



Permit Operations and Administration Manual

VERSION 1.42: October 2021

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 of 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](#).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
1.38	March 12, 2020	April 1, 2020	4.1.2 & Chapter 9	Section 4.1.2 was updated and Chapter 9 was added as a new section.
1.39	September 18, 2020	September 18, 2020	Various	Updates to Petrinex samples in support of changes to Petrinex's User Interface and display. Small edits to information throughout.
1.40	March 1, 2021	March 1, 2021	Various	Updates made in support of the renaming of AMS Payment to ePayment and process changes regarding the Surface Assignment Schedule 'A' mandatory fields. Other edits to information and formatting made throughout.
1.41	July 12, 2021	July 12, 2021	Various	Various updates were made to the manual. Notably, updates to Chapter 7 were completed in support of Post Construction Plan submission requirements via eSubmission.
1.42	October 5, 2021	October 5, 2021	Various	Updates made in support of the launch of Permit Transfers in eSubmission. Other minor edits completed throughout.

Preface

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 ePayment Module

Application fees must be paid by companies submitting applications to the Commission for oil and gas activity permits. Application fees are paid using electronic funds transfer (EFT) through the Commission's secure online portal for all fees and levies, ePayment. In order to set up an ePayment account, the Commission requires the following documents to be submitted:

- 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. An example letter of authorization can be found on our website.
- A [Pre-authorized Debt \(PAD\) Agreement Form](#) completed by the Financial Administrator.
- Either a void cheque or signed letter from the company's banking institution confirming the validity of the banking account information.

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

Mailing address: Attention: Finance, PO Box 9331 Stn Prov Govt, B.C., V8W 9N3.

Courier address: Attention: Finance, 2950 Jutland Rd., Victoria, BC, V8T 5K2

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.bconecall.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. Permit Holders will provide their BC Registry Incorporation ID. Client companies registering to submit applications or information on behalf of Permit Holders and companies who do not require access to Commission systems will leave Incorporation ID blank.

General Information

This Application is for: ☒ Company ☐ Individual

Legal Name: *

Legal Name Effective Date: 2020-09-11

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

Mailing Address: *

City: *

Country: * CANADA Prov/State: * BRITISH COLUMBIA

Postal/Zip Code: * (Maximum characters for Canada - 6; USA - 9; other countries - 12.)

Mailing Address Effective Date: 2020-09-11

Telephone: *

Country Code	Number	Extension
1 CANADA <input type="text"/>	<input type="text"/>	<input type="text"/>

Fax:

Country Code	Number	Extension
1 CANADA <input type="text"/>	<input type="text"/>	<input type="text"/>

Email: *

Business Number (BN9):

Incorporation ID:

Contact Person Information

When 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: *

Country Code	Number	Extension
1 CANADA <input type="text"/>	<input type="text"/>	<input type="text"/>

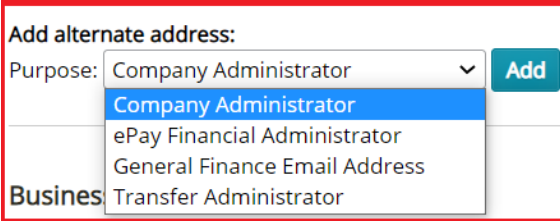
Email: *

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.



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 company 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.

Business Associate Alternate Address

Alternate Address Purpose:	Company Administrator		
Care/Of Identifier:	<input type="text"/>		
Care/Of BA Legal Name:	<input type="text"/>		
Contact Last Name: *	<input type="text"/>		
Contact First Name: *	<input type="text"/>		
Contact Middle Name:	<input type="text"/>		
Mailing Address: *	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
City: *	<input type="text"/>		
Country: *	<input type="text" value="CANADA"/>	Prov/State: *	<input type="text" value="BRITISH COLUMBIA"/>
Postal/Zip Code: *	<input type="text"/>		
Last Updated Date:	<input type="text"/>		
Telephone: *	<input type="text" value="1"/> <input type="text" value="CANADA"/>	-	<input type="text" value="Number"/> - <input type="text" value="Extension"/>
Email: *	<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

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](#).

Commission Clients such as engineering firms, land agents, etc. registering for Commission access must provide the Company Administrator alternate address. Permit holders registering with the Commission 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

A Primary User Security Administrator must be provided when the applicant is a company; 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.

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:

1	2	3	4	5
GASCO	ET AL	HZ	TATTOO	C-055-B/93-0-09

Facility names include the following components:

1. BA Abbreviated Name (Operator Abbreviation).
2. Oil or Gas Field.
3. Location.

For example:

1	2	3
GASCO	TATTOO	C-055-B/93-0-09

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. 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 (*where the date is the certificate's date*)

Insurance_YYYYMMDD (*where the date is the certificate's expiry date*)

Corporate Profile_YYYYMMDD

MLTC Application_YYYYMMDD

Cover Letter_YYYYMMDD

List of Directors_YYYYMMDD

For example – BC Registry Certificate_2018JUL12

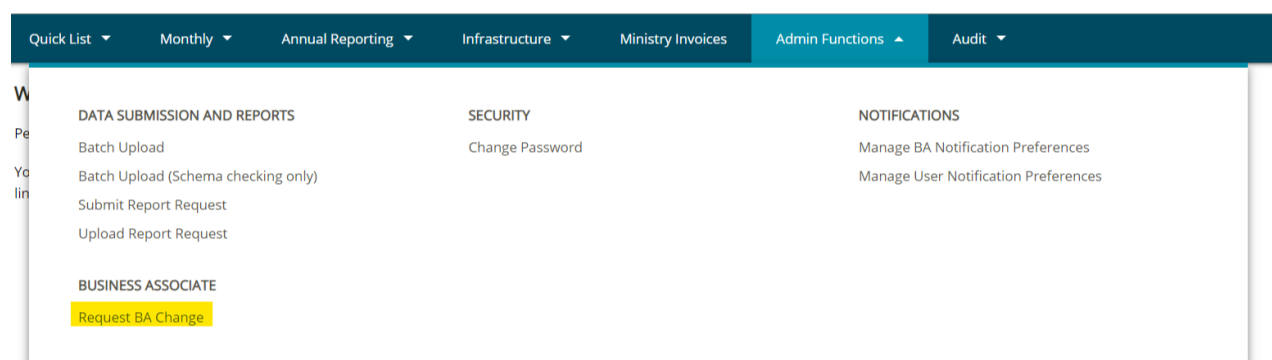
All uploads must be in PDF format. Upload each required document and click Submit to submit the New BA Identifier application.

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

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. Permit Holders will provide or may update their BC Registry Incorporation ID. Client companies registered to submit applications or information on behalf of Permit Holders and companies who do not have access to Commission systems will leave Incorporation ID 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).

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

Mailing Address: * 123 Road SW

City: * Calgary

Country: * CANADA **Prov/State: *** ALBERTA

Postal/Zip Code: * T2P 4J8 (Maximum characters for Canada - 6; USA - 9; other countries - 12.)

Mailing Address Effective Date: 2019-02-11

Telephone: *

Country Code	Number	Extension
1 CANADA	4031231234	

Fax:

Country Code	Number	Extension
1 CANADA	4031231234	

Email: * email@email.com

Business Number (BN9): 123456789

Incorporation ID: A0012345

BA Corporate Status: ACTIVE **Effective Date:** 1989-08-01

BA Confirmed Address: Y

Contact Person Information

The provided contact person information may be edited, or if not already input, must be provided.

Contact Person Information

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

Contact Person Last Name: * Last Name

Contact Person First Name: * First Name

Contact Person Middle Name:

Telephone: *

Country Code	Number	Extension
1 CANADA	4031231234	

Email: * email@email.com

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.

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
ePay Financial Administrator
General Finance Email Address
Transfer Administrator

Add

Choose each applicable alternate address and click “add” (above) or “edit” (below).

Alternate Address Purpose: Company Administrator

Edit

Delete

Last Name: Last Name

First Name: First Name

Middle Name:

Mailing Address: 123 Road SW

City: Calgary

Prov/State: ALBERTA

Postal/Zip Code: T2P 4J8

Country: CANADA

Last Updated Date: 1989-08-01

Telephone: Country Code Number Extension

1 - 4031231234 -

Email: email@email.com

Care/Of Identifier:

Care/Of

Legal Name:

Descriptions of the Alternate Address roles are as follows:

- Company Administrator** – responsible for assigning security roles to KERMIT users of a company 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.

Commission Clients such as engineering firms, land agents, etc. registering for Commission access must provide the Company Administrator alternate address. Permit holders registered with the Commission 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 Company 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. A Working Interest Owner role end date can only be entered once a Business Associate has sold all working interests in all wells in BC. BA Roles already assigned to a Business Associate cannot be edited. Ensure Commission Online Services is selected 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 now applying to become a permit holder with the Commission.

Commission Clients will not edit this 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 (*where the date is the certificate's date*)

Insurance_YYYYMMDD (*where the date is the certificate's expiry date*)

Corporate Profile_YYYYMMDD

MLTC Application_YYYYMMDD

Cover Letter_YYYYMMDD
USA Authorization_YYYYMMDD
List of Directors_YYYYMMDD

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.

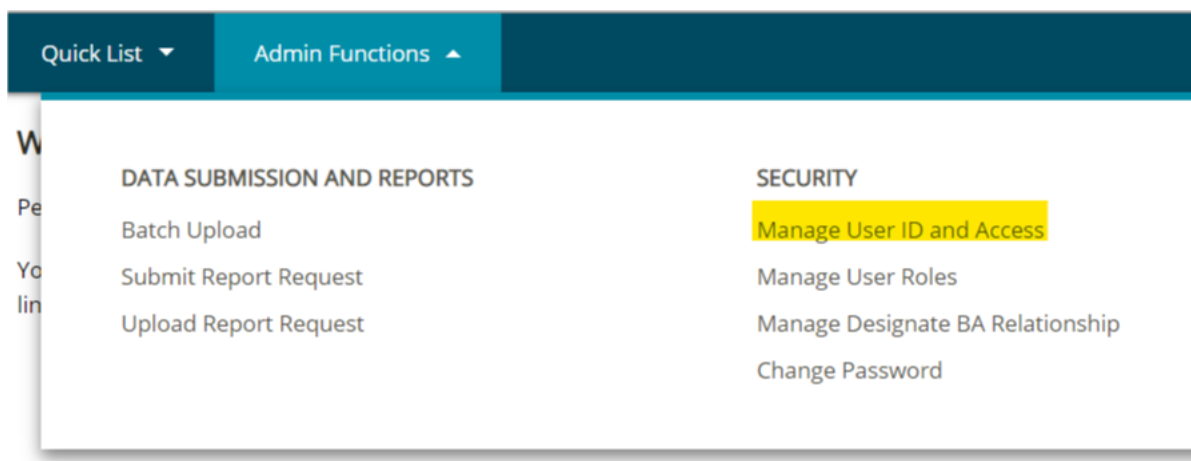
3.2 User Security Administrator (USA) Information

Primary and Back-Up User Security Administrators (USA's) are responsible for assigning securities to individuals within their organization that require access to Petrinex. In Petrinex, securities are grouped under user roles; each user role has a list of tasks that it can complete. User roles range from having all tasks open to them (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

Jurisdiction:	<input type="text" value="British Columbia"/>
Business Associate:	<input type="text" value="00123"/>
User ID:	<input type="text" value="PRIMARY_USA"/>
Password:	<input type="password" value="....."/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



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.

Manage User ID

Views
Personal Info ▼

Personal Information

User ID:

Surname:

First Name:

Second Name:

Telephone: (Country code - number - extension)

Fax: (Country code - number - extension)

Email:

Access

Experimental Confidential Wells: ☐ Yes ☒ No

Active User: ☒ Yes ☐ No

Mail Override: ☐ Yes ☒ No

Roles
00237 Canadian Natural Resources Limited ▼

Available Roles

- Read Only - Canadian Natural F
- PCOS Query - Canadian Natural
- PCOS Edit - Canadian Natural F
- Production Accounting - Canadi

Assigned Roles

- Comprehensive - Canadian Natur

Navigation: << >>

Buttons: Submit Cancel Reset Password Save As

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 users who have access to submit a Request a BA Change Application. 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).

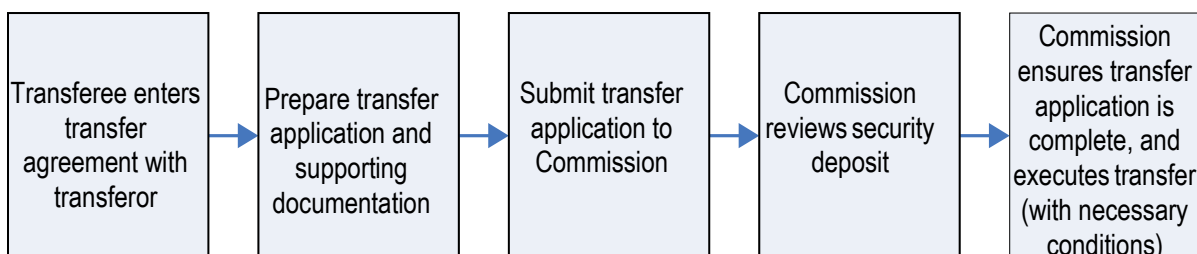
Temporary Petrinex passwords are emailed by the Commission in the event of a new Business Associate, an approved Request a BA Change Application to add a new USA contact, and when USA's are added to a BA with an existing BA ID who has not yet registered for Petrinex access. Password emails self-destruct 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: Permit Transfers

4.1 Permit 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.



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 application and supplementary documentation is correct. To expedite a transfer, please ensure all measures have been taken to submit the proper information in the proper format.

Permit Transfer Applications may be declined or put into revision 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 or when searching by activity ID when selecting a permit in the eSubmission Permit Transfer Application.

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

Permit Transfers and supporting documentation are submitted via [eSubmission](#). Any questions may be emailed to assetmanagement@bcogc.ca.

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, ePayment.

4.1.2 Partial Permit Transfers

The process of transferring a segment(s) of pipeline or road, or a Partial Permit Transfer, varies from that of a Permit Transfer and is not submitted digitally via eSubmission at this time. In order to transfer a segment(s), the Partial Permit Transfer Application Form must be filled out and submitted to assetmanagement@bcogc.ca, however there are additional requirements such as a plan that covers the location(s) of the pipeline or road segment(s) being transferred and retained.

The plan that covers the location(s) of a pipeline segment(s) must include the following information on the plan (additional information may be requested):

- Location
- Width

- Company Name
- Hectares
- BCGS Map Sheet
- District (Peace, etc.)
- OGC File number, AD number and/or cross reference file number

The plan that covers the location(s) of a road segment(s) must include the following information on the plan (additional information may be requested):

- Location
- Width
- Company Name
- OGC File number, AD number and/or cross reference file number

A Historical Pipeline/Road Submission or Post-Construction Plan may be required after transfer approval in order to provide spatial data and/or other required information to the Commission.

Please Note:

Following approval of a Partial Permit Transfer, there may be additional requirements requested of the transferor and/or the transferee, including, but not limited to:

- An Amendment Application in AMS to add stream crossings
- A Post-Construction Plan submission for constructed information and/or spatial data
- Legal Plan submissions in eSubmission
- Historical Submissions to provide updated road/pipeline information

4.2 Transfer Considerations

Prior to initiating the permit transfer application, 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 cannot be initiated in eSubmission except by the actual owner of the asset(s), EVEN IF it is a parent or an affiliated company.

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 permit(s) to take place, the company receiving the permit(s) (transferee) must be a registered company in British Columbia and **must** be set up with the Oil and Gas Commission.

Ensure the transferor and transferee can access eSubmission to submit a Permit Transfer Application

To access and submit a Permit Transfer Application via eSubmission, the security role of asset transfer administrator must be assigned to the user(s) in KERMIT. Company administrators for an organization can assign this to individuals in their organization.

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

When submitting a Permit Transfer Application, please include the correct email address for each system contact of the companies to ensure the appropriate contacts are notified of the approval.

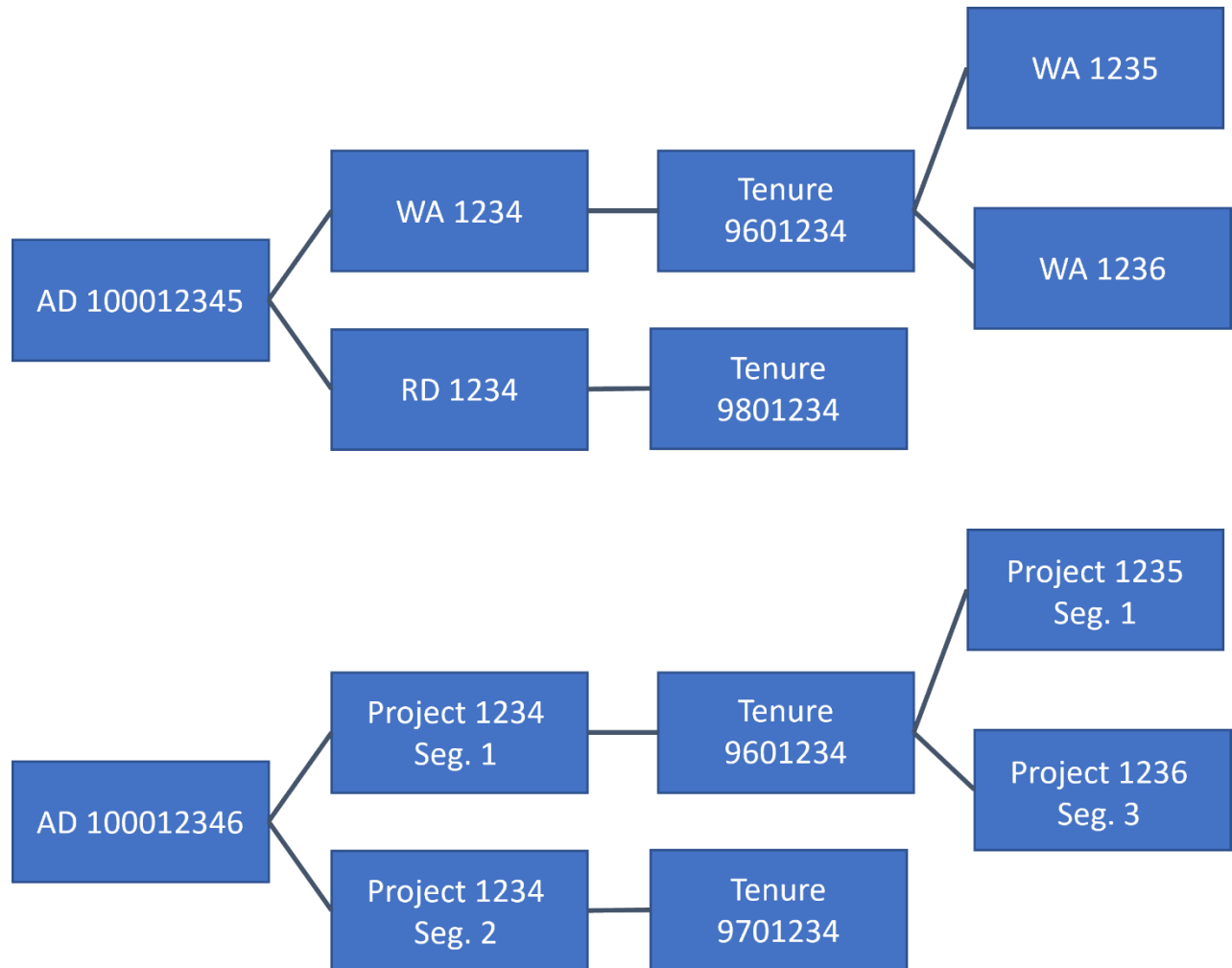
Transfer	Permit Selection	AD #	Activity Summary	Attachments	Comments	Assign to Transferee
Transferor Corporate Information Operator Name: Canadian Natural Resources Limited Operator Abbrev: CNRL BA Identifier: 00237 Incorporation ID: A-0116331 BN9#: 121346357				Transferee Corporate Information Operator Name: PETRONAS Energy Canada Ltd. Operator Abbrev: PETRONAS BA Identifier: 00691 Incorporation ID: A0089569 BN9#: 871860383		
Corporation to be invoiced for Permit Transfer fees: PETRONAS Energy Canada Ltd.						
System Contacts for all email correspondence relating to the processing of the application						
Transferor System Contact * Contact First Name: Joe Contact Last Name: Swanson Contact Phone: (123) 456-7890 Contact Email: email@company.ca				Transferee System Contact * Contact First Name: Susan Contact Last Name: McDonald Contact Phone: (123) 456-7890 Contact Email: email@company.ca		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						

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 activities encompassed by a tenure file are included in a Permit Transfer application.

Activities contained on a permit may have more than one tenure file. Additionally, an activity contained on a permit may be covered by a tenure file that encompasses more permits with separate AD #s. All permits and tenure files in these situations must be included on the same Permit Transfer Application.



Canada Energy Regulator Transfers

For detailed information regarding Canada Energy Regulator Transfers, please refer to the [Canada Energy Regulator](#) 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 submitting the Permit Transfer Application 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, Mines and Low Carbon Innovation](#).

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 in the application.

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.

Secondary well name abbreviations may be added or removed on the AD tab of the Permit Transfer Application.

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 wellsite with an approved Certificate of Restoration (CoR) may be transferred by via the Permit Transfer Application.

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, 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 they submit the Permit Transfer Application. 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 activities 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.bconecall.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 they submit the Permit Transfer Application. 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 activities 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.

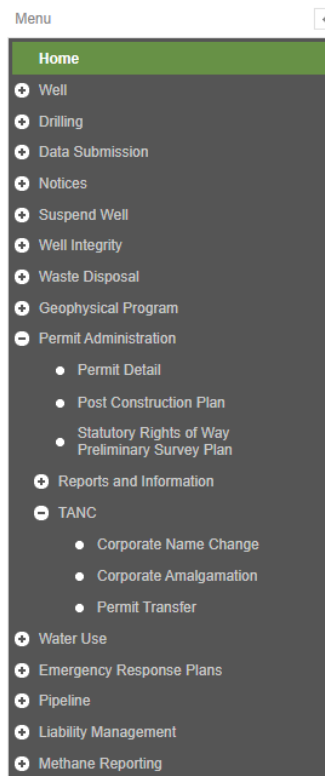
4.2.5 Land Act Transfers

Determine if temporary permits can be transferred.

Temporary permits may be transferred via the Permit Transfer Application 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 TANC Application - Transferor

Navigate to the Commission's [eSubmission](#) portal and initiate a Permit Transfer application by selecting Permit Transfer under Permit Administration, TANC in the sidebar. The transferor company must initiate all transfer 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.



eSubmission menu sidebar

Choose the organization that owns the permits (the transferor) on the top right and then click on New Permit Transfer (Transferor) to begin the application.

Select the permits to transfer 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 Permit Transfer Application is indicated below.

Transfer

Select the Operator Name of the company acquiring the Permits (the transferee). Indicate which company will be invoiced in ePay beside the Corporation to be invoiced for Permit Transfer fees. Provide/update the systems contacts for all emails relating to the processing of this application, including approval notification. The transferor system contact will default to the user logged in but may be adjusted. The initial contact provided for the transferee will be notified via email when you assign the application to their company for further processing.

Permit Selection

Select Find Permits for Transferor to begin selecting the permits that will be included in the Permit Transfer application. Permits may be searched for by various fields, or by selecting "Query Permit" without entering a search item, a list of all permits in the transferor's name will populate.

Select the permits to include in the transfer by selecting the appropriate checkbox and choosing Add Selected Permits to Transfer.

The screenshot shows the 'Find Permit' interface. At the top, there are tabs for 'Find Permit', 'Attachments', 'Comments', and 'Assign to Transferee'. Below the tabs is a search form with fields for Permit AD #, WA #, Road #, Water Use #, Legacy OGC File #, Operator (set to 'Canadian Natural Resources Limited'), Facility ID, Project #, Geo #, Associated Activity #, CIAS #, Land ID, and Tenure #. Below the search form are buttons for 'Query Permit', 'Reset', 'Add Selected Permits to Transfer', and 'Close'. Below the buttons is a table of permits with columns: AD#, Type, Approval Date, Cancelled Date, Expired Date, and Include in Transfer. The table lists 10 permits, all from 'Canadian Natural Resources Limited', with approval dates ranging from 1951-01-03 to 1955-01-25. The 'Include in Transfer' column has checkboxes, with the first and eighth rows checked. At the bottom of the table, it says '1-10 out of 17877' and there are pagination controls.

AD#	Type	Approval Date	Cancelled Date	Expired Date	Include in Transfer
100000043	Canadian Natural Resources Limited	1951-01-03			<input checked="" type="checkbox"/>
100000063	Canadian Natural Resources Limited	1952-05-11			<input type="checkbox"/>
100000096	Canadian Natural Resources Limited	1953-05-20			<input type="checkbox"/>
100000115	Canadian Natural Resources Limited	1953-09-25			<input type="checkbox"/>
100000131	Canadian Natural Resources Limited	1954-06-02			<input checked="" type="checkbox"/>
100000141	Canadian Natural Resources Limited	1954-10-06			<input type="checkbox"/>
100000146	Canadian Natural Resources Limited	1954-11-03			<input type="checkbox"/>
100000159	Canadian Natural Resources Limited	1955-01-04			<input type="checkbox"/>
100000161	Canadian Natural Resources Limited	1955-01-10			<input type="checkbox"/>
100000164	Canadian Natural Resources Limited	1955-01-25			<input type="checkbox"/>

Once all permits have been selected, choose Confirm Permit List Complete.

Please Note:

Once permits have been confirmed they may not be removed from the application. Permits also cannot be added to the application once it has been confirmed. If addition or removal of permits are required, the application must be discarded and restarted. A second Permit Transfer application may also be started to transfer additional permits, if desired; multiple transfers between two companies may occur simultaneously.

If there are any considerations regarding the permits selected, a warning(s) will be displayed to the user to accept prior to confirming. These warnings will also be displayed to the transferee.

Validate Permit Selections

Warnings have been found for this transfer.

Warning flags can be reviewed for each activity in the AD# Tab.

This transfer has the following warnings:

WARNING – POST CONSTRUCTION PLANS REQUIRED

An activity included in this application requires a post-construction plan submission in eSubmission.

This submission will be the responsibility of the transferee. Failure to submit the required post-construction plan may result in an administrative deficiency.

WARNING – SURVEY PLANS REQUIRED

A pipeline segment requires the submission of a survey plan for the associated tenure in eSubmission.

This submission will be the responsibility of the transferee. Failure to submit the required survey plan will result in an administrative deficiency.

Confirm Permit List is Complete and Accept Warnings

Return to Application without Confirming

Examples of Permit Transfer Warnings prior to confirming permits

AD#

This tab of the Permit Transfer Application displays all activities that have been included in the permit transfer.

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.

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.

Changes to tenures may be made for activities that are on crown land that do not have a linked tenure file. In order to reflect a change, select the tenure field required; only fields that indicate “Add Tenure” may be edited. Select Add Tenure File in the pop out, enter the tenure file in the field provided, and save. Only tenures currently in the transferor or transferee’s name in KERMIT may be entered.

Activity Summary

This tab provides a summary of all activities that are part of the Permit Transfer Application.

Attachments

If there are associated deficiencies for any of the permits in the transfer, an Operator Deficiency Report for those AD #s will be automatically attached in this tab for the review of all parties.

If a supplementary Land Act Tenure transfer will be included (i.e. well extensions), select Yes to the applicable question. Otherwise select No. For more information on Land Act Transfers, please see section 4.6 of this manual.

Surface Assignment and Canada Energy Regulator (CER) documentation is not indicated as mandatory at this stage. However, if these documents are required they will be marked as mandatory when the transferee

submits the application to the Commission for review. It is the decision of the transferor and transferee which party is responsible to upload this document. As such, upload these documents in this tab if applicable.

For more information on Surface Assignment documentation requirements, please review section 4.5 of this manual. For more information on CER documentation requirements, please review section 4.7 of this manual.

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.

Upload documents in the following conventions:

Surface Assignment_YYYYMMDD

Surface Assignment Schedule A_YYYYMMDD

CER Board Order_YYYYMMDD

CER Approval Letter_YYYYMMDD

Legal Plan_YYYYMMDD

For example – Surface Assignment_2021JUL12

Comments

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

Assign to Transferee

If the transferor has indicated their company as responsible for AMS payment, confirmation regarding the company's PAD agreement will be requested. Indicate if a PAD agreement, blank cheque and authorization for designation of financial administrator have been submitted. This submission is required for ePayment module account setup.

By checking I Accept Responsibility, the applicant 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 in AMS for the assets in the application; understands invoice information will be found in ePayment.

Please Note:

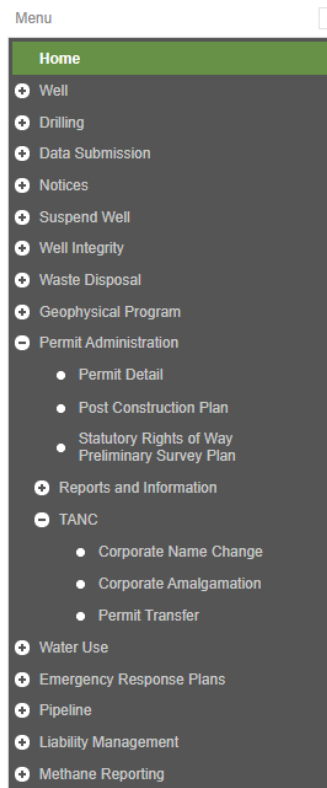
Deficiencies include, but are not limited to, inspections, Commission required documentation, As-Cleared plans, Post-Construction plans, final plans, tenure, surface rentals, etc.

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 Permit Transfer Application.

4.4 Permit Transfer TANC Application - Transferee

Once the transferor has successfully assigned the Permit Transfer Application to the transferee, an email notification will be sent to the transferee's system contact provided by the transferor. Navigate to the Commission's [eSubmission](#) portal and continue the Permit Transfer Application by selecting Permit Transfer 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.



eSubmission menu sidebar

Review the permits included in the Permit Transfer and then submit the application to the Commission for review. 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 Permit Transfer Application is indicated below.

Transfer

Provide/update the system contact for all emails relating to the processing of this application, including approval notification. The transferee contact has been provided by the transferor but may be updated at this time for future correspondence.

Provide/update the transferee company's directors. 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 Transfer tab.

Permit Selection

Permits included in the transfer are listed here for confirmation.

Transfer	Permit Selection	AD #	Activity Summary	Attachments	Comments	Submission																		
<table border="1"> <thead> <tr> <th>AD# ▲</th> <th>Type ▼</th> <th>Approval Date ▼</th> </tr> </thead> <tbody> <tr> <td>100006916</td> <td>Canadian Natural Resources Limited</td> <td>1979-03-16</td> </tr> <tr> <td>100022758</td> <td>Canadian Natural Resources Limited</td> <td>1998-06-11</td> </tr> <tr> <td>100058152</td> <td>Canadian Natural Resources Limited</td> <td>2006-12-10</td> </tr> <tr> <td>100062637</td> <td>Canadian Natural Resources Limited</td> <td>2007-12-06</td> </tr> <tr> <td>100075789</td> <td>Canadian Natural Resources Limited</td> <td>2012-03-19</td> </tr> </tbody> </table>							AD# ▲	Type ▼	Approval Date ▼	100006916	Canadian Natural Resources Limited	1979-03-16	100022758	Canadian Natural Resources Limited	1998-06-11	100058152	Canadian Natural Resources Limited	2006-12-10	100062637	Canadian Natural Resources Limited	2007-12-06	100075789	Canadian Natural Resources Limited	2012-03-19
AD# ▲	Type ▼	Approval Date ▼																						
100006916	Canadian Natural Resources Limited	1979-03-16																						
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100058152	Canadian Natural Resources Limited	2006-12-10																						
100062637	Canadian Natural Resources Limited	2007-12-06																						
100075789	Canadian Natural Resources Limited	2012-03-19																						
1-5 out of 5 << < 1 > >>																								
<div>Confirm Permits Correct</div> <div>Discard</div>																								

Once the permits are confirmed, choose Confirm Permits Correct.

Please Note:

Once permits have been confirmed by the transferor they may not be removed from the application. Permits also cannot be added to the application once it has been confirmed by the transferor. If addition or removal of permits are required, the application must be discarded and restarted by the transferor company. A second Permit Transfer application may also be started to transfer additional permits, if desired; multiple transfers between two companies may occur simultaneously.

If there are any considerations regarding the permits selected, a warning(s) will be displayed to the user to accept prior to confirming. These warnings were also displayed to and confirmed by the transferor.

Validate Permit Selections

Warnings have been found for this transfer.

Warning flags can be reviewed for each activity in the AD# Tab.

This transfer has the following warnings:

WARNING – POST CONSTRUCTION PLANS REQUIRED

An activity included in this application requires a post-construction plan submission in eSubmission.

This submission will be the responsibility of the transferee. Failure to submit the required post-construction plan may result in an administrative deficiency.

WARNING – SURVEY PLANS REQUIRED

A pipeline segment requires the submission of a survey plan for the associated tenure in eSubmission.

This submission will be the responsibility of the transferee. Failure to submit the required survey plan will result in an administrative deficiency.

[Confirm Permit List is Complete and Accept Warnings](#)

[Return to Application without Confirming](#)

Examples of Permit Transfer Warnings prior to confirming permits

AD#

This tab of the Permit Transfer Application displays all activities that have been included in the permit transfer.

Changes to well names that are the result of a change in working interests may be updated on this tab. Well name changes made by the transferor may be viewed but not edited. 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.

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.

Changes to tenures may be made for activities that are on crown land that do not have a linked tenure file. Tenures added by the transferor may be viewed but not edited. In order to reflect a change, select the tenure field required; only fields that indicate "Add Tenure" may be edited. Select Add Tenure File in the pop out, enter the tenure file in the field provided, and save. Only tenures currently in the transferor or transferee's name in KERMIT may be entered.

The screenshot shows a web application interface for permit transfers. At the top, there's a header bar with the title 'Permit Operations and Administration Manual'. Below it, a form titled 'Enter Tenure File#' is visible. The form contains fields for 'AD # 100075789' and 'Well Number 28174'. Below these fields, there's a table with columns: 'Tenure File #', 'Entered By', 'Entered Date', 'Approved', and 'Remove'. The table has one row with the value '(Transferor)' in the 'Entered By' column. Below the table, there are buttons for 'Add Tenure File', 'Save', and 'Cancel'. At the bottom, there's a pagination control showing '1-1 out of 1' and a dropdown menu set to '10'.

Activity Summary

This tab provides a summary of all activities that are part of the Permit Transfer Application.

Attachments

If there are associated deficiencies for any of the permits in the transfer, an Operator Deficiency Report for those ADs will be automatically attached in this tab for the review of all parties.

If there are tenure files associated to the permits in the Permit Transfer Application, a Surface Assignment and Surface Assignment Schedule A will be mandatory attachments. Likewise, if the transferor has indicated a supplementary Land Act Transfer is being included, a Surface Assignment and Surface Assignment Schedule A will be mandatory attachments. For more information on Land Act Transfers, please see section 4.6 of this manual.

Surface Assignment and Canada Energy Regulator (CER) documentation is not indicated as mandatory for the transferor as it may be uploaded by either the transferor or the transferee. However, if these documents are required and have not yet been attached, they will be marked as mandatory prior to submitting the application to the Commission. It is the decision of the transferor and transferee which party is responsible to upload this document. As such, upload these documents in this tab if applicable.

For more information on Surface Assignment documentation requirements, please review section 4.5 of this manual. For more information on CER documentation requirements, please review section 4.7 of this manual.

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 transferor and the Commission. Document types that can be uploaded are PDF, DOC, and DOCX.

Upload documents in the following conventions:

Surface Assignment_YYYYMMDD
 Surface Assignment Schedule A_YYYYMMDD
 CER Board Order_YYYYMMDD
 CER Approval Letter_YYYYMMDD
 Legal Plan_YYYYMMDD

For example – Surface Assignment_2021JUL12

Comments

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

Submission

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.

If the transferor has indicated the transferee as responsible for AMS payment, confirmation regarding the company's PAD agreement will be requested. Indicate if a PAD agreement, blank cheque and authorization for designation of financial administrator have been submitted. This submission is required for ePayment module account setup.

By checking I Accept Responsibility, the applicant confirms deficiencies are the responsibility of the transferee as well as all applicable legal and regulatory requirements; declares the transferee is the holder of, or has an agreement with the holder of, the PNG rights of any wells within the application; attests that all of the information provided on the application is true and correct; understands invoice information will be found in ePayment.

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 Submit to OGC. 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 OGC again to assign the Permit Transfer Application.

4.5 Surface Assignment Agreement

If permits 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 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, an agreement date, and an effective date.

For an example of a [Surface Assignment Agreement](#), please see Appendix A.

4.5.1 Surface Assignment Schedule A

The Surface Assignment Schedule A must be submitted with the Surface Assignment Agreement.

The schedule must list the tenure file number for each corresponding asset. Optional columns are AD #, legal description, tenure type, document number, and client file number.

The dates on the Surface Assignment Schedule A must match the dates on the Surface Assignment Agreement.

For an example of a [Surface Assignment Schedule A](#), please see Appendix A.

4.6 Land Act Transfers

The Commission transfers additional tenures without an associated permit (for example, some campsites, land farms, quarries, well/facility extensions, etc.) through a Surface Assignment Agreement under the Land Act. A Land Act transfer may be submitted as a stand-alone application to assetmanagement@bcogc.ca, or included as a part of a Permit Transfer Application in eSubmission (i.e. a Well Extension tenure file transferred along with its associated well tenure).

4.6.1 Land Act Transfer Requirements

Land Act Transfer Package Cover Page

When submitting a stand-alone Land Act Transfer a cover page is required to provide a company contact name and email for both the transferor and transferee. All approval documentation will be sent to these contacts via email. A summary of the number of assets to be transferred by asset type should be indicated, as well.

Surface Assignment Agreement

For activities/files 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 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, an agreement date, and an effective date.

For an example of a [Surface Assignment Agreement](#), please see Appendix A.

Surface Assignment Schedule A

The Surface Assignment Schedule A must be submitted with the Surface Assignment Agreement. The schedule must list the tenure file number for each corresponding asset. Optional columns are legal description, tenure type, document number, and client file number.

The dates on the Surface Assignment Schedule A must match the dates on the Surface Assignment Agreement.

For an example of a [Surface Assignment Schedule A](#), please see Appendix A.

4.7 Canada Energy Regulator 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, an agreement date, and an effective date.
- For an example of a [Surface Assignment Agreement](#), please see Appendix A.
- Surface Assignment Schedule A:
 - A schedule must be submitted with the Surface Assignment Agreement.
 - If applicable, the schedule must list the AD #. The schedule must list the corresponding surface file number of the land. Optional columns are legal description, tenure type, document number, and client file number.
 - The dates on the Surface Assignment Schedule must be consistent with the dates on the Surface Assignment Agreement.
 - 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 a CER regulated pipeline or facility or CER related ancillary.

4.8 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" within 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

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. The Amalgamation Established Date cannot be prior to the date that the transferee company registered as a Permit Holder with the Commission. 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, ePayment.

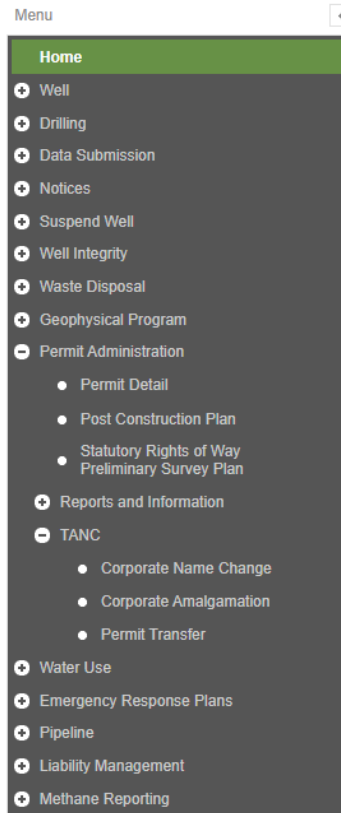
When reviewing an invoice for an amalgamation in ePayment, if you require further information on the assets involved, please refer to the approved TANC Corporate Amalgamation Application.

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.



eSubmission menu sidebar

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.

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

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.

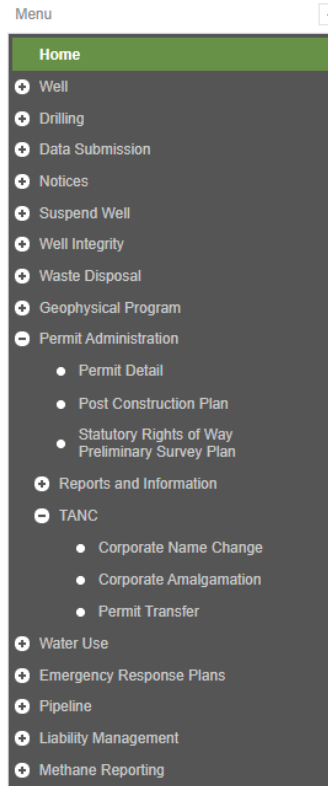
Once all information has been provided, select Assign to Transferee. TANC will perform a validation before allowing the application to be submitted. Fix any errors or omissions as indicated in red at the top of the screen, and then select Assign to Transferee again to assign the Corporate Amalgamation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



eSubmission menu sidebar

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:

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.

- **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.

Company Director Initiated Revision Created: 2018-09-10 Revision Submitted:

AD # Activity Summary Title * Attachments Comments Submission

Director Start Date * Director End Date

Director Verified * Yes

Operator Name * Operator Abbrev * Middle Name

BA Identifier

Incorporation ID * (Country code - Number - Extension)

Telephone * (999) 999-9999 (Country code - Number - Extension)

Fax (999) 999-9999 (Country code - Number - Extension)

Email *

Mailing Address: (only if different from corporate address)

Address 1 Address 2 Address 3 Address 4

City

Country

Prov / State

Postal / Zip

Save Cancel

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.

Systems Contact * (For all email correspondence relating to the processing of this application.)

Contact Last Name *	<input type="text" value="Smith"/>	Contact First Name *	<input type="text" value="Bob"/>
Contact Phone *	<input type="text" value="(123) 456-7890"/>	Contact Email *	<input type="text" value="OGCKermil.Notices@bcogc.ca"/>

Corporate Legal Address *

Address 1 *	<input type="text" value="2700, 255-5th Avenue, SW"/>	City *	<input type="text" value="Calgary"/>
Address 2	<input type="text"/>	Country *	<input type="text" value="Canada"/>
Address 3	<input type="text"/>	Prov / State *	<input type="text" value="Alberta"/>
Address 4	<input type="text"/>	Postal / Zip *	<input type="text" value="T2P3M9"/>

▸ Corporate Contact Person Information

▸ OGC General Finance

▸ Primary User Security Administrator *

▸ Backup User Security Administrator

▸ OGC Company Administrator *

▸ OGC Asset Transfer Administrator *

▸ OGC Financial Administrator *

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.

Activity #	Tenures	Location/Name
WA # 09163	AD # 100016846	SPK ET AL CLARKE B- 089-K/094-J-10
Working Interest Component	ET AL	SPK ET AL CLARKE B-A089-K/094-J-10
Old Well Name	SPK ET AL CLARKE B- 089-K/094-J-10	SPK ET AL CLARKE B- 089-K/094-J-10 TO A-099F/094-J-10
New Well Name	DEVON ET AL CLARKE B- 089-K/094-J-10	FROM B-089K/094-J-10 TO A-099F/094-J-10

Save Cancel

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.**

- **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. 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 (*where the date is the certificate's date*)

Insurance_YYYYMMDD (*where the date is the certificate's expiry date*)

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 ePayment module account setup.

- **Declaration**

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.

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, ePayment.

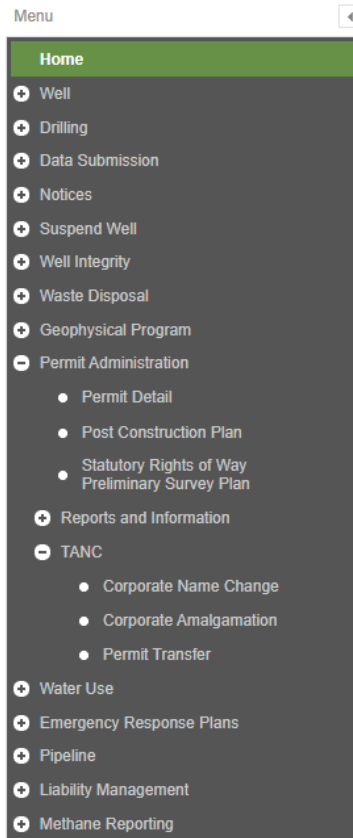
When reviewing an invoice for a name change in ePayment, if you require further information on the assets involved, please refer to the approved TANC Corporate Name Change Application.

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.



eSubmission menu sidebar

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.

Company Director Initiated Revision Created: 2018-09-10 Revision Submitted:

AD #	Activity Summary	Title *	Attachments	Comments	Submission
00464	Director Start Date *				
A0014082	Director End Date				
102465879	Director Verified *	Yes			
	Last Name *				
	First Name *				
	Telephone *	(999) 999-9999			(Country code - Number - Extension)
	Fax	(999) 999-9999			(Country code - Number - Extension)
	Email *				
	Mailing Address: (only if different from corporate address)				
	Address 1				
	Address 2				
	Address 3				
	Address 4				
	City				
	Country				
	Prov / State				
	Postal / Zip				

Save Cancel

Pop-up screen that displays after selecting Add Director on the Name Change 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 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.

Systems Contact * (For all email correspondence relating to the processing of this application.)

Contact Last Name * Contact First Name *
 Contact Phone * Contact Email *

Corporate Legal Address *

Address 1 * City *
 Address 2 Country *
 Address 3 Prov / State *
 Address 4 Postal / Zip *

▸ Corporate Contact Person Information

▸ OGC General Finance

▸ Primary User Security Administrator *

▸ Backup User Security Administrator

▸ OGC Company Administrator *

▸ OGC Asset Transfer Administrator *

▸ OGC Financial Administrator *

Please Note:

Ensure all contacts' email addresses are up to date with the new company name domain. For example, jane.doe@apples.com in a Corporate Name Change from Apples Company to Oranges Company. If email domains are not changed, a separate Request a BA Change Application in Petrinex will be required following approval of the Corporate Name Change.

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

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

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.**

- **Proof of Insurance**

Comprehensive General Liability Insurance with a minimum coverage of \$1,000,000 is required. 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.

- **Tenure Report**

If the Corporate Name Change includes 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.

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

Upload documents in the following conventions

BC Registry Certificate_YYYYMMDD (*where the date is the certificate's date*)

Insurance_YYYYMMDD (*where the date is the certificate's expiry date*)

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 ePayment 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

Submit Report Request

Report: Allocation - Cascade SAF Report

Go

Submit Report Request

Report: Allocation - Cascade SAF Report

Go

Examples of reports that are available to request in Petrinex.

Navigate to Admin Functions, Data Submission and Reports 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.

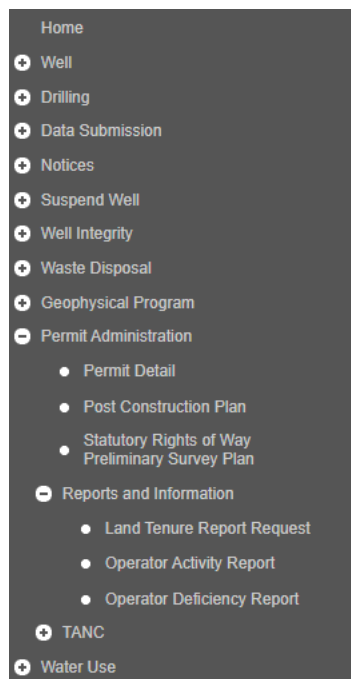
In the message, navigate to the report hyperlink to view and save the report.

6.1.2 Queries

Petrinex also allows for querying of various types of information. The query screen can be accessed under the appropriate menu drop down. For instance, to query for a well license, navigate to Infrastructure, Well Infrastructure, Query Well License.

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

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 an email for notification of completion of the request.

Land Tenure Reports will always be provided in PDF format. If an excel copy of the report is required, please contact asset management at assetmanagement@bcogc.ca.

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.

The screenshot shows a web interface for selecting report filters and output format. At the top, there is a 'Type' dropdown menu set to 'All Activity Types'. Below this, there are several rows of checkboxes for different activity types. The 'Include COR Wells' checkbox is checked with a green checkmark. The 'Include Cancelled Wells with Surface Disturbance' checkbox is also checked with a green checkmark. Other checkboxes like 'Include Removed Facilities', 'Include Cancelled Facilities', 'Include Test Facilities', 'Include Removed Pipelines', 'Include Cancelled Pipelines', 'Include Cancelled Roads', 'Include Cancelled Ancillaries', 'Include Cancelled Changes in and About a Stream', 'Include Cancelled Water Use', 'Include Completed Geo Programs', and 'Include Cancelled Geophysical' are currently unchecked. At the bottom, there is a 'Report Output' section with two radio buttons: 'PDF' (selected with a green dot) and 'CSV' (unselected). Below the radio buttons are two buttons: 'Run Report' and 'Reset'.

Type	All Activity Types		
Include COR Wells	<input checked="" type="checkbox"/>	Include Cancelled Wells	<input type="checkbox"/>
Include Removed Facilities	<input type="checkbox"/>	Include Cancelled Facilities	<input type="checkbox"/>
Include Removed Pipelines	<input type="checkbox"/>	Include Cancelled Pipelines	<input type="checkbox"/>
		Include Cancelled Roads	<input type="checkbox"/>
		Include Cancelled Ancillaries	<input type="checkbox"/>
		Include Cancelled Changes in and About a Stream	<input type="checkbox"/>
		Include Cancelled Water Use	<input type="checkbox"/>
Include Completed Geo Programs	<input type="checkbox"/>	Include Cancelled Geophysical	<input type="checkbox"/>
Include Cancelled Wells with Surface Disturbance	<input checked="" type="checkbox"/>	Include Test Facilities	<input type="checkbox"/>
Report Output	<input checked="" type="radio"/> PDF	<input type="radio"/> CSV	
<input type="button" value="Run Report"/> <input type="button" value="Reset"/>			

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 submitted with the code of Never to be Constructed on the Post-Construction Plan submission will be cancelled. Any land tenures will be adjusted or cancelled, as appropriate.

7.1 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.
- Associated Oil & Gas Activity: based on the trigger the activity is associated to

PDF Attachments

If you need to provide explanation or any additional information, please upload as a PDF attachment. A PDF Attachment is optional.

7.2 Long Term Tenure

With the submission of the Post Construction Plan you can indicate whether long term tenure under the Land Act is required, this function eliminates the need for a Permit Administration Technician to email the permit holder after the submission of the PCP.

Once constructed OGAA activities (well, facility, pipelines) are required to have long term tenure issued, please select the long term tenure to be issued unless there is already tenure issued on the OGAA activities the PCP is being submitted against. Long term tenure for constructed Associated Oil & Gas Activities is required for authorization to the land if the area is being used longer than for the construction phase of the OGAA activity it is associated to. i.e. The permit is for a well, facility, road, deck site, borrow pit and camp site, after construction the camp site is required to house workers to operate the well and facility, long term tenure would be required for the well, facility and campsite.

Restoration of Associated Oil & Gas Activities can be completed with authorization to the land under PNG Act section 138 if restoration is being completed right away.

Land Act tenure will be issued at time of permitting for any activities authorized by the Commission that are related to an activity approved by the Canada Energy Regulator.

Long term tenure is issued as per the Provincial Crown Land Use policy in affect at the time [Crown land uses - Province of British Columbia \(gov.bc.ca\)](#).

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?

- A closed Cutting Permit may be an indication that a Post-Construction Plan submission has already been completed, for more information contact tenure management at tenuremanagement@bcogc.ca.

Why am I receiving an error message when attempting to submit or resubmit a Post-Construction Plan 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](#).
- 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 information can be uploaded as a 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.

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 as a PDF attachment.
 - If NCS Dates were submitted for the NEW segments, a PDF attachment indicating 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.
 - 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?

- No, if a Post Construction Submission was previously accepted, we only require the amended activities to be submitted.

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

- If you are using an associated oil and gas activity for longer than the period of construction the permit holder is required to hold a Licence of Occupation under the Land Act. If the permit holder is continuing to use the AOGA check Long Term Tenure required box in the Post Construction Plan submission. The permit holder is able to restore the area under the Environmental Protection And Management Regulation section 19 while holding authorization to enter on unoccupied Crown land under the Petroleum Natural Gas Act section 138.

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 along with a detailed submission log that allows you to both track and download your submissions. .

- 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.

Chapter 9: Permit Surrender and Cancellation

If a permit holder would like to request the cancellation of a permit or activity after approval, and no construction has occurred, the permit holder must submit a letter requesting cancellation of the permit or activity. The cancellation request letter must clearly identify:

- Application Determination (AD) number and/or Commission file number
- Activity Identifier Number (i.e. Short-Term Water Use #, WA #, Road #, AOGA #)
- Activity Type
- Legal description location
- Permit holder contact information including email address
- No surface disturbance has occurred

Alternatively, a permit holder may submit a Post-Construction Plan with all Land ID's indicating the construction code of "Never To Be Constructed" to cancel an unconstructed permit or activity. If the cancellation is completed by Post-Construction, confirmation of the cancellation is the acceptance of the Post-Construction Plan.

If any construction has taken place and the permit is no longer required, the permit holder must submit a letter requesting cancellation of the permit or activity. The cancellation request letter must clearly identify:

- Application Determination (AD) number and/or Commission file number
- Activity Identifier Number (i.e. short-term water use number, WA#, Road#, AOGA#)
- Activity Type
- Legal description location
- Permit holder contact information including email address.
- A statement acknowledging surface disturbance has occurred and that the area has been reclaimed as per the Environmental Protection and Management Regulation (EPMR)
- A cancellation of Short-Term Water Use activity must include a statement regarding whether water has been used under and reported or not used.

A confirmation letter/email will be sent to the permit holder upon cancellation of the permit and related authorizations/permissions.

If one or more activities are being cancelled, and construction has occurred on other activities, the cancellation must be completed by submitting a Post-Construction Plan with the construction code of “Never To Be Constructed” for the Land ID’s.

No confirmation letter/email will be sent for accepted Post-Construction; the acceptance of the plan is confirmation.

If surrendering or cancelling a permit, other than a well site area, where surface disturbance has occurred, the area must be reclaimed as per Section 19 of the EPMR.

All cancellation request letters can be sent to tenuremanagement@bcogc.ca.

9.1 Abandoned Pipeline Tenure

When an entire pipeline, on crown land, has been abandoned, the Permit Holder may cancel the tenure by submitting the [Cancellation of Abandoned Pipeline Tenure Form](#) to 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.

Page 2

Page: 90

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

ASSIGNEE

(Assignor)

(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).

* Tenure File	Plan No. (if applicable) (optional)	AD # (optional) * CER only – AD# (if applicable)	Legal Description (optional)	Tenure Type e.g. SRW, Licence of Occupation (optional)	Company File No. (optional)
9600467	PGP999	AD 100012345	d-6-c/94-l-2	SRW	S10001

* Mandatory fields – Tenure File

* 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.