

## 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.
  - a. The applicant (transferee) must first have a Business Associate ID. If you do not have one, apply for one here: [Petrinex | Minerals, Petroleum and Geoscience | Business, Mining, Trade and Job Creation | Province of Manitoba](#); along with evidence that the applicant is a duly registered business entity with the Province of Manitoba (*please call the Companies Office at 204-945-2500 for confirmation*);
  - b. submit the following:
    - i. One digital '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; along with associated facilities (batteries and flowlines);
    - 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: For 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. a performance deposit of \$60,000 must be in place for all properties to be transferred.
  - c. Submit the fee and levy of \$250.00 *per well licence* to be transferred.

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. One Digital copy of the Transfer Form (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) digital application (in pdf) to: [Petroleum@gov.mb.ca](mailto:Petroleum@gov.mb.ca)
4. For further information and inquiries, including but not limited to the assessment of performance deposit, please contact 1 (204) 748-4260
5. For further information and inquiries about Crown oil & gas leases please contact Mildred Valentino at 1 (204) 247-0257 [Mildred.Valentino@gov.mb.ca](mailto:Mildred.Valentino@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.*