

## General Information

### Purpose

- ◆ Use this guide to help you complete the Licence Grouping Application form, for grouping of petroleum and natural (PNG) licences within their initial term, under Sections 5 through 13 of the Petroleum and Natural Gas Tenure Regulation.
- ◆ A licence grouping allows two or more **initial term** licences to share in the earning entitlement of a single validating well, governed under Section 10 of the Regulations.
- ◆ The “Regulation” (and sections) in this guide refer to the Petroleum and Natural Gas Tenure Regulation, unless otherwise specified.

### Resources

- ◆ The form and the regulation are available via the Alberta Energy website at <http://www.energy.gov.ab.ca> under Our Business → Tenure → Tenure Administration.
- ◆ On the department web site you will also find a copy of the Authorization Form and Guide, as well as the Licence Validation Application Form and Guide.
- ◆ If you have questions, please contact the Edmonton office at **(780) 427-7425** and ask for **Continuations**.

### Submitting an Application

- ◆ An application for grouping must be received by the department **within one month** of the rig release date of the grouping well and before the earliest expiry of any of the grouped licences, as defined in Section 22(8) of the Interpretation Act.
- ◆ Applications may be mailed, delivered or faxed to the department.
  - Mail or drop off applications at the Alberta Department of Energy offices in Calgary or Edmonton.
  - Fax applications to the Edmonton office at (780) 422-1123. If application is faxed, do not mail the original.
  - Do not e-mail applications.
- ◆ **Submit a separate grouping application for each grouping well** even if the same licences are being grouped.
- ◆ **Do not send technical data**, unless requested to do so by the Department.
- ◆ The application may be rejected if it does not comply with this Guide or the Regulation.
- ◆ Always complete Parts 1 through 4 of the form.
- ◆ **You must be the designated representative of each licence to be grouped.** If not, proper authorization must be submitted to the department.
- ◆ Where required on the form, the preferred date format is YYYY-MMM-DD, e.g. 2008-JAN-11.

### Status of the Licence

- ◆ Do not assume grouping is granted until you receive final confirmation from the department.

### Grouping of Licences

- ◆ If the department agrees with the grouping application, a letter will be mailed to the applicant.

**Part 1****Administrative Information**

- ◆ **Applicant Company:** Fill in the name of the company applying for grouping, and the mailing address.
- ◆ **Amendment to previous application:** If amending a previous application, submit a complete form, not just the amended parts. Be sure to sign and date the amended application.
  - Check this box if your application amends or adds to a previous application.
  - If this box is not checked, the new application supersedes and replaces any prior applications.
  - Enter the date of the original application which your application is amending.
  - You cannot apply for a grouping after expiry of the initial term.

**Part 2****Grouping Information (Section 10 of the Regulation)**

- ◆ **PNG Licence Number:** Enter the 10 digit Crown Agreement number, e.g. 5405060101
- ◆ **Well ID:** The 16 character well event id is the preferred format for referencing a well event (e.g. 100-01-01-001-01W4/00)
- ◆ **Well Licence Number:** Assigned by EUB when well licence is approved
- ◆ **Applicant is/is not the well licensee:** If the applicant is not the same as the well licensee, attach authorization from the well licensee to use the well as a grouping well.
  - A copy of the Authorization Form is available on the department's website (See General Information, above.)
- ◆ **Drilling Information:**
  - **Spud Date:** If the well has spud, enter the spud date. If the well has not yet spud, put in the anticipated spud date.
  - **Rig Release Date:** If the rig has released, enter the rig release date. If the rig release has not yet occurred, put in the anticipated rig release date.

**Part 3****Licence Information**

- ◆ An unlimited number of licences may be grouped with the licence containing the grouping well provided that the distance from the boundary of the licence on which the grouping well is located is no more than one intervening section, including the corners.
- ◆ Use a separate line for each agreement applied for on the form.
- ◆ If you need additional columns, attach additional copies of the form.
- ◆ **Licence Number:** Enter the Petroleum and Natural Gas (PNG) Licence number(s) on the first line in ascending order.
- ◆ **Applicant File Number (Optional):** If it is useful for your company, enter this file number or file name. (Examples M12345; 2.10.203; Redwater).
- ◆ **Applicant is designated representative OR Authorization attached:**
  - Check the first box if the applicant company is the same as the designated representative.
  - If the applicant and designated representative are different, check the second box and obtain a completed Authorization Form (or letter of authority) from the designated representative. Submit this with your application.
  - A copy of the Authorization Form is available on the department's website. (See General Information, above.)

**Part 4****Signature and Contact Information**

- ◆ **Applicant:** Print (type) applicant name and position title. Sign and date in the space provided.
- ◆ **Please provide phone number of applicant.**