

## When and How to Use “Request BA Change”

Jurisdiction	Release/Revision Date	Location of Change in this Document	Comment
AB/SK/BC/MB	July 4, 2023		Initial Release

**Audience:** All Petrinex Users assigned with the “Request BA Change” task.

**Purpose:** To remind Petrinex users when and how to use the “Request BA Change” functionality

### **Background:**

Any Petrinex user who has been provided access by the BA’s User Security Administrator (USA) to the **Request BA Change** task can make BA information changes to the corporate data in Petrinex.

All BA changes are accepted and initially processed in Petrinex however final approval of the change will be done by the appropriate Ministry. The approval or rejection of a BA change will be communicated from the Ministry to Petrinex, and a notification will be sent to the affected BA.

In most jurisdictions updates can be made to the following sections:

#### **General Information**

- Care/Of Identifier
- Corporate Mailing Address
- Corporate Telephone Number
- Corporate Fax Number
- Corporate Email Address
- Corporate Access Number
- Trade Name / Partnership Number
- GST Information

#### **Contact Person information**

- Contact Name
- Contact Telephone Number
- Contact Email Address

#### **Alternate Address Information**

- In addition to the corporate mailing address, other alternate addresses can be supplied, for example Gas Royalty and Oil Royalty purposes.

## BA Role information

- In **Alberta** there are eight BA Roles, in addition to a section related to AER Licence Holder
  - Administrative Only
  - Digital Data System (DDS)
  - Facility Operator
  - Historical Only
  - Licensee
  - Pending
  - Production Accounting Services
  - Working Interest Owner
- In **Saskatchewan** there are seven BA Roles, in addition to a section related to access to the Integrated Resources Information System (IRIS)
  - Administrative Only
  - Facility Operator
  - Historical Only
  - Licensee
  - Pending
  - Production Accounting Services
  - Working Interest Owner
- In **British Columbia** there are seven BA Roles, in addition to a section related to BCER roles and a section related to BCER Permit Holders
  - Administrative Only
  - Facility Operator
  - Historical Only
  - Licensee
  - Pending
  - Production Accounting Services
  - Working Interest Owner
- In **Manitoba** there are seven BA Roles
  - Administrative Only
  - Facility Operator
  - Historical Only
  - Licensee
  - Pending
  - Production Accounting Services
  - Working Interest Owner

In each jurisdictional request, by hovering over the BA role name an informational description will be displayed.



## Important information for Working Interest Owner updates:

If a BA does not have an active WIO role, operators cannot allocate volumes to the BA for the relevant production periods.

- If a BA **has a WIO start date** only: Then that BA can receive allocations (be allocated to by a facility operator) from the stated date forward.
- If a BA **has a WIO start and end date**: Then they can only receive allocations from the stated start date until the end date. Any allocations after the end date will be rejected.
- If a BA **does not have a WIO start date**: Then that BA cannot receive allocations and the allocation will be rejected.

**NOTE:** Once a start date is submitted it cannot be moved forward only back. For example, if you set the start date to be June 2023, you cannot later change the start date to be July 2023. Similarly, the end date once set cannot be moved back. For example, an end date of June 2023 cannot be changed to May 2023. This ensures that an allocation will not be made invalid because a WIO role effective period was reduced.

## BA User Security Administrator Information

- Primary User Security Administrator Data
- Backup Security Administrator Data

## Supporting Documentation

There are sections available to attach the appropriate documentation.

In Alberta – User Security Administrator Letter (link to example) to be sent by email to [crownlanddatasupport@gov.ab.ca](mailto:crownlanddatasupport@gov.ab.ca).

In Saskatchewan – a maximum of 5 PDF attachments with a size limited of 15MB each can be uploaded to Petrinex.

In British Columbia – a maximum of 5 PDF attachments with a size limited of 15MB each can be uploaded to Petrinex.

In Manitoba – a maximum of 5 PDF attachments with a size limited of 15MB each can be uploaded to Petrinex.

## More information:

Please contact the Petrinex Business Desk.

Phone: 403-297-6111

Toll Free: 1-800-992-1144 (Toll Free)

E-mail: [petrinexsupport@petrinex.ca](mailto:petrinexsupport@petrinex.ca)