



Business Associate(BA) Identifiers

Ministry of Economy

Directive R01 – Petrinex Reporting

March 2015

Revision 0.2

Record of Change

Revision	Date	Author	Description
0.0	November 2012		Original
0.1	May 29, 2014	Charene Kozak	Change logo, add “Ministry of Economy” to cover page, standardized format.
0.2	March 10, 2015	Charene Kozak	Change chapter numbers to match website numbering.

Table of Contents

2. Introduction.....4

2.1. Business Associate (BA) Identifiers4

2.1.1. Applying for a New BA Identifier4

2.2. Notifications5

2.3. BA User Security Administrator (BA USA)5

2.3.1. Backup BA USA6

2.4. Changes to Business Associate Accounts6

2.5. Ceasing of Operations or Company Amalgamations.....6

APPENDIX 1 – BA Application Screen7

APPENDIX 2 – Sample letter from BA to Saskatchewan Ministry of the Economy10

APPENDIX 3 – Attachment Compliance - Supporting Documentation Requirements.11

2. Introduction

Before an entity can commence any type of business with the Ministry, such as applying for a licence or submitting information, it has to have a Business Associate (BA) Identifier code (formerly referred to as an Operator Code). This directive details how a business entity or individual obtains a BA Identifier.

2.1. Business Associate (BA) Identifiers

All business entities and individuals that want to do business with the Ministry, including those involved in non oil and gas related activities must have a 5-digit Saskatchewan Business Associate Identifier (BA ID). This identifier is for Saskatchewan functions only and is distinct from the Alberta BA ID. Each legal entity will have only one BA code for all business conducted with the Ministry.

Note: All pre-PETRINEX Saskatchewan identifiers (Operator Codes) will be transferred to PETRINEX. Therefore if a business entity or individual already has a Saskatchewan Operator Code, there is no need to obtain a new BA ID; the existing identifier will work on PETRINEX.

2.1.1. Applying for a New BA Identifier

If a business entity or individual needs to obtain a Saskatchewan BA ID they may do so by completing and submitting the on-line application form: “Requesting a BA Identifier for Saskatchewan” (<http://www.petrinexca/62.asp>)

The screenshot shows the 'Requesting a BA Identifier for Saskatchewan' form from The Petroleum Registry of Alberta. The form includes a header with the logo and tagline 'Energizing the flow of information'. Below the title, there is a note: 'Requesting a Business Associate Identifier will require you to provide information for validation and approval of your request. All information marked with * is mandatory.' The form is divided into sections: 'General Information' with instructions for companies and individuals, and a section for 'Care of' information. Fields include 'Legal Name', 'Legal Name Effective Date', 'Last Name', 'First Name', 'Middle Name', 'Care/Of Identifier', 'Care/Of BA Legal Name', 'Mailing Address', 'City', 'Prov/State', and 'Postal Code/ZIP'. There are dropdown menus for 'CA/USA' and 'Other Countries'.

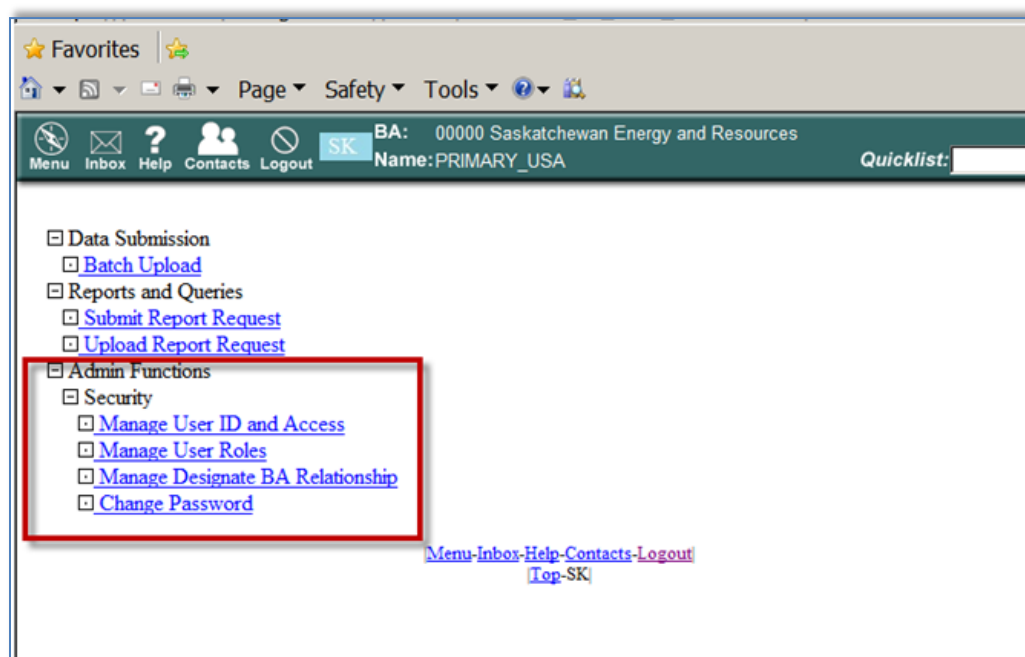
See Appendix 1 – Complete BA Application Screen

2.2. Notifications

Once the required information and documentation substantiating the applicant's identity has been submitted, notification regarding the Ministry's approval or rejection of the application will usually occur within one business day and be forwarded from Petrinex to the email address of the contact person (as supplied in the BA ID request), OR to the company email (if no contact email address is provided).

2.3. BA User Security Administrator (BA USA)

In order to access Petrinex, each Business Associate must appoint a BA User Security Administrator (BA USA). The BA USA is responsible for setting up all user accounts for the Business Associate. Persons wishing to access Petrinex can do so only after their BA USA has created a user account for them.



To set up a BA USA, the information in the Primary User Security Administrator Data section of the application form must be completed and a letter of authorization on company letterhead indicating the BA USA, signed by the president of the company or authorized designate must be attached. See sample letter of authorization in **Appendix 2 – Sample letter from BA to Saskatchewan Ministry of the Economy**.

If a business entity or individual already has a BA ID and needs to set up a BA USA, the specific BA USA details are required and must be communicated to the Ministry: Last Name, First Name and Middle Name (optional), Telephone Number, Fax Number (optional), Email and Mailing Address information (if different from the BA mailing address). A letter of authorization on company letterhead indicating the BA USA signed by the president of the company or authorized designate must also be submitted to the Ministry. See **Appendix 3 - Attachment Compliance - Supporting Documentation Requirements**.

After receiving an ID and password, the BA USA will be able to set up user accounts for the Business Associate. It is the responsibility of the BA USA to ensure that user accounts clearly reflect the work processes that each user is able to perform in Petrinex.

2.3.1. Backup BA USA

Although an optional requirement, it is strongly recommended that Business Associates who have a BA USA designate appoint a Backup BA User Security Administrator.

To set up a Backup BA USA when applying for a BA ID, the information in the Backup Security Administrator section of the application form must be completed. If a business entity or individual already has a BA ID and needs to set up a Backup BA USA, the specific Backup BA USA details are required and must be communicated to the Ministry: Last Name, First Name and Middle Name (optional), Telephone Number, Fax Number (optional), Email and Mailing Address information (if different from the BA mailing address).

A letter of authorization on company letterhead indicating the Backup BA USA signed by the president of the company or authorized designate must also be submitted to the Ministry. The Primary and Backup BA USA may both be authorized in the same letter. See **Appendix 3 - Attachment Compliance -Supporting Documentation Requirements**.

2.4. Changes to Business Associate Accounts

Requests for changes to BA account information may be submitted via Petrinex by BA users who have been given the authority to perform this function. Documentation substantiating each change should be attached to the request.

It is the responsibility of each Business Associate to keep their BA account, BA USA and BA user accounts secure and up-to-date.


2.5. Ceasing of Operations or Company Amalgamations

From time to time, Business Associates amalgamate, reorganize to form new corporate entities, or cease to exist. It is the responsibility of each Business Associate to notify the Ministry of such pending changes to the corporate structure of existing BA clients and supply documentation that support and confirm the corporate change event.

Evidence of a corporate change is typically provided via a certificate of amalgamation or a certificate of dissolution. Once reviewed and confirmed, the Business Associate will be advised of the BA ID for the amalgamated entity, if required.

Should the Business Associate be unable to provide sufficient evidence of the corporate change claim, or the change has no impact on Ministry records, the Business Associate will be informed that the change will not be treated as an amalgamation and the Business Associate will be instructed to continue using the existing BA ID on Petrinex.

APPENDIX 1 – BA Application Screen



The Petroleum Registry of Alberta

Energizing the flow of information

Petroleum Registry

Requesting a BA Identifier for Saskatchewan

Requesting a Business Associate Identifier will require you to provide information for validation and approval of your request.
*All information marked with * is mandatory.*

General Information

If this request is for a Company please provide Legal Name (up to 150 char):

Legal Name:*

Legal Name Effective Date:* 2012-04-12

Or, if this request is for an individual please provide Last, Middle and First Name:

Last Name:*

First Name:*

Middle Name:

Legal Name Effective Date:* 2012-04-12

If Applicable, please provide "Care of" (C/O) Identifier, i.e. the BA identifier of the company or person who takes care of your business. Please enter your own mailing address below.

Care/Of Identifier: **Care/Of BA Legal Name:**

Mailing Address:*

City:*

Prov/State:* CA/USA SASKATCHEWAN Other Countries

Postal Code/ZIP:* (Maximum characters for Canada - 6; USA - 9; other countries - 12.)

Country:* CANADA

Mailing Address Effective Date: 2012-04-12

Telephone:* 1 CANADA - - (Country code-Number-Extension)

Fax: 1 CANADA - - (Country code-Number-Extension)

Email:*

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March 10, 2015

Page 7 of 11

APPENDIX 1 – BA Application Screen cont'd

Contact Person Information *(only needed if this BA Application is for a company)*

Contact Person Last Name: *

Contact Person First Name: *

Contact Person Middle Name:

Telephone: * - - *(Country code-Number-Extension)*

Fax: - - *(Country code-Number-Extension)*

Email:

Alternate Address(es)

In addition to the mailing address supplied above, other alternate addresses can be supplied. If you want to specify an alternate address, please provide the following information; otherwise skip this section. For the alternate address click the "Add" button and enter the address information on the popup window. Only one Address for each type is allowed.

Add alternate address: Purpose

BA User Security Administrator Information

Once you have been assigned a BA Identifier will you need access to the Petroleum Registry of Alberta?

Yes No

If No, please proceed to BA-Role section below. If Yes, please provide User Security Administrator data.

Primary User Security Administrator Data

Userid:

Last Name: *

First Name: *

Middle Name:

Telephone: * - - *(Country code-Number-Extension)*

Fax: - - *(Country code-Number-Extension)*

Email: *

Mailing Address: (only if different from corporate address)

Mailing Address: *

City: *

Prov/State: *

Postal Code/ZIP: * *(Maximum characters for Canada - 6; USA - 9; other countries - 12.)*

Country: *

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APPENDIX 1 – BA Application Screen cont'd

Back-up Security Administrator
Providing Back-up User Security Administrator Information is optional. But if this information is provided, then Last Name, First Name, Telephone Number and Email are mandatory.

Userid: _____

Last Name:* _____

First Name:* _____

Middle Name: _____

Telephone:* 1 CANADA - _____ - _____ (Country code-Number-Extension)

Fax: 1 CANADA - _____ - _____ (Country code-Number-Extension)

Email:* _____

Please proceed to "BA Role Information"

Business Associate Role

Please indicate the additional role(s) you will assume as a Business Associate.

BA Role	Applicable?	Start Date (YYYY-MM)	End Date (YYYY-MM)
Working Interest Owner	<input type="checkbox"/>	_____	_____
Production Accounting Services	<input type="checkbox"/>		
Administrative Only	<input type="checkbox"/>		
Pending	<input type="checkbox"/>		
Historical Only	<input checked="" type="checkbox"/>		

You have now completed step 1 of your BA Identifier request. Please validate your request by pressing the "Validate" button. If the information entered above is valid, you will be redirected to step 2 of the process to supply corporate identity documentation.

Validate Cancel

APPENDIX 2 – Sample letter from BA to Saskatchewan Ministry of the Economy

(On Corporate Letterhead)

Date:

Revenue Operations & Audit Services
Saskatchewan Ministry of the Economy
2101 Scarth St
Regina SK S4P 2H9

Re: Authorization of User Security Administrator for Petrinex

I hereby authorize (USA's name here) to be the User Security Administrator for (enter company name here), Business Associate ID (enter BA 5 digit identifier here).

Authorized by: (Print name)

Title

Signature

Note: *Replace underlined text above with USA Name, Company Name and company BA identifier.*

APPENDIX 3 – Attachment Compliance - Supporting Documentation Requirements.

Customer is Applying for:	The attachment is:	Delivery Method(s):
<i>New BA Identifier (BA ID)</i>	A letter on company letter head requesting a BA Identifier containing a signature from company owner or senior director and their title.	PDF emailed with PDF (form) application; PDF attached to online application
<i>Company Amalgamation</i>	Copy of the Certificate of Amalgamation and articles of Amalgamation.	PDF emailed with form application; PDF attached to online application
<i>A Business Associate User Security Administrator (BA USA) account</i>	A letter of authorization on company letter head requesting an account for the named BA USA. Letter must be signed by the president of the company or authorized designate and must indicate the title of the signer.	PDF emailed with PDF (form) application; PDF attached to online application
<i>Change to Corporate Identity</i>	Legal documentation of corporate identity change such as a Certificate of Amendment.	PDF attached to online account form; PDF documentation attached to an email