

Chapter 5.1

Completing Application Information Details: Administration

5.1 Application Management System Administration Tab

Information relating to the company representatives (and consultants) involved in application development is captured on the administrative tab. Anyone submitting information on behalf of an applicant must be registered in the Commission's corporate registry in order to be selected in AMS. For more information on this registration process, see Chapter 2 of this manual.

Once selected as part of the application, the representative receives a notification email identifying them as a representative and contributing information to a permit application at the Commission. If the applicant company provides the contractor with application rights within the Commission's corporate registry, the contractor is able to view applications for which they have been included as a contractor, and contribute application data or information.

Specific representatives, such as an Engineer or Archaeologist; who provide information under their professional reliance and have been identified within the application as a representative or consultant, will receive an e-mail notification upon submission of an application to the Commission.

The provision of an archaeology contact is mandatory if the application contains an archaeological component and an engineering contact is mandatory if the application contains an engineering component.

Please Note:

This manual is written as a whole and available to industry in sections to allow permit holders to access activity chapters. It is prudent of the permit holder to review the manual in its entirety and be aware of the content in other sections of the manual.

5.1.1 Administration Tab: Data Field Completion

The administration tab data input fields consist of a series of drop down menus to enter contractor information. Table 5-A below provides detailed instructions for each of the data fields requiring input (not auto populated) within the Application Management System.

Table 5-A: Application Instruction Table for the Administration Tab

Label	Instructions
Who are the contractors for this project?	Enter the name or first three letters of the contractor and select from the drop down list. If the company conducting the oil and gas activity is not displayed please refer to the Company Administration section of the Oil and Gas Activity Application Manual.
Type	Select the contractor type from the drop down list.
File Reference Number	Proponent's file number for the permit application.
HCA Permit Holder	Indicate the name of the person who holds the Heritage Conservation Act Section 14 (Archaeology) permit over the application area.
HCA Permit Number	Indicate the Heritage Conservation Act Section 14 permit number covering the application area.