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# Glossary of Terms

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<th>Definition</th>
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<tbody>
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<td>Application</td>
<td>One or more licence assignments that are compiled by Industry electronically via PEARS</td>
</tr>
<tr>
<td>Application Stage</td>
<td>Each licence operation will have its own stage within the application</td>
</tr>
<tr>
<td>Bare Beneficiary</td>
<td>A bare beneficiary is a company that hold equity on the licence but is not a licensee</td>
</tr>
<tr>
<td>Bare Licensee</td>
<td>A bare licensee is a company that is a licensee but does not hold any equity on the licence</td>
</tr>
<tr>
<td>Company Group</td>
<td>A list of companies that have been grouped together as they are managed by the same organisation</td>
</tr>
<tr>
<td>Consent</td>
<td>Digitally signed document(s) giving the secretary of state consent to proceed with their licence assignments/relinquishments</td>
</tr>
<tr>
<td>Data Check</td>
<td>A process where Industry confirm that the data held on PEARS is correct or allows them to correct historic data on a licence</td>
</tr>
<tr>
<td>Data Point</td>
<td>A point on the licence timeline which shows the changes made to the licence on that date</td>
</tr>
<tr>
<td>Execution</td>
<td>The process that informs DECC that the assignment(s) have completed</td>
</tr>
<tr>
<td>Notification</td>
<td>An email that is issued to a user informing them that either they have an action to complete or that an action has taken place</td>
</tr>
<tr>
<td>Operation</td>
<td>A licence assignment i.e. licensee change, equity transfer, relinquishment etc...</td>
</tr>
<tr>
<td>Rectification</td>
<td>A process that allows Industry to correct a licence transaction(s) that has been effected by deed and an error is later discovered in the deed. Not all transactions are capable of rectification, for example, the surrender of acreage or the termination of a licence could not be reversed, if the licensee later decides he shouldn’t have done it.</td>
</tr>
<tr>
<td>Restatement</td>
<td>A process that allows Industry to restate the licence position if the contractual arrangements become so complicated that the licence parties decide to make a clean break – i.e. they simply agree a new starting point regardless of the immediately-preceding situation. You can only restate subarea operators, subarea equity interests, field operators, field equity interests and subarea definitions. Transactions such as licence assignments, licence terminations and surrenders of acreage cannot be restated. All restatements require the secretary of state’s consent.</td>
</tr>
<tr>
<td>Role</td>
<td>A system privilege that allows the recipient to undertake certain tasks</td>
</tr>
<tr>
<td>Stakeholders</td>
<td>A list of licence partners including licence administrator, licensees, subarea operators, subarea equity holders, field operators and field equity holders</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Team</td>
<td>A list of users and roles for a company or system specific area such as application, data check etc...</td>
</tr>
<tr>
<td>Timeline</td>
<td>A list of licence data points in date order showing the history of the licence changes</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

1.1 Petroleum e-Business Assignments and Relinquishments System

The Petroleum e-Business Assignment and Relinquishment System (PEARS) is the Department’s new Licensing System.

The system was developed as part of the Government’s long-standing commitment to use IT to improve service and raise efficiency. It will introduce a professional, secure and robust interface for DECC and Licensee(s) to transact the administration of Petroleum Act production licences.

PEARS will provide a quick and easy way for Industry to apply for the Secretary of State’s consent for the following Licence transactions without the need for paper documents:

- Licence Assignments;
- Operator approvals;
- Equity interest changes (including management of subareas);
- Licence Administrator changes;
- Surrenders of Acreage and
- Changes in Field Equity interests

With the introduction of the PEARS system, The Open Permissions (Operating Agreements) will be made redundant when PEARS goes live, as all transactions will need to be processed and consented via the new system.

1.2 Energy Portal

The UK Oil Portal is a secure e-commerce system that allows companies to apply online for relevant consents and permits in order to operate in UK waters.

Companies can submit applications on a wide range of activities relating to Hydrocarbon Exploration, Production, Development, Decommissioning and the protection of the Environment. Once an application is submitted, a company can then retrieve, view and track its progress online.

1.2.1 Basic Portal Controls

Once you are logged onto the Portal it is important that when navigating through the system you use the links and buttons provided. You must NOT use the browser ‘Back’ & ‘Forward’ buttons as this will result in you losing your Portal session.

When Logging into the Portal the first screen you will be taken to is your Workbasket (Figure 1-1). This screen displays all outstanding actions that are relevant to the user.

Access to your Portal Applications, are listed on the left hand menu (Figure 1-2).
1.2.1 Basic Portal Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Links that allow you to navigate to other areas of the system.</td>
</tr>
<tr>
<td>📩</td>
<td>Information icon which if you hover your mouse cursor over displays additional on-screen guidance.</td>
</tr>
<tr>
<td>⚠️</td>
<td>This indicates a validation warning if you hover over with the mouse cursor will display specific details relating to the issue.</td>
</tr>
<tr>
<td>📅</td>
<td>Calendar icon when a date is required, this displays a pop-up calendar allowing you to select a valid date.</td>
</tr>
<tr>
<td>📝</td>
<td>Save icon that will save uploads and comments.</td>
</tr>
<tr>
<td>🗑️</td>
<td>Delete icon that will remove data or files.</td>
</tr>
<tr>
<td>📝</td>
<td>Edit icon that allows you to edit data.</td>
</tr>
</tbody>
</table>
2. REGISTRATION

2.1 New Companies

If you require a new company to be added to the Portal, you will need to email the company details to the approvals@decc.gsi.gov.uk mailbox who will arrange for the company to be added to the Portal.

2.2 Obtaining a Portal Account

2.2.1 How do you get this account?

We wrote to each licensee on the 4th August 2011 requesting they complete a Form that provided DECC with details of an Access Manager contact who would manage access to the system on behalf of their Company Group (a copy of the contact form can be found on the PEARS webpage). Any new entrant that requires access to the system will also need to complete this form and submit to DECC. This form needs to be signed by a Senior Authorising Executive within the organisation.

If a new user requires access to the PEARS system they must contact their Access Manager contact who will be able grant them access (see section 2.3.3).

2.3 Managing Access

2.3.1 Organisation Teams

Each Company Group will have two levels of access. The highest of these will be at Company Group level (Figure 2-1) and will allow those within this team to view/manage all Licensing Applications, Data Checks, Rectifications, Restatements and Licence Reviews that their Company Group are involved in, whether it be as Licence Administrator, Licensee, Subarea Operator, Subarea Beneficiary, Field Operator or Field Beneficiary.

![Company Group Team Management](Module Ref: PED405X)

The second level of access is case specific and is split into individual teams at Application (Figure 2-2), Data Check (Figure 2-3), Rectification (Figure 2-4), Restatement (Figure 2-5) or Licence Review (Figure 2-6) level and will only allow access to an individual case.
Within each team there are multiple roles that grant the user different access rights (see section 2.3.2) for a detailed description of each role. A user can be added to one or more roles and several users can share the same role.

### 2.3.2 Roles

Below are detailed descriptions of the access privileges for each role within each team.

**Note:** A role can be allocated to any account holder including people outside of the company group for example people at a Law firm.

#### 2.2.2.1 Company Group Team

<table>
<thead>
<tr>
<th>Team Role</th>
<th>Role Description / Access</th>
</tr>
</thead>
</table>

---

**Figure 2-2 (Module Ref: PED405X)**

**Figure 2-3 (Module Ref: PED405X)**

**Figure 2-4 (Module Ref: PED405X)**

**Figure 2-5 (Module Ref: PED405X)**

**Figure 2-6 (Module Ref: PED405X)**
Company Group Access Manager
The person given this role is delegated responsibility for managing this team and ensuring details of the role delegates are correct and up to date. This role will also inherit the privilege to view all licences and applications for licences within their Company Group.

Data Check Manager
A person in this role will have the ability to start a Data Check, Rectification or Restatement for any licence within the Company Group as well as managing the teams that undertake those cases.

Application Manager
A person in this role can create an application for any licence within the Company Group. When creating the application, a sub-team is automatically created specific to this application only and this person will be responsible for adding users who will undertake the application into this sub-team.

Viewer
A person in this role can view all the Company Groups data and casework but cannot edit or process a case.

Licensing Contact
A person in this role will be the Departments contact point for any issues relating to a licence within your Company Group. We suggest a person with legal or specifically licensing responsibilities be within the role.

Note: this role does not grant the user access to the PEARs system.

2.2.2.2 Application Team

<table>
<thead>
<tr>
<th>Team Role</th>
<th>Role Description / Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Access Manager</td>
<td>The person given this role is delegated responsibility for managing this team and ensuring details of the role delegates are correct and up to date.</td>
</tr>
<tr>
<td>Application Editor</td>
<td>A person in this role can tailor and edit data for this application only.</td>
</tr>
<tr>
<td>Application Submitter</td>
<td>A person in this role has authority to submit this application to DECC on behalf of the Company Group.</td>
</tr>
<tr>
<td>Application Executor</td>
<td>A person in this role has authority to notify DECC, of the legal execution of documents associated with this application.</td>
</tr>
<tr>
<td>Application Contact</td>
<td>A person in this role will be the point of contact for DECC for this application and will be the recipient of DECC consent and relinquishment schedules.</td>
</tr>
<tr>
<td>Application Viewer</td>
<td>A person with the role receives view access to this application only.</td>
</tr>
</tbody>
</table>

2.2.2.3 Data Check Team

<table>
<thead>
<tr>
<th>Team Role</th>
<th>Role Description / Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Check Access Manager</td>
<td>The person given this role is delegated responsibility for managing this team and ensuring details of the role delegates are correct and up to date.</td>
</tr>
<tr>
<td>Team Role</td>
<td>Role Description / Access</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Data Check Editor</strong></td>
<td>A person in this role can edit data for this Data Check only.</td>
</tr>
<tr>
<td><strong>Data Check Submitter</strong></td>
<td>A person in this role has authority to submit this Data Check to DECC on behalf of the Company Group.</td>
</tr>
<tr>
<td><strong>Data Check Contact</strong></td>
<td>A person in this role will be the point of contact for DECC for this Data Check.</td>
</tr>
<tr>
<td><strong>Data Check Viewer</strong></td>
<td>A person with the role receives view access to this Data Check only.</td>
</tr>
</tbody>
</table>

### 2.2.2.4 Rectification Team

<table>
<thead>
<tr>
<th>Team Role</th>
<th>Role Description / Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rectification Access Manager</strong></td>
<td>The person given this role is delegated responsibility for managing this team and ensuring details of the role delegates are correct and up to date.</td>
</tr>
<tr>
<td><strong>Rectification Editor</strong></td>
<td>A person in this role can edit data for this Rectification only.</td>
</tr>
<tr>
<td><strong>Rectification Submitter</strong></td>
<td>A person in this role has authority to submit this Rectification to DECC on behalf of the Company Group.</td>
</tr>
<tr>
<td><strong>Rectification Contact</strong></td>
<td>A person in this role will be the point of contact for DECC for this Rectification.</td>
</tr>
<tr>
<td><strong>Rectification Viewer</strong></td>
<td>A person with the role receives view access to this Rectification only.</td>
</tr>
</tbody>
</table>

### 2.2.2.5 Restatement Team

<table>
<thead>
<tr>
<th>Team Role</th>
<th>Role Description / Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restatement Access Manager</strong></td>
<td>The person given this role is delegated responsibility for managing this team and ensuring details of the role delegates are correct and up to date.</td>
</tr>
<tr>
<td><strong>Restatement Editor</strong></td>
<td>A person in this role can edit data for this Restatement only.</td>
</tr>
<tr>
<td><strong>Restatement Submitter</strong></td>
<td>A person in this role has authority to submit this Restatement to DECC on behalf of the Company Group.</td>
</tr>
<tr>
<td><strong>Restatement Contact</strong></td>
<td>A person in this role will be the point of contact for DECC for this Restatement.</td>
</tr>
<tr>
<td><strong>Restatement Viewer</strong></td>
<td>A person with the role receives view access to this Restatement only.</td>
</tr>
</tbody>
</table>

### 2.2.2.6 Licence Review Team

<table>
<thead>
<tr>
<th>Team Role</th>
<th>Role Description / Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Licence Review Access Manager</strong></td>
<td>The person given this role is delegated responsibility for managing this team and ensuring details of the role delegates are correct and up to date.</td>
</tr>
<tr>
<td><strong>Licence Reviewer</strong></td>
<td>A person in this role can view the new position as a result of any amendments made to the licence by the organisation that submitted the licence.</td>
</tr>
</tbody>
</table>
data check as well as Confirm or Dispute these amendments.
2.3.3 Managing Access to Company Group Team

The Access Manager contact(s) will be added to the Company Group Team by DECC, once they have received written authorisation from the Senior Authorising Executive.

The Access Manager will then have access to add/remove users as well as granting roles to those users within the Company Group Team.

Once a new user has been added to a team the system will check to see if they already have a Portal Account. If they do then the next time they login the will have the ‘Licensing Portal (PEARS)’ option available from their left hand menu. If the user does not already have a Portal Account then a request will automatically be sent to the DECC Portal Helpdesk to create one.

To amend the team the Access Manager will need to select the ‘Licensing Portal (PEARS)’ option from the left hand menu (Figure 2-7) and then select the ‘Manage Licensing Team’ option (Figure 2-8).

If you are an ‘Access Manager’ for more than one Company Group, you will be required to select which team you wish to amend by clicking on the ‘Manage Team’ link (Figure 2-9).

To add a new user you need to select the ‘Add Person’ button (Figure 2-10). You will then be required to enter the contact details of the person you wish to add, and then click on the ‘Add Person’ button (Figure 2-11).
This new contact will then be added to the team (Figure 2-12), you can then grant access by selecting the check boxes for each role that they require.

*Note: if this 🔴 icon is displayed it indicates that the user does not yet have a Portal Account.*

Once you have amended the team you need to select the ‘Save Contacts’ button.

Before you finalise your team amendments, you will be asked whether or not you wish the system to issue the new contact's with an email informing them of their new role(s) (Figure 2-13). If you do not wish them to receive an email you will need to unselect the check box before clicking on the ‘Yes’ button.
2.3.4 Managing Access to Application, Data Check, Rectification, Restatement and Licence Review Teams

Once an Application, Data Check, Rectification, Restatement or Licence Review has been started, the Application or Data Check Manager will be required to populate the team that will undertake that case. They will be required to add users and roles for that case only. This can be done by selecting the ‘Add Person’ button (Figure 2-14).

![Figure 2-13](image)

To add a new contact you need to enter the contact details into the fields provided, and then click on the ‘Add Person’ button. Alternatively if you wish to process the case yourself click on the ‘Add Me’ button (Figure 2-15).

![Figure 2-14 (Module Ref: PED405X)](image)

The contact(s) will then be added to the team and you can grant access by selecting the check boxes for each role that they require. Once you have created the team you need to select the ‘Save Contacts’ button (Figure 2-16).

![Figure 2-15 (Module Ref: CONT004X)](image)

![Figure 2-16 (Module Ref: PED405X)](image)
Once you have added the new contact(s), you will be asked whether or not you wish the system to send the new contact/s an email informing them of their new role(s) (Figure 2-17). If you do not wish them to receive an email you will need to unselect the check box before clicking on the ‘Yes’ button.

![Figure 2-17](image)

Once you have setup your team and added your licenses (see section 4.2.1), you need to assign the case to an ‘Application/Data Check Editor’ to process the case. This is done by clicking on the ‘Assign/Re-Assign Case’ tab (Figure 2-18). You then have the option to either ‘Pass Forward to Editor’, Re-assign To New Manager’ or ‘Take Ownership and Process’ (Figure 2-19).

**Note:** you can only pass the case to a person within the team who has the appropriate role.

![Figure 2-18 (Module Ref: PED405X)](image)

If you select ‘Pass Forward to Editor’ or Re-assign To New Manager’ you will be provided with a drop down list of all the contacts that have that role. You need to select the relevant user, then click on the ‘Submit’ button (Figure 2-20).

![Figure 2-20 (Module Ref: PED405X)](image)
3. LICENCES

3.1 Viewing Licences

To view your licences you need to select the ‘Licensing Portal (PEARS)’ option from the left hand menu (Figure 3-1) and then select the ‘Licence Search’ option (Figure 3-2).

You have a number of search options for example; licence number, block ref, field etc. Once you have added your search criteria click on the ‘Search’ button (Figure 3-3). When your search results are returned click on the ‘View Licence’ link to view the licence (Figure 3-4).
You will now see the entire timeline of the licence (Figure 3-5). For details on the different timeline icons see section 12.3.

Each data-point will show the following licence attributes: licence transactions (Changes), licence position before changes, licence position after changes and a Map of the blocks/subareas. To view these click on the 'Tabs' provided (Figure 3-6).
3.1.1 Licence Icons

As you view your licenses you may come across different icons. Below explains the different icons and what they mean:

- The Bear icon indicates a company that is not both a licensee and equity holder; so if this icon appears against a Licensee it means that this organisation has no Subarea Beneficial Interest on any Blocks within this licence. If the icon appears against an organisation with Subarea Beneficial Interest it means that this organisation is not a Licensee.

- If a Gold Star appears against a Licence section it means that this section has undergone a Data Check (for more details on Data Checks see section 5).
4. APPLICATIONS

4.1 What is an Application?

An application is an online case that Industry compiles to seek the Secretary of State’s consent to undertake changes to their licence(s). The application can contain one or more licensing operations that once complete are submitted to DECC to obtain consent for the proposed licence changes.

4.1.1 Overview Diagram of a Licence Application
4.2 Making an Application

An application can only be started by those that have the ‘Application Manager’ role.

4.2.1 Starting an Application

To start an application the Application Manager will need to select the ‘Licensing Portal (PEARS)’ option from the left hand menu (Figure 4-1). You will then need to select the ‘Start Application’ option (Figure 4-2).

To begin your application you need to add a unique Reference, select which Organisation you are making the application on behalf of and enter the application Planned Date. Once you have entered this data, click on the ‘Start Application’ button (Figure 4-3).

You now need to populate your Application Team (see the ‘Manage Access’ section for details on how to action this task).

Once your team has been created you need to add the licence(s) to your application. This is done by clicking on the ‘Add/Remove Licences’ tab (Figure 4-4), and then clicking on the ‘Add Licence(s)’ button (Figure 4-5).
You will be provided with a list of Licences that your company group is involved with. To select the relevant licence(s) for your application, check the 'Select' box for each licence and then click on the 'Return Selected' button (Figure 4-6).

Once you have added your licence(s), you need to assign the case to an 'Application Editor' to process the application. This is done by clicking on the 'Assign/Re-Assign Case' tab (Figure 4-7). You then have the option to either 'Pass Forward to Editor', Re-assign To New Manager' or Take Ownership and Process' (Figure 4-8).

Note: you can only pass the case to a person within the application team, who has the appropriate role.

If you select 'Pass Forward to Editor' or Re-assign To New Manager' you will be provided with a drop down list of all the contacts that have that role. You need to select the relevant user, then click on the 'Submit' button (Figure 4-9).
Once the application has been assigned to an ‘Application Editor’ they will receive an email notification informing them that they have a Workbasket action to process an application. To proceed with the application, click on the ‘Resume Application’ link (Figure 4-10).

4.2.2 Tailoring your Application

You are now required to select which operations you intend to make on the selected Licence(s), this is achieved by answering a series of questions. If you are undertaking a multi-licence application you will be required to answer these questions for each licence by selecting the relevant licence tab (Figure 4-11).

Note: If you choose to terminate a licence or relinquish acreage you will not be allowed to undertake any other operations on that licence.
Throughout the application process you have the option to amend your application by clicking on the ‘Tailor Application’ button (Figure 4-12). This will take you back to the ‘Tailor Your Application’ screen where you can change the operations to be completed. If you do amend the types of operations you may be required to go through the ‘Data Check’ process again.

Once you have tailored your application you need to click on the ‘Save & Continue Application’ button.

At this point the system will check to see if the areas of the licence you wish to change have been ‘Data Checked’. If the answer is No, the Application Editor will be taken to the ‘Data Check Status’ screen (Figure 4-13). At the same time an email notification will be sent to all ‘Data Check Managers’ within the company group to undertake a mandatory data check (for more details on this process see section 5) before you can continue with your application. If the data has already undergone a data check then you can continue with your application.

4.2.3 Completing an Application

You are required to enter a ‘Contractual Effective Date’ (date the sale/transfer takes effect) as well as a brief description of the application which will appear as a heading on any consent granted by DECC (Figure 4-14).

You will also have the option to pass the application to another user to complete (Note: the user would be required to have the ‘Application Editor’ role within your application team). This can be achieved by clicking on the ‘Reassign To New Editor’ button (Figure 4-15) and selecting the user from the drop down list, then click on the ‘Submit’ button (Figure 4-16).
At the top of the screen you will see the licence operation that you selected from the tailor application screen (Figure 4-17). You can jump straight to an operation by clicking on it; however we recommend that these are completed in the correct order as you may invalidate previous operations. Once a stage has been completed it will be show a Green Tick (Figure 4-18).

![Figure 4-17 (Module Ref: PED402X)](image)

If you need to remove an operation from your application, you can click on the ‘Delete Application Stage’ button (Figure 4-19).

![Figure 4-19 (Module Ref: PED402X)](image)

You can close the application and return to it at a later date by clicking on the ‘Close’ button (Figure 4-20). To resume your application, you will have an action in your Workbasket (Figure 4-21). It will take you to the licence operation you were last working on.

![Figure 4-20 (Module Ref: PED402X)](image)

The next screens will be determined by the types of operations you selected (examples of these can be found in section 4.3).

4.2.4 Submitting an Application

You will be required to answer some standard questions regarding your application as well as upload any supporting documentation.

You are now ready to submit your application by clicking on the ‘Submit Application to DECC’ button (Figure 4-22). This will take you to the Payment screen (see section 4.2.5).
Note: To submit your application to DECC you must have the ‘Application Submitter’ role within the application team, otherwise when you click the submit button it will go to the ‘Application Submitter’.

Figure 4-22 (Module Ref: PED402X)

4.2.5 Application Payments

Some applications submitted to DECC requesting consent may be subject to charges. The following licence operations have been identified for charges:

- beneficiary change to a sub area
- a change to a sub area operator
- beneficiary change to a field
- operator change to a field
- overall licensee change

It is proposed that each type of change attracts a specified charge rate and that each instance of these changes included in an application attracts the nominated charge. In this case a simple
application requiring minimal review would attract a lower charge than a more complex application with a substantial number of changes requiring greater scrutiny.

Changes which will not be charged are:

- relinquishments
- terminations
- sub area shape changes
- adding / removing a field
- licence administrator change

A fixed charge will apply for extension of consent regardless of the number of operations for which this is requested.

Withdrawn operations will not be refunded.

On an application being returned to industry when it is submitted the following rules apply:

- New operations will be charged for.
- Deleted operation will not be refunded.
- Existing operations will not be charged for even if they have been modified.

Note: DECC have the rights to ‘Waive’ payments. If DECC agrees to waive a payment you should select the ‘Resume Payment Later’ option to allow this payment request to be cancelled. Once DECC confirm that the payment has been waived, you will be required resubmit (not re-enter) your application.

If your application contains chargeable licence operations then upon submitting your application to DECC you will be taken to the Payment screen (Figure 4-23).

![Payment screen](image-url)
If you need to view/print the Payment Request (Invoice), you can click on the ‘Display Invoice’ link (Figure 4-24). This will display the Payment Request in a PDF format (Figure 4-25).

![Invoice Summary]

**Figure 4-24 (Module Ref: PED409X)**

**Request for Payment**

<table>
<thead>
<tr>
<th>Request for Payment Number</th>
<th>EDUCL2:DCPR/PEARS/2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Payment Date</td>
<td>26th February 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Address</th>
<th>DEMO OIL LTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>3 WHITEHALL PLACE</td>
</tr>
<tr>
<td></td>
<td>LONDON SW1A 2AW</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Address</th>
<th>EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>3 WHITEHALL PLACE</td>
</tr>
<tr>
<td></td>
<td>LONDON SW1A 2HM</td>
</tr>
<tr>
<td>Telephone</td>
<td>0203 058 5736</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ukop@decc.gov.uk">ukop@decc.gov.uk</a></td>
</tr>
</tbody>
</table>

For the attention of the Licensee:  

**From: (Charging Point)**

<table>
<thead>
<tr>
<th>Item Ref.</th>
<th>Description</th>
<th>Unit Price</th>
<th>VAT Amount</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Subarea Beneficiary Change</td>
<td>GBP 2000.00</td>
<td>GBP 0.00</td>
<td>GBP 2000.00</td>
</tr>
<tr>
<td>2</td>
<td>Licensee Change</td>
<td>GBP 2000.00</td>
<td>GBP 0.00</td>
<td>GBP 2000.00</td>
</tr>
</tbody>
</table>

VAT registration no. N/A - Out of Scope  

**Figure 4-25**

When you are ready to pay for your application you will need to select a Payment Method. You can choose either ‘Card Payment’ which allows you to pay using a credit card through our ‘WorldPay’ system (see section 4.2.5.1) or you can select ‘Alternative Payment Method’ which allows you to arranging a ‘BACS or CHAPS’ payment (see section 4.2.5.2).

**Note:** If you select the ‘Resume Payment Later’ option your application will be waiting for you to select a payment method and will **NOT** have been submitted to DECC.

[Card Payment] [Alternative Payment Method]

**Figure 4-26 (Module Ref: PED409X)**
4.2.5.1 WorldPay Payment

If you are using WorldPay as your payment method you will need to enter your card billing details. If you click on ‘Use my details’ it will import the details that are held against your Portal Account. When searching for your company address click on the ‘Search for address’ link (Figure 4-27).

Once you have entered your post code click on the ‘Search’ button (Figure 4-28).

Once your search results have returned, you need to click on the relevant address link (Figure 4-29).

Once all your details have been entered you need to click on the ‘Pay Now’ button (Figure 4-30).

You will now be directed to the WorldPay system (Figure 4-31).

Please wait, redirecting...

You are currently being redirected to the WorldPay payment system.

Click here if you are not automatically redirected.
You will now need to select your Card Type by clicking on the relevant card icon (Figure 4-32).

Figure 4-32

You are now required to enter your card details and then click on the ‘Make Payment’ tick icon (Figure 4-33).

Figure 4-33

You will now receive a message stating that your payment has been submitted for processing (Figure 4-34).
You will now receive a payment status informing you if your payment has been successful or not. You now need to click on the 'return to the portal' button (Figure 4-35).

**Payment received, thank you**

This was not a live transaction. No money has changed hands.

Thank you, your payment was successful.

Merchant’s reference: EDUCL2/DCPR/PEARS/2/1

WorldPay Transaction ID: 141362029

You can now see the payment details as well as being able to view both the 'Invoice' and 'Receipt' by clicking on the relevant button (Figure 4-36).

---

*Module Ref: PED409X*
An example of a receipt is shown below (Figure 4-37).

Payment Receipt

Request for Payment Number: EDUCL2/DCPR/PEARS/2
Request for Payment Date: 28th February 2013
Paid/Received Date: 28th February 2013

For the attention of the Licensee:

Company: DEMO OIL LTD
Address: 3 WHITEHALL PLACE
          LONDON
          SW1A 2AW

From: (Charging Point)

Contact: EDU
Address: 3 Whitehall Place
          LONDON
          SW1A 2HD
Telephone: 0300 066 5738
Fax: Email: ukop@decc.gsi.gov.uk

Payment has been provided for the following items:

<table>
<thead>
<tr>
<th>Item Ref.</th>
<th>Description</th>
<th>Unit Price</th>
<th>VAT Amount</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Subarea Beneficiary Change</td>
<td>GBP 2000.00</td>
<td>GBP 0.00</td>
<td>GBP 4000.00</td>
</tr>
<tr>
<td>2</td>
<td>Licensee Change</td>
<td>GBP 2000.00</td>
<td>GBP 0.00</td>
<td>GBP 2000.00</td>
</tr>
</tbody>
</table>

Vat registration no. N/A - Out of Scope

Payment Details

Payment Method(s): Electronic payment via WorldPay
Payment Reference: 141342029
Amount Received: GBP 6000.00
Date Paid/Received: 28th February 2013

Payment received, with thanks
4.2.5.2 BACS/CHAPS Payment

If you are using an alternative payment method, you will need to enter ‘Payment’ and ‘Bank’ details. You will also be required to enter a ‘Security Code’ from the ‘Security Image’ provided. Once you have entered this information you need to click on the ‘Submit Alternative Payment’ button (Figure 4-38).

You will now see your payment details (Figure 4-39).
4.2.6 Transparency of Data

Once an application has been submitted to DECC, all companies involved in the licence will be sent an email notification (for more details on notifications see section 12.2) informing them that an application has been submitted for the given licence.

4.2.7 Viewing Applications Submitted by Stakeholders

To view an application submitted by another organisation, the user will need to login to the system and from the Workbasket screen select ‘Notification of Submitted Applications’ from the Filter Tag, then click on the ‘Apply Filter’ button (Figure 4-40).

![Figure 4-40](Module Ref: BPM001X)

A list of the applications that have been submitted to DECC for the licences your company group are stakeholders in will be shown. You can view the application by selecting the ‘View Application’ link (Figure 4-41).

![Figure 4-41](Module Ref: BPM001X)

4.3 Application Examples

4.3.1 Licence Termination

You will be asked if you would like to end this Licence and will be provided by a Yes/No drop down option (Figure 4-42). To end the Licence select ‘Yes’ and then click on the ‘Next’ button to proceed to the ‘Complete Application’ screen.

![Figure 4-42](Module Ref: PED026X)

4.3.2 Relinquishment

To process a relinquishment, the first thing you can do is amend the date the relinquishment will take place (date must not be in the past) then click on the ‘Next’ button (Figure 4-43).
This screen shows the Block(s) that are currently on the licence (Figure 4-44).

Figure 4-43 (Module Ref: PED402X)

Figure 4-44 (Module Ref: PED021X)
Against each block reference there will be a drop down list giving you three options; No Change, Partial Surrender & Full Surrender (Figure 4-45). Once you have selected which blocks you are going to amend click on the ‘Next’ button.

![Image](Figure 4-45 (Module Ref: PED021X))

You will now be given a grid to draw the part of the block that you wish to surrender. If you hover over the grid points on the block map points it will show you the co-ordinates for that point (Figure 4-46).

![Image](Figure 4-46 (Module Ref: PED021X))

To obtain higher precision co-ordinates you can zoom in and out of the map using the ‘+/-’ links. You can also move around the map using the arrows links (Figure 4-47).

![Image](Figure 4-47)

To draw your surrendered area, you first need to select a drawing mode from the two options (Figure 4-48).

- This option allows you to draw one line at a time
- This options allows you to draw continuous lines

![Image](Figure 4-48)
You then click on the co-ordinate points you wish to use to cut your new shapes. Once you have finished you need to right click on your mouse to end drawing mode. Once you have cut your block(s), click on the ‘Next’ button (Figure 4-49).

**Figure 4-49** (Module Ref: PED021X)

You now need to select the part(s) of the block you wish to surrender by clicking on the relevant area of the map. The selected area will then turn red.

Once you have selected your area(s) to be surrendered, click on the ‘Next’ button (Figure 4-50).
You can now review the new block(s) including their co-ordinates, subarea operators and equities (Figure 4-51).
If you relinquish a whole subarea and a licensee is now not involved in any other subareas on the licence, you will be given the option of applying for the Secretary of State’s consent to an assignment that will remove those licensee(s) from the licence (Figure 4-52).

Click on the ‘Next’ button to proceed to the ‘Complete Application’ screen.

Figure 4-52 (Module Ref: PED021X)
4.3.3 Licence Administrator Change

To change the current licence administrator, you will have the option of either selecting a new licence administrator from a drop down list containing all current licensee(s) or if the new licence administrator is not currently a licensee, you have the option to search for the correct company by clicking on the ‘Select Other Organisation’ link (Figure 4-53).

**Figure 4-53 (Module Ref: PED015X)**

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 4-54). When you find the correct company, click on the ‘Select’ link (Figure 4-55).

*Note: If the company is not found, please refer to section 2.1.*

**Figure 4-54 (Module Ref: DEC010X)**

**Figure 4-55 (Module Ref: DEC010X)**

You can then view the new licence administrator before clicking on the ‘Next’ button to proceed to the next licence operation or the ‘Complete Application’ screen (Figure 4-56).

**Figure 4-56 (Module Ref: PED015X)**
4.3.4 Licensee(s) Changes

This section will appear if you have selected to make a licensee change, first question you will be asked is ‘Are any organisations JOINING as licensee(s) on Licence P?’ You will have Yes/No radio buttons (Figure 4-57).

If you select ‘Yes’, you then need to click on the ‘Select Joining Organisation’ link (Figure 4-58).

The ‘Select Joining Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 4-59). When you find the correct company, click on the ‘Select’ link (Figure 4-60).

*Note: If the company is not found, please refer to section 2.1*

Once you have selected your new licensee you can add additional licensee(s) by clicking on the ‘Select Joining Organisation’ link and repeating the process. You can also remove the added companies by clicking on the ‘Remove’ link or if you wish to proceed click on the ‘Next’ button (Figure 4-61).
Once you have added your additional licensee(s) or have chosen ‘No’ to the ‘Are any organisations JOINING as licensee(s) on Licence P?’ question, you will be taken to the next screen which will ask you ‘Are any organisations WITHDRAWING as licensee(s) on Licence P?’ Again you will have the Yes/No radio button options (Figure 4-63).

If you select ‘Yes’, you will be shown a list of current licensee(s), you then click in the checkboxes against those companies who wish to withdraw from the licence, and then click on the ‘Next’ button (Figure 4-63).

If you choose No to the ‘Are any organisations WITHDRAWING as licensee(s) on Licence P?’ question, click on the ‘Next’ button to proceed to the next licence operation or the ‘Complete Application’ screen.

4.3.5 Subareas Changes

There are three options you can choose when undertaking a subarea change; Split, Merge and Rename.

The first thing you need to do is select which subarea(s) you wish to amend by checking the checkbox next to the subarea name. You will then need to select one of the three options from the drop down list, and then click on the ‘Add Change’ link (Figure 4-64).
Once you have selected to split a subarea, you need to click on the ‘Next’ button to make your split (Figure 4-65).

You now need to draw the required split on the subarea map using the co-ordinate points provided; the co-ordinates of each point are highlighted above them. The split subareas may also include stratigraphic changes (details of this process can be found in section 4.3.5.2).

To obtain higher precision co-ordinates you can zoom in and out of the map using the ‘+/-’ links. You can also move around the map using the arrows links (Figure 4-68).

To draw your Subarea split, you first need to select a drawing mode from the two options (Figure 4-69).

- This option allows you to draw one line at a time
- This options allows you to draw continuous lines

You then click on the co-ordinate points you wish to use to cut your new shapes. Once you have finished you need to right click on your mouse to end drawing mode. Once you have split your subarea(s), click on the ‘Next’ button (Figure 4-68).
Once you have split your subarea you must rename the resulting subareas using the fields provided. Once you have renamed your new subareas you need to click on the ‘Update Subarea Names’ link (Figure 4-69).

Note: when naming subareas you should think about the relevance of the description e.g. field/prospect name or geological horizons. It is advisable not to use block references as this is likely to cause confusion.
You will now see the new subarea names displayed on the map, to continue click on the ‘Next’ button (Figure 4-70).

If your subarea had any fields associated with it before it was split, these fields will now be associated against all new subareas. From this screen you have the option to add additional fields by clicking on the ‘Add field association’ link (for more details on adding fields see section 4.3.8) or remove existing fields by clicking on the 👤 icon. To continue, click on the ‘Next’ button (Figure 4-71).
You will now see a before and after display of your subareas, to continue click on the ‘Next’ button (Figure 4-72).

Once you have completed your subarea split, you will be given the option of amending the Subarea Operators (see section 4.3.6) and Subarea Beneficial Interests (see section 4.3.7). If you have added any fields you may be required to add Field Operator (see section 4.3.8.2) and Field Beneficial Interests (see section 4.3.8.3) data. To continue click on the ‘Next’ button to proceed to the next licence operation or the ‘Complete Application’ screen (Figure 4-73).
4.3.5.2 Subarea Stratigraphic Split

To split a subarea stratigraphically you need to enter the depth of the split and then click on the ‘Add Stratigraphic Boundary’ button (Figure 4-74).

![Figure 4-74 (Module Ref: PED027X)](image)

You can now view each subarea stratigraphic level by clicking on the ‘Show Lower/Higher Strata’ link (Figure 4-75).

![Figure 4-75 (Module Ref: PED027X)](image)

You can then draw additional splits on each of the new stratigraphic subarea using the co-ordinate points provided (Figure 4-76). Once you have finished, click on the ‘Next’ button to proceed.
Once you have split your subareas you should rename the resulting subareas using the fields provided (Figure 4-77), and then click on ‘Update Subarea Names’ link to display the new names (Figure 4-78).

**Note:** when naming subareas you should think about the relevance of the description e.g. field/prospect name or geological horizons. It is advisable not to use block references as this is likely to cause confusion.

You also have the option of merging split subareas by checking the ‘Select For Merge’ checkboxes, and then clicking on the ‘Merge Selected Subareas’ link (Figure 4-77), however to do this both the subareas must have the same name’. Once you have completed your subarea splits, click on the ‘Next’ button.
Figure 4-77 (Module Ref: PED027X)

Showing strata level: -Infinity to -1500 metres  Show Higher Strata

Figure 4-78 (Module Ref: PED027X)
4.3.5.3 Subarea Merge

Before you can merge subareas you must make sure that the subarea operator and equity holders are the same otherwise the system will not know which operator and equity holders to add against the newly merged subarea.

You need to select the two subareas you wish to merge then select ‘Merge’ from the drop down option then clicked on the ‘Add Change’ link (Figure 4-79).

You will now be required to enter a new subarea name (Figure 4-80), and then click on the ‘Next’ button.

Note: when naming subareas you should think about the relevance of the description e.g. field/prospect name or geological horizons. It is advisable not to use block references as this is likely to cause confusion.

You will now be able to view the new subarea (Figure 4-81), as well as add/remove any fields to this new subarea. To continue click on the ‘Next’ button, this will take you to the next licence operation or the ‘Complete Application’ screen.
4.3.5.4 Subarea Rename

You need to select which subarea you are going to rename by checking the relevant checkbox, you then need to select the rename option from the action drop down menu and then click on the ‘Add Change’ link (Figure 4-82).

You now need to enter new subarea and map display names into the fields provided (Figure 4-83), then click on the ‘Next’ button.

Note: when naming subareas you should think about the relevance of the description e.g. field/prospect name or geological horizons. It is advisable not to use block references as this is likely to cause confusion.

Once you have renamed your subarea, you will be given the option to add additional fields by clicking on the ‘Add field association’ link (for more details on adding fields see section 4.3.8) or remove existing fields by clicking on the icon. To continue, click on the ‘Next’ button (Figure 4-84)
You will now see a before and after display of your subarea, to continue click on the ‘Next’ button (Figure 4-85).

Once you have completed the re-naming of your subarea, you will be given the option of amending the Subarea Operator (see section 4.3.6) and Subarea Beneficial Interests (see section 4.3.7). To continue click on the ‘Next’ button to proceed to the next licence operation or the ‘Complete Application’ screen (Figure 4-86).
4.3.6 Subarea Operator Changes

To change the current subarea operator, you will have the option of either selecting a new subarea operator from a drop down list containing all current licensee(s) or if the new subarea operator is not currently a licensee, you have the option to search for the correct company by clicking on the ‘Select Other Organisation’ link (Figure 4-87).

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 4-88). When you find the correct company, click on the ‘Select’ link (Figure 4-89).

Note: If the company is not found, please refer to section 2.1
You can then view the new subarea operator before clicking on the ‘Next’ button to proceed to the next licence operation or the ‘Complete Application’ screen (Figure 4-90).

4.3.7 Subarea Equity Changes

To make a subarea equity change you need to click on the ‘Make Assignment’ link next to the company you wish to make the transfer from (Figure 4-91).

You then need to enter the amount of equity you are transferring as well as the company you are transferring the equity too, this can be achieved by either using the drop down list which contains a list of all current licensee(s) (Figure 4-92), or you can add a new company by clicking on the ‘New Organisation’ link (Figure 4-93).
The ‘New Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 4-94). When you find the correct company, click on the ‘Select’ link (Figure 4-95).

**Note:** If the company is not found, please refer to section 2.1.

---

**Figure 4-94 (Module Ref: DEC010X)**

**Figure 4-95 (Module Ref: DEC010X)**

Once you have completed your transfer click on the ‘Save’ button (Figure 4-96). You can make additional transfers by repeating this process.

**Figure 4-96 (Module Ref: PED005X)**

You will also have the option to add 0% equity holders by clicking on the ‘Add 0% Beneficiary’ link (Figure 4-97) again this will take you to the organisation search screen, where you can add additional companies.

**Figure 4-97 (Module Ref: PED005X)**

Once you have made all of your equity transfers, click on the ‘Next’ button to proceed to the next licence operation or the ‘Complete Application’ screen (Figure 4-98).
4.3.8 Field Changes

If a field is associated against more than one licence, you only need to make an Operator or Equity change against one of the licences. Once the changes have been executed the changes will automatically update the other licences.

4.3.8.1 Adding Fields

To add fields to subareas you have two options; one is to add a field to the current subarea, by ignoring the subarea actions and clicking on the ‘Next’ button (Figure 4-99). The other is to add fields after you have amended the subarea (Figure 4-71).

To use the first option, select the checkbox and then click on the ‘Next’ button.

You then need to click on the ‘Add field association’ link (Figure 4-100).

You then need to enter your field search criteria, and then click on the ‘Search’ button. Once you have found your field select the checkbox and click on the ‘Return Selected’ button (Figure 4-101).
Once the field is added you can repeat the process to add additional fields. Otherwise click on the ‘Next’ button (Figure 4-102).

You can now see the before and after positions of your subarea with the field now attached. To proceed, click on the ‘Next’ button (Figure 4-103).

If you add a field that has no operator or equity holders you will be prompted to add them (Figure 4-104).
4.3.8.2 Field Operator Changes

To add or amend a Field Operator you will have a drop down list to choose from containing all licensee(s) to select your new Field Operator.

If the new Field Operator is not currently a licensee, you also have the option to search the database for the correct company by clicking on the 'Select Other Organisation' link (Figure 4-105).

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 4-106). When you find the correct company, click on the ‘Select’ link (Figure 4-107).

*Note: If the company is not found, please refer to section 2.1*
Once you have added your new Field Operator, click on the 'Next' button (Figure 4-108).

The 'Add Organisation' button takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 4-110). When you find the correct company, click on the 'Select' link (Figure 4-111).

To add additional organisations you need to repeat this process.
Once you have added all of your field equity companies, you can now add the equity percentages for each company (Figure 4-112). Once you have finished, click on the ‘Next’ button to proceed to the next licence operation or the ‘Complete Application’ screen.

To amend current Field Equities you will need to click on the ‘Make Assignment’ link next to the organisation you wish to make a transfer from (Figure 4-113).

You now need to enter the amount of equity you wish to transfer and who you wish the equity to be transferred too. You have two options when making a transfer you can either select a current licensee from the drop down list or add a new organisation by clicking on the ‘New Organisation’ link (Figure 4-114).
The ‘New Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 4-115). When you find the correct company, click on the ‘Select’ link (Figure 4-116).

Note: If the company is not found, please refer to section 2.1

Once you have made your transfer you need to click on the ‘Save’ button (Figure 4-117).

You can now make additional transfers by repeating the process or you can amend your new transfer by clicking on the Edit ( ) icon. Once you have completed your Field Equity transfers, click on the ‘Next’ button to proceed to the next licence operation or the ‘Complete Application’ screen (Figure 4-118).
<table>
<thead>
<tr>
<th>Field Beneficiaries Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before</strong></td>
</tr>
<tr>
<td>DEMO OIL LTD 65.3353%</td>
</tr>
<tr>
<td>DUMMY OIL PLC 34.6647%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Interest Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Transfer</td>
</tr>
</tbody>
</table>

Figure 4-118 (Module Ref: PED018X)
5. MANDATORY DATA CHECK

5.1 What is a Mandatory Data Check?

The first time you submit an application to DECC, the system will check to see if the licence data you wish to amend has gone through the ‘Data Check’ process.

5.1.1 Why are they needed?

They are required to make sure that the system contains the most up-to-date licence data.

5.1.2 What do they achieve?

If the data is incorrect it gives you the opportunity to correct the data to allow you to make licence applications using the correct licence data.

5.1.3 Who can do it?

Only those that have been added to the data check team by the ‘Data Check Manager’ can undertake a data check.

5.2 Making a Mandatory Data Check

5.2.1 Starting a Data Check

Once an application has been tailored and requires a Data Check, the ‘Data Check Manager’ will receive an email notification informing them that they have a Workbasket action to check licence data.

Once the ‘Data Check Manager’ has logged into the system they will see an entry in their Workbasket (Figure 5-1) to create a team for this data check (see the ‘Manage Access’ section for details on how to populate the data check team).

Once a ‘Data Check Editor’ has been added they will receive an email notification informing them that they have a Workbasket action to undertake a data check. Once they login they will have two options; ‘Resume Data Check’ or ‘Delete Data Check’ (this will pass the application back to the Application Editor) (Figure 5-2).

5.2.2 Completing a Data Check

When completing a data check you will see the latest licence data that is held on the system, against each licence section you will have two options; ‘Confirm’ and ‘Amend’ (Figure 5-3).
The ‘Confirm’ option indicates that you are confirming that the data held on the system is correct and up-to-date.

The ‘Amend’ option indicates that the data is incorrect and you need to amend it (examples of amending data can be found in section 5.3).

![Image](Module Ref: PED403X)

You will also have the option to pass the data check to another person to complete, however they would need to have the ‘Data Check Editor’ role within your data check team. This can be achieved by clicking on the ‘Reassign To New Editor’ button (Figure 5-4) and selecting the user from the drop down list, then click on the ‘Submit’ button (Figure 5-5).

![Image](Module Ref: PED403X)

5.2.3 Supporting Documentation

Once you have confirmed or amended data you will be required to upload supporting documentation (you can upload multiple documents) for each section.

*Note: the size limit for uploads to the Portal is 50MB per file.*

To upload documents click in the ‘Supporting Documents’ tab. You then need to click on the ‘Choose file’ button (Figure 5-6).

![Image](Module Ref: PED403X)

You will be presented with a pop-up box. Click on the ‘Browse’ button, which will take you to your computer’s local directory where you can search for the relevant document(s).

Once you have found your document you need to click on the ‘Start Upload’ button (Figure 5-7).
If your upload was successful you will see a Green Tick (Figure 5-8). If your upload was unsuccessful you will see a Red Cross and will be given some information as to why it failed (Figure 5-9).

If you wish to upload additional documents, click on the ‘Add New Uploaded Document’ button and repeat the process (Figure 5-10).

Now that the document(s) have been uploaded you can link it to the relevant confirmation or amendment by selecting it from the drop down list (Figure 5-11).
5.2.4 Submitting a Data Check

Once you have Confirmed/Amended all the required checks, you can submit your data check to DECC by clicking on the ‘Submit Data Check for Review’ button (Figure 5-12).

*Note: you must have the ‘Data Check Submitter’ role to submit data checks, otherwise when you click the submit button it will go to the ‘Data Check Submitter’.*

![Figure 5-12](Module Ref: PED403X)

If the Data Check has been fully confirmed, it will be sent directly to DECC for Review. If you have amended any data it will be sent to all licence stakeholders for Licence Review (information on Licence Review can be found in section 7).

### 5.3 Mandatory Data Check Examples

#### 5.3.1 Block Check

DECC already process Blocks changes so these are not required to go through this process.

#### 5.3.2 Licence Administrator Check

You will be able to see the current licence administrator as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 5-13).

![Figure 5-13](Module Ref: PED403X)

You will be required to enter the date this change took effect as well as selecting a new licence administrator from either a drop down list containing all current licensee(s) or if the new licence administrator is not currently on the licence you can search for the company using the ‘Select Other Organisation’ link (Figure 5-14).

![Figure 5-14](Module Ref: PED403X)

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 5-15) once you have found your new licence administrator, click on the ‘Select’ link (Figure 5-16). Once you have completed your amendment; click on the ‘Save’ link (Figure 5-17).

*Note: If the company is not found, please refer to section 2.1*
5.3.3 Licensee Check

You will be able to see the current licensee(s) as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 5-18).

You will be required to enter the date this change took effect. You then have the option of removing current licensee(s) by clicking on the [icon] next to the relevant company as well as adding additional licensee(s) by clicking on the ‘Add Licensee’ button (Figure 5-19).

To add an additional licensee you need to click on the ‘Select Other Organisation’ link (Figure 5-20), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 5-21) once you have found your new licensee, click on the ‘Select’ link (Figure 5-21). Once you have completed your amendment; click on the ‘Save’ link (Figure 5-23).

Note: If the company is not found, please refer to section 2.1
5.3.4 Subarea Check

You will be able to view the current subareas as well as the date it was last changed. If this is incorrect, click on the 'Amend' link (Figure 5-24).
You will be required to select which subarea(s) you wish to amend by checking the checkbox next to the subarea name and then selecting one of the three options from the drop down list (Split, Merge and Rename), and then click on the ‘Add Change’ link (Figure 5-25). If you only wish to add a field to the current subarea(s) click on the ‘Next’ button.

For guidance on how to Add Fields, Split Subarea, Merge Subarea and Rename Subarea, click on the option you wish use to take you to the relevant section.

Once you have made you subarea amendment(s), click on the ‘Save’ button (Figure 5-26).

5.3.5 Subarea Operator Check

You will be able to see the current subarea operator as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 5-13).
You will be required to enter the date this change took effect as well as selecting a new subarea operator from either a drop down list containing all current licensee(s) or if the new subarea operator is not currently on the licence you can search for the company using the ‘Select Other Organisation’ link (Figure 5-28).

![Figure 5-28 (Module Ref: PED403X)](image)

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 5-29). Once you have found your new subarea operator, click on the ‘Select’ link (Figure 5-30).

Note: If the company is not found, please refer to section 2.1

![Figure 5-29 (Module Ref: DEC010X)](image)

Once you have amended your subarea operator, click on the ‘Save’ link (Figure 5-31).

![Figure 5-31 (Module Ref: PED403X)](image)

5.3.6 Subarea Equity Check

You will be able to see the current subarea equity holders as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 5-32).

![Figure 5-32 (Module Ref: PED403X)](image)
You will be required to enter the date this change took effect. You then have the option of removing current subarea equity holders by clicking on the icon next to the relevant company as well as adding additional subarea equity holders by clicking on the ‘Add Beneficiary’ button (Figure 5-33).

![Figure 5-33 (Module Ref: PED403X)](image)

To add an additional licensee you need to click on the ‘Select Other Organisation’ link (Figure 5-34), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 5-35). You then need to click on the ‘Select’ link next to the company you require (Figure 5-36). Once you have completed your amendment; click on the ‘Save’ link (Figure 5-37).

![Figure 5-34 (Module Ref: PED403X)](image)

![Figure 5-35 (Module Ref: DEC010X)](image)

![Figure 5-36 (Module Ref: DEC010X)](image)

![Figure 5-37 (Module Ref: PED403X)](image)

5.3.7 Field Operator Check

You will be able to see the current field operator as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 5-38).
You will be required to enter the date this change took effect from as well as selecting a new field operator from either a drop down list containing all current licensee(s) or if the new subarea operator is not currently on the licence you can search for the company using the ‘Select Other Organisation’ link (Figure 5-39).

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 5-41). Once you have found your new subarea operator, click on the ‘Select’ link (Figure 5-42).

Note: If the company is not found, please refer to section 2.1

Once you have amended your field operator, click on the ‘Save’ link (Figure 5-43).
5.3.8 Field Equity Check

You will be able to see the current field equity holders as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 5-44).

![Figure 5-44 (Module Ref: PED403X)](image)

You will be required to enter the date this change took effect. You then have the option of removing current field equity holders by clicking on the icon next to the relevant company as well as adding additional subarea equity holders by clicking on the ‘Add Beneficiary’ button (Figure 5-45).

![Figure 5-45 (Module Ref: PED403X)](image)

To add an additional licensee you need to click on the ‘Select Other Organisation’ link (Figure 5-46), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 5-47). Once you have found your new subarea operator, click on the ‘Select’ link (Figure 5-48).

Note: If the company is not found, please refer to section 2.1

![Figure 5-46 (Module Ref: PED403X)](image)

![Figure 5-47 (Module Ref: DEC010X)](image)
Once you have completed your amendment; click on the 'Save' link (Figure 5-49).

Field: ORMONDE SOUTH - Beneficial Interests  Save  Cancel

Figure 5-49 (Module Ref: PED403X)
6. OPTIONAL DATA CHECK

6.1 What is an Optional Data Check?

An optional data check allows the ‘Data Check Manager’ to start a data check at any time. It also allows the licence data to be checked from any point in time going back to the start of the licence without the need of an application being created.

6.1.1 Dummy Transactions

In migrating data to a new system which imposes higher standards of accuracy than its predecessors, DECC had to deal with a number of data infelicities. In some cases, achieving perfection was either impractical (because of the complexity caused by, say, licences with repeated definitions and redefinitions of subareas over several decades) or impossible (because DECC doesn't hold the necessary information). In each of these cases, DECC had to add a dummy transaction to the licence’s timeline to ensure that the licence’s current position, at least, is recorded correctly. If you are puzzled to see a recent transaction recorded at a date when you know that no transaction occurred, this may be the explanation. Such transactions can be corrected by the Data Check procedures like any other, but Data Check Managers should note that DECC only had to add these dummy transactions when a full correction would take disproportionate time and effort, and so should allow extra time for DECC to process their own Data Check corrections – we strongly recommend up to two months wherever possible.

6.2 Making an Optional Data Check

6.2.1 Starting a Data Check

To start a data check the ‘Data Check Manager’ will need select the ‘Licensing Portal (PEARS)’ option from the left hand menu (Figure 6-1) within the Workbasket screen. You will then need to select the ‘Start Data Check’ option (Figure 6-2).

You need to add a unique Reference and select which Organisation you are making the data check for. You will then need to select the Licence you require by clicking on the ‘Add Licence’ link (Figure 6-3).
You will be shown a list of Licences that your Company Group are involved in. To select the licence you wish to make the data check against, click the ‘Select’ link (Figure 6-4).

Once the ‘Data Check Manager’ has selected the licence they need to click on the ‘Start Data Check’ button (Figure 6-5).

You now need to populate your Data Check Team (see the ‘Manage Access’ section for details on how to action this task).

6.2.2 Completing a Data Check

Once a ‘Data Check Editor’ has been added they will receive an email notification informing them that they have a Workbasket action to undertake a data check.

Once the ‘Data Check Editor’ has logged into the system they will receive another two action options; ‘Resume Data Check’ or ‘Delete Data Check’ (this will pass the application back to the Application Editor) (Figure 6-6).
If you select ‘Resume Data Check’ you will be shown the timeline of the licence (for more details on the licence timeline see section 12.3) and you can check the data at any given time by clicking on the relevant data point (Figure 6-7).

![Figure 6-7 (Module Ref: PED403X)](image)

When completing a data check you will see the licence data as it was at that point in time. You need to go through each tab and check the relevant data (Figure 6-8).

![Figure 6-8 (Module Ref: PED403X)](image)

Against each licence section you will have two options; 'Confirm' and 'Amend' (Figure 6-9).

The ‘Confirm’ option indicates that you are confirming that the data held on the system is correct. The confirmation will be valid from the last time that licence operation was amended until the next time it was amended (for example; if you confirm a licence administrator change but it did not take place on the data point you are working on, the confirmation will be valid from the date it was last amended, the confirmation will then be carried forward to future data points until that licence operation was next amended), this will save you time confirming the same data at every data point.

The ‘Amend’ option indicates that the data is incorrect and you need to amend it (examples of amending data can be found in section 6.3).

![Figure 6-9 (Module Ref: PED403X)](image)

You will also have the option to pass the data check to another user to complete, however they would need to have the ‘Data Check Editor’ role within your data check team. This can be achieved by clicking on the ‘Reassign To New Editor’ button (Figure 6-10) and selecting the user from the drop down list, then click on the ‘Submit’ button (Figure 6-11).

![Figure 6-10 (Module Ref: PED403X)](image)

![Figure 6-11 (Module Ref: PED403X)](image)

6.2.3 Supporting Documentation

Once you have confirmed or amended data you will be required to upload supporting documentation (you can upload multiple documents) for each section.

*Note: the size limit for uploads to the Portal is 50MB per file.*
To upload documents click in the ‘Supporting Documents’ tab. You then need to click on the ‘Choose file’ button (Figure 6-12).

![Figure 6-12 (Module Ref: PED403X)](image)

You will be presented with a pop-up box. Click on the ‘Browse’ button, which will take you to your computers local directory where you can search for the relevant document(s).

Once you have found your document you need to click on the ‘Start Upload’ button (Figure 6-13).

![Figure 6-13](image)

If your upload was successful you will see a Green Tick (Figure 6-14). If your upload was unsuccessful you will see a Red Cross and will be given some information as to why it failed (Figure 6-15).

![Figure 6-14](image)

![Figure 6-15](image)

If you wish to upload additional documents, click on the ‘Add New Uploaded Document’ button and repeat the process (Figure 6-16).
Now that the document(s) have been uploaded you can link it to the relevant confirmation or amend by selecting it from the drop down list (Figure 6-17).

6.2.4 Submitting a Data Check

Once you have Confirmed/Amended all the required checks, you can submit your application to DECC by clicking on the ‘Submit Data Check for Review’ button (Figure 6-18).

Note: you must have the ‘Data Check Submitter’ role to submit data checks, otherwise when you click the submit button it will go to the ‘Data Check Submitter’.

If the Data Check has been fully confirmed, it will be sent directly to DECC for Review. If you have amended any data it will be sent to all licence stakeholders for Licence Review (information on Licence Review can be found in section 7).

6.3 Optional Data Check Examples

6.3.1 Block Check

DECC already process Blocks changes so these are not required to go through this process.

6.3.2 Licence Administrator Check

You will be able to see the licence administrator as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 6-19).

You will be required select a new licence administrator from either a drop down list containing all current licensee(s) or if the new licence administrator is not currently on the licence you can search for the company using the ‘Select Other Organisation’ link (Figure 6-20).
The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 6-21). Once you have found your new licence administrator, click on the ‘Select’ link (Figure 6-22). Once you have completed your amendment; click on the ‘Save’ link (Figure 6-23).

Note: If the company is not found, please refer to section 2.1

6.3.3 Licensee Check

You will be able to see the licensee(s) as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 6-24).

You then have the option of removing current licensee(s) by clicking on the icon next to the relevant company as well as adding additional licensee(s) by clicking on the ‘Add Licensee’ button (Figure 6-25).
To add an additional licensee you need to click on the 'Select Other Organisation' link (Figure 6-25), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 6-26). Once you have found your new licence administrator, click on the ‘Select’ link (Figure 6-27). Once you have completed your amendment; click on the ‘Save’ link (Figure 6-29).

Note: If the company is not found, please refer to section 2.1

6.3.4 Subarea Check

You will be able to view the subareas as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 6-30).
You will be required to select which subarea(s) you wish to amend by checking the checkbox next to the subarea name and then selecting one of the three options from the drop down list (Split, Merge and Rename), and then click on the ‘Add Change’ link (Figure 6-31). If you only wish to add a field to the current subarea(s) click on the ‘Next’ button.

For guidance on how to Add Fields, Split Subarea, Merge Subarea and Rename Subarea, click on the option you wish use to take you to the relevant section.

Once you have made your subarea amendment, click on the ‘Save’ button (Figure 6-32).

6.3.5 Subarea Operator Check

You will be able to see the current subarea operator as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 6-33).
You can select a new subarea operator from either a drop down list containing all current licensee(s) or if the new subarea operator is not currently on the licence you can search for the company using the ‘Select Other Organisation’ link (Figure 6-34).

![Figure 6-34](Module Ref: PED403X)

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 6-35). Once you have found your new subarea operator, click on the ‘Select’ link (Figure 6-36). Once you have amended your subarea operator, click on the ‘Save’ link (Figure 6-37).

**Note:** If the company is not found, please refer to section 2.1

![Figure 6-35](Module Ref: DEC010X)

![Figure 6-36](Module Ref: DEC010X)

![Figure 6-37](Module Ref: PED403X)

### 6.3.6 Subarea Equity Check

You will be able to see the current subarea equity holders as well as the date it was last changed. If this is incorrect; click on the ‘Amend’ link (Figure 5-32).

![Figure 6-37](Module Ref: PED403X)
You have the option of removing current subarea equity holders by clicking on the icon next to the relevant company as well as adding additional subarea equity holders by clicking on the 'Add Beneficiary' button (Figure 6-39).

To add an additional subarea equity holders you need to click on the 'Select Other Organisation' link (Figure 6-40), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 6-41). Once you have found your new subarea equity holders, click on the 'Select' link (Figure 6-42). Once you have completed your amendment; click on the 'Save' link (Figure 6-43).

Note: If the company is not found, please refer to section 2.1.

6.3.7 Field Operator Check

You will be able to see the current field operator as well as the date it was last changed. If this is incorrect; click on the 'Amend' link (Figure 6-44).
You will be required to select a new field operator from either a drop-down list containing all current licensee(s) or if the new subarea operator is not currently on the licence, you can search for the company using the ‘Select Other Organisation’ link (Figure 6-45).

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 6-46). Once you have found your new subarea operator, click on the ‘Select’ link (Figure 6-47).

Note: If the company is not found, please refer to section 2.1

Once you have amended your field operator, click on the ‘Save’ link (Figure 6-48).
6.3.8 Field Equity Check

You will be able to see the current field equity holders as well as the date it was last changed. If this is incorrect; click on the 'Amend' link (Figure 6-49).

You have the option of removing current field equity holders by clicking on the icon next to the relevant company as well as adding additional subarea equity holders by clicking on the ‘Add Beneficiary’ button (Figure 6-50).

To add an additional licensee you need to click on the ‘Select Other Organisation’ link (Figure 6-51), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 6-52). Once you have found your new subarea operator, click on the ‘Select’ link (Figure 6-53).

*Note: If the company is not found, please refer to section 2.1*
Once you have completed your amendment; click on the ‘Save’ link (Figure 6-54).

Figure 6-54 (Module Ref: PED403X)
7. LICENCE REVIEW

7.1 What is Licence Review?

If a licence Data Manager undertakes a data check and amends data on a licence, it will need to be viewed by all licence stakeholders before it can be approved by DECC. This process is called a “Licence Review”.

7.2 Licence Review Participation

Upon submission of a data check, a notification (see section 12.2) will be sent to all licence ‘Data Check Managers’ informing them that they are required populate a licence review team with users who will undertake the review.

Once the ‘Data Check Manager’ has logged into the system they will see an entry in their Workbasket (Figure 7-1) to create a team for this data check (see the ‘Manage Access’ section for details on how to populate the data check team).

If the ‘Data Check Manager’ is responsible for multiple organisations within the licence they will be required to select the company they are undertaking the review on behalf of by selecting the company from the drop down list and then clicking on the ‘Manage team’ button (Figure 7-2).

Once a ‘Licence Reviewer’ has been appointed, they will receive a notification and have a workbasket action to undertake a licence review (Figure 7-3).

The review is open for a maximum of 10 working days and you can view the time remaining of the review by hovering over the clock icon. To start the review, click on the ‘Review Data Check’ link.

If the ‘Licence Reviewer’ is responsible for multiple organisations within the licence, they will be required to select the company they are undertaking the review on behalf of by selecting the company from the drop down list (Figure 7-4).
Against each proposed licence change will be two options; ‘Confirm’ or ‘Dispute’ (Figure 7-5).

![Figure 7-5](Module Ref: PED403X)

If you have ‘Disputed’ a licence change you will be asked to upload supporting documentation that supports your decision to dispute this change (Figure 7-6).

![Figure 7-6](Module Ref: PED403X)

To upload documents you then need to click on the ‘Choose file’ button (Figure 7-7).

![Figure 7-7](Module Ref: PED403X)

You will be presented with a pop-up box. Click on the ‘Browse’ button, which will take you to your computer’s local directory where you can search for the relevant document(s). Once you have found your document you need to click on the ‘Start Upload’ button (Figure 7-8).
If your upload was successful you will see a Green Tick (Figure 7-9). If your upload was unsuccessful you will see a Red Cross and will be given some information as to why it failed (Figure 7-10).

If you wish to upload additional documents, click on the 'Add New Uploaded Document' button and repeat the process (Figure 7-11).

When you have finished click on the 'Complete Review' button (Figure 7-12).
DECC will not receive any data check responses until the review is complete, that will be once all licence reviews have been completed or the 10 working days have expired whichever comes first.

If a ‘Data Check Manager’ does not action their review request it will automatically be removed from their workbasket after the 10 working days. Alternatively if a licence stakeholder does not have a Portal Account they will not be able to view these changes.

Once the review is complete, DECC will review all responses and may need to contact you to discuss the discrepancies of the amendments before making any decision on the correct amendment.
8. RECTIFICATIONS

8.1 What is a Rectification?

A Rectification applies where the Secretary of State has consented to a transaction, that transaction has been effected by deed and an error is later discovered in the deed.

Firstly, the parties need to take their own legal advice. If the error is such that the transaction is not in accordance with the consent (e.g. a deed of assignment that names the wrong assignee), they may wish to correct it by means of a Deed of Rectification. This may be acceptable to DECC, but only where the assignment is corrected to that which the Secretary of State approved. If rectification is used to try to implement an unapproved assignment, it is very likely that DECC would invoke powers granted under the Energy Act 2008 to reverse the unapproved assignment, or those existing under the Model Clauses to revoke the licence.

Errors capable of rectification should be corrected as soon as possible – the longer the delay, the harder it will be to correct the error.

Not all transactions are capable of rectification. For example, the surrender of acreage or the termination of a licence could not be reversed, if the licensee later decides he shouldn’t have done it.

8.2 Making a Rectification

8.2.1 Starting a Rectification

Only a ‘Data Check Manager’ can start a Rectification.

To start a Rectification you need to log into the Portal and select the ‘Licensing Portal (PEARS)’ option from the left hand menu (Figure 8-1) within the Workbasket screen. You will then need to select the ‘Start Rectification’ option from the left hand menu (Figure 8-2).

![Figure 8-1 (Module Ref: BPM001X)](image)

![Figure 8-2 (Module Ref: PED401X)](image)

You now need to enter a reference for your rectification as well as select which organisation you are making the rectification on behalf of. The drop down contains a list of all organisations that you are a party to (Figure 8-3).
You will then need to select the licence you are making the rectification on by clicking on the ‘Add Licence’ link (Figure 8-4), and then clicking on the ‘Select’ link of the licence you wish to choose (Figure 8-5).

Once you have selected your licence you will need to select the date that you wish to Rectify by using the drop down list containing all licence amendment dates (Figure 8-6). Once you have selected the rectification date, you need to click on the ‘Start Rectification’ button to begin the rectification (Figure 8-7).
8.2.2 Completing a Rectification

Once a ‘Rectification Editor’ has been added they will receive an email notification informing them that they have a Workbasket action to undertake a Rectification.

Once the ‘Rectification Editor’ has logged into the system they will receive another two action options; ‘Resume Rectification’ or ‘Delete Rectification’ (Figure 8-8).

If you select ‘Resume Rectification’ you will be shown the licence position as of the date you selected for your rectification (Figure 8-9).
You will now be required to click through each tab and decide which licence operation(s) you need to ‘Rectify’ by clicking on the ‘Rectify’ link (Figure 8-10).

![Figure 8-10](Module Ref: PED403X)

If you select the ‘Rectify’ option you are indicating that the data is incorrect and the system will allow you to correct it (examples of amending data can be found in section 8.3).

Once you have made you changes, you will see a Green Tick to highlight that you have amended this section (Figure 8-11).

![Figure 8-11](Module Ref: PED403X)

You will also have the option to pass the Rectification to another user to complete, however they would need to have the ‘Rectification Editor’ role within your Rectification team. This can be achieved by clicking on the ‘Reassign To New Editor’ button (Figure 8-12) and selecting the user from the drop down list, then click on the ‘Submit’ button (Figure 8-13).

![Figure 8-12](Module Ref: PED403X)

![Figure 8-13](Module Ref: PED403X)

8.2.1 Supporting Documentation

Once you have rectified your data you will be required to upload supporting documentation (you can upload multiple documents) for each operation that you have amended.

*Note: the size limit for uploads to the Portal is 50MB per file.*

To upload documents click in the ‘Supporting Documents’ tab. You then need to click on the ‘Choose file’ button (Figure 8-14).
You will be presented with a pop-up box. Click on the ‘Browse’ button, which will take you to your computer’s local directory where you can search for the relevant document(s).

Once you have found your document you need to click on the ‘Start Upload’ button (Figure 8-15).

If your upload was successful you will see a Green Tick (Figure 8-16). If your upload was unsuccessful you will see a Red Cross and will be given some information as to why it failed (Figure 8-17).

If you wish to upload additional documents, click on the ‘Add New Uploaded Document’ button and repeat the process (Figure 8-18).
Now that the document(s) have been uploaded, you can link it to the relevant rectification by selecting it from the drop down list (Figure 8-19).

8.2.1 Submitting a Rectification

Once you have rectified your licence and uploaded all supporting documentation, you can submit your Rectification to DECC by clicking on the ‘Submit Rectification to DECC’ button (Figure 8-20).

*Note: you must have the ‘Rectification Submitter’ role to submit rectifications, otherwise when you click the submit button it will go to the ‘Rectification Submitter’.)*

Once your Rectification has been approved by DECC you will see a little blue (R) icon against that data-point when viewing the licence. This highlights that a rectification has taken place on this date (Figure 8-21).

8.3 Rectification Examples

8.3.1 Licence Administrator

You will be able to see the licence administrator. If this is incorrect; click on the ‘Rectify’ link (Figure 8-22).
You will be required select a new licence administrator from either a drop down list containing all current licensee(s) or if the new licence administrator is not currently on the licence you can search for the company using the ‘Select Other Organisation’ link (Figure 8-23).

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 8-24). Once you have found your new licence administrator, click on the ‘Select’ link (Figure 8-25). Once you have completed your amendment; click on the ‘Save’ link (Figure 8-26).

*Note: If the company is not found, please refer to section 2.1*

You will be able to see the licensee(s). If these are incorrect; click on the ‘Rectify’ link (Figure 8-27).
You then have the option of removing current licensee(s) by clicking on the icon next to the relevant company as well as adding additional licensee(s) by clicking on the ‘Add Licensee’ button (Figure 8-28).

To add an additional licensee you need to click on the ‘Select Other Organisation’ link (Figure 8-29), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 8-30). Once you have found your new licence administrator, click on the ‘Select’ link (Figure 8-31). Once you have completed your amendment; click on the ‘Save’ link (Figure 8-32).

Note: If the company is not found, please refer to section 2.1

![Figure 8-27](Module Ref: PED403X)

![Figure 8-28](Module Ref: PED403X)

![Figure 8-29](Module Ref: PED403X)

![Figure 8-30](Module Ref: DEC010X)
8.3.3 Subareas

You will be able to view the current subarea; if this is incorrect you can click on the 'Rectify' link to correct the subarea (Figure 8-33).

If you select Rectify, you will be required to select which subarea(s) you wish to amend by checking the checkbox next to the subarea name and then selecting one of the three options from the drop down list (Split, Merge and Rename), and then click on the ‘Add Change’ link (Figure 8-34). If you only wish to add a field to the current subarea(s) click on the ‘Next’ button.

For guidance on how to Add Fields, Split Subarea, Merge Subarea and Rename Subarea, click on the option you wish use to take you to the relevant section.

Once you have made you subarea amendment, click on the ‘Save’ button (Figure 8-35).
8.3.4 Subarea Operator

You will be able to see the current subarea operator; if this is incorrect you can click on the 'Rectify' link to correct the subarea operator (Figure 8-36).

If you select rectify, you can select a new subarea operator from either a drop down list containing all current licensee(s) or if the new subarea operator is not currently on the licence you can search for the company using the 'Select Other Organisation' link (Figure 8-37).

The 'Select Other Organisation' link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 8-38). Once you have found your new subarea operator, click on the ‘Select’ link (Figure 8-39). Once you have amended your subarea operator, click on the ‘Save’ link (Figure 8-40).

Note: If the company is not found, please refer to section 2.1
8.3.5 Subarea Equity

You will be able to view the current subarea equity holders. If they are incorrect you can click on the ‘Rectify’ link to correct them (Figure 8-41).

If you select rectify, you have the option of removing current subarea equity holders by clicking on the 🗑️ icon next to the relevant company as well as adding additional subarea equity holders by clicking on the ‘Add Beneficiary’ button (Figure 8-42).

To add an additional subarea equity holders you need to click on the ‘Select Other Organisation’ link (Figure 8-43), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 8-44). Once you have found your new subarea equity holder, click on the ‘Select’ link (Figure 8-45). Once you have completed your amendment, click on the ‘Save’ link (Figure 8-46).
8.3.6 Field Operator

You will be able to view the current field operator. If this is incorrect you can click on the ‘Rectify’ link to correct the operator (Figure 8-47).

If you select rectify, you can select a new field operator from either a drop down list containing all current licensee(s) or if the new field operator is not currently on the licence you can search for the company using the ‘Select Other Organisation’ link (Figure 8-48).

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 8-49). Once you have found
your new field operator, click on the ‘Select’ link (Figure 8-50). Once you have amended your field operator, click on the ‘Save’ link (Figure 8-51).

Note: If the company is not found, please refer to section 2.1

Figure 8-49 (Module Ref: DEC010X)

**Search Results**

<table>
<thead>
<tr>
<th>Select</th>
<th>Organisation Name</th>
<th>Registered No. &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DUMMY OIL PLC</td>
<td>3 WHITESTRAW PLACE LONDON SY1A 2AW</td>
</tr>
</tbody>
</table>

Figure 8-50 (Module Ref: DEC010X)

8.3.7 Field Equity

You will be able to view the current field equity holders. If they are incorrect you can click on the ‘Rectify’ link to correct them (Figure 8-52).

Figure 8-51 (Module Ref: PED403X)

If you select rectify, you have the option of removing current field equity holders by clicking on the icon next to the relevant company as well as adding additional field equity holders by clicking on the ‘Add Beneficiary’ button (Figure 8-53).
To add an additional field equity holders you need to click on the ‘Select Other Organisation’ link (Figure 8-54), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 8-55). Once you have found your new field equity holders, click on the ‘Select’ link (Figure 8-56). Once you have completed your amendment, click on the ‘Save’ link (Figure 8-57).

Note: If the company is not found, please refer to section 2.1

Figure 8-53 (Module Ref: PED403X)

Figure 8-54 (Module Ref: PED403X)

Figure 8-55 (Module Ref: DEC010X)

Figure 8-56 (Module Ref: DEC010X)

Figure 8-57 (Module Ref: PED403X)
9. RESTATMENTS

9.1 What is a Restatement?

Most assignments and allocations of interest happen incrementally – that is, each transaction specifies a change to the existing arrangements, and that change is of course intended to result in the desired new arrangement. Transfers of Interest are often specified in a Deed of Interest Assignment. For example, when Company X assigns an additional 10% share to Company Y, resulting in a 60/40 split, the transferred interest is 10%. The system requires applicants to include the interest transferred in their applications as well as the finishing position. However, sometimes the contractual arrangements become so complicated that the parties to a licence decide to make a clean break – i.e. they simply agree a new starting point regardless of the immediately-preceding situation. A transaction from a new start is called a “Restatement”.

It is only possible to restate the arrangements among the parties to a single licence. You can only restate Subarea operators, Subarea equity interests, Field operators, Field equity interests and Subarea definitions. Transactions such as Licence assignments, Licence Terminations and Surrenders of acreage cannot be restated.

All restatements require the Secretary of State’s consent.

9.2 Making a Restatement

9.2.1 Starting a Restatement

Only a user with the ‘Data Check Manager’ role can start a Restatement.

To start a Restatement you need to log into the Portal and select the ‘Licensing Portal (PEARS)’ option from the left hand menu (Figure 9-1) within the Workbasket screen. You will then need to select the ‘Start Restatement’ option from the left hand menu (Figure 9-2).

You now need to enter a reference for your restatement as well as select which organisation you are making the restatement on behalf of. The drop down contains a list of all organisations that you are a party to (Figure 9-3).
You will then need to select the licence you are making the restatement on by clicking on the 'Add Licence' link (Figure 9-4), and then clicking on the 'Select' link of the licence you wish to choose (Figure 9-5).

![Figure 9-4 (Module Ref: PED401X)](image)

Once you have selected your licence you will need to enter the date the Restatement will take effect from and then click on the ‘Start Restatement’ button (Figure 9-6).

![Figure 9-6 (Module Ref: PED401X)](image)

You now need to populate your Restatement Team (see the ‘Manage Access’ section for details on how to action this task).

### 9.2.2 Completing a Restatement

Once a ‘Restatement Editor’ has been added they will receive an email notification informing them that they have a Workbasket action to undertake a Restatement.

Once the ‘Restatement Editor’ has logged into the system they will receive another two action options; ‘Resume Restatement’ or ‘Delete Restatement’ (Figure 9-7).

![Figure 9-7 (Module Ref: BPM001X)](image)

If you select ‘Resume Restatement’ you will be shown the current licence position (Figure 9-8).

As stated above you can only restate subarea operator/equity interests, field operator/equity interests and subarea definitions. You cannot restate the licence administrator, licensee(s) or any block definitions.
You will now be required to click through the tabs and against each licence operation choose whether you need to ‘Restate’ this operation or if it is correct select ‘No Changes’ (Figure 9-9).

If you select the ‘Restate’ option you are indicating that the current data is incorrect and the system will allow you to correct it (examples of amending data can be found in section 9.3).

Once you have made your changes or selected no changes, you will see a Green Tick to highlight that you have completed that section (Figure 9-10).

You will also have the option to pass the Restatement to another user to complete, however they would need to have the ‘Restatement Editor’ role within your Restatement team. This can be achieved by clicking on the ‘Reassign To New Editor’ button (Figure 9-11) and selecting the user from the drop down list, then click on the ‘Submit’ button (Figure 9-12).
9.2.3 Supporting Documentation

Once you have restated your data you will be required to upload supporting documentation (you can upload multiple documents) for each operation that you have amended.

*Note: the size limit for uploads to the Portal is 50MB per file.*

To upload documents click in the ‘Supporting Documents’ tab. You then need to click on the ‘Choose file’ button (Figure 9-13).

You will be presented with a pop-up box. Click on the ‘Browse’ button, which will take you to your computer’s local directory where you can search for the relevant document(s).

Once you have found your document you need to click on the ‘Start Upload’ button (Figure 9-14).

If your upload was successful you will see a Green Tick (Figure 9-15). If your upload was unsuccessful you will see a Red Cross and will be given some information as to why it failed (Figure 9-16).
If you wish to upload additional documents, click on the ‘Add New Uploaded Document’ button and repeat the process (Figure 9-17).

Now that the document(s) have been uploaded you can link it to the relevant restatement by selecting it from the drop down list (Figure 9-18).

9.2.4 Submitting a Restatement

Once you have restated your licence and uploaded all supporting documentation, you can submit your Restatement to DECC by clicking on the ‘Submit Restatement to DECC’ button (Figure 9-19).

Note: you must have the ‘Restatement Submitter’ role to submit restatements, otherwise when you click the submit button it will go to the ‘Restatement Submitter’.

Once your Restatement has been approved by DECC you will see a little green (r) icon against that data-point when viewing the licence. This highlights that a restatement has taken place on this date (Figure 9-20).
9.3 Restatement Examples

9.3.1 Subareas

You will be able to view the current subarea, if this is incorrect you can click on the ‘Restate’ link to correct the subarea or if it is correct click on the ‘No Changes’ link (Figure 9-21).

If you select the Restate option, you will be required to select which subarea(s) you wish to amend by checking the checkbox next to the subarea name and then selecting one of the three options from the drop down list (Split, Merge and Rename), and then click on the ‘Add Change’ link (Figure 9-22). If you only wish to add a field to the current subarea(s) click on the ‘Next’ button.

For guidance on how to Add Fields, Split Subarea, Merge Subarea and Rename Subarea, click on the option you wish use to take you to the relevant section.

Once you have made you subarea amendment, click on the ‘Save’ button (Figure 9-23).
9.3.2 Subarea Operator

You will be able to see the current subarea operator, if this is incorrect you can click on the ‘Restate’ link to correct the subarea operator or if it is correct click on the ‘No Changes’ link (Figure 9-24).

![Figure 9-24 (Module Ref: PED403X)](image)

If you select the Restate option, you can select a new subarea operator from either a drop down list containing all current licensee(s) or if the new subarea operator is not currently on the licence you can search for the company using the ‘Select Other Organisation’ link (Figure 9-25).

![Figure 9-25 (Module Ref: PED403X)](image)

The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 9-26). Once you have found your new subarea operator, click on the ‘Select’ link (Figure 9-27). Once you have amended your subarea operator, click on the ‘Save’ link (Figure 9-28).

Note: If the company is not found, please refer to section 2.1

![Figure 9-26 (Module Ref: DEC010X)](image)

![Figure 9-27 (Module Ref: DEC010X)](image)
9.3.3 Subarea Equity

You will be able to view the current subarea equity holders. If they are incorrect you can click on the ‘Restate’ link to correct them or if it is correct click on the ‘No Changes’ link (Figure 9-29).

If you select the Restate option, you have the option of removing current subarea equity holders by clicking on the icon next to the relevant company as well as adding additional subarea equity holders by clicking on the ‘Add Beneficiary’ button (Figure 9-30).

To add an additional subarea equity holders you need to click on the ‘Select Other Organisation’ link (Figure 9-31), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 9-32). Once you have found your new subarea equity holders, click on the ‘Select’ link (Figure 9-33). Once you have completed your amendment; click on the ‘Save’ link (Figure 9-34).
9.3.4 Field Operator

You will be able to view the current field operator. If this is incorrect you can click on the ‘Restate’ link to correct the operator or if it is correct click on the ‘No Changes’ link (Figure 9-35).

If you select the Restate option, you can select a new field operator from either a drop down list containing all current licensee(s) or if the new field operator is not currently on the licence you can search for the company using the ‘Select Other Organisation’ link (Figure 9-36).
The ‘Select Other Organisation’ link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 9-37). Once you have found your new field operator, click on the ‘Select’ link (Figure 9-33). Once you have amended your field operator, click on the ‘Save’ link (Figure 9-39).

Note: If the company is not found, please refer to section 2.1

9.3.5 Field Equity

You will be able to view the current field equity holders. If they are incorrect you can click on the ‘Restate’ link to correct them or if it is correct click on the ‘No Changes’ link (Figure 9-40).

If you select the Restate option, you have the option of removing current field equity holders by clicking on the icon next to the relevant company as well as adding additional field equity holders by clicking on the ‘Add Beneficiary’ button (Figure 9-41).
To add an additional field equity holders you need to click on the ‘Select Other Organisation’ link (Figure 9-42), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 9-43). Once you have found your new field equity holders, click on the ‘Select’ link (Figure 9-44). Once you have completed your amendment; click on the ‘Save’ link (Figure 9-45).

Note: If the company is not found, please refer to section 2.1
10. CONSENTS

10.1 Consent Documents

The consent document(s) are emailed as PDF attachment(s) to the notification that is issued to those that have the ‘Licensing Contact’ role within the individual application team.

Note: examples of the consent/rejection documents can be found in section 10.3

10.2 Re-Issuing of Consents

10.2.1 What is a Re-issuing of Consent?

The Secretary of State’s consent is valid for 90 days. If it looks likely that the consent will expire before completion is practicable, the applicant can make a request for extra time by re-submitting their original application a new ‘Planned Completion Date’. Any proposed changes to an application; other than a new ‘Planned Completion Date’ must be submitted as a new application. DECC reserves the right to refuse a request for extra time in which case the applicant may be required to submit as a new application.

10.2.2 Applying for a Re-issuing of Consent

Within the Execution screen you will have the option to ‘re-submit’ your licence transaction(s). If you choose to re-submit transactions you will be required to enter a new planned date along with reasons for the extension (Figure 10-1).

Once these transactions have been submitted to DECC and applied, they will be added to a new submitted application that will go through an internal review process the same as any normal application and if they are approved you will receive a new consent letter for these transactions.

Figure 10-1 (Module Ref: PED001X)
10.3 Consent / Rejection Letter Examples

10.3.1 Consent Letter

PEARS - Consent Letter.pdf

10.3.2 Licence Administrator Change Letter

PEARS - Licence Administrator Change Letter.pdf

10.3.3 Relinquishment Letter

PEARS - Relinquishment Letter.pdf

10.3.4 Rejection Letter

PEARS - Rejection Letter.pdf
11. EXECUTIONS

11.1 What is an Execution?

Once you have been given consent by DECC on your licensing operation(s), you have a 90 day period in which to have all the relevant documentation signed-off by all licensing parties. Once this documentation has been signed-off you need to inform DECC of the date(s) the licensing operation(s) can be added to the licence, these are called “Execution Dates”.

11.2 Notifying DECC of Execution

Once DECC have issued consent for these licence operations, any person with the ‘Application Executor’ role for that application will receive a Workbasket action for them to submit their Execution Dates. To proceed, click on the ‘Submit Execution Notification’ link (Figure 11-1).

You will now see a list of all the licence operations that you have been given consent for as well as a drop down list containing Execution Statuses (Figure 11-2).

![Figure 11-1](Module Ref: BPM001X)

![Figure 11-2](Module Ref: PED001X)

Depending on the type of licence operation you are executing the drop down list will contain different options (Figure 11-3).

<table>
<thead>
<tr>
<th>Licence Operation Type</th>
<th>Execution Status Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence Administrator</td>
<td>Transfer Complete, Awaiting Transfer, Re-Submitted, Withdrawn</td>
</tr>
<tr>
<td>Licensee</td>
<td>Execution Complete, Awaiting Execution, Re-Submitted, Withdrawn</td>
</tr>
<tr>
<td>Subarea Operator</td>
<td>Handover Complete, Awaiting Handover, Re-Submitted, Withdrawn</td>
</tr>
<tr>
<td>Subarea Beneficial Interest</td>
<td>Execution Complete, Awaiting Execution, Re-Submitted, Withdrawn</td>
</tr>
<tr>
<td>Subarea Change</td>
<td>Execution Complete, Awaiting Execution, Re-Submitted, Withdrawn</td>
</tr>
<tr>
<td>Field Operator</td>
<td>Handover Complete, Awaiting Handover, Re-Submitted, Withdrawn</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Field Beneficial Interest</td>
<td>Execution Complete, Awaiting Execution, Re-Submitted, Withdrawn</td>
</tr>
</tbody>
</table>

**Figure 11-3**

You are required to select an Execution Status against all licence operations before they can be submitted to DECC. Each option will require different actions (Figure 11-4).

<table>
<thead>
<tr>
<th><strong>Execution Status Type</strong></th>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Execution/Handover/Transfer Complete</td>
<td>This option will require you to enter the date (Figure 11-5) the documents were signed-off (these dates cannot be before the consent date or in the future).</td>
</tr>
<tr>
<td>Awaiting Execution/Handover/Transfer</td>
<td>If you do not yet know the Execution/Handover/Transfer date, this option allows you to come back at a later date and complete these executions. Once DECC have processed the execution(s) you will have another Submit Execution Notification action within your Workbasket.</td>
</tr>
<tr>
<td>Re-Submitted</td>
<td>If you require additional time (see section 10.2) to your consent period, this option allows you to enter a new Planned Date for these operations. You will also be required to enter a valid reason for re-submitting these licence operations (Figure 11-6). Once DECC has applied the Executions these licence operations will be added to a new submitted application which will require re-consent from DECC.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>This option will remove this licence operation from the application. If you withdraw an operation that impacts another in this application, you may be required to withdraw that operation also.</td>
</tr>
</tbody>
</table>

**Figure 11-4**

Once you have entered all of your execution statuses, you will need to upload the supporting documentation by clicking on the ‘Add Execution Document’ button (Figure 11-7), then clicking on the ‘Choose file’ link (Figure 11-8).
Note: the size limit for uploads to the Portal is 50MB per file.

Figure 11-7 (Module Ref: PED001X)

You will be presented with a pop-up box. Click on the ‘Browse’ button, which will take you to your computer’s local directory where you can search for the relevant document(s).

Once you have found your document you need to click on the ‘Start Upload’ button (Figure 11-9).

If your upload was successful you will see a Green Tick (Figure 11-10). If your upload was unsuccessful you will see a Red Cross and will be given some information as to why it failed (Figure 11-11).
If you wish to upload additional documents, click on the ‘Add Execution Document’ button and repeat the process.

You now have to select which licence operations are associated against which uploaded document; this is done by checking the boxes next to the licence operations (Figure 11-12).

![Figure 11-12 (Module Ref: PED001X)](image)

Once you have completed associating your uploaded documents against the licence operations, you are now ready to submit to DECC by clicking on the ‘Submit Execution Details’ button (Figure 11-13).

*Note: to submit executions to DECC you must have recorded an execution status against every operation and at least one of those must be Executed, Withdrawn or Resubmitted.*

![Figure 11-13 (Module Ref: PED001X)](image)
12. ADDITIONAL FEATURES

12.1 Spatial Assistance

If you wish to undertake a Block or Subarea change and require assistance from DECC we have created a ‘Licensing Spatial Assistance’ option.

To action this request you will need to contact the DECC Licensing Team and provide them with the ‘Applicants Reference’ of your application as well as details of what you wish them to assist you with.

DECC will then enter your ‘Applicants Reference’ into the system to find your application, and then send you a Workbasket Action offering assistance. You will have the option of Accepting or Rejecting this assistance (Figure 12-1).

If you ‘Reject’ this assistance you will retain ownership and be able to resume the completion of your application.

If you ‘Accept’, DECC obtain control of your application (Figure 12-2) and can create spatial operations only against your application.

Once DECC have completed their assistance they will pass the application back to the applicant.

12.2 Notifications

A notification is an email that is sent to the relevant licence stakeholder(s) informing them that they have an action in their workbasket or that an action has taken place on the licence which they need to be informed about.

If a notification is sent out for a particular role that has no user associated with it, a further notification will be sent to the ‘Access Manager’ informing them that they need to add someone to that role.

12.2.1 When will notifications be issued and to whom?

Notifications are sent at different stages of a licence application or data check, below is a list of these notifications including who they are sent to and when.
### 12.2.1.1 General Notifications

<table>
<thead>
<tr>
<th><strong>Process Stage</strong></th>
<th><strong>Recipient(s)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>When a user is added to a Company Group, Application, Data Check, Licence Review, Rectification or Restatement team and given a role(s)</td>
<td>The User</td>
</tr>
</tbody>
</table>

### 12.2.1.2 Application Notifications

<table>
<thead>
<tr>
<th><strong>Process Stage</strong></th>
<th><strong>Recipient(s)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Team has been setup</td>
<td>Application Managers</td>
</tr>
<tr>
<td>Process Application (requires Data Check)</td>
<td>Data Check Managers (fallback to Access Manager)</td>
</tr>
<tr>
<td>All Application Data Checks Complete</td>
<td>Application Editor</td>
</tr>
<tr>
<td>Re-assign Application by Application Manager</td>
<td>The Assignee (must have Application Manager role)</td>
</tr>
<tr>
<td>Re-assign Application by Application Editor</td>
<td>The Assignee (must have either ApplicationSubmitter or Application Editor role)</td>
</tr>
<tr>
<td>Application Passed Back by Application Editor</td>
<td>Application Manager</td>
</tr>
<tr>
<td>Application Passed Back by Application Submitter</td>
<td>Application Editor</td>
</tr>
<tr>
<td>Spatial Assistance for Application Complete</td>
<td>Application Editor</td>
</tr>
<tr>
<td>Application ready for Submission</td>
<td>Application Submitter</td>
</tr>
<tr>
<td>Application Submitter Takes Ownership</td>
<td>Application Submitter(s)</td>
</tr>
<tr>
<td>Application Submitted to DECC</td>
<td>Licence Stakeholders</td>
</tr>
<tr>
<td>Once DECC begin processing Application</td>
<td>All Licence Application Managers (for organisations relevant to application)</td>
</tr>
<tr>
<td>Application Passed Back by DECC</td>
<td>Application Editor</td>
</tr>
<tr>
<td>DECC Consent/Rejection letters</td>
<td>Application Contact</td>
</tr>
<tr>
<td>Executions (on Consent given)</td>
<td>Application Executors</td>
</tr>
<tr>
<td>Consent Reminders</td>
<td>Application Executors &amp; Application Contact</td>
</tr>
<tr>
<td>Operations Executed onto the Live Licence</td>
<td>Application Contact</td>
</tr>
</tbody>
</table>
### 12.2.1.3 Data Check Notifications

<table>
<thead>
<tr>
<th>Process Stage</th>
<th>Recipient(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Check Team has been setup</td>
<td>Data Check Managers</td>
</tr>
<tr>
<td>Re-assign Data Check by Data Check Manager</td>
<td>The Assignee (must have Data Check Manager role)</td>
</tr>
<tr>
<td>Re-assign Data Check by Data Check Editor</td>
<td>The Assignee (must have Data Check Editor role)</td>
</tr>
<tr>
<td>Spatial Assistance for Data Check Complete</td>
<td>Data Check Editor</td>
</tr>
<tr>
<td>Data Check ready for Submission</td>
<td>Data Check Submitter</td>
</tr>
<tr>
<td>Data Check Submitter Takes Ownership</td>
<td>Data Check Submitter(s)</td>
</tr>
<tr>
<td>Data Check Passed Back by Application Submitter</td>
<td>Data Check Editor</td>
</tr>
<tr>
<td>Data Check Complete</td>
<td>Data Check Contact</td>
</tr>
<tr>
<td>Data Check Submitted for Licensee Review</td>
<td>Licence Stakeholders</td>
</tr>
<tr>
<td>Data Check Rejected/Passed Back by DECC</td>
<td>Data Check Editor</td>
</tr>
</tbody>
</table>

### 12.2.1.4 Rectification Notifications

<table>
<thead>
<tr>
<th>Process Stage</th>
<th>Recipient(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rectification Team has been setup</td>
<td>Data Check Managers</td>
</tr>
<tr>
<td>Re-assign Rectification by Data Check Manager</td>
<td>The Assignee (must have Data Check Manager role)</td>
</tr>
<tr>
<td>Re-assign Rectification by Data Check Editor</td>
<td>The Assignee (must have Rectification Editor role)</td>
</tr>
<tr>
<td>Spatial Assistance for Rectification Complete</td>
<td>Rectification Editor</td>
</tr>
<tr>
<td>Rectification ready for Submission</td>
<td>Rectification Submitter</td>
</tr>
<tr>
<td>Rectification Submitter Takes Ownership</td>
<td>Rectification Submitter(s)</td>
</tr>
<tr>
<td>Rectification Passed Back by Rectification Submitter</td>
<td>Rectification Editor</td>
</tr>
<tr>
<td>Rectification Complete</td>
<td>Rectification Contact</td>
</tr>
<tr>
<td>Rectification Submitted to DECC</td>
<td>Licence Stakeholders</td>
</tr>
<tr>
<td>Rectification Rejected/Passed Back by DECC</td>
<td>Rectification Editor</td>
</tr>
</tbody>
</table>
### 12.2.1.5 Restatement Notifications

<table>
<thead>
<tr>
<th>Process Stage</th>
<th>Recipient(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restatement Team has been setup</td>
<td>Data Check Managers</td>
</tr>
<tr>
<td>Re-assign Restatement by Data Check Manager</td>
<td>The Assignee (must have Data Check Manager role)</td>
</tr>
<tr>
<td>Re-assign Restatement by Data Check Editor</td>
<td>The Assignee (must have Restatement Editor role)</td>
</tr>
<tr>
<td>Spatial Assistance for Restatement Complete</td>
<td>Restatement Editor</td>
</tr>
<tr>
<td>Restatement ready for Submission</td>
<td>Restatement Submitter</td>
</tr>
<tr>
<td>Restatement Submitter Takes Ownership</td>
<td>Restatement Submitter(s)</td>
</tr>
<tr>
<td>Restatement Passed Back by Rectification Submitter</td>
<td>Restatement Editor</td>
</tr>
<tr>
<td>Restatement Complete</td>
<td>Restatement Contact</td>
</tr>
<tr>
<td>Restatement Submitted to DECC</td>
<td>Licence Stakeholders</td>
</tr>
<tr>
<td>Restatement Rejected/Passed Back by DECC</td>
<td>Restatement Editor</td>
</tr>
</tbody>
</table>

### 12.2.1.6 Licence Review Notifications

<table>
<thead>
<tr>
<th>Process Stage</th>
<th>Recipient(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence Review Team has been setup</td>
<td>Data Check Managers</td>
</tr>
</tbody>
</table>

### 12.2.2 Notification Example

Below is an example of a notification that is issued, once an application has been submitted to DECC.

**UK Energy Portal Message**

Subject: Guidance - Assignments P4

Our Ref: LAA/2013/5/1
Licence: P4

Thank you for your recent application.

Our target for processing routine assignment applications is 10 working days, though we cannot guarantee to meet that in any particular case. ‘Routine’ cases are those that do not involve any of the following:

- a new entrant to the UK
- a new operator, or
- a new area

Cases that involve any of these factors may take longer.

For assistance or support please email: areaaes@decc.gov.uk
12.3 Timeline Legend

A licence timeline shows all the dates that a licence has been amended. On each data point it will show which operations have been amended using different icons/wording (examples of these can be found in section 12.3.1).

12.3.1 Timeline Icons

- indicates that a Block change has taken place
- indicates that a Subarea change has taken place
- indicates that a Licence Administrator change has taken place
- indicates that a Licensee change has taken place
- indicates that a Subarea or Field Operator change has taken place
- indicates that a Subarea or Field Equity change has taken place
- indicates that a Field has been added to a subarea and/or an Operator or Equity change has occurred on a Field
- indicates that a Rectification has taken place on this date.
- indicates that a Restatement has taken place on this date.

12.3.2 Timeline Colours

When you view a licence the timeline data points will be green, however when you start an optional data check all the timeline data points will be grey. Below explains the different data point colours and what they mean:

- This shows the live licence data as it was at that point in time
- This shows the live licence data as it stands today
- This shows the licence data during a data check which has not been amended
- This shows the licence data during a data check which has been amended
- This shows the licence data during a data check which has been amended but has errors
- This shows that Pending Transactions have been submitted to DECC but not yet Executed and the transactions are valid
This shows that Pending Transactions have been submitted to DECC but not yet Executed, however the transactions are in error.
13. FREQUENTLY ASKED QUESTIONS

Over time we will be building up some Frequently Asked Questions and Answers (FAQs) that have been raised by the users; these can be found on the PEARS webpage.