 Corporate Amalgamations

In British Columbia, it is the responsibility of the Commission to maintain a proper chain of title and current ownership of all assets in order to ensure accurate billing and proper liability. Any assets that change ownership due to a sale/purchase, amalgamation, or a name change must be registered with the Commission.

If the company is not set up with the Commission prior to the amalgamation, the company is required to first register as a Permit Holder via Petrinex. For more information, please see Chapter 2, New Business Associates. The Commission will not complete an amalgamation if the company is not set up with the Commission.

Upon completion and approval of an amalgamation, all deficiencies and liabilities are the responsibility of the new corporate entity.

Contact will need to be made with the Waste Management and Reclamation Division of the Oil and Gas Commission to discuss the amalgamation of the subject facility’s Waste Discharge Permit or Waste Discharge Registration. This process is necessary to ensure compliance with the Oil and Gas Waste Regulation. Contact can be initiated by calling (250) 794-5200.

Please Note:

All applications regardless of status will be transferred to the new company name when an Amalgamation or a Name Change occurs.
5.1.1 Amalgamation Established Date

As part of the amalgamation process, the company will select the Amalgamation Established Date. The Amalgamation Established Date is the last day of the month selected in order to align with Petrinex reporting periods. This date is reflective of the last day that the transferor of an amalgamation is active in Petrinex and the Commission’s systems. All assets held by the transferor will transfer to the transferee at 12:01 am the following day.

The Amalgamation Established Date may be set in the future in order to allow companies time to transfer the operatorship of their reporting facilities in Petrinex. The operatorship transfer must be initiated in Petrinex by the transferor and also accepted by the transferee. Once completed, the transferor will no longer be able to submit volumetrics for that facility. If more time to complete operatorship transfers is required, an extension to the approved Amalgamation Established Date may be requested by contacting a Permit Administration Technician at assetmanagement@bcogc.ca.

Upon submission of an amalgamation application, review and approval of new applications and amendments will halt until the Amalgamation Established Date has passed.

The transferor will not be able to make operational submissions or submit new applications and amendments once the amalgamation application is approved and the Amalgamation Established Date is in the Commission’s systems. Following the Amalgamation Established Date, submissions will be the responsibility of the transferee.

Incomplete or incorrect applications will delay the processing of the amalgamation.

If the transferor company does not have reporting facilities or does not require operatorship transfers, the Amalgamation Established Date may be set to the current month and will be completed on the last day of that month.

Likewise, the Amalgamation Established Date may be set to prior months with the earliest possible month being January 2019. If any assets were transferred to the transferor after the Amalgamation Established Date selected, the date will be invalid and not available for selection. If a date is too far prior and is invalid in the Commission’s systems, the company may incur fees and/or penalties from the Ministry of Finance. It is recommended to file all Corporate Amalgamation Applications with the Commission in a timely fashion in order to avoid fees and/or penalties.

Please Note:

After a Corporate Amalgamation has been approved, if the transferor has a Road Use Permit, the Commission may issue a new Road Use Permit to the Transferee, or the Transferee’s existing Road Use Permit may be amended.
5.1.2 Asset Transfer Fee

There is a $100 fee per OGAA permit to register an amalgamation of assets with the Commission. If two consecutive amalgamations occur, the chain of Title must be followed; therefore, the fees will double ($100.00 per OGAA permit per amalgamation). All payments for amalgamation fees will be made through the online payment portal, AMS Payment.

When reviewing an invoice for an amalgamation in AMS Payment, if you require further information on the assets involved, please refer to the approved TANC Corporate Amalgamation Application.

5.1.3 Canada Energy Regulator Transfers

For detailed information regarding Canada Energy Regulator Corporate Amalgamation Transfers, please refer to the Canada Energy Regulator Asset Transfers Section of this manual.

5.2 Corporate Amalgamation TANC Application - Transferor

Navigate to the Commission's eSubmission portal and initiate an amalgamation application by selecting Corporate Amalgamation under Permit Administration, TANC in the sidebar. The transferor company must initiate all amalgamation applications. Please note the options to use TANC will not be visible unless the security role of asset transfer administrator is assigned to the user in KERMIT. Company administrators for an organization can assign this to individuals in their organization.
Choose the organization that is to be merged into the transferee at the top right of the screen and then click on New Application (Transferor) to begin the application.

Provide and / or update the information within all the tabs of the Corporate Amalgamation Application and then Assign to Transferee. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied. Further information regarding each tab of the Corporate Amalgamation Application is indicated below.

Please Note:

The Commission recommends that applicants wait until all documentation is gathered to initiate an Amalgamation Application. **If an application is initiated too soon, the applicant may be forced to discard and resubmit due to changes to the assets in the Amalgamation (status changes, purchase/sale of assets, etc.).**
Amalgamation

- Transferee Corporate Information

  Select the transferee company from the drop down. The operator abbreviation, BA Identifier, Incorporation ID, and BN9# will populate from our systems, if available. These fields are read-only.

- Amalgamation Established Date

  The Amalgamation Established Date is the last day of the month selected in order to align with Petrinex reporting periods. This date is reflective of the last day that the transferor of an amalgamation is active in Petrinex and the Commission’s systems. All assets held by the transferor will transfer to the transferee at 12:01 am the following day. For more information on Amalgamation Established Dates, please see Section 5.1.1.

- Systems Contact

  Provide the systems contact for the transferor company. This defaults to the asset transfer administrator logged into eSubmission. Provide a contact for the transferee company. This contact will be notified when the amalgamation is assigned to their company for further handling. This contact may be edited by the transferee later, if required.

Please Note:

It is recommended that Corporate Amalgamations are not submitted with an Amalgamation Established Date too close to the submission date in order to allow adequate time for the review process and operatorship transfers.

AD#

This tab of the Corporate Amalgamation Application displays all assets to be transferred to the transferee.

Please review the AD #s indicated and report any discrepancies in asset information to a Permit Administration Technician at assetmanagement@bcogc.ca.

Activity Summary

This tab provides a summary of all assets that are part of the Corporate Amalgamation Application.
Attachments

Select Yes or No to the question “Do any of the Assets included in this Amalgamation have an associated tenure”.

Upload documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select Upload. All uploaded documents will be viewable by the transferee and the Commission. Document types that can be uploaded are PDF, DOC, and DOCX.

- Tenure Report

If the transferor has assets with tenure, the Tenure Report will be a required document. The Tenure Report is requested from the Commission through the Land Tenure Report Request feature in eSubmission. Please see Chapter 6, Reports and Queries, for more information. Please note that reports older than three months will not be accepted.

Upload documents in the following conventions:

Tenure Report_YYYYMMDD
Cover Letter_YYYYMMDD

For example – Tenure Report_2018JUL12

Please Note:

Failure to use the required naming convention will result in a revision or decline of the application, which will lead to longer processing times.

Comments

This tab allows proponents to leave comments that the transferee and the Commission can view when reviewing the application.

Assign to Transferee

By checking I Accept Responsibility, the applicant confirms all of the assets in the application belong to the transferor and are to be transferred to the transferee; confirms deficiencies are the responsibility of the transferee as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct; understands that the transferor will be unable to submit applications and currently submitted applications will not be approved; understands that there will be no change to transferor’s assets until the assets have been amalgamated.
Please Note:

Deficiencies include, but are not limited to, inspections, Commission required documentation, As-Cleared plans, Post-Construction plans, final plans, tenure, surface rentals, etc.

Once all information has been provided, select Assign to Transferee. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Assign to Transferee again to assign the Corporate Amalgamation Application.

If an error is received regarding assets that are not consistent with the transferor of the Amalgamation Application, the application was initiated too early and will need to be discarded and resubmitted in order to capture all changes to the assets included in the application.

5.3 Corporate Amalgamation TANC Application - Transferee

Once the transferor has successfully assigned the Corporate Amalgamation Application to the transferee, an email notification will be sent to the transferee systems contact provided by the transferor. Navigate to the Commission’s eSubmission portal and continue the amalgamation application by selecting Corporate Amalgamation under Permit Administration, TANC in the sidebar.

Please note the options to use TANC will not be visible unless the security role of asset transfer administrator is assigned to the user in KERMIT. Company administrators for an organization can assign this to individuals in their organization.
Provide and / or update the information within all the tabs of the Corporate Amalgamation Application and then Submit to the Commission. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied. Further information regarding each tab of the Corporate Amalgamation Application is indicated below.

Please Note:

The Commission recommends that applicants wait until all documentation is gathered to initiate an Amalgamation Application. **If an application is initiated too soon, the applicant may be forced to discard and resubmit** due to changes to the assets in the Amalgamation (status changes, purchase/sale of assets, etc.).

**Amalgamation**

- **Amalgamation Established Date.**

  The Amalgamation Established Date is the last day of the month selected in order to align with Petrinex reporting periods. This date is reflective of the last day that the transferor of an
amalgamation is active in Petrinex and the Commission’s systems. All assets held by the transferor will transfer to the transferee at 12:01 am the following day. This date was selected by the transferor but may be edited by the transferee. For more information on Amalgamation Established Dates, please see Section 5.1.1.

Please Note:

- **Insurance Certificate Expiry Date**

  Provide the expiry date as found on the company’s Certificate of Insurance.

- **Systems Contact**

  The transferee contact has been selected by the transferor company. This information may be updated, if desired. This contact will receive all email correspondence, including approval notification, related to this application.

- **Director Information**

  Select Add Director and provide, for each Director of the company, the required information in the pop-up. If the Director information is auto-populated, each must still be verified for updates and accuracy. Full legal names of Directors are required.
Pop-up screen that displays after selecting Add Director on the Amalgamation tab.

**Contact Information**

Click the drop-down for each contact section and provide all mandatory fields. If the contact information is auto-populated, each must still be verified for updates and accuracy.

- **Systems Contact**

  Enter a contact for correspondence related to this Corporate Amalgamation.

- **Corporate Legal Address**

  Provide the current address of the organization.
• **Corporate Contact Person Information**

  Provide or verify the organization’s main contact person and information.

• **OGC General Finance**

  Provide or verify an email address for financial related correspondence such as permit fees, pipeline levies, and invoices. All other fields are optional.

• **Primary User Security Administrator**

  Provide or verify the individual who will be responsible for assigning security roles to users within their organization that will need access to Petrinex. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information. Changing the Primary USA will result in the Commission resetting the password to the USA’s account. A new temporary password will be sent securely via email to the new USA.

• **Backup User Security Administrator**

  Provide or verify a backup with the same role as the Primary User; this contact section is optional. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information. Changing the Back-Up USA will result in the Commission resetting the password to the USA’s account. A new temporary password will be sent securely via email to the new USA.

• **OGC Company Administrator**

  Provide or verify the individual responsible for assigning security roles to KERMIT users within their organization that will need access to Commission’s Systems.

• **OGC Asset Transfer Administrator**

  Provide or verify the individual who will have access to TANC for processing Transfers of Assets and Corporate Structure Changes. (Currently TANC only processes Corporate Structure Changes but will later have added support for Asset Transfers.)

• **OGC Financial Administrator**

  Provide or verify the person responsible for managing Pre-Authorized Debit (PAD) agreements with the Commission and act as the primary contact person for invoice or payment related topics.
Please Note:

If any contact on this tab has an address that is different from the corporate address and it is a location outside of Canada or the United States, please attach a letter on the Attachments tab of the application indicating the international address. Do not provide the international address on the Contacts tab.

AD#

This tab of the Corporate Amalgamation Application displays all assets to be transferred to the transferee. Additional changes to well names that are the result of a change in working interests may be updated on this tab. In order to reflect a change, select the AD # required; only AD #s with wells will be highlighted and selectable. Enter the new working interest component (for example, ET AL) in the field provided. Existing working interest components may also be removed by selecting the AD # and removing the existing component shown in the box.

Please review the AD #s indicated and report any discrepancies in asset information to a Permit Administration Technician at assetmanagement@bcogc.ca.
Selecting an AD # with a well presents the Change Well Name pop-out box. Add, edit, or remove working interests in this box and hit save to update the well name.

**Activity Summary**

This tab provides a summary of all assets that are part of the Corporate Amalgamation Application.

**Attachments**

Documents uploaded by the transferor are available on this tab for review by the transferee company. Select download to view the document. Upload documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select Upload. Repeat for each document required. All uploaded documents are viewable by the transferor and the Commission. Document types that can be uploaded are PDF, DOC, and DOCX. The following documents are mandatory for Corporate Amalgamation Applications.

- **BC Corporate Registry Certificate**

  The amalgamation must be registered with the BC Corporate Registry. A copy of the BC Corporate Registry Certificate must be submitted (Alberta or Saskatchewan Amalgamation Certificates are not acceptable). For further information, visit the [BC Registry Services website](#).

  The BC Corporate Registry Amalgamation Certificate is all that is required to assign the surface. **A Surface Assignment Agreement is not required.**

  Any “offered” tenure must be executed and received in our office with the required fees prior to the approval of the Amalgamation.
• **Proof of Insurance**

If current insurance is not on file with the Commission, it must be provided as part of the Corporate Amalgamation Application. Comprehensive General Liability Insurance with a minimum coverage of $1,000,000 is required in order to hold a Crown Land surface tenure. The policy must include Cross-Liability and Blanket Contractual Liability clauses or endorsements. The insurance must include as named insured “the Oil and Gas Commission and Her Majesty the Queen in Right of the Province of British Columbia, her employees, servants, and agents.” The address for the BC Oil & Gas Commission is Bag 2, 6534 Airport Road, Fort St. John, B.C., V1J 2B0.

**Upload documents in the following conventions:**

- BC Registry Certificate_YYYYMMDD
- Insurance_YYYYMMDD
- Cover Letter_YYYYMMDD

For example – BC Registry Certificate_2018JUL12

**Please Note:**

Failure to use the required naming convention will result in a **revision or decline** of the application, which will lead to longer processing times.

**Comments**

This tab allows proponents to leave comments that the transferor and the Commission can view when reviewing the application.

**Submission**

- **Landowner Notification**

  The Commission requires that private landowners be notified of any transfer of assets on their lands. If landowner notification has already been completed, indicate this on this tab.

- **PAD Agreement**

  Indicate if a PAD agreement, blank cheque and authorization for designation of financial administrator have been submitted. This submission is required for AMS payment module account setup.
• Declaration

By checking I Accept Responsibility, the applicant confirms all of the assets in the application belong to the transferee and are to be transferred to the transferee; confirms deficiencies are the responsibility of the transferee as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct.

Please Note:

Deficiencies include, but are not limited to, inspections, Commission required documentation, As-Cleared plans, Post-Construction plans, final plans, tenure, surface rentals, etc.

Once all information has been provided and the application is ready to submit, select Submit to the Commission. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Submit to the Commission again to submit the Corporate Amalgamation Application.

If an error is received regarding assets that are not consistent with the transferor of the Amalgamation Application, the application was initiated too early and will need to be discarded and resubmitted in order to capture all changes to the assets included in the application.

5.4 Corporate Name Changes

This process allows companies within the province of British Columbia to change their corporate name. Once the Commission establishes a new company under the new corporate name, all assets held in the original corporate name will be transferred into the new corporation.

During the Corporate Name Change process, applications and amendments cannot be accepted under the new corporate name. Once the Corporate Name Change is complete, approval will be distributed to the client involved, and the new company can submit applications and amendments. Incomplete or incorrect applications will delay the processing of the name change.

Upon completion and approval of a Corporate Name Change all deficiencies and liabilities are the responsibility of the new corporate entity.

Please Note:

All applications regardless of status will be transferred to the new company name when an Amalgamation or a Name Change occurs.
Contact will need to be made with the Waste Management and Reclamation Division of the Oil and Gas Commission to discuss the corporate name change of the subject facility’s Waste Discharge Permit or Waste Discharge Registration. This process is necessary to ensure compliance with the Oil and Gas Waste Regulation. Contact can be initiated by calling (250) 794-5200.

Please Note:

After a Corporate Name Change has been approved, if the transferor has a Road Use Permit, the Commission may issue a new Road Use Permit to the Transferee, or the Transferee’s existing Road Use Permit may be amended.

5.4.1 Asset Transfer Fee

There is a $100 fee per OGAA permit to register a name change of assets with the Commission. If two consecutive name changes occur, the chain of title must be followed; therefore, the fees will double ($100 per OGAA permit per name change). All payments for name change fees will be made through the online payment portal, AMS Payment.

When reviewing an invoice for a name change in AMS Payment, if you require further information on the assets involved, please refer to the approved TANC Corporate Name Change Application.

5.4.2 Canada Energy Regulator Transfers

For detailed information regarding Canada Energy Regulator Corporate Name Change Transfers, please refer to the Canada Energy Regulator Asset Transfers section of this manual.

5.5 Corporate Name Change TANC Application

Navigate to the Commission’s eSubmission portal and initiate a name change application by selecting Corporate Name Change under Permit Administration, TANC in the sidebar. Please note the options to use TANC will not be visible unless the security role of asset transfer administrator is assigned to the user in KERMIT. Company administrators for an organization can assign this to individuals in their organization.
Choose the organization that is changing their name at the top right of the screen and then click on New Name Change Application to begin the application.

Provide and or update the information within all the tabs of the Corporate Name Change Application and then Submit to the Commission. A validation of the data will occur and indicate any errors or omissions in the application. All items marked with an asterisk (*) are mandatory and must be supplied. Further information regarding each tab of the Corporate Name Change Application is indicated below.

**Please Note:**

The Commission recommends that applicants wait until all documentation is gathered to initiate a Name Change Application. **If an application is initiated too soon, the applicant may be forced to discard and resubmit due to changes to the assets in the Name Change (status changes, purchase/sale of assets, etc.).**

**Name Change**

- **Operator Name**

  Enter the new legal name of the operator.
- **Operator Abbrev**
  Provide an abbreviation for the new legal name of the operator. This must be unique and 16 characters or less, including spaces. Operator Abbreviations are used in the naming of wells and facilities.

- **Incorporation ID**
  Provide the Incorporation number from the BC Registry Name Change Certificate.

- **BN9#**
  Provide the BN9# of the operator. A BN9 is a 9 digit number issued by the Federal Government (CRA).

- **Insurance Certificate Expiry Date**
  Provide the new expiry date as found on the updated Certificate of Insurance.

- **Director Information**
  Select Add Director and provide, for each Director of the company, the required information in the pop-up. If the Director information is auto-populated, each must still be verified for updates and accuracy. Full legal names of Directors are required.
**Contact Information**

Click the drop-down for each contact section and provide all mandatory fields. If the contact information is auto-populated, each must still be verified for updates and accuracy.

- **Systems Contact**
  
Enter a contact for correspondence related to this Corporate Name Change.

- **Corporate Legal Address**
  
Provide the current address of the organization

- **Corporate Contact Person Information**
Provide or verify the organization’s main contact person and information.

- **OGC General Finance**
  Provide or verify an email address for financial related correspondence such as permit fees, pipeline levies, and invoices. All other fields are optional.

- **Primary User Security Administrator**
  Provide or verify the individual who will be responsible for assigning security roles to users within their organization that will need access to Petrinex. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information. Changing the Primary USA will result in the Commission resetting the password to the USA’s account. A new temporary password will be sent securely via email to the new USA.

- **Backup User Security Administrator**
  Provide or verify a backup with the same role as the Primary User; this contact section is optional. Please note, if the contact provided is different from the contact currently recorded in Petrinex, the record will be updated with the new contact information in order to retain the most up to date information. Changing the Back-Up USA will result in the Commission resetting the password to the USA’s account. A new temporary password will be sent securely via email to the new USA.

- **OGC Company Administrator**
  Provide or verify the individual responsible for assigning security roles to KERMIT users within their organization that will need access to Commission’s Systems.

- **OGC Asset Transfer Administrator**
  Provide or verify the individual who will have access to TANC for processing Transfers of Assets and Corporate Structure Changes. (Currently TANC only processes Corporate Structure Changes but will later have added support for Asset Transfers.).

- **OGC Financial Administrator**
  Provide or verify the person responsible for managing Pre-Authorized Debit (PAD) agreements with the Commission and act as the primary contact person for invoice or payment related topics.
AD#

This tab of the Corporate Name Change Application displays all assets to be updated with the new legal name of the operator. Additional changes to well names that are the result of a change in working interests may be updated on this tab. In order to reflect a change, select the AD # required; only AD #s with wells will be highlighted and selectable. Enter the new working interest component (for example, ET AL) in the field provided. Existing working interest components may also be removed by selecting the AD# and removing the existing component shown in the box.

Please review the AD #s indicated and report any discrepancies in asset information to a Permit Administration Technician at assetmanagement@bcogc.ca.
Selecting an AD # with a well presents the Change Well Name pop-out box. Add, edit, or remove working interests in this box and hit save to update the well name.

Please Note:

It is recommended to request the Tenure Report and review the tenures held by a company prior to submitting a Name Change Application. All offered status tenures must be returned and paid, if applicable, before the Commission will approve a Corporate Name Change. For more information on requesting a Tenure Report, navigate to Chapter 6 of this manual.

Activity Summary

This tab provides a summary of all assets that are part of the Corporate Name Change Application.

Attachments

Upload the required documents by selecting the Document Purpose, and then Add. Choose the appropriate document and select upload. Repeat for each document required. Document types that can be uploaded are PDF, DOC, and DOCX. The following documents are mandatory for Corporate Name Change Applications.

- BC Corporate Registry Certificate

  The name change must be registered with the BC Corporate Registry. A copy of the BC Corporate Registry Certificate must be submitted (Alberta or Saskatchewan Name Change Certificates are not acceptable). For further information, visit the BC Registry Services website.
The BC Corporate Registry name change certificate is all that is required to assign the surface. A Surface Assignment Agreement is not required.

Any "offered" tenure must be executed and received in our office with the required fees prior to the approval of the name change.

Proof of Insurance
Comprehensive General Liability Insurance with a minimum coverage of $1,000,000 is required in order to hold a Crown Land surface tenure. The policy must include Cross-Liability and Blanket Contractual Liability clauses or endorsements. The insurance must include as named insured “the Oil and Gas Commission and Her Majesty the Queen in Right of the Province of British Columbia, her employees, servants, and agents.” The address for the BC Oil & Gas Commission is Bag 2, 6534 Airport Road, Fort St. John, B.C., V1J 2B0.

Upload documents in the following conventions

BC Registry Certificate_YYYYMMDD
Insurance_YYYYMMDD
Cover Letter_YYYYMMDD

For example – BC Registry Certificate_2018JUL12

Please Note:

Failure to use the required naming convention will result in a revision or decline of the application, which will lead to longer processing times.

Comments

This tab allows proponents to leave comments that the Commission can view when reviewing the application.

Submission

- Landowner Notification

  The Commission requires that private landowners be notified of any transfer of assets on their lands. If landowner notification has already been completed, indicate this on this tab.


- **PAD Agreement**

  Indicate if a PAD agreement, blank cheque and authorization for designation of financial administrator have been submitted. This submission is required for AMS payment module account setup.

- **Declaration**

  By checking I Accept Responsibility, the applicant confirms all of the assets in the application belong to the proponent; accepts responsibility for all deficiencies associated with the assets as well as all applicable legal and regulatory requirements; attests that all of the information provided on the application is true and correct.

**Please Note:**

| Deficiencies include, but are not limited to, inspections, Commission required documentation, As-Cleared plans, Post-Construction plans, final plans, tenure, surface rentals, etc. |

Once all information has been provided and the application is ready to submit, select Submit to the Commission. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Submit to the Commission again to submit the Corporate Name Change Application.

If an error is received regarding assets that are not consistent with the Permit Holder of the Name Change Application, the application was initiated too early and will need to be discarded and resubmitted in order to capture all changes to the assets included in the application.

If you have questions or require further information regarding Corporate Structure Changes, please contact a Permit Administration Technician at assetmanagement@bcogc.ca.
Chapter 6: Reports and Queries

Petrinex and TANC provide access to various reports and query functions. This section details how to view, download, and request reports and queries.

6.1 Petrinex Reports and Queries

6.1.1 Reports

<table>
<thead>
<tr>
<th>Submit Report Request</th>
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</thead>
<tbody>
<tr>
<td>Report:</td>
</tr>
<tr>
<td>Allocation - Cascade SAF Report</td>
</tr>
<tr>
<td>Allocation - OAF Report</td>
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<tr>
<td>Allocation - Variance Report</td>
</tr>
<tr>
<td>Allocation - W/O Report</td>
</tr>
<tr>
<td>Business Associate Report</td>
</tr>
<tr>
<td>Facility Infrastructure Report</td>
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<tr>
<td>Facility Operator Report</td>
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<tr>
<td>Licence Report</td>
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<tr>
<td>NGL and Sulphur Valuation Ensure Complete Report</td>
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<tr>
<td>NGL and Sulphur Valuation Report</td>
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<tr>
<td>Oil Valuation - Purchaser Report</td>
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<tr>
<td>Oil Valuation - Royalty/Tax Payor Report</td>
</tr>
<tr>
<td>Oil Valuation Existing Pending or Pending Delete Records Report</td>
</tr>
<tr>
<td>Pipeline Split - CTP Operator Report</td>
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<tr>
<td>Pipeline Split - Current Report</td>
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<tr>
<td>Pipeline Split - Operator Report</td>
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<tr>
<td>Pipeline Split - Owner Report</td>
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<tr>
<td>Pipeline Split - Shipper/Purchaser Report</td>
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<tr>
<td>Request Allowable Costs Submission Report</td>
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<tr>
<td>Royalty/Tax Attributes Changes Report</td>
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<tr>
<td>Royalty/Tax Attributes Report</td>
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<tr>
<td>Royalty/Tax Payor Missing/Incomplete Report</td>
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<tr>
<td>Royalty/Tax Payor Report</td>
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<tr>
<td>Volumetric Facility Activity Report</td>
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<tr>
<td>Volumetric Industry Extract</td>
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<tr>
<td>Volumetric Load Inventory Report</td>
</tr>
<tr>
<td>Waste Location Report</td>
</tr>
<tr>
<td>Waste Plant Facility Activity Report</td>
</tr>
<tr>
<td>Well Infrastructure Report</td>
</tr>
<tr>
<td>Well To Facility Link Report</td>
</tr>
</tbody>
</table>

Examples of reports that are available to request in Petrinex.
Navigate to Reports and Queries in Petrinex’s menu and click Submit Report Request. Choose the required report type and click go. Input the additional requested information and choose the report file type (PDF or excel format). Submit the request.

The completed report will be sent to the inbox within Petrinex. Please allow a few minutes for the message to generate, however, please note if the report is very large, Petrinex will add the report generation to an overnight queue.

In the message, navigate to the report hyperlink to view and save the report.

6.1.2 Queries

Navigate to Reports and Queries in Petrinex’s menu and click Submit Report Request. Choose the required report type and click go. Input the additional requested information and choose the report file type (PDF or excel format). Submit the request.

The completed report will be sent to the inbox within Petrinex. Please allow a few minutes for the message to generate, however, please note if the report is very large, Petrinex will add the report generation to an overnight queue.

In the message, navigate to the report hyperlink to view and save the report.

6.1.2 Queries

├── Reports and Queries
│   ├── Submit Report Request
│   ├── Upload Report Request
│   ├── Manage Output Format
│   ├── Queries
│   │   ├── Query Volumetric Submission
│   │   ├── Query Oil/LPG Shipper/Owner Pipeline Split
│   │   ├── Query Oil/LPG Static Shipper List
│   │   ├── Query Gas Shipper/Owner Pipeline Split
│   │   ├── Query Gas Static Shipper List
│   │   ├── Query SAF/OAF Volumes
│   │   ├── Query Well Licence
│   │   ├── Query Well Status
│   │   ├── Query Well
│   │   │   ├── Query Facility Information
│   │   │   ├── Query Facility Licence
│   │   │   ├── Query Facility Operational Status
│   │   │   └── Query Water Source Information
│   │   ├── Query Oil Valuation - Puchaser
│   │   ├── Query Oil Valuation - Deliveries to Refineries
│   │   └── Query Oil Valuation - Royalty/Tax Payer

Examples of query types that are available in Petrinex.

Petrinex also allows for querying well and facility information. Navigate to Reports and Queries, Queries, in Petrinex’s menu and choose the required Query type.

Within the query screen, apply filters to narrow your search. Click on the presented hyperlinks for additional information.
6.2 TANC Reports

![eSubmission sidebar menu](image)
6.2.1 Land Tenure Report Request

Navigate to eSubmission and select Land Tenure Report Request under Permit Administration, Reports and Information in the sidebar menu. Select New Land Tenure Request. Provide a comment and the email the report will be sent to once the request has been completed.

6.2.2 Activities Owned by Operator Report

Navigate to eSubmission and select Operator Activity Report under Permit Administration, Reports and Information in the sidebar menu. Select filters to include in the report, if required. Choose PDF or CSV (excel format) as the report output. PDF Reports will open in a new window of the internet browser. CSV Reports will prompt to open or save the spreadsheet.

![Filter and output options available for the Activities Owned by Operator Report]

6.2.3 Operator Deficiency Report

Navigate to eSubmission and select Operator Deficiency Report under Permit Administration, Reports and Information in the sidebar menu.
Choose PDF or CSV (excel format) as the report output. PDF Reports will open in a new window of the internet browser. CSV Reports will prompt to open or save the spreadsheet.
Chapter 7: Post-Construction Plan Submissions

To ensure the Commission has the most current digital and spatial information of actual area cleared for oil and gas development on Crown or private land, a Post-Construction Plan (PCP) must be submitted within 60 days of completed construction. Post-Construction Plans should only be submitted after construction of each activity is complete; partial disturbance should not be submitted if more construction will be completed on an activity.

Post-Construction Plans must be submitted through the eSubmission User Portal. For directions on how to submit these, refer to the eSubmission Portal User Guide.

Refer to INDB 2016-21 for more information on data submissions accepted through eSubmission.

Unconstructed activities on Post-Construction Plans will be cancelled. Any land tenures will be adjusted or cancelled, as appropriate.

7.1 Post-Construction Map

Post-Construction PDF Maps must include the following:

- Survey company’s name
- Date
- Legal location, and type of activity
- Title (“Post-Construction Plan”)
- Legend
- Area table including all types of disturbance:
- Area (ha) built under original permit
- Area (ha) built under amendment (add columns for multiple amendments)
- Area (ha) of new cut under original permit
- Area (ha) of new cut under amendment (add columns for multiple amendments)
- Area (ha) differentiated by Crown, private land

- Grid (PNG)
- Shape(s) of all disturbances
- North arrow
- Company contact’s email address
  - MLTC number, and
  - Cutting permit number
- All stream impact locations with crossing table

Additional eSubmission requirements for Changes in and About a Stream applications (this documentation will need to be uploaded in the same package as the pdf plan):

- Description/summary of all remedial works completed (seeding, planting etc.)
- Description of all instream works completed (stream bank armoring, rip-rap installations etc.)
- Sketch Plans clearly delineating where the above works have occurred

Please Note:

Area cleared under the original permit should not be included in the PCP submission area table, if it was reported under a previous PCP submission.

7.2 Post-Construction Plan Triggers

- Wellsite: 60 days post spud date.
- Pipeline: 60 days post Leave to Open date.
- Facility: 60 days post Leave to Open date.
- Road: 6 months from construction start date.
- Changes in and About a Stream: 60 days post completion of works.

**Figure 7.1: Post-Construction Plan PDF Example**

![Post-Construction Plan PDF Example](image)

### 7.3 Post-Construction Plan Frequently Asked Questions

**When are Post-Construction Plan submissions not required?**

- When there are subsequent drills with separate AD #s, but no additional area taken.
Please Note:

When there are subsequent drills with separate AD #s, but no additional area taken, companies may send in a service desk request to servicedesk@bcogc.ca to request the subsequent drills be indicated as having the Post-Construction Plan submission received.

- Construction of the activity(s) is not complete.

- The activity is a well facility that overlaps a wellsite.

Please Note:

If an entire AD # is being cancelled because it was never constructed, a Post-Construction Plan can be submitted with Never to be Constructed indicated for the entire AD #, or, a cancellation letter stating this information may be sent to tenuremanagement@bcogc.ca.

Why is there information entered in the Existing Cut Taken field on the Forestry tab?

- When a Post-Construction Plan has been previously submitted with information provided as the New Cut Taken, this will be shown in the Existing Cut Taken field.

- Enter the New Cut Taken for the second Post-Construction Plan submission in the appropriate field. The Actual Cut Taken field will list the total of the Existing Cut Taken and the New Cut Taken hectares.

Please Note:

Information entered in the Existing Cut Taken field on the Forestry tab is usually due to:
1. An amendment with additional cut taken
2. A previous Post-Construction Plan submission indicated Future Construction for an activity(s).

What if the Cutting Permit is held in another company’s name due to a Permit Transfer?

- If the previous company cleared the area, the current company can submit the Post-Construction Plan. The previous company will be billed for the area cleared.
If the current company cleared the area, a single use Cutting Permit needs to be applied for and approved prior to the Post-Construction Plan submission.

**What do I enter in eSubmission if the Cutting Permit is closed?**

- eSubmission will not allow you to enter any Forestry information if the Cutting Permit has already been closed and billed for previously.
- A closed Cutting Permit may be an indication that a Post-Construction Plan submission has already been completed.

**Why am I receiving an error message when attempting to submit or resubmit a Post-Construction Plan submission?**

- The Submitted PDF Document may need to be renamed (for example, a different date) as eSubmission will not accept a rejected PDF submission.
- Please review the eSubmission Spatial Data Submission Standards Manual.
- If you are having issues with the polygons, there are also templates available in the eSubmission Spatial Data Submission Standards Manual.
- There may not be Land ID’s for the activity or spatial may not have been properly converted in the Commission’s systems. In this case, please submit a service desk request to servicedesk@bcogc.ca to determine the reason and how to correct it.

**What if an explanation is required with the Post-Construction Plan submission? For example, an overlapping road portion is being removed.**

- Additional pages should be uploaded with the Submitted PDF Document, as per direction from a Permit Administration Technician.

**The As-Cleared Plan was previously submitted, why do I still need to submit a Post-Construction Plan?**

- On February 1, 2015, the Post-Construction Plan and the As-Cleared Plan were amalgamated into one submission.
- The Post-Construction Plan submission includes spatial information and indicates the actual construction, the As-Cleared Plan is not part of this submission.
• Any New Cut information should be included on the PDF plan.

**What if I need to split a Land ID in order to correct land type or to show actual construction?**

• This is not possible at this time, the Commission is waiting for a future enhancement to our systems in order to allow this.

• Please submit a service desk request to servicedesk@bcogc.ca requesting when this enhancement will be available. Please ensure to include the AD # and as much other information as possible.

**What if only some of the pipeline segments that were applied for and approved were constructed, do I still need to submit a Post-Construction Plan?**

• The Post-Construction Plan is based on the actual construction of the land, not the pipeline segments. Even if a segment is not active, but the construction was completed, a Post-Construction Plan submission is required.

• If all the segments are at the same location and the segments at NEW status are never to be constructed, but the Land ID is the same for all segments, submit the Post-Construction Plan and include a request to cancel the unconstructed segments on the PDF plan or on a separate uploaded page of the Submitted PDF Document.
  
  o If NCS Dates were submitted for the NEW segments, also include in the Submitted PDF Document that these dates were submitted in error.

• If construction is not complete for the project, the Post-Construction Plan should not be submitted; only submit the Post-Construction Plan once all construction is completed.

**Am I required to submit a Post-Construction Plan if the activity(s) was constructed by another company?**

• Any activity approved after October 4, 2010 requires a Post-Construction Plan submission, even if the activity was approved for and/or constructed by a previous company.
  
  o Post-Construction Plan submissions are a requirement of the activity’s permit.

• If an activity is in a company’s name as the result of the transfer, and the previous owner did not submit the Post-Construction Plan, the submission is the responsibility of the new company.
Why do I need to submit a Post-Construction Plan on an existing non-status road application when the road was constructed prior to the application?

- Any road approved after October 4, 2010 must have a Post-Construction Plan submission even if the road was approved to a company that did not originally construct the road.

- This is as per Section 11 of the Oil and Gas Road Regulation, which states, “Within 60 days of completion of the construction of an oil and gas road under a permit, the road permit holder must submit to the commission a report, in the form and manner specified by the commission, describing the location of the constructed road.”.

If I am submitting a Post-Construction Plan for an amendment, do I have to submit for activities included on a previous Post-Construction Plan submission?

- Yes, if a Post-Construction Plan is required after an amendment is approved, the submitted Post-Construction Plan will need to include all activities, not just those added or changed in the amendment.

Is there a way that I am able to request additional tenure for Associated Oil and Gas (AOGA) Activities in eSubmission?

- If you know that the AOGA’s included in a Post-Construction Submission will require additional tenure at the time of submission, additional pages can be included in the Submitted PDF Document requesting this additional tenure.

- The Permit Administration Technician who reviews the Post-Construction Plan submission will contact you to ask if additional tenure is required for any AOGA’s approved under Section 138 of the Petroleum and Natural Gas Act.

Can an activity be cancelled through a Post-Construction Plan submission?

- Yes, if the activity will never be built, it should be indicated as Never to be Constructed in the submission.

- If the activity is a road and it was constructed, it must be deactivated.
Please Note:

If an entire AD # is being cancelled because it was never constructed, a Post-Construction Plan can be submitted with Never to be Constructed indicated for the entire AD #, or, a cancellation letter stating this information may be sent to tenuremanagement@bcogc.ca.

**Will I be able to track my submissions in the eSubmission portal?**

- Yes, there is a submission log application within eSubmission that will allow you to track all submissions made to the Commission.

- A log is in each application and then a detailed submission log that allows to you both track and download your submissions is also available.

- For well data submissions, the DCP Administrator role is required to access the detailed submission log.

**How do I get permissions to make submissions in eSubmission?**

- Please see the eSubmission Quick Reference Guide for more information.

If you have questions or require further information regarding Post-Construction Plan submissions, please contact a Permit Administration Technician at tenuremanagement@bcogc.ca.
Chapter 8: Preliminary Survey Plan Submissions

Preliminary survey plans are submitted to the Commission for review and approval prior to submission of the plan to the Surveyor General.

To ensure the Commission has the most current and accurate spatial information, all Statutory Right of Way Survey plans must be submitted through the Commission’s eSubmission Portal. For directions on how to submit these, refer to the [eSubmission Portal User Guide](#).

Refer to [INDB 2016-21](#) for more information on data submissions accepted through eSubmission.

**Pipelines**

As per section 24 of the OGAA General Regulation, survey plans for portions of pipelines that go through Crown land must be submitted by the Permit Holder within 16 months of completing the pipeline, and must be approved by the Commission prior to submission to the Surveyor General.

If you have questions or require information regarding Preliminary Survey Plan submissions, please contact a Permit Administration Technician at tenuremanagement@bcogc.ca.
Appendix A: Agreement and Schedule Examples

Surface Assignment Agreement Example

ASSIGNMENT OF SURFACE RIGHTS

AREA: ____

THIS AGREEMENT made as of the_______ day of __, 20____

BETWEEN:

______________________, a body corporate with an office in the City of Calgary,
in the Province of Alberta (hereinafter referred to as "Assignor")

- and -

______________________, a body corporate with an office in the City of Calgary,
in the Province of Alberta (hereinafter referred to as "Assignee")

WHEREAS the Assignor is a party to or is a successor in title to a party to a British Columbia Right of Way Agreement (hereinafter called the "Right of Way") more particularly described on Schedule "A" attached hereto, and

WHEREAS the Assignor has agreed to assign all of its right in the Right of Way to the Assignee.

NOW THEREFORE THIS INDENTURE WITNESSETH, that in consideration of the sum of One ($1.00) Dollar and other valuable consideration, receipt of which is hereby acknowledged by the Assignor, the Assignor hereby assigns all of its right, title, estate and interest in and to the Right of Way to the Assignee.

The Assignor covenants that it has good right, full power and absolute authority to assign the tenures covered by the Right of Way but does not purport to convey and shall not warrant any better title to the tenures hereby assigned than it now has or is entitled to receive.

The Assignee hereby accepts the assignment and agrees with the Assignor that from and after the Effective Date it shall at all times be bound by, observe, and perform all duties and obligations to be observed and performed by the Assignor under the Right of Way.
The Assignor shall continue to remain liable and indemnify the Assignee from and against any liability, loss, costs, claims or damages arising out of any matter or thing relating to the Right of Way occurring or arising prior to the effective date, and the Assignee shall indemnify the Assignor from and against similar liability, loss, costs, claims or damages arising subsequent to the effect date.

The effective date of this agreement shall be the ____ day of __, 20__.

The Address and the British Columbia Incorporation Number of the Assignor is:

Assignor
Name
Address
Inc. No.

The Address and the British Columbia Incorporation number of the Assignee is:

Assignee
Name
Address
Inc. No.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed as of the day and year first written above.

ASSIGNOR

__________________________________________

(Assignor)

ASSIGNEE

__________________________________________

(Assignee)
### Surface Assignment Schedule Example

**Schedule “X”**

Attached to and forming part of the Assignment of Crown Agreements dated the ______ day of __, 20___, effective the ______ day of __, 20__________ between Company A, (Transferor) and Company B (Transferee).

<table>
<thead>
<tr>
<th>*Tenure File Plan No. (if applicable)</th>
<th>* Activity ID #</th>
<th>* CER only – AD# (if applicable)</th>
<th>*Legal Description (to / from location)</th>
<th>Tenure Type (e.g. SRW, Licence of Occupation)</th>
<th>Company File No. (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9600467 PGP999 WA 10001 d-6-c/94-I-2</td>
<td>SRW</td>
<td>S10001</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Mandatory fields – Tenure File, Activity ID# (and Segment #, if applicable), Legal Description.

* AD # (if applicable) is mandatory if CER Regulated.
Appendix B: Government Registries

Several government agencies register ownership of oil and gas assets and require that their ownership records be updated in the event of a transfer (for example, petroleum and natural gas leases, taxation records, production facilities, pipelines). Please see the following list.

- Ministry of Energy and Mines – to have PNG title transferred.
- Land Title and Survey Authority of British Columbia – to register a Statutory Right of Way.