

Industry Tip

Registering and Discharging Builders' Liens against Petroleum and Natural Gas Crown Dispositions Online through IRIS

Date	Module/Application/Functionality	Notes
June 20, 2016	Petroleum Tenure Administrative Applications	Initial release

Since November 19, 2015, Builders' Liens can be registered and discharged against Crown petroleum and natural gas dispositions in Saskatchewan online through Ministry of the Economy's (ECON) Integrated Resource Information System (IRIS).

ECON is transitioning to only accept Lien applications for these dispositions through IRIS starting on **August 1, 2016**.

This change impacts any organization, including lawyers and law firms, that register Builders' Liens on Crown petroleum and natural gas dispositions.

Getting Started

To register or discharge Builders' Liens through IRIS, you must have:

1. An active Business Associate Identification Code (BA ID).*
 - The BA ID is for the applicant (the party completing and submitting the Builders' Lien registration or discharge application), not the claimant (the party that's owed money), unless the two are the same entity.
2. An appointed IRIS Security Administrator (SA).*

*For more information and to apply for a BA ID and/or an IRIS SA, visit the 'How To' section of www.saskatchewan.ca/IRIS.

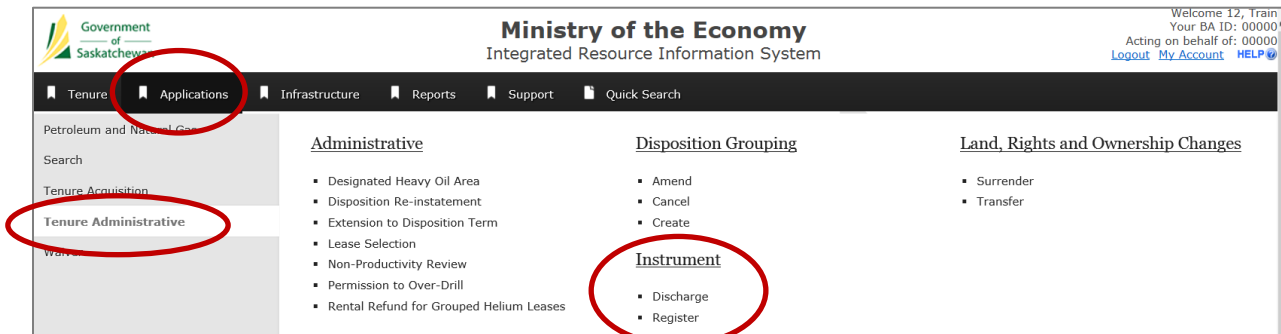
3. An active IRIS user account and permissions assigned by your BA's IRIS SA.
 - If you are registering or discharging a Builders' Liens on behalf of another organization as a delegated third-party, your client and their SA must set you up with an IRIS user account under their BA ID along with the appropriate permissions.
4. Payer account information registered with ECON.

- If you need to set up Pre-Authorized Debit (PAD) account with ECON: Complete and submit a Payer's Authorization for Pre-Authorized Debit agreement, [available here](#), after you receive access to IRIS.**
- If you currently have a PAD account with ECON, and wish to use it for payment of Lien registration fees, email Energy and Resources (ER) Support at er.support@gov.sk.ca stating you authorize the Ministry to use the existing bank information on file.
- If you are a delegated third-party, your client must be set up as the Payer.

**For information on setting up a PAD, contact ER Support at er.support@gov.sk.ca or 1-844-213-1030.

Submitting or Discharging Builder's Liens on IRIS

1. Read [Guideline MIN001: Builders' Liens and Provincial Crown Minerals](#) and complete the [relevant forms found here](#).
 - A separate application must be made for each disposition affected by the Lien. However, the same *Claim of Lien* can be attached to each application.
2. [Log into IRIS](#).
3. Select the 'Applications' tab, then click on 'Tenure Administration'. Under the 'Instrument' heading, select either 'Discharge' or 'Register'.



4. Enter all required information in the application, scan and upload the associated documents and forms, and submit for ECON review.
 - There is a \$50 fee per disposition to register Builders' Liens, and you will be required to provide your Payer BA ID information at time of application.
 - i. An invoice is generated and delivered through IRIS generally on or about the first business day of the month. Invoices can be found using the search functionality under the 'Reports' tab under the 'Invoices' heading.
5. You'll receive an IRIS Notification outlining the results of ECON's review. If approved, you'll be provided with an Instrument Number, which replaces the Document Number previously assigned to Builders' Liens.
 - Please note: Notifications are delivered through IRIS and can be found by searching 'Notifications' under the 'Quick Search' tab. To receive an email when

a notification is available, update your 'Email and Notification' setting found by clicking 'My Account' in the top right hand corner of any IRIS screen.



Questions?

For more information about:

- *Builders' Liens:*
Contact Petroleum Tenure Services at 1-844-787-8695 or petlands@gov.sk.ca
- *IRIS access, security and navigation:*
Contact ER Support at 1-844-213-1030 or er.support@gov.sk.ca
- *Invoicing and setting up payment information:*
Contact ER Support at 1-844-213-1030 or er.support@gov.sk.ca

See www.saskatchewan.ca for other registration and discharge of encumbrances and notices that can be made on Crown petroleum and natural gas dispositions online through IRIS.