

General Information

Purpose

- Use this guide to help you complete the Authorization Form, for the purpose of :
 - (a) Authorizing a company to act on behalf of the designated representative (Crown lessee or licensee) on a matter for a Crown petroleum and natural gas licence or lease (PNG agreement).
 - (b) Authorizing another company to use your company's well for a tenure-related purpose relating to a PNG agreement.
 - (c) Authorizing the department use of your company's technical data in support of another company's application or response pertaining to a PNG agreement.
- Sections referred to in the form and in this guide are from the *Petroleum and Natural Gas Tenure Regulation*, unless otherwise specified.

Resources

- The Alberta Energy website <http://www.energy.gov.ab.ca> provides access to relevant forms, guides, regulations and other information. Select: Our Business → Tenure → Tenure Administration.
- If you have questions, please phone **(780) 427-7425** and ask for **Continuations** or **Crown Equity**, as applicable.

Submitting an Authorization

- Always complete Parts 1 and 4 of the form. Complete Parts 2 and 3 as applicable.
- Authorization may be mailed or dropped off at the Department of Energy offices in Calgary or Edmonton, or may be faxed to the Edmonton offices.

Continuations:	(780) 422-1123
Crown Equity:	(780) 422-0382
- Do not e-mail an authorization.
- If faxing authorization, do not mail the original.
- Authorization remains valid until the designated representative changes or revokes the authorization.
- Authorization to apply for continuation or validation cannot be changed or revoked after the agreement expires.

Data Standards

- YYYY MMM DD is the preferred date format to use on this form: e.g. 2007 MAR 07
- The 16-character well i.d. is the preferred well i.d. format to use on this form:
e.g. 100/01-01-001-01W4/00

Part 1

Administrative Information

- **Authorizing Company:** Enter the name of the company providing authorization. If providing authorization as the designated representative of a PNG Agreement be sure the names match (e.g., Oil Company Ltd. would be considered a different company from Oil Company Holdings Inc.)
- **Address:** Enter the mailing address.
- **Company File Number:** This information is optional. Include your file number if you wish it to be referenced on department's correspondence sent to the authorizing company.
- **Crown Agreement Number(s):** Enter the PNG Agreement Number to which the authorization pertains. You may include multiple agreements on one authorization form provided you are authorizing **one Company** for the **same purpose(s)** for all agreements listed.

Part 2

Authorization

- **In reference to the above Crown Agreement(s), authorization is provided to (Company):**
 - The name of the company should match the name used on the application or response.
 - If authorizing more than one company, use a separate form.
- a. Authorization, provided by the Designated Representative, to apply for **CONTINUATION** of the PNG Agreement allows the authorized company to:
 - Apply for continuation under Sections 15, 16 and 17 of the *Regulation*, as a result of expiry or in response to a notice of non-productivity under Section 18 of the *Regulation*.
 - Apply for Advance Ruling on Continuation of an agreement before expiry.
 - Decide which lands and rights to include in the continuation application.
 - Amend a previous continuation application.
 - Make late application or request for restoration under Section 14(6) of the *Regulation*.
 - Apply for an extension of the term of an agreement, under Section 16(8) and 18(6) of the *Regulation*; or under Section 8(1)(h) of the *Mines and Minerals Act*.
 - Receive and respond to an offer of continuation, including requesting a review of the offer.

Notes:

- *If an application for continuation will include multiple agreements with different designated representatives, each designated representative must authorize the applicant with respect to their agreement(s).*
- *The department only discusses a continuation application with the applicant.*
- *The department only sends an offer to the applicant.*
- *The department sends a final letter of continuation to both the applicant and the designated representative.*
- *The department corresponds only with the designated representative if no application is received.*

b. Authorization provided by the designated representative to apply for **VALIDATION** of the PNG Licence encompasses:

- Applying for validation of an **initial term** licence under Section 9 of the *Regulation*.
- Amending your previous validation application.
- Applying for a term extension under Section 8(1)(h) of the *Mines and Minerals Act*.

Notes:

- *The department only discusses a validation application with the applicant.*
- *The department only sends an offer to the applicant.*
- *The department sends a final letter of validation to both the applicant and the designated representative.*
- *The department only corresponds with the designated representative if no application is received.*

c. Authorization, provided by the designated representative, to apply for **GROUPING** of the PNG Licence allows the authorized company to apply to group two or more **initial term** licences under Section 10 of the *Regulation* for possible validation of the licences included in the approved grouping.

Notes:

- *If the licences included in the grouping application have different designated representatives, each designated representative must provide authorization for their licence(s).*
- *The department only discusses a grouping application with the applicant.*
- *The department only responds to the applicant regarding the grouping decision.*

d. Authorization provided by the well licensee to use well(s) as **VALIDATING AND/OR GROUPING WELL(S)** allows the authorized company to:

- Use a well to group two or more initial term licences under Sections 10 of the *Regulation* for possible validation.
- Use a well to validate an initial term licence under Section 11 of the *Regulation*.

Notes:

- *A well can be used only once as a validating well, unless it is an approved grouping well.*

e. Authorization provided by the well licensee to use well(s) as **QUALIFYING WELL(S)** allows the authorized company to use the well in support of continuation under Section 16 of the *Regulation*.

Notes:

- *A well can only be used one time as a qualifying well in an application for continuation.*

f. Authorization, provided by the designated representative, to **SURRENDER** of the PNG Agreement(s) allows the authorized company to surrender an entire PNG Agreement or portions under Section 11 of the *Mines and Minerals Administration Regulation*.

- If authorizing surrender in relation to an offset notice, fax authorization to Crown Equity at (780) 422-0382.

- If authorizing surrender for other reasons, fax authorization to Continuations at (780) 422-1123.

Notes:

- *Cannot surrender an agreement or portions after expiry.*
- *Cannot surrender an agreement when it has expired and a continuation or validation decision is pending.*

g. Authorization provided by the designated representative to respond to an **OFFSET** notice under Section 20 of the *Regulation* allows the authorized company to:

- Produce a well from the offset zone.
- Elect to pay offset compensation.
- Prove non-drainage on the offset location(s).
- Surrender the offset zone.
- Apply to extend the offset notice period.

h. Authorization provided by the Designated Representative to apply for **RE-ENTRY** of a well allows the authorized company to re-enter the wellbore to produce from mineral rights held in the agreement, under Section 32 of the *Mines and Minerals Act*.

i. Authorization provided by the designated representative to apply to **LINK** a well to an agreement allows the authorized company to continue using the wellbore on another active agreement, under Section 32 of the *Mines and Minerals Act*.

j. Authorization provided by the well licensee to support a **TRESPASS REVIEW**, under Section 55(1) of the *Mines and Minerals Act*, allows the authorized company to:

- Respond to a trespass review.
- Submit data for a trespass review.

Part 3

Authorization For the Crown to Use Data

This part of the form is completed by a company allowing the use of data being submitted separately, or previously submitted data, in support of another company's application or response.

- **In support of the Crown Agreement(s) reference in Part 1, authorization is provided to the department to use data in support of an application or response made by the Company:**
Give the name of the company whose application or response your data is supporting.
- **On Date:** provide the date the data was submitted – now or within the past year.
- **For the following purpose(s):** Check the appropriate box(es). The department may only use the data for the purpose specified.

- **Data to be used:**

- Check “**All**” if you authorize the department to use all of the referenced data.
- Alternatively, check “**Only part of the data**” if you do not want all the data used for this purpose. Specify the data in terms of documents, zones, lands, wells and/or data type.

Notes:

- *You do not need to authorize the department to use your data if it is included in the applicant’s application or response.*
- *If you authorize the department to use your data to support another company’s application or response, the applicant must also authorize the department to use your data for this purpose. The continuation and validation application forms address this aspect of authorization for this purpose.*
- *When submitting the above data, do not enclose a copy of the application or response that your data supports.*

Part 4

Signature and Contact Information

- **Contact:** The person whom the department should contact if there are any questions or concerns. For continuation and validation, the department’s final letter will be also be copied to this person.
- **Title:** Position title of the contact person.
- **Signature:** Signature of the contact person granting the authorization on behalf of their company. The authorization form must be signed to be valid.
- **Phone and Fax:** The phone and fax number of the contact person.