

**PETROLEUM E-BUSINESS
ASSIGNMENTS AND
RELINQUISHMENTS SYSTEM
(PEARS)** | **USER
GUIDANCE**



Department
of Energy &
Climate Change

CONTENTS

Glossary of Terms	6
1. Introduction.....	8
1.1 Petroleum e-Business Assignments and Relinquishments System.....	8
1.2 Energy Portal.....	8
1.2.1 Basic Portal Controls	8
1.2.1 Basic Portal Icons	9
2. Registration	10
2.1 New Companies	10
2.2 Obtaining a Portal Account.....	10
2.2.1 How do you get this account?	10
2.3 Managing Access	10
2.3.1 Organisation Teams	10
2.3.2 Roles.....	11
2.2.2.1 Company Group Team.....	11
2.2.2.2 Application Team.....	12
2.2.2.3 Data Check Team	12
2.2.2.4 Rectification Team.....	13
2.2.2.5 Restatement Team	13
2.2.2.6 Licence Review Team	13
2.3.3 Managing Access to Company Group Team	15
2.3.4 Managing Access to Application, Data Check, Rectification, Restatement and Licence Review Teams.....	17
3. Licences	19
3.1 Viewing Licences.....	19
3.1.1 Licence Icons.....	21
4. Applications	22
4.1 What is an Application?	22
4.1.1 Overview Diagram of a Licence Application.....	22
4.2 Making an Application	23
4.2.1 Starting an Application.....	23
4.2.2 Tailoring your Application	25
4.2.3 Completing an Application	26
4.2.4 Submitting an Application	27
4.2.5 Application Payments	28
4.2.5.1 WorldPay Payment.....	31
4.2.5.2 BACS/CHAPS Payment.....	35
4.2.6 Transparency of Data	36

4.2.7	Viewing Applications Submitted by Stakeholders	36
4.3	Application Examples	36
4.3.1	Licence Termination	36
4.3.2	Relinquishment	36
4.3.3	Licence Administrator Change	42
4.3.4	Licensee(s) Changes	43
4.3.5	Subareas Changes	44
4.3.5.1	Subarea Split	45
4.3.5.2	Subarea Stratagraphic Split	49
4.3.5.3	Subarea Merge	52
4.3.5.4	Subarea Rename	53
4.3.6	Subarea Operator Changes	55
4.3.7	Subarea Equity Changes	56
4.3.8	Field Changes	58
4.3.8.1	Adding Fields	58
4.3.8.2	Field Operator Changes	60
4.3.8.3	Field Equity Changes	61
5.	Mandatory Data Check	65
5.1	What is a Mandatory Data Check?	65
5.1.1	Why are they needed?	65
5.1.2	What do they achieve?	65
5.1.3	Who can do it?	65
5.2	Making a Mandatory Data Check	65
5.2.1	Starting a Data Check	65
5.2.2	Completing a Data Check	65
5.2.3	Supporting Documentation	66
5.2.4	Submitting a Data Check	68
5.3	Mandatory Data Check Examples	68
5.3.1	Block Check	68
5.3.2	Licence Administrator Check	68
5.3.3	Licensee Check	69
5.3.4	Subarea Check	70
5.3.5	Subarea Operator Check	71
5.3.6	Subarea Equity Check	72
5.3.7	Field Operator Check	73
5.3.8	Field Equity Check	75
6.	Optional Data Check	77
6.1	What is an Optional Data Check?	77

6.1.1	Dummy Transactions.....	77
6.2	Making an Optional Data Check.....	77
6.2.1	Starting a Data Check	77
6.2.2	Completing a Data Check.....	78
6.2.3	Supporting Documentation	79
6.2.4	Submitting a Data Check.....	81
6.3	Optional Data Check Examples	81
6.3.1	Block Check.....	81
6.3.2	Licence Administrator Check.....	81
6.3.3	Licensee Check	82
6.3.4	Subarea Check.....	83
6.3.5	Subarea Operator Check.....	84
6.3.6	Subarea Equity Check.....	85
6.3.7	Field Operator Check	86
6.3.8	Field Equity Check.....	88
7.	Licence Review	90
7.1	What is Licence Review?	90
7.2	Licence Review Participation	90
8.	Rectifications	94
8.1	What is a Rectification?	94
8.2	Making a Rectification	94
8.2.1	Starting a Rectification.....	94
8.2.2	Completing a Rectification.....	96
8.2.1	Supporting Documentation	97
8.2.1	Submitting a Rectification	99
8.3	Rectification Examples	99
8.3.1	Licence Administrator	99
8.3.2	Licensee(s)	100
8.3.3	Subareas	102
8.3.4	Subarea Operator	103
8.3.5	Subarea Equity	104
8.3.6	Field Operator.....	105
8.3.7	Field Equity	106
9.	Restatements	108
9.1	What is a Restatement?	108
9.2	Making a Restatement.....	108
9.2.1	Starting a Restatement.....	108
9.2.2	Completing a Restatement.....	109

9.2.3	Supporting Documentation	111
9.2.4	Submitting a Restatement	112
9.3	Restatement Examples	113
9.3.1	Subareas	113
9.3.2	Subarea Operator	114
9.3.3	Subarea Equity	115
9.3.4	Field Operator	116
9.3.5	Field Equity	117
10.	Consents	119
10.1	Consent Documents	119
10.2	Re-Issuing of Consents	119
10.2.1	What is a Re-issuing of Consent?	119
10.2.2	Applying for an Re-issuing of Consent	119
10.3	Consent / Rejection Letter Examples	120
10.3.1	Consent Letter	120
10.3.2	Licence Administrator Change Letter	120
10.3.3	Relinquishment Letter	120
10.3.4	Rejection Letter	120
11.	Executions	121
11.1	What is an Execution?	121
11.2	Notifying DECC of Execution	121
12.	Additional Features	125
12.1	Spatial Assistance	125
12.2	Notifications	125
12.2.1	When will notifications be issued and to whom?	125
12.2.1.1	General Notifications	126
12.2.1.2	Application Notifications	126
12.2.1.3	Data Check Notifications	127
12.2.1.4	Rectification Notifications	127
12.2.1.5	Restatement Notifications	128
12.2.1.6	Licence Review Notifications	128
12.2.2	Notification Example	128
12.3	Timeline Legend	129
12.3.1	Timeline Icons	129
12.3.2	Timeline Colours	129
13.	Frequently Asked Questions	131

GLOSSARY OF TERMS

<u>Term</u>	<u>Definition</u>
Application	One or more licence assignments that are compiled by Industry electronically via PEARS
Application Stage	Each licence operation will have its own stage within the application
Bare Beneficiary	A bare beneficiary is a company that hold equity on the licence but is not a licensee
Bare Licensee	A bare licensee is a company that is a licensee but does not hold any equity on the licence
Company Group	A list of companies that have been grouped together as they are managed by the same organisation
Consent	Digitally signed document(s) giving the secretary of state consent to proceed with their licence assignments/relinquishments
Data Check	A process where Industry confirm that the data held on PEARS is correct or allows them to correct historic data on a licence
Data Point	A point on the licence timeline which shows the changes made to the licence on that date
Execution	The process that informs DECC that the assignment(s) have completed
Notification	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
Operation	A licence assignment i.e. licensee change, equity transfer, relinquishment etc...
Rectification	<p>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.</p> <p>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.</p>
Restatement	<p>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.</p> <p>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.</p> <p>All restatements require the secretary of state's consent.</p>
Role	A system privilege that allows the recipient to undertake certain tasks

Stakeholders	A list of licence partners including licence administrator, licensees, subarea operators, subarea equity holders, field operators and field equity holders
Team	A list of users and roles for a company or system specific area such as application, data check etc...
Timeline	A list of licence data points in date order showing the history of the licence changes

1. INTRODUCTION

1.1 Petroleum e-Business Assignments and Relinquishments System

The Petroleum e-Business Assignment and Relinquishment System (PEARS) is the Departments 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).

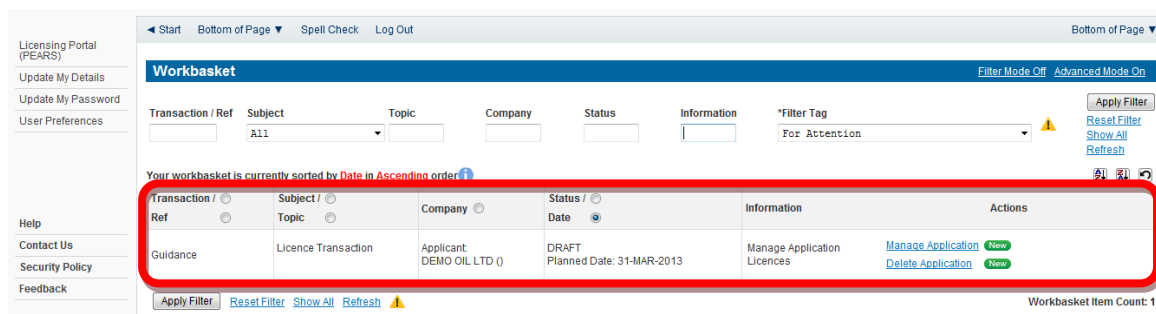


Figure 1-1 (Module Ref: BPM001X)

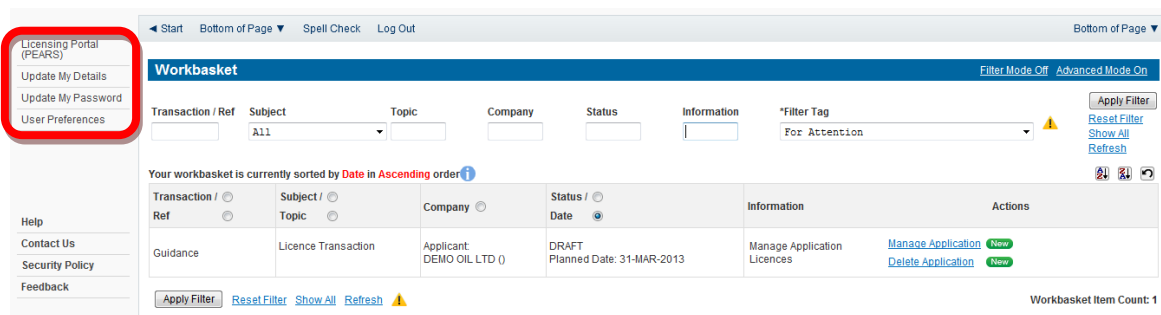









Figure 1-2 (Module Ref: BPM001X)

1.2.1 Basic Portal Icons

	-	Links that allow you to navigate to other areas of the system.
	-	Information icon which if you hover your mouse cursor over displays additional on-screen guidance.
	-	This indicates a validation warning if you hover over with the mouse cursor will display specific details relating to the issue.
	-	Calendar icon when a date is required, this displays a pop-up calendar allowing you to select a valid date.
	-	Save icon that will save uploads and comments.
	-	Delete icon that will remove data or files.
	-	Edit icon that allows you to edit data.

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					
Show All Details					Refresh
Central Contact Details	Company Group Access Manager 	Application Manager 	Data Check Manager 	Viewer 	Licensing Contact 
Access Manager Industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
App Manager Industry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Check Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div> <input type="button" value="Save Contacts"/> <input type="button" value="Add Person"/> <input type="button" value="Copy Team"/> </div> <div> <input type="button" value="Close"/> </div>					

Figure 2-1 (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.

[Manage Team](#)
[Add/Remove Licences](#)
[Assign/Re-Assign Case](#)

[Show All Details](#)
[Refresh](#)

Central Contact Details	Application Access Manager	Application Editor	Application Submitter	Application Executor	Application Contact	Application Viewer
Application Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
App Manager Industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save Contacts](#)
[Add Person](#)
[Copy Team](#)

Figure 2-2 (Module Ref: PED405X)

[Manage Team](#)
[Assign/Re-Assign Case](#)

[Show All Details](#)
[Refresh](#)

Central Contact Details	Data Check Access Manager	Data Check Editor	Data Check Submitter	Data Check Contact	Data Check Viewer
Data Check Industry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save Contacts](#)
[Add Person](#)
[Copy Team](#)

Figure 2-3 (Module Ref: PED405X)

[Manage Team](#)
[Assign/Re-Assign Case](#)

[Show All Details](#)
[Refresh](#)

Central Contact Details	Rectification Access Manager	Rectification Editor	Rectification Submitter	Rectification Contact	Rectification Viewer
Data Check Industry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save Contacts](#)
[Add Person](#)
[Copy Team](#)

Figure 2-4 (Module Ref: PED405X)

[Manage Team](#)
[Assign/Re-Assign Case](#)

[Show All Details](#)
[Refresh](#)

Central Contact Details	Restatement Access Manager	Restatement Editor	Restatement Submitter	Restatement Contact	Restatement Viewer
Data Check Industry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save Contacts](#)
[Add Person](#)
[Copy Team](#)

Figure 2-5 (Module Ref: PED405X)

Licence Review Team Management

[Show All Details](#)
[Refresh](#)

Central Contact Details	Licence Review Access Manager	Licence Reviewer
Data Check Industry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save Contacts](#)
[Add Person](#)
[Copy Team](#)

[Close](#)

Figure 2-6 (Module Ref: PED405X)

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

Team Role	Role Description / Access
-----------	---------------------------

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. <i>Note: this role does not grant the user access to the PEARS system.</i>

2.2.2.2 Application Team

Team Role	Role Description / Access
Application 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.
Application Editor	A person in this role can tailor and edit data for this application only.
Application Submitter	A person in this role has authority to submit this application to DECC on behalf of the Company Group.
Application Executor	A person in this role has authority to notify DECC, of the legal execution of documents associated with this application.
Application Contact	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.
Application Viewer	A person with the role receives view access to this application only.

2.2.2.3 Data Check Team

Team Role	Role Description / Access
Data Check 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.

Data Check Editor	A person in this role can edit data for this Data Check only.
Data Check Submitter	A person in this role has authority to submit this Data Check to DECC on behalf of the Company Group.
Data Check Contact	A person in this role will be the point of contact for DECC for this Data Check.
Data Check Viewer	A person with the role receives view access to this Data Check only.

2.2.2.4 Rectification Team

Team Role	Role Description / Access
Rectification 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.
Rectification Editor	A person in this role can edit data for this Rectification only.
Rectification Submitter	A person in this role has authority to submit this Rectification to DECC on behalf of the Company Group.
Rectification Contact	A person in this role will be the point of contact for DECC for this Rectification.
Rectification Viewer	A person with the role receives view access to this Rectification only.

2.2.2.5 Restatement Team

Team Role	Role Description / Access
Restatement 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.
Restatement Editor	A person in this role can edit data for this Restatement only.
Restatement Submitter	A person in this role has authority to submit this Restatement to DECC on behalf of the Company Group.
Restatement Contact	A person in this role will be the point of contact for DECC for this Restatement.
Restatement Viewer	A person with the role receives view access to this Restatement only.

2.2.2.6 Licence Review Team

Team Role	Role Description / Access
Licence Review 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.
Licence Reviewer	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

	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 they 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).

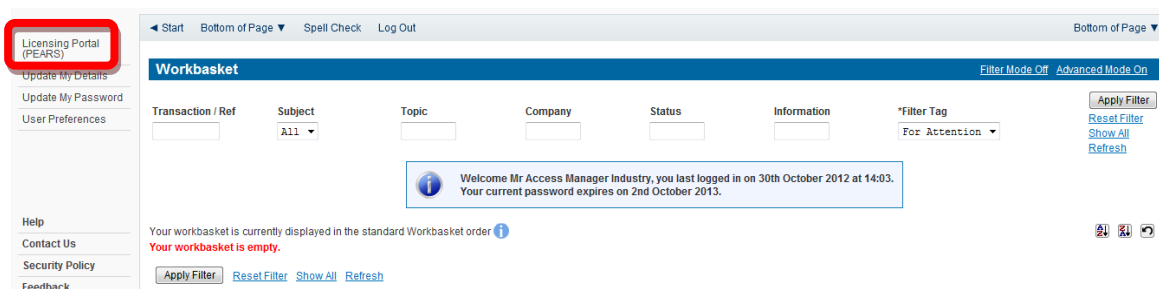


Figure 2-7 (Module Ref: BPM001X)



Figure 2-8 (Module Ref: PED401X)

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).

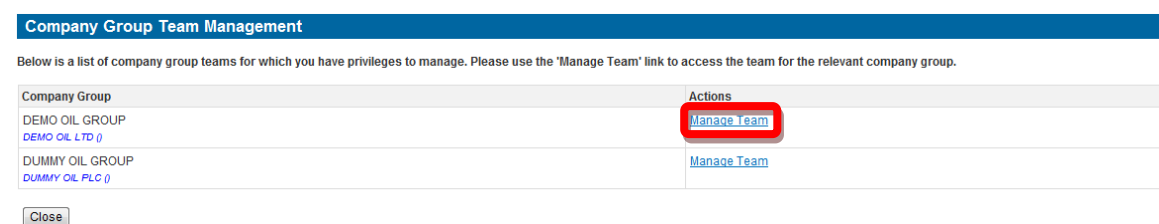


Figure 2-9 (Module Ref: PED405X)

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).

Company Group Team Management

[Show All Details](#) [Refresh](#)

Central Contact Details	Company Group Access Manager	Application Manager	Data Check Manager	Viewer	Licensing Contact
Access Manager Industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
App Manager Industry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Check Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 2-10 (Module Ref: PED405X)

Add Person

Please enter an Email Address, Forename and Surname of the person you want to add then click Add Person

The values entered must all match those of the person you would like to add. If a match cannot be found, the best suggestion will be presented, at which point you may accept the suggestion, or create a new record with your entered values.

*Email Address
 *Forename
 *Surname
 *Organisation
 *Telephone Number

- OR -

You may select yourself as the person

Figure 2-11 (Module Ref: CONT004X)

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.

Company Group Team Management

[Show All Details](#) [Refresh](#)

Central Contact Details	Company Group Access Manager	Application Manager	Data Check Manager	Viewer	Licensing Contact
Application Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access Manager Industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
App Manager Industry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Check Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 2-12 (Module Ref: PED405X)

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.

On saving, the following users will be informed of their new roles unless you opt to not inform them.

Full Name	Send Email?
New User	<input checked="" type="checkbox"/>

Would you like to save your changes?

Yes No

Figure 2-13

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).

[Manage Team](#)
[Add/Remove Licences](#)
[Assign/Re-Assign Case](#)

[Show All Details](#)
[Refresh](#)

Central Contact Details	Application Access Manager	Application Editor	Application Submitter	Application Executor	Application Contact	Application Viewer
Save Contacts	Add Person	Copy Team				

Figure 2-14 (Module Ref: PED405X)

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).

Add Person

Please enter an Email Address, Forename and Surname of the person you want to add then click Add Person

The values entered must all match those of the person you would like to add. If a match cannot be found, the best suggestion will be presented, at which point you may accept the suggestion, or create a new record with your entered values.

*Email Address
 *Forename
 *Surname
 *Organisation
 *Telephone Number

- OR -

You may select yourself as the person

Figure 2-15 (Module Ref: CONT004X)

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).

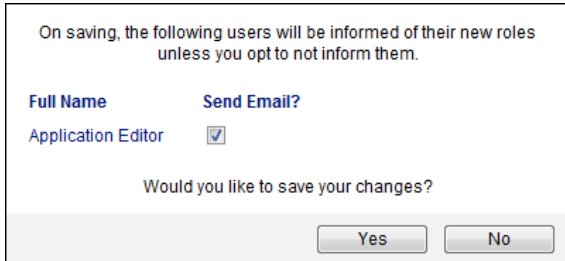
[Manage Team](#)
[Add/Remove Licences](#)
[Assign/Re-Assign Case](#)

[Show All Details](#)
[Refresh](#)

Central Contact Details	Application Access Manager	Application Editor	Application Submitter	Application Executor	Application Contact	Application Viewer
Application Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
App Manager Industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2-16 (Module Ref: PED405X)

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.



On saving, the following users will be informed of their new roles unless you opt to not inform them.

Full Name	Send Email?
Application Editor	<input checked="" type="checkbox"/>

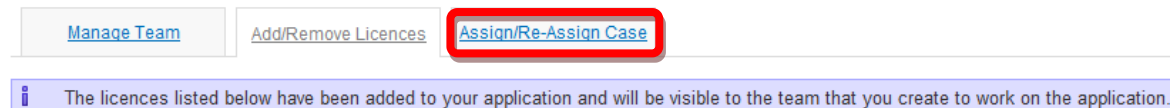
Would you like to save your changes?

Yes No

Figure 2-17

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).

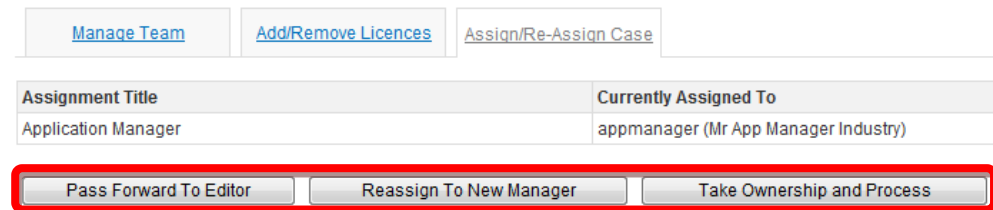
Note: you can only pass the case to a person within the team who has the appropriate role.



Manage Team Add/Remove Licences **Assign/Re-Assign Case**

The licences listed below have been added to your application and will be visible to the team that you create to work on the application.

Figure 2-18 (Module Ref: PED405X)

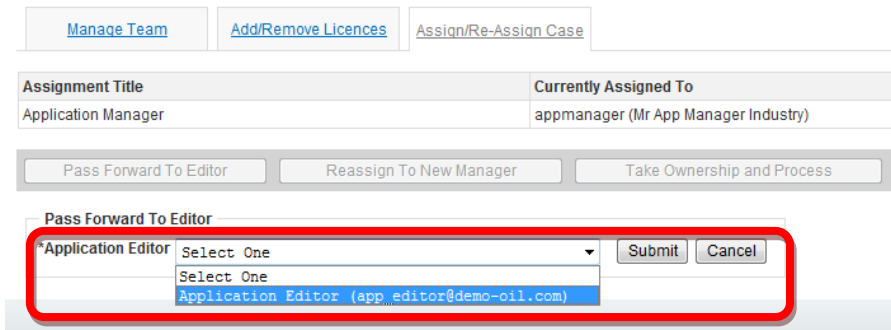


Assignment Title	Currently Assigned To
Application Manager	appmanager (Mr App Manager Industry)

Pass Forward To Editor Reassign To New Manager Take Ownership and Process

Figure 2-19 (Module Ref: PED405X)

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).



Manage Team Add/Remove Licences Assign/Re-Assign Case

Assignment Title	Currently Assigned To
Application Manager	appmanager (Mr App Manager Industry)

Pass Forward To Editor Reassign To New Manager Take Ownership and Process

Pass Forward To Editor

*Application Editor Select One Submit Cancel

Select One

Application Editor (app_editor@demo-oil.com)

Figure 2-20 (Module Ref: PED405X)

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).

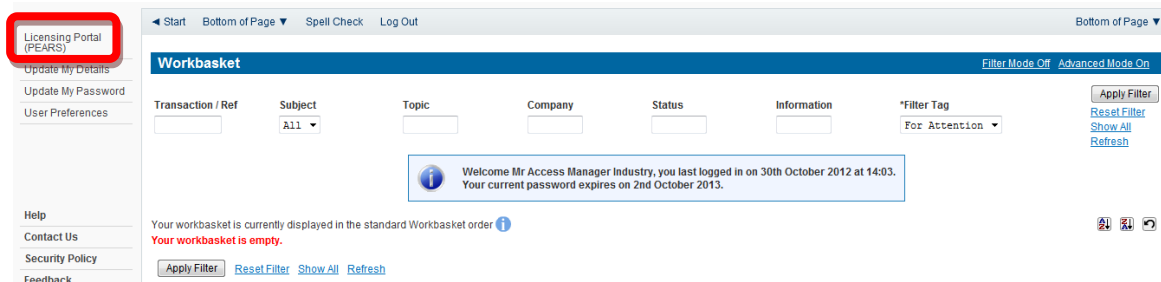


Figure 3-1 (Module Ref: BPM001X)

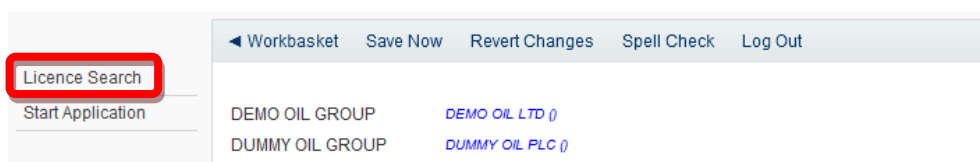


Figure 3-2 (Module Ref: PED401X)

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).

Licence Search

Licence Type: Any Licence Status: Any
 Licence Number: Licence Sub Type: Any
 Block Ref: *i*
 Field: *i*
 Organisation: *i*
 Licence Administrator: ☒ Subarea Operator: ☒ Beneficiary: ☒

Figure 3-3 (Module Ref: PEDSEARCH)

Results Expand Organisation Details *i*

[Page size: 20] [Page: 1]

Licence	Licence Status	Licence Start Date	Licence Sub Type	Block(s)	Field(s)	Licence Administrator	Subarea Operators	Licencees	Actions
P4	Extant	18-SEP-1964		42/19, 42/23, 42/24		<i>i</i>	<i>i</i>	<i>i</i>	View Licence
P664	Extant	20-JUL-1989		22/24d	Egret	<i>i</i>	<i>i</i>	<i>i</i>	View Licence
P1040	Extant	25-JUL-2002		15/18b, 15/19b		<i>i</i>	<i>i</i>	<i>i</i>	View Licence
P1621	Extant	12-FEB-2009	Traditional	22/24e		<i>i</i>	<i>i</i>	<i>i</i>	View Licence
P1622	Extant	12-FEB-2009	Traditional	22/29c		<i>i</i>	<i>i</i>	<i>i</i>	View Licence
P1691	Extant	12-FEB-2009	Promote	16/1b, 16/2c		<i>i</i>	<i>i</i>	<i>i</i>	View Licence
P1740	Extant	01-MAY-2010	Traditional	174/28, 174/29, 174/30, 175/26a, 165/1a, 164/4a, 164/5a	Wherry	<i>i</i>	<i>i</i>	<i>i</i>	View Licence
P1753	Extant	10-JAN-2011	Traditional	3/17		<i>i</i>	<i>i</i>	<i>i</i>	View Licence
PEDL40	Extant	18-MAR-1998	Landward	SJ/74a		<i>i</i>	<i>i</i>	<i>i</i>	View Licence
PEDL140	Extant	01-OCT-2004	Landward	SK/78f, SK/79a		<i>i</i>	<i>i</i>	<i>i</i>	View Licence

[Page size: 20] [Page: 1]

Figure 3-4 (Module Ref: PEDSEARCH)

You will now see the entire timeline of the licence (Figure 3-5). For details on the different timeline icons see section 12.3.

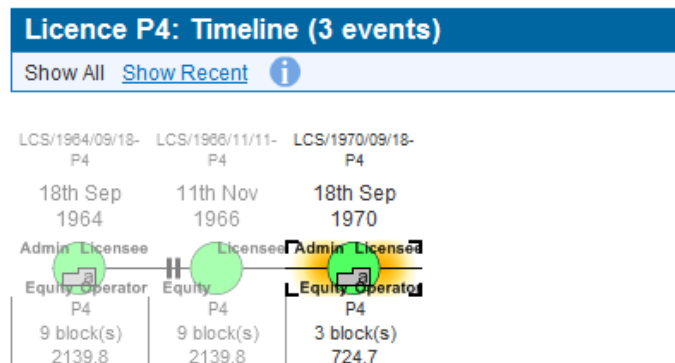


Figure 3-5 (Module Ref: PED001X)

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).

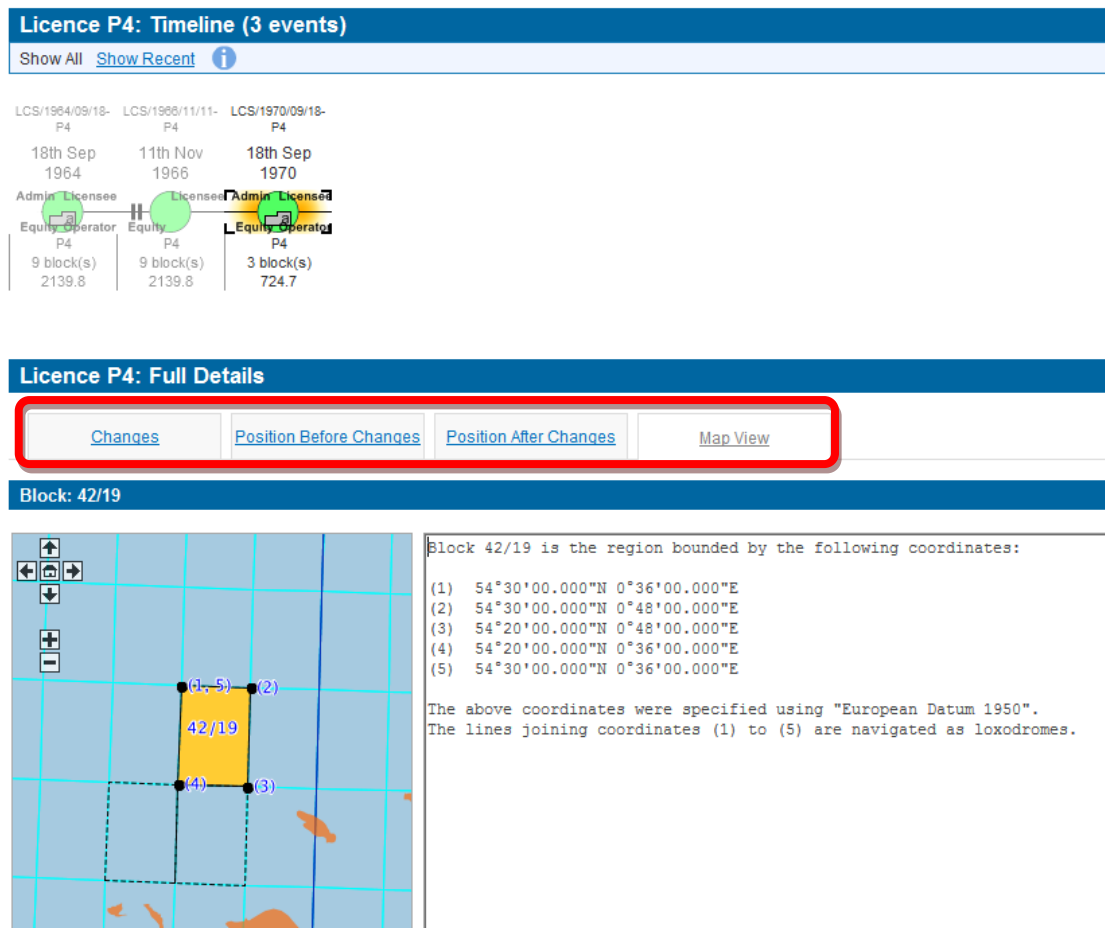


Figure 3-6 (Module Ref: PED001X)

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.



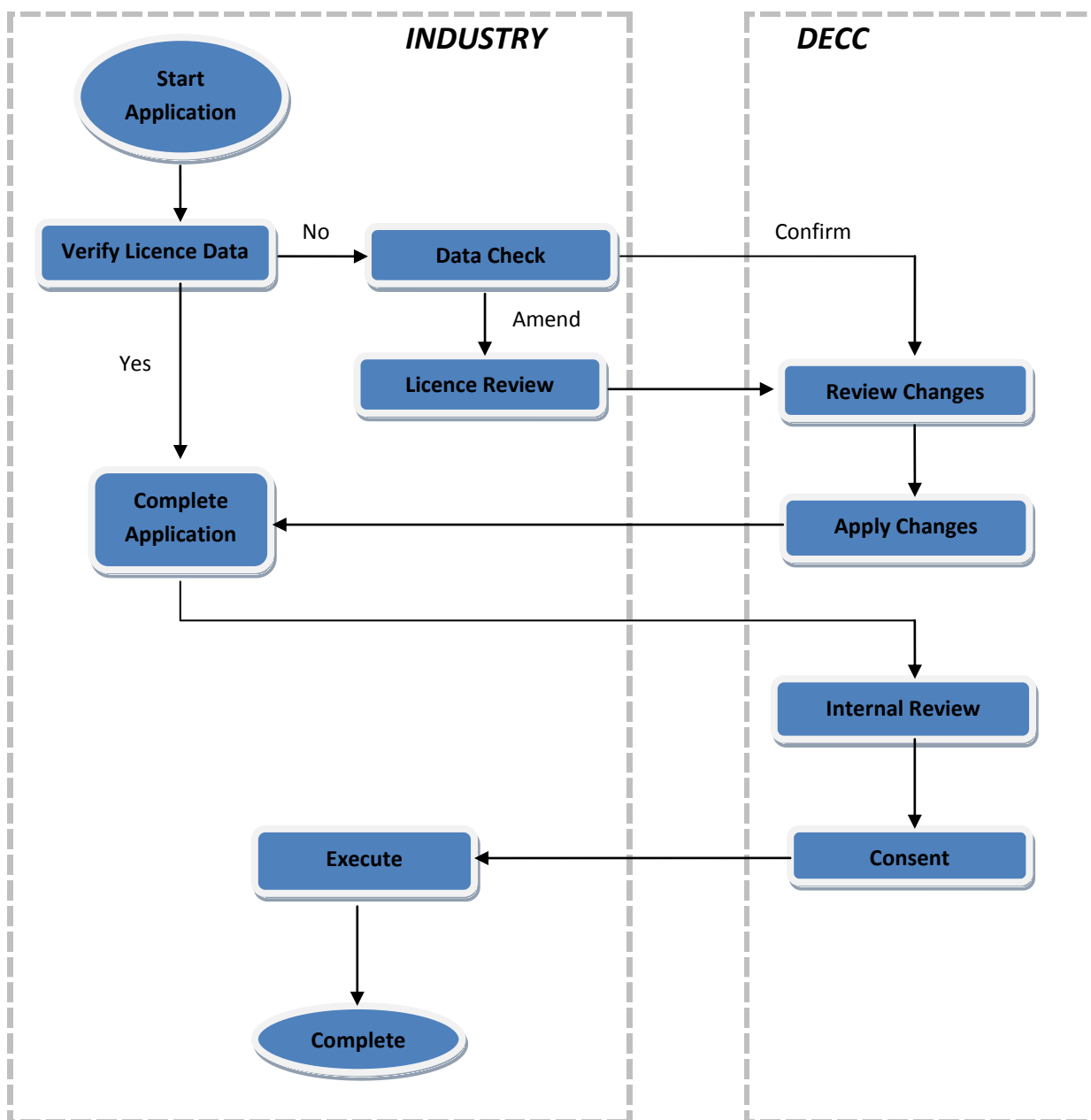
- If a Gold Star appears against a Licence section it means that this section has undergone a Data Check (for more details on Data Checks see section 5).

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).

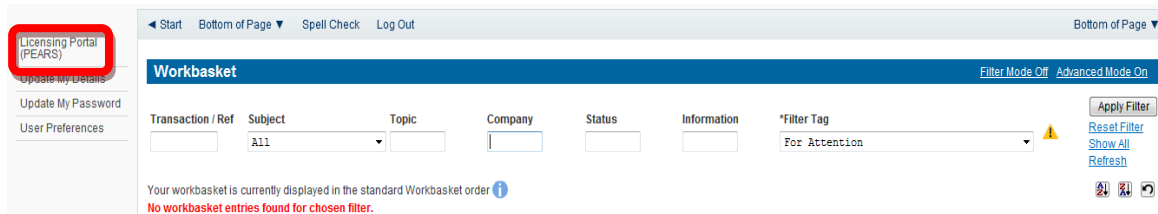


Figure 4-1 (Module Ref: BPM001X)



Figure 4-2 (Module Ref: PED401X)

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).

Figure 4-3 (Module Ref: PED401X)

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).

Central Contact Details	Application Access Manager	Application Editor	Application Submitter	Application Executor	Application Contact	Application Viewer
Application Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
App Manager Industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Save Contacts, Add Person, Copy Team

Figure 4-4 (Module Ref: PED405X)

[Manage Team](#)
[Add/Remove Licences](#)
[Assign/Re-Assign Case](#)

 The licences listed below have been added to your application and will be visible to the team that you create to work on the application.

No Licences specified yet

Figure 4-5 (Module Ref: PED405X)

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).














Results Expand Organisation Details										
<input type="button" value="Return Selected"/>										
<small>[Page size: 20] Page: 1</small>										
Select	Licence	Licence Status	Licence Start Date	Licence Sub Type	Block(s)	Field(s)	Licence Administrator	Subarea Operators	Licensees	Actions
<input checked="" type="checkbox"/>	P4	Extant	18-SEP-1964		42/19, 42/23, 42/24					
<input type="checkbox"/>	P664	Extant	20-JUL-1989		22/24d	Egret				
<input type="checkbox"/>	P1040	Extant	25-JUL-2002		15/18b, 15/19b					
<input type="checkbox"/>	P1621	Extant	12-FEB-2009	Traditional	22/24e					

Figure 4-6 (Module Ref: PEDSEARCH)

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.

[Manage Team](#)
[Add/Remove Licences](#)
[Assign/Re-Assign Case](#)

 The licences listed below have been added to your application and will be visible to the team that you create to work on the application.

P4 

Figure 4-7 (Module Ref: PED405X)

[Manage Team](#)
[Add/Remove Licences](#)
[Assign/Re-Assign Case](#)

Assignment Title	Currently Assigned To
Application Manager	appmanager (Mr App Manager Industry)

Figure 4-8 (Module Ref: PED405X)

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).

[Manage Team](#)
[Add/Remove Licences](#)
[Assign/Re-Assign Case](#)

Assignment Title	Currently Assigned To
Application Manager	appmanager (Mr App Manager Industry)

[Pass Forward To Editor](#)
[Reassign To New Manager](#)
[Take Ownership and Process](#)

Pass Forward To Editor

*Application Editor:

Application Editor (app_editor@demo-oil.com)

Figure 4-9 (Module Ref: PED405X)

Once the application has been assigned to an 'Application Editor' they will receive a 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).

Your workbasket is currently displayed in the standard Workbasket order [i](#)

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Guidance	Licence Transaction P4	Applicant: DEMO OIL LTD ()	DRAFT Planned Date: 31-MAR-2013	Application Started	Resume Application <input type="button" value="New"/> Delete Application <input type="button" value="New"/> Manage Application <input type="button" value="New"/> View Application <input type="button" value="New"/>

Figure 4-10 (Module Ref: BPM001X)

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.

Tailor Your Application

Add licences to your application and for each licence added select the change(s) that you would like to make on this application:-

[Add Licence\(s\)](#)

i You must complete all questions for each licence before your application will be saved otherwise your changes will be lost.

P4 

Please answer the following questions about your application:-

Is this licence being terminated as part of this amendment? ☐ Yes ☒ No

Are you relinquishing any blocks or part of blocks from this licence? ☐ Yes ☒ No

Are you changing the administrator of this licence? ☒ Yes ☐ No

Are you adding or removing any licensees? ☒ Yes ☐ No

Are you changing any subareas or adding/removing any fields on this licence? ☒ Yes ☐ No

Licence Blocks:	Licence Block	Amending?
	42/19	<input checked="" type="radio"/> Yes <input type="radio"/> No
	42/23	<input type="radio"/> Yes <input checked="" type="radio"/> No
	42/24	<input type="radio"/> Yes <input checked="" type="radio"/> No

Are you making any equity assignments (Blocks, Subareas or Fields)? ☐ Yes ☒ No

Are you making an Operator Change (Blocks, Subareas or Fields)? ☐ Yes ☒ No

[Save & Continue Application](#)
[Cancel Changes](#)
[Delete Application](#)

Figure 4-11 (Module Ref: PED402X)

Through-out 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.

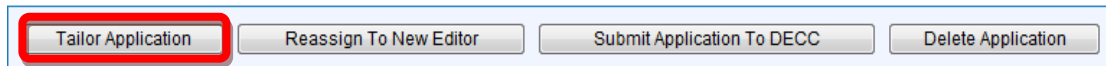


Figure 4-12 (Module Ref: PED402X)

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.


Check Licence Data			
<p>Before you may proceed with your application the current position of each licence that is relevant to the changes being made on this application must be checked.</p> <p>A data check has been created and assigned to a Data Manager where required.</p> <p>You may track the progress of any required Data Checks using the list below:-</p>			
Licence	Data Check Status	Licence Stakeholder Review Status	Actions
P4	 In Progress		View Data Check

Figure 4-13 (Module Ref: PED402X)

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).

Application Questions

Complete the rest of the details below:-

Planned Completion Date
31-MAR-2013
Contractual Effective Date
31-Mar-2013

Description of Assignment

Guidance Application

Figure 4-14 (Module Ref: PED402X)

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).

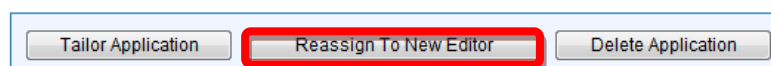


Figure 4-15 (Module Ref: PED402X)

Tailor Application
Reassign To New Editor
Delete Application

Reassign To New Editor

*Application Editor

App Manager Industry (ap.industry@test.com)
App Manager Industry (ap.industry@test.com)
Application Editor (app_editor@demo-oil.com)

Submit Cancel

Figure 4-16 (Module Ref: PED402X)

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).

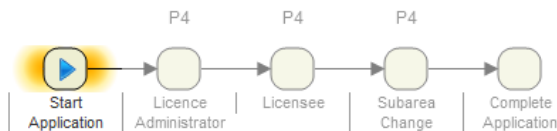


Figure 4-17 (Module Ref: PED402X)

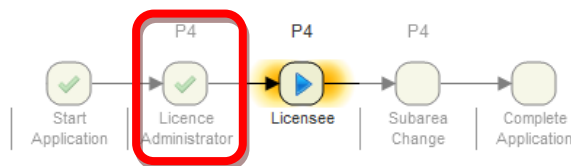


Figure 4-18 (Module Ref: PED402X)

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)

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.

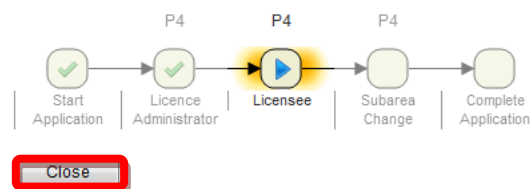



Figure 4-20 (Module Ref: PED402X)

Your workbasket is currently displayed in the standard Workbasket order 

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Guidance	Licence Transaction P4	Applicant: DEMO OIL LTD ()	DRAFT Planned Date: 31-MAR-2013	Application Started	Resume Application Delete Application Manage Application View Application

Figure 4-21 (Module Ref: BPM001X)

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'.

Submit Application

Items below marked with an asterix (*) are mandatory and must be filled in.

Rationale For Changes

*Give a brief description of the reason for the changes. If the change is an assignment and the assignee is affiliated to the assignor, state whether or not the assignee is to be sold; and if so, who the buyer is.

Retained Interests/Liabilities

*If the assignor is withdrawing from the licence but retaining any interests in any assets or liabilities (e.g. retained non-participating interests, interests in terminals or decommissioning liabilities [i](#)), give details here

Controlling Interests

*Do any Operating Agreements under any Licences affected here confer a controlling interest on a company with less than 50% equity? If so, give details here.

Initial Term Work Programme

*Has the Work Programme been completed? Select One

Pre-Emption

*Is this application made pursuant to pre-emption agreements? Select One

Master Deed

*Master Deed Used? Select One [i](#)

Uploaded Documents

Please upload any documents related to this application.

Upload Details	*Uploaded File i	Actions
Add New Uploaded Document		

Additional Information

Enter any additional information you think relevant to this application and which you think DECC should know.

Review Changes

Type	Licence/Field	Block (Subarea)	Details	Expand All	Collapse All
1 Licence Administrator	P4		<div> <div>JOINING: DUMMY OIL PLC</div> <div>WITHDRAWING DEMO OIL LTD</div> <div>JOINING DUMMY OIL PLC</div> </div>		
3 Subarea Change	P4	42/19	<div> <div>RESULTING SUBAREAS:</div> <div>42/19</div> </div>		

[Previous](#)

[Tailor Application](#)
[Reassign To New Editor](#)
[Submit Application To DECC](#)
[Delete Application](#)

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

i This section holds payment details for your application. Once payment has been completed, a unique reference will be assigned. Please note this is for future reference and any communication with the Department.

Industry Ref Guidance.
Application Ref Not Yet Assigned

Invoice Summary

Invoice Ref EDUCL2/DCPR/PEARS/2
Description PEARs Application Fee

Item Ref	Description	Quantity	Subtotal
1	Subarea Beneficiary Change	2	GBP 4000.00
2	Licensee Change	1	GBP 2000.00
	Total		GBP 6000.00

[Display Invoice](#)

[Card Payment](#)
[Alternative Payment Method](#)

Card Billing Details

Please provide billing details relating to your payment card.

*Name *i* [Use my details](#)

Address *i* [Search for address](#)


*Postcode *i*

*Email Address *i*

Telephone No *i*

Remember Details ☐ *i*

Cards accepted:



Contact us:
EDU
3 Whitehall Place
London
SW1A 2HD
ukop@decc.qsi.gov.uk

Submit for payment

Clicking "Pay Now" will transfer you to an external server for payment processing.

[Pay Now](#)
[Resume Payment Later](#)
[Cancel This Payment](#)

payments powered by **WorldPay**

Figure 4-23 (Module Ref: PED409X)

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			
Invoice Ref EDUCL2/DCPR/PEARS/2			
Description PEARS Application Fee			
Item Ref	Description	Quantity	Subtotal
1	Subarea Beneficiary Change	2	GBP 4000.00
2	Licensee Change	1	GBP 2000.00
	Total		GBP 6000.00

[Display Invoice](#)

Figure 4-24 (Module Ref: PED409X)

Request for Payment

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

For the attention of the Licensee:		From: (Charging Point)	
Company Address	DEMO OIL LTD 3 WHITEHALL PLACE LONDON SW1A 2AW	Contact Address	EDU 3 Whitehall Place London SW1A 2HD
		Telephone	0300 068 5738
		Fax	
		Email	ukop@decc.gsi.gov.uk

Please provide payment for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Subarea Beneficiary Change	GBP 2000.00	GBP 0.00	GBP 4000.00
2	Licensee Change	GBP 2000.00	GBP 0.00	GBP 2000.00
			TOTAL CHARGE:	GBP 6000.00

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.*

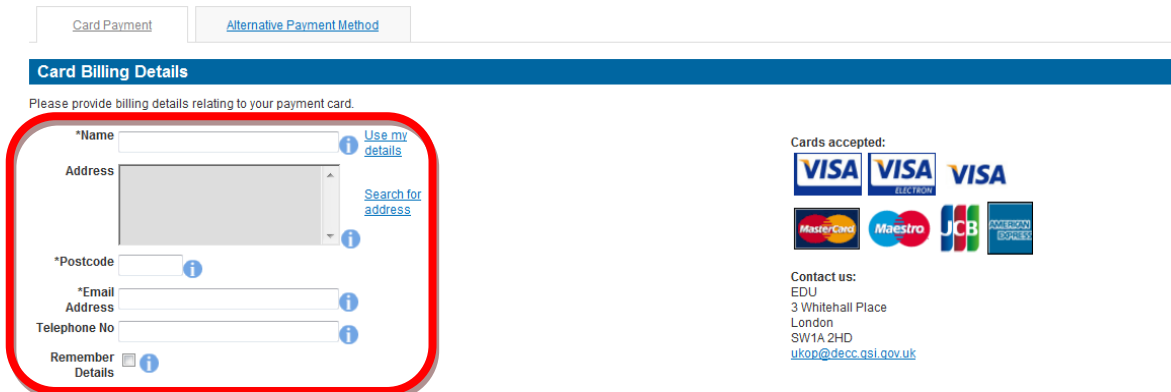
[Card Payment](#)

[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).



Card Payment Alternative Payment Method

Card Billing Details

Please provide billing details relating to your payment card.

*Name [Use my details](#)

Address [Search for address](#)

*Postcode [i](#)

*Email Address [i](#)

Telephone No [i](#)

Remember Details [i](#)

Cards accepted:

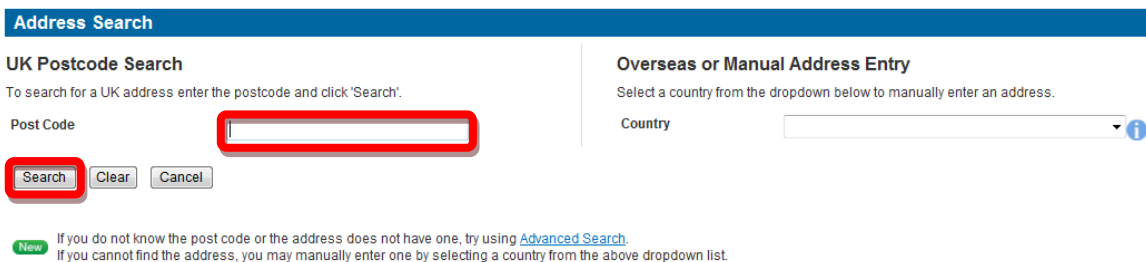
VISA VISA ELECTION VISA

MasterCard Maestro JCB AMERICAN EXPRESS

Contact us:
EDU
3 Whitehall Place
London
SW1A 2HD
ukop@decc.gsi.gov.uk

Figure 4-27 (Module Ref: PED409X)

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



Address Search

UK Postcode Search

To search for a UK address enter the postcode and click 'Search'.

Post Code

[Search](#) [Clear](#) [Cancel](#)

Overseas or Manual Address Entry

Select a country from the dropdown below to manually enter an address.

Country

New If you do not know the post code or the address does not have one, try using [Advanced Search](#).
If you cannot find the address, you may manually enter one by selecting a country from the above dropdown list.

Figure 4-28 (Module Ref: DEC046X)

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



Search Results

Addresses found (1):

[Department Of Energy & Climate Change 3 Whitehall Place London City Of Westminster](#)

Figure 4-29 (Module Ref: DEC046X)

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



Submit for payment

Clicking "Pay Now" will transfer you to an external server for payment processing.

[Pay Now](#) [Resume Payment Later](#) [Cancel This Payment](#)

payments powered by
WorldPay

Figure 4-30 (Module Ref: PED409X)

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.](#)

Figure 4-31

You will now need to select your Card Type by clicking on the relevant card icon (Figure 4-32).



WorldPay

Help FAQs Security



Secure Payment Page

TEST MODE - This is not a live transaction.

Please review your purchase details, then select a payment method to continue.

Select language English ⓘ

Department of Energy and Climate Change (EDULCS Test Database)

Description **PEARS Application Fee**

Amount **£6,000.00**

Select your payment method ⓘ








Diners MasterCard Visa Amex Maestro JCB

payments powered by **WorldPay**

For help with your payment visit the: [WorldPay Help](#).

Cancel ⓘ

Figure 4-32

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



WorldPay

Help FAQs Security



Secure Payment Page

TEST MODE - This is not a live transaction.

Select language English ⓘ

Department of Energy and Climate Change (EDULCS Test Database)

Payment method **MasterCard**

Description **PEARS Application Fee**

Amount **£6,000.00**

Card details ⓘ

* Indicates a required field

* Card number

* [Security Code](#)

* Expiry date

* Cardholder's name

Cardholder details ⓘ

Billing address	3 WHITEHALL PLACE LONDON SW1A 2AW
Postcode/ZIP code	SW1A 2AW
Country	United Kingdom
Telephone	+44 (0)1224 000 0000
Fax	
Email address	ukop@decc.gsi.gov.uk

ⓘ Start again
 Make payment 

✗ Cancel

Figure 4-33

You will now receive a message stating that your payment has been submitted for processing (Figure 4-34).

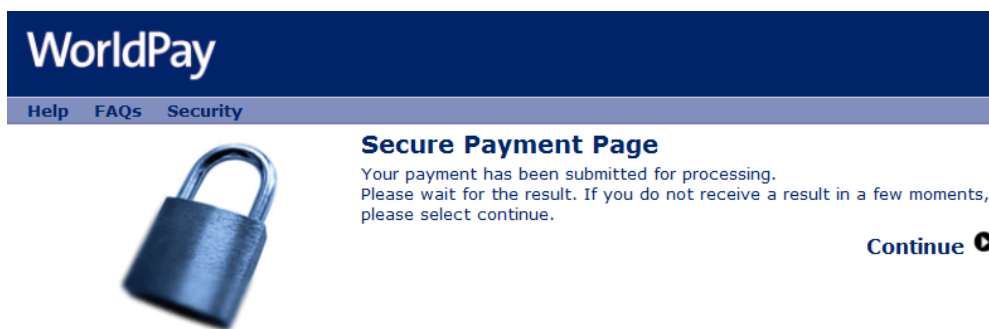


Figure 4-34

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: **141342029**

[Return to the portal](#)

Figure 4-35

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).

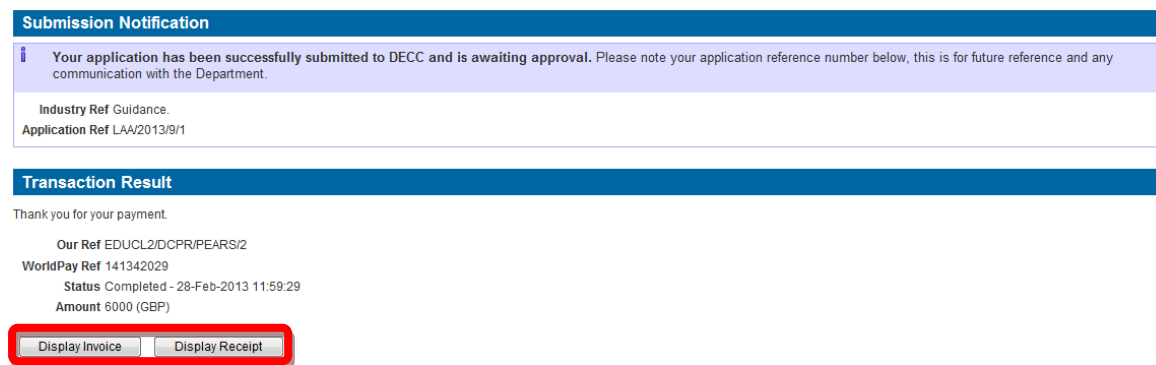


Figure 4-36 (Module Ref: PED409X)

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:		From: (Charging Point)	
Company Address	DEMO OIL LTD 3 WHITEHALL PLACE LONDON SW1A 2AW	Contact Address	EDU 3 Whitehall Place London SW1A 2HD 0300 068 5738
		Telephone	
		Fax	
		Email	ukop@decc.gsi.gov.uk

Payment has been provided for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Subarea Beneficiary Change	GBP 2000.00	GBP 0.00	GBP 4000.00
2	Licensee Change	GBP 2000.00	GBP 0.00	GBP 2000.00
			TOTAL CHARGE:	GBP 6000.00

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

Figure 4-37

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).

[Card Payment](#)
[Alternative Payment Method](#)

Payment Information

Receiving credits in sterling in the UK

BACS & CHAPS (GBP 10,000+)

Bank Address: Citibank, 25 Canada Square, Canary Wharf, London.

Sort Code: 083300

Account No: 12480131

Account Name: GBS Re DECC Vote Account

Receiving credits from Overseas

Swift

Bank: Citibank London

BIC: CITIGB2L

IBAN: GB08CITI08330012480131

Beneficiary Reference: GBS Re DECC Vote Account

Alternative Payment Details

Please note the following information about alternative payments:

- To ensure these funds are received immediately, we recommend that you use a payment card (click on the 'Card Payment' tab above).
- By declaring that you are using an alternative payment method (by clicking 'Submit Alternative Payment') you are agreeing to arrange payment yourself and will no longer be given the opportunity to make an online card payment. **Please note:** Using this method may cause delays while we wait to receive your payment.
- When making your payment, if possible, please use your invoice reference "EDUCL2/DCPR/PEARS/7" as the payment reference. This will help us to identify the source of the payment when it is received.

Please provide details relating to your preferred payment method.

*Payment Method
Select One

*Payment Instruction Date

*Expected Clear Date

*Bank Name

*Bank Address


*Payment Contact Name

*Payment Contact Telephone

*Payment Contact Email

Submit

By filling out the security check below, you are confirming that the details provided are correct to the best of your knowledge.

Security Image


The image is unreadable, give me a new one

Enter Security Code

Clicking "Submit Alternative Payment" will send us your intended payment method and details.

Submit Alternative Payment

Cancel This Payment

Figure 4-38 (Module Ref: PED409X)

You will now see your payment details (Figure 4-39).

Submission Notification

Your application has been successfully submitted to DECC and is awaiting approval. Please note your application reference number below, this is for future reference and any communication with the Department.

Industry Ref Alternative Payment
test

Application Ref LAA/2013/12/1

Payment Details

When making your payment, if possible, please use your invoice reference "EDUCL2/DCPR/PEARS/7" as the payment reference. This will help us to identify the source of the payment when it is received.

A payment has been pledged (and is currently awaiting reconciliation) with the following details:

Payment Method Same Day Bank Transfer

Payment Instruction Date 28-FEB-2013

Expected Clear Date 13-MAR-2013

Bank Name Test Bank

Bank Address 123 Test Street

Payment Contact Name Mr Smith

Payment Contact Telephone 0207 111 2222

Payment Contact Email smith@testbank.com

Figure 4-39 (Module Ref: PED409X)

PEARS User Guidance v1.3

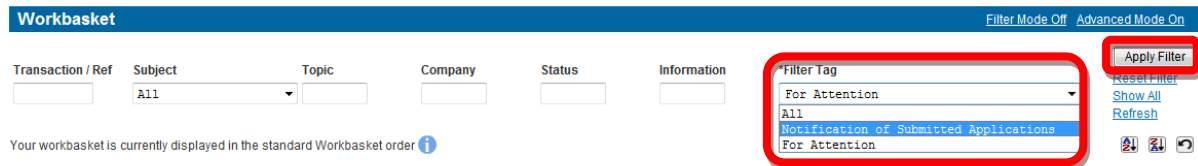
35 | Page

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).



The screenshot shows the 'Workbasket' header with 'Filter Mode Off' and 'Advanced Mode On' options. Below the header, there are input fields for Transaction / Ref, Subject (set to 'All'), Topic, Company, Status, and Information. A 'Filter Tag' dropdown menu is open, showing options: 'For Attention', 'All', 'Notification of Submitted Applications' (highlighted), and 'For Attention'. To the right of the dropdown is an 'Apply Filter' button. Below the dropdown, there are links for 'Reset Filter', 'Show All', and 'Refresh'. A message at the bottom states: 'Your workbasket is currently displayed in the standard Workbasket order'.

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).

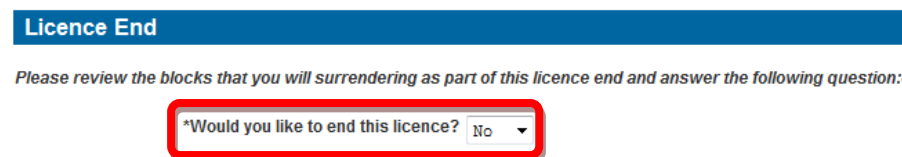
Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Guidance LAA/2013/6/1	Licence Transaction P4	Applicant: DEMO OIL LTD ()	SUBMITTED Planned Date: 31-MAR-2013	Licensee Notification	View Application view

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.



The screenshot shows a blue header with the text 'Licence End'. Below the header, a message reads: 'Please review the blocks that you will surrendering as part of this licence end and answer the following question:-'. Below this message is a question: 'Would you like to end this licence?' with a dropdown menu showing 'No'.

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).

Application Questions

Complete the rest of the details below:-

Relinquishment Effective Date 31-MAR-2013

Next

Figure 4-43 (Module Ref: PED402X)

This screen shows the Block(s) that are currently on the licence (Figure 4-44).

Block Relinquishments

This map provides a summary of the current block configuration on licence **P4**.

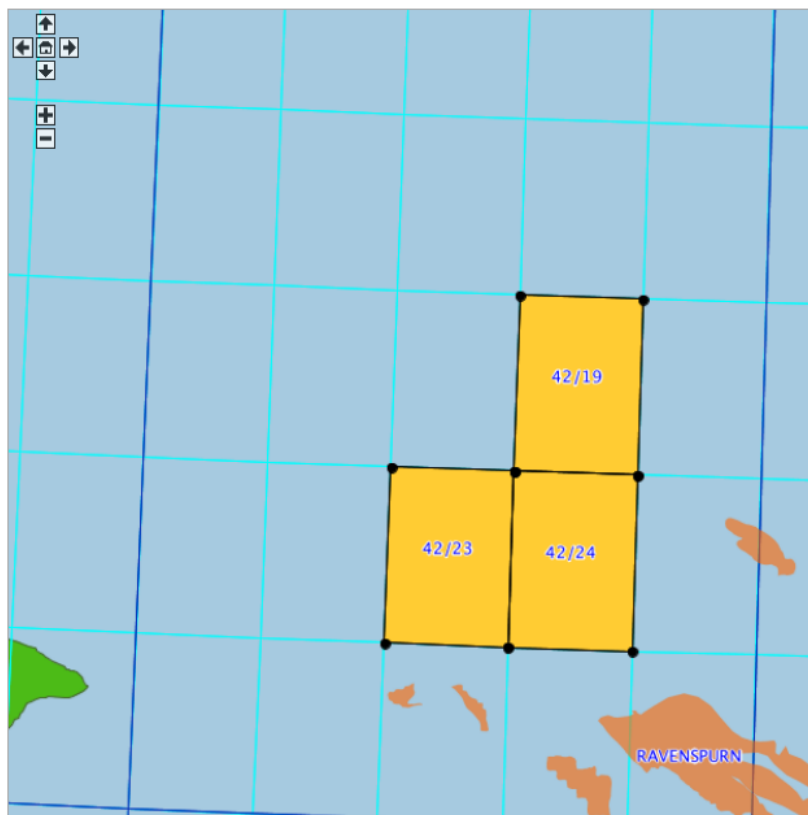


Figure 4-44 (Module Ref: PED021X)

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.

Please choose which blocks will be affected by the proposed surrender of acreage for licence P4...

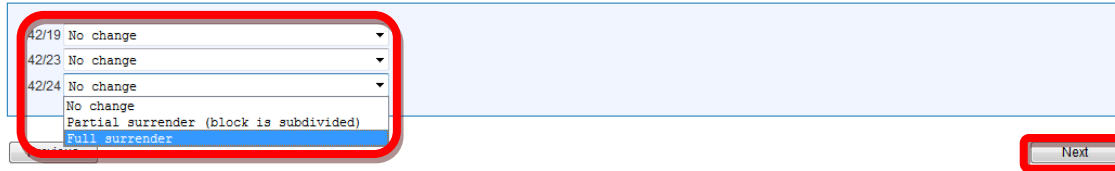


Figure 4-45 (Module Ref: PED021X)

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).

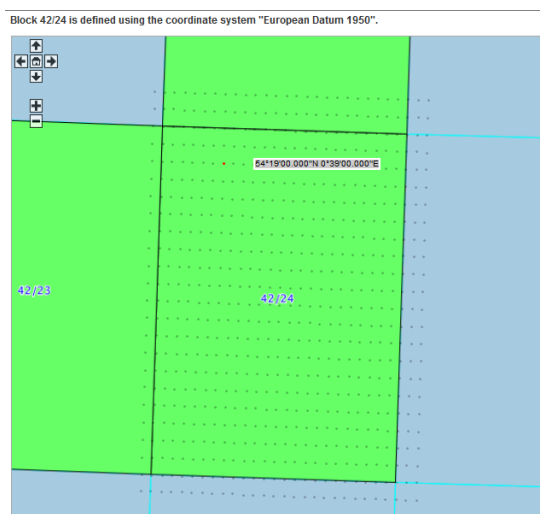


Figure 4-46 (Module Ref: PED021X)

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).



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

Figure 4-48

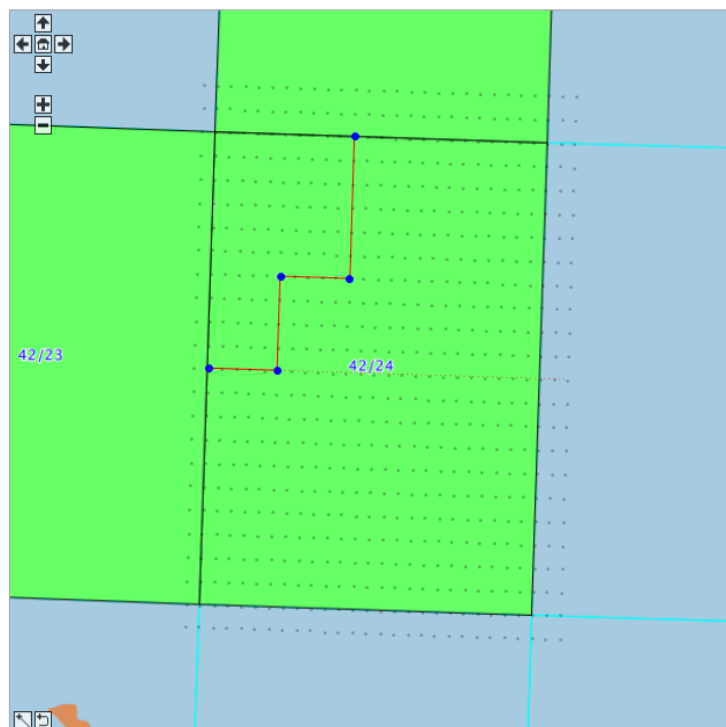
You then click on the co-ordinate points you wish to use to cut your new shapes. Once you have finished you need to right click on your mouse to end drawing mode. Once you have cut your block(s), click on the 'Next' button (Figure 4-49).

Block Relinquishments

Please enter your proposed block divisions using the editor provided below.

- Zoom in if you would like to enter a division with greater precision.
- Lines entered will be treated as **loxodromes** (Parallels of Latitude and Meridians of Longitude).
- A new block configuration will be created using the divisions entered.

Block 42/24 is defined using the coordinate system "European Datum 1950".



Available actions: [Save Divisions](#) [Clear Divisions](#) (Note: clicking "Next" below, or switching the Block above will save automatically)

Previous

Next

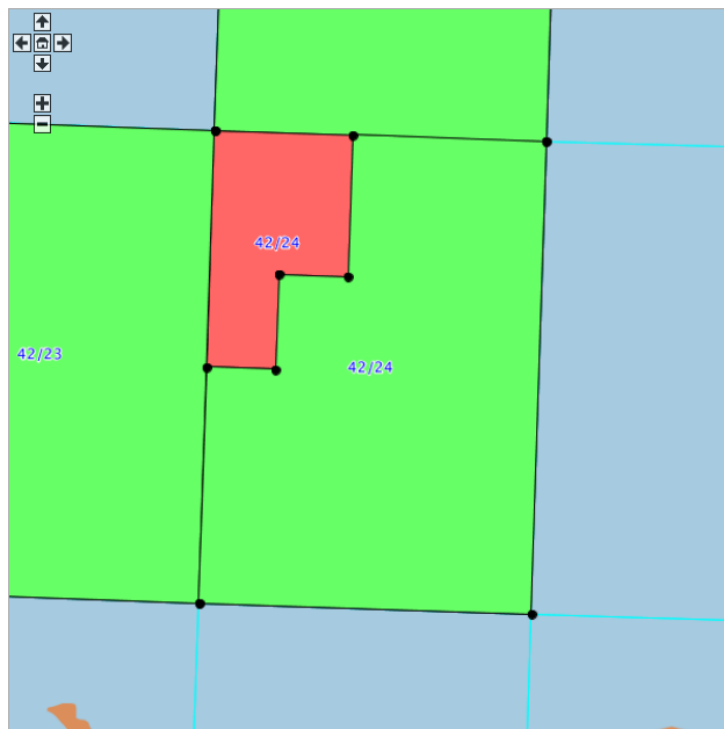
Figure 4-49 (Module Ref: PED021X)

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).

Block Relinquishments

Please nominate block fragments to surrender by clicking on them in the map below. All others will be retained. Click again to de-select a block.



Previous

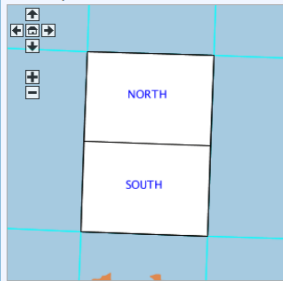
Next

Figure 4-50 (Module Ref: PED021X)

You can now review the new block(s) including their co-ordinates, subarea operators and equities (Figure 4-51).

Block 42/23 - 241.9 km²

Subarea Map



Subarea Coordinates

Subarea SOUTH (SOUTH) is the region bounded by the following coordinates:

- (1) 54°15'00.000"N 0°24'00.000"E
- (2) 54°15'00.000"N 0°36'00.000"E
- (3) 54°10'00.000"N 0°36'00.000"E
- (4) 54°10'00.000"N 0°24'00.000"E
- (5) 54°15'00.000"N 0°24'00.000"E

The above coordinates were specified using "European Datum 1950".
The lines joining coordinates (1) to (5) are navigated as loxodromes.

Subarea NORTH (NORTH) is the region bounded by the following coordinates:

- (1) 54°20'00.000"N 0°24'00.000"E
- (2) 54°20'00.000"N 0°36'00.000"E
- (3) 54°15'00.000"N 0°36'00.000"E
- (4) 54°15'00.000"N 0°24'00.000"E
- (5) 54°20'00.000"N 0°24'00.000"E

The above coordinates were specified using "European Datum 1950".
The lines joining coordinates (1) to (5) are navigated as loxodromes.

Subarea / Operator	Equity Interests
SOUTH (SOUTH) DEMO OIL LTD ()	DEMO OIL LTD (No Registered Number) 100%
NORTH (NORTH) DEMO OIL LTD ()	DEMO OIL LTD (No Registered Number) 100%

Block 42/24b - 201.603 km²

Subarea Map



Subarea Coordinates

Subarea ALL (ALL) is the region bounded by the following coordinates:

- (1) 54°20'00.000"N 0°41'00.000"E
- (2) 54°20'00.000"N 0°48'00.000"E
- (3) 54°10'00.000"N 0°48'00.000"E
- (4) 54°10'00.000"N 0°36'00.000"E
- (5) 54°15'00.000"N 0°36'00.000"E
- (6) 54°15'00.000"N 0°38'30.000"E
- (7) 54°17'00.000"N 0°38'30.000"E
- (8) 54°17'00.000"N 0°41'00.000"E
- (9) 54°20'00.000"N 0°41'00.000"E

The above coordinates were specified using "European Datum 1950".
The lines joining coordinates (1) to (9) are navigated as loxodromes.

Subarea / Operator	Equity Interests
ALL (ALL) DEMO OIL LTD ()	DEMO OIL LTD (No Registered Number) 100%

Figure 4-51 (Module Ref: PED021X)

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.

Please note that if licensees are withdrawing you will be required to answer additional questions on the start and complete application stages.

Organisation TEST LTD ()	<div> <div>*Withdrawing?</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div>
-----------------------------	--

Previous

Next

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).

Licence P4

Current Licence Administrator

DEMO OIL LTD

Please select a new Licence Administrator from the Current Licensees

Select From List

OR

Select Other Organisation

New Licence Administrator

New Licence Administrator not specified yet

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.

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name

Registered Number

Include Former Names ☐

Include Closed Organisations ☐

Search Reset All Cancel

Figure 4-54 (Module Ref: DEC010X)

Search Results		
Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

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).

New Licence Administrator

DUMMY OIL PLC

Previous Next

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).

Are any organisations **JOINING** as licensees on Licence **P4**?

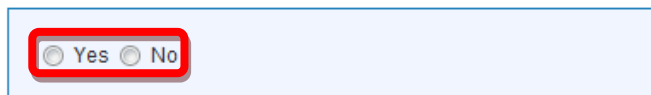
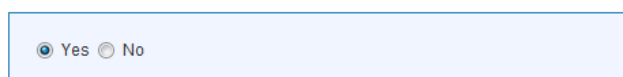


Figure 4-57 (Module Ref: PED003X)

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

Are any organisations **JOINING** as licensees on Licence **P4**?



Please select **JOINING** organisations one at a time

[Select Joining Organisation](#)

Joining Organisations

No organisations specified yet

Figure 4-58 (Module Ref: PED003X)

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

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

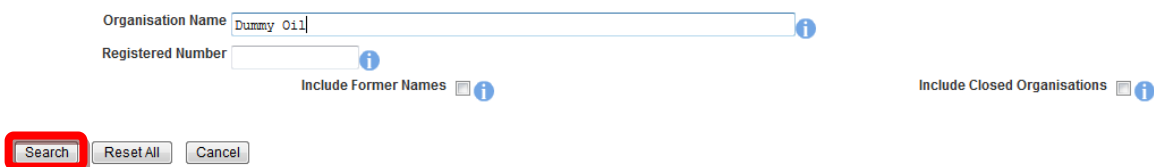


Figure 4-59 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 4-60 (Module Ref: DEC010X)

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).

Joining Organisations	
Organisation	Remove
DUMMY OIL PLC	Remove

Figure 4-61 (Module Ref: PED003X)

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).

Are any organisations **WITHDRAWING** as licensees on Licence **P4**?

☒ Yes
 ☐ No

Figure 4-62 (Module Ref: PED003X)

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).

Are any organisations **WITHDRAWING** as licensees on Licence **P4**?

☒ Yes
 ☐ No

Please select **WITHDRAWING** organisations below

Withdrawing Organisations	
Organisation	Withdrawing?
DEMO OIL LTD	<input type="checkbox"/>
DUMMY OIL PLC	<input type="checkbox"/>

[Previous](#)
[Next](#)

Figure 4-63 (Module Ref: PED003X)

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).

Please add the changes you would like to make to your subareas or click [Next](#) to continue without adding any changes if you will be **only** associating fields with your existing subareas.

Select Subarea	Select Action	Add Change
<input checked="" type="checkbox"/> ALL (ALL)	Select One Select One Merge Split Rename	Add Change

Subarea Changes

No changes have been added to the subarea(s) on block 42/19

[Previous](#)
[Next](#)

Figure 4-64 (Module Ref: PED027X)

4.3.5.1 Subarea Split

Once you have selected to split a subarea, you need to click on the 'Next' button to make your split (Figure 4-65).

Before Subareas	Action Performed	After Subareas	Actions
ALL (ALL) (Strata: -Infinity to Infinity metres)	SPLIT	Click 'Next' to continue once you have added all your changes to define the new divisions for your subarea	Delete Change

[Previous](#)
[Next](#)

Figure 4-65 (Module Ref: PED027X)

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).



Figure 4-66 (Module Ref: PED027X)

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

Figure 4-67 (Module Ref: PED027X)

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).

Subarea Redesignations

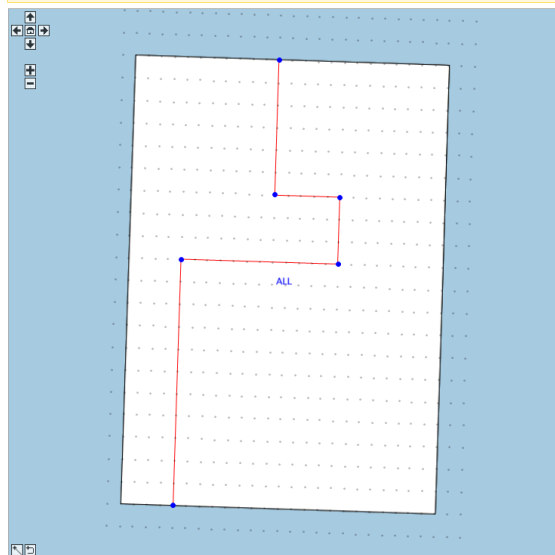
Please enter any new subarea boundaries using the editor provided below.

- Zoom in if you would like to enter a boundary with greater precision.
- Lines entered will be treated as loxodromes (Parallels of Latitude and Meridians of Longitude).
- Lines entered will be applicable to the strata level they are entered on only.
- You may add a stratigraphic subarea boundary by specifying the offset in metres from the mean sea level.
- You can apply your draft subarea boundaries by clicking [Next](#).

Showing strata level: -Infinity to infinity metres

Add Stratigraphic Boundary at metres

Ensure you save your draft boundaries before panning or zooming the map as otherwise they will be lost.



View: Map / [Text](#)

[Save Draft Boundaries](#)

[Clear Draft Boundaries](#)

[Undo Changes to Subareas](#)

Subarea Changes

Before Subareas	Action Performed	After Subareas
ALL (ALL) (Strata: -Infinity to Infinity metres)	SPLIT	Please use the above map to add the divisions to your subarea. You will be able to name the resultant subareas on the following stage.

[Previous](#)

[Next](#)

Figure 4-68 (Module Ref: PED027X)

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).

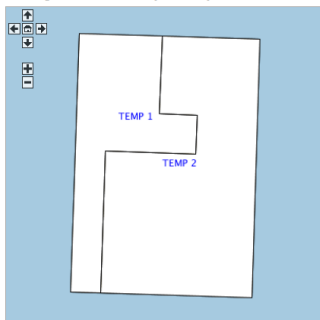
Note: when naming subareas you should think about the relevance of the description e.g. field/prospect name or geological horizons. It is advisable not to use block references as this is likely to cause confusion.

Licence P4 Block 42/19

Subarea Redesignations

This map shows the subarea configuration on block 42/19 after your changes have been applied.

Showing strata level: -Infinity to Infinity metres



View: Map / [Text](#)

You may update the names of your resultant subareas and/or merge subareas resulting from split operations together using the actions below.

Subarea Changes

Before Subareas	Action Performed	After Subareas	Actions
ALL (ALL) (Strata: -Infinity to Infinity metres)	SPLIT	<div> <div> <div>*Name</div> <div>(Strata: -Infinity to Infinity metres)</div> </div> <div>*Map Display Name TEMP 1</div> </div> <div> <div> <div>*Name</div> <div>(Strata: -Infinity to Infinity metres)</div> </div> <div>*Map Display Name TEMP 2</div> </div>	Update Subarea Names

[Previous](#)

[Next](#)

Figure 4-69 (Module Ref: PED027X)

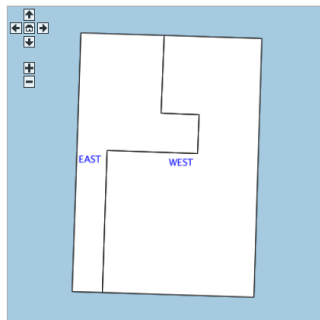
You will now see the new subarea names displayed on the map, to continue click on the 'Next' button (Figure 4-70).

Licence P4 Block 42/19

Subarea Redesignations

This map shows the subarea configuration on block 42/19 after your changes have been applied.

Showing strata level: -Infinity to Infinity metres



View: Map / [Text](#)

You may update the names of your resultant subareas and/or merge subareas resulting from split operations together using the actions below.


Subarea Changes

Before Subareas	Action Performed	After Subareas	Actions
ALL (ALL) (Strata: -Infinity to Infinity metres)	SPLIT	<div> <div> <div>*Name EAST</div> <div>(Strata: -Infinity to Infinity metres)</div> </div> <div>*Map Display Name EAST</div> </div> <div> <div> <div>*Name WEST</div> <div>(Strata: -Infinity to Infinity metres)</div> </div> <div>*Map Display Name WEST</div> </div>	Update Subarea Names

[Previous](#)

[Next](#)

Figure 4-70 (Module Ref: PED027X)

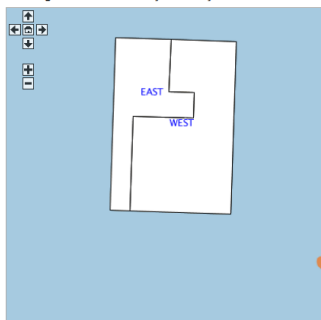
If your subarea had any fields associated with it before it was split, these fields will now be associated against all new subareas. From this screen you have the option to add additional fields by clicking on the 'Add field association' link (for more details on adding fields see section 4.3.8) or remove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

Licence P4 Block 42/19

Subarea Redesignations

This map shows the subarea configuration on block 42/19 after your changes have been applied.

Showing strata level: -Infinity to Infinity metres



View: Map / [Text](#)

You may use the actions in the list below to associate or remove fields from your subareas.

EAST (EAST) (Strata: -Infinity to Infinity metres)	Associated Fields ORMONDE SOUTH	Add field association
WEST (WEST) (Strata: -Infinity to Infinity metres)		Add field association

[Previous](#)

[Next](#)

Figure 4-71 (Module Ref: PED027X)

You will now see a before and after display of your subareas, to continue click on the 'Next' button (Figure 4-72).

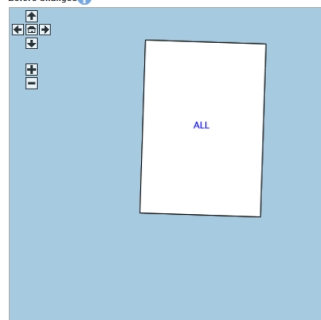
Licence P4 Block 42/19

Subarea Redesignations

The maps and tables below provide a summary of the subarea configuration on block 42/19 before and after your changes have been applied.

Showing strata level: -Infinity to Infinity metres

Before Changes



View: Map / [Text](#)

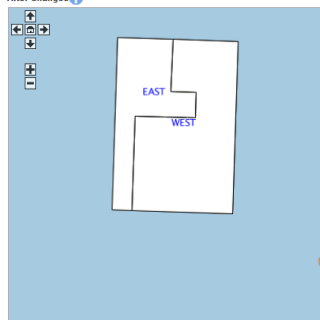
Before Subareas

ALL (ALL) (Strata: -Infinity to Infinity metres)

[Previous](#)

Showing strata level: -Infinity to Infinity metres

After Changes



View: Map / [Text](#)

After Subareas

EAST (EAST) (Strata: -Infinity to Infinity metres)	Associated Fields ORMONDE SOUTH
WEST (WEST) (Strata: -Infinity to Infinity metres)	

[Next](#)

Figure 4-72 (Module Ref: PED027X)

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).

You are required to set the operator and equity for any new subareas or newly attached fields that currently have no operator or equity assignments.

Please select if you would like to change the equity for each new subarea created and newly attached field?

Subareas:	Licence Block	Subarea	Changing Equity?
	42/19	EAST (EAST)	<input type="radio"/> Yes <input type="radio"/> No
	42/19	WEST (WEST)	<input type="radio"/> Yes <input type="radio"/> No

Fields:	Field Name	Changing Equity?
	ORMONDE SOUTH	<input checked="" type="radio"/> Yes (Required)

Please select if you would like to change the operator for each new subarea created and newly attached field?

Subareas:	Licence Block	Subarea	Changing Operator?
	42/19	EAST (EAST)	<input type="radio"/> Yes <input type="radio"/> No
	42/19	WEST (WEST)	<input type="radio"/> Yes <input type="radio"/> No

Fields:	Field Name	Changing Operator?
	ORMONDE SOUTH	<input checked="" type="radio"/> Yes (Required)

Previous Next

Figure 4-73 (Module Ref: PED027X)

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).

Showing strata level: -Infinity to Infinity metres

Add Stratigraphic Boundary at metres

Figure 4-74 (Module Ref: PED027X)

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

Showing strata level: -1500 to Infinity metres

Add Stratigraphic Boundary at metres

Show Lower Strata

Figure 4-75 (Module Ref: PED027X)

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.

Subarea Redesignations

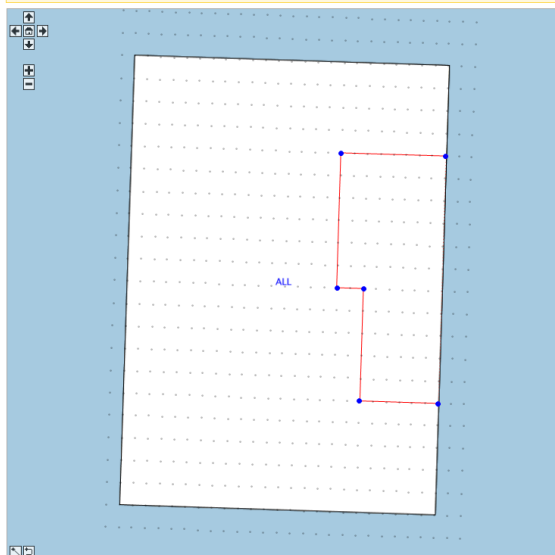
Please enter any new subarea boundaries using the editor provided below.

- Zoom in if you would like to enter a boundary with greater precision.
- Lines entered will be treated as loxodromes (Parallels of Latitude and Meridians of Longitude).
- Lines entered will be applicable to the strata level they are entered on only.
- You may add a stratigraphic subarea boundary by specifying the offset in metres from the mean sea level.
- You can apply your draft subarea boundaries by clicking [Next](#).

Showing strata level: -1500 to Infinity metres [Show Lower Strata](#)

Add Stratigraphic Boundary at metres

Ensure you save your draft boundaries before panning or zooming the map as otherwise they will be lost.



View: Map / Text

Save Draft Boundaries

Clear Draft Boundaries

Undo Changes to Subareas

Subarea Changes

Before Subareas	Action Performed	After Subareas
ALL (ALL) (Strata -Infinity to Infinity metres)	SPLIT	Please use the above map to add the divisions to your subarea. You will be able to name the resultant subareas on the following stage.

Previous

Next

Figure 4-76 (Module Ref: PED027X)

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.

Subarea Changes			
Before Subareas	Action Performed	After Subareas	Actions
ALL (ALL) (Strata: -Infinity to Infinity metres)	SPLIT	<div> <div> *Name LOWER EAST *Map Display Name L EAST (Strata: -Infinity to -1500 metres) </div> <div>Select For Merge <input type="checkbox"/></div> </div> <div> <div> *Name LOWER WEST *Map Display Name L WEST (Strata: -Infinity to -1500 metres) </div> <div>Select For Merge <input type="checkbox"/></div> </div> <div> <div> *Name HIGHER REST *Map Display Name REST (Strata: -1500 to Infinity metres) </div> <div>Select For Merge <input type="checkbox"/></div> </div> <div> <div> *Name HIGHER FIELD *Map Display Name FIELD (Strata: -1500 to Infinity metres) </div> <div>Select For Merge <input type="checkbox"/></div> </div>	Merge Selected Subareas Update Subarea Names
<div>Previous</div>		<div>Next</div>	

Figure 4-77 (Module Ref: PED027X)

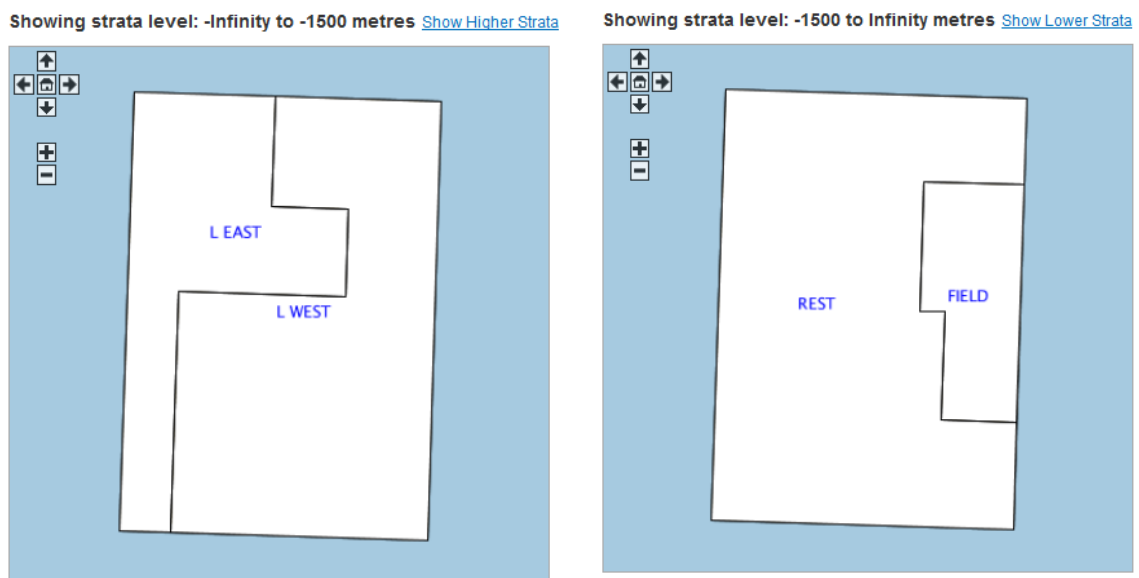


Figure 4-78 (Module Ref: PED027X)

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.

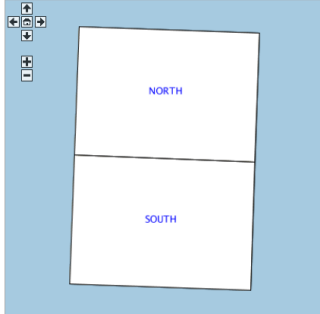
You need to select the two subareas you wish to merge then select 'Merge' from the drop down option then clicked on the 'Add Change' link (Figure 4-79).

Licence P4 Block 42/23

Subarea Redesignations

This map shows the current subarea configuration on block 42/23.

Showing strata level: -Infinity to Infinity metres



View: Map / Text

Please add the changes you would like to make to your subareas or click [Next](#) to continue without adding any changes if you will be only associating fields with your existing subareas.

Add Subarea Change

Select Subarea	Select Action	Add Change
<input checked="" type="checkbox"/> NORTH (NORTH) <input checked="" type="checkbox"/> SOUTH (SOUTH)	Merge	Add Change

Subarea Changes

No changes have been added to the subarea(s) on block 42/23

Figure 4-79 (Module Ref: PED027X)

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.

Subarea Changes

Before Subareas	Action Performed	After Subareas	Actions
SOUTH (SOUTH) (Strata: -Infinity to Infinity metres)	MERGE	<div> <input type="text" value="Name ALL"/> <input type="text" value="Map Display Name ALL"/> </div>	Delete Change
NORTH (NORTH) (Strata: -Infinity to Infinity metres)			

Previous Next

Figure 4-80 (Module Ref: PED027X)

You will now be able to view the new subarea (

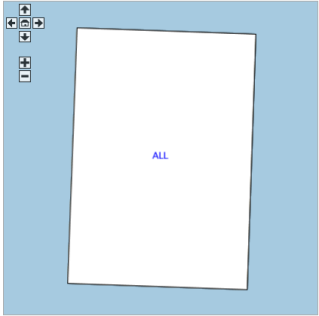
Figure 4-81), as well as add/remove any fields to this new subarea. To continue click on the 'Next' button, this will take you to the next licence operation or the 'Complete Application' screen.

Licence P4 Block 42/23

Subarea Redesignations

This map shows the subarea configuration on block 42/23 after your changes have been applied.

Showing strata level: -Infinity to Infinity metres



View: Map / Text

You may use the actions in the list below to associate or remove fields from your subareas.

After Subareas	
ALL (ALL) (Strata: -Infinity to Infinity metres)	Add field association

Previous Next

Figure 4-81 (Module Ref: PED027X)

4.3.5.4 Subarea Rename

You need to select which subarea you are going to rename by checked 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).

Add Subarea Change

Select Subarea	Select Action	Add Change
<input type="checkbox"/> NORTH (NORTH) <input checked="" type="checkbox"/> SOUTH (SOUTH)	Rename	Add Change

Figure 4-82 (Module Ref: PED027X)

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.

Subarea Changes

Before Subareas	Action Performed	After Subareas	Actions
SOUTH (SOUTH) (Strata: to metres)	RENAME	<div> <input type="text" value="Name REST"/> <input type="text" value="Map Display Name REST"/> </div>	Delete Change

Previous Next

Figure 4-83 (Module Ref: PED027X)

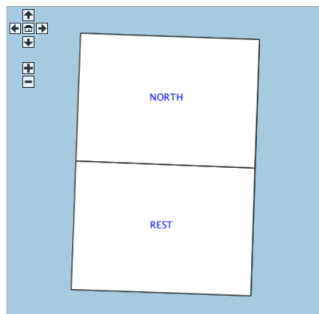
Once you have renamed your subarea, you will be given the option to add additional fields by clicking on the 'Add field association' link (for more details on adding fields see section 4.3.8) or remove existing fields by clicking on the  icon. To continue, click on the 'Next' button (Figure 4-84)

Licence P4 Block 42/23

Subarea Redesignations


This map shows the subarea configuration on block 42/23 after your changes have been applied.

Showing strata level: -Infinity to Infinity metres



View: Map / [Text](#)

You may use the actions in the list below to associate or remove fields from your subareas.

After Subareas	
NORTH (NORTH) (Strata: -Infinity to Infinity metres)	Associated Fields ORMONDE SOUTH  Add field association
REST (REST) (Strata: -Infinity to Infinity metres)	Add field association

[Previous](#)

[Next](#)

Figure 4-84 (Module Ref: PED027X)

You will now see a before and after display of your subarea, to continue click on the 'Next' button (Figure 4-85).

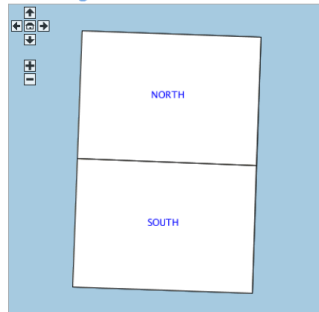
Licence P4 Block 42/23

Subarea Redesignations

The maps and tables below provide a summary of the subarea configuration on block 42/23 before and after your changes have been applied.

Showing strata level: -Infinity to Infinity metres

Before Changes 



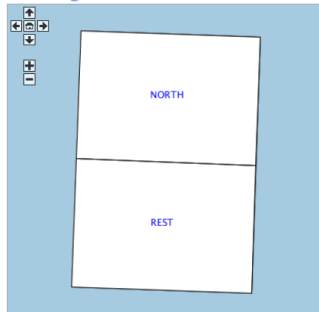
View: Map / [Text](#)

Before Subareas	
NORTH (NORTH) (Strata: -Infinity to Infinity metres)	
SOUTH (SOUTH) (Strata: -Infinity to Infinity metres)	

[Previous](#)

Showing strata level: -Infinity to Infinity metres

After Changes 



View: Map / [Text](#)

After Subareas	
NORTH (NORTH) (Strata: -Infinity to Infinity metres)	Associated Fields ORMONDE SOUTH
REST (REST) (Strata: -Infinity to Infinity metres)	

[Next](#)

Figure 4-85 (Module Ref: PED027X)

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).

You are required to set the operator and equity for any new subareas or newly attached fields that currently have no operator or equity assignments.

Please select if you would like to change the equity for each new subarea created and newly attached field?

Subareas:	Licence Block	Subarea	Changing Equity?
	42/23	REST (REST)	<input type="radio"/> Yes <input type="radio"/> No

Fields:	Field Name	Changing Equity?
	ORMONDE SOUTH	<input checked="" type="radio"/> Yes (Required)

Please select if you would like to change the operator for each new subarea created and newly attached field?

Subareas:	Licence Block	Subarea	Changing Operator?
	42/23	REST (REST)	<input type="radio"/> Yes <input type="radio"/> No

Fields:	Field Name	Changing Operator?
	ORMONDE SOUTH	<input checked="" type="radio"/> Yes (Required)

Previous Next

Figure 4-86 (Module Ref: PED027X)

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).

Licence P4 Block 42/24 Subarea ALL (ALL)

Current Subarea Operator

DEMO OIL LTD

Please select a new Subarea Operator

Select From List i

OR

[Select Other Organisation](#)

New Subarea Operator

New Subarea Operator not specified yet

Figure 4-87 (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 4-88). 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

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name i

Registered Number i

Include Former Names ☐ i

Include Closed Organisations ☐ i

Search Reset All Cancel

Figure 4-88 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 4-89 (Module Ref: DEC010X)

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).

New Subarea Operator

DUMMY OIL PLC

Previous

Next

Figure 4-90 (Module Ref: PED015X)

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).

Licence P4 Block Ref 42/24 Subarea ALL (ALL)

Beneficiaries Interests

Before	After
DEMO OIL LTD 95%	DEMO OIL LTD 95% Make Assignment
TEST LTD 5%	TEST LTD 5% Make Assignment
	Add 0% Beneficiary

Figure 4-91 (Module Ref: PED005X)

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).

Beneficiaries Interests

Before	After
DEMO OIL LTD 95%	DEMO OIL LTD 95%
TEST LTD 5%	TEST LTD 5%
	Add 0% Beneficiary

Interest Assignments

Type	From	Equity (%)	To
Transfer	DEMO OIL LTD <input type="checkbox"/> Retain as beneficiary if equity is reduced to 0%	15	<div> Select Organisation ▼ <div> Select Organisation <div> DEMO OIL LTD <div>DUMMY OIL PLC</div> <div>TEST LTD</div> </div> </div> </div>
<div> <div>Save</div> <div>Cancel</div> </div>			

Figure 4-92 (Module Ref: PED005X)

Interest Assignments

Type	From	Equity (%)	To
Transfer	DEMO OIL LTD <input type="checkbox"/> Retain as beneficiary if equity is reduced to 0%	15	<div> Select Organisation ▼ <div> New Organisation </div> </div>

Figure 4-93 (Module Ref: PED005X)

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

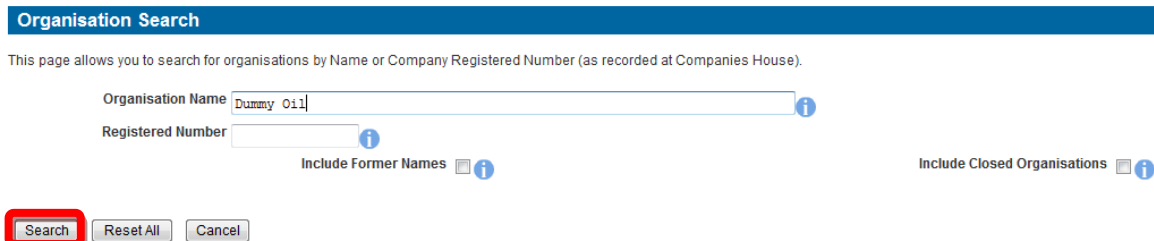



Figure 4-94 (Module Ref: DEC010X)



Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

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.

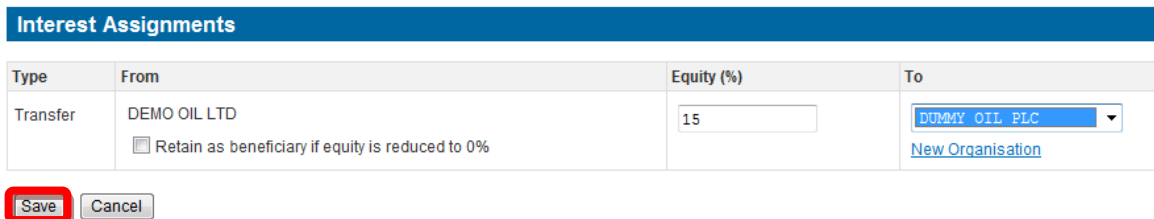
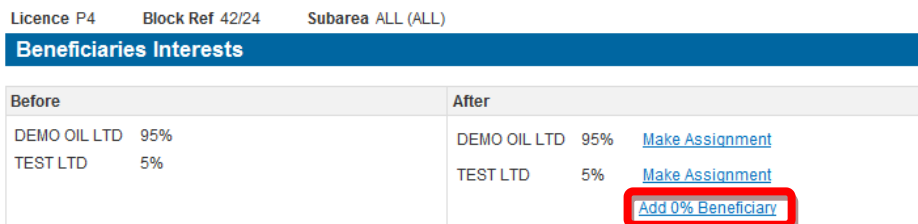


Figure 4-96 (Module Ref: PED005X)

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.

Licence P4 Block Ref 42/24 Subarea ALL (ALL)




Before	After
DEMO OIL LTD 95%	DEMO OIL LTD 95% Make Assignment
TEST LTD 5%	TEST LTD 5% Make Assignment
	Add 0% Beneficiary

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).

Licence P4 Block Ref 42/24 Subarea ALL (ALL)

Beneficiaries Interests

Before	After
DEMO OIL LTD 95%	DEMO OIL LTD 80%  Make Assignment
TEST LTD 5%	DUMMY OIL PLC 15% New Make Assignment
	TEST LTD 5% Add 0% Beneficiary

Interest Assignments

Type	From	Equity (%)	To	Actions
Transfer	DEMO OIL LTD <input type="checkbox"/> Retain as beneficiary if equity is reduced to 0%	15	DUMMY OIL PLC	 

Previous

Next

Figure 4-98 (Module Ref: PED005X)

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.

Please add the changes you would like to make to your subareas or click [Next](#) to continue without adding any changes if you will be **only** associating fields with your existing subareas.

Add Subarea Change

Select Subarea	Select Action	Add Change
<input type="checkbox"/> NORTH (NORTH) <input type="checkbox"/> SOUTH (SOUTH)	Select One ▼	Add Change

Subarea Changes

No changes have been added to the subarea(s) on block 42/23

Previous

Next

Figure 4-99 (Module Ref: PED027X)

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

After Subareas	
NORTH (NORTH) (Strata: -Infinity to Infinity metres)	Add field association
SOUTH (SOUTH) (Strata: -Infinity to Infinity metres)	Add field association

Figure 4-100 (Module Ref: PED027X)

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).

Field Search Criteria

Enter values and press search

Field Name ⓘ
 Sub Type
 Status
 Parent Field Name
 *On or offshore?

Field Result List

Select	Field Name ↑↓	Shore ↑↓	Sub Type	Status	Parent Field Name
<input checked="" type="checkbox"/>	ORMONDE SOUTH	Offshore	DETERMINED	000 - SHELVED	

Number of matching rows: 1


Figure 4-101 (Module Ref: DEVUK_FIELDS)

Once the field is added you can repeat the process to add additional fields. Otherwise click on the 'Next' button (Figure 4-102).

After Subareas

NORTH (NORTH)
(Strata: -Infinity to Infinity metres) [Add field association](#)

SOUTH (SOUTH)
(Strata: -Infinity to Infinity metres)

Associated Fields
ORMONDE SOUTH 

[Add field association](#)

Figure 4-102 (Module Ref: PED027X)

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).

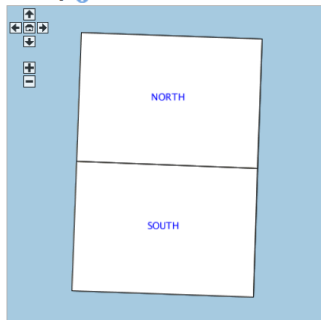
Licence P4 Block 42/23

Subarea Redesignations

The maps and tables below provide a summary of the subarea configuration on block 42/23 before and after your changes have been applied.

Showing strata level: -Infinity to Infinity metres

Before Changes ⓘ



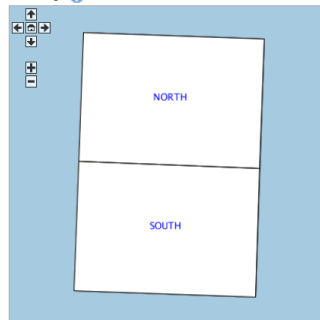
View: Map / [Text](#)

Before Subareas

NORTH (NORTH) (Strata: -Infinity to Infinity metres)
SOUTH (SOUTH) (Strata: -Infinity to Infinity metres)

Showing strata level: -Infinity to Infinity metres

After Changes ⓘ



View: Map / [Text](#)

After Subareas

NORTH (NORTH) (Strata: -Infinity to Infinity metres)
SOUTH (SOUTH) (Strata: -Infinity to Infinity metres)
Associated Fields ORMONDE SOUTH

Figure 4-103 (Module Ref: PED027X)

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

You are required to set the operator and equity for any new subareas or newly attached fields that currently have no operator or equity assignments.

Please select if you would like to change the equity for each new subarea created and newly attached field?

Fields:	Field Name	Changing Equity?
	ORMONDE SOUTH	<input checked="" type="radio"/> Yes (Required)

Please select if you would like to change the operator for each new subarea created and newly attached field?

Fields:	Field Name	Changing Operator?
	ORMONDE SOUTH	<input checked="" type="radio"/> Yes (Required)

Previous Next

Figure 4-104 (Module Ref: PED027X)

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).

Licence P4 Field ORMONDE SOUTH Block Subareas References 42/19 (FIELD), 42/23 (SOUTH)

Current Field Operator

Field Operator not specified yet

Please select a new Field Operator

Select From List ▼

OR

Select Other Organisation

New Field Operator

New Field Operator not specified yet

Previous Next


Figure 4-105 (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 4-106). 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

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

 Registered Number 

 Include Former Names ☐ 


 Include Closed Organisations ☐ 

Figure 4-106 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
<input type="button" value="Select"/>	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 4-107 (Module Ref: DEC010X)


Once you have added your new Field Operator, click on the 'Next' button (Figure 4-108).

Licence P4 Field ORMONDE SOUTH Block Subareas References 42/19 (FIELD), 42/23 (SOUTH)

Current Field Operator

Field Operator not specified yet

Please select a new Field Operator



OR

[Select Other Organisation](#)

New Field Operator

DUMMY OIL PLC

Figure 4-108 (Module Ref: PED015X)

4.3.8.3 Field Equity Changes

To add new Field Equities you will need to click on the 'Add Organisation' button (Figure 4-109).

Licence P4 Field ORMONDE SOUTH Block Subareas References 42/19 (FIELD), 42/23 (SOUTH)

Current Beneficial Interests

No current beneficiaries

New Beneficial Interests


Figure 4-109 (Module Ref: PED018X)


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.

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

 Registered Number 

 Include Former Names ☐ 


 Include Closed Organisations ☐ 

Figure 4-110 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
<input type="button" value="Select"/>	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 4-111 (Module Ref: DEC010X)

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.

New Beneficial Interests


Organisation Name	Other Names	Equity (%)	Remove
DUMMY OIL PLC		34.6647	
DEMO OIL LTD		65.3353	

Figure 4-112 (Module Ref: PED018X)

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).

Licence P4 Field ORMONDE SOUTH Block Subareas References 42/19 (FIELD), 42/23 (SOUTH)

Field Beneficiaries Interests

Before	After
DEMO OIL LTD 65.3353%	DEMO OIL LTD 65.3353% Make Assignment
DUMMY OIL PLC 34.6647%	DUMMY OIL PLC 34.6647% Make Assignment

Figure 4-113 (Module Ref: PED018X)

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

Field Interest Assignments			
Type	From	Equity (%)	To
Transfer	DEMO OIL LTD	8.265	<div> Select Organisation ▼ New Organisation </div>

Figure 4-114 (Module Ref: PED018X)

Organisation Search	
This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).	
Organisation Name <input type="text" value="Dummy Oil"/>	i
Registered Number <input type="text"/>	i
Include Former Names <input type="checkbox"/>	i
Include Closed Organisations <input type="checkbox"/>	i
<input type="button" value="Search"/> <input type="button" value="Reset All"/> <input type="button" value="Cancel"/>	

Figure 4-115 (Module Ref: DEC010X)


Search Results		
Select	Organisation Name	Registered No. & Address
<input type="button" value="Select"/>	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 4-116 (Module Ref: DEC010X)

Once you have make your transfer you need to click on the 'Save' button (Figure 4-117).

Field Interest Assignments			
Type	From	Equity (%)	To
Transfer	DEMO OIL LTD	8.265	<div> DUMMY OIL PLC ▼ New Organisation </div>

Figure 4-117 (Module Ref: PED018X)



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).

Licence P4 Field ORMONDE SOUTH Block Subareas References 42/19 (FIELD), 42/23 (SOUTH)

Field Beneficiaries Interests

Before		After	
DEMO OIL LTD	65.3353%	DEMO OIL LTD 57.0703% ↓	Make Assignment
DUMMY OIL PLC	34.6647%	DUMMY OIL PLC 42.9297% ↑	Make Assignment

Field Interest Assignments

Type	From	Equity (%)	To	Actions
Transfer	DEMO OIL LTD	8.265	DUMMY OIL PLC	 

Previous

Next

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).

Your workbasket is currently displayed in the standard Workbasket order 



Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Guidance	Data Check P4	Created By: DEMO OIL GROUP	DRAFT Stage Started: 30-JAN-2013 16:42	Processing Data Check	Manage Data Check 

Figure 5-1 (Module Ref: BPM001X)

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).

Your workbasket is currently displayed in the standard Workbasket order 





Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Guidance	Data Check P4	Created By: DEMO OIL GROUP	DRAFT Stage Started: 30-JAN-2013 16:42	Processing Data Check	Resume Data Check  Delete Data Check  Manage Data Check  View Data Check 

Figure 5-2 (Module Ref: BPM001X)

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).

Licence Administrator: [Confirm](#) [Amend](#)

Figure 5-3 (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).

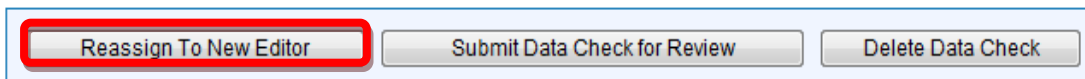


Figure 5-4 (Module Ref: PED403X)

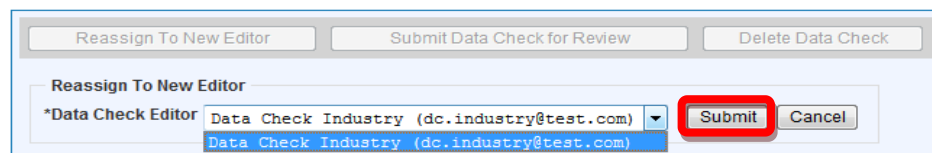


Figure 5-5 (Module Ref: PED403X)

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).

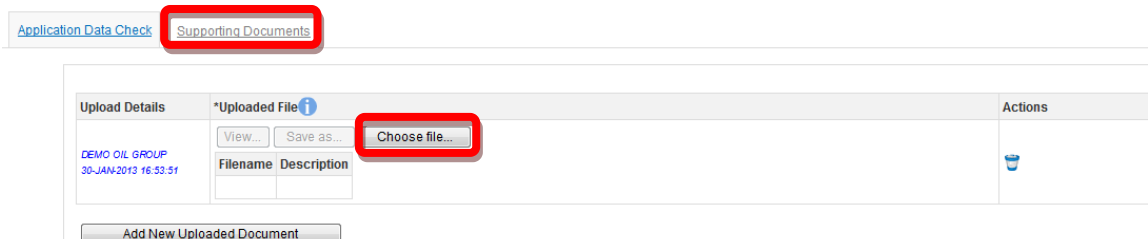


Figure 5-6 (Module Ref: PED403X)

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 5-7).

You must complete this upload before you can continue working in the main window.

Select the file to upload:

File

Browse...


- The following file types are not allowed: Executable Files
- Maximum file size: 50mb

Description

Start Upload Cancel


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).

File	Test Supporting Document.docx	
Type	application/vnd.openxmlformats-officedocument.wordprocessingml.document	
Size	9.66 KB	
Status	complete	
Information	The file was successfully received.	

Close



Figure 5-8

File	DATA1.CAB	
Type	application/octet-stream	
Size	0 Bytes	
Status	failed	
Information	A problem occurred uploading the file: Content check failed: Invalid file. Please check the file conforms to the requirements stated on the upload page. If problems persist, contact Technical Support.	

Close

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).

Upload Details	*Uploaded File 	Actions				
DEMO OIL GROUP 30-JAN-2013 16:53:51	<div>View... Save as...</div> <table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Test Supporting Document.docx</td> <td></td> </tr> </tbody> </table>	Filename	Description	Test Supporting Document.docx		
Filename	Description					
Test Supporting Document.docx						

Add New Uploaded Document

Figure 5-10 (Module Ref: PED403X)

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).

Link supporting documentation relevant to this position of the licence by adding it from the list below:

Please Select 

Please Select

Test Supporting Document.docx

{ Add New Document }

Figure 5-11 (Module Ref: PED403X)

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'.

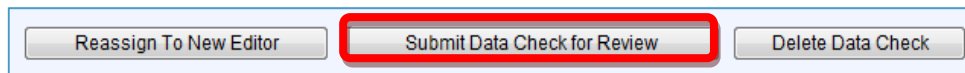


Figure 5-12 (Module Ref: PED403X)

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).

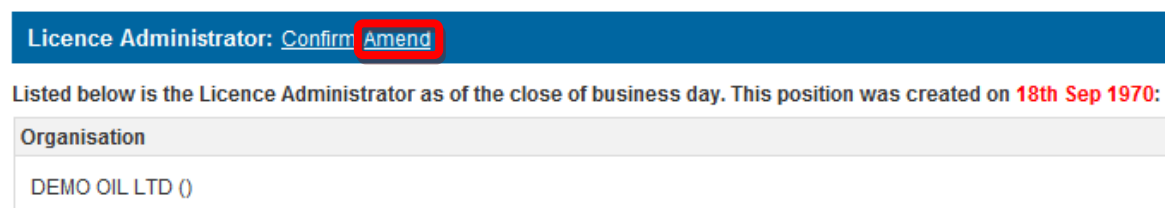


Figure 5-13 (Module Ref: PED403X)

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).

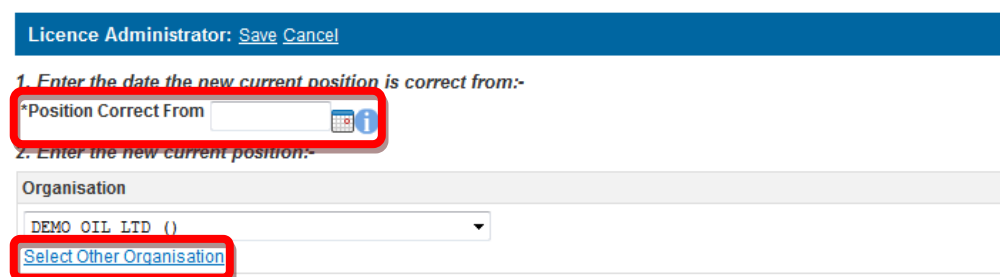



Figure 5-14 (Module Ref: PED403X)


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

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

 Registered Number 

 Include Former Names ☐ 


 Include Closed Organisations ☐ 

Figure 5-15 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
<input type="button" value="Select"/>	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 5-16 (Module Ref: DEC010X)

Licence Administrator

Figure 5-17 (Module Ref: PED403X)

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).

Licensees (1)

 Listed below are the Licensees as of the close of business day This position was created on 18th Sep 1970:



Organisation
DEMO OIL LTD ()

Figure 5-18 (Module Ref: PED403X)

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).

Licensees (1)

1. Enter the date the new current position is correct from:-

*Position Correct From  

2. Enter the new current position:-

Organisation	Actions
<input type="text" value="DEMO OIL LTD ()"/> Select Other Organisation	

Figure 5-19 (Module Ref: PED403X)

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 5-22). 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

Select One

[Select Other Organisation](#)

Figure 5-20 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name

 Registered Number

 Include Former Names ☐

 Include Closed Organisations ☐

Figure 5-21 (Module Ref: DEC010X)



Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 5-22 (Module Ref: DEC010X)

Licensees (2) [Save](#) [Cancel](#)

1. Enter the date the new current position is correct from:-

*Position Correct From  

2. Enter the new current position:-

Organisation	Actions
DEMO OIL LTD () Select Other Organisation	
DUMMY OIL PLC () Select Other Organisation	 

Figure 5-23 (Module Ref: PED403X)

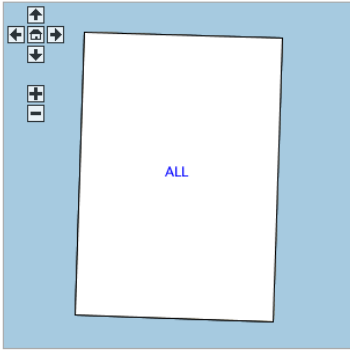
5.3.4 Subarea Check

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).

Block: 42/19 - Subareas: [Confirm](#) [Amend](#)

NOTE: If you amend the subareas the date of the amendment will be listed as the current date 30th Jan 2013.

Listed below are the Subareas on Licence Block 42/19 as of the close of business day. This position was created as a result of a change to licence block 42/19 on **18th Sep 1964**:



Subarea ALL (ALL) is the region bounded by the following coordinates:

- (1) 54°30'00.000"N 0°36'00.000"E
- (2) 54°30'00.000"N 0°48'00.000"E
- (3) 54°20'00.000"N 0°48'00.000"E
- (4) 54°20'00.000"N 0°36'00.000"E
- (5) 54°30'00.000"N 0°36'00.000"E

The above coordinates were specified using "European Datum 1950".
The lines joining coordinates (1) to (5) are navigated as loxodromes.


Subarea	*Display Name 
ALL	ALL

Figure 5-24 (Module Ref: PED403X)

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.

Please add the changes you would like to make to your subareas or click [Next](#) to continue without adding any changes if you will be only associating fields with your existing subareas.

Add Subarea Change

Select Subarea	Select Action	Add Change
<input checked="" type="checkbox"/> ALL (ALL)	Select One Select One Merge Split Rename	Add Change

Subarea Changes

No changes have been added to the subarea(s) on block 42/19

[Next](#)

Figure 5-25 (Module Ref: PED027X)

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).

Figure 5-26 (Module Ref: PED027X)

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).

Block: 42/19 - Subarea: ALL (ALL) - Operator: [Confirm](#) [Amend](#)

Listed below is the Subarea Operator on Subarea ALL on Licence Block 42/19 as of the close of business day. **This position was last changed on 18th Sep 1970:**

N.B. The operator change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.



Organisation
DEMO OIL LTD ()

Figure 5-27 (Module Ref: PED403X)

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).

Block: 42/19 - Subarea: ALL (ALL) - Operator: [Save](#) [Cancel](#)

1. Enter the date the new current position is correct from:-

*Position Correct From  

2. Enter the new current position:-

Organisation

DEMO OIL LTD ()

[Select Other Organisation](#)


Figure 5-28 (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 5-29). 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


Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

Registered Number 

Include Former Names ☐ 

Include Closed Organisations ☐ 

[Search](#) [Reset All](#) [Cancel](#)

Figure 5-29 (Module Ref: DEC010X)

Search Results		
Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 5-30 (Module Ref: DEC010X)

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

Block: 42/19 - Subarea: ALL (ALL) - Operator: [Save](#) [Cancel](#)


Figure 5-31 (Module Ref: PED403X)

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).



Block: 42/19 - Subarea: ALL (ALL) - Beneficial Interests: Confirm Amend		
Listed below are the Subarea Beneficial Interests on Subarea ALL on Licence Block 42/19 as of the close of business da		This position was last changed on 18th Sep 1970:
N.B. The beneficial interest change may have taken place against a subarea that was subsequently merged, split or renamed. Changing the subarea you are viewing.		
*Equity (%)	Organisation	Actions
100	DEMO OIL LTD ()	

Figure 5-32 (Module Ref: PED403X)



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).

Block: 42/19 - Subarea: ALL (ALL) - Beneficial Interests: [Save](#) [Cancel](#)

1. Enter the date the new current position is correct from:-

*Position Correct From  

2. Enter the new current position:-

*Equity (%)	Organisation	Actions
70	DEMO OIL LTD () Select Other Organisation	
30	DUMMY OIL PLC () Select Other Organisation	

[Add Beneficiary](#)

Figure 5-33 (Module Ref: PED403X)

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).


Select One ▼


[Select Other Organisation](#)


Figure 5-34 (Module Ref: PED403X)


Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

Registered Number 

Include Former Names ☐ 

Include Closed Organisations ☐ 

[Search](#) [Reset All](#) [Cancel](#)

Figure 5-35 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 5-36 (Module Ref: DEC010X)

Block: 42/19 - Subarea: ALL (ALL) - Beneficial Interests: [Save](#) [Cancel](#)

Figure 5-37 (Module Ref: PED403X)

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).

Field: ORMONDE SOUTH - Operator: [Confirm](#) [Amend](#)

Listed below is the Field Operator on field ORMONDE SOUTH as of the close of business day [This position was created on 7th Feb 2013:](#)

Organisation
DEMO OIL LTD ()



Figure 5-38 (Module Ref: PED403X)

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).

Figure 5-39 (Module Ref: PED403X)

Field: ORMONDE SOUTH - Operator: [Save](#) [Cancel](#)

1. Enter the date the new current position is correct from:-

Position Correct From  

2. Enter the new current position:-

Organisation
DEMO OIL LTD ()
Select Other Organisation


Figure 5-40 (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 5-41). 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


Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

Registered Number 

Include Former Names ☐ 

Include Closed Organisations ☐ 

[Search](#) [Reset All](#) [Cancel](#)

Figure 5-41 (Module Ref: DEC010X)

Search Results		
Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 5-42 (Module Ref: DEC010X)

Once you have amended your field operator, click on the 'Save' link (Figure 5-43).

Field: ORMONDE SOUTH - Operator: [Save](#) [Cancel](#)

Figure 5-43 (Module Ref: PED403X)

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).

Field: ORMONDE SOUTH - Beneficial Interests: [Confirm](#) [Amend](#)

Listed below are the Field Beneficial Interests on field ORMONDE SOUTH as of the close of business day **This position was created on 7th Feb 2013:**

*Equity (%)	Organisation	Actions
65.3358	DEMO OIL LTD ()	
34.6642	DUMMY OIL PLC ()	

Figure 5-44 (Module Ref: PED403X)


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).

Field: ORMONDE SOUTH - Beneficial Interests: [Save](#) [Cancel](#)

1. Enter the date the new current position is correct from:-

*Position Correct From

2. Enter the new current position:-

*Equity (%)	Organisation	Actions
65.3358	DEMO OIL LTD () Select Other Organisation	
34.6642	DUMMY OIL PLC () Select Other Organisation	

[Add Beneficiary](#)

Figure 5-45 (Module Ref: PED403X)

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

Select One ▼

[Select Other Organisation](#)

Figure 5-46 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name

Registered Number

Include Former Names ☐

Include Closed Organisations ☐

[Search](#) [Reset All](#) [Cancel](#)

Figure 5-47 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 5-48 (Module Ref: DEC010X)

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).

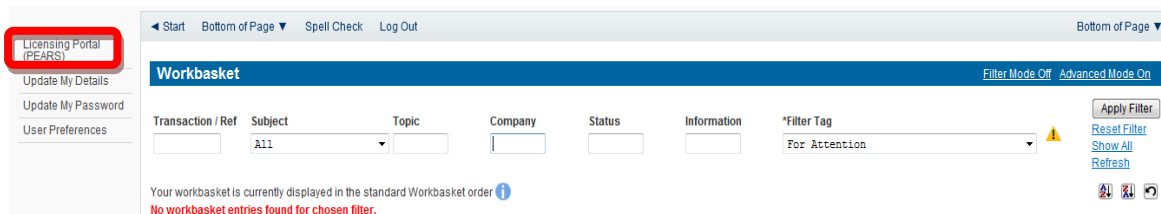


Figure 6-1 (Module Ref: BPM001X)

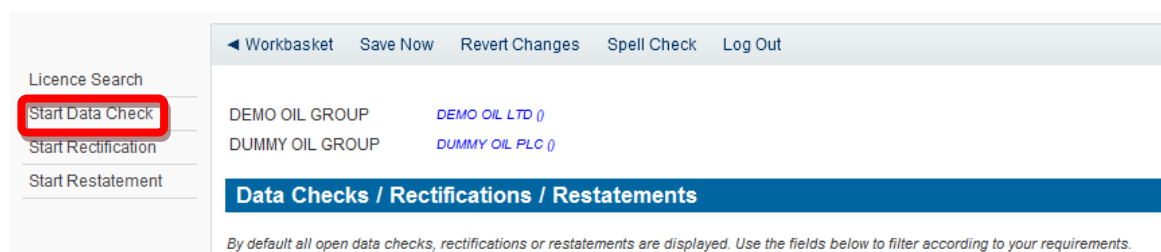


Figure 6-2 (Module Ref: PED401X)

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).

Start New Data Check

*Reference: i

*Organisation: i

For Licence: [Add Licence](#)

Figure 6-3 (Module Ref: PED401X)

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).

Results Expand Organisation Details										
[Page size: 20] Page: [1]										
Select	Licence	Licence Status	Licence Start Date	Licence Sub Type	Block(s)	Field(s)	Licence Administrator	Subarea Operators	Licensees	Actions
Select		Extant	18-SEP-1964		42/19, 42/23, 42/24		i	i	i	
Select	P664	Extant	20-JUL-1989		22/24d	Egret	i	i	i	
Select	P1040	Extant	25-JUL-2002		15/18b, 15/19b		i	i	i	
Select	P1621	Extant	12-FEB-2009	Traditional	22/24e		i	i	i	

Figure 6-4 (Module Ref: PEDSEARCH)

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

Start New Data Check

*Reference: i

Organisation: i

For Licence: P4 [Change Licence](#) [Remove Licence](#)

Figure 6-5 (Module Ref: PED401X)

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).

Your workbasket is currently displayed in the standard Workbasket order i					
Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Guidance.	Data Check P4	Created By: DEMO OIL GROUP	DRAFT Stage Started: 31-JAN-2013 14:05	Processing Data Check	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Resume Data Check New Delete Data Check New Manage Data Check New View Data Check New </div>

Figure 6-6 (Module Ref: BPM001X)

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).

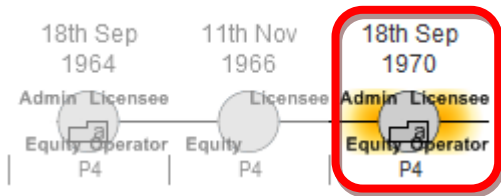


Figure 6-7 (Module Ref: PED403X)

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)

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).

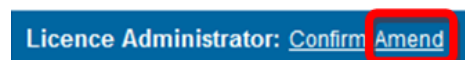


Figure 6-9 (Module Ref: PED403X)

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).

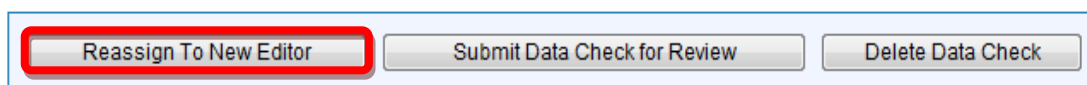


Figure 6-10 (Module Ref: PED403X)

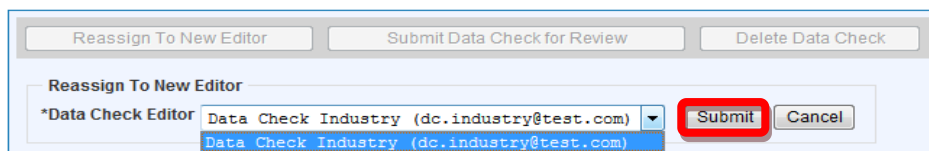


Figure 6-11 (Module Ref: PED403X)

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).

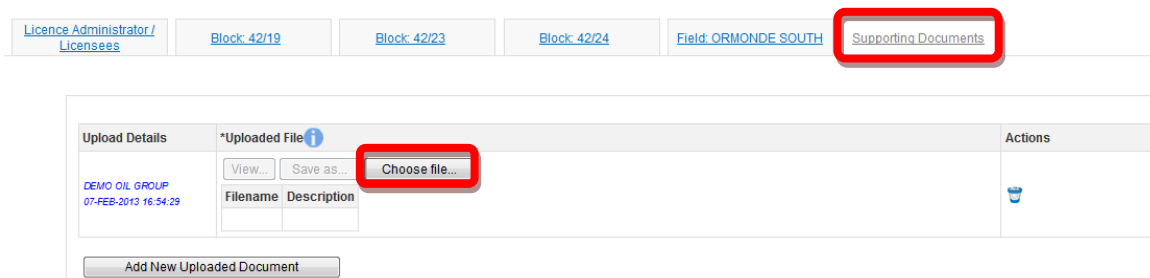


Figure 6-12 (Module Ref: PED403X)

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).

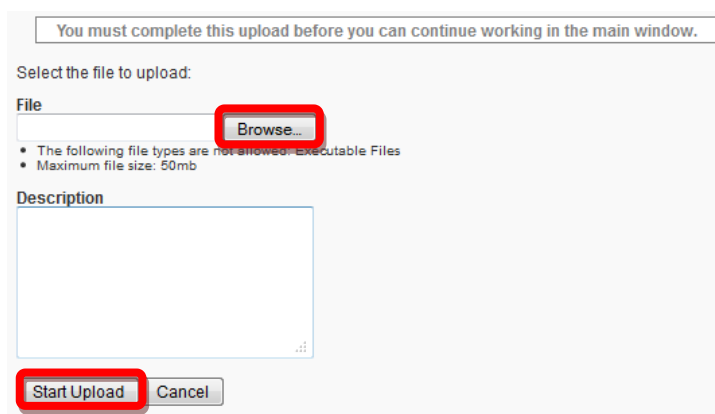


Figure 6-13

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).

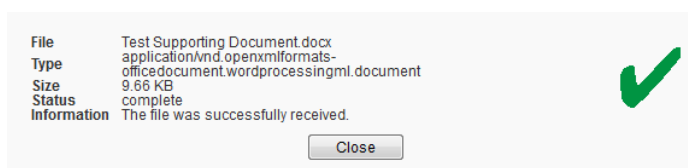


Figure 6-14

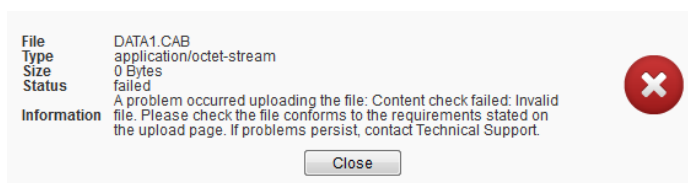


Figure 6-15

If you wish to upload additional documents, click on the 'Add New Uploaded Document' button and repeat the process (Figure 6-16).



Upload Details	*Uploaded File 	Actions				
DEMO OIL GROUP 30-JAN-2013 16:53:51	<div> <input type="button" value="View..."/> <input type="button" value="Save as..."/> </div> <table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Test Supporting Document.docx</td> <td></td> </tr> </tbody> </table>	Filename	Description	Test Supporting Document.docx		
Filename	Description					
Test Supporting Document.docx						

Figure 6-16 (Module Ref: PED403X)

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).

Link supporting documentation relevant to this position of the licence by adding it from the list below:

Please Select 

Please Select
 Test Supporting Document.docx
 { Add New Document }

Figure 6-17 (Module Ref: PED403X)

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'.

Figure 6-18 (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).

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).

Licence Administrator: [Confirm](#)

[Amend](#)

Listed below is the Licence Administrator as of the close of business day. This position was created on **18th Sep 1970**:

Organisation
DEMO OIL LTD ()

Figure 6-19 (Module Ref: PED403X)

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).

Licence Administrator: [Save](#) [Cancel](#)

Listed below is the Licence Administrator as of the close of business day. This position was created on **18th Sep 1970**:

Organisation
DEMO OIL LTD ()
Select Other Organisation

Figure 6-20 (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 6-21). 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

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name	<input type="text" value="Dummy Oil"/>	i
Registered Number	<input type="text"/>	i
<input type="checkbox"/> Include Former Names i		<input type="checkbox"/> Include Closed Organisations i
<input type="button" value="Search"/> <input type="button" value="Reset All"/> <input type="button" value="Cancel"/>		

Figure 6-21 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 6-22 (Module Ref: DEC010X)

Licence Administrator: [Save](#) [Cancel](#)


Figure 6-23 (Module Ref: PED403X)

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).

Licensees (1) Confirm Amend		
<p>Listed below are the Licensees as of the close of business day. This position was created on 18th Sep 1970:</p> <table border="1"> <thead> <tr> <th>Organisation</th> </tr> </thead> <tbody> <tr> <td>DEMO OIL LTD ()</td> </tr> </tbody> </table>	Organisation	DEMO OIL LTD ()
Organisation		
DEMO OIL LTD ()		

Figure 6-24 (Module Ref: PED403X)

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).

Licensees (3) Save Cancel

Listed below are the Licensees as of the close of business day. This position was created on **7th Feb 2013**:

Organisation	Actions
DEMO OIL LTD () Select Other Organisation	
TEST LTD () Select Other Organisation	
DUMMY OIL PLC () Select Other Organisation	

Add Licensee

Figure 6-25 (Module Ref: PED403X)

To add an additional licensee you need to click on the 'Select Other Organisation' link (Figure 6-26), which takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 6-27). Once you have found your new licence administrator, click on the 'Select' link (Figure 6-28). 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

Select One ▼

[Select Other Organisation](#)

Figure 6-26 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name ⓘ
 Registered Number ⓘ
 Include Former Names ☐ ⓘ

Include Closed Organisations ☐ ⓘ

Figure 6-27 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 6-28 (Module Ref: DEC010X)

Licensees (3) Save Cancel

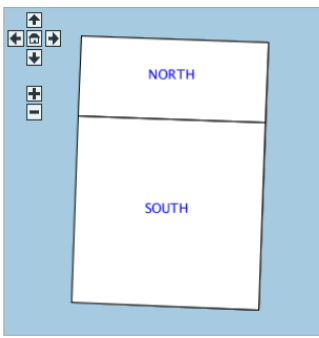
Figure 6-29 (Module Ref: PED403X)

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).

Subareas: [★ Confirm](#) [Amend](#)

Listed below are the Subareas on Licence Block 42/23 as of the close of business day [This position was created on 18th Sep 1970:](#)



Subarea NORTH (NORTH) is the region bounded by the following coordinates:

- (1) 54°20'00.000"N 0°24'00.000"E
- (2) 54°20'00.000"N 0°36'00.000"E
- (3) 54°17'00.000"N 0°36'00.000"E
- (4) 54°17'00.000"N 0°24'00.000"E
- (5) 54°20'00.000"N 0°24'00.000"E

The above coordinates were specified using "European Datum 1950". The lines joining coordinates (1) to (5) are navigated as loxodromes.

Subarea SOUTH (SOUTH) is the region bounded by the following coordinates:

- (1) 54°17'00.000"N 0°24'00.000"E
- (2) 54°17'00.000"N 0°36'00.000"E
- (3) 54°10'00.000"N 0°36'00.000"E
- (4) 54°10'00.000"N 0°24'00.000"E

Subarea	*Display Name
NORTH	NORTH
SOUTH	SOUTH

Figure 6-30 (Module Ref: PED403X)

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.

Add Subarea Change

Select Subarea

☒ NORTH (NORTH) ☐ SOUTH (SOUTH)

Select Action

Select One

Select One

Merge

Split

Rename

Add Change

Add Change

Subarea Changes

No changes have been added to the subarea(s) on block 42/23

[Next](#)

Figure 6-31 (Module Ref: PED027X)

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 6-32).

Figure 6-32 (Module Ref: PED027X)

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).

Subarea: NORTH (NORTH)

Operator: [Confirm](#) [Amend](#)

Listed below is the Subarea Operator on Subarea NORTH on Licence Block 42/23 as of the close of business day [This position was last changed on 11th Feb 2013:](#)

N.B. The operator change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.

Organisation
DEMO OIL LTD ()

Figure 6-33 (Module Ref: PED403X)

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).

Operator: [Save](#) [Cancel](#)

Listed below is the Subarea Operator on Subarea NORTH on Licence Block 42/23 as of the close of business day. This position was last changed on **7th Feb 2013**:
 N.B. The operator change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.

Organisation

DEMO OIL LTD ()

[Select Other Organisation](#)

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

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name

Registered Number

Include Former Names ☐

Include Closed Organisations ☐

[Search](#) [Reset All](#) [Cancel](#)

Figure 6-35 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 6-36 (Module Ref: DEC010X)

Operator: [Save](#) [Cancel](#)

Listed below is the Subarea Operator on Subarea NORTH on Licence Block 42/23 as of the close of business day. This position was last changed on **7th Feb 2013**:
 N.B. The operator change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.

Organisation

DEMO OIL LTD ()

[Select Other Organisation](#)

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).

Beneficial Interests: [Confirm](#) [Amend](#)

Listed below are the Subarea Beneficial Interests on Subarea NORTH on Licence Block 42/23 as of the close of business day. This position was last changed on **7th Feb 2013**:
 N.B. The beneficial interest change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.



*Equity (%)	Organisation	Actions
25	DEMO OIL LTD ()	
75	TEST LTD ()	

Figure 6-38 (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).

Beneficial Interests: [Save](#) [Cancel](#)

Listed below are the Subarea Beneficial Interests on Subarea NORTH on Licence Block 42/23 as of the close of business day. This position was last changed on **12th Feb 2013**.
 N.B. The beneficial interest change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.

*Equity (%)	Organisation	Actions
25	DEMO OIL LTD () Select Other Organisation	
75	TEST LTD () Select Other Organisation	

[Add Beneficiary](#)

Figure 6-39 (Module Ref: PED403X)

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

Select One ▼

[Select Other Organisation](#)

Figure 6-40 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name ⓘ

Registered Number ⓘ

Include Former Names ☐ ⓘ

Include Closed Organisations ☐ ⓘ

[Search](#) [Reset All](#) [Cancel](#)

Figure 6-41 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 6-42 (Module Ref: DEC010X)


Beneficial Interests: [Save](#) [Cancel](#)

Figure 6-43 (Module Ref: PED403X)

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).

Field: ORMONDE SOUTH

Associated with: 42/19 (FIELD) 

Operator: [Confirm](#) [Amend](#)


Listed below is the Field Operator on field ORMONDE SOUTH as of the close of business day. This position was created on 12th Feb 2013:

Organisation
DEMO OIL LTD ()

Figure 6-44 (Module Ref: PED403X)

You will be required 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).

Field: ORMONDE SOUTH

Associated with: 42/19 (FIELD) 

Operator: [Save](#) [Cancel](#)

Listed below is the Field Operator on field ORMONDE SOUTH as of the close of business day. This position was created on 12th Feb 2013:

Organisation
DEMO OIL LTD ()
Select Other Organisation


Figure 6-45 (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 6-46). 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


Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

Registered Number 

Include Former Names ☐ 

Include Closed Organisations ☐ 

[Search](#) [Reset All](#) [Cancel](#)

Figure 6-46 (Module Ref: DEC010X)

Search Results		
Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 6-47 (Module Ref: DEC010X)

Once you have amended your field operator, click on the 'Save' link (Figure 6-48).

Field: ORMONDE SOUTH

Associated with: 42/19 (FIELD) 

Operator **Save** Cancel

Listed below is the Field Operator on field ORMONDE SOUTH as of the close of business day. This position was created on **12th Feb 2013**:

Organisation

DUMMY OIL PLC ()

[Select Other Organisation](#)

Figure 6-48 (Module Ref: PED403X)

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).

Beneficial Interests: [Confirm](#) **Amend**

Listed below are the Field Beneficial Interests on field ORMONDE SOUTH as of the close of business day. This position was created on **11th Feb 2013**:



*Equity (%)	Organisation	Actions
65.33575	DEMO OIL LTD ()	
34.66425	DUMMY OIL PLC ()	

Figure 6-49 (Module Ref: PED403X)

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).

Beneficial Interests: [Save](#) [Cancel](#)

Listed below are the Field Beneficial Interests on field ORMONDE SOUTH as of the close of business day. This position was created on **12th Feb 2013**:

*Equity (%)	Organisation	Actions
65.33575	DEMO OIL LTD () Select Other Organisation	
34.66425	DUMMY OIL PLC () Select Other Organisation	

Add Beneficiary

Figure 6-50 (Module Ref: PED403X)

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


Select One


[Select Other Organisation](#)


Figure 6-51 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

Registered Number 

☐ Include Former Names 


☐ Include Closed Organisations 

Figure 6-52 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
<input type="button" value="Select"/>	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 6-53 (Module Ref: DEC010X)

Once you have completed your amendment; click on the 'Save' link (Figure 6-54).

Beneficial Interests

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).



Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions	Priority
Guidance Doc	Data Check P4	Created By: DEMO OIL GROUP	LICENSEE_REVIEW Stage Started: 13-FEB-2013 15:04	Licensee Review	Manage Licence Review Team 	

Figure 7-1 (Module Ref: BPM001X)

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).


 You have privileges to manage the team for more than one reviewing company group on this Data Check. Please select which company group you would like to manage the team for from the list below.

*On Behalf Of Select One Select One Manage Team

◀ Workbasket DEMO OIL GROUP Changes Spell Check Log Out Top of Page ▲

Figure 7-2 (Module Ref: PED403X)

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.




Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions	Priority
Guidance Doc	Data Check P4	Created By: DEMO OIL GROUP	LICENSEE_REVIEW Stage Started: 13-FEB-2013 15:20	Licensee Review	Review Data Check 	

Figure 7-3 (Module Ref: PED403X)

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).

 You have privileges to review this Data Check on behalf of more than one company group. Please select which company group you would like to review the Data Check for from the list below.

*On Behalf Of Select One Select One Start Review

◀ Workbasket DEMO OIL GROUP Changes Spell Check Log Out Top of Page ▲

Figure 7-4 (Module Ref: PED403X)

Against each proposed licence change will be two options; 'Confirm' or 'Dispute' (Figure 7-5).

Block: 42/19 - Subarea: HIGHER REST (REST) - Beneficial Interests: [Confirm](#) [Dispute](#)

Listed below is the amended position of the Subarea Beneficial Interests on Subarea HIGHER REST on Licence Block 42/19 as of the close of business day:

*Equity (%)	Organisation	Actions
100	TEST LTD ()	

Block: 42/19 - Subarea: LOWER WEST (L WEST) - Beneficial Interests: [Confirm](#) [Dispute](#)

Listed below is the amended position of the Subarea Beneficial Interests on Subarea LOWER WEST on Licence Block 42/19 as of the close of business day:

*Equity (%)	Organisation	Actions
80	DEMO OIL LTD ()	
20	DUMMY OIL PLC ()	

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).

Block: 42/19 - Subarea: LOWER WEST (L WEST) - Beneficial Interests: [Undo Changes](#)

Listed below is the amended position of the Subarea Beneficial Interests on Subarea LOWER WEST on Licence Block 42/19 as of the close of business day:



*Equity (%)	Organisation	Actions
80	DEMO OIL LTD ()	
20	DUMMY OIL PLC ()	

You must link a document to show why you **dispute** this position of the licence:

Please Select

Figure 7-6 (Module Ref: PED403X)

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

Upload Details	*Uploaded File 	Actions
TEST LTD 13-FEB-2013 15:25:03	<div>View... Save as... Choose file...</div> <div>Filename Description</div>	

Add New Uploaded Document

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 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 7-8).

You must complete this upload before you can continue working in the main window.

Select the file to upload:

File

Browse...


- The following file types are not allowed: Executable Files
- Maximum file size: 50mb

Description

Start Upload Cancel


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).

File	Test Supporting Document.docx	
Type	application/vnd.openxmlformats-officedocument.wordprocessingml.document	
Size	9.66 KB	
Status	complete	
Information	The file was successfully received.	

Close




Figure 7-9

File	DATA1.CAB	
Type	application/octet-stream	
Size	0 Bytes	
Status	failed	
Information	A problem occurred uploading the file: Content check failed: Invalid file. Please check the file conforms to the requirements stated on the upload page. If problems persist, contact Technical Support.	

Close

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).

Upload Details	*Uploaded File 	Actions				
TEST LTD 13-FEB-2013 15:25:03	View... Save as... <table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Test Supporting Document.docx</td> <td></td> </tr> </tbody> </table>	Filename	Description	Test Supporting Document.docx		
Filename	Description					
Test Supporting Document.docx						
TEST LTD 13-FEB-2013 15:25:54	View... Save as... Choose file... <table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Filename	Description			
Filename	Description					

Add New Uploaded Document

Figure 7-11 (Module Ref: PED403X)

When you have finished click on the 'Complete Review' button (Figure 7-12).

Complete Review

Figure 7-12 (Module Ref: PED403X)

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).

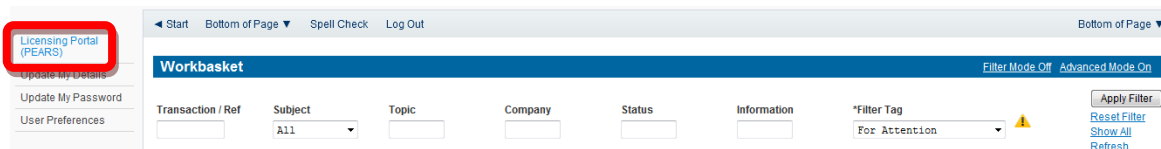


Figure 8-1 (Module Ref: BPM001X)



Figure 8-2 (Module Ref: PED401X)

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).

Start New Rectification

*Reference: Rectification Guidance i

*Organisation: Select One i

Select One

 DEMO OIL GROUP

 DUMMY OIL GROUP

 TEST LTD

Start Rectification

Figure 8-3 (Module Ref: PED401X)

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).

Start New Rectification

*Reference: Rectification Guidance i

*Organisation: DEMO OIL GROUP i

For Licence: Add Licence

Start Rectification Cancel

Figure 8-4 (Module Ref: PED401X)

Results Expand Organisation Details i										
[Page size: 20] Page: [1]										
Select	Licence	Licence Status	Licence Start Date	Licence Sub Type	Block(s)	Field(s)	Licence Administrator	Subarea Operators	Licensees	Actions
Select	P4	Extant	18-SEP-1964		42/19, 42/23, 42/24	Ormonde South	i	i	i	

Figure 8-5 (Module Ref: PEDSEARCH)

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).

Start New Rectification

*Reference: Rectification Guidance i

Organisation: DEMO OIL GROUP i

For Licence: P4 [Change Licence](#) [Remove Licence](#)

Rectification Date: Select One

Select One

 18th September 1964

 11th November 1966

 18th September 1970

 7th February 2013

 11th February 2013


 12th February 2013


Start Rectification

Workbasket Save Now Revert Changes Spell Check

Figure 8-6 (Module Ref: PED401X)

Start New Rectification

*Reference: 

Organisation: DEMO OIL GROUP 

For Licence: P4 [Change Licence](#) [Remove Licence](#)

*Rectification Date

Figure 8-7 (Module Ref: PED401X)

You now need to populate your Rectification Team (see the '[Manage Access](#)' section for details on how to action this task).

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).



Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Rectification Guidance	Licence Rectification P4	Create By: DEMO OIL GROUP	DRAFT Stage Started: 13-FEB-2013 15:54	Rectification Started	<input type="button" value="Resume Rectification"/>  <input type="button" value="Delete Rectification"/> 

Figure 8-8 (Module Ref: BPM001X)

If you select 'Resume Rectification' you will be shown the licence position as of the date you selected for your rectification (Figure 8-9).

Licence P4: Rectification Date: 12th Feb 2013

[Licence Administrator / Licensees](#)
[Block: 42/19](#)
[Block: 42/23](#)
[Block: 42/24](#)
[Field: ORMONDE SOUTH](#)
[Supporting Documents](#)

The Licence Administrator and Licensee details at the close of business day on 12th Feb 2013 are shown below.

- To rectify the position as of 12th Feb 2013 select Rectify and update the position.

Licence Administrator: [Rectify](#)

Listed below is the Licence Administrator as of the close of business day. This position was created on **7th Feb 2013**:

Organisation	
DUMMY OIL PLC ()	

Licensees (3) [Rectify](#)

Listed below are the Licensees as of the close of business day. This position was created on **18th Sep 1970**:


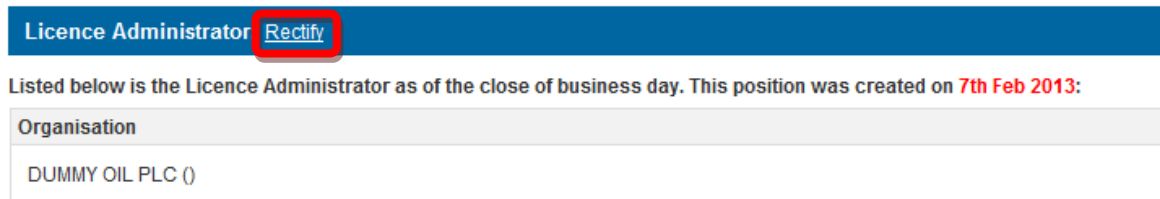
Organisation	Actions
DEMO OIL LTD ()	
TEST LTD ()	
DUMMY OIL PLC () 	

Figure 8-9 (Module Ref: PED403X)

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).



Licence Administrator **Rectify**

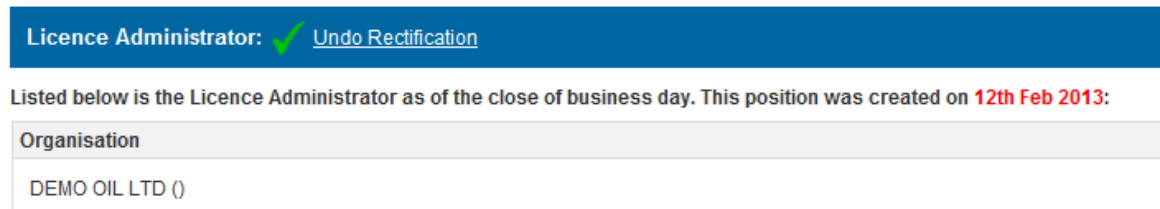
Listed below is the Licence Administrator as of the close of business day. This position was created on **7th Feb 2013**:


Organisation
DUMMY OIL PLC ()

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).



Licence Administrator:  [Undo Rectification](#)

Listed below is the Licence Administrator as of the close of business day. This position was created on **12th Feb 2013**:

Organisation
DEMO OIL LTD ()

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).

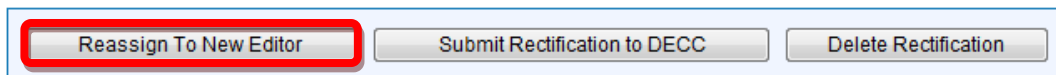
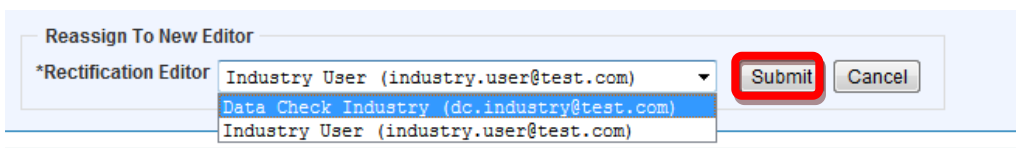


Figure 8-12 (Module Ref: PED403X)



Reassign To New Editor

*Rectification Editor: Industry User (industry.user@test.com)

Data Check Industry (dc.industry@test.com)
Industry User (industry.user@test.com)

Submit

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).

Licence Administrator / Licensees	Block: 42/19	Block: 42/23	Block: 42/24	Field: ORMONDE SOUTH	Supporting Documents
---	------------------------------	------------------------------	------------------------------	--------------------------------------	-----------------------------

Upload Details	*Uploaded File	Actions				
DEMO OIL GROUP 13-FEB-2013 16:03:41	<div> <input type="button" value="View..."/> <input type="button" value="Save as..."/> <input type="button" value="Choose file..."/> </div> <table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Filename	Description			<input type="button" value="Start Upload"/>
Filename	Description					

Figure 8-14 (Module Ref: PED403X)

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 8-15).

You must complete this upload before you can continue working in the main window.

Select the file to upload:

File

- The following file types are not allowed: Executable Files
- Maximum file size: 50mb

Description

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).


File	Test Supporting Document.docx	
Type	application/vnd.openxmlformats-officedocument.wordprocessingml.document	
Size	9.66 KB	
Status	complete	
Information	The file was successfully received.	
<input type="button" value="Close"/>		

Figure 8-16




File	DATA1.CAB	
Type	application/octet-stream	
Size	0 Bytes	
Status	failed	
Information	A problem occurred uploading the file: Content check failed: Invalid file. Please check the file conforms to the requirements stated on the upload page. If problems persist, contact Technical Support.	
<input type="button" value="Close"/>		

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).

Upload Details	*Uploaded File i	Actions				
DEMO OIL GROUP 13-FEB-2013 16:03:41	<div>View... Save as...</div> <table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Test Supporting Document.docx</td> <td></td> </tr> </tbody> </table>	Filename	Description	Test Supporting Document.docx		
Filename	Description					
Test Supporting Document.docx						
DEMO OIL GROUP 13-FEB-2013 16:07:02	<div>View... Save as... Choose file...</div> <table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Filename	Description			
Filename	Description					

Add New Uploaded Document

Figure 8-18 (Module Ref: PED403X)

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).

Link supporting documentation relevant to this position of the licence by adding it from the list below:

Please Select

Please Select
 Test Supporting Document.docx
 { Add New Document }

Figure 8-19 (Module Ref: PED403X)

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'.

Reassign To New Editor

Submit Rectification to DECC

Delete Rectification

Figure 8-20 (Module Ref: PED403X)

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).

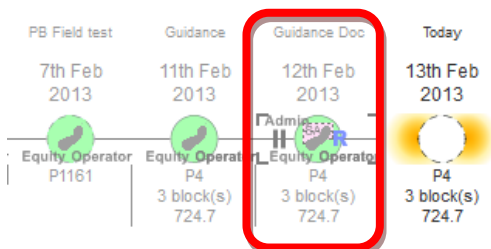


Figure 8-21 (Module Ref: PED001X)

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).

Licence Administrator: [Rectify](#)

Listed below is the Licence Administrator as of the close of business day. This position was created on **7th Feb 2013**:

Organisation

DUMMY OIL PLC ()

Figure 8-22 (Module Ref: PED403X)

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).

Licence Administrator: [Save](#) [Cancel](#)

Listed below is the Licence Administrator as of the close of business day. This position was created on **12th Feb 2013**:

Organisation

DEMO OIL LTD. ()

[Select Other Organisation](#)

Figure 8-23 (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 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

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name

Registered Number

Include Former Names ☐

Include Closed Organisations ☐

[Search](#)

[Reset All](#)

[Cancel](#)

Figure 8-24 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 8-25 (Module Ref: DEC010X)

Licence Administrator: [Save](#) [Cancel](#)

Figure 8-26 (Module Ref: PED403X)

8.3.2 Licensee(s)


You will be able to see the licensee(s). If these are incorrect; click on the 'Rectify' link (Figure 8-27).

Licensees (3) **Rectify**

Listed below are the Licensees as of the close of business day. This position was created on **18th Sep 1970**:




Organisation
DEMO OIL LTD ()
TEST LTD ()
DUMMY OIL PLC ()

Figure 8-27 (Module Ref: PED403X)

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).

Licensees (3) [Save](#) [Cancel](#)

Listed below are the Licensees as of the close of business day. This position was created on **12th Feb 2013**:

Organisation	Actions
DEMO OIL LTD () Select Other Organisation	
TEST LTD () Select Other Organisation	
DUMMY OIL PLC () Select Other Organisation	

Add Licensee

Figure 8-28 (Module Ref: PED403X)

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

Select One

[Select Other Organisation](#)

Figure 8-29 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name

Registered Number

Include Former Names ☐

Include Closed Organisations ☐

Search [Reset All](#) [Cancel](#)

Figure 8-30 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 8-31 (Module Ref: DEC010X)

Licensees (4) [Save](#) [Cancel](#)

Figure 8-32 (Module Ref: PED403X)

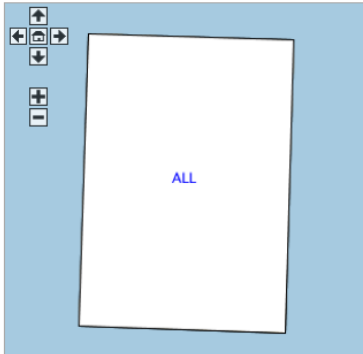
8.3.3 Subareas

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).

Block: 42/24

Subarea: [Rectify](#)

Listed below are the Subareas on Licence Block 42/24 as of the close of business day. This position was created as a result of a change to licence block 42/24 on 18th Sep 1964:



Subarea ALL (ALL) is the region bounded by the following coordinates:

- (1) 54°20'00.000"N 0°36'00.000"E
- (2) 54°20'00.000"N 0°48'00.000"E
- (3) 54°10'00.000"N 0°48'00.000"E
- (4) 54°10'00.000"N 0°36'00.000"E
- (5) 54°20'00.000"N 0°36'00.000"E

The above coordinates were specified using "European Datum 1950".
The lines joining coordinates (1) to (5) are navigated as loxodromes.

Subarea	*Display Name 
ALL	ALL

Figure 8-33 (Module Ref: PED403X)

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.

Add Subarea Change

Select Subarea

☒ ALL (ALL)

Select Action

Select One

Select One

Merge

Split

Rename

Add Change

Add Change

Subarea Changes

No changes have been added to the subarea(s) on block 42/24

Next

Figure 8-34 (Module Ref: PED403X)

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).

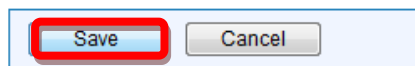


Figure 8-35 (Module Ref: PED403X)

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).

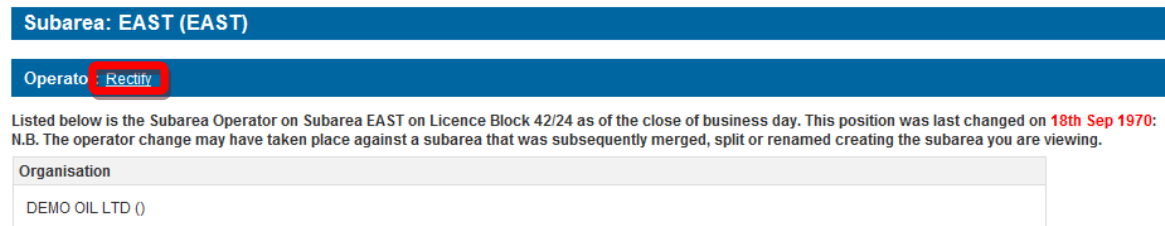


Figure 8-36 (Module Ref: PED403X)

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).

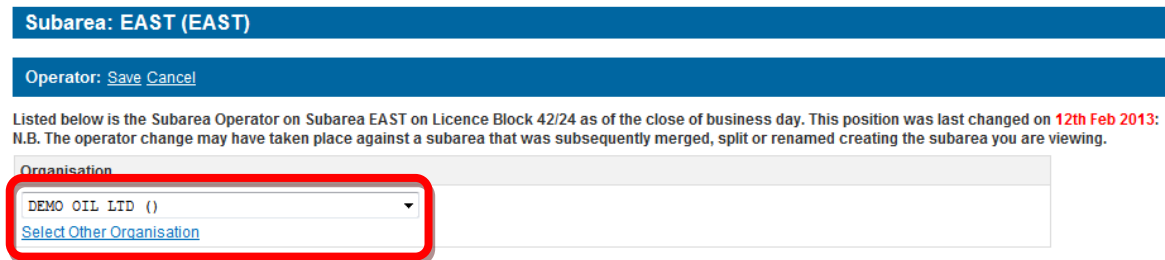


Figure 8-37 (Module Ref: PED403X)

The 'Select Other Organisation' link takes you to a search screen, where you can search by Company Name or Registered Number (Companies House) (Figure 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

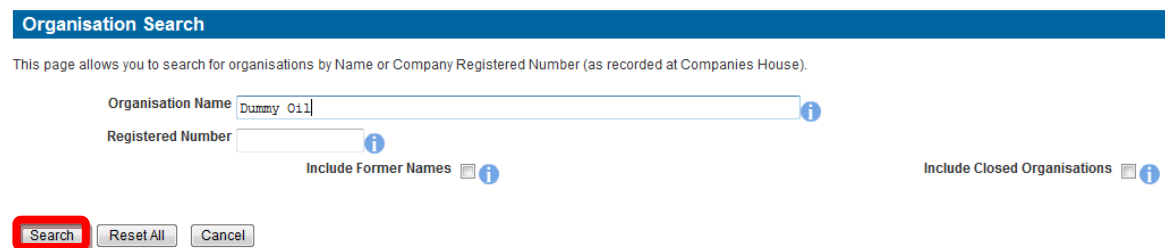


Figure 8-38 (Module Ref: DEC010X)



Figure 8-39 (Module Ref: DEC010X)

Subarea: EAST (EAST)

Operator [Save](#) [Cancel](#)

Listed below is the Subarea Operator on Subarea EAST on Licence Block 42/24 as of the close of business day. This position was last changed on **12th Feb 2013**:
 N.B. The operator change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.

Organisation

[DUMMY OIL PLC \(\)](#)

[Select Other Organisation](#)

Figure 8-40 (Module Ref: PED403X)

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).

Beneficial Interest [Rectify](#)

Listed below are the Subarea Beneficial Interests on Subarea EAST on Licence Block 42/24 as of the close of business day. This position was last changed on **18th Sep 1970**:
 N.B. The beneficial interest change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.



*Equity (%)	Organisation	Actions
95	DEMO OIL LTD ()	
5	TEST LTD ()	

Figure 8-41 (Module Ref: PED403X)

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).

Beneficial Interests: [Save](#) [Cancel](#)

Listed below are the Subarea Beneficial Interests on Subarea EAST on Licence Block 42/24 as of the close of business day. This position was last changed on **12th Feb 2013**:
 N.B. The beneficial interest change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.

*Equity (%)	Organisation	Actions
95	DEMO OIL LTD () Select Other Organisation	
5	TEST LTD () Select Other Organisation	

[Add Beneficiary](#)

Figure 8-42 (Module Ref: PED403X)

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).

Select One

[Select Other Organisation](#)

Figure 8-43 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name

Registered Number

Include Former Names ☐

Include Closed Organisations ☐

[Search](#) [Reset All](#) [Cancel](#)




Figure 8-44 (Module Ref: DEC010X)

Search Results		
Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 8-45 (Module Ref: DEC010X)

Beneficial Interest: [Save](#) [Cancel](#)

Listed below are the Subarea Beneficial Interests on Subarea EAST on Licence Block 42/24 as of the close of business day. This position was last changed on **12th Feb 2013**:
 N.B. The beneficial interest change may have taken place against a subarea that was subsequently merged, split or renamed creating the subarea you are viewing.

*Equity (%)	Organisation	Actions
75	DEMO OIL LTD () Select Other Organisation	
5	TEST LTD () Select Other Organisation	
20	DUMMY OIL PLC () Select Other Organisation	


[Add Beneficiary](#)

Figure 8-46 (Module Ref: PED403X)

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).

Field: ORMONDE SOUTH

Associated with: 42/19 (FIELD) 

Operator: [Rectify](#)


Listed below is the Field Operator on field ORMONDE SOUTH as of the close of business day. This position was created on **12th Feb 2013**:

Organisation
DEMO OIL LTD ()

Figure 8-47 (Module Ref: PED403X)

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).

Field: ORMONDE SOUTH

Associated with: 42/19 (FIELD) 

Operator: [Save](#) [Cancel](#)

Listed below is the Field Operator on field ORMONDE SOUTH as of the close of business day. This position was created on **12th Feb 2013**:

Organisation
DEMO OIL LTD () Select Other Organisation

Figure 8-48 (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 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

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

 Registered Number 

 Include Former Names ☐ 


 Include Closed Organisations ☐ 


Figure 8-49 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
<input type="button" value="Select"/>	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 8-50 (Module Ref: DEC010X)

Field: ORMONDE SOUTH

Associated with: 42/19 (FIELD) 

Operator:

Listed below is the Field Operator on field ORMONDE SOUTH as of the close of business day. This position was created on **12th Feb 2013**:

Organisation

[Select Other Organisation](#)

Figure 8-51 (Module Ref: PED403X)

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).

Beneficial Interest:

Listed below are the Field Beneficial Interests on field ORMONDE SOUTH as of the close of business day. This position was created on **11th Feb 2013**:



*Equity (%)	Organisation	Actions
65.33575	DEMO OIL LTD ()	
34.66425	DUMMY OIL PLC ()	

Figure 8-52 (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).

Beneficial Interests: [Save](#) [Cancel](#)

Listed below are the Field Beneficial Interests on field ORMONDE SOUTH as of the close of business day. This position was created on 12th Feb 2013:

*Equity (%)	Organisation	Actions
65.33575	DEMO OIL LTD () Select Other Organisation	
34.66425	DUMMY OIL PLC () Select Other Organisation	

[Add Beneficiary](#)

Figure 8-53 (Module Ref: PED403X)

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

Select One ▼

[Select Other Organisation](#)

Figure 8-54 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name

Registered Number

Include Former Names ☐

Include Closed Organisations ☐

[Search](#) [Reset All](#) [Cancel](#)

Figure 8-55 (Module Ref: DEC010X)


Search Results		
Select	Organisation Name	Registered No. & Address
	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 8-56 (Module Ref: DEC010X)

Beneficial Interests: [Save](#) [Cancel](#)

Figure 8-57 (Module Ref: PED403X)

9. RESTATEMENTS

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).

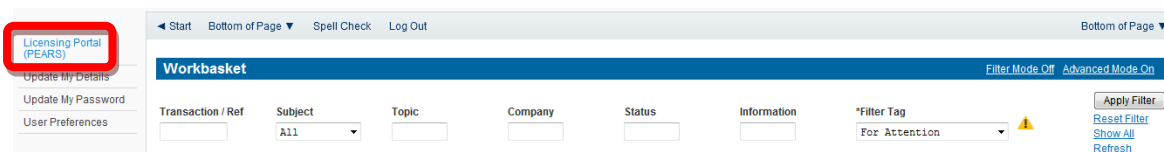


Figure 9-1 (Module Ref: BPM001X)



Figure 9-2 (Module Ref: PED401X)

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).

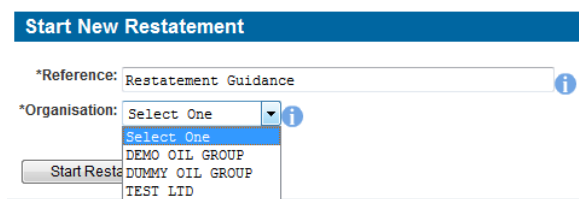




Figure 9-3 (Module Ref: PED401X)

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).

Start New Restatement

*Reference: 

*Organisation: 

For Licence: [Add Licence](#)

Figure 9-4 (Module Ref: PED401X)







Results Expand Organisation Details 										
[Page size: 20] Page: [1]										
Select	Licence	Licence Status	Licence Start Date	Licence Sub Type	Block(s)	Field(s)	Licence Administrator	Subarea Operators	Licensees	Actions
Select	P4	Extant	18-SEP-1964		42/19, 42/23, 42/24	Ormonde South				

Figure 9-5 (Module Ref: PEDSEARCH)

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).

Start New Restatement

*Reference: 

Organisation: 

For Licence: P4 [Change Licence](#) [Remove Licence](#)


*Restatement Date 

Figure 9-6 (Module Ref: PED401X)

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).



Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Restatement Guidance	Licence Restatement P4	Created By: DEMO OIL GROUP	DRAFT Stage Started: 14-FEB-2013 10:13	Restatement Started	Resume Restatement  Delete Restatement 

Figure 9-7 (Module Ref: BPM001X)

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.

[Licence Administrator / Licensees](#)
[Block: 42/19](#)
[Block: 42/23](#)
[Block: 42/24](#)
[Field: ORMONDE SOUTH](#)
[Supporting Documents](#)

i The Licence Administrator and Licensee details are shown for information only, they make not be changed as part of a Licence Restatement

The Licence Administrator and Licensee details at the close of business day on 14th Feb 2013 are shown below.

Licence Administrator:

Listed below is the Licence Administrator as of the close of business day:

Organisation
DEMO OIL LTD ()

Licensees (3)

Listed below are the Licensees as of the close of business day:

Organisation	Actions
DEMO OIL LTD ()	
TEST LTD ()	
DUMMY OIL PLC ()	

[Reassign To New Editor](#)
[Submit Restatement to DECC](#)
[Delete Restatement](#)

Figure 9-8 (Module Ref: PED403X)

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).

Block: 42/19

Subareas
[Restate](#)
[No Changes](#)


Listed below are the Subareas on Licence Block 42/19 as of the close of business day:

Figure 9-9 (Module Ref: PED403X)

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

Subarea: LOWER EAST (L EAST)

Operator:  [Undo Restatement](#)

Listed below is the Subarea Operator on Subarea LOWER EAST on Licence Block 42/19 as of the close of business day:

Organisation
DUMMY OIL PLC ()

Figure 9-10 (Module Ref: PED403X)

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).

[Reassign To New Editor](#)
[Submit Restatement to DECC](#)
[Delete Restatement](#)

Figure 9-11 (Module Ref: PED403X)

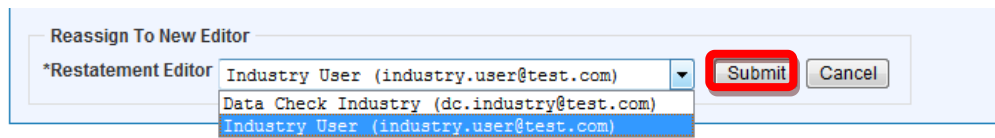


Figure 9-12 (Module Ref: PED403X)

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).

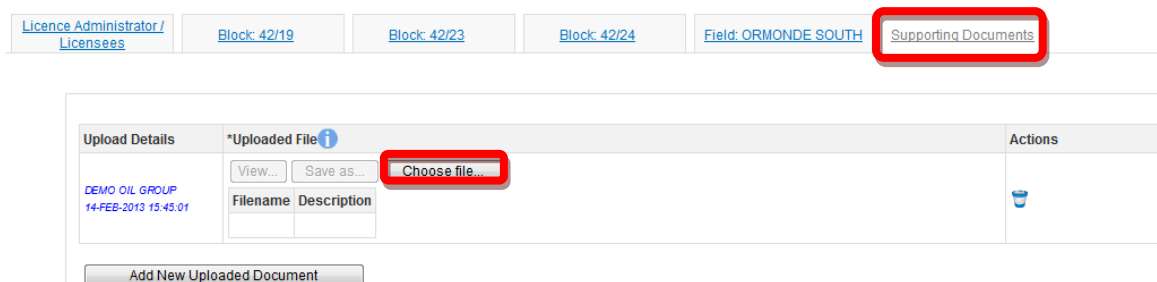


Figure 9-13 (Module Ref: PED403X)

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 9-14).

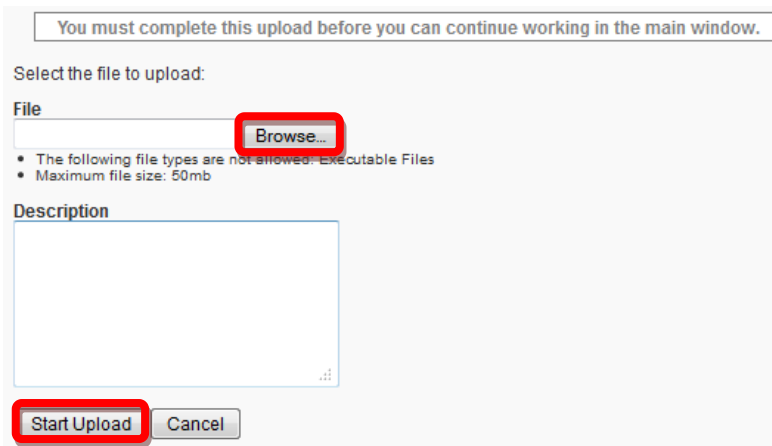


Figure 9-14

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).

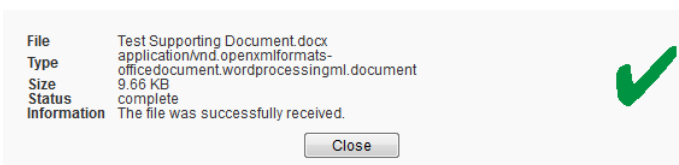


Figure 9-15

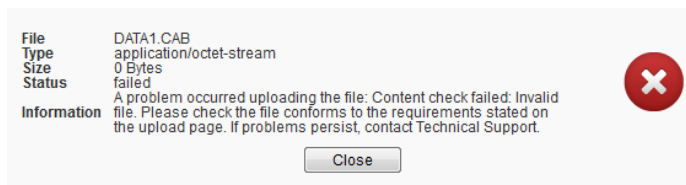


Figure 9-16

If you wish to upload additional documents, click on the 'Add New Uploaded Document' button and repeat the process (Figure 9-17).

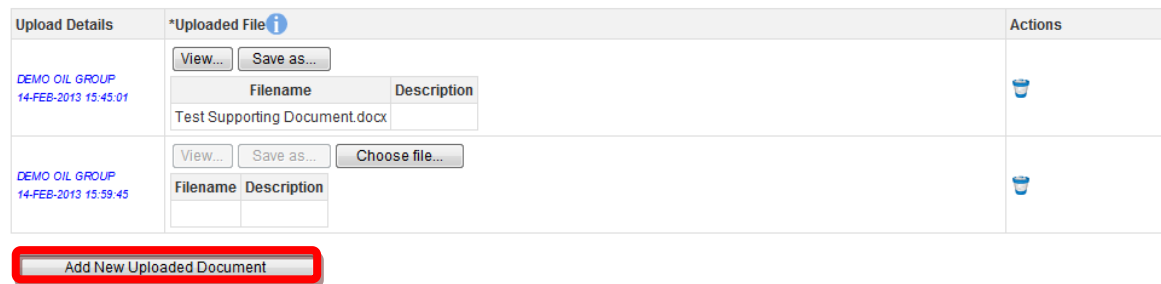


Figure 9-17 (Module Ref: PED403X)

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).



Figure 9-18 (Module Ref: PED403X)

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'.

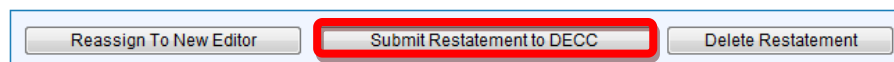


Figure 9-19 (Module Ref: PED403X)

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).

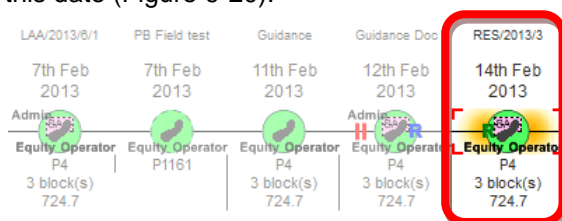


Figure 9-20 (Module Ref: PED001X)

9.3 Restatement Examples

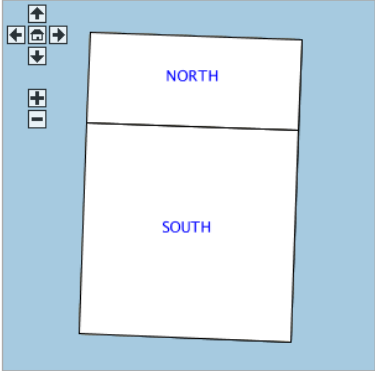
9.3.1 Subareas

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).

Block: 42/23

Subareas Restate No Changes

Listed below are the Subareas on Licence Block 42/23 as of the close of business day:



Subarea NORTH (NORTH) is the region bounded by the following coordinates:

- (1) 54°20'00.000"N 0°24'00.000"E
- (2) 54°20'00.000"N 0°36'00.000"E
- (3) 54°17'00.000"N 0°36'00.000"E
- (4) 54°17'00.000"N 0°24'00.000"E
- (5) 54°20'00.000"N 0°24'00.000"E

The above coordinates were specified using "European Datum 1950".
The lines joining coordinates (1) to (5) are navigated as loxodromes.

Subarea SOUTH (SOUTH) is the region bounded by the following coordinates:

- (1) 54°17'00.000"N 0°24'00.000"E
- (2) 54°17'00.000"N 0°36'00.000"E
- (3) 54°10'00.000"N 0°36'00.000"E

Subarea	*Display Name ?
NORTH	NORTH
SOUTH	SOUTH

Figure 9-21 (Module Ref: PED403X)

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.

Add Subarea Change

Select Subarea

☒ NORTH (NORTH)
 ☐ SOUTH (SOUTH)

Select Action

Select One ▼
 Select One
 Merge
 Split
 Rename

Add Change

Add Change

Subarea Changes

No changes have been added to the subarea(s) on block 42/23

Next

Figure 9-22 (Module Ref: PED403X)

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).

Save

Cancel

Figure 9-23 (Module Ref: PED403X)

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).

Subarea: NORTH (NORTH)

Operator: [Restate](#) [No Changes](#)

Listed below is the Subarea Operator on Subarea NORTH on Licence Block 42/23 as of the close of business day:

Organisation
DEMO OIL LTD ()

Figure 9-24 (Module Ref: PED403X)

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).

Subarea: NORTH (NORTH)

Operator: [Save](#) [Cancel](#)

Listed below is the Subarea Operator on Subarea NORTH on Licence Block 42/23 as of the close of business day:

Organisation
DUMMY OIL PLC ()
Select Other Organisation




Figure 9-25 (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 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

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 
 Registered Number 
 Include Former Names ☐ 


☒ Include Closed Organisations 

Figure 9-26 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 9-27 (Module Ref: DEC010X)

Subarea: SOUTH (SOUTH)

Operator: **Save** Cancel

Listed below is the Subarea Operator on Subarea SOUTH on Licence Block 42/23 as of the close of business day:

Organisation
DUMMY OIL PLC ()
Select Other Organisation

Figure 9-28 (Module Ref: PED403X)

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).

Beneficial Interests **Restate No Changes**

Listed below are the Subarea Beneficial Interests on Subarea NORTH on Licence Block 42/23 as of the close of business day:



*Equity (%)	Organisation
35	DEMO OIL LTD ()
50	TEST LTD ()
15	DUMMY OIL PLC ()

Figure 9-29 (Module Ref: PED403X)

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).

Beneficial Interests: **Save** Cancel

Listed below are the Subarea Beneficial Interests on Subarea NORTH on Licence Block 42/23 as of the close of business day:

*Equity (%)	Organisation	Actions
35	DEMO OIL LTD () Select Other Organisation	
50	TEST LTD () Select Other Organisation	
15	DUMMY OIL PLC () Select Other Organisation	

Add Beneficiary

Figure 9-30 (Module Ref: PED403X)

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).


Select One


Select Other Organisation


Figure 9-31 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 

 Registered Number 

 Include Former Names ☐ 


 Include Closed Organisations ☐ 

Figure 9-32 (Module Ref: DEC010X)

Search Results

Select	Organisation Name	Registered No. & Address
<input type="button" value="Select"/>	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 9-33 (Module Ref: DEC010X)

Beneficial Interests

Listed below are the Subarea Beneficial Interests on Subarea NORTH on Licence Block 42/23 as of the close of business day:

Figure 9-34 (Module Ref: PED403X)

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).

Field: ORMONDE SOUTH

Associated with: 42/19 (FIELD) 

Operator:


Listed below is the Field Operator on field ORMONDE SOUTH as of the close of business day. This position was created on **12th Feb 2013**:

Organisation
DEMO OIL LTD ()

Figure 9-35 (Module Ref: PED403X)

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).

Field: ORMONDE SOUTH

Associated with: 42/19 (FIELD) 

Operator:

Listed below is the Field Operator on field ORMONDE SOUTH as of the close of business day. This position was created on **14th Feb 2013**:

Organisation
<input type="text" value="DUMMY OIL PLC ()"/> Select Other Organisation

Figure 9-36 (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 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

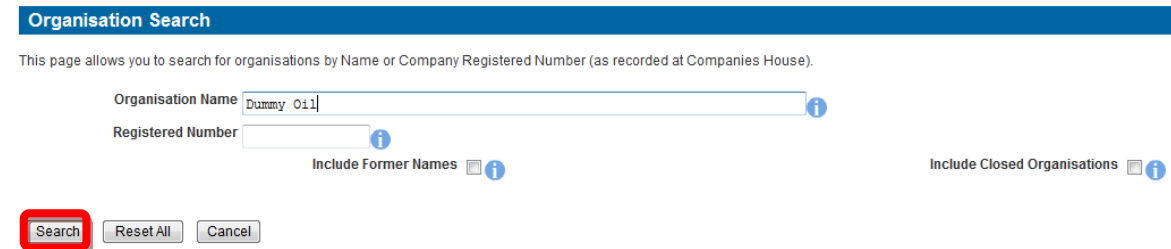


Figure 9-37 (Module Ref: DEC010X)



Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 9-38 (Module Ref: DEC010X)

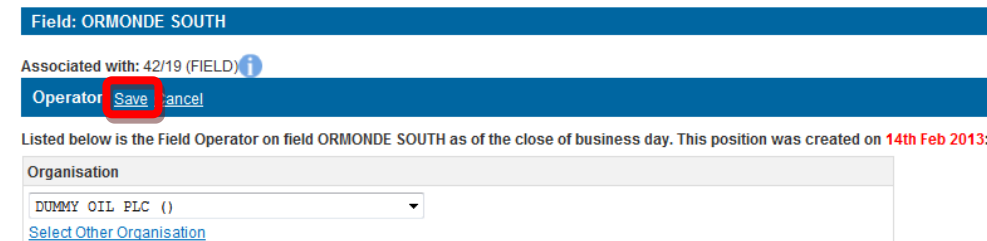
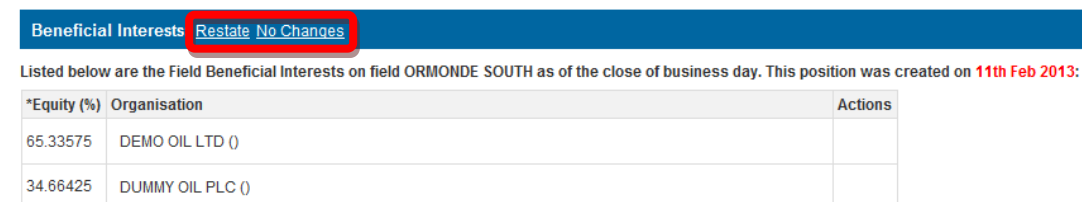


Figure 9-39 (Module Ref: PED403X)


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).





*Equity (%)	Organisation	Actions
65.33575	DEMO OIL LTD ()	
34.66425	DUMMY OIL PLC ()	

Figure 9-40 (Module Ref: PED403X)

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).

Beneficial Interests: [Save](#) [Cancel](#)

Listed below are the Field Beneficial Interests on field ORMONDE SOUTH as of the close of business day. This position was created on 14th Feb 2013:


*Equity (%)	Organisation	Actions
65.33575	DEMO OIL LTD () Select Other Organisation	
34.66425	DUMMY OIL PLC () Select Other Organisation	

[Add Beneficiary](#)

Figure 9-41 (Module Ref: PED403X)

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





Select One 

[Select Other Organisation](#)

Figure 9-42 (Module Ref: PED403X)

Organisation Search

This page allows you to search for organisations by Name or Company Registered Number (as recorded at Companies House).

Organisation Name 
 Registered Number 
 Include Former Names ☐  Include Closed Organisations ☐ 

[Search](#) [Reset All](#) [Cancel](#)

Figure 9-43 (Module Ref: DEC010X)

Search Results		
Select	Organisation Name	Registered No. & Address
Select	DUMMY OIL PLC	3 WHITEHALL PLACE LONDON SW1A 2AW

Figure 9-44 (Module Ref: DEC010X)

Beneficial Interests: [Save](#) [Cancel](#)

Listed below are the Field Beneficial Interests on field ORMONDE SOUTH as of the close of business day. This position was created on 14th Feb 2013:

Figure 9-45 (Module Ref: PED403X)

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 an 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.

Field Beneficial Interest	ORMONDE SOUTH					
		EQUITY TRANSFERRED: 100 %				
SET	DUMMY OIL PLC	TO		34.6647 %	*Status	Re-Submitted
SET	DEMO OIL LTD	TO		65.3353 %		
<p>*One or more of the operations above are marked as 'Re-Submitted' Please indicate a new planned date and resubmission reason in the field to the right.</p> <p>Any previous resubmission reasons given can be viewed by clicking the "View Resubmission Reasons" link on the left hand side.</p>						
				<p>*Resubmission Reason</p>		

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).

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Guidance LAA/2013/6/1	Licence Transaction P4	Applicant: DEMO OIL LTD ()	APPROVED Planned Date: 31-MAR-2013	Application Approved - Awaiting Execution	Submit Execution Notification

Figure 11-1 (Module Ref: BPM001X)

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).

Execution Details					
Please specify an execution date for each operation below.					
Specifying different execution dates suggests executions happening on different days and will result in many transactions appearing on the history of the licence(s). Leaving an execution date blank suggests the operation has not been executed yet. This will not prevent you from executing other operations, as long as they are valid independently.					
Warning Resubmitting operations will create a new transaction which will require a separate consent. Ensure that you resubmit everything that needs to stay together.					
Type	LicenceField	Block (Subarea)	Details	Expand All	ExecutionHandover/Transfer Status
1	Licence Administrator	P4	JOINING DUMMY OIL PLC WITHDRAWING DEMO OIL LTD JOINING DUMMY OIL PLC		*Status Select One Transfer Complete Awaiting Transfer Re-Submitted Withdrawn
2	Subarea Change	P4	4219 RESULTING SUBAREAS: L EAST, L WEST, REST, FIELD TRANSFER ALL (ALL) TO LOWER EAST (L EAST) TRANSFER ALL (ALL) TO LOWER WEST (L WEST) TRANSFER ALL (ALL) TO HIGHER WEST (REST) TRANSFER ALL (ALL) TO HIGHER FIELD (FIELD) Fields: ORMONDE SOUTH		*Status Select One
3	Subarea Change	P4	4223 RESULTING SUBAREAS: SOUTH TRANSFER SOUTH (SOUTH) TO SOUTH (SOUTH) Fields: ORMONDE SOUTH		*Status Select One
4	Field Operator	ORMONDE SOUTH	JOINING DUMMY OIL PLC SET DUMMY OIL PLC		*Status Select One
5	Field Beneficial Interest	ORMONDE SOUTH	EQUITY TRANSFERRED: 100 % SET DUMMY OIL PLC 34.6647 % SET DEMO OIL LTD 65.3353 %		*Status Select One

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).

<u>Licence Operation Type</u>	<u>Execution Status Options</u>
Licence Administrator	Transfer Complete, Awaiting Transfer, Re-Submitted, Withdrawn
Licensee	Execution Complete, Awaiting Execution, Re-Submitted, Withdrawn
Subarea Operator	Handover Complete, Awaiting Handover, Re-Submitted, Withdrawn
Subarea Beneficial Interest	Execution Complete, Awaiting Execution, Re-Submitted, Withdrawn
Subarea Change	Execution Complete, Awaiting Execution, Re-Submitted, Withdrawn

Field Operator	Handover Complete, Awaiting Handover, Re-Submitted, Withdrawn
Field Beneficial Interest	Execution Complete, Awaiting Execution, Re-Submitted, Withdrawn

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).

<u>Execution Status Type</u>	<u>Action</u>
Execution/Handover/Transfer Complete	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).
Awaiting Execution/Handover/Transfer	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.
Re-Submitted	<p>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).</p> <p>Once DECC has applied the Executions these licence operations will be added to a new submitted application which will require re-consent from DECC.</p>
Withdrawn	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.

Figure 11-4

Licence Administrator	P4	<div> JOINING: DUMMY OIL PLC <div> WITHDRAWING DEMO OIL LTD JOINING DUMMY OIL PLC </div> </div>	<div> <div> <div>*Status</div> <div>Transfer Complete</div> </div> <div> <div>*Date</div> <div></div> </div> </div>
-----------------------	----	--	---

Figure 11-5 (Module Ref: PED001X)

Field Beneficial Interest	ORMONDE SOUTH	<div> EQUITY TRANSFERRED: 100 % <div> <div> <div>SET</div> <div>DUMMY OIL PLC</div> <div>TO</div> <div>34.6647 %</div> </div> <div> <div>SET</div> <div>DEMO OIL LTD</div> <div>TO</div> <div>65.3353 %</div> </div> </div> </div>	<div> <div>*Status</div> <div>Re-Submitted</div> </div> <div> <div>*Resubmission Reason</div> <div></div> </div>
---------------------------	---------------	---	--

*One or more of the operations above are marked as 'Re-Submitted'. Please indicate a new planned date and resubmission reason in the field to the right.
 Any previous resubmission reasons given can be viewed by clicking the 'View Resubmission Reasons' link on the left hand side.

Figure 11-6 (Module Ref: PED001X)

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.

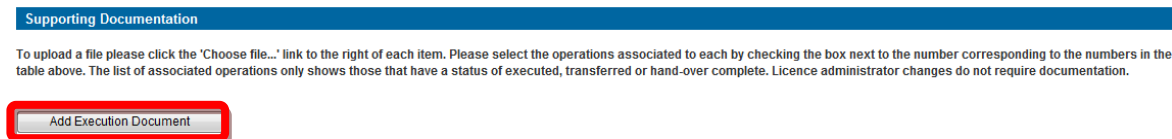


Figure 11-7 (Module Ref: PED001X)

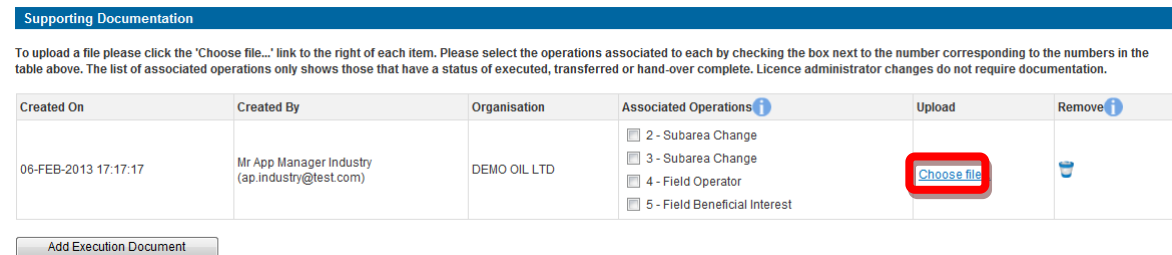


Figure 11-8 (Module Ref: PED001X)

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 11-9).

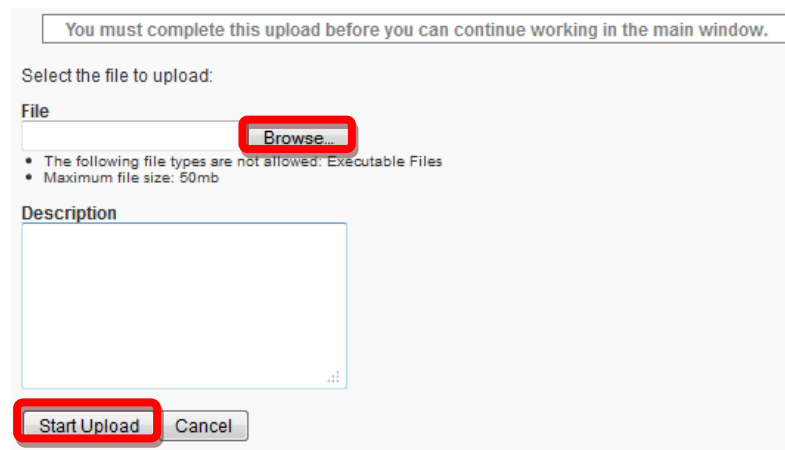


Figure 11-9

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).

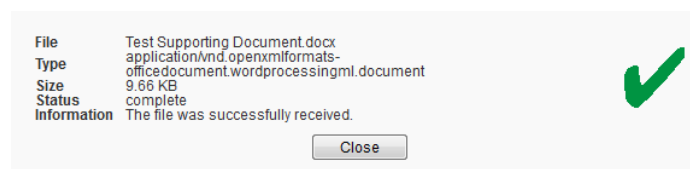


Figure 11-10

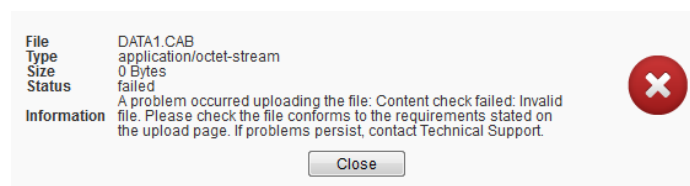


Figure 11-11

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).





Supporting Documentation					
To upload a file please click the 'Choose file...' link to the right of each item. Please select the operations associated to each by checking the box next to the number corresponding to the numbers in the table above. The list of associated operations only shows those that have a status of executed, transferred or hand-over complete. Licence administrator changes do not require documentation.					
Created On	Created By	Organisation	Associated Operations 	Upload	Remove 
06-FEB-2013 17:17:17	Mr App Manager Industry (ap.industry@test.com)	DEMO OIL LTD	<input checked="" type="checkbox"/> 2 - Subarea Change <input checked="" type="checkbox"/> 3 - Subarea Change <input type="checkbox"/> 4 - Field Operator <input type="checkbox"/> 5 - Field Beneficial Interest	Execution Document 1.docx (9.68 KB) Choose file...	
06-FEB-2013 17:19:22	Mr App Manager Industry (ap.industry@test.com)	DEMO OIL LTD	<input type="checkbox"/> 2 - Subarea Change <input type="checkbox"/> 3 - Subarea Change <input checked="" type="checkbox"/> 4 - Field Operator <input checked="" type="checkbox"/> 5 - Field Beneficial Interest	Execution Document 2.docx (9.72 KB) Choose file...	

Figure 11-12 (Module Ref: PED001X)

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.

Submission

Submit Execution Details

Figure 11-13 (Module Ref: PED001X)

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).

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Guidance.	Licence Transaction P4	Applicant: DEMO OIL LTD ()	DRAFT Planned Date: 13-MAR-2013 Relinquishment Effective Date: 13-MAR-2013	Application Started	Resume Application New Delete Application New Manage Application New View Application New
				DECC Assistance Offered	Accept Assistance New Reject Assistance New

Figure 12-1 (Module Ref: BPM001X)

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.

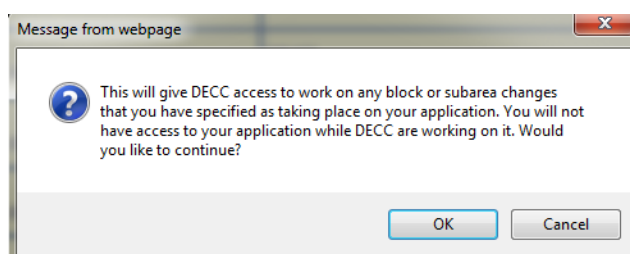


Figure 12-2

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

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

12.2.1.2 Application Notifications

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

12.2.1.3 Data Check Notifications

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

12.2.1.4 Rectification Notifications

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

12.2.1.5 Restatement Notifications

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

12.2.1.6 Licence Review Notifications

<u>Process Stage</u>	<u>Recipient(s)</u>
Licence Review Team has been setup	Data Check Managers

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/2013/9/1
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 subarea.










Cases that involve any of these factors may take longer.

For assistance or support, please email: approvals@decc.qsi.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](#)).