



Application Information Guide

Application for an amendment to an existing Oil Sands Royalty Project under Part 2, section 10(3) of the *Oil Sands Royalty Regulation, 2009* (AR223/2008) (“OSRR09”)

Definitions of terms used in this document and detailed explanations can be found in the *Oil Sands Royalty Guidelines*, located at <https://www.alberta.ca/oil-sands-royalty-guidelines>.

This document is intended to serve as a guideline of the minimum information required for an application to amend an existing Oil Sands Royalty Project. It is assumed that the applicant has a good working knowledge of OSRR09, the *Oil Sands Allowed Costs (Ministerial) Regulation* (AR231/2008) (“OSAC”) and the *Oil Sands Royalty Guidelines*.

The requirements for Oil Sands Royalty Project Amendment applications are provided in OSRR09 section 10(3) and section 10(4). Section 2 and Section 3.3 of the *Oil Sands Royalty Guidelines* provides explanations and further details on amendment applications.

Amendment Application Information Requirements	Required for or by:	Reference Resources
1. Applicant has a Business Associate (BA) ID with the Alberta Department of Energy and Minerals (“Department”)	ETS Access and online submission of application	Section 3.3.2 of the <i>Oil Sands Royalty Guidelines</i> For BA ID inquiries please contact the Department Crown Land Data at 780-644-2300 or crownlanddatasupport@gov.ab.ca
2. Applicant has an active ETS Account	ETS Access and online submission of application	Section 3.3.2 of the <i>Oil Sands Royalty Guidelines</i> For ETS inquiries please contact the Department Crown Land Data at 780-644-2300

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		or crownlanddatasupport@gov.ab.ca
<p>3. Applicant is a lessee of the mineral agreements to be included in the proposed Project amendment, or the lessee’s designee</p> <ul style="list-style-type: none"> (i) Application includes identification and contact information for all lessees (ii) If the operator is not the sole lessee, the application includes a letter from each Project lessee clearly authorizing or consenting to the application being made by the operator (iii) Application includes a letter from each Project lessee clearly authorizing or consenting to the application being made by the designee (If the application is made by the Project lessee’s designee) 	OSRR09 section 10(3)	Section 2.3.3, Section 3.2, and Section 3.3.3 of the <i>Oil Sands Royalty Guidelines</i>
<p>4. The proposed Project amendment includes the whole or part of one or more Alberta Energy Regulator (“AER”) approved schemes</p> <ul style="list-style-type: none"> (i) Application includes a copy of the current AER scheme(s) and a copy of each prior AER scheme or amendment not previously included in the royalty project (ii) Application includes a copy of the current AER scheme application(s) and a copy of each prior AER scheme or amendment application not previously included in the royalty project 	OSRR09 section 10(3)	Section 2.1.1.2, Section 2.2.1 and Section 3.3.3.5.1 of the <i>Oil Sands Royalty Guidelines</i>
<p>5. The proposed Project amendment contemplates recovery of oil sands from Crown rights only</p>	OSRR09 section 10(3)	Section 2.3.4 of the <i>Oil Sands Royalty Guidelines</i>
<p>6. Application includes a processing plant if the proposed Project amendment includes a mining operation</p>	OSRR09 section 10(3)	
<p>7. Application includes:</p> <ul style="list-style-type: none"> (i) A list of any material changes to Project operations (ii) Changes to the recovery methods and technology that will be used, if applicable (iii) Reserves Report for the incremental change 	OSRR09 section 10(4)(a)	Section 2.1.1.2 and Section 3.3.3.5 of the <i>Oil Sands Royalty Guidelines</i> IB 2015-07

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<p>of the reserves volumes of the Project with appropriate sign-off and supporting documents. The information in the reserves report must align with data reported in Economic Evaluation form.</p> <ul style="list-style-type: none"> (iv) Changes to the expected production profile, including the peak production capacity, of the Project, if applicable (v) Changes to the development plans (including approved corporate budgets) and full life cycle development schedule of the Project, if applicable (vi) Changes to the management structure and hierarchy of all components of the Project, if applicable (vii) Geographic locations of all components of the proposed Project amendment, if applicable 		
8. Application includes, if the proposed amendment is related to a Project that forms part of an integrated project, a description of the integrated project, including the integrated shared operations and the integrated upgrader	OSRR09 section 10(4)(a.1)	Section 2.1.1.2, Section 3.3.3.5.5 of the <i>Oil Sands Royalty Guidelines</i>
9. Amendment application includes changes to the listing of the kinds of oil sands products to be recovered by the Project	OSRR09 section 10(4)(b)	Section 2.1.1.2 of the <i>Oil Sands Royalty Guidelines</i>
<p>10. For measured use assets the amendment application includes:</p> <ul style="list-style-type: none"> (i) Changes to the description of any measured use assets that support the Project, but are not proposed to be included in the Project (does not meet Project use threshold (“PUT”)) (ii) Changes to the proposed allocation of costs for each measured use asset (iii) Changes to the steady state throughput (normal operating mode) and capacity (design basis) of each measured use asset that supports the Project (iv) Changes to the Project use of the measured use assets that support the Project as a percentage of the total use of the measured 	OSRR09 section 10(4)(b.1)	Section 2.1.1.2 of the <i>Oil Sands Royalty Guidelines</i>

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<p>use assets for all purposes</p> <p>(v) Changes to the description of all key measurement devices expected to be used for all measured use systems. A description should include the physical description of the measurement devices, their physical location, the expected accuracy of the devices, and any other important information about the measurement devices</p>		
<p>11. If the proposed amendment results in capital assets or engineering systems being added, removed or changed the application includes:</p> <p>(i) A description of what is being added, removed or changed</p> <p>(ii) The location of each part of a capital asset or engineering system being added, removed or changed</p> <p>(iii) A description of each part of a capital asset or engineering system to be used on the Project, the integrated shared operations (if any) and the integrated</p> <p>(iv) upgrader (if any), using the methodologies set out in Schedules 2 and 3 of the OSAC</p> <p>(v) The regulatory approvals and/or license for the capital asset and/or engineering system to be included in the Project (if any)</p> <p>(vi) The steady state throughput (normal operating mode) and capacity (design basis) of each capital asset and engineering system to be included in the Project</p>	OSRR09 section 10(4)(c)	Section 2.1.1.2 of the <i>Oil Sands Royalty Guidelines</i>
<p>12. The amendment application includes:</p> <p>(i) A description of all other assets expected to be of material relevance to the Project but not already included in the Project</p> <p>(ii) The regulatory approvals/licenses of any assets/facilities to be included in the Project</p> <p>(iii) The steady state throughput or capacity for each component, asset and/or facility to be included in the Project</p> <p>(iv) The PUT for each component, asset and/or facility to be included in the Project</p>	OSRR09 section 10(4)(d)	Section 2.1.1.2 and Section 3.3.3.5 of the <i>Oil Sands Royalty Guidelines</i>

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<p>13. The amendment application includes a Class 3 Estimate if</p> <ul style="list-style-type: none"> (i) The amendment application includes one or more new, or modifications to one or more existing, processing plants as defined in the Oil Sands Conservation Act (ii) And the total estimated capital cost of the new processing plants or modifications, or both, is \$50 million or more 	OSRR09 section 10(2)(d.1)	Section 3.3.3.5.7 of the <i>Oil Sands Royalty Guidelines</i>
<p>14. Amendment application includes:</p> <ul style="list-style-type: none"> (i) If applicable, a description of the area and strata from which oil sands or oil sands products will be recovered by the proposed Project amendment (ii) A description of the surface areas occupied by the proposed Project amendment (iii) If applicable, key reservoir/deposit properties such as area, average net pay, porosity, oil saturation, approximate gross OBIP, depth, temperature, pressure, permeability for the proposed Project amendment (iv) If applicable, key bitumen properties such viscosity, API, TAN and sulphur content for the proposed Project amendment 	<p>OSRR09 section 10(4)(a)</p> <p>OSRR09 section 10(4)(e)</p>	Section 2.1.1.2 and Section 3.3.3.5 of the <i>Oil Sands Royalty Guidelines</i>
<p>15. Any addition to or deletions from Project lands</p>	OSRR09 section 10(4)(e)	Section 2.1.1.2 of the <i>Oil Sands Royalty Guidelines</i>
<p>16. Amendment application includes any material changes to:</p> <ul style="list-style-type: none"> (i) The listing and description of any non-arm's length transactions expected to occur for the supply of any capital assets, engineering systems, goods or services for the Project (ii) The listing and description of any non- arm's length transactions expected to occur for the supply of any capital assets, engineering systems, goods or services produced or generated pursuant to the Project, other than for the purposes of the Project 	OSRR09 section 10(4)(f)	Section 2.1.1.2 of the <i>Oil Sands Royalty Guidelines</i>

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17. The application includes a proposed effective date for the amendment	OSRR09 section 10(4)(g)	Section 2.1.1.2 and Section 2.3.10 of the <i>Oil Sands Royalty Guidelines</i>
<p>18. Application includes a proposed calculation of the prior net cumulative balance (if any) (“PNCB”) for the Project</p> <p>(i) The PNCB calculation is limited to costs incurred and revenue generated within five years prior to the Project’s proposed effective date. Costs incurred or revenue generated more than five years before the Project’s proposed effective date are not eligible for inclusion in PNCB calculations</p> <p>(ii) PNCB calculations must be prepared using the current version of the PNCB forms, located on the Department’s website</p> <p>(iii) Costs and revenues included in the PNCB calculation must be supported by authorizations for expenditure (AFEs) or comparable budgetary approval documents and invoice numbers. Relevant AFEs must be submitted as part of the Project application</p> <p>(iv) Application must include an electronic transaction listing of capital and operating expenses claimed that reconciles with the total amounts claimed on the PNCB</p>	OSRR09 section 10(4)(h)	Section 2.1.1.2, Section 2.3.11, and Section 3.3.3.5.8 of the <i>Oil Sands Royalty Guidelines</i>
19. Amendment application includes a proposed calculation of other net proceeds arising from removal of any capital assets or engineering systems from the Project	OSRR09 section 10(4)(i)	Section 2.1.1.2 of the <i>Oil Sands Royalty Guidelines</i>
20. If the amendment relates to the amalgamation of two or more Projects, and the payout date has not occurred for any of the Projects, the application includes a proposed cumulative cost and cumulative revenue for the amalgamated Project	OSRR09 section 10(4)(j)	

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21. Application includes an economic evaluation for the Project (i) The economic evaluation must be prepared using the current version of the Economic Evaluation form, located on the Department's website	OSRR09 Section 11(1)(e) OSRR09 Section 11(2)(b)	Section 2.2.3.3 and Section 3.3.3.5.9 of the <i>Oil Sands Royalty Guidelines</i>								
22. A complete application must be signed by an authorized officer of the lessee of the proposed Project amendment and include the text below: Required Text for Signature Lines <p>We confirm the preceding information to be accurate and consent to provide the Department with access to all records relating to any physical or financial component necessary to verify the project's prior net cumulative balance. We agree to abide by the provisions of the <i>Oil Sands Royalty Regulation, 2009 (AR 223/2008)</i>, and associated Ministerial regulations.</p> <p>We understand that it is our responsibility to report to the Department any changes made to the project, and that these changes may require an application to amend the oil sands royalty project approval for continued application of the provisions of the <i>Oil Sands Royalty Regulation, 2009 (AR 223/2008)</i>.</p> <table border="0" data-bbox="240 955 1339 1165"> <thead> <tr> <th data-bbox="240 955 747 987">Authorized Officer</th> <th data-bbox="824 955 1339 987">Person Who Completed the Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1008 747 1039">Name _____</td> <td data-bbox="824 1008 1339 1039">Name _____</td> </tr> <tr> <td data-bbox="240 1060 747 1092">Signature _____</td> <td data-bbox="824 1060 1339 1092">Signature _____</td> </tr> <tr> <td data-bbox="240 1113 747 1144">Position _____</td> <td data-bbox="824 1113 1339 1144">Position _____</td> </tr> </tbody> </table>			Authorized Officer	Person Who Completed the Application	Name _____	Name _____	Signature _____	Signature _____	Position _____	Position _____
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Questions? Contact: OSR Project Applications Oil Sands, Coal and Mineral Operations Branch Department of Energy and Minerals 6th Floor North Petroleum Plaza 9945 108 Street Edmonton, AB T5K 2G6 OSRAApplications.Energy@gov.ab.ca										