



# Applying for Approval to Hold EUB Licences

July 11, 2005

Effective January 1, 2008, the Alberta Energy and Utilities Board (EUB) has been realigned into two separate regulatory bodies, the Energy Resources Conservation Board (ERCBC), which regulates the energy industry, and the Alberta Utilities Commission (AUC), which regulates the utilities industry.

As part of this realignment, the title pages of all existing EUB directives now carry the new ERCBC logo. However, no other changes have been made to the directives, and they continue to have references to "EUB." As new editions of the directives are issued, these references will be changed.

**ENERGY RESOURCES CONSERVATION BOARD**  
**Directive 067: Applying for Approval to Hold EUB Licences**

July 11, 2005

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# Directive 067

July 11, 2005

## Directive 067: Applying for Approval to Hold EUB Licences

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### 1 Introduction

Before a party can commence any type of business with the Alberta Energy and Utilities Board (EUB), such as applying for a licence or submitting information, it has to have a Business Associate (BA) code (referred in Section 21 of the *Oil and Gas Conservation Act* and Section 22 of the *Pipeline Act* as an identification code). This directive details how a party obtains that code and specifically how it gets approval that would allow it to hold an EUB licence.

The type of EUB licence that a party is allowed to hold is based on its Licence Eligibility Type. This directive explains how a party applies to the EUB for an appropriate Licence Eligibility Type.

#### 1.1 Purpose

The purposes of this directive are

- to assist a potential licensee in preparing an application to acquire a BA code with the appropriate Licence Eligibility Type that allows it to hold EUB licences, and
- to assist a potential licensee who is resident outside Alberta to designate and obtain EUB approval for agents and, ultimately, discharge of the agent. (It is a requirement that all licensees resident outside of Alberta have an agent who is resident in Alberta. Agent appointments must be in accordance with Section 91 of the *Oil and Gas Conservation Act* and Section 19 of the *Pipeline Act*.)

## 1.2 Business Associate Codes

BA codes are obtained from the Petroleum Registry of Alberta.

Parties wishing to be licensees with a Licence Eligibility Type to hold EUB licences (further explained in Section 4) may either first acquire the BA code through the Petroleum Registry of Alberta and then apply to the EUB through the appropriate schedule in this directive for a Licence Eligibility Type **or** submit the appropriate schedule in accordance with this directive, and the EUB will acquire the BA code on behalf of the party.

Parties wishing to hold EUB licences must meet the licensee requirements set out in Section 5 of this directive and have their BA code approved with an appropriate Licence Eligibility Type. The EUB is responsible for designating the licence eligibility.

To obtain a Business Associate code directly from the Petroleum Registry of Alberta, contact the Registry as follows:

in Calgary:     Phone: (403) 297-6111  
                       Fax:     (403) 297-3665

in Edmonton:   Phone: (780) 422-1395  
                       Fax:     (780) 422-9522  
                       by e-mail: [petroleumregistry.energy@gov.ab.ca](mailto:petroleumregistry.energy@gov.ab.ca)  
                       Web site: [www.petroleumregistry.gov.ab.ca](http://www.petroleumregistry.gov.ab.ca)

## 1.3 When to Use This Directive

This directive has three schedules:

- **Schedule 1:** EUB Business Associate Code, Licence Eligibility Type—Complete Schedule 1 if you are applying for a BA code (existing code or newly issued code) with a Licence Eligibility Type to hold any type of EUB licence except for domestic water well licences. (For those use Schedule 3.)
- **Schedule 2:** EUB Agent Registration and Discharge—Complete Schedule 2, along with Schedule 1, if you are resident outside of Alberta and are therefore required to appoint an agent who is resident in Alberta.
- **Schedule 3:** EUB Business Associate Code, Licence Eligibility Type to Hold Domestic Water Well Licences—Complete Schedule 3 if you are applying for a domestic water well Licence Eligibility Type (for water wells terminating at a depth more than 150 metres [m]).

## 2 Licence Eligibility Types

The EUB has developed Licence Eligibility Types to apply to a BA code. These designate the eligibility of a party to hold EUB licences and indicate which type of EUB licences the party may hold.

The Licence Eligibility Types are as follows:

- **Not Eligible—Ineligible to acquire or hold any EUB licence. A BA code is valid for administrative purposes only.**

Parties wishing a BA code with no Licence Eligibility Type can acquire the code from the Petroleum Registry of Alberta. Parties holding this code may use the code for administrative purposes associated with the EUB or the Petroleum Registry. No application is required to the EUB for this purpose.

- **Well, Facility, or Pipeline—Eligible to acquire or hold any and all types of EUB licence.**

Potential licensees must submit a completed **Schedule 1** and the applicable **fee** to the EUB. If the potential licensee is resident outside of Alberta, then it must also submit **Schedule 2** to declare an agent. Licensee requirements are set out in Section 3.

- (a) **Public Educational Institution—Eligible only to hold well, facility, or pipeline licences for educational purposes.**

Licensees must submit to the EUB an abandonment security deposit to be determined by the EUB for any well licence held by the public educational institution. The deposit will be in the form of either cash or a letter of credit, in accordance with *Interim Directive (ID) 2001-1: Security Deposits*. (The EUB will establish an account with a Canadian chartered bank for the licensee's cash security deposit. The deposit will be refunded upon written request from the licensee to the EUB once the licensee confirms with the EUB, with the filing of appropriate data, that the site has been abandoned in accordance with the requirements.)

- (b) **Government—Eligible only to hold well, facility, or pipeline licences under the Government of Alberta or its agencies.**

There are no security deposit requirements for this Licence Eligibility Type to hold EUB licences.

- **Farm Gas Well (and associated pipeline)—Eligible only to hold a farm gas well licence.**

The farm gas well legislation was rescinded in 1996. As a result, no further farm gas well licences were issued after July 1, 1996.

The EUB will still transfer an existing farm gas well licence (and its associated pipeline licence, if there is one) to a different eligible licensee, but only with the signing of a "Declaration and Waiver" by the licensee (see Schedule 1) and with receipt by the EUB of an abandonment security deposit determined by the EUB in the form of either cash or a letter of credit in accordance with *ID 2001-1*. (The EUB will establish an account with a Canadian chartered bank for the licensee's cash security deposit. The deposit will be refunded upon written request from the licensee to the EUB once the licensee confirms with the EUB, with the filing of appropriate data, that the site has been abandoned in accordance with the requirements.)

- **Gas Well (and associated pipeline) for Domestic Use—Eligible only to hold a gas well licence if the gas produced is for domestic use and any pipeline licence associated with that well if the pipeline is regulated by the EUB in accordance with Section 1(1)(t)(ii) of the *Pipeline Act*.**

Gas well licences for domestic use were only issued after July 1, 1996. A licensee of a gas well for domestic use must be resident in Alberta and the produced gas must be for use outside of the oil and gas industry and not for resale.

A licensee must submit to the EUB a completed **Schedule 1** and an abandonment security deposit determined by the EUB in the form of either cash or a letter of credit in accordance with *ID 2001-1*. (The EUB will establish an account with a Canadian chartered bank for the licensee’s cash security deposit. The deposit will be refunded upon written request from the licensee to the EUB once the licensee confirms with the EUB, with the filing of appropriate data, that the site has been abandoned in accordance with the requirements.)

Licensees of gas wells for domestic use must meet all the same regulatory requirements as other gas producers in the province.

- **Mineral Exploration Test Hole (nonhydrocarbon)—Eligible only to hold a non-oil or gas mineral exploration well licence.**

Potential licensees must submit a completed **Schedule 1**. There are no security deposit requirements for this Licence Eligibility Type.

- **Domestic Water Well—Eligible only to hold a water well licence for domestic use of water wells terminating at a depth of more than 150 m.**

A domestic water well is a well drilled for the production of water for use outside of the oil and gas industry.

Potential licensees must submit a completed **Schedule 3**. There are no security deposit requirements for a well licence drilled specifically for production of water for domestic use. However, if the domestic water well is a well to be converted from an existing oil and gas well, the potential licensee may be required to

- explain through written submission that it has the expertise and experience to operate an industry well, including dealing with any operational problems that may be experienced in the wellbore;
- show that it has the appropriate insurance to deal with any operational problems that may be experienced by using the well; and
- pay a security deposit to be determined by the EUB in the form of either cash or a letter of credit in accordance with *ID 2001-1* to deal with the ultimate abandonment of the well and the reclamation of the well site. (The EUB will establish an account with a Canadian chartered bank for the licensee’s cash security deposit. The deposit will be refunded upon written request from the licensee to the EUB once the licensee confirms with the EUB, with the filing of appropriate data, that the site has been abandoned in accordance with the requirements.)

### 3 Requirements to Become an EUB Licensee

Potential licensees must meet specific requirements to hold an EUB licence, as set out in Sections 20 and 21 of the *Oil and Gas Conservation Act* and Sections 21 and 22 of the *Pipeline Act*.

#### 3.1 Eligibility

A corporation is eligible to become an EUB licensee if it is

- registered with an active status under the *Business Corporations Act*;
- incorporated by or under an act of the Legislature, other than the *Business Corporation Act*, and approved by the EUB as a corporation that may acquire or hold a licence;
- incorporated under the *Bank Act* (Canada);
- a railway company incorporated under an act of the Parliament of Canada;
- registered under the *Locan and Trust Corporations Act*; or
- an insurance company licensed under the *Insurance Act*.

An individual may hold an EUB licence.

A partnership may **not** become an EUB licensee.

#### 3.2 Residency

EUB licensees must be resident in Alberta. Licensees that are not resident in Alberta must appoint an agent, in accordance with Section 91 of the *Oil and Gas Conservation Act* and Section 19 of the *Pipeline Act*, that is resident in Alberta. For these purposes, “resident” means

- in the case of a corporation, having an office in the Province of Alberta and having staff within Alberta to make technical and operational decisions;
- in the case of an individual, having its main living residence in Alberta and able to carry out all obligations and duties of a licensee.

#### 3.3 Agent Appointment for Nonresident Licensees

Potential licensees that are not residents of Alberta and are applying for a Licence Eligibility Type to hold EUB licences must appoint an agent (Schedule 2), in accordance with Section 91 of the *Oil and Gas Conservation Act* and Section 19 of the *Pipeline Act*.

Only EUB licensees that are not resident in Alberta may appoint an agent.

An agent must be resident in Alberta, have a BA code, have the authority to carry out all of the duties and responsibilities of the licensee, and meet the requirements to become an EUB licensee. Agents must also meet the insurance requirements of a licensee (see Section 3.4), but will not be required to pay the first-time licensee fee unless the agent wishes to become a licensee in its own right.

The appointment of an agent must be approved by the EUB to be effective. An agent may not be changed or discharged without the consent in writing of the EUB, which consent may, at the EUB’s discretion, be refused.

If the EUB consents to the appointment or discharge of an agent, both the licensee and agent will receive a copy of the approved agent registration schedule.

The agent will be held accountable and liable, in accordance with the *Oil and Gas Conservation Act*, should the licensee be unable or unwilling to fulfill its responsibilities associated with holding an EUB licence.

Any licence applications submitted by an agent on behalf of a licensee will be issued in the name of the licensee.

### 3.4 Insurance

An EUB licensee must have reasonable and appropriate insurance coverage (and maintain the insurance coverage) that is appropriate for the size of the company and the type of the operation that the company carries out. The insurance policy must be issued from a company registered in Alberta to provide insurance in Alberta.

Before the EUB approves a Licence Eligibility Type to hold EUB licences or to become an agent, it requires evidence of insurance either in the form of a certificate of proof of insurance or a statement of the insurer describing the coverage, effective date, and termination date of the insurance.

Licensees holding domestic water well licences for wells drilled expressly as water wells are exempt from insurance requirements. However, licensees converting wells drilled by the industry to domestic water well production are required to carry reasonable and appropriate insurance.

### 3.5 First-time Licensee Fee

A potential licensee applying for a BA code that allows it to hold EUB licences must remit a one-time nonrefundable fee of \$10 000 (Section 17.010(1.1) of the *Oil and Gas Conservation Regulations*) to the EUB.

Licensees exempt from the fee are

- those only holding water well licences,
- those only holding mineral test hole licences,
- public educational institutions or government, and
- agents that are not licensees in their own right.

Potential licensees of farm gas wells (pipelines) and gas wells for domestic use may apply for waiver of this fee using Schedule 1 upon signing the Declaration and Waiver (in Part C of Schedule 1) associated with that licence, which states that all production is for domestic use only, for use outside of the oil and gas industry, and that the production will not be resold.

### 3.6 Declaration

Parties that require a BA code eligible to hold EUB licences must sign the declaration in Part E of Schedule 1. The declaration formally acknowledges that a party understands its obligations and responsibilities as an EUB licensee under all applicable provincial acts and regulations.

If a corporation is applying to be a licensee, the declaration must be signed by one of the corporate officers specified in the corporate profile on Schedule 1.

If an individual is applying to be a licensee, the individual who will hold the EUB licence must sign the declaration.

## 4 Schedules and How to Complete Them



Month	Day	Year					

**A. POTENTIAL LICENSEE INFORMATION**

---

Applicant Name \_\_\_\_\_

Abbreviated Corporate Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

24-hr Emergency Response No. \_\_\_\_\_ Alberta Corporate Access Number \_\_\_\_\_

Contact Person for purposes of this schedule \_\_\_\_\_

**B. BUSINESS ASSOCIATE CODE - LICENCE ELIGIBILITY TYPE REQUIREMENT**

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- Application for a new BA code with a Licence Eligibility Type to hold EUB licences (excepting domestic water well licences—see Schedule 3)
- Amendment or assignment of a Licence Eligibility Type to hold EUB licences where BA code exists  
Existing BA code \_\_\_\_\_
- Corporate profile update (complete Section D)

**C. BUSINESS ASSOCIATE LICENCE ELIGIBILITY TYPE PURPOSE**

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Check the appropriate boxes to indicate the purpose of your application, as well as the required items you have completed and attached.

- Well, Facility, and/or Pipeline Licence**
  - Corporate profile (Section D)
  - Proof of insurance
  - \$10 000 first-time licensee fee
  
- (a) Public Educational Institution**
  - Abandonment security deposit (determined by EUB)
  - Corporate profile (Section D)
  - Proof of insurance
  
- (b) Government**
  - Proof of insurance

(continued)

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**Farm Gas Well Licence and Gas Well Licence for Domestic Use (and Associated Pipeline Licence)**

Abandonment security deposit (determined by EUB)

Proof of insurance

Declaration and Waiver: I hereby apply for a waiver of the \$10 000 first-time licensee fee and declare that production is for domestic use only, is for use outside of the oil and gas industry, and will not be resold. I further understand that if a licence is issued to me, I will be required to place a security deposit in an amount specified by the EUB with the EUB.

Signature \_\_\_\_\_

**Mineral Exploration Test Hole Licences (non-hydrocarbon)**

Corporate profile (Section D)

Proof of insurance

**D. CORPORATE PROFILE (only required if licensee is a corporation)**

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Shareholder having controlling interest (51% or greater) \_\_\_\_\_

Directors of the corporation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corporate Officers**

Chief Executive Officer \_\_\_\_\_

Chief Operating Officer \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

President \_\_\_\_\_

(continued)

**E. DECLARATION OF APPLICANT** (If a corporation, one of the corporate officers specified in Section D must complete this section)

I, \_\_\_\_\_, of \_\_\_\_\_  
(signatory's name) (city/location)

in the Province of \_\_\_\_\_, as \_\_\_\_\_,  
(province) (job title)

declare that

- 1) the information here and in all supporting documentation is complete and accurate;
- 2) I am aware of and have the authority and responsibility to ensure compliance with the requirements imposed by the statutes and regulations of the Province of Alberta and the directives, guides, interim directives, and informational letters issued by the Alberta Energy and Utilities Board that are pertinent to EUB licence holders.

Name (printed) \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Submit the completed Schedule 1 and all necessary attachments to the address below.

**F. EUB USE ONLY**

The EUB hereby approves Business Associate Licensee Eligibility Type application as submitted subject to the attached conditions (if any):

Approved by \_\_\_\_\_ BA Code \_\_\_\_\_

Title \_\_\_\_\_ Licence Eligibility Type \_\_\_\_\_

Date \_\_\_\_\_



#### 4.1 How to Complete Schedule 1: EUB Business Associate Code, Licence Eligibility Type

<b>When to Use Schedule 1</b>	Complete this schedule if you are applying for a BA code (existing code or newly issued code) with a Licence Eligibility Type to hold any EUB licence (well, facility, and pipeline), except for a water well licence (use Schedule 3).
<b>Date</b>	Enter the date on which you are submitting this schedule to the EUB.

##### **A. Potential Licensee Information**

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<b>Applicant Name</b>	Enter the applicant's full corporate name.
<b>Abbreviated Corporate Name</b>	Enter the abbreviated corporate name that the applicant wishes the EUB to use for administrative (well naming) and system purposes. This name must be unique (not applicable to any other licensee) and no greater than 13 characters. If the licensee does not submit an abbreviated name, the EUB will designate one.
<b>Address</b>	Enter the applicant's full mailing address. (If address is outside Alberta, you must also submit a completed Schedule 2.)
<b>Telephone and Fax Numbers, E-mail Address, and 24-hour Emergency Response Number</b>	Enter the applicant's business telephone number and fax number (including area code), the corporate e-mail address, if one exists, and 24-hour emergency response number.
<b>Alberta Corporate Access Number</b>	If the applicant is a corporation, enter the Alberta Corporate Access Number of the corporation.
<b>Contact Person</b>	Enter the name of the person responsible for the information contained within the application. The EUB considers the scope of the contact person's responsibilities to include <ul style="list-style-type: none"><li>• ensuring compliance with the application requirements,</li><li>• addressing EUB queries on all aspect of the application, and</li><li>• responding to any EUB audits of the application and licensing activities.</li></ul>

##### **B. Business Associate Code – Licence Eligibility Type Requirement**

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<b>Application for a new EUB BA code with a Licence Eligibility Type to hold EUB licences</b>	Check this box if you are applying to acquire a BA code with a Licence Eligibility Type to hold EUB licences.
<b>Amendment or assignment of a Licence Eligibility Type to hold EUB licences where a BA code exists</b>	Check this box if you are applying to amend or assign an existing Licence Eligibility Type to an existing BA code. (Note that the amendment may be to change the current type from one that does not allow the holding of licences to one that does, or from one that restricts the type of licence that can be held to one that does not.)

Existing BA Code	Enter the existing alpha-numeric BA code.
Corporate Profile Update	Check this box if you are only sending in information to update the licensee's corporate profile information under Section D.  The EUB may request an updated corporate profile from time to time.

### C. Business Associate Licence Eligibility Type Purpose

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*Check the appropriate boxes to indicate the purpose of your application, as well as the required items you have completed and attached.*

Well, Facility, and/or Pipeline Licence	Check this box if you are applying for a BA code approved with a Licence Eligibility Type to hold ANY (well, facility, and/or pipeline) EUB licence. Your application must include <ul style="list-style-type: none"> <li>• completed Section D: Corporate Profile</li> <li>• proof of insurance</li> <li>• \$10 000 first-time licensee fee</li> </ul>
(a) Public Educational Institution	Check this box if the licence is to be held by a public educational institution. The \$10 000 first-time licensee fee is waived, but you must complete Section D: Corporate Profile and include your abandonment security deposit (determined by EUB) and proof of insurance.
(b) Government	Check this box if the licence is to be held by the Government of Alberta or its agencies. The \$10 000 first-time licensee fee is waived, but the proof of insurance must be included unless there is a statement that the government branch is self-insured.
Farm Gas Well Licence and Gas Well Licence for Domestic Use (and Associated Pipeline Licence)	Check the appropriate box if you are applying for a BA code with a Licence Eligibility Type to hold a farm gas well licence or a domestic gas well licence and the pipeline licence attached to the well if it is a pipeline regulated by the EUB in accordance with Section 1(1)(t)(ii) of the <i>Pipeline Act</i> .  Your application must include <ul style="list-style-type: none"> <li>• abandonment security deposit (determined by EUB)</li> <li>• proof of insurance</li> </ul> Sign the Declaration and Waiver, affirming that the licensee meets the conditions of a licence of this type.
Mineral Exploration Test Hole Licence	Check this box if you are applying for a BA code approved with a Licence Eligibility Type to hold only a nonhydrocarbon Mineral Exploration Test Hole Licence.

Your application must include

- completed Section D: Corporate Profile
- proof of insurance

**D. Corporate Profile** (only required if licensee is a corporation)

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If the applicant is a corporation, enter the full legal names of the persons filling any of the listed positions. Potential licensees that are government or farm/domestic gas producers do not have to complete the Corporate Profile.

**E. Declaration of Applicant**

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Fill in the required information as specified on the form.

For corporations, this declaration must be signed by one of the corporate officers specified in Section D: Corporate Profile.

**F. EUB Use Only**

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The EUB, upon approval of the Business Associate code with the applied-for Licence Eligibility Type, will complete this section and provide a copy to the licensee.

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**A. AGENT APPOINTMENT (by licensee)**

Month	Day	Year

Agent's Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

24-hr Emergency Response No. \_\_\_\_\_

Agent's BA Code \_\_\_\_\_  Request that a BA code be issued by the Petroleum Registry of Alberta

Agent's Contact Person \_\_\_\_\_

**APPOINTMENT STATEMENT**

In accordance with Section 91 of the *Oil and Gas Conservation Act* and/or Section 19 of the *Pipeline Act*, the licensee, \_\_\_\_\_, hereby appoints \_\_\_\_\_ as its registered agent in the Province of Alberta to carry out its duties and responsibilities under the *Oil and Gas Conservation Act* and *Regulations* and/or the *Pipeline Act* and *Regulation*. The licensee acknowledges that this appointment of an agent does not relieve the licensee of any duty or responsibility under the *Oil and Gas Conservation Act* and *Regulations* and/or the *Pipeline Act* and *Regulation*.

Name (printed) \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_

**AGENT ACCEPTANCE (by agent)**

Month	Day	Year

**ACCEPTANCE STATEMENT**

The agent, \_\_\_\_\_, hereby accepts this appointment and acknowledges the responsibility to comply with all duties and responsibilities of the appointing licensee under the *Oil and Gas Conservation Act* and *Regulations* and/or the *Pipeline Act* and *Regulation*.

Name (printed) \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_

Proof of insurance attached

**Agent's Corporate Profile**

Shareholder having Controlling interest \_\_\_\_\_  
 (51% or greater)

**Directors of the corporation**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(continued)

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Corporate Officers

Chief Executive Officer \_\_\_\_\_

Chief Operating Officer \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

President \_\_\_\_\_

**EUB USE ONLY**

The EUB hereby approves the agent appointment as submitted subject to the attached conditions (if any):

Approved by \_\_\_\_\_ Licensee BA code \_\_\_\_\_

Title \_\_\_\_\_ Licence Eligibility Type \_\_\_\_\_

Date \_\_\_\_\_ Agent BA code \_\_\_\_\_

**B. AGENT DISCHARGE**

Month	Day	Year			

**DISCHARGE STATEMENT**

Agent discharge may only occur upon consent of the EUB. The liability of an agent for a licensee's oil and gas properties continues until the EUB agrees in writing to accept the Agent Discharge application, as per Section 91(7) of the *Oil and Gas Conservation Act*. (Note that even after discharge, the agent remains responsible and liable for acts and omissions during the time it was agent.)

The licensee, \_\_\_\_\_, hereby discharges \_\_\_\_\_ as its registered agent in the Province of Alberta under the *Oil and Gas Conservation Act* and/or the *Pipeline Act*.

Name (printed) \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_

Submit the completed Schedules 1 and 2 and all necessary attachments to the address below.

**EUB USE ONLY**

The EUB hereby approves the discharge of agent as submitted subject to the attached conditions (if any):

Approved by \_\_\_\_\_ Licensee BA code \_\_\_\_\_

Title \_\_\_\_\_ Licence Eligibility Type \_\_\_\_\_

Date \_\_\_\_\_ Agent BA code \_\_\_\_\_



## 4.2 How to Complete Schedule 2: EUB Agent Registration and Discharge

**When to Use Schedule 2** Complete this schedule, along with Schedule 1, if the potential licensee is not a resident in Alberta. In this case, the licensee must appoint an agent who is resident in Alberta, in accordance with this schedule. The agent must agree to the appointment by signing the schedule.

### A. Agent Appointment (by licensee)

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<b>Date</b>	Enter date on which the schedule is being submitted to the EUB.
<b>Agent's name</b>	Enter the full legal name of the agent.
<b>Address</b>	Enter the agent's full Alberta mailing address.
<b>Telephone and Fax Numbers, E-mail Address, and 24-hr Emergency Response Number</b>	Enter the agent's business telephone and fax numbers (including area code), e-mail address, if one exists, and 24-hr emergency response number.
<b>BA Code</b>	Enter the agent's BA code. If the agent does not have a BA code, check the box to request the EUB to obtain one on the agent's behalf from the Petroleum Registry of Alberta.
<b>Agent's Contact Person</b>	Enter the full name of the agent's contact person.
<b>Appointment Statement</b>	Enter the full legal name of both the applicant and the agent.
<b>Name, Position Signature</b>	Enter the name and position of the person signing the appointment on behalf of the licensee.  If the applicant is a corporation, a senior corporate officer must sign this declaration.

### Agent Acceptance (by agent)

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<b>Date</b>	Enter the date on which the agent accepted the appointment.
<b>Acceptance Statement</b>	Enter the full legal name of the agent.
<b>Name, Position</b>	Enter the name and position of the person accepting the appointment and signing the form on behalf of the agent.  If the agent is a corporation, a senior corporate officer of the agent must sign the acceptance.
<b>Proof of Insurance</b>	Check this box to indicate that proof of the agent's insurance is attached.
<b>Corporate Profile</b>	If the applicant is a corporation, enter the full legal names of the persons

filling any of the listed positions.

**EUB Use Only**

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The EUB, upon approval of the agent, will complete this section and provide a copy to the licensee and the appointed agent.

**B. Agent Discharge**

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<b>Date</b>	Enter the date on which the agent is discharged.
<b>Discharge Statement</b>	Enter the full legal name of the licensee and the agent.
<b>Name, Position</b>	Enter the name and position of the person representing the licensee who has the authority and responsibility to discharge of the agent.

**EUB Use Only**

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The EUB, upon approval of the discharge of the agent, will complete this section and provide a copy to the licensee and the discharged agent.

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**EUB Business Associates Code  
Licence Eligibility Type to Hold Domestic Water Well Licences  
(for water wells with depths more than 150 metres)**

Month	Day	Year					

**A. DOMESTIC WATER WELL LICENSEE INFORMATION**

Applicant Name (owner of the water well; please print) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

Application for a new EUB BA code and Domestic Water Well Eligibility Type (proposed new well, depth more than 150 metres)

Assignment of a Licence Eligibility Type to hold EUB Domestic water well licences where BA code exists

Enter existing BA code \_\_\_\_\_

Note that any domestic water well more than 150 metres in depth must be licensed by the EUB, but it is not subject to the first-time licensee deposit, is not included in the Orphan Program, and is not subject to the Orphan Fund Levy. Licensees of these wells do not have to meet the insurance requirements of other licensees. However, if the domestic water well is to be converted from an oil and gas well, the potential licensee may be required to show that it has the expertise and experience to operate an oil and gas well, including dealing with any operational problems experienced within the wellbore; show that it has the appropriate insurance to deal with any operational problems experienced using the wellbore; and pay a security deposit to the EUB (to be held in trust) as determined by the EUB to address the abandonment and reclamation liability associated with the well.

**Declaration and Waiver:** I hereby state that the water production is for domestic use only, and not for use for any reason within the oil and gas industry.

Signature of licensee \_\_\_\_\_

Submit the completed and signed Schedule 3 to the address below or send it by fax to the EUB's Corporate Compliance Group at (403) 297-7168.

**B. EUB USE ONLY**

The EUB hereby approves the Domestic/Municipal Water Well application as submitted subject to the attached conditions (if any):

Approved by \_\_\_\_\_ BA Code \_\_\_\_\_

Title \_\_\_\_\_ Licence Eligibility Type \_\_\_\_\_

Date \_\_\_\_\_



### 4.3 How to Complete Schedule 3: EUB Business Associate Code – Licence Eligibility Type to Hold Domestic Water Well Licences

#### When to Use Schedule 3

Complete this schedule if you are applying to hold a BA code with a Licence Eligibility Type to hold EUB licences for domestic water wells more than 150 metres (m) in depth.

#### Date

Enter the date on which you are submitting this schedule to the EUB.

#### A. Domestic Water Well Licensee Information

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##### Applicant Name

Enter the applicant's full name.

##### Address

Enter the applicant's Alberta address.

##### Telephone and Fax Numbers and E-mail address

Enter the applicant's telephone number and fax number (including area code) and e-mail address, if one exists.

##### Application for a new BA code and a Domestic Water Well Eligibility Type

Check this box to indicate that no BA code currently exists for the licensee, but that you would like the EUB to apply for one on your behalf from the Petroleum Registry of Alberta.

##### Assignment of a Licence Eligibility Type to hold EUB domestic water well licences where BA code exists

Check this box and provide the BA code you already have, if you are only requesting a Licence Eligibility Type to hold domestic water well licences (water wells drilled more than 150 m.)

Note that any domestic water well more than 150 m in depth must be licensed by the EUB, but it is not subject to the first-time licensee deposit, is not included in the Orphan Program, and is not subject to the Orphan Fund Levy. Licensees of these wells do not have to meet the insurance requirements of other licensees. However, if the domestic water well is to be converted from an oil and gas well, the potential licensee may be required to show that it has the expertise and experience to operate an oil and gas well, including dealing with any operational problems experienced within the wellbore; show that it has the appropriate insurance to deal with any operational problems experienced using the wellbore; and pay a security deposit to the EUB (to be held in trust) as determined by the EUB to address the abandonment and reclamation liability associated with the well.

##### Declaration and Waiver Signature

The declaration must be signed by the person to whom the licence will be issued.

#### B. EUB USE ONLY

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The EUB, upon approval of the BA code with the applied-for Licence Eligibility Type, will complete this section and provide a copy to the licensee.

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