

Manitoba Electronic Well Licencing Application

MEWLA v3.0 Web

USER MANUAL

April, 2017

Start Here Help Login

Welcome!

Manitoba Electronic Well Licencing Application v3.0 is now web based! Easier and faster way to submit your licence applications!

[START here »](#)

Getting started

Welcome to Manitoba Electronic Well Licencing Application v.3.0 web!

[Learn more »](#)

Help Documents

Some documents for the end users to learn more about the application procedure/requirements etc.

[Learn more »](#)

Other Links

Links to different documents or website on anything

[Learn more »](#)

At this time, the "Learn more" buttons at the bottom are not set up.

LOGGING IN:

Start Here Help Login

Log in.

User Name

Password

User Names & Passwords are supplied and controlled by the Petroleum Branch. Please contact Ahmed Abdelrahman at 204-945-6575 or Carrie Rose at 204-945-2909 if you have any questions.

CREATING A NEW LICENCE APPLICATION:

Click on “Create New” to create a new application.

If you have saved applications that have NOT been submitted, they will appear here and you can select which one you want to work on. *More than one person can be working in MEWLA at the same time, but they cannot be working on the same application.*

Manitoba Electronic Well Licencing Application v3.0 web



Start Here Help Log off user2!

Create a New Licence Application

Please Note That You Cannot Change the Name After An Application is Created. So Choose Wisely!

Name

Create

This name is for your internal use only. It is not the Well Name that will appear on the licence and the Petroleum Branch will not see this name. If you have 2 or more people in the department/company that will be working on licencing, it might be helpful to have their initials at the start of this description, then the well location. Choose your naming procedure carefully, as you cannot change this name once created.

Name Example: CR A4-3-10-29

Enter Name & hit Create.

The following screen appears:

Manitoba Electronic Well Licencing Application v3.0 web



Start Here Help Log off user2!

Saved Application(s)

Successfully Saved


Name	Status	Created On	
CR A4-3-10-29	SAVED	1/18/2017 3:02:34 PM	Open Delete

Create New

The application name has been created, the status is SAVED, and it tells you the date it was created on. To begin working on this application, click “Open”.

The following screen appears:

Manitoba Electronic Well Licencing Application v3.0 web

Manitoba 

Start Here Help Log off user2!

Categories General Information

General Info. Enter New Record

Well Location

Surface Location

Co-ordinates Data (Surface / Bottom)

Casing Data

Drilling Info.

Surface Rights

Mineral Rights

UTM Surface Coordinates

File Upload

SUBMIT

Note the Categories on the left side of the screen.

These categories will guide your application entry.

Complete each category in the order it appears, starting with [General Info.](#)

CATEGORY 1: GENERAL INFO

In the [General Info Category](#), click the green button “Enter New Record”.

The following screen appears:

The screenshot shows a web application interface for adding new general information. On the left, there is a sidebar with a 'Categories' menu. The 'General Info.' category is selected and highlighted in blue. Below it are other categories: Well Location, Surface Location, Co-ordinates Data (Surface / Bottom), Casing Data, Drilling Info., Surface Rights, Mineral Rights, UTM Surface Coordinates, File Upload, and a SUBMIT button with a checkmark.

The main form area is titled 'Add New General Information' and contains the following fields:

- Deviation Indicator: A dropdown menu with the text '---select an Indicator---' and a downward arrow.
- Well name: A text input field with a blue tooltip that reads: 'Must not include DIR, OB S, HZNTL, WIW, S&WD, STH, PTH, W&W or geographical information'.
- Company Name: A text input field.
- Company Code: A text input field containing the value '0'.
- MB Corporation Number: A text input field.
- Mailing Address: A text input field.
- Phone: A text input field containing the value '0'.
- Fax: A text input field containing the value '0'.
- Ground Elevation: A text input field containing the value '0.00'.
- Surface Owner: A text input field.
- Occupant: A text input field containing the value 'None'.
- Royalty Owners: A text input field.
- Leasing Agent for Freehold Oil & Gas: A text input field with a blue tooltip that reads: 'Name of the person executing lease on behalf of the company'.
- Crown Lease No: A text input field.
- Type of Well: A dropdown menu with the text '---select type---' and a downward arrow.
- Projected Total Depth: A text input field containing the value '0.00'.
- Formation: A dropdown menu with the text '---select formation---' and a downward arrow.
- Municipality: A dropdown menu with the text '---select municipality---' and a downward arrow.
- Multi Leg: A dropdown menu with the text '---select yes/no---' and a downward arrow.

At the bottom of the form, there are two buttons: a 'Cancel' button and a green 'Add' button.

Add New General Information: (you can hit **Enter** or **Tab** between fields)

****The information entered in this screen will be reflected on the actual licence, which becomes public information.**

- **Deviation Indicator** – select HZNTL, VERTICAL or DIR (Directional)
- **Well Name** - only **Company Name** (short form) or **Unit Name** and **Area**, **nothing else**
 - Ex: “Tundra Daly Sinclair” or “Pierson Unit No. 3”
 - Do not include legal description
 - Do not include deviation, or well type (HZ, DIR, WIW etc)

- **Company Name** – full legal company name i.e. Tundra Oil & Gas Partnership
- **Company Code** – this is the code provided to you by the Petroleum Branch (Operator Code)
- **MB Corporation Number**
- **Mailing Address** – complete mailing address with postal code
- **Phone/Fax** – include area code i.e. 2041234567; do not use dashes or brackets, as this will create an error
- **Ground Elevation** – to 2 decimal places
- **Surface Owner** – you can use initials for first names
- **Occupant** – **if no occupant, enter “none”**; **do not leave blank**, as this will create an error
- **Royalty Owners**
 - **FH** - initials are acceptable for first names of FH Mineral Owners; **if there are more than 4 mineral owners, write “see attached”** (provide breakdown in a Word/Excel document and upload with Mineral Leases at the end of the application process)
 - **Crown** – enter “Crown”
 - **Unit** – enter name of Unit
 - **Fee Simple** – enter Company name
 - **Farmouts or Pooling Agreements** – write “*Farmout or Pooling Agreement – name of partnering Company*”; eg. *Farmout – CPEC*
 - **Missing Royalty Owner** – enter “MRO”
 - If there are a combination of Royalty Owner types, separate the list by commas or semi-colons

- **Leasing Agent for Freehold Oil** – name of person(s) who has signed the mineral lease on behalf of the company, **not the company name**
- **Crown Lease No** – only fill in if there is a Crown Lease; otherwise leave blank
- **Type of Well** – in most cases you will select **OIL**, (type “O” and it will take you to Oil); for a well other than oil (SWD or WIW for example), select that type from the dropdown menu
- **Projected Total Depth** – can be entered to 1 or 2 decimal places
- **Formation** – select from dropdown menu
- **Municipality** – select from dropdown menu
- **Multi Leg** – refers to # of producing legs; select YES if this is a HZ with more than 1 intended producing leg. If it is a single leg HZ with a STH, this would still only be a single producing leg and you would select NO. A STH is not a producing leg.

When you have completed the General Info. Section, **select Add at the bottom of the screen.**

If you have entered any field incorrectly, or have left a required field blank, you will get a message in red below each field that contains an error. Correct the error and select ADD again.

If all fields are entered correctly, you will receive a message at the top in green: “Successfully Saved”. See following page.

Categories	General Information																																						
<ul style="list-style-type: none"> General Info. Well Location Surface Location Co-ordinates Data (Surface / Bottom) Casing Data Drilling Info. Surface Rights Mineral Rights UTM Surface Coordinates File Upload SUBMIT 	<div style="background-color: #d4edda; padding: 5px; border: 1px solid #c3e6cb; border-radius: 5px; text-align: center;"> Successfully Updated </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Deviation Indicator</td> <td><input type="text" value="HZNTL"/></td> </tr> <tr> <td>Well name</td> <td><input type="text" value="Acme Daly Sinclair"/></td> </tr> <tr> <td>Company Name</td> <td><input type="text" value="Acme Oil Limited"/></td> </tr> <tr> <td>Company Code</td> <td><input type="text" value="888"/></td> </tr> <tr> <td>MB Corporation Number</td> <td><input type="text" value="66681549"/></td> </tr> <tr> <td>Mailing Address</td> <td><input type="text" value="354 Oil Street Timbucktwo, SK"/></td> </tr> <tr> <td>Phone</td> <td><input type="text" value="306550111"/></td> </tr> <tr> <td>Fax</td> <td><input type="text" value="306550112"/></td> </tr> <tr> <td>Ground Elevation</td> <td><input type="text" value="500.01"/></td> </tr> <tr> <td>Surface Owner</td> <td><input type="text" value="Carrie Rose"/></td> </tr> <tr> <td>Occupant</td> <td><input type="text" value="None"/></td> </tr> <tr> <td>Royalty Owners</td> <td><input type="text" value="A Smith, J Doe, MRO"/></td> </tr> <tr> <td>Leasing Agent for Freehold Oil & Gas</td> <td><input type="text" value="Me Agent"/></td> </tr> <tr> <td>Crown Lease No</td> <td><input type="text" value="L043-1127"/></td> </tr> <tr> <td>Type of Well</td> <td><input type="text" value="OIL"/></td> </tr> <tr> <td>Projected Total Depth</td> <td><input type="text" value="2010.02"/></td> </tr> <tr> <td>Formation</td> <td><input type="text" value="Mississippian"/></td> </tr> <tr> <td>Municipality</td> <td><input type="text" value="Wallace-Woodworth"/></td> </tr> <tr> <td>Multi Leg</td> <td><input type="text" value="Y"/></td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Delete"/> <input type="button" value="Edit"/> </div>	Deviation Indicator	<input type="text" value="HZNTL"/>	Well name	<input type="text" value="Acme Daly Sinclair"/>	Company Name	<input type="text" value="Acme Oil Limited"/>	Company Code	<input type="text" value="888"/>	MB Corporation Number	<input type="text" value="66681549"/>	Mailing Address	<input type="text" value="354 Oil Street Timbucktwo, SK"/>	Phone	<input type="text" value="306550111"/>	Fax	<input type="text" value="306550112"/>	Ground Elevation	<input type="text" value="500.01"/>	Surface Owner	<input type="text" value="Carrie Rose"/>	Occupant	<input type="text" value="None"/>	Royalty Owners	<input type="text" value="A Smith, J Doe, MRO"/>	Leasing Agent for Freehold Oil & Gas	<input type="text" value="Me Agent"/>	Crown Lease No	<input type="text" value="L043-1127"/>	Type of Well	<input type="text" value="OIL"/>	Projected Total Depth	<input type="text" value="2010.02"/>	Formation	<input type="text" value="Mississippian"/>	Municipality	<input type="text" value="Wallace-Woodworth"/>	Multi Leg	<input type="text" value="Y"/>
Deviation Indicator	<input type="text" value="HZNTL"/>																																						
Well name	<input type="text" value="Acme Daly Sinclair"/>																																						
Company Name	<input type="text" value="Acme Oil Limited"/>																																						
Company Code	<input type="text" value="888"/>																																						
MB Corporation Number	<input type="text" value="66681549"/>																																						
Mailing Address	<input type="text" value="354 Oil Street Timbucktwo, SK"/>																																						
Phone	<input type="text" value="306550111"/>																																						
Fax	<input type="text" value="306550112"/>																																						
Ground Elevation	<input type="text" value="500.01"/>																																						
Surface Owner	<input type="text" value="Carrie Rose"/>																																						
Occupant	<input type="text" value="None"/>																																						
Royalty Owners	<input type="text" value="A Smith, J Doe, MRO"/>																																						
Leasing Agent for Freehold Oil & Gas	<input type="text" value="Me Agent"/>																																						
Crown Lease No	<input type="text" value="L043-1127"/>																																						
Type of Well	<input type="text" value="OIL"/>																																						
Projected Total Depth	<input type="text" value="2010.02"/>																																						
Formation	<input type="text" value="Mississippian"/>																																						
Municipality	<input type="text" value="Wallace-Woodworth"/>																																						
Multi Leg	<input type="text" value="Y"/>																																						

If you want to **EDIT** or **DELETE**, you can do so by clicking on these buttons at the bottom. **EDIT** will allow you to edit one or more fields. **DELETE** will delete all information on this screen only, not the entire application.

CATEGORY 2: WELL LOCATION

In the Well Location category, click the green button “Enter New Record”.

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Start Here' and 'Help' buttons. Below this is a sidebar menu titled 'Categories' with the following items: General Info., Well Location (highlighted in blue), Surface Location, Co-ordinates Data (Surface / Bottom), Casing Data, Drilling Info., Surface Rights, Mineral Rights, UTM Surface Coordinates, File Upload, and SUBMIT. The main content area is titled 'Add New Well Location Data' and contains the following fields:

- Redrill: A dropdown menu.
- Re-Entry: A checkbox.
- LSD: A dropdown menu with '---select---'.
- Quadrant: A dropdown menu with '---select---'.
- Section: A dropdown menu with '---select---'.
- Township: A dropdown menu with '---select---'.
- Range: A dropdown menu with '---select---'.
- Meridian: A dropdown menu with 'W' selected.

At the bottom of the form are two buttons: 'Cancel' and 'Add' (a green button).

****This data reflects the BOTTOMHOLE LOCATION, not the Surface.****

Use the Well Name and the Survey Platte when filling this out.

*(The Survey Platte is used to fill out **Well Location**, **Surface Location**, **Co-ordinates Data** and **UTM Surface Co-ordinates**, so it is a good idea to keep it handy while completing the application.)*

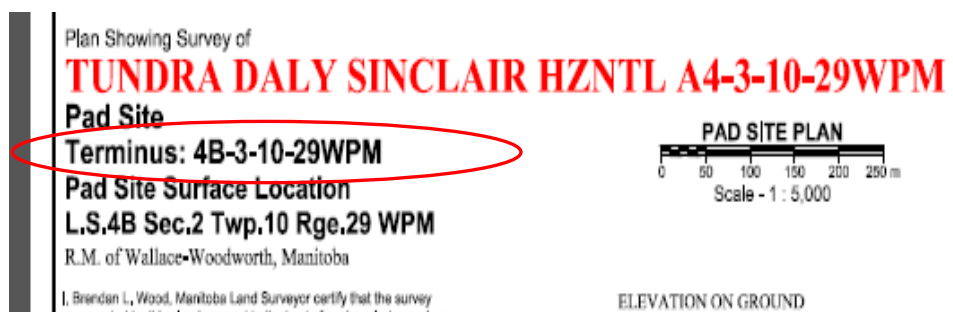
Redrill – this is for locations where there is already an existing well that bottomholes in the same LSD AND that is the same deviation as the well being applied for. It is signified by an Alpha character before the LSD in the well name/bottomhole (should be shown on the survey platte).

i.e. if the well name is A4-3-10-29, this will be the second well bottomholing in LSD 4 with the same deviation. (B4-3 would be the third well, and so on.) In this example, you would select A from the dropdown. If there is no Alpha character in the name, then leave blank.

Re-Entry – If there is an RE in the well name, click on this box; this is different from the Redrill above. If this is not a Re-entry, leave blank.

LSD – select from dropdown

Quadrant – The Quadrant is a more specific locator for both the surface and bottomhole location. It is not part of the Well Name. Each LSD is divided into 4 Quadrants: A, B, C, D. It is usually shown on the 1st page of your survey and follows the LSD; (not to be confused with the Redrill alpha character, which always precedes the LSD and is in the well name):



Always refer to the Terminus for the bottomhole Quadrant on the Survey.

In this example, the Survey Platte reads:

“Terminus: 4B-3-10-29” You would select **B** from the dropdown list for Quadrant.

Section / Township / Range – select from dropdown

Meridian - will always be W for West of Prime Meridian

Hit Add when finished. “Successfully Saved” should appear at the top.

Categories	Well Location Data
<ul style="list-style-type: none">General Info.Well LocationSurface LocationCo-ordinates Data (Surface / Bottom)Casing DataDrilling Info.Surface RightsMineral RightsUTM Surface CoordinatesFile UploadSUBMIT	<p>Successfully Saved</p> <p>Redrill <input type="text" value="A"/></p> <p>Re-Entry <input type="checkbox"/></p> <p>LSD <input type="text" value="4"/></p> <p>Quadrant <input type="text" value="B"/></p> <p>Section <input type="text" value="3"/></p> <p>Township <input type="text" value="10"/></p> <p>Range <input type="text" value="29"/></p> <p>Meridian <input type="text" value="W"/></p> <p><input type="button" value="Delete"/> <input type="button" value="Edit"/></p>

This reflects the Well Name/Bottomhole Location: *A4-3-10-29 WPM*, with a bottomhole Quadrant of B.

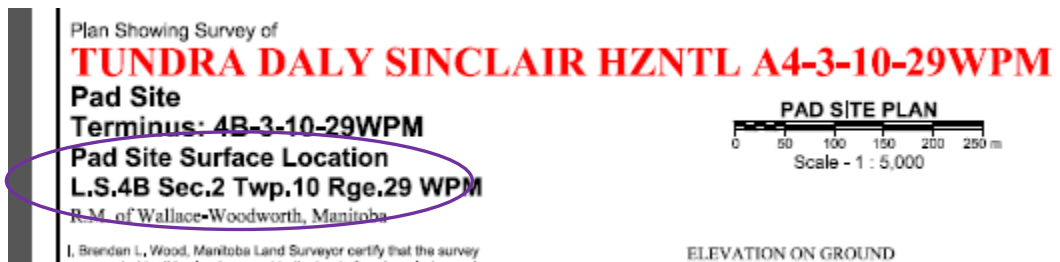
CATEGORY 3: SURFACE LOCATION

In the Surface Location category, click the green button “Enter New Record”.

The screenshot shows a software interface with a green header bar containing 'Start Here' and 'Help'. On the left is a 'Categories' sidebar with 'Surface Location' highlighted. The main area is titled 'Add New Surface Location Data' and contains six dropdown menus: Lsd, Quadrant, Section, Township, Range, and Meridian. At the bottom right of the form are 'Cancel' and 'Add' buttons.

Use the dropdowns to enter the SURFACE location.

For **Quadrant**, look at the 1st page of your survey, under Surface location:



Ex: ‘Pad Site Surface Location LSD 4B Sec. 2 Twp.10 Rge.29 WPM’

The Surface Quadrant may or may not be the same as the Bottomhole Quadrant. In this case, they both happen to be Quadrant B.

When finished entering, select **Add** and the message “**Successfully Saved**” should again appear at the top:

The screenshot displays a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu, titled 'Categories', includes the following items: General Info., Well Location, Surface Location (highlighted in blue), Co-ordinates Data (Surface / Bottom), Casing Data, Drilling Info., Surface Rights, Mineral Rights, UTM Surface Coordinates, File Upload, and SUBMIT. The main content area is titled 'Surface Location Data' and features a green banner at the top with the text 'Successfully Saved', which is circled in red. Below the banner are several input fields: Lsd (4), Quadrant (B), Section (2), Township (10), Range (29), and Meridian (W). At the bottom of the form are two buttons: 'Delete' (red) and 'Edit' (blue).

**This reflects the Surface Location: 4-2-10-29 WPM,
with a Surface Quadrant of B.**

CATEGORY 4: CO-ORDINATES DATA (Surface/Bottom)

Select the Co-ordinates Data category. Note the reminder at the top, in blue:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)**

Co-ordinates Data

NOTE: You Must Have Two SURFACE and Two BOTTOM Types of Records.

Enter New Record

Click on “Enter New Record”.

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)**
- Casing Data
- Drilling Info.

Add New Co-ordinate Data

Type of Co-ordinate: SURFACE

Direction: NORTH_OF_SOUTH

Distance: 0.00

Boundary of Section: ----select----

Cancel Add

For any type of well, there must be 2 co-ordinates entered for Surface and 2 co-ordinates entered for Bottomhole. You will use this screen 4 times:

1. Northing Co-ordinates for Surface
 2. Easting Co-ordinates for Surface
 3. Northing Co-ordinates for Bottomhole
 4. Easting Co-ordinates for Bottomhole
- (always 1st leg, if you have 2 producing legs)

This information is all taken from the Survey Platte. For example:

COORDINATE TABLE							
	LOCAL		SEC.	NAD 83		NAD 27	
	N/S	E/W		U. T. M.	GEO,	U. T. M.	GEO,
SURFACE (4B-2)	189,00 N of S	134,00 E of W	2	5518991,723 N 332708,349 E	49°48'00,150" 101°19'29,162"	5518771,818 N 332736,875 E	49°48'00,151" 101°19'27,461"
LANDING POINT (1A-3)	94,91 N of S	94,91 W of E	3	5518906,029 N 332446,310 E	49°47'57,114" 101°19'42,126"	5518686,122 N 332474,836 E	49°47'57,115" 101°19'40,426"
BOTTOM HOLE (4B-3)	104,91 N of S	94,91 E of W	3	5518958,031 N 331030,511 E	49°47'57,368" 101°20'52,973"	5518738,111 N 331059,044 E	49°47'57,369" 101°20'51,269"

1. Northing for Surface:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates
Data (Surface / Bottom)
- Casing Data

Edit Co-ordinate Data

Type of Co-ordinate: SURFACE

Direction: NORTH_OF_SOUTH

Distance: 189.00

Boundary of Section: 2

Cancel Save

2. Easting for Surface:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates
Data (Surface / Bottom)
- Casing Data

Edit Co-ordinate Data

Type of Co-ordinate: SURFACE

Direction: EAST_OF_WEST

Distance: 134.00

Boundary of Section: 2

Cancel Save

After each co-ordinate is entered successfully, it will populate a table that you can edit:

The screenshot shows a sidebar with categories: General Info., Well Location, Surface Location, Co-ordinates Data (Surface / Bottom), Casing Data, and Drilling Info. The main area is titled 'Co-ordinates Data' and displays a green 'Successfully Saved' message. Below this is a blue note: 'NOTE: You Must Have Two SURFACE and Two BOTTOM Types of Records.' A table follows with columns: Type of Co-ordinate, Distance, Boundary of Section, Direction, and actions (Edit | Delete).

Type of Co-ordinate	Distance	Boundary of Section	Direction	
SURFACE	189.00	2	NORTH_OF_SOUTH	Edit Delete
SURFACE	134.00	2	EAST_OF_WEST	Edit Delete

Below the table is a green 'Enter New Record' button.

Hit **Enter New Record** to enter the next set of co-ordinates until all of the 4 co-ordinates have been entered.

3. Northing for Bottomhole:

The screenshot shows the 'Edit Co-ordinate Data' form. The 'Type of Co-ordinate' field is highlighted with a blue oval and set to 'BOTTOM'. Other fields include 'Direction' (NORTH_OF_SOUTH), 'Distance' (104.91), and 'Boundary of Section' (3). There are 'Cancel' and 'Save' buttons at the bottom.

Note: Once you have entered the 2 Surface Co-ordinates and are ready to enter the **Bottomhole**, you have to **switch** the “Type of Co-ordinate” field each time to **BOTTOM**, as it always defaults to SURFACE.

4. Easting for Bottomhole:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)**
- Casing Data
- Drilling Info.

Edit Co-ordinate Data

Type of Co-ordinate

Direction

Distance

Boundary of Section

The completed table looks like this:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)**
- Casing Data
- Drilling Info.
- Surface Rinhis

Co-ordinates Data

Successfully Saved

NOTE:You Must Have Two **SURFACE** and Two **BOTTOM** Types of Records.

Type of Co-ordinate	Distance	Boundary of Section	Direction	
SURFACE	189.00	2	NORTH_OF_SOUTH	Edit Delete
SURFACE	134.00	2	EAST_OF_WEST	Edit Delete
BOTTOM	104.91	3	NORTH_OF_SOUTH	Edit Delete
BOTTOM	94.91	3	EAST_OF_WEST	Edit Delete

You can **Edit/Delete** any line from this screen.

CATEGORY 5: CASING DATA

Select the Casing Data category. Note the reminder at the top, in blue:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data**
- Drilling Info.

Casing Data

NOTE:You Must Have One **SURFACE** Casing Data and One Either **PRODUCTION** or **INTERMEDIATE** Type Casing Data. One **LINER** type casing data is Optional.

Enter New Record

Enter New Record:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data**
- Drilling Info.
- Surface Rights
- Mineral Rights

Add New Casing Data

Type

Size

Weight

Top of Cement

From

To

Cancel

Type – Select from Surface / Intermediate / Production / Liner

You must have 1 Surface Casing and 1 Intermediate or Production Casing; Liner is Optional.

Size – if the Production Casing is a tapered string (2 sizes), use the larger size/weight

Weight – use 2 decimal places

Top of Cement – this may be a # (not an interval), or it may be “Surface”

From – top of casing; may be a # or “Surface”; for tapered Production Casing string, use the top # of the larger casing

To – bottom depth of casing; for tapered Production Casing string, use the lower depth of the smaller casing

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data**
- Drilling Info.
- Surface Rights

Add New Casing Data

Type SURFACE

Size 244.50

Weight 48.07

Top of Cement Surface

From Surface

To 135.0

Cancel Add

For each type of casing entered, a table will be populated:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data**

Casing Data

Successfully Saved

NOTE: You Must Have One **SURFACE** Casing Data and One Either **PRODUCTION** or **INTERMEDIATE** Type Casing Data. One **LINER** type casing data is Optional.

Type	Size	Weight	Top of Cement	From	To	
SURFACE	244.50	48.07	Surface	Surface	135.00	Edit Delete

Enter New Record

Select Enter New Record for the next casing and enter the data:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights

Add New Casing Data

Type

Size

Weight

Top of Cement

From

To

If there is no liner, the table will resemble this:

Categories

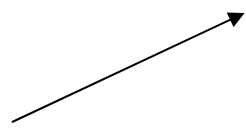
- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.

Casing Data

Successfully Saved

NOTE: You Must Have One SURFACE Casing Data and One Either PRODUCTION or INTERMEDIATE Type Casing Data. One LINER type casing data is Optional.

Type	Size	Weight	Top of Cement	From	To	
SURFACE	244.50	48.07	Surface	Surface	135.00	Edit Delete
PRODUCTION	139.70	23.07	Surface	Surface	783.80	Edit Delete



You can **Edit/Delete** any line from this screen.

CATEGORY 6: DRILLING INFO.

In the Drilling Info. category, click on “Enter New Record”.

Categories	Add New Drilling Information
General Info.	Drilling Contractor <input type="text"/>
Well Location	Rig # <input type="text" value="0"/>
Surface Location	Exp. Spud Date <input type="text" value="01/01/0001"/>
Co-ordinates Data (Surface / Bottom)	Responsible Company Agent at Well <input type="text"/>
Casing Data	Agent Phone <input type="text" value="0"/>
Drilling Info.	Contact Name <input type="text"/>
Surface Rights	Contact Phone <input type="text" value="0"/>
Mineral Rights	Contact Email <input type="text"/>
UTM Surface Coordinates	<input type="button" value="Cancel"/> <input type="button" value="Add"/>
File Upload	

Drilling Contractor – use the full name of the Drilling Contractor Ex. “Trinidad Drilling Ltd.” instead of “Trinidad”; If a Drilling Contractor and/or Rig# has not been assigned, enter “TBD” (to be determined)

Rig # - if unknown at this time, enter “0” (zero)

Exp. Spud Date – enter using this format: mmddyyyy

Responsible Agent at Well - name of Drilling Consultant on site

Agent phone - enter all digits of phone # without spaces or hyphens: [2041231234](#)

Contact Name – who can the Petroleum Branch contact if there is a problem with this licence application?

Contact Email – must be a valid email format

Categories

General Info.

Well Location

Surface Location

Co-ordinates
Data (Surface /
Bottom)

Casing Data

Drilling Info.

Surface Rights

Mineral Rights

UTM Surface
Coordinates

File Upload

SUBMIT

Drilling Information

Successfully Saved

Drilling Contractor

Trinidad Drilling Ltd

Rig #

24

Exp. Spud Date

07/12/2017

Responsible
Company Agent at
Well

Me Engineer

Agent Phone

2045000101

Contact Name

Licencing Person

Contact Phone

2045502224

Contact Email

lperson@acme.ca

Delete

Edit

CATEGORY 7: SURFACE RIGHTS

In the Surface Rights category, click on “Enter New Record”.

Categories	Add New Surface Rights Data
General Info.	Owner <input type="text"/>
Well Location	Lessee <input type="text"/>
Surface Location	Lease Date <input type="text" value="01/01/0001"/>
Co-ordinates Data (Surface / Bottom)	Lease Area <input type="text"/>
Casing Data	Lease Size (ha) <input type="text" value="0.00"/>
Drilling Info.	Bonus <input type="text" value="0.00"/>
Surface Rights	Annual Rent <input type="text" value="0.00"/>
Mineral Rights	<input type="button" value="Cancel"/> <input type="button" value="Add"/>
UTM Surface	

Owner – the Lessor(s) on the Surface Lease; Initials can be used for first names; if the Surface Lease was taken out by a land agent and then assigned to the oil company, this should be noted in this field
Ex: C Rose - Prairie Land ; **If there is more than 1 Surface Lease, say for an Access Road, this is entered as a separate record.**

Lessee - Who is the final Lessee? If the Surface Lease was taken out by Prairie Land, then Assigned to Acme, you would enter “Acme” (Short form of co. name acceptable)

Lease Date – use the format mmddyyyy

Lease Area – this is a free form field; Maximum of 25 characters; **Do not use periods or apostrophes.**
Ex. SW ¼ Sec 2 Exc Rd Plan See Mineral Rights Lease Area for more details on abbreviations.

Lease Size (ha) – in Hectares please!

Bonus – don’t use commas

Annual Rent – don’t use commas

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights
- UTM Surface Coordinates
- File Upload
- SUBMIT**

Add New Surface Rights Data

Owner

Lessee

Lease Date

Lease Area

Lease Size (ha)

Bonus

Annual Rent

Once entered, the data will populate the Surface Rights Data Table:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights

Surface Rights Data

Successfully Updated

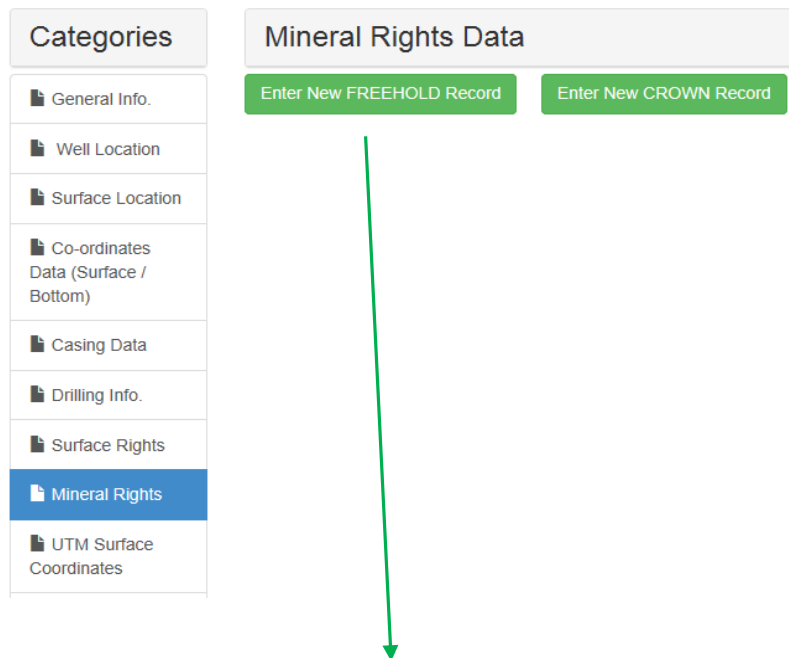
Owner	Lessee	Lease Date	Lease Area	Lease Size (ha)	Bonus	Annual Rent	
C Rose - Prairie Land	Acme	10/15/2015	SW 1/4 Sec 12 Ex Rd Plan	1.98	5000.00	2000.00	Edit Delete

If there is a separate lease for an access road, it will appear as a separate record in the table.

CATEGORY 8: MINERAL RIGHTS

Select the Mineral Rights category. 2 Options appear:

“Enter New FREEHOLD Record” & “Enter New CROWN Record”



Freehold Records are used for entering:

- a) FH Mineral Owners
- b) Fee Simple Owners
- c) Missing Royalty Owners
- d) Farmouts / Pooling Agreements
- e) Units

a) **FH Minerals** - Click on “Enter New FREEHOLD Record”.

Owner – this is the name on the **original mineral lease** (Lessor).

If the original **Lessee** assigned this lease, list the original Lessee & any further assignments in this field, after the Owner. i.e. If the original lease is with A Smith, as Owner/Lessor, and Heritage Land Services, as Lessee, and Heritage later assigned the lease to Gusher Oil who later assigned to Acme, you would enter this in the Owner field: “A Smith – Heritage/Gusher”

If the lease is **less than 100% ownership**, include the % ownership to a maximum of 2 decimal places. Where possible, use shorter forms of company names i.e. **Heritage**, instead of **Heritage Land Services**

Example: A Smith – Heritage/Gusher 40%

Lessee – final Lessee, as per any Assignments; usually your oil company

Lease Date – taken from the original Lease (format mmddyyyy)

Lease Area – this field is free form but is **restricted to 25 characters**; **Do not use periods or apostrophes**; if there are exclusions, enter them in this field. Acceptable abbreviations:

Road Plan = **Rd Pl** or **Rd Plan** SW ¼ = **SW** Abandoned Railway Plan = **ABD Rly Pl** Section = **Sec**
 Excluding = **Exc** or **Ex** Portion = **Pt** or **Ptn** LSD’s 4,5,6,8 = **LSDs 4-6, 8** (apostrophes not allowed)

Lease Area Example: SW Sec 14 Exc Rd Pl 816 (23 characters, acceptable)

Bonus – do not use commas; if zero, leave blank

Annual Rent – do not use commas; if zero, leave blank

Royalty % - if zero, leave blank

Term (years) – if less than a year, decimal places are used; i.e. 3 months would be .25

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights**
- UTM Surface Coordinates

Add New Freehold Mineral Rights Data

Owner A Smith - Heritage 40%

Lessee Acme

Lease Date 01/31/2015

Lease Area SW Sec 14 Exc Rd PI 816

Bonus 5000

Annual Rent 750

Royalty % 12.5

Term (years) 5

Click on **Add** to save your entry.

The data will populate the Freehold Mineral Rights Data Table:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights**

Mineral Rights Data

Successfully Saved

Freehold Rights

Mineral Owner	Lessee	Lease Date	Lease Area (ha)	Bonus	Yearly Rent	Royalty %	Term (years)	
A Smith - Heritage 40%	Acme	01/31/2015	SW Sec 14 Exc Rd PI 816	5000.00	750.00	12.50	5.00	Edit Delete

Each FH Mineral Lease will be a separate entry, and will show up as a separate line in the table. If there are 10 mineral leases, there will be 10 separate records entered and 10 separate lines in this table.

b) Fee Simple - Click on “Enter New FREEHOLD Record”.

Owner – name of your oil company (again, use the shorter form of company name – i.e. Tundra, not Tundra Oil & Gas Partnership)

Lessee – name of your company

Lease Date – leave blank

Lease Area – free form field (do not use periods or apostrophes)

Bonus – leave blank

Annual Rent – leave blank

Royalty % - leave blank

Term (years) – leave blank

****Note: You will have to upload/attach a current copy of the mineral title, showing the fee simple ownership of the Lease Area, as part of the application.**

Categories	Add New Freehold Mineral Rights Data
<input type="checkbox"/> General Info.	Owner <input type="text" value="Acme"/>
<input type="checkbox"/> Well Location	Lessee <input type="text" value="Acme"/>
<input type="checkbox"/> Surface Location	Lease Date <input type="text"/>
<input type="checkbox"/> Co-ordinates Data (Surface / Bottom)	Lease Area <input type="text" value="LSDs 7,8 Sec 3-10-29"/>
<input type="checkbox"/> Casing Data	Bonus <input type="text" value="0.00"/>
<input type="checkbox"/> Drilling Info.	Annual Rent <input type="text" value="0.00"/>
<input type="checkbox"/> Surface Rights	Royalty % <input type="text" value="0.00"/>
<input checked="" type="checkbox"/> Mineral Rights	Term (years) <input type="text" value="0.00"/>
<input type="checkbox"/> UTM Surface Coordinates	<input type="button" value="Cancel"/> <input type="button" value="Add"/>
<input type="checkbox"/> File Upload	
<input checked="" type="checkbox"/> SUBMIT	

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights

Mineral Rights Data

Successfully Saved

Freehold Rights

Mineral Owner	Lessee	Lease Date	Lease Area (ha)	Bonus	Yearly Rent	Royalty %	Term (years)	
A Smith - Heritage 40%	Acme	01/31/2015	SW Sec 14 Exc Rd PI 816	5000.00	750.00	12.50	5.00	Edit Delete
Acme	Acme		LSDs 7,8 Sec 3-10-29	0.00	0.00	0.00	0.00	Edit Delete

Enter New FREEHOLD Record
Enter New CROWN Record

c) Missing Royalty Owner - Click on “Enter New FREEHOLD Record”.

Note: this Section cannot be filled out until the MRO has been approved by the Branch

Owner – enter “Missing Royalty Owner”; If the MRO area is for a specific % of an area, enter this beside “Missing Royalty Owner”

Owner Example: Missing Royalty Owner 55%

Lessee – name of your oil company

Lease Date – date on MRO Approval

Lease Area – same as for minerals

Bonus – from the MRO Approval

Annual Rent – from the MRO Approval

Royalty % - from the MRO Approval

Term (years) – leave blank

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights
- UTM Surface Coordinates

Add New Freehold Mineral Rights Data

Owner	<input type="text" value="Missing Royalty Owner"/>
Lessee	<input type="text" value="Acme"/>
Lease Date	<input type="text" value="01/31/2017"/>
Lease Area	<input type="text" value="Rd Plan SW 3-10-29"/>
Bonus	<input type="text" value="1000"/>
Annual Rent	<input type="text" value="200"/>
Royalty %	<input type="text" value="12.5"/>
Term (years)	<input style="width: 100%;" type="text" value="0.00"/>

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights
- UTM Surface Coordinates

Mineral Rights Data

Successfully Saved

Freehold Rights

Mineral Owner	Lessee	Lease Date	Lease Area (ha)	Bonus	Yearly Rent	Royalty %	Term (years)	
A Smith - Heritage 40%	Acme	01/31/2015	SW Sec 14 Exc Rd PI 816	5000.00	750.00	12.50	5.00	Edit Delete
Acme	Acme		LSDs 7,8 Sec 3-10-29	0.00	0.00	0.00	0.00	Edit Delete
Missing Royalty Owner	Acme	01/31/2017	Rd Plan SW 3-10-29	1000.00	200.00	12.50	0.00	Edit Delete

d) Farmout / Pooling Agreement - “Enter New FREEHOLD Record”

Owner – enter name of other party in the Agreement; type “Farmout” or “Pooling Agreement” beside the name (*use shorter form of company name – ex. use Corex, instead of Corex Resources*); If the agreement is for a %, enter this beside the company name.

Owner Example: If Acme had a Farmout Agreement with Corex for 40%, you would enter “Corex – Farmout 40%”

Lessee – name of your oil company

Lease Date – date of agreement

Lease Area – free form; same as for minerals (do not use periods)

Bonus – leave blank

Annual Rent – leave blank

Royalty % - leave blank

Term (years) – leave blank

In this example, Acme has a Farmout Agreement with a company called “Texas Tea Oil” for LSD 1 only:

Categories	Add New Freehold Mineral Rights Data
General Info.	Owner <input type="text" value="Texas Tea Oil - Farmout"/>
Well Location	Lessee <input type="text" value="Acme"/>
Surface Location	Lease Date <input type="text" value="02/28/2017"/>
Co-ordinates Data (Surface / Bottom)	Lease Area <input type="text" value="LSD 1 Sec 3-10-29"/>
Casing Data	Bonus <input type="text" value="0.00"/>
Drilling Info.	Annual Rent <input type="text" value="0.00"/>
Surface Rights	Royalty % <input type="text" value="0.00"/>
Mineral Rights	Term (years) <input type="text" value="0.00"/>
UTM Surface Coordinates	<input type="button" value="Cancel"/> <input type="button" value="Add"/>

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights
- UTM Surface Coordinates
- File Upload

Mineral Rights Data

Successfully Saved

Freehold Rights

Mineral Owner	Lessee	Lease Date	Lease Area (ha)	Bonus	Yearly Rent	Royalty %	Term (years)	
A Smith - Heritage 40%	Acme	01/31/2015	SW Sec 14 Exc Rd PI 816	5000.00	750.00	12.50	5.00	Edit Delete
Acme	Acme		LSDs 7,8 Sec 3-10-29	0.00	0.00	0.00	0.00	Edit Delete
Missing Royalty Owner	Acme	01/31/2017	Rd Plan SW 3-10-29	1000.00	200.00	12.50	0.00	Edit Delete
Texas Tea Oil - Farmout	Acme	02/28/2017	LSD 1 Sec 3-10-29	0.00	0.00	0.00	0.00	Edit Delete

Enter New FREEHOLD Record
Enter New CROWN Record

CROWN MINERAL RIGHTS - Select “Enter New CROWN Record”

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights

Add New Crown Mineral Rights Data

Crown Type ▼

Lease Number

Lease Area

Lessee

Lease Expiry Date

Cancel
Add

Crown Type – select Reservation or Lease (will usually be Lease)

Lease Number – 10 character maximum

Lease Area – include any exceptions/exclusions listed on lease (formations etc)

Lessee – if Land Agent was initially used, then assigned to the Lessee, only put name of final **Lessee**

Lease Expiry Date – if renewed, use the new expiry date

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights

Add New Crown Mineral Rights Data

Crown Type

Lease Number

Lease Area

Lessee

Lease Expiry Date

Click on **Add**.

Note the ERROR MESSAGE after trying to add this record:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights
- UTM Surface

Add New Crown Mineral Rights Data

Crown Type

Lease Number

Lease Area
The field Lease Area must be a string with a maximum length of 25.

Lessee

Lease Expiry Date

The parameter on the Lease Area field is 25 characters maximum.

- 'Mississippian' can be shortened to 'Miss'

Make corrections and Add again.

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights
- UTM Surface Coordinates
- File Upload
- SUBMIT**

Mineral Rights Data

Successfully Saved

Freehold Rights

Mineral Owner	Lessee	Lease Date	Lease Area (ha)	Bonus	Yearly Rent	Royalty %	Term (years)	
A Smith - Heritage 40%	Acme	01/31/2015	SW Sec 14 Exc Rd PI 816	5000.00	750.00	12.50	5.00	Edit Delete
Acme	Acme		LSDs 7,8 Sec 3-10-29	0.00	0.00	0.00	0.00	Edit Delete
Missing Royalty Owner	Acme	01/31/2017	Rd Plan SW 3-10-29	1000.00	200.00	12.50	0.00	Edit Delete
Texas Tea Oil - Farmout	Acme	02/28/2017	LSD 1 Sec 3-10-29	0.00	0.00	0.00	0.00	Edit Delete

Crown Rights

Crown Type	Lease Number	Lease Area	Lessee	Lease Expiry Date	
L	L123-4567	LSD 2 to base of Miss	Acme	07/31/2018	Edit Delete

Enter New FREEHOLD Record

Enter New CROWN Record

Note: You will have to upload/attach a copy of the Crown Mineral Lease, both sides if there are exclusions, at the end of the application.

e) **Units** - the example for units will be treated separately from the above examples.

“Enter New FREEHOLD Record”

Owner – this is the Unit Name, including the Unit #

Lessee – your company name

Lease Date – leave blank

Lease Area – same as for mineral leases (25 character maximum)

Bonus – leave blank

Annual Rent – leave blank

Royalty % - leave blank

Term (years) – leave blank

Categories	Add New Freehold Mineral Rights Data
General Info.	Owner <input type="text" value="New Unit No. 18"/>
Well Location	Lessee <input type="text" value="Acme"/>
Surface Location	Lease Date <input type="text"/>
Co-ordinates Data (Surface / Bottom)	Lease Area <input type="text" value="S/2 32, Sec 33, W/2 34"/>
Casing Data	Bonus <input type="text" value="0.00"/>
Drilling Info.	Annual Rent <input type="text" value="0.00"/>
Surface Rights	Royalty % <input type="text" value="0.00"/>
Mineral Rights	Term (years) <input type="text" value="0.00"/>
UTM Surface Coordinates	<input type="button" value="Cancel"/> <input type="button" value="Add"/>

Note: If the Lease area of the unit that pertains to the drainage area cannot fit into the Lease Area field, it can be entered in several records:

Ex. Drainage area covers the NE ¼ 34-17-29, the NW ¼ 35-17-29, the SE ¼ 2-18-29 and the SW ¼ 3-18-29. 2 records can be entered, using the TWP-RGE to divide them up:

Categories	Add New Freehold Mineral Rights Data
General Info.	Owner <input type="text" value="Big Unit No. 99"/>
Well Location	Lessee <input type="text" value="Acme"/>
Surface Location	Lease Date <input type="text"/>
Co-ordinates Data (Surface / Bottom)	Lease Area <input type="text" value="NE 34, NW 35-17-29"/>
Casing Data	Bonus <input type="text" value="0.00"/>
Drilling Info.	Annual Rent <input type="text" value="0.00"/>
Surface Rights	Royalty % <input type="text" value="0.00"/>
Mineral Rights	Term (years) <input type="text" value="0.00"/>
UTM Surface Coordinates	<input type="button" value="Cancel"/> <input type="button" value="Add"/>
File Upload	

Categories	Add New Freehold Mineral Rights Data
General Info.	Owner <input type="text" value="Big Unit No. 99"/>
Well Location	Lessee <input type="text" value="Acme"/>
Surface Location	Lease Date <input type="text"/>
Co-ordinates Data (Surface / Bottom)	Lease Area <input type="text" value="SE 2, SW 3-18-29"/>
Casing Data	Bonus <input type="text" value="0.00"/>
Drilling Info.	Annual Rent <input type="text" value="0.00"/>
Surface Rights	Royalty % <input type="text" value="0.00"/>
Mineral Rights	Term (years) <input type="text" value="0.00"/>
UTM Surface Coordinates	<input type="button" value="Cancel"/> <input type="button" value="Add"/>
File Upload	
SUBMIT	

The resulting Mineral Rights Data Table would look like this:

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights**

Mineral Rights Data

Successfully Saved

Freehold Rights

Mineral Owner	Lessee	Lease Date	Lease Area (ha)	Bonus	Yearly Rent	Royalty %	Term (years)	
Big Unit No. 99	Acme		NE 34, NW 35-17-29	0.00	0.00	0.00	0.00	Edit Delete
Big Unit No. 99	Acme		SE 2, SW 3-18-29	0.00	0.00	0.00	0.00	Edit Delete

[Enter New FREEHOLD Record](#) [Enter New CROWN Record](#)

If you are unsure about how to enter any mineral data, please contact the Branch.

CATEGORY 9: UTM SURFACE CO-ORDINATES

These are the NAD 83 Co-ordinates, **taken from the Survey**. (only the Surface Co-ordinates are entered at point of licence application)

COORDINATE TABLE							
	LOCAL		SEC.	NAD 83		NAD 27	
	N/S	E/W		U, T, M,	GEO.	U, T, M,	GEO.
SURFACE (4B-2)	189.00 N of S	134.00 E of W	2	5518991.723 N 332708.349 E	49°48'00.150" 101°19'29.162"	5518771.818 N 332736.875 E	49°48'00.151" 101°19'27.461"
LANDING POINT (1A-3)	94.91 N of S	94.91 W of E	3	5518906.029 N 332446.310 E	49°47'57.114" 101°19'42.126"	5518686.122 N 332474.836 E	49°47'57.115" 101°19'40.426"
BOTTOM HOLE (4B-3)	104.91 N of S	94.91 E of W	3	5518958.031 N 331030.511 E	49°47'57.368" 101°20'52.973"	5518738.111 N 331059.044 E	49°47'57.369" 101°20'51.269"

There are 3 things to enter on this screen:

Northing – from Survey (*round to 2 decimals places*)

Easting – from Survey (*round to 2 decimal places*)

UTM Date = date of the Survey

(NAD Type – default is 83) (UTM Source – default is Original_Plat)

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights
- UTM Surface Coordinates
- File Upload

UTM Surface Coordinates

Successfully Updated

Northing

Easting

UTM Date

NAD Type

UTM Source

CATEGORY 10: File Upload

Here is where you will attach all supporting documents for your licence application.

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights
- UTM Surface Coordinates
- File Upload**
- SUBMIT

File Upload

NOTE: You Must Upload **SIGNATURE, SURVEY_PLATTE, DRILLING_PROGRAM, COVER_LETTER** and **SURFACE_LEASE** type of files. For Directional or Horizontal type of well you must upload **GRID_FILE** and **PRELIMINARY_DIRECTIONAL_SURVEY** type of file(s).

Upload File

---select type---

Uploaded File(s)

Nothing has been uploaded yet.

****FILE NAMES:** Before uploading any files, check all of your file names. The only allowable characters in a file name are: **alphanumeric, periods, commas and underscores.**

The following characters are common ones in file names that are **not accepted** by the system: **brackets, dashes, and spaces.** Having one of these illegal characters in a file name will result in an error message and the file will not be uploaded.

MAXIMUM FILE SIZE: 10 mb

3 Basic Steps to Upload Files:

1. Click on **Browse** to select the file you want to upload.
2. Select **Type**.
3. Click on **Upload**. A table will populate and you will be able to see your attachments.
You can only upload one file at a time.

Categories

- General Info.
- Well Location
- Surface Location
- Co-ordinates Data (Surface / Bottom)
- Casing Data
- Drilling Info.
- Surface Rights
- Mineral Rights
- UTM Surface Coordinates
- File Upload
- SUBMIT

File Upload

Successfully Uploaded

NOTE: You Must Upload SIGNATURE, SURVEY_PLATTE, DRILLING_PROGRAM, COVER_LETTER and SURFACE_LEASE type of files. For Directional or Horizontal type of well you must upload GRID_FILE and PRELIMINARY_DIRECTIONAL_SURVEY type of file(s).

Upload File

---select type---

Uploaded File(s)

File Type	File Name	File Size	Date Uploaded	
CONSENT_OF_OCCUPANT	Consent_Of_Occupant0.pdf	79.12 KB	4/3/2017 4:41:14 PM	Delete
COVER_LETTER	Cover_Letter0.pdf	33.36 KB	4/3/2017 4:39:22 PM	Delete
DRILLING_PROGRAM	Drilling_Program0.pdf	84.49 KB	4/3/2017 4:42:32 PM	Delete
DRILLING_PROGRAM	Drilling_Program1.pdf	97.69 KB	4/3/2017 4:42:40 PM	Delete
GRID_FILE	Grid_File0.dxf	260.52 KB	4/3/2017 4:40:30 PM	Delete
GRID_FILE	Grid_File1.dxf	256.76 KB	4/3/2017 4:40:44 PM	Delete
MINERAL_LEASE	Mineral_Lease0.pdf	835.69 KB	4/3/2017 4:41:32 PM	Delete
MINERAL_LEASE	Mineral_Lease1.pdf	800.02 KB	4/3/2017 4:41:44 PM	Delete
MINERAL_LEASE	Mineral_Lease2.pdf	647.48 KB	4/3/2017 4:41:52 PM	Delete
PRELIMINARY_DIRECTIONAL_SURVEY	Preliminary_Directional_Survey0.pdf	98.99 KB	4/3/2017 4:43:05 PM	Delete
SIGNATURE	Signature.jpg	27.96 KB	4/3/2017 4:39:45 PM	Delete
SURFACE_LEASE	Surface_Lease0.pdf	1.61 MB	4/3/2017 4:40:59 PM	Delete
SURVEY_PLATTE	Survey_Platte0.pdf	747.24 KB	4/3/2017 4:39:59 PM	Delete
SURVEY_PLATTE	Survey_Platte1.PDF	3.83 MB	4/3/2017 4:40:11 PM	Delete

Note:

1. From the above example, there are 2 “Drilling Program” files uploaded. These are differentiated by their File Names: the first uploaded file has a ‘0’ at the end of the file name and the second one is given a ‘1’. This would be for DIR or HZ wells that require both a stick diagram and a drilling prognosis.
2. There are normally 2 Grid files that accompany the Survey Platte, so they would be uploaded separately and like the above, differentiated by ‘0’ and ‘1’ in the file name.
3. In this case, there are 3 mineral leases uploaded. It is easier to process the application if these uploads are broken down into separate mineral leases. If there are numerous leases, separate them into quarter sections when uploading files. Please ensure all files are initially scanned right side up, again, to speed up the processing time.
4. There are usually 2 uploads for the Survey Platte, as the aerial photo/mosaic is included as a separate file from the Survey Company.

Before submitting, carefully check your application for the following attachments:

1. Cover Letter
2. Signature
3. Survey Platte(s) and related grid files
4. Surface Lease & any Assignments of Lease
5. Consent of Occupant if applicable
6. Mineral Lease(s) (include current title if Fee Simple) & any Assignments of Lease; include any Crown Leases (both sides of lease)
7. Production Allocation Letters if applicable
8. Any Farmout, or Pooling Agreements
9. Drilling Program – including geological prognosis & a stick diagram for DIR/HZ
10. Directional Survey – for DIR and HZ wells

You have the option to delete any attachment before submitting.

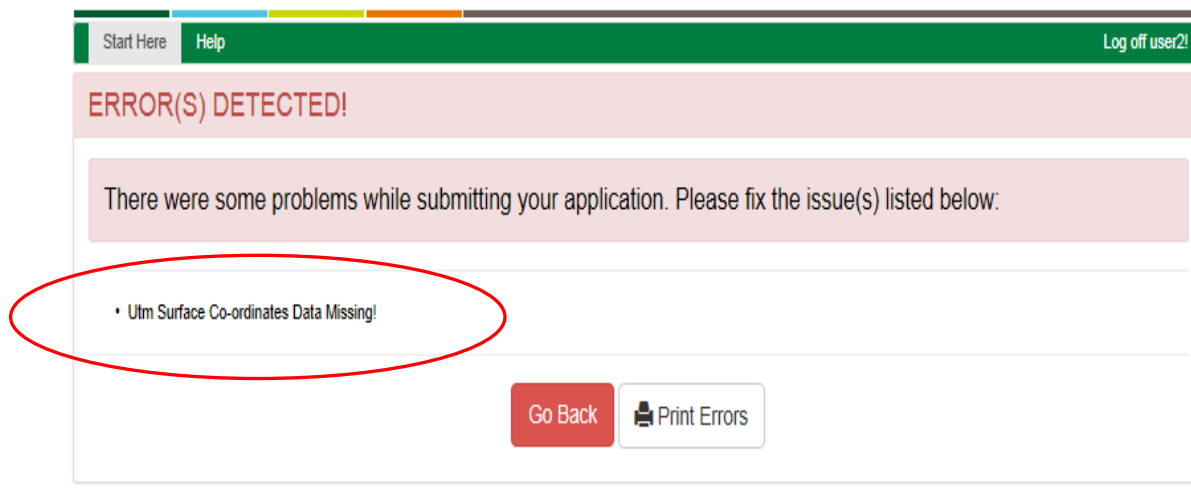
When finished uploading your files, click on **SUBMIT**. The following message appears:

SUBMIT LICENCE APPLICATION

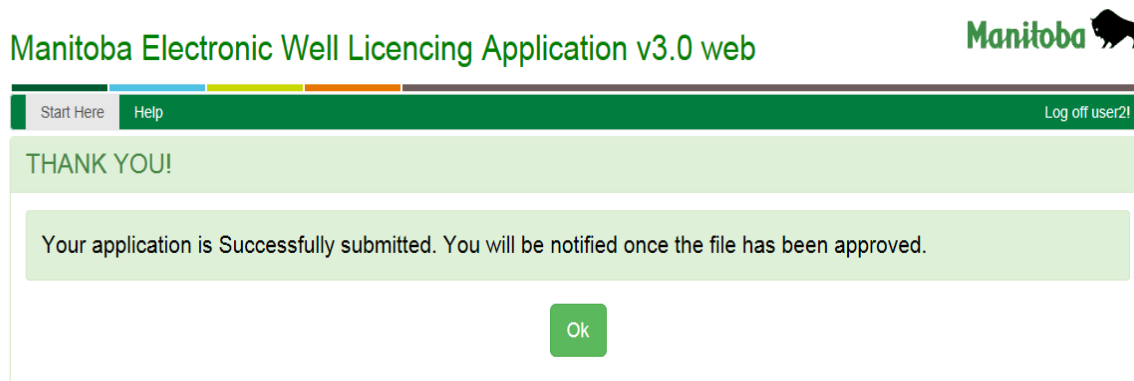
Please make sure that all the data you entered are correct and you haven't missed any sections. If anything is missing or incorrect the application will be returned back to you which might delay the approval process.

If the submission is accepted you will lose the ability to make any further modifications? **Do you want to continue?**

If you hit **SUBMIT** and there are errors in the application, you will be informed, and will be able to go back and fix the error(s). See example below.



A successful submission will look like this:



You will **not** receive notification when your application is initially downloaded by the Petroleum Branch.

An automated notification will go out when the application has been **approved** or if the application has been **rejected**.

If it has been **rejected**, the reason(s) will be given and the application will go back to the company to be amended and resubmitted.