

August 24, 2006

OIL SANDS INFORMATION BULLETIN 2006-06

SUBJECT: Applications for Approval of Oil Sands Royalty Projects and Amendments to Oil Sands Royalty Projects

The Department will require that all applications made under the Oil Sands Royalty Regulation, 1997 strictly comply with the Oil Sands Royalty Guidelines in effect on the date the Department receives the application. This means that:

1. The Department will reject an application not in a form acceptable to the Minister, i.e., not complying with the Oil Sands Royalty Guidelines in effect on the date of receipt. The guidelines, application forms and reporting forms are posted on the Department's website (www.energy.gov.ab.ca). The Oil Sands Royalty Guidelines have been updated to reflect these changes in practice.
2. The Department will reject applications that are not complete in all material respects. The Oil Sands Royalty Regulation, 1997 and the Oil Sands Royalty Guidelines, in effect at the time of receipt of the application, will be the standard by which applications will be judged by the Department to be complete.

Further to this point:

- a. The Department will not accept interim, incomplete or unsigned applications that are sent in advance of complete, signed applications in order to attempt to secure a preferred project effective date.
- b. The Department will reject any applications received before all approvals related to the proposed royalty project are issued by the Energy and Utilities Board.
- c. To be considered complete, an application must include both the prior net cumulative balance and economic evaluation data spreadsheets.
- d. The Department will reject any applications not signed by the person preparing the form and by an authorized officer of the operator. Electronic signatures will be accepted.

3. The Department will accept applications as either electronic email attachments or hard copies. The received date for electronic submissions will be the date of the email message containing the attachments as recorded by the Department's email system. The received date for hard copy applications will be the date recorded upon receipt by the Department, either in the Edmonton or Calgary offices, during normal business hours. Hard copy applications must include prints of all prior net cumulative balance and economic evaluation data spreadsheets, which must also be submitted electronically on or before the hard copy application date. Applications may not be submitted partially through electronic email and partially by paper copy.
4. An application that has been received by the Department and complies with the above requirements will be considered complete. The Department will proceed with an evaluation of the information provided in a complete application, and no further data in respect of that application will be accepted from the applicant after this point except at the request of the Department. The Department will use its discretion to allow corrections of a typographical or clerical nature.

The Department makes every attempt to review applications as soon as possible, but industry should be aware that the Department may require some time before determining whether an application is acceptable. If an application is rejected (based on content or format); the initial application will be considered annulled. The Department will notify the applicant of the rejection, and the applicant will be required to re-apply, should they choose to do so.

Applicants are encouraged to approach the Department with respect to the application process. Questions may be directed to:

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