

Application for General Assignment of Disposition

Miscellaneous Lease (DML), Licence of Occupation (DLO), Easement (EZE), Pipeline Agreement (DPL), Pipeline Installation Lease (DPI), Vegetation Control Easement (VCE), Recreational Lease (REC), Tourism and Commercial Lease (TCL), Surface Materials Lease (SML), Department Mineral Surface Lease (DMS)

INSTRUCTIONS/INFORMATION

This **Application for General Assignment of Disposition** is used when the whole of the land under the Disposition is assigned from all of the assignors to all of the assignees. An assignor may also be an assignee.

Please contact the department (below) regarding transfers of dispositions from estates.

IMPORTANT: Assignment of a disposition requires the approval of the director, per s.146(2) of the Public Lands Administration Regulation. Submission of an Application for Assignment does not grant any authority to the Assignee to occupy the lands until written approval has been given by the department. The current disposition holder remains responsible for rent, royalties, fees and taxes until all parties to the assignment have been notified by the department in writing that the disposition's rights and responsibilities have been assigned to the new holder(s).

IMPORTANT: Email addresses for the Primary Assignor, Primary Assignee and their respective consultants and lawyer/s (if any) are required to complete this form.

The completed form signed by all assignors and assignees must be submitted with all supporting documents to: lands.assignments@gov.ab.ca or the following address:

Alberta Forestry and Parks
Public Lands Disposition Management
ATTN: Assignments
5th floor, South Petroleum Plaza
9915 – 108 Street
Edmonton, Alberta T5K 2G8

The applicant will be notified of deficiencies in their application. If deficiencies are not updated and submitted to the department within 30 days of the notice, the application will be rejected. Application fees for rejected applications are non-refundable.

APPLICATION REQUIREMENTS

The following items are required for every assignment of a Disposition. The Application must be complete and correct with all supporting documentation as specified below:

- 1) Client ID:** All assignees must have a Client ID number. If the Assignee(s) does not already have a Client ID number they must apply by submitting an **Application/Amendment for Client ID** form. This form can be submitted by either Mail, Fax or Email as indicated on the form. [Application/Amendment Form for Client ID.](#)
- 2) Assignment Fee: \$3,150.00 per application** (irrespective of number of dispositions assigned)
- 3) Payment of all arrears:** Ensure any debts owed to the Crown for more than 60 days are paid prior to submission. Note the department will review this statutory requirement based on the application date.

- 4) **Encumbrances must be removed**, specifically any Conditional Surrender of Lease (CSL) must be discharged. The assignor is obligated to inform the assignee of any CSLs that may be in place. A Land Standing Report must be obtained to check for active CSLs by following the instructions in the link found here: <https://www.alberta.ca/Electronic-transfer-system.aspx> or contact lands.assignments@gov.ab.ca providing the disposition number.
- 5) **Corporate Assignees**: Attach a current Corporate Registry certificate proving that the corporation has an active registration under the *Business Corporation Act*, *Societies Act*, *Companies Act*, *Municipal Government Act*, *Cooperatives Act*, or is incorporated under the laws of Canada and authorized to conduct business in Alberta.
- 6) **Conditional Surrender of Lease Fee** (if applicable) Conditional Surrender of Lease form can be found at: https://www.alberta.ca/alberta-environment-and-parks-land-forms?utm_source=redirector
- 7) **Associated Dispositions (DLO)**: Any dispositions for access (roads – DLOs) providing primary access to the disposition must be assigned simultaneously.
- 8) The assignee is responsible for obtaining all *Water Act* approval documents necessary to the operation of the disposition.
- 9) **Government of Alberta Employees / MLAs**: If the assignee is a Government of Alberta Employee (excluding Alberta Health Services employees), attach approval from the Deputy Minister of the department relevant to the employee in accordance with the Code of Conduct & Ethics for the Public Service of Alberta. If the assignee is an MLA, please determine what approval documentation must be added with this application and attach.
- 10) All Aggregate disposition assignments (SMLs) must include a current annual return completed from January 1 of the current year to the date of the assignment application.
- 11) **Security Deposit (If required)**: If the Security Deposit on file is cash, the assignor must provide written confirmation that the deposit can be transferred to the assignee. If the Security Deposit will not be transferred, then the assignee must provide a security deposit in an acceptable form. Please see <https://www.alberta.ca/security-deposits> for further details.

FEES:

All Application fees are non-refundable:

- Assignment Fee: \$3,150.00 (no GST)
- Conditional Surrender of Lease Fee: \$400.00 (no GST)

Acceptable forms of Payment (make cheques and money orders payable to [Government of Alberta](#))

- Cheque
- Money Order
- Credit Card (GPAS payment system)

IMPORTANT: Ensure the Disposition Number (for example, DLO123456) is shown on the cheque and cover letter. Payments can be mailed to the following address:

Alberta Forestry and Parks
Public Lands Disposition Management
5th floor, South Petroleum Plaza
9915 – 108 Street
Edmonton, Alberta T5K 2G8

Credit Card: If you want to pay by **credit card** online, please email lands.billing@gov.ab.ca. When submitting your request, you must provide the following information:

- Leaseholder name/Company name
- Disposition number (for example, GRL123456)
- Amount of Payment
- Email address of the person the payment request is to go to.

The administrator will generate a transaction request through our GPAS payment system, which you will receive to the email address you provided. Once you complete the payment details on your side, you will receive an email confirmation of the payment. You can make a request for more than one disposition payment in one email but two credit card payment links will be sent to you, one for each payment.

STATEMENT REGARDING COLLECTION OF INFORMATION:

The personal information collected through the Application for General Assignment of Disposition will be used for the purpose of administering dispositions and managing use of Crown land under the *Public Lands Act* and associated regulations. This collection is authorized by section 4(c) of the *Protection of Privacy Act*. For questions about the collection of personal information, please email lands.records@gov.ab.ca or contact by mailing 5th Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8.



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| Disposition Numbers: | |
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Between

| |
|----|
| 1. |
| 2. |

(hereinafter called the **“Assignor(s)”**)
 (Assignor: all names that are on current agreement)

- and -

| |
|----|
| 1. |
| 2. |

(hereinafter called the **“Assignee(s)”**)
 (Assignee: all names to be stated on the new agreement)

If space is not sufficient, use Supplementary Application for General Assignment form and attach

LEGAL REPRESENTATION or LAND AGENT (if any) – APPLICANT

| | | |
|----------------|-----------|--------------|
| Firm: | | |
| Lawyer's Name: | Address: | |
| City: | Province: | Postal Code: |
| Email Address: | Phone | |

PART I: THE ASSIGNORS**Assignor Declaration**

| | | |
|---|------------------------------|-----------------------------|
| I, the holder, certify that I am in compliance with my disposition according to the <i>Public Lands Act</i> and the Public Lands Administration Regulation. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I, the holder, certify that all property taxes owed to the municipality on this disposition; and, any debts owed the Crown, have been paid to date. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I, the holder, certify that there is no outstanding Conditional Surrender of Lease (CSL) recorded against the Disposition. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I, the holder, certify that I have disclosed to the Assignee, any and all compensation earned from surface rights dispositions as of the date of this application; any <i>Water Act</i> approvals necessary to the current operation of the disposition; and the means of legally accessing the site. The Crown is absolved of all responsibility with regards to this. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

PART II: THE ASSIGNEES**Identification of Assignees**

| | | |
|--|-------------------------------------|-----------------------------|
| 1. Primary Assignee's Full Legal Name | Primary Assignee's Client ID | |
| | | |
| <i>The Primary Assignee functions as the Service Provider for any other assignees/disposition holders. The department treats the Service Provider as the sole point of communication regarding the disposition, including any department notices, correspondence and invoices.</i> | | |
| Primary Assignee's Contact Information: | | |
| Address: | City: | Prov.: |
| Postal Code: | Phone: | Email: |
| If the Assignee is incorporated in Alberta, attach a current Corporate Registry certificate. Attached? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the Assignee a Canadian Citizen or a permanent resident? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | | | |
|--|--|---|-----------------------------|
| Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, has appropriate documentation been attached? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Assignee's Full Legal Name: | | Assignee's Client ID: | |
| Assignee's Contact Information: | | | |
| Address: | | City: | Prov.: |
| Postal Code: | Phone: | Email: | |
| If the Assignee is an "Active" registered legal entity, attach a current Corporate Registry. Attached? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the Assignee a Canadian Citizen or a permanent resident? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, has appropriate documentation been attached? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Assignees' Interest (Tenancy) | | | |
| <input type="checkbox"/> Joint Tenants | <input type="checkbox"/> Tenants in Common | <input type="checkbox"/> Sole Holder | |
| Security Deposit (If Applicable) | | | |
| <input type="checkbox"/> Transferred to Assignee | <input type="checkbox"/> Refund Requested (Assignor) | <input type="checkbox"/> Line of Credit Release | |
| Ancillary Documentation | | | |
| The following documents have been submitted or are submitted at the same time as this Application (<i>check all that are applicable</i>): | | | |
| <input type="checkbox"/> Conditional Surrender of Lease (submitted by Assignees) <input type="checkbox"/> Supplementary Application for General Assignment Form <input type="checkbox"/> Other | | | |
| SIGNATURES | | | |
| Authorized Signatures | | | |
| Each of the Assignor(s) certifies that the information in Part I is true and complete and agrees to comply with all terms and conditions. | | | |
| Assignor's Name | | Assignor's Signature | |
| 1. | | | |
| 2. | | | |
| Dated: | | | |

Each of the Assignee(s) certifies that the information in Part II is true and complete and agrees to comply with all terms and conditions.

| Assignees' Name | Assignees' Signature |
|-----------------|----------------------|
| 1. | |
| 2. | |
| Dated: | |

COMMISSIONED/NOTARIZED

"I, _____, (the applicant, being either an assignor or an assignee) solemnly declare that all information and statements provided in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath or affirmation."

Declared before me at the _____ of _____

In the Province of _____ this _____ day of _____, 20_____.

Signature (Primary Assignor)

Signature (Primary Assignee)

A commissioner for Oaths in and for Alberta

Stamped name of Commissioner for Oaths and date on which appointment expires

OFFICE USE ONLY

Application requirements complete: Yes No

Date Reviewed:

Staff Name:

Approved to proceed: Yes No

Staff Position (Delegated Authority):