



CORPORATE LAND MANAGEMENT MANUAL

February 2014

Version 1.13

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Manual Revisions

Summary of Revisions

The Corporate Land Management Manual has been updated. Changes by section in the updated manual are highlighted below.

Effective Date	Section	Description/Rationale
1-March-2013	6	Added Preliminary Survey Plan ePASS Submissions section (p.45).
1-July-2013	4	Added Road Permit Transfer Application Form section (p.34).
28-Oct-2013	Various	This document has been updated to reflect the PIMS / KERMIT migration. Users are encouraged to review the document in full. For more information regarding this update, please refer to INDB 2013-14 PIMS Update
1 Feb 2014	3 4 Appendix C	Added reasons why a Transfer Application may be declined (p.12) Replaced the word 'site' with 'facility' (p. 26 & various other locations) Removed BCeID from Appendix C Added additional requirement to 'New Permit Holder' under 'New Company Application Form' (p.9)
6-Feb-2014	Various	Changed the Transfer Fee amount (p. 19, 26, 28, 31) Changed the Asset Transfer Fee amount (p. 35, 38) Added details to Corporate Profile (p. 11)

1 Preface

Purpose

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

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

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

Scope

This manual focuses exclusively on 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 Company Application 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, and the information blocks correspond to those on the required forms.

- Section 2** **Corporate Land Management Information** outlines the role of the Corporate Land Management Unit and provides contact information.
- Section 3** **New Company Application Process** details what prospective businesses must do to become registered with the Commission. Registration must be completed prior to the submission of a permit application for an oil and gas activity to the Commission.
- Section 4** **Asset Transfers** outlines the process and requirements that must be completed before the Commission will transfer oil and gas assets between permit holders.
- Section 5** **Corporate Amalgamation** outlines the process and requirements that must be completed before the Commission merges or alters permit holders' corporate structures.
- Section 6** **Corporate Name Changes** outlines the process and requirements that must be completed before the Commission changes a permit holder's corporate name.

Additional Guidance

The [glossary](#) page on the Commission website provides a comprehensive list of terms.

The appendices contain documents to be used as reference when compiling information required by the Commission.

Other navigational and illustrative elements used in the manual include:

- Hyperlinks:** Hyperlinked items appear as blue, underlined text. Clicking on a hyperlink takes the user directly to a document or location on a webpage.
- Sidebars:** Sidebars highlight important information such as a change from an old procedure, new information, or reminders and tips.
- Figures:** Figures illustrate a function or process to give the user a visual representation of a large or complex item.

Frequently Asked Questions

For Frequently Asked Questions pertaining specifically to the Corporate Land Management Manual, there is a list in [Appendix A](#).

For other [Frequently Asked Questions](#) (FAQ) link is available on the Commission OGAA page. The information provided is categorized into topics which reflect the manuals for easy reference. Please consult the FAQ page before contacting the Commission to help keep response times short.

Feedback

The Commission is committed to continuous improvement by collecting information on the effectiveness of guidelines and manuals. Clients and stakeholders wishing to comment on Commission guidelines and manuals may send constructive comments to OGC.Systems@bcogc.ca.

2 Corporate Land Management Information

All documentation indicated in this manual are to be delivered by mail or in person to the attention of the Corporate Land Management Unit. The following are functions of the CLM Unit:

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

- Transfers
- Amalgamations
- Corporate name changes

Tenure Management

- Issues and manages oil and gas related land surface tenures

Pipeline Reconciliation

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

Contact Information

For inquiries related to Corporate Land Management, contact:

Shannon Weatherill, Manager, Corporate Land Management
Shannon.Weatherill@bcogc.ca (250)794-5333

OR

Jody Sutherland, Lead Examiner
Jody.Sutherland@bcogc.ca (250)794-5334

3 New Company Applications

New Company Application Process

Changes related to corporate amalgamation, name or purpose must be submitted using the Corporate Structure Change Form, as described in [Section 5](#).

The Commission will not accept any permit applications from a company until they are fully registered with the Corporate Land Management Unit. The following information explains the registration process. Companies regulated by the National Energy Board, but applying to the Commission for related permits, must complete the [New Company Application Form](#).

The New Company Application Form and attachments are to be submitted to the attention of the Corporate Land Management Unit. Incomplete applications will be declined and returned to the applicant.

Master Licence to Cut

A [Master Licence to Cut](#) (MLTC) is required where the removal of Crown timber is necessary to conduct an oil and gas activity.

A MLTC is required for each forest district within which the permit holder will be working. A MLTC is required to be submitted as part of the of a New Company Application, as it 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.

For information on applying for a MLTC, visit the Forestry section of the Commission website or call a Resource Data Coordinator at (250) 794-5200.

New Company Application Form

Block A Administration

Administrative information is used to collect key applicant and contact information.

Applicant Name	The name of the applicant company as it appears in the BC Corporate Registry .
BCeID Account Number	BCeID is an online service that links to participating online government services. The account number is required to access information through Commission databases.
CEO/ President	The first and last name of the CEO or President of the applicant company.
Address	The company mailing address including city, province and postal code.
Contact	The preferred company contact first and last name along with the contact phone number and email address.
24hr Emergency Response No.	The telephone number for 24 hour emergency response for the company.

Block B Purpose Requirement – Company Code

This section determines what type of client code the Commission issues when the company applies on its own behalf or acts on behalf of another company.

New Permit Holder	Select to apply to register a company with the Commission for the first time.
New Client	Select to apply to register as a new company, which intends to submit application or data to the Commission on behalf of another permit holder.

Block C Company Code – Classification

The classification indicates what type of operations the applicant will be involved in (for example, wells, facilities and pipelines, pipelines only, engineering, consultant).

Applicants should only submit required documents that are complete and up-to-date.

New Permit Holder Include [proof of insurance](#) and one copy of the [BC Corporate Registry](#) Certificate and a copy of their corporate profile from their home jurisdiction. Indicate the first, second and third choice of [well abbreviation](#) name.

New Client Indicate type of client.

Block D KERMIT Administrator

Each applicant must set up a KERMIT administrator. The administrator is responsible for assigning KERMIT access to the appropriate users within the company. Completing this section ensures that the KERMIT administrator is set up as soon as the applicant is approved.

Information on how to set up a KERMIT Administrator is located in the KERMIT Company Administration [how-to document](#).

Block E Applicant Declaration

This information field may only be signed by an employee or agent of the applicant with signing authority. By signing in this block, the applicant or authorized signatory attests that all of the information provided on the application is true and correct.

If the applicant is a corporation, one of the corporation's corporate officers must complete this section.

Attachments

BC Corporate Registration

In order to conduct business in British Columbia, a company must be registered with the B.C. Corporate Registry. A copy of the B.C. Corporate Registry Certificate must accompany the New Company Application. For further information, visit the [BC Registry Services](#) website or call the Registrar of Companies at (250-387-5101).

Proof of Insurance

Comprehensive general liability insurance with a minimum coverage of \$1,000,000 is required in order to hold a Crown land surface tenure. The insurance certificate 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”. A copy of the current valid insurance policy must be provided to the Commission and each year thereafter.

Corporate Profile

A corporate profile, listing the company’s directors (from the company’s home jurisdiction) must accompany the New Company Application. If the corporate profile is not available, a listing of the directors will be required.

References

Well Abbreviation Name

A Company Well Abbreviation Name is assigned to each new company, which is to be used in the naming of wells. Well names include the following components:

1. Company Well Abbreviation Name
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	(NTS) C-055-B/93-0-09

To assist in the assignment of an appropriate Company Well Abbreviation Name, companies are asked to provide three (3) possible abbreviations up to 15 characters.

More information on well naming is provided in the [Well Application Manual](#)

4 Asset Transfers

Asset Transfers 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.

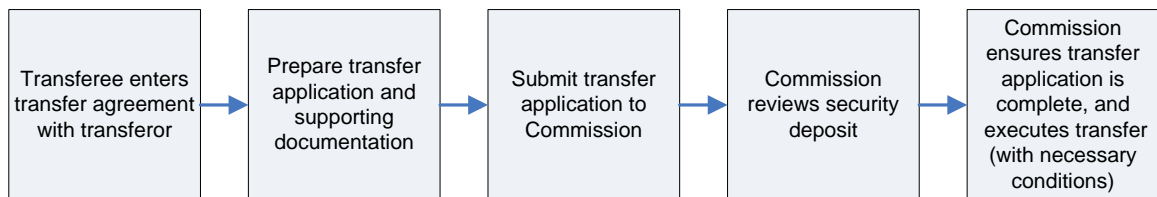


Fig. 4.1. Commission's asset transfers process

All transfer documentation can be obtained from KERMIT, Commission web applications and Gator. Should a discrepancy exist between the Commission's data and the company's data, please inform the CLM Unit to reconcile the difference.

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 transfer package and documentation being submitted is correct. To expedite a transfer, please ensure all measures have been taken to submit the proper information and proper format.

Any questions related to asset transfer(s) can be directed to a Corporate Land Management Examiner.

Transfer Applications may be declined for various reasons.

- missing or incomplete information
- incorrect data
- if additional information is not submitted by the timelines requested, it may result in your application being declined.

- Large Transfer Considerations

For asset transfers of more than 50 assets please contact the Corporate Land Management manual and speak with an Asset Management Examiner for specific instructions prior to preparing transfer documents.

Transfer Considerations

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

General

Ensure transferring company ownership of the asset(s).

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

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

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

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

Determine which company should receive the documentation in order to register any Statutory Rights of Way with the BC Land Titles Office.

When submitting a transfer package please make it clear where to send the documentation when the transfer is complete.

Unless otherwise stated, the addenda and supporting documentation will be sent to the transferee.

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 the pipeline(s) and/or site(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 and Liquefied Natural Gas Facility Regulation](#).

If the pipeline was approved before December 31, 1999, historical requirements can be submitted through the Historical Pipeline Entry within the Applications tab in KERMIT. If As-Builts or historical requirements have not been submitted, the transferee is responsible for submitting them and accepts the responsibility when he or she signs the Pipeline Project Transfer Application Form. If As-Builts or the equivalent are not submitted before the transfer, a condition to submit As-Builts may be included in the approval.

Well Permit and Authorization Transfers

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

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

Determine if the well is a disposal or injection well.

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

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

Please ensure that the well abbreviation names are correct for each company. Contact a Commission Examiner for questions regarding abbreviations in well names.

Determine if the well has been cancelled or abandoned.

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, provided the transferee supplies a letter indicating that it accepts the cancelled well and the responsibility for any outstanding reclamation.

Wells at abandoned status can be transferred if there are no petroleum and natural gas rights. The transferee must submit a letter stating that they are aware that until the subsurface rights are obtained, they cannot drill, operate or produce and are liable for the reclamation of the site.

Facility, pipeline and wellsite equipment ownership are not recorded individually. Any equipment associated with the wellsite and facility will be transferred automatically with the wellsite and facility transfer.

Determine if the well has been reclaimed.

A wellsite with an approved Certificate of Restoration cannot be transferred because there is no asset and the land has returned to Crown. However, the *responsibility* for a wellsite with an approved Certificate of Restoration can be transferred by submitting a [Well Permit and Authorization Transfer Application Form](#) and checking the box in Section C, *Transferring Responsibility for COR'd Wells*.

Pipeline Project Transfers

Determine if the pipeline has been cancelled.

If a pipeline has been cancelled it is not transferrable.

Determine if the site has been cancelled.

If a site detail has been cancelled or removed it is not transferrable.

Facility Transfers

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.

Land Act Transfers

Determine if temporary permits (Section 14s) can be transferred.

Temporary permits may be transferred. Please note: When interim tenure is issued, the transferee will be responsible for consideration/rental charges in the offer.

Well Permit and Authorization Transfer Application Form

In accordance with Section 29 of OGAA, a Well Permit and Authorization Transfer Application Form must be submitted to the Commission when transferring a Well Permit. Application requirements for well transfers are outlined within the following sections.

Note: To change an individual well name (that is, remove working interests), the Oil and Gas Commission requires written notification. Please contact an Examiner for more information.

Block B Administration

- *Present Holder of Well Permit (Transferor) and Proposed Holder of Well Permit (Transferee)*'s full incorporated legal names, addresses and incorporation number must be included.

Block C Transfer Details

- The *Effective Date of Transfer* on this form must be consistent with the date on all other documents that are submitted.
- The *Transferring Responsibility for COR'd Wells* must be checked if the applicant is transferring the responsibility for wellsites with approved Certificates of Restoration. Please identify the transferring Well Authorization numbers on a separate transfer application.
- The *Company to be Invoiced* must be entered for invoicing transfer fees to the appropriate company.
- The *Well Permit Number, Present Well Name and Proposed Well Name* must be included.
- The *Petroleum and Natural Gas Title Number(s)* must be included. By signing the Well Permit and Authorization Transfer Application Form, the transferee is declaring they are the owner of, or have 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.
- If there are no active *Petroleum and Natural Gas Title Number(s)*, a letter must be submitted by the transferee confirming that the Permit Holder may not drill, operate or produce, and that the well must be abandoned and the site restored.

- Full disclosure of *Proposed Working Interests* in the well under new ownership, directly related to the drilling and production surface operations, must be included. Working interests are not the same as petroleum and natural gas title interests. Please ensure that any secondary companies (working interest parties) are identified correctly.
- The Commission requires that private landowners be notified of any transfer of assets on their lands. Please ensure the correct box is checked.

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

Block D Authorization

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

Attachments

Well Permit and Authorization Transfer Package Cover Page

- Company contact and contact information (phone/email), regarding the transfer
- Summary of the number of assets to be transferred by asset type
- Instructions as to where the return documentation should be sent. Unless otherwise stated, the accepted documentation and addenda for registration with the BC Land Titles Office will be sent to the transferee.

Schedule of Well Permit and Authorization

If transferring more permits than the form allows for, [a schedule](#) must be attached to the Well Permit and Authorization Transfer Application Form.

A schedule formatted differently than the schedule provided will be accepted as long as all the required information is included. The schedule must, for each permit, list:

- well permit number
- present well name
- proposed well name (legal descriptions are included in the well name)

- corresponding surface file number (if on Crown land)
- proposed working interest
- petroleum and natural gas number

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

Surface Assignment Agreement

- If the wells are on Crown land, 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 transferee and transferor
- There must be an offer presented by the transferor, and acceptance from the transferee. There must also be a dollar amount given in consideration, as well as a date.
- The effective date of the [Surface Assignment Agreement](#) must be consistent with the date on all other documentation that is submitted

Surface Assignment Schedule

- A schedule must be attached to the Surface Assignment Agreement
- The schedule must list the well permit number, the corresponding surface file number, legal description and type of Crown tenure document, clients file number may be added
- The date on the [Surface Assignment Schedule](#) must match the date on all other documentation that has been submitted

Transfer Fee

In accordance with the [Fee, Levy and Security Regulation](#), a \$300.00 fee per Well Permit and Authorization is required. Fees will be invoiced to the company indicated on the application form. Any unpaid invoices will delay future transfers.

Note: The Commission no longer accepts transfer fees with the transfer application. The company specified on the application form will be invoiced by the Commission after its application has been processed and approved. If fees are submitted with transfer applications, the Commission will return the fees to the company.

National Energy Board Regulated Transfers

For detailed information regarding National Energy Board Regulated Transfers, please refer to the [National Energy Board Regulated Asset Transfers](#) Section of this manual.

Pipeline Project Transfer Application Form

In accordance with Section 29 of OGAA, a Pipeline Project Transfer Application Form must be submitted to the Commission by the applicant when transferring a Pipeline Project Permit.

A Pipeline Project Permit, and corresponding Section 14, can be transferred. When interim tenure is issued (Licence of Occupation), the transferee will be responsible for the consideration charged in the offer.

Application requirements for pipeline transfers are outlined within the following sections.

Block B Administration

- *Present Holder of Project Permit (Transferor) and Proposed Holder of Project Permit (Transferee)*'s full incorporated legal names, addresses and incorporation number must be included.

Block C Transfer Details

- The *Effective Date of Transfer* on this form must be consistent with the date on all other documents that are submitted.
- The *Company to be Invoiced* must be entered for invoicing transfer fees to the appropriate company.
- If the pipeline is at abandoned status, a letter must be submitted by the transferee confirming the abandoned status.
- The Commission requires that private landowners be notified of any transfer of assets on their lands. Please ensure the correct box is checked.

Block D Authorization

- *Present Holder* section must be completed by the transferor.

Deficiencies include, but are not limited to: inspections, OGC required documentation, As-Builts, Leave-to-Opens, pressure tests, As-Cleared Plans, Post-Construction Plans, final plans, tenure, surface consideration, etc.

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

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 and Liquefied Natural Gas Facility Regulation](#).

If the pipeline was approved before December 31, 1999, historical requirements can be submitted through the Historical Pipeline Entry of the Applications tab in KERMIT. If As-Builts or historical requirements have not been submitted, the transferee is responsible for submitting them and accepts the responsibility when he or she signs the Pipeline Project Transfer Application Form. If As-Builts or the equivalent are not submitted before the transfer, a condition to submit As-Builts may be included in the approval.

Attachments

Pipeline Project Transfer Package Cover Page

- Company contact and contact information (phone/email), regarding the transfer
- Summary of the number of assets to be transferred by asset type
- Instructions as to where the return documentation should be sent. Unless otherwise stated, the accepted documentation and addenda for registration with the BC Land Titles Office will be sent to the transferee.

Schedule of Pipeline Project Permits

If transferring more permits than the form allows for, [a schedule](#) must be attached to the Pipeline Project Transfer Application Form.

A schedule formatted differently than the schedule provided will be accepted as long as all the required information is included. The schedule must , for each permit, list:

- project number
- segment number
- legal description
- land type

- corresponding surface file number (if on Crown land)

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

Note: As-Builts should be submitted to the Commission prior to transferring. If As-Builts are not submitted prior to transfer, a condition to submit As-Builts may be included in the approval. The transferee will then be responsible to submit.

Surface Assignment Agreement

- If the pipelines are on Crown land, 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 transferee and transferor
- There must be an offer presented by the transferor, and acceptance from the transferee. There must also be a dollar amount given in consideration, as well as a date.
- The effective date of the [Surface Assignment Agreement](#) must be consistent with the date on all other documentation that is submitted

Surface Assignment Schedule

- A schedule must be attached to the Surface Assignment Agreement
- The schedule must list the project number, the segment number, the corresponding surface file number, legal description and type of Crown tenure document, clients file number may be added
- The date on the [Surface Assignment Schedule](#) must match the date on all other documentation that has been submitted

Historical Pipeline Requirements

The Historical Pipeline Requirements Form can be submitted in lieu of As-Builts for pipelines that were approved prior to December 31, 1999.

Only completed Historical Requirement Forms submitted through KERMIT will be accepted.

Transfer Fee

In accordance with Section 3 of the [Fee, Levy and Security Regulation](#), a \$300.00 fee per Pipeline Project is required. Fees will be invoiced to the company indicated on the application form. Any unpaid invoices will delay future transfers.

Note: The Commission no longer accepts transfer fees with the transfer application. The company specified on the application form will be invoiced by the Commission after its application has been processed and approved. If fees are submitted with transfer applications, the Commission will return the fees to the company.

National Energy Board Regulated Transfers

For detailed information regarding National Energy Board Regulated Pipeline Transfers, please refer to the [National Energy Board Regulated Asset Transfers](#) Section of this manual.

Facility Permit Transfer Form

In accordance with Section 29 of OGAA, a Facility Permit Transfer Form must be submitted to the Commission by the applicant when transferring a Facility Permit. Application requirements for facility permit transfers are outlined within the following section.

A Facility Permit, and corresponding Section 14, can be transferred. When interim tenure is issued (Licence of Occupation), the transferee will be responsible for the consideration charged in the offer.

Block B Administration

- *Present Holder of Facility Permit (Transferor)* and *Proposed Holder of Facility Permit (Transferee)*'s full incorporated legal names, addresses and incorporation number must be included.

Block C Transfer Details

- The *Effective Date of Transfer* on this form must be consistent with the date on all other documents that are submitted.
- The *Company to be Invoiced* must be entered for invoicing transfer fees to the appropriate company.
- The Commission requires that private landowners be notified of any transfer of assets on their lands. Please ensure the correct box is checked.

Block D Authorization

- *Present Holder* section must be completed by the transferor.
- *Proposed Holder* section must be completed by the transferee.
- By signing this application, the transferee “acknowledges acceptance of responsibility for addressing outstanding deficiencies”.

Deficiencies include, but are not limited to: inspections, OGC required documentation, As-Builts, Leave-to-Opens, pressure tests, As-Cleared Plans, Post-Construction Plans, final plans, tenure, surface consideration, etc.

A facility permit holder must submit facility and component specifications and As-Built drawings for the pipeline within 90 days of completing the facility's construction, in accordance with Section 4(2) of the [Pipeline and Liquefied Natural Gas Facility Regulation](#).

If the facility was approved before December 31, 1999, historical requirements can be submitted through the Historical Pipeline Entry of the Applications tab in KERMIT. If As-Built or historical requirements have not been submitted, the transferee is responsible for submitting them and accepts the responsibility when he or she signs the [Facility Detail Transfer Application Form](#). If As-Built or the equivalent are not submitted before the transfer, a condition to submit As-Built may be included in the approval.

Attachments

Facility Permit Transfer Package Cover Page

- Company contact and contact information (phone/email), regarding the transfer
- Summary of the number of assets to be transferred by asset type
- Instructions as to where the return documentation should be sent. Unless otherwise stated, the accepted documentation and addenda for registration with the BC Land Titles Office will be sent to the transferee.

Schedule of Facility Permits

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

A schedule formatted differently than the schedule provided will be accepted as long as all of the required information is included. The schedule must, for each permit, list:

- facility ID
- legal description
- land-type
- corresponding surface file number (if on Crown land)

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

Note: As-Built should be submitted to the Commission prior to transferring. If As-Built are not submitted prior to transfer, a

condition to submit As-Builts may be included in the approval. The transferee will then be responsible to submit.

Surface Assignment Agreement

- If the facilities are on Crown land, 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 transferee and transferor
- There must be an offer presented by the transferor, and acceptance from the transferee. There must also be a dollar amount given in consideration, as well as a date.
- The effective date of the [Surface Assignment Agreement](#) must be consistent with the date on all other documentation that is submitted

Surface Assignment Schedule

- A schedule must be attached to the Surface Assignment Agreement
- The schedule must list the facility number, detail number, the corresponding surface file number, legal description and type of Crown tenure document, clients file number may be added
- The date on the [Surface Assignment Schedule](#) must match the date on all other documentation that has been submitted

Historical Facility Requirements

The Historical Facility Requirements Form can be submitted in lieu of As-Builts for facilities that were approved prior to December 31, 1999.

Only completed Historical Requirement Forms submitted through KERMIT will be accepted.

Transfer Fee

In accordance with the [Fee, Levy and Security Regulation](#), a \$300.00 fee per facility permit transfer is required. Fees will be invoiced to the company indicated on the application form. Any unpaid invoices will delay future transfers.

Note: The Commission no longer accepts transfer fees with the transfer application. The company specified on the application

form will be invoiced by the Commission after its application has been processed and approved. If fees are submitted with transfer applications, the Commission will return the fees to the company.

National Energy Board Regulated Transfers

For detailed information regarding National Energy Board Regulated Site Transfers, please refer to the [National Energy Board Regulated Asset Transfers Section](#) of this manual.

Geophysical Permit Transfer Application Form

In accordance with Section 29 of OGAA, a Geophysical Permit Transfer Application Form must be submitted to the Commission by the applicant when transferring a Geophysical Permit. Application requirements for geophysical transfers are outlined within the following sections.

Deficiencies include, but are not limited to: inspections, OGC required documentation, etc.

Block B Administration

- *Present Holder of Geophysical Permit (Transferor) and Proposed Holder of Geophysical Permit (Transferee)*'s full incorporated legal names, addresses and incorporation number must be included.

Block C Transfer Details

- The *Effective Date of Transfer* on this form must be consistent with the date on all other documents that are submitted.
- The *Company to be Invoiced* must be entered for invoicing transfer fees to the appropriate company.
- The Commission requires that private landowners be notified of any transfer of assets on their lands. Please ensure the correct land type is circled.

Block D Authorization

***Present Holder* section must be completed by the transferor.**

- *Proposed Holder* section must be completed by the transferee.

- By signing this application, the transferee “acknowledges and accepts responsibility for addressing outstanding site deficiencies”.

Attachments

Geophysical Permit Transfer Package Cover Page

- Company contact and contact information (phone/email), regarding the transfer
- Summary of the number of assets to be transferred by asset type
- Instructions as to where the return documentation should be sent. Unless otherwise stated, the accepted documentation will be sent to the transferee.

Schedule of Geophysical Permits

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

A schedule formatted differently than the schedule provided will be accepted as long as all of the required information is included. The schedule must, for each permit, list:

- program number and name
- OGC file number
- land-type
- forest district

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

Transfer Fee

In accordance with the [Fee, Levy and Security Regulation](#), a \$300.00 fee per Geophysical Permit is required. Fees will be invoiced to the company indicated on the application form. Any unpaid invoices will delay future transfers.

Note: The Commission no longer accepts transfer fees with the transfer application. The company specified on the application form will be invoiced by the Commission after its application has been processed and approved. If fees are submitted with transfer applications, the Commission will return the fees to the company.

National Energy Board Regulated Transfers

For detailed information regarding National Energy Board Regulated Geophysical Transfers, please refer to the [National Energy Board Regulated Asset Transfers](#) Section of this manual.

Road Permit Transfer Application Form

In accordance with Section 29 of the Oil and Gas Activities Act, a [Road Permit Application Transfer Form](#) must be submitted to the Commission by the applicant when transferring a Road Permit. Application requirements for road transfers are outlined within the following section.

Block B Administration

- Present Holder of Road Permit (Transferor) and Proposed Holder of Road Permit (Transferee)'s full incorporated legal names, addresses and incorporation number must be included.

Block C Transfer Details

- The Effective Date of Transfer on this form must be consistent with the date on all other documents that are submitted.
- The Company to be invoiced must be entered for invoicing transfer fees to the appropriate company.
- The Road Number is the number that the Commission has authorized with the permit approval.
- The Road Type should correspond with the types listed in the [Road Application and Operation Manual](#).
- If transferring more roads or segments than the application has room for either complete an additional application or attach a schedule with the information requested in the transfer details.
- The Commission requires that private landowners be notified of any transfer of assets on their lands. Please ensure the correct box is checked.

Deficiencies include, but are not limited to: inspections, Commission required documentation, As-Cleared Plans, Post-Construction Plans, surface consideration, etc.

Block D Authorization

- Present Holder section must be completed by the transferor.
- Proposed Holder section must be completed by the transferee.

- By signing this application, the transferee “acknowledges acceptance of responsibility for addressing outstanding deficiencies”.

The [Oil and Gas Road Regulation](#) (OGRR) prescribes the requirements for road permit holders in relation to road construction and operations. Please ensure Road Permit Approvals and Section 14 documentation is given to the transferee.

Attachments

Road Permit Transfer Package Cover Page

- Company contact and contact information (phone/email), regarding the transfer.
- Summary of the number of assets to be transferred by asset type.
- Instructions as to where the return documentation should be sent. Unless otherwise stated, documentation and addenda will be sent to the transferee.

Surface Assignment Agreement

- If the roads are on Crown land, 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 transferee and transferor.
- There must be an offer presented by the transferor, and acceptance from the transferee. There must also be a dollar amount given in consideration, as well as a date.
- The effective date of the Surface Assignment Agreement must be consistent with the date on all other documentation that is submitted.

Surface Assignment Schedule

- A schedule must be attached to the Surface Assignment Agreement.
- The schedule must list the road number, segment number, the corresponding surface file number and legal description. Clients file number may be added.
- The date on the Surface Assignment Schedule must match the date on all other documentation that has been submitted.

Transfer Fee

In accordance with the [Fee, Levy and Security Regulation](#), a \$300.00 fee per road permit is required. Fees will be invoiced to the company indicated on the application form. Any unpaid invoices will delay future transfers.

Land Act Transfers

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

Land Act Transfer Requirements

Land Act Transfer Package Cover Page

- Company contact and contact information (phone/email), regarding the transfer
- Summary of the number of assets to be transferred by asset type
- Instructions as to where the return documentation should be sent. Unless otherwise stated, the accepted documentation and addenda for registration with the BC Land Titles Office will be sent to the transferee.

Surface Assignment Agreement

- For assets that are on Crown land, a [Surface Assignment Agreement](#) must be submitted to assign the surface tenure.
- This document is a signed legal agreement between the transferee and transferor.
- There must be an offer presented by the transferor, and acceptance from the transferee. There must also be a dollar amount given in consideration, as well as an effective date.
- The effective date of the Surface Assignment Agreement must be consistent with the date on all other documentation that is submitted.

Surface Assignment Schedule

- A [Surface Assignment Schedule](#) must be attached to the Surface Assignment Agreement.

- The schedule must list the surface file number, purpose, legal description and type of Crown tenure document; clients file number may be added.
- The date on the schedule must match the date on all other documentation that has been submitted.

National Energy Board Regulated Asset Transfers

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

- A copy of the Board Order.
- A copy of the Approval Letter pertaining to the Board Order.
- Assignment of Surface Rights between the parties:
 - There must be a legal agreement between the transferor and transferee that allows for the surface to be assigned.
 - This document is a signed legal agreement between the transferor and transferee.
 - There must be an offer presented by the transferor, and acceptance from the transferee. There must also be a dollar amount given in consideration, as well as a date.
 - The effective date of the Surface Assignment Agreement must be consistent with the date on all other documentation submitted.
- Surface Assignment Schedule:
 - A schedule must be attached to the Surface Assignment Agreement.
 - The schedule must list the description of the pipeline, corresponding surface file number, legal description of the land, type of Crown Tenure Document.
 - The date on the Surface Assignment Schedule must be consistent with all other documentation.

There are no fees associated with assigning the tenure related to a transfer of an NEB regulated pipeline, site, or facility.

5 Corporate Structure Changes

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.

During the amalgamation process, applications and amendments cannot be accepted under the new corporate name unless the amalgamation is with a company that is already registered with the Commission. Once the amalgamation is complete, approval will be distributed to the client(s) involved, and the new company can submit applications and amendments. Incomplete or incorrect applications will delay the processing of the amalgamation.

Prior to the submission of any documentation for an amalgamation, please contact an Asset Management Examiner at 250-794-5200 and request the reports for an amalgamation.

To ensure an application for an amalgamation (also referred to as a transfer) is accepted and processed in a timely manner, the Commission requires that the Objects Owned By Operator Report information be verified. To obtain the Objects Owned By Operator Report, contact an Asset Management Examiner.

If the company is not set up with the Commission prior to the amalgamation, all of the required new company documentation must be submitted with the amalgamation/transfer package. 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.

Corporate Amalgamations Documentation

Amalgamation Package Cover Page

- Company contact and contact information (phone/email), regarding the amalgamation.
- Confirmation of assets to be amalgamated in accordance with the reports sent by a Corporate and Asset Management Examiner; please list any discrepancies.
- Unless otherwise stated, the accepted documentation will be sent to the transferee

Corporate Structure Change Application Form

The Corporate Structure Change Application Form must be completed when applying for an amalgamation. See the [Corporate Structure Change Application Form](#) section of this manual for detailed instructions on how to complete the form.

BC Corporate Registry Certificate

The amalgamation must be registered with BC Corporate Registry. A copy of the BC Corporate Registry Amalgamation Certificate (Alberta or Saskatchewan Amalgamation Certificates are not acceptable) must be submitted.

Proof of Insurance

Comprehensive general liability insurance with a minimum coverage of \$1,000,000 is required in order to hold a Crown land surface tenure. The insurance certificate 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”. A copy of the current valid insurance policy must be provided to the Commission and each year thereafter.

Surface Assignment Agreement

The BC Corporate Registry amalgamation certificate is all that is required to assign the surface. Any “offered” tenure must be executed and received in our office with the required fees prior to approval of the amalgamation transfer.

There is no fee for the amalgamation of Site Details (facility piping, compressors, equipment).

Asset Transfer Fee

There is a \$100 fee per well and per pipeline 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 asset per amalgamation). The company will be invoiced for the fees owing.

Note: The Commission no longer accepts transfer fees with the transfer application. The company specified on the application form will be invoiced by the Commission after its application has been processed and approved. If fees are submitted with transfer applications, the Commission will return the fees to the company.

National Energy Board Regulated Transfers

For detailed information regarding National Energy Board Regulated Corporate Amalgamation Transfers, please refer to the [National Energy Board Regulated Asset Transfers](#) Section of this manual.

Corporate Name Changes

Prior to the submission of any documentation for a name change please contact an Asset Management Examiner at 250-794-5200 and request the reports for a name change.

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.

To ensure an application for a corporate name change (also referred to as a transfer) is accepted and processed in a timely manner, the Commission requires that the Objects Owned by Operator Report information be verified. To obtain the Objects Owned By Operator Report, contact an Asset Management Examiner.

Upon completion and approval of a corporate name change, 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 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.

Corporate Name Change Documentation

Corporate Name Change Package Cover Page

- Company contact and contact information (phone/email)
- Confirmation of assets to undergo the name change in accordance with the reports sent by a Corporate and Asset Examiner, please list any discrepancies
- Unless otherwise stated the accepted documentation will be sent to the transferee

PNG Title Numbers do not need to be provided for a name change; however the declaration on the application still applies.

Corporate Structure Change Application Form

The Corporate Structure Change Application Form must be completed when applying for a name change. See the [Corporate Structure Change Application Form](#) section of this manual for detailed instructions on how to complete the form.

New Company Application Form

The New Company Application Form must be completed when submitting a Corporate Name Change. See [Section 3](#) of this manual for instructions on how to complete the form.

BC Corporate Registry Certificate

The name change must be registered with BC Corporate Registry. A copy of the BC Corporate Registry Name Change Certificate (Alberta or Saskatchewan Name Change Certificates are not acceptable) must be submitted.

Proof of Insurance

Comprehensive general liability insurance with a minimum coverage of \$1,000,000 is required in order to hold a Crown land surface tenure. The insurance certificate 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”. A copy of the current valid insurance policy must be provided to the Commission and each year thereafter.

Surface Assignment Agreement

The BC Corporate Registry name change certificate is all that is required to assign the surface. Any “offered” tenure must be executed and received in our office with the required fees prior to approval of the name change transfer.

Surface Assignment Schedule

A schedule is not required however the information on the tenure report provided by the Commission must be verified; please report any discrepancies.

Asset Transfer Fee

There is a \$100 fee per well to register a name change with the Commission. There is no fee for pipelines, or facilities. If two consecutive name changes occur, the chain of Title must be followed; therefore, the fees will double (\$100.00 per well per name change). The company will be invoiced for the fees owing.

Note: The Commission no longer accepts transfer fees with the transfer application. The company specified on the application form will be invoiced by the Commission after its application has been processed and approved. If fees are submitted with transfer applications, the Commission will return the fees to the company.

National Energy Board Regulated Transfers

For detailed information regarding National Energy Board Regulated Corporate Name Change Transfers, please refer to the [National Energy Board Regulated Asset Transfers](#) Section of this manual.

Corporate Structure Change Application Form

The Corporate Structure Change Application Form is to be completed when submitting an amendment to an existing company's purpose or when applying for an amalgamation or name change.

Block A Administration

Administrative information is used to collect key applicant and contact information.

Company Information The Present Holder (Transferor) and Proposed Holder (Transferee) – full incorporated legal name and addresses, including incorporation number must be included.

Contact The preferred company contact first and last name along with the contact phone number and email address.

Block B Purpose Requirement – Company Code

This section determines what type of client code the Commission issues when the company applies on its own behalf or acts on behalf of another company.

Corporate Name Change Select to apply to change the operating name of the company.

Corporate Amalgamation Select to apply to merge two existing permit holders. If one company is not yet registered with the Commission, the form is to be completed as an application for a new permit holder.

Block C Company Code – Classification

The classification indicates what type of operations the applicant will be involved in (for example, wells, facilities and pipelines, pipelines only, engineering, consultant, etc.).

Applicants should only submit required documents that are complete and up-to-date.

Corporate Amalgamation Include proof of insurance and one copy of the BC Corporate Registry Amalgamation Certificate.

Corporate Name Change Include proof of insurance, one copy of the BC Corporate Registry Certificate, and one copy of the New Company Application Form.

Block D KERMIT Administrator

Each applicant must set up a KERMIT administrator. The administrator is responsible for assigning KERMIT access to the appropriate users within the company. Completing this section ensures that the KERMIT administrator is set up as soon as the applicant is approved.

Information on how to set up a KERMIT administrator is located in the KERMIT Company Administration [how-to document](#).

Block E Applicant Declaration

This information field may only be signed by an employee or agent of the applicant with signing authority. By signing in this block, the applicant or authorized signatory attests that all of the information provided on the application is true and correct.

If the applicant is a corporation, one of the corporation's corporate officers must complete this section.

6 Preliminary Survey Plan ePASS Submissions

Preliminary Survey Plan Submissions

Please Note:
ePASS
number(s)
should not be
listing in the
Book of
Reference.

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, an individual Statutory Right of Way ePASS shape file must be submitted for all tenure files on the survey plan.

All survey plan submissions must indicate the ePASS number(s) for each Tenure file and clearly identify the ePASS number and corresponding Tenure file number(s) near the Surveyor's Job Number on the plan.

Activity specific preliminary survey plans submission requirements and instructions are outlined in the paragraphs below.

Pipelines and Facilities

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.

Survey plans for pipelines and facilities must be submitted through KERMIT. To be able to complete this process in KERMIT, access is required from the KERMIT administrator of the oil and gas company.

The survey plan, cover letter and any additional information can be attached in KERMIT by:

- Selecting the Applications tab,
- Under the Permits heading, select Find Permits,
- Enter the Tenure File # and push search,

- Click on the Job # of the application,
- Select the Attachments tab,
- Click Upload at the bottom of the page,
- Click add files at the bottom of the window,
- Add the corresponding survey plan, in the Document Type select Statutory Right of Way and Start Upload, the plan will upload in the attachments.

Wells and Other Types

Survey plans for well sites and other types are to be submitted to the Commission:

BC Oil and Gas Commission

Physical Address: 6534 Airport Road, Fort St. John, B.C.

Mailing Address: Bag 2, Fort St. John, B.C. V1J 2B0

Companies are required to submit two (2) hard copies of the preliminary survey plan.

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

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)

|

SCHEDULE "A"

Attached to and forming part of an Assignment of Surface Rights Agreement dated as of the ___ day of _____, 20__ among _____ (Assignor) and -
(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).

Crown File	Plan No. (if applicable)	Purpose and No. (e.g. Well Permit, Project, Campsite etc.)	Legal Description	Tenure Type (e.g. SRW, Licence of Occupation)	Company File No. (optional)
960467	PGP999	WA 10001	d-6-c/94-l-2	SRW	S10001

Appendix B – Example Letter

Letter of Authorization Example

The following Letter of Authorization example outlines the recommended format that well transfer applicants should use when preparing their well transfer application. A letter in this format is not a requirement, but may be helpful in ensuring the well transfer application is processed in a timely manner.

Oil and Gas Commission
100, 10003 – 110th Avenue
Fort St. John, BC
V1J 6M7

Attention: Project Assessment and Compliance Assurance Division

Re: < INSERT WELL NAME AND LOCATION >

Pursuant to Section 24 of the British Columbia *Oil and Gas Activities Act*, please be advised that

< INSERT NAME OF TENURE HOLDER >

as tenure holder(s) of

< INSERT TITLE, e.g., P&NG Lease 45321 >

hereby authorize

< INSERT NAME OF COMPANY THAT WILL OPERATE THE WELL >

to drill and operate the subject well and produce petroleum and/or natural gas from the subject well.

Notwithstanding this arrangement, the obligation to the Province of British Columbia concerning liabilities will remain with the tenure holder(s).

Sincerely,

[Name, title and signature]

Appendix C – 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.

- [British Columbia Assessment Authority](#)
- [Ministry of Forests, Lands and Natural Resource Operations](#)
- Fort Nelson District:
Forests.FortNelsonDistrictOffice@gov.bc.ca
- Peace District:
Forests.PeaceDistrictOffice@gov.bc.ca
- [National Energy Board](#)
- [Ministry of Energy and Mines](#)
- [Land Title and Survey Authority of British Columbia](#)

Appendix D – Transfer Invoice Sample



COMMISSION

300 - 398 Harbour Rd
Victoria BC V9A 0B7

GST# 107864738 RT0079

Number	<i>OGC Invoice Number</i>
Date	
Page	

Invoice

Sold *Company Name*
To: *Address*

Ship *Company Invoiced*
To: *Address*

Attn: Accounts Payable

Attn: Accounts Payable

Purchase Order No.	Customer ID	Customer Name	Payment Terms			
			Cash on Receipt			
Item Number	Description	Quantity	U of M	Unit Price	Amount	
	Application to Transfer type of asset From: Transferor To: Transferee	1	Each	\$200.00	\$200.00	
				Subtotal	\$200.00	
				Tax	\$0.00	
				Pmt Received	\$0.00	
				Amount Due	\$200.00	

Remit To: BC Oil & Gas Commission
300, 398 Harbour Road
Victoria, BC, V9A 0B7



OIL & GAS COMMISSION

Operator Change Report

Date

Job#: Kermit Job #

Operator Change Type: Transfer Assets

From Organization

Transferor

Address

Contact: Name

Phone#: (000) 000-0000

To Organization

Transferee

Address

Contact: Name

Phone#: (000) 000-0000



Asset Type	Section 10 Field If pipeline	Location	Tenure File#	OGC File#	Status
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***THIS WILL BE THE SAME REPORT SENT
WITH THE APPROVAL***