

## Application for Well Licence Transfer

1. A well licensee may make application to the Director under subsection 100(1) of *The Oil and Gas Act* and Section 8 of *Drilling and Production Regulation* for approval for a well licence transfer. The application must include:

- a. In a cover letter including transferor and transferee details and contact information:
  - i. contact name;
  - ii. company name;
  - iii. mailing address; and
  - iv. telephone, fax and e-mail address; and
  - v. evidence the transferee is a duly registered business entity with the Province of Manitoba. Call the Companies Office at (204) 945-2500 if you need to confirm that your business is registered.
- b. The applicant (transferee) must submit the following:
  - i. Two original 'Form of Transfer of Well Licence- Schedule B' signed and sealed by both parties. Schedule B form can be found at:  
<http://www.gov.mb.ca/iem/petroleum/forms/scheduleb.pdf>
  - ii. list of well licence(s) to be transferred including their legal land description, current status and licence number;
  - iii. assignment of surface lease- including all active and pending COA wells. (NOTE: Assignment must indicate well site; in the case of a horizontal well please identify the surface location. Documents showing pipeline easement only does not qualify.);
  - iv. assignment of mineral lease(s) for all active wells. (NOTE: Assignments of minerals leases for horizontal wells the **whole drainage area for that well must be accounted for**);
    1. If any the minerals to be assigned are Crown Oil & Gas Leases please see Guideline 9- Application for Transfer of Crown Oil & Gas Leases for reference.
  - v. proof from the Rural Municipalities that the property taxes have been paid for all of the wells. Copy of current year's property taxes showing a nil balance is acceptable or a letter from the RM is also acceptable.
  - vi. a power of attorney, if either or both of the transferor and transferee will be represented;
  - vii. performance deposit, amount determined by the Branch , for all properties to be transferred. Performance deposit payment can be in the form of a term deposit, guaranteed investment certificate or our preference: a cheque payable to Minister of Finance.

- c. Submit the fee of \$250.00 *per well licence* to be transferred. Cheques payable to the Minister of Finance.
2. The following are requirement for the transfer of Crown Oil & Gas Leases. Request for the transfer of a Crown Oil & Gas Lease must be submitted in letter form and addressed to the Petroleum Registrar.
  - a. There is *no fee* for the Transfer of a Crown Oil & Gas Lease.
  - b. All Holders of Crown Oil & Gas Leases must be Registered to do Business in Manitoba.
  - c. If the Transfer involves more than one lease, a listing of the Crown Oil & Gas Leases involved in the transfer may be attached to the letter.
  - d. Two Transfer Forms (Schedule D, E or F) may be submitted by the Transferor or the Transferee with the signature and seal of both companies placed on the transfer forms.
  - e. The Transfer Forms are Registered at Petroleum Branch by the Petroleum Registrar.
  - f. A confirmation letter will be sent to the Transferee along with one of the Registered Transfer documents.
  - g. A copy of the confirmation letter will be sent to the Transferor for their record.
3. Submit one (1) paper copy of the application to the following address:
  - a. Regulatory Services Branch, Winnipeg: 360-1395 Ellice Ave., Winnipeg, Manitoba R3G 3P2, Attention Carrie Rose
4. Submit one (1) digital application (in pdf) to: [Carrie.Rose@gov.mb.ca](mailto:Carrie.Rose@gov.mb.ca)
5. For further information and inquiries, including but not limited to the assessment of performance deposit, please contact Carrie Rose at (204) 945-2909 or [Carrie.Rose@gov.mb.ca](mailto:Carrie.Rose@gov.mb.ca) .
6. For further information and inquiries about Crown oil & gas leases please contact Angie Hiebert at (204) 945-6578 or [Angela.Hiebert@gov.mb.ca](mailto:Angela.Hiebert@gov.mb.ca) .

**Note:** *There can only be one operator for a well at a time and until all transfer requirements of the Oil and Gas Act and Drilling and Production Regulation are met and the Director has approved the transfer as per Subsection 100(1) of the Oil and Gas Act, the transferor remains the operator and is responsible for the operation of the well including environmental liabilities.*