

Bulletin 2022-29

September 26, 2022

Validate WIP Information Accuracy

Under *Directive 067: Eligibility Requirements for Acquiring and Holding Energy Licences and Approvals*, licensees must ensure that the information the AER has on file is kept accurate in order to maintain eligibility. This includes working interest participant (WIP) information. A WIP is a person who owns a beneficial or legal undivided interest in a well or facility under agreements that pertain to the ownership of that well or facility. Under AER legislation, WIPs may be required to carry out regulatory obligations if a licensee fails to do so. This includes providing reasonable care and measures to prevent impairment or damage and suspending, abandoning, remediating, or reclaiming a well or facility that they have a working interest in. WIPs are also required to pay their share of costs of reasonable care and measures, suspension, abandonment, remediation, and reclamation. We use AER records of WIP information (WIP records) in regulatory activities and decision making, and it is important that they are kept up to date.

Licensees can review their WIP information through the Closure Activity and Spend Report in [OneStop](#). Once logged in, go to the Reports section. Within the Report Category, select LMF as the category and open the Closure Activity and Spend Report. The WIP report is available from a tab in the upper-right corner of this report. This report shows a licensee where their company is identified as holding a working interest in well and facility licences held by other licensees as well as in their own inventory.

If you have any questions, contact our Customer Contact Centre by phone at 1-855-297-8311 or by email at inquiries@aer.ca.

Updating Your Own Records

To update WIP records for licences in your own inventory, use the bulk upload function within OneStop. (Licensees having challenges accessing their OneStop account can refer to a video walkthrough on our [YouTube channel](#).) Click Bulk Upload in the top-right corner of the screen. For Upload Category, select Other > Working Interest Participant. Buttons to download the template and to upload the changes will then be available. [A video walkthrough](#) is available on [our YouTube channel](#) (though for a different category).

Updating Records of Other Licensees

If you notice discrepancies in the report regarding your WIP holdings in licences held by others, contact the licensee of record. WIP records reflect private agreements between parties and must be managed by the licensee. We will not update records managed by active licensees.

Updating Records of Defunct Licensees

If you notice discrepancies in the report regarding your WIP holdings in licences held by defunct licensees, and you have not already connected with the AER regarding these holdings, contact OrphaningInsolvency@aer.ca. Supporting documentation is required before we will consider a request to alter WIP records held by a defunct licensee.