North Sea
Transition
Authority

PETROLEUM LICENCE APPLICATIONS REPOSITORY (LARRY)

INDUSTRY USER GUIDANCE

CONTENTS

1. INTRODUCTION

The Petroleum Licence Applications Repository (LARRY) system is the North Sea Transition Authority's (NSTA) Licence Application system which allows Industry to submit and pay for licence applications for new Offshore and Onshore Licenses within the UKCS (United Kingdom Continental Shelf).

This system allows the Licensing Authority to setup and manage new licence Rounds as well as providing an internal review process to evaluate the submitted licence applications. The system supports the uploading of technical and financial documents and implements strict security rules.

As part of the internal review the NSTA can award new licences that are then passed through to the Petroleum Licence Raise system for the licences to be created.

2. OBTAINING ACCESS TO A LICENSING ROUND

When a new Licence Round is announced, the Licensing Authority will create a new Licence Round webpage that will contain details of the Licence Round as well as a link that will allow users to register for the Round.

The Link will take the user to a Portal Login screen where they can either login to the system using their existing Portal Account username and password or they can self-register for a new Energy Portal Account.

Once a user has logged in to the Portal via the LARRY login screen they will automatically be put into the Licence Round Team and will then be able to create new Licence Applications.

3. CREATING A NEW LICENCE APPLICATION

To create a new Licence Application you need to select ‘Create New Application’ option from your Workbasket (Figure 3-1)

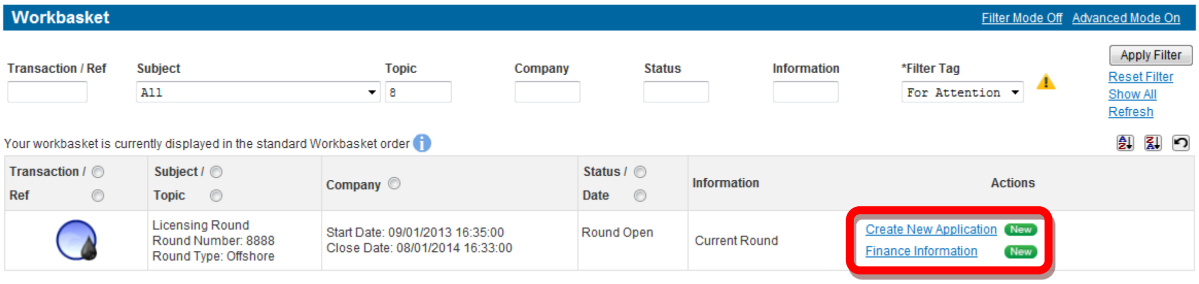


Figure 3-1 *(Module Ref: BPM001X)*

You will now be required to give your application a unique reference. You will then need to select the type of application you are making (Figure 3-2).

Offshore Round options (the options available will depend on which types NSTA select when setting up the Round):

- Innovate with Phase C only
- Innovate with either Phase A or Phase B or both
- Promote
- Traditional
- Frontier (6 year)
- West of Scotland Frontier (9 year)

Onshore Round options:

- Landward

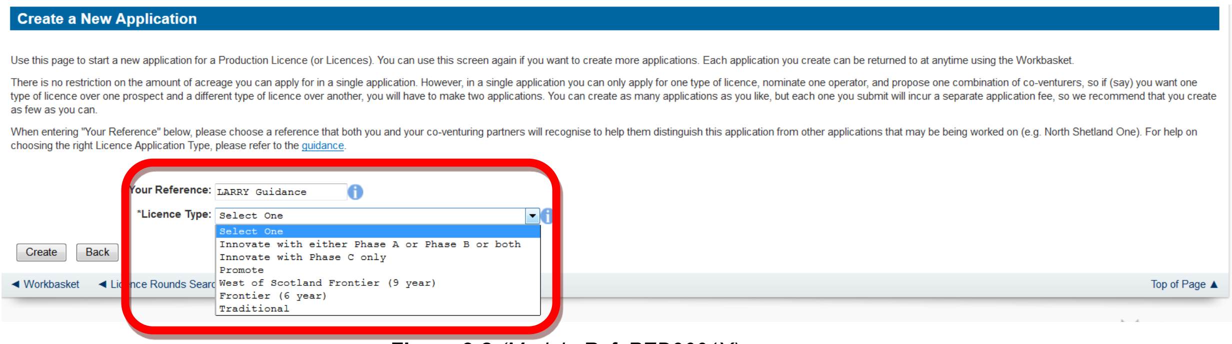


Figure 3-2 *(Module Ref: PED9001X)*

You will be taken to the application details screen that will provide you with some instructions on how to complete the application.

This screen will also display the Application Key which you will need to email to all Proposed Licensees so that they are able to enter their financial information (see section 3.12) (Figure 3-3).

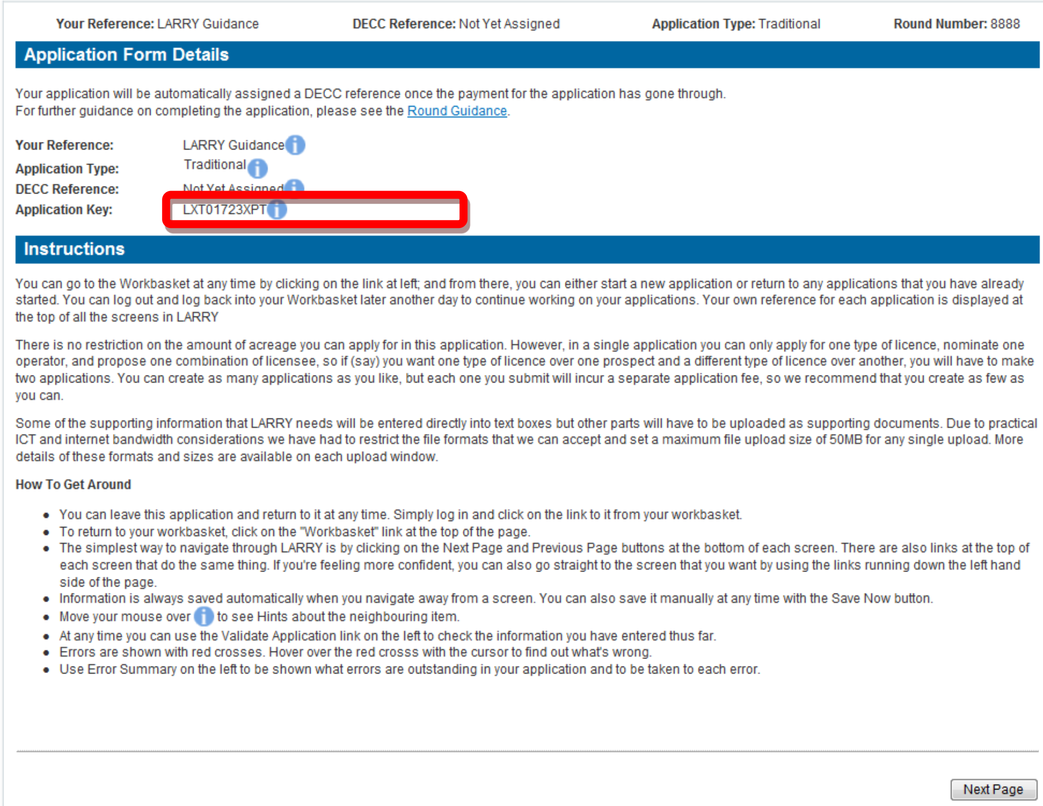


Figure 3-3 *(Module Ref: PED9000X)*

To navigate around your application, you can use the 'Next' and 'Previous Page' buttons (Figure 3-4) or click on the relevant section link from the left-hand menu (Figure 3-5).

Figure 3-4 *(Module Ref: PED9000X)*

Figure 3-5 *(Module Ref: PED9000X)*

3.1 Contact Details

You will need to enter the details of the person who will be the first point of contact relating to this licence application. If this person is the user completing the application, they can click on the 'Use My Details' button which will import their Portal Account details (Figure 3-6).

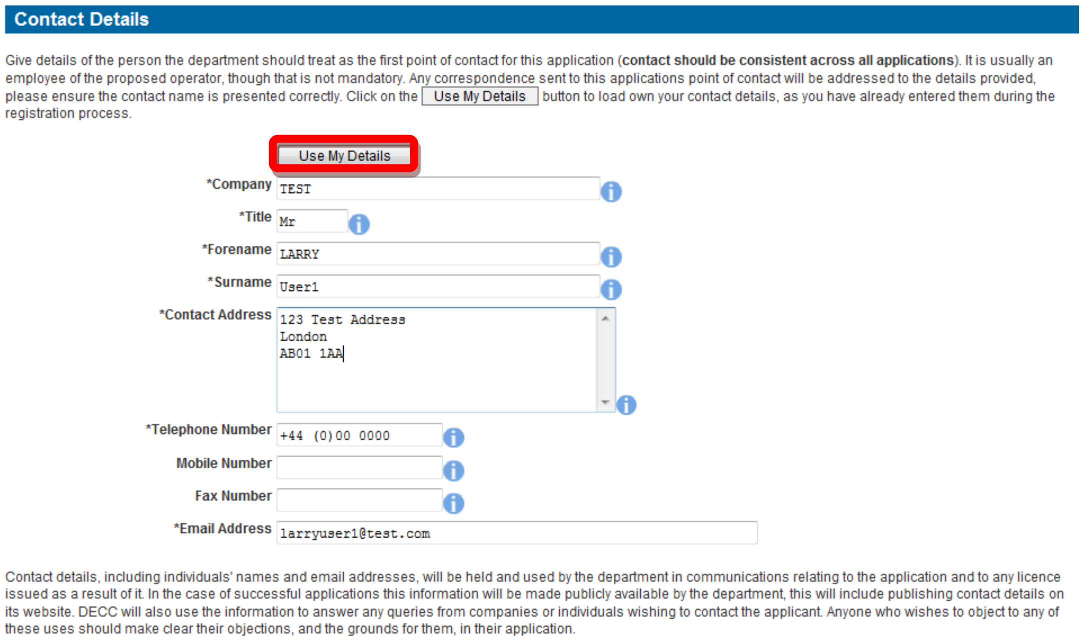


Figure 3-6 *(Module Ref: PED9000X)*

3.2 Sharing an Application

If you require other users to be able to edit or view this application, you can add them to the application team by clicking on the 'Manage Application Sharing' button (Figure 3-7).

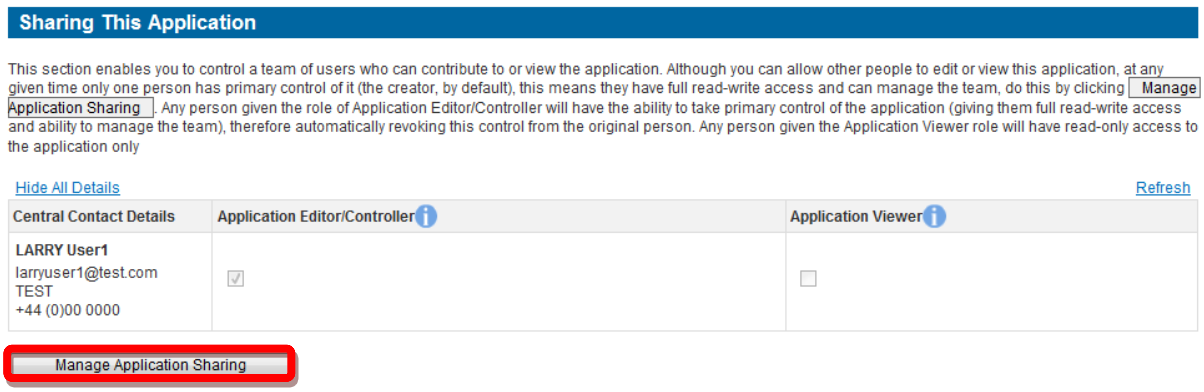


Figure 3-7 *(Module Ref: PED9000X)*

To add a new User you need to click on the 'Add Person' button (Figure 3-8).

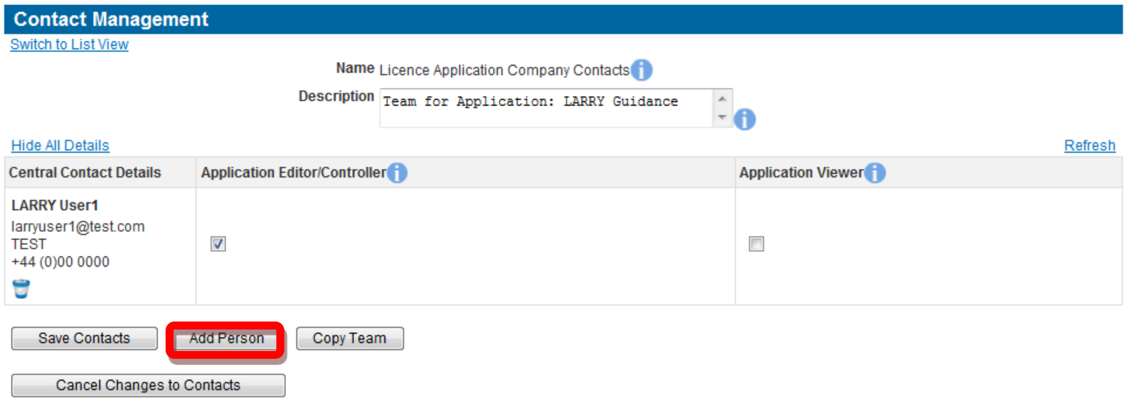


Figure 3-8 *(Module Ref: DEC043L)*

You will need to enter the details of the user that you wish to have access to this application and then click on the 'Add Person' button (Figure 3-9).

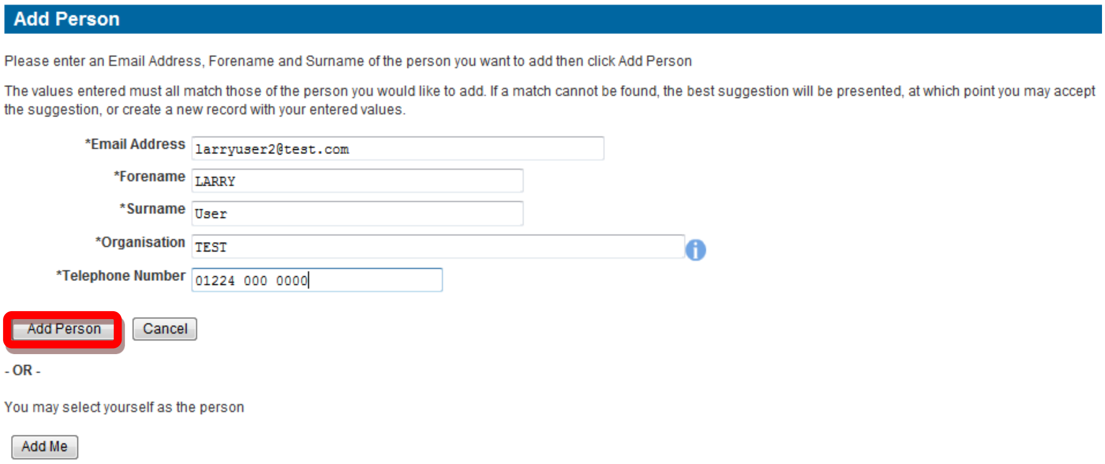


Figure 3-9 *(Module Ref: CONT004X)*

If you enter the details of a user who already has an Energy Portal Account and they do not provide an exact match, the Portal will provide you with a list of suggested users. You can choose to accept the suggested user or create a new person by clicking on the relevant button (Figure 3-10).

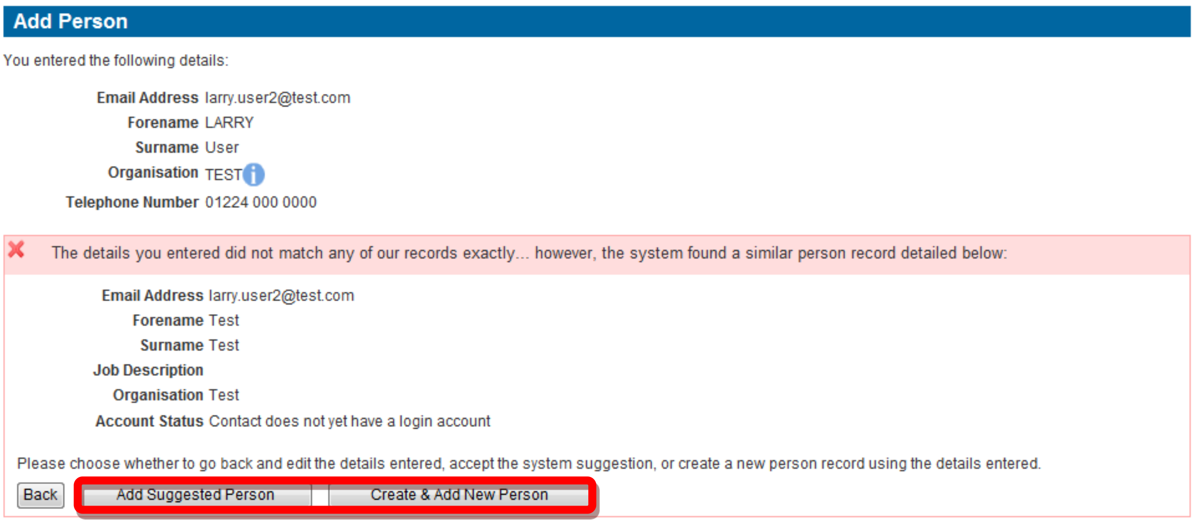


Figure 3-10 *(Module Ref: CONT004X)*

Once you have added your new user(s), you can then allocate access to either Edit or View the application. Once you have assigned the required access you should click the 'Save Contacts' button (Figure 3-11).

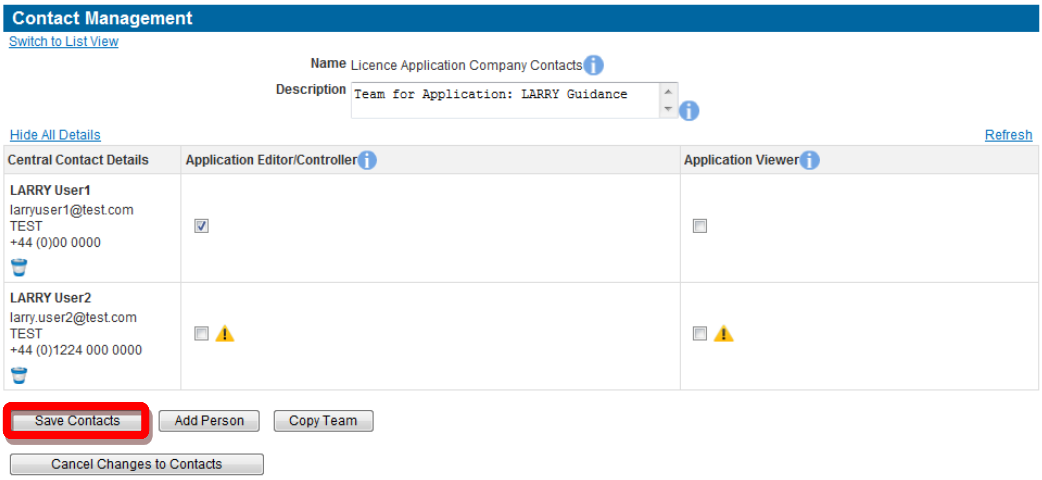


Figure 3-11 *(Module Ref: DEC043L)*

If you have given 'Edit' access to any additional users, when they log into the Portal they will be presented with an action in their Workbasket to 'Resume' the application (Figure 3-12).

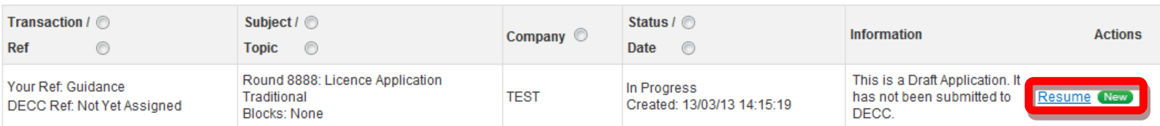


Figure 3-12 *(Module Ref: BPM001X)*

At this point the application is read only. The new user will need to take ownership before they can edit the application. They take ownership by clicking on the 'Take Control of Application' link at the top of application screens (Figure 3-13).

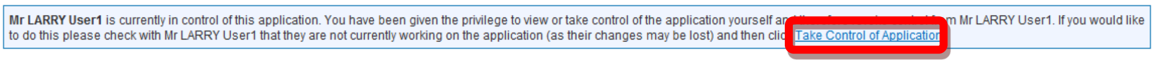


Figure 3-13 *(Module Ref: PED9000X)*

By clicking on the 'OK' button you will revoke edit access from the previous application owner (Figure 3-14).

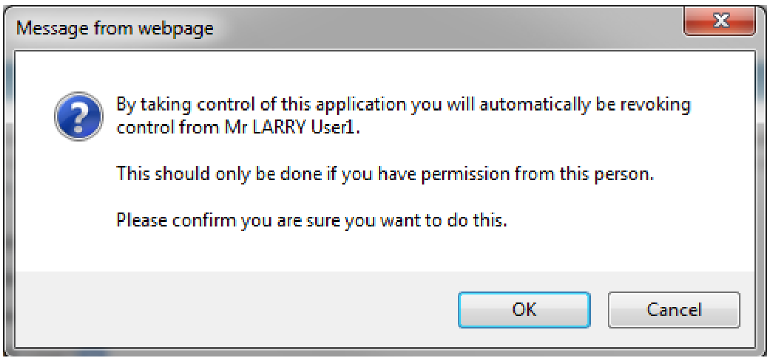


Figure 3-14

The new user now has control of the application (Figure 3-15).

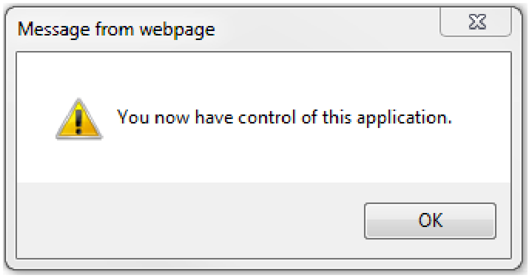


Figure 3-15

3.3 Companies

If you are undertaking a Traditional, Frontier, Innovate with Phase C only or Landward application you will be required to enter a Proposed Operator and Licence Administrator as well as their contact details. If you are undertaking a Promote or Innovate with either Phase A or Phase B or both applications, you will only need to enter Licence Administrator details.

To enter a Proposed Operator or Licence Administrator you need to click on the relevant 'Add' button (Figure 3-16).

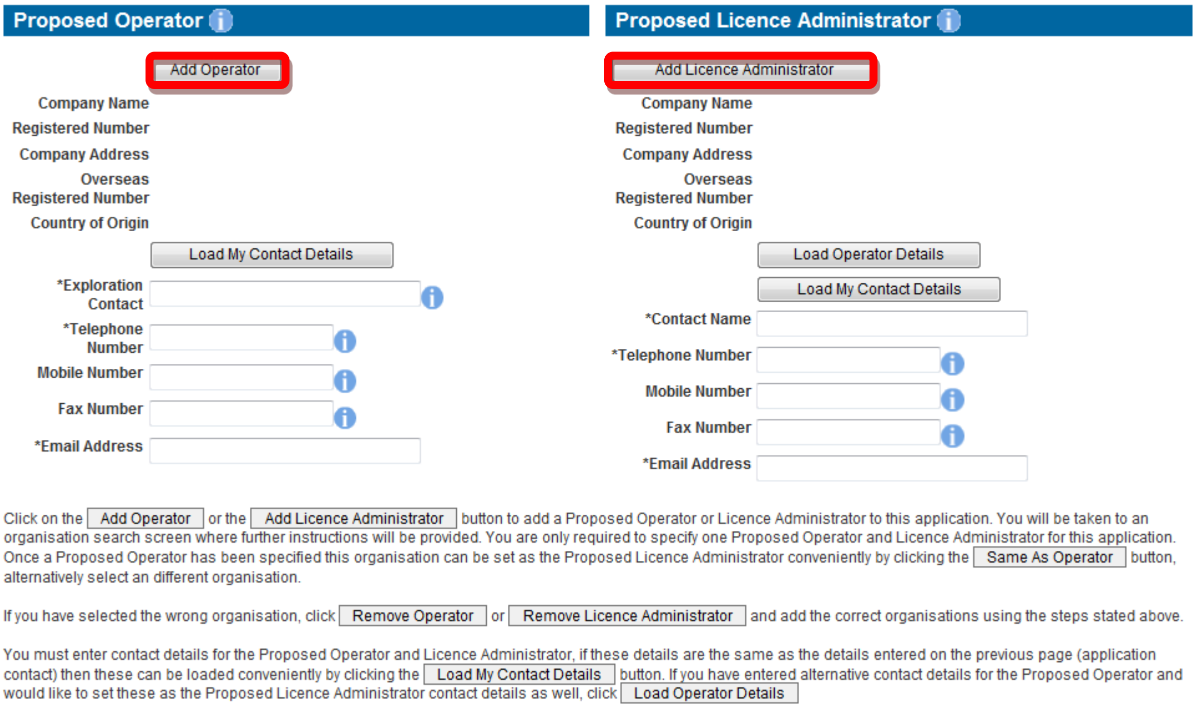


Figure 3-16 *(Module Ref: PED9000X)*

This will take you to the Company Search screen, where you can search by Company Name or Registered Number as held by Companies House. (Figure 3-17). When you find the correct company, click on the 'Company' link (Figure 3-18).

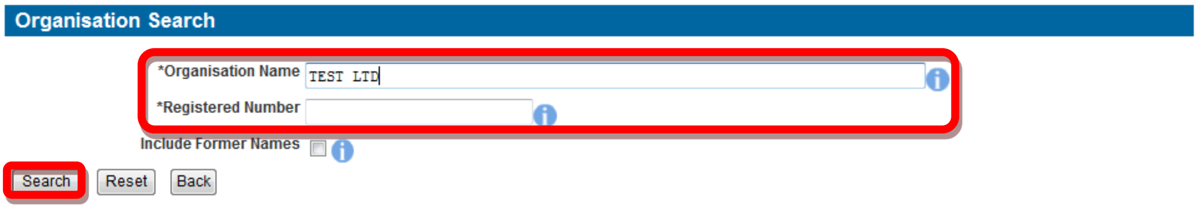


Figure 3-17 *(Module Ref: ORG_SEARCH_NEW)*

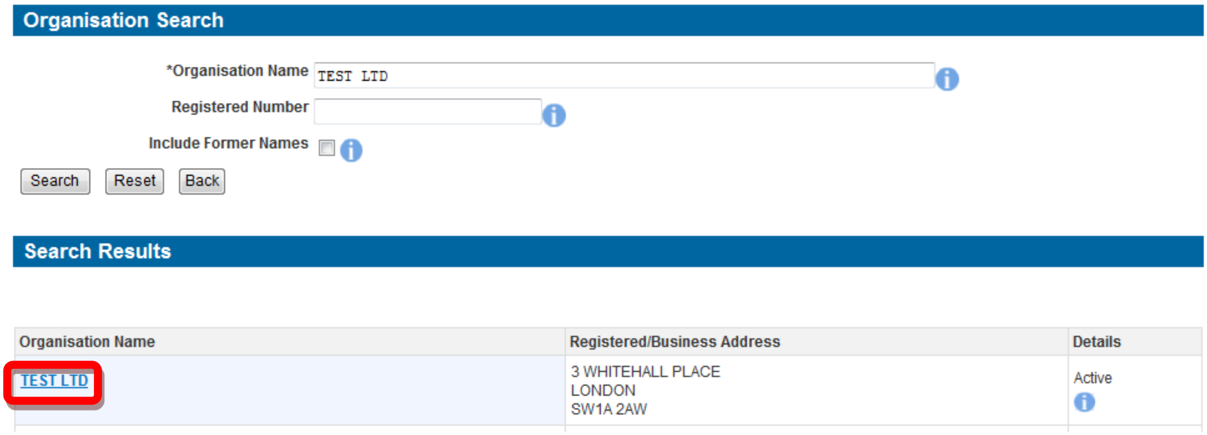


Figure 3-18 *(Module Ref: ORG_SEARCH_NEW)*

If the company does not exist on the Portal, you have the option to enter a new company by clicking on the 'Create a new company' link (Figure 3-19).

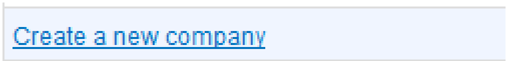


Figure 3-19 *(Module Ref: ORG_SEARCH_NEW)*

You will now be taken to the create company screen, where you will be required to enter the new companies details and then click on the 'Create Company' button (Figure 3-20).

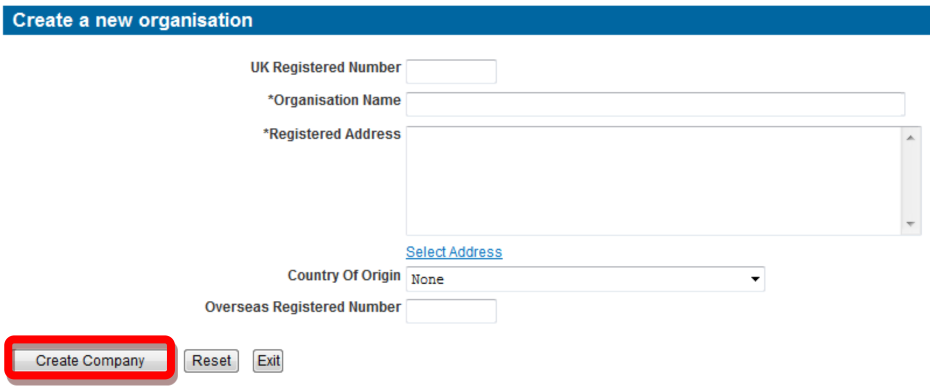


Figure 3-20 *(Module Ref: ORG_MANUAL_NEW)*

Once you have selected your company, you will now be asked if this company will also be a proposed Licensee (Figure 3-21).

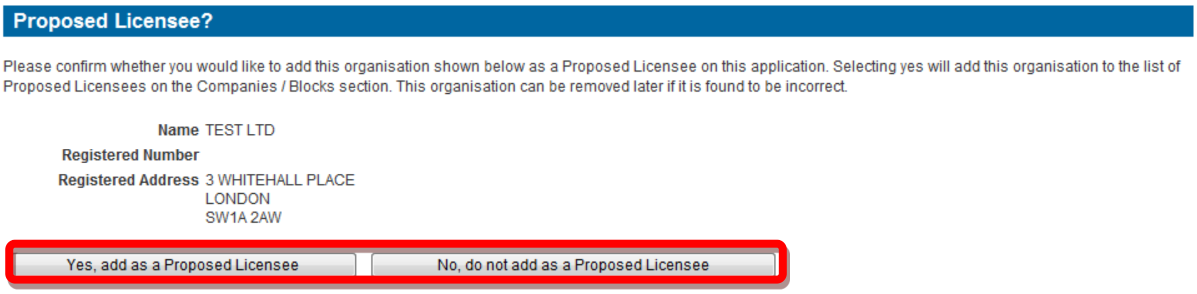


Figure 3-21 *(Module Ref: PED9000X)*

Once you have added your Proposed Operator (if applicable) and Licence Administrator you will now need to add any additional Proposed Licensees. These can be added by clicking on the 'Add Licensee' button (Figure 3-22).

If a Red Cross icon ' ' appears next to a proposed licensee, it means that this organisation has not yet uploaded their associated financial information against this application (see section 3.12).

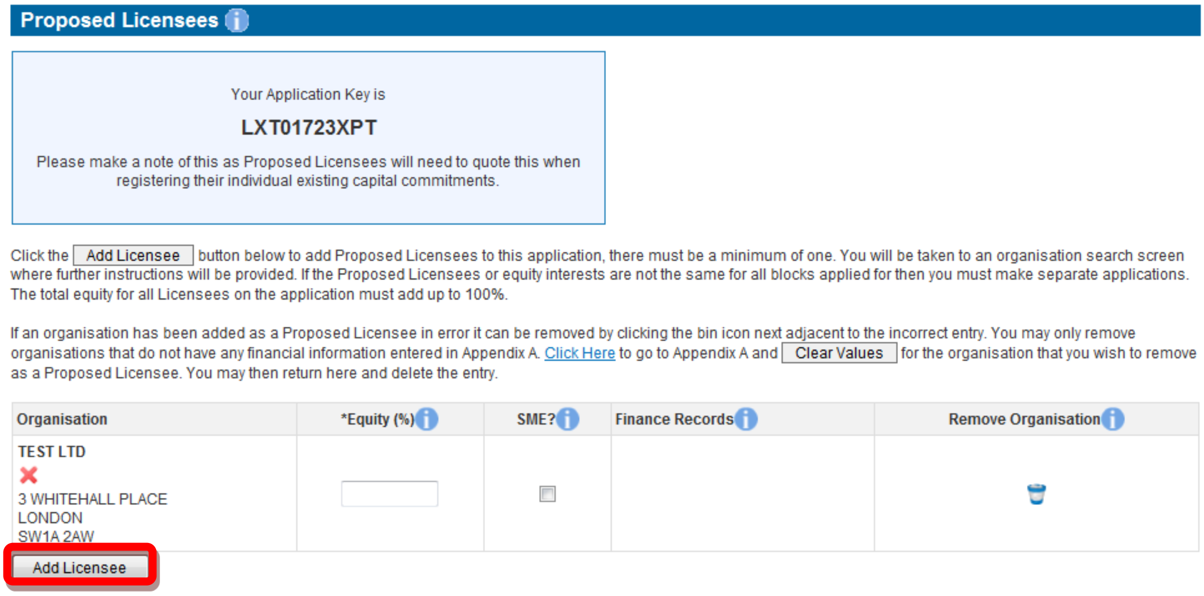


Figure 3-22 *(Module Ref: PED9000X)*

This will take you to the Company Search screen, where you can search by Company Name or Registered Number as held at Companies House. When you find the correct company, click on the 'Company' link.

Once you have added all your Proposed Licensees, you will need to enter the initial equity interest that would be held by each licensee should the application be successful, and mark Small to Medium Enterprises. Equities must add up to 100% and if there is only one licensee, they will have a 100% holding (Figure 3-23).

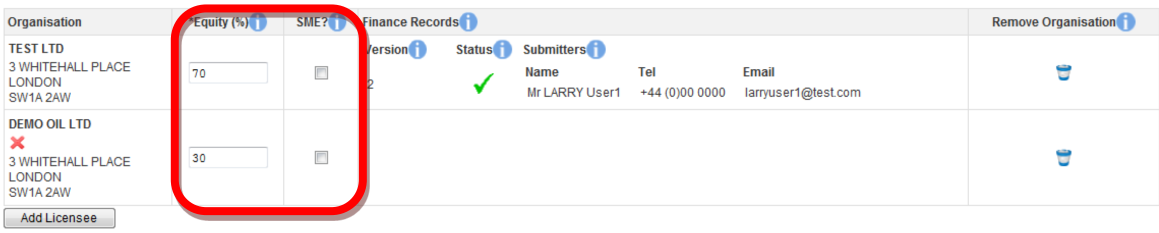


Figure 3-23 *(Module Ref: PED9000X)*

3.4 Blocks

You will now be required to select the Blocks that you wish to apply for. You can either enter the Block Reference and click on the 'Add Block' button or you can search for blocks by clicking on the 'Search Blocks' button (Figure 3-24).

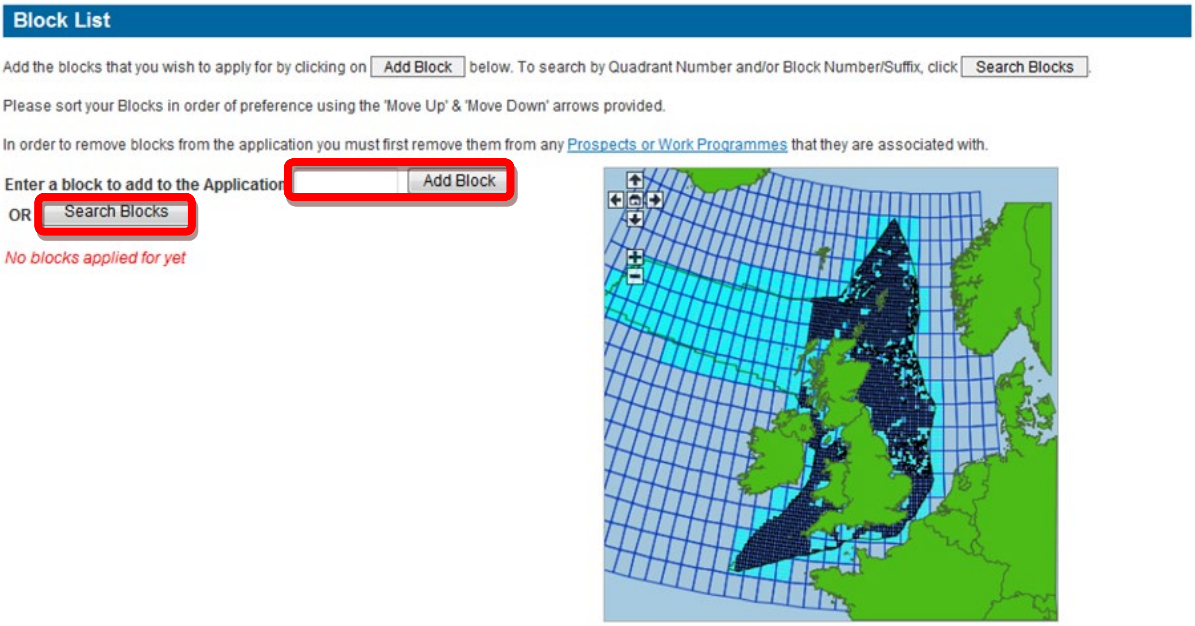


Figure 3-24 *(Module Ref: PED9000X)*

If you select the ‘Search Block’ option, you will be taken to the ‘Block Search’ screen. You have the option to enter ‘Quadrant’ or ‘Block Number’ details or you can leave blank to look at all blocks on offer. To obtain your search results, click on the ‘Search’ button (Figure 3-25).

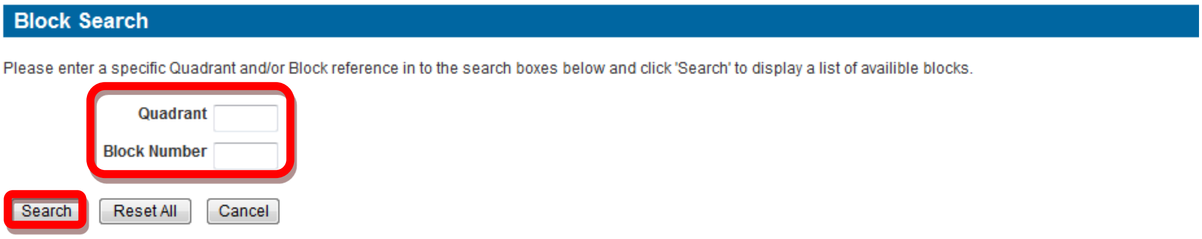


Figure 3-25 *(Module Ref: PED9011X)*

Once your search results are returned, you can select blocks by checking the relevant check box and then clicking on the ‘Add Selected’ button (Figure 3-26).

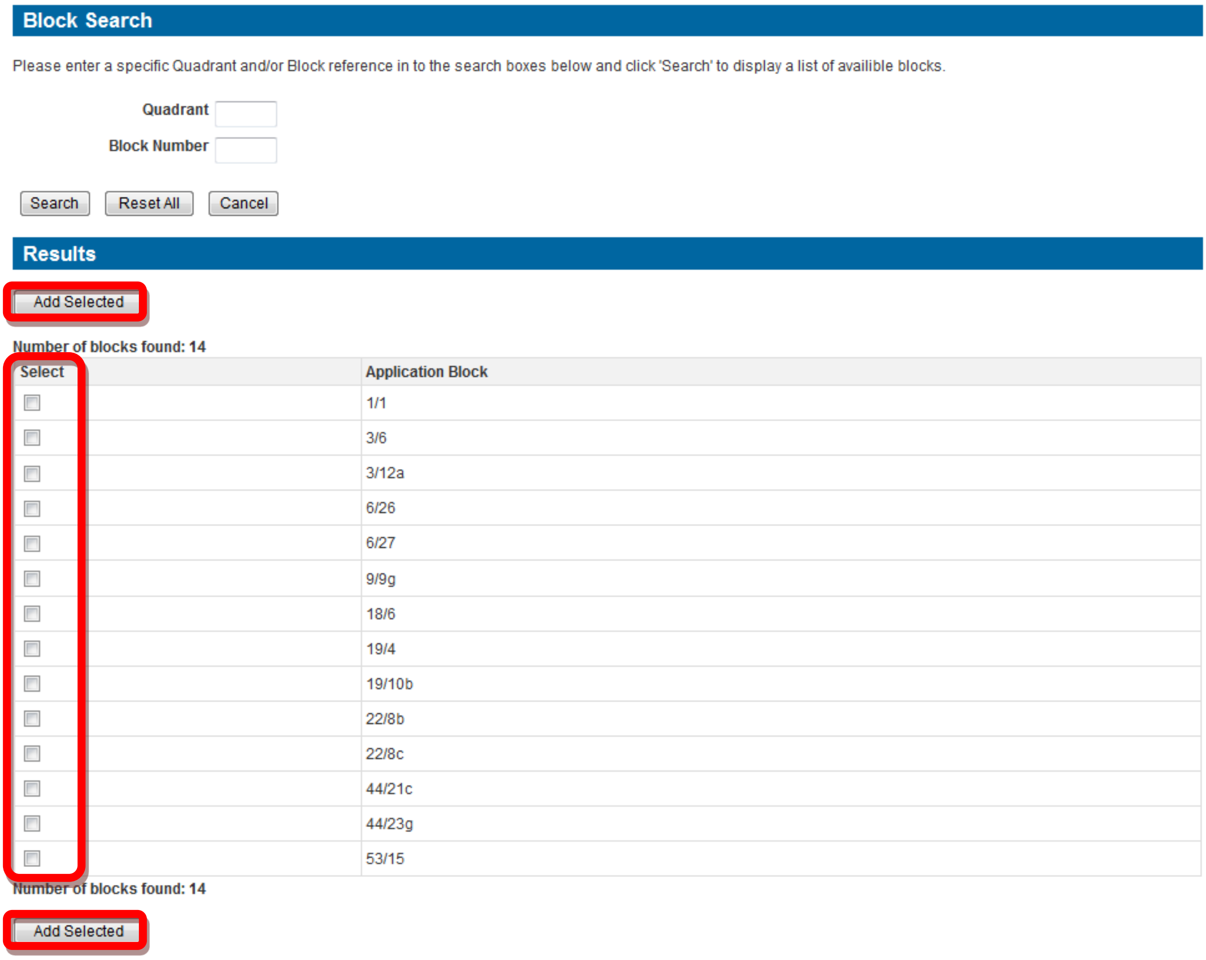


Figure 3-26 *(Module Ref: PED9011X)*

Once you have added your blocks to your application, you need to order them in order of preference. You can order your block by using the 'Move Up' and 'Move Down' arrows.

If you only wish to apply for part of a block, please check the 'Request for portion of Block' check box.

If a Block will not be part of a Prospect, you will need to check the 'No Prospect' check box (Figure 3-27).

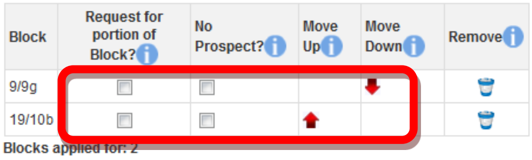


Figure 3-27 *(Module Ref: PED9000X)*

You will also be able to add comments on the text box provided. This can be used for explaining any part block requests (Figure 3-28).

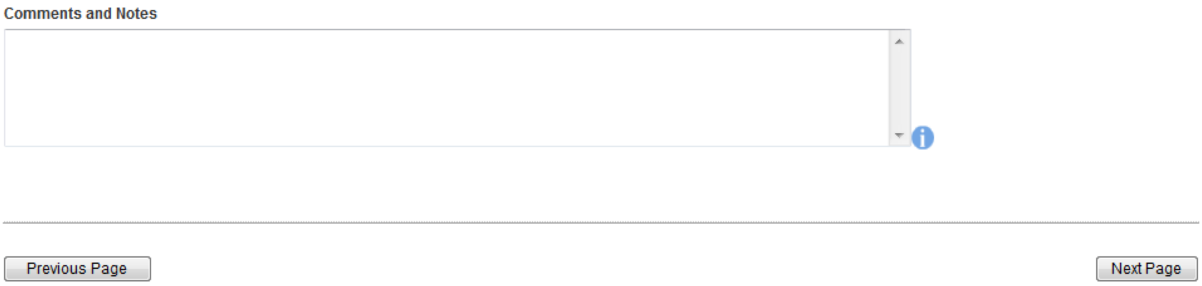


Figure 3-28 *(Module Ref: PED9000X)*

3.5 Prospects/Opportunities

To add a new opportunity (lead or new play/discovery) to your application you need to enter a prospect name and then click on the 'Add Prospect' button (Figure 3-29).

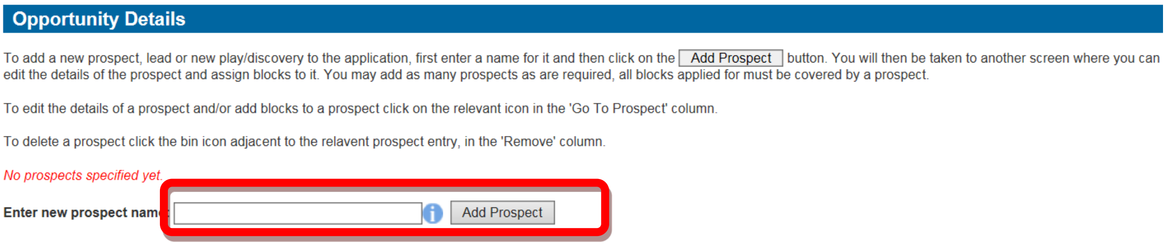
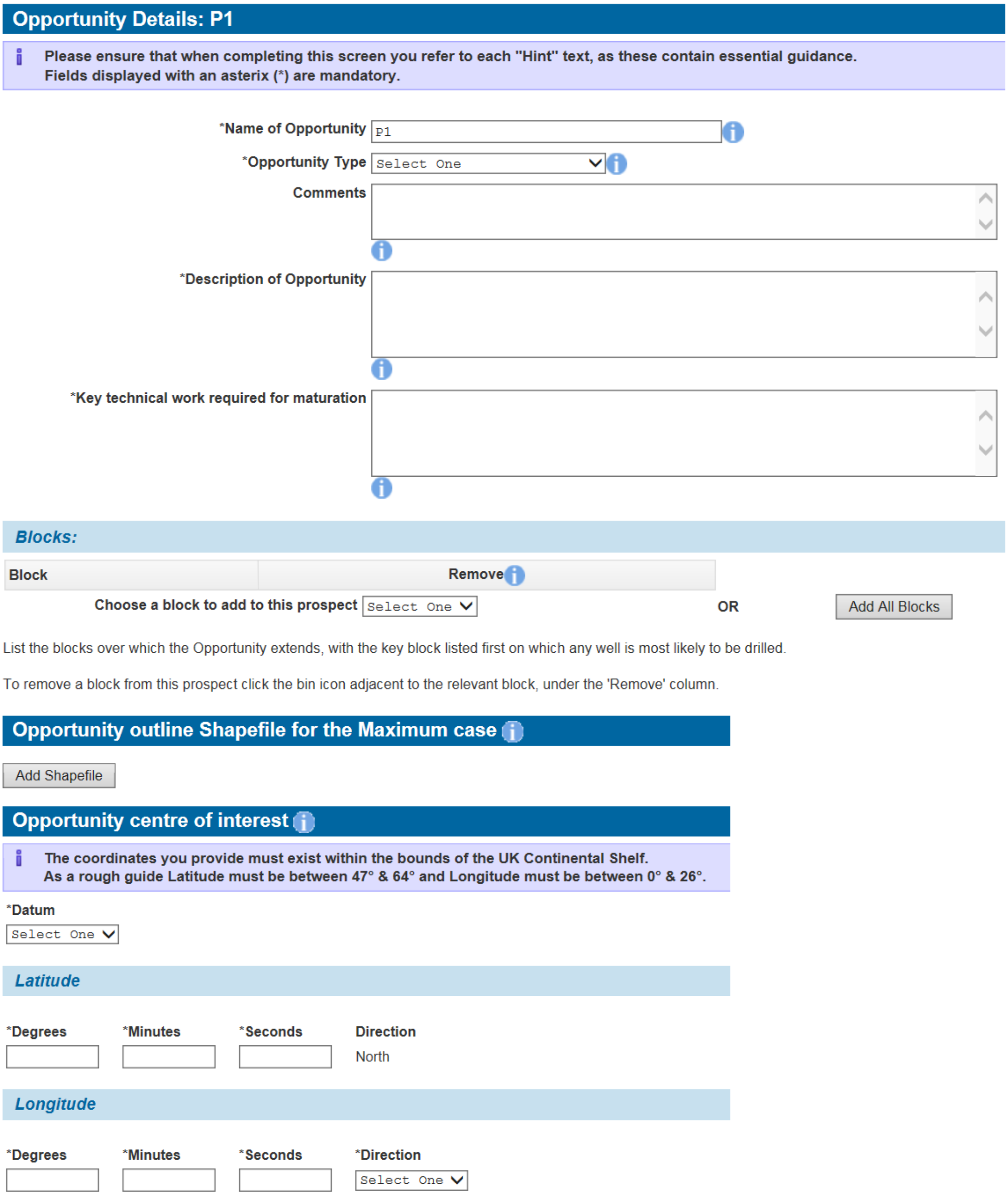


Figure 3-29 *(Module Ref: PED9000X)*

You will then be taken to the opportunity screen where you need to enter the following information (Figure 3-30);

- Opportunity Type (New Play Idea, Lead, Prospect Not Fully Evaluated, Prospect Fully Evaluated)
- Description of the Opportunity
- Details of any Technical Work Required
- Add the Blocks that this Opportunity relates too
- You have the option to upload Shapefiles and/or add the centre co-ordinates for your opportunities
- Unconventional Opportunities
- Hydrocarbon Case (Oil, Gas, Mixed Oil and Gas)
- Conventional Opportunities
- Supplementary Data
- Illustration Uploads (Maps)

Instructions on what information to enter for each item please refer to the hint text ( ).



Opportunity Details: P1

Please ensure that when completing this screen you refer to each "Hint" text, as these contain essential guidance.
Fields displayed with an asterix (*) are mandatory.

*Name of Opportunity: P1

*Opportunity Type: Select One

Comments

*Description of Opportunity

*Key technical work required for maturation

Blocks:

Block	Remove

Choose a block to add to this prospect: Select One — OR — Add All Blocks

List the blocks over which the Opportunity extends, with the key block listed first on which any well is most likely to be drilled.

To remove a block from this prospect click the bin icon adjacent to the relevant block, under the 'Remove' column.

Opportunity outline Shapefile for the Maximum case

Add Shapefile

Opportunity centre of interest

The coordinates you provide must exist within the bounds of the UK Continental Shelf.
As a rough guide Latitude must be between 47° & 64° and Longitude must be between 0° & 26°.

*Datum: Select One

Latitude

*Degrees	*Minutes	*Seconds	Direction
			North

Longitude

*Degrees	*Minutes	*Seconds	*Direction
			Select One

Unconventional Opportunities

Unconventional Opportunities

Conventional Opportunities - Volumetrics

You must have at least 1 hydrocarbon case.

Hydrocarbon Case

None
Oil
Gas
Mixed Oil and Gas

Add Case

*Hydrocarbon Case	*Probability of case %	Comments	Remove
Mixed Oil and Gas	%		

Mixed Oil and Gas - Volumetric Inputs/Outputs

Volumetric Input Parameters

Probability of exceedance	Minimum or P99	P90	Mode	P50	Mean (or constant if used)	P10	Maximum or P1	Distribution Used	Units	Comments
Depth to spill-point								Select One	Select One	
Depth to hydrocarbon-water contact								Select One	Select One	
Productive Area								Select One	km2	
Average Net pay thickness (if used)								Select One	Select One	
Gross rock volume (GRV)								Select One	million m3	
In mixed cases oil and gas case, % of GRV which is oil	%	%	%	%	%	%	%	Select One	%	
Net-to-gross	%	%	%	%	%	%	%	Select One	%	
Net porosity	%	%	%	%	%	%	%	Select One	%	
Net hydrocarbon saturation	%	%	%	%	%	%	%	Select One	%	
Formation volume factor								Select One	rb/stb	
Oil recovery factor	%	%	%	%	%	%	%	Select One	%	
Associated gas-oil ratio, life-of-field								Select One	scf/stb	
Gas expansion factor								Select One	scf/rcf	
Gas recovery factor	%	%	%	%	%	%	%	Select One	%	
Condensate-gas ratio, life-of-field								Select One	stb/mcf	

North Sea Transition Authority

Volumetric Outputs

Probability of exceedance	P99	*P90	Mode	*P50	Mean (or constant if used)	*P10	P1	Units	Comments
Oil in place								mmstb	
Oil recoverable resources								mmstb	
Associated gas recoverable resources								bcf	
Gas in place								bcf	
Gas recoverable resources								bcf	
Associated condensate recoverable resources								mmstb	
Oil equivalent recoverable resources								mmboe	

Volumetric Comments

Additional Volumetric Comments

Conventional Opportunities - Geological Chance of Success

Play

Title	*Percentage	*Formation Name	*Age (Stage or Series)	*Lithology	*Evidence
Source	%				
Reservoir	%				
Regional Top Seal	%				

Total Play Chance of Success: 0.0%

Prospect-specific

Title	*Percentage	*Evidence
Source rock presence and maturity	%	
Source effectiveness (migration and timing)	%	
Reservoir presence	%	
Reservoir effectiveness	%	
Trap presence (geometry)	%	
Trap effectiveness (seal, preservation)	%	

Total Prospect-specific Chance of Success: 0.0%

Overall Chance of Success: 0.0%

Geophysically-modified Chance of Success

Title	Percentage	Evidence
Modified Overall Chance of Success	%	

Well located modified Chance of Success

Title	Percentage	Evidence
Modified Overall Chance of Success	%	

Supplementary Data

Supplementary Information for Firm well commitments, Undeveloped discoveries and Field Re-developments

Additional Information or Comments

North Sea Transition Authority

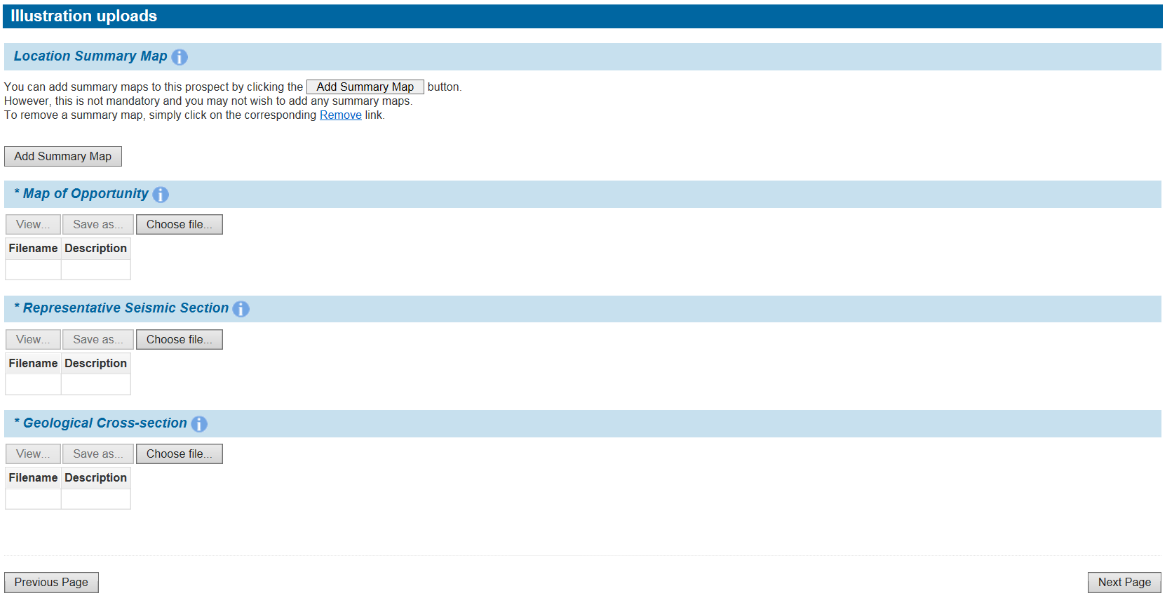


Figure 3-30 *(Module Ref: PED9000X)*

You may add as many opportunities as you like. However, all blocks applied for must be covered by at least one prospect unless specified as ‘No Prospect’ when adding the blocks to the application.

To edit the details of a prospect, click on the relevant edit icon in the 'Go To Prospect' column. To delete a prospect, click the bin icon in the 'Remove' column (Figure 3-31).

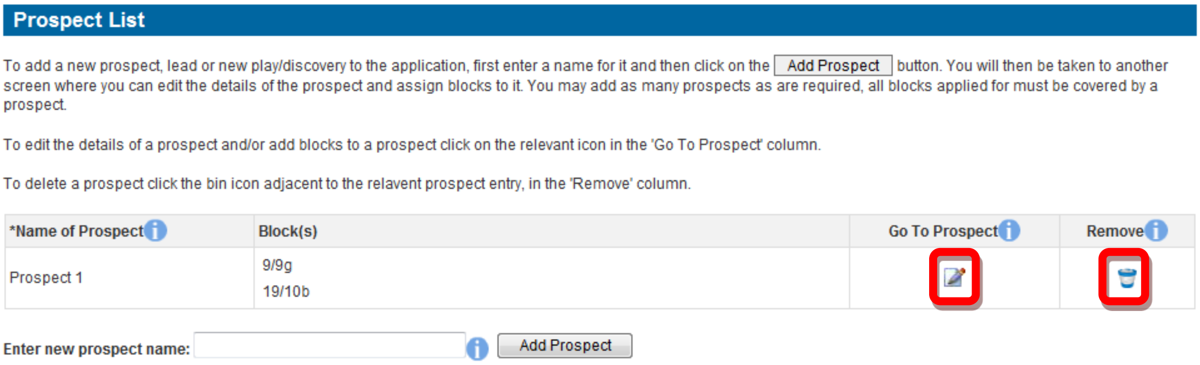


Figure 3-31 *(Module Ref: PED9000X)*

3.6 Work Programmes

To add a new Work Programme to your application you need to click on the 'Add Work Programme' button (Figure 3-32).

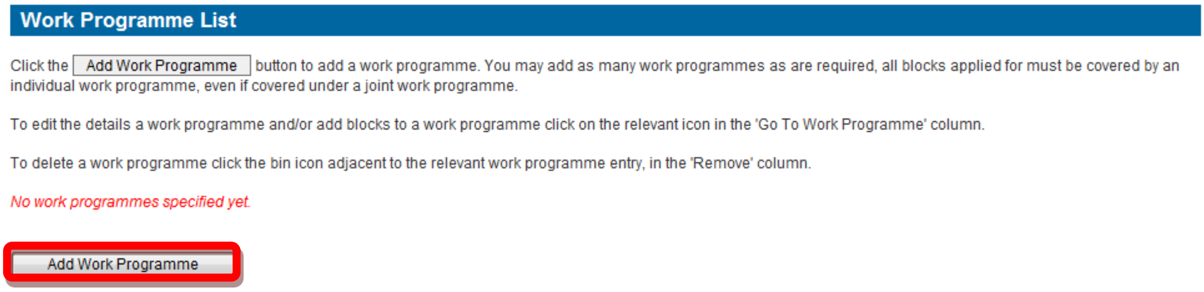


Figure 3-32 *(Module Ref: PED9000X)*

You will then be taken to the work programme screen where you need to enter the following information (Figure 3-33);

- Add the Blocks that this Work Programme relates too
- Obligations (Firm, Contingent (offshore only) & Drill or Drop)
- Seismic Data
- Supplementary Data (straight to 2nd term and plans for existing discoveries and/or redevelopments)
- Phase Timings (must have at least a Phase C)
- Define the area of the block that you want using co-ordinate points (latitudes and longitudes or OS 10K grid points for Landward)
- Comments

Further instructions on what information to enter for each item are available in the hint text ( ).

Work Programme Details

Company Name TEST LTD

Registered Number 87654321

Company Address 21 BLOOMSBURY STREET
LONDON
WC1B 3HF

Overseas Registered Number

Country of Origin None

Blocks:

Block	Remove

Choose a block to add to this work programme Select One OR Add All Blocks

To remove a block from this prospect click the bin icon adjacent to the relevant block, under the 'Remove' column.

*Work Programme Obligations

For each well, specify the minimum depth in metres and the horizon to which you will drill.

***Firm** ***Contingent** ***Drill-or-Drop (include Decision Point if appropriate)**

New Shoot Seismic Data

New Shoot 2D Seismic (Firm km)

New Shoot 2D Seismic (Contingent km)

New Shoot 3D Seismic (Firm km²)

New Shoot 3D Seismic (Contingent km²)

Existing Seismic Data

Obtain Existing 2D Seismic (Firm km)

Obtain Existing 3D Seismic (firm km²)

Reprocess Seismic Data

Reprocess 2D Seismic Data (km)

Reprocess 3D Seismic Data (km²)

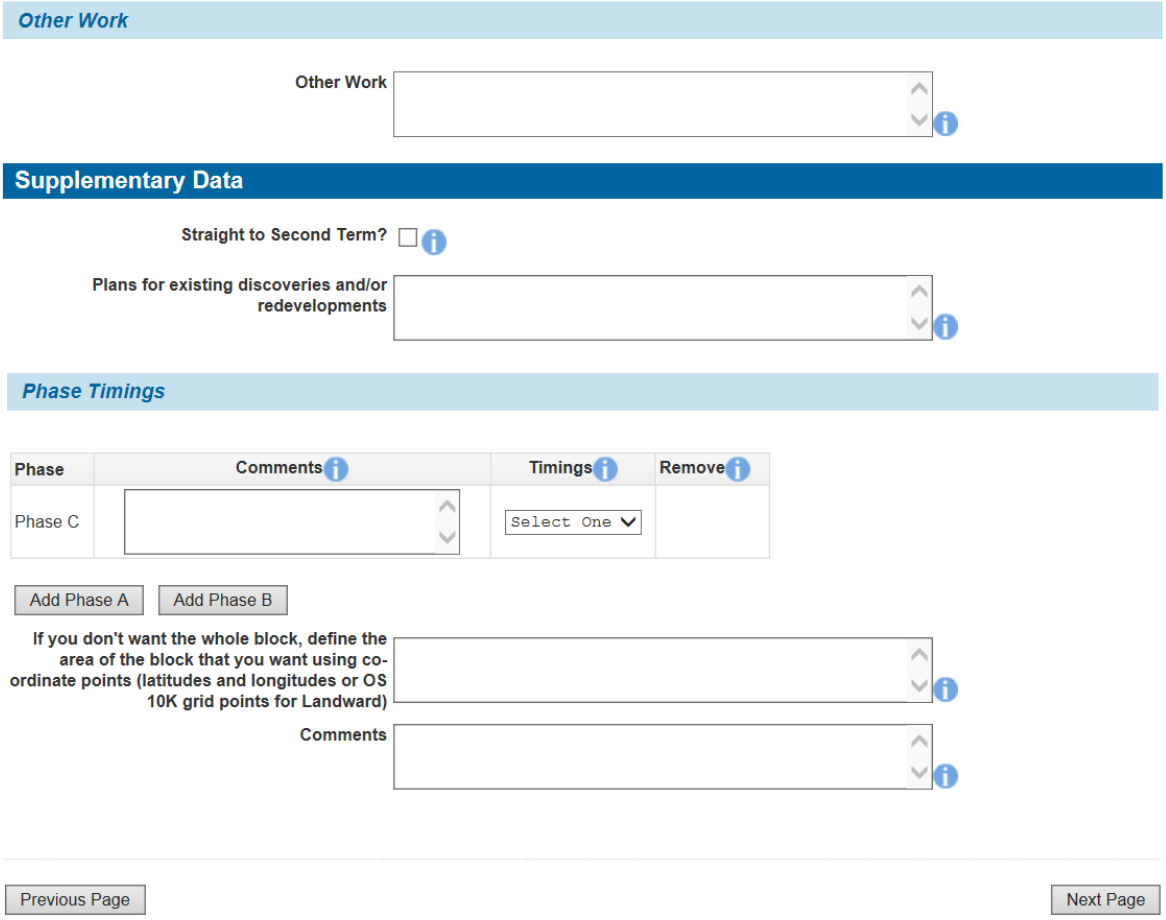


Figure 3-33 *(Module Ref: PED9000X)*

You may add as many Work Programmes as required. However, all blocks applied for must be covered by an individual Work Programme, even if covered under a joint Work Programme unless this is a 'Landward' application where either can apply.

To edit the details a Work Programme, click on the edit icon in the 'Go To Work Programme' column. To delete a Work Programme, click the bin icon in the 'Remove' column (Figure 3-34).

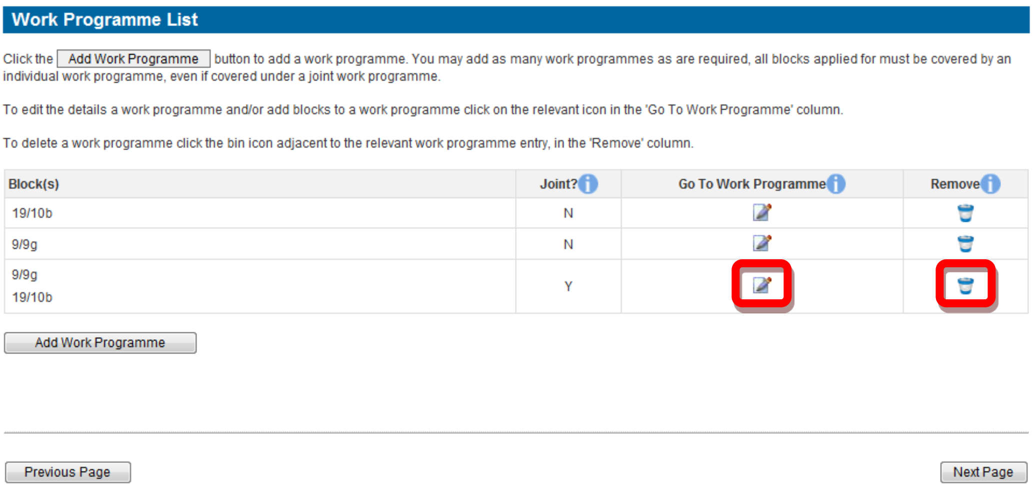
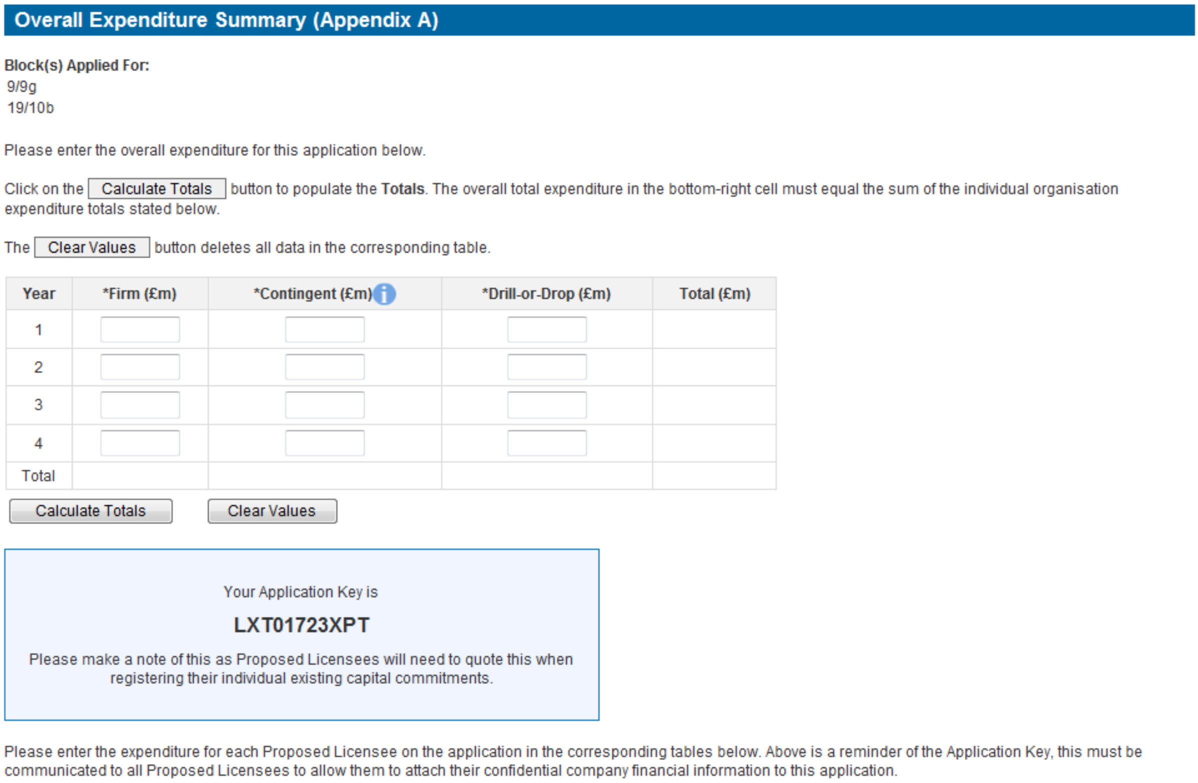


Figure 3-34 *(Module Ref: PED9000X)*

3.7 Appendix A

If you are undertaking a Traditional, Frontier, Innovate with Phase C only or Landward application you will be required to enter both the overall Planned Expenditure relating to this application (Figure 3-35) and a breakdown per each of the proposed licensees (Figure 3-36).

If you are undertaking a Promote or Innovate with either Phase A or Phase B or both application this section is not applicable.



Overall Expenditure Summary (Appendix A)

Block(s) Applied For:
9/9g
19/10b

Please enter the overall expenditure for this application below.

Click on the Calculate Totals button to populate the **Totals**. The overall total expenditure in the bottom-right cell must equal the sum of the individual organisation expenditure totals stated below.

The Clear Values button deletes all data in the corresponding table.

Year	*Firm (£m)	*Contingent (£m)	*Drill-or-Drop (£m)	Total (£m)
1				
2				
3				
4				
Total				

Calculate Totals   Clear Values

Your Application Key is

LXT01723XPT

Please make a note of this as Proposed Licensees will need to quote this when registering their individual existing capital commitments.

Please enter the expenditure for each Proposed Licensee on the application in the corresponding tables below. Above is a reminder of the Application Key, this must be communicated to all Proposed Licensees to allow them to attach their confidential company financial information to this application.

Figure 3-35 *(Module Ref: PED9000X)*

TEST LTD

Licence Partner(s):
DEMO OIL LTD

Please enter the expenditure for **TEST LTD** below.

Click on the Calculate Totals button to populate the **Totals** or the Clear Values button to delete all values in the table.

Year	*Firm (£m)	*Contingent (£m)	*Drill-or-Drop (£m)	Total (£m)
1				
2				
3				
4				
Total				

Calculate Totals Clear Values

DEMO OIL LTD

Licence Partner(s):
TEST LTD

Please enter the expenditure for **DEMO OIL LTD** below.

Click on the Calculate Totals button to populate the **Totals** or the Clear Values button to delete all values in the table.

Year	*Firm (£m)	*Contingent (£m)	*Drill-or-Drop (£m)	Total (£m)
1				
2				
3				
4				
Total				

Calculate Totals Clear Values

Previous Page Next Page

Figure 3-36 *(Module Ref: PED9000X)*

North Sea
Transition
Authority

3.8 Appendix B

Within Appendix B you should upload your associated technical documentation.

The Technical Information document should (a) outline the information already used to arrive at the current understanding of the acreage; and (b) propose a Work Programme for the Initial Term of a licence.

For Traditional, Frontier, Innovate with Phase C only and Landward applications, the applicant also needs to submit information demonstrating that the proposed Operator is competent in supervising and managing drilling operations within this area.

If you are undertaking a Promote or Innovate with either Phase A or Phase B or both application the Technical Competence information is not required.

To upload a technical document, you should click on the ‘Upload file’ button. You will be presented with a pop-up box where you need to click on the ‘Browse’ button, which will take you to your computers local directory where you can search for the relevant document(s). (N.B. if the pop-up window does not load, please check that your pop-up blocker enables pop-ups from the Energy Portal site).

Once you have found your document you need to click on the ‘Start Upload’ button. If your upload is successful, you will see a Green Tick. If your upload is unsuccessful, you will see a Red Cross and will be given some information as to why it failed.

If you wish to upload additional documents, click on the ‘Add Appendix B’ or Add Technical Competence Information’ button and repeat the process.

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

Once you have uploaded your document(s), you need to associate the Blocks to the documents by using the block drop down list or to add all blocks to a document click on the ‘Add All Blocks’ button (Figure 3-37)

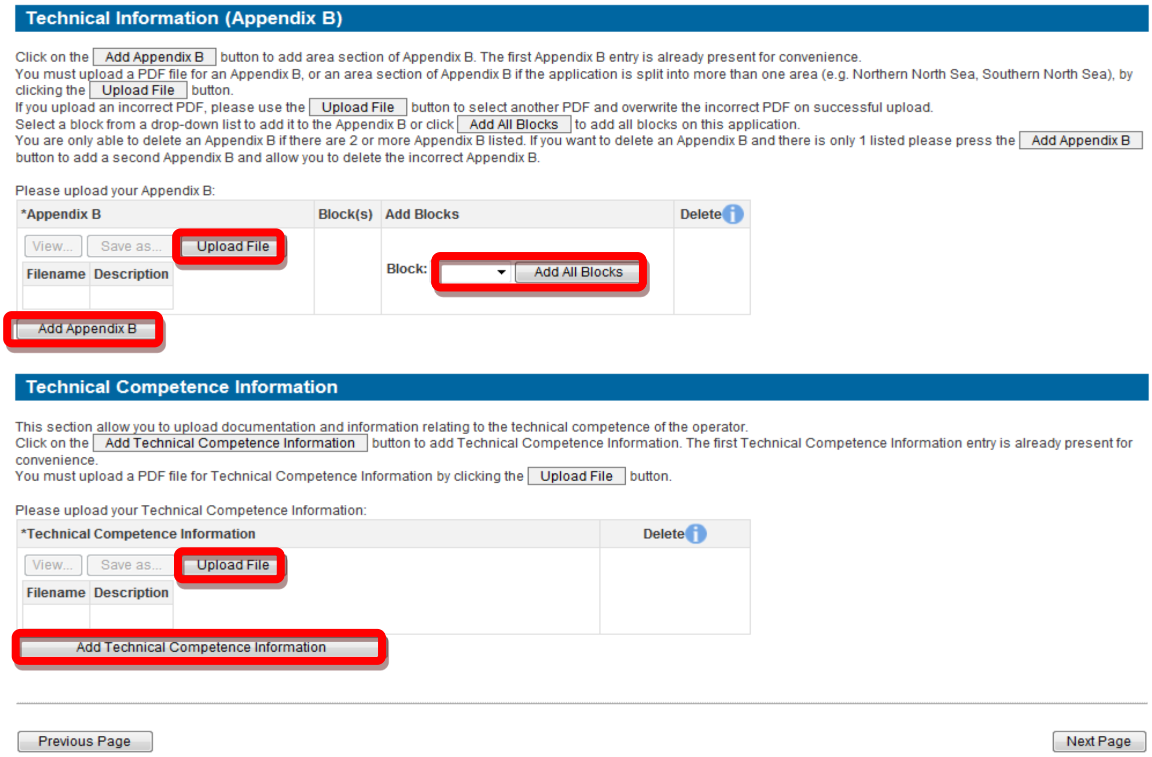


Figure 3-37 *(Module Ref: PED9000X)*

3.9 Appendix C

You will be required to complete the ‘Safety and Environmental Capability Information’ this will enable NSTA, OPRED and HSE to assess your Environmental Competence.

If you are undertaking a Landward application, you will only be required to complete the ‘HSE Advisor Details’ and upload the Environmental Sensitivities document.

If you are undertaking a Promote application this section is not applicable.

You need to enter the contacts details of whoever manages your organisations environment/ health and safety issues (Figure 3-38).

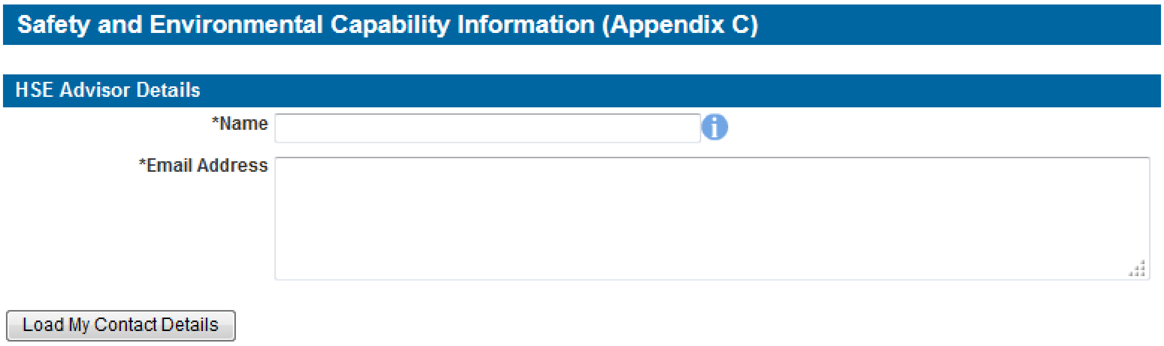


Figure 3-38 *(Module Ref: PED9000X)*

You need to select if the Proposed Operator is an Existing/Established Operator (Figure 3-39)?

Figure 3-39 *(Module Ref: PED9000X)*

You will now be required to upload a Proposed Licensees Safety and Environmental Capability document **for each licence partner** in support of the proposed licence application. You will also need to enter details of the uploaded file into the text box provided (Figure 3-40).

(Note: the size limit for uploads to the Portal is 50MB per file)

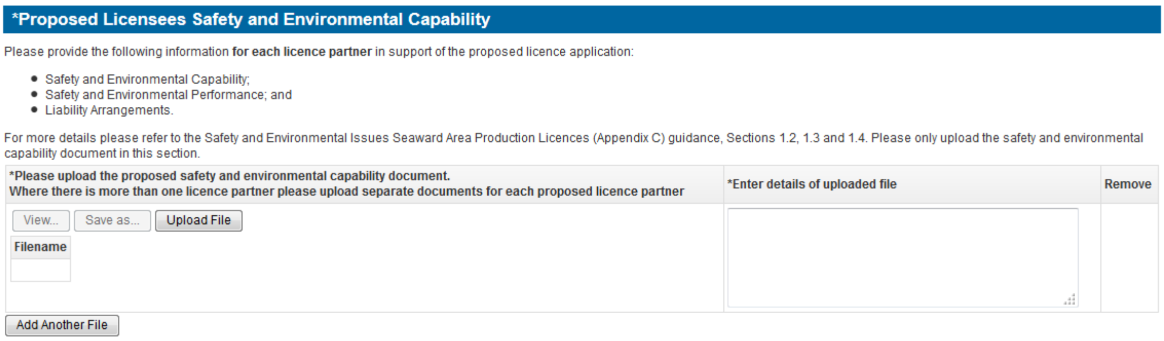


Figure 3-40 *(Module Ref: PED9000X)*

Finally, you will be required to upload an Environmental Sensitivities document *(Note: the size limit for uploads to the Portal is 50MB per file)* which must provide a brief "high-level" or summary environmental assessment (10-20 pages including any relevant maps or diagrams) demonstrating that you are aware of the sensitivities in the area within, and immediately adjacent to the block/s of interest. You will also need to enter details of the uploaded file into the text box provided (Figure 3-41).

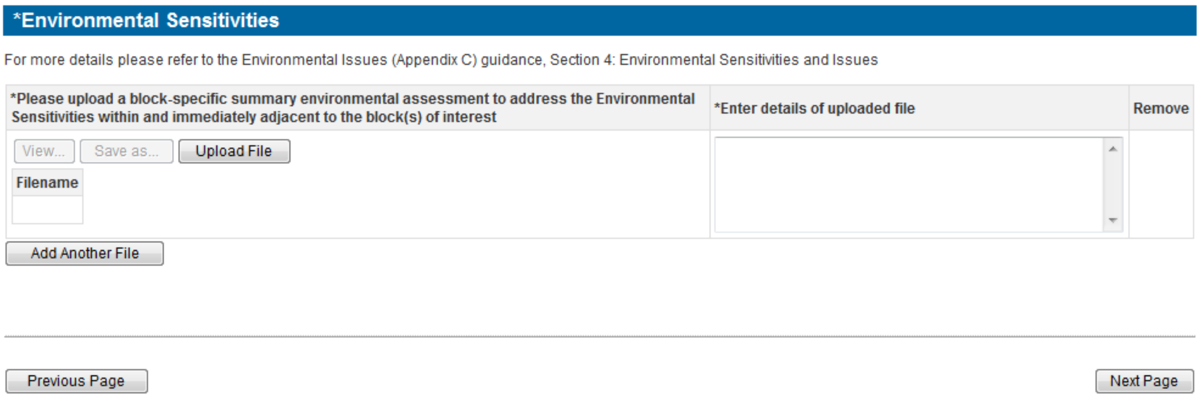


Figure 3-41 *(Module Ref: PED9000X)*

3.10 Error Summary

You must complete all mandatory information before the system will allow you to submit your application. To check that all mandatory fields have been completed you can click on the 'Error Summary' link from the left-hand menu (Figure 3-42).

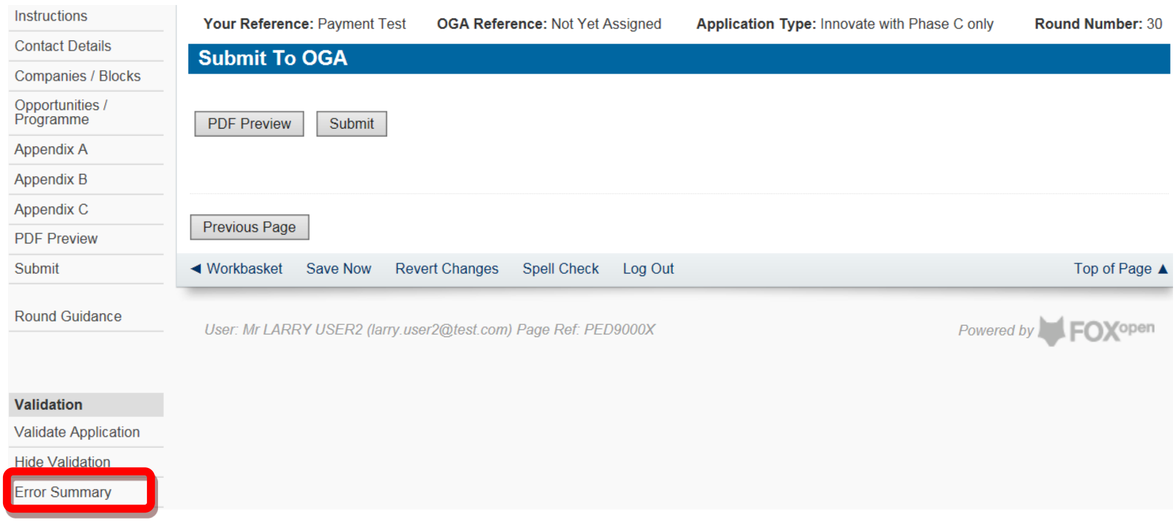


Figure 3-42 *(Module Ref: PED9000X)*

This will show you all outstanding mandatory sections that have yet to be completed. You can go to the relevant section by clicking on the item link (Figure 3-43).

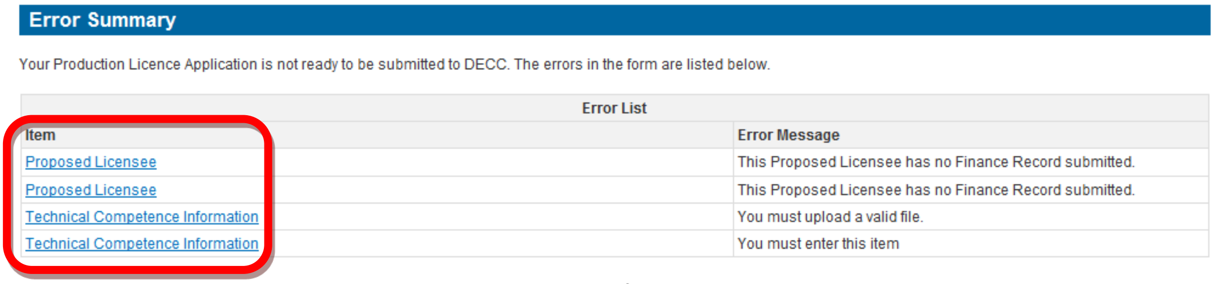


Figure 3-43 *(Module Ref: PED9000X)*

3.11 PDF Preview and Submit

Once all sections have been completed, you can view/print the application by clicking on the 'PDF Preview' button (Figure 3-44).

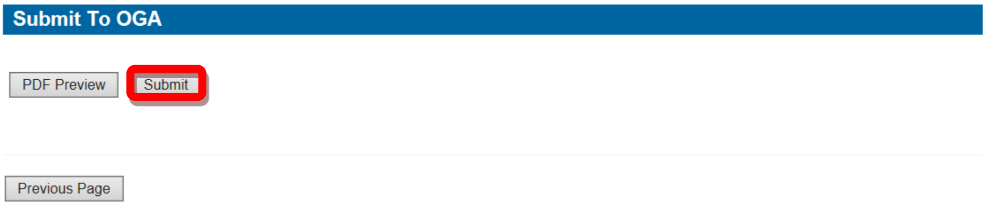


Figure 3-44 *(Module Ref: PED9000X)*

The PDF document will then begin to generate (Figure 3-45). Once the document has finished generating you can view the document by clicking on the 'Show Document button (Figure 3-46).

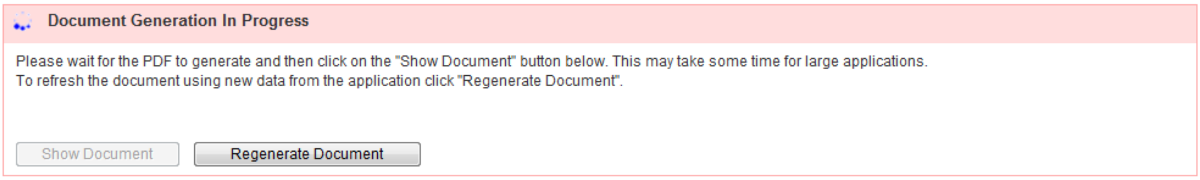


Figure 3-45 *(Module Ref: PED9000X)*

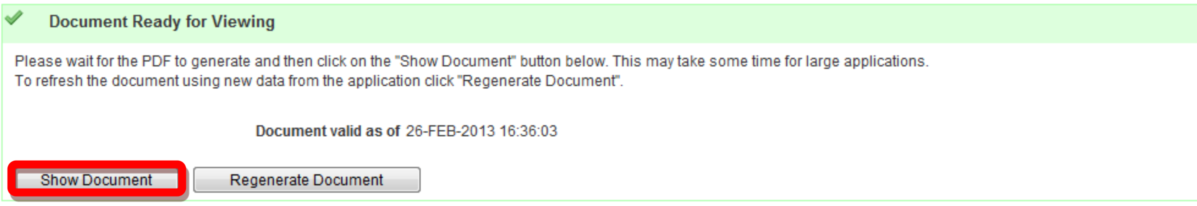


Figure 3-46 *(Module Ref: PED9000X)*

To submit your application, click on the 'Submit' button (Figure 3-47).

Figure 3-47 *(Module Ref: PED9000X)*

3.12 Finance Information

Before an application can be submitted, all companies within the Proposed Licensee list must have uploaded their Financial & Fitness Information and link this to the relevant application(s), see General Guidance published at the opening of the Round. The financial/fitness information is confidential and is not shown within the application and can only be viewed by the company completing the information. The information is linked to the application via the "Application Key".

It is the lead applicant's responsibility to communicate the "Application Key", shown on the application form, to each of the participating companies "Financial Information Representative". Each company representative will input the financial information on behalf of that company. To do this the company representative enters the name of the company they are providing financial information for. The "Application Key" is then input against the company names to link it to the main application. Provided the "Application Key" is accepted, the company representative will now be able to review the main application details, including the Planned Expenditure (Appendix A). The company representative can now continue entering financial information for the company.

3.12.1 Setting up a New Company Finance Record

To complete the financial information section the user must have a Portal Account and be in the Licence Round team (see section 2).

Once logged into the Portal you need to click on the ‘Finance Information’ link from your workbasket (Figure 3-48).

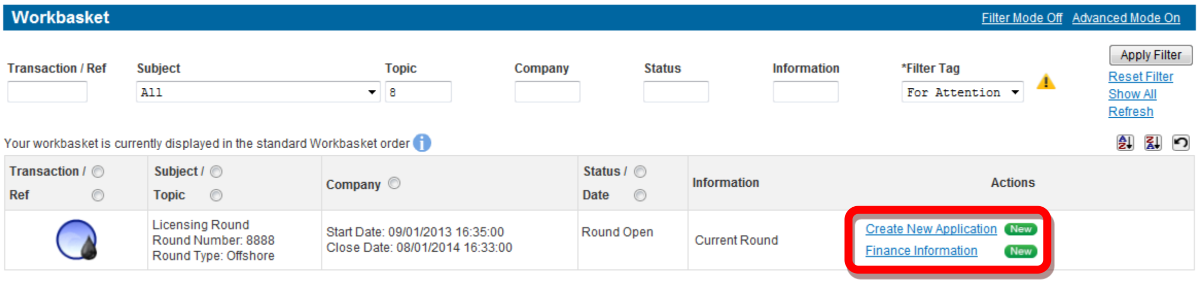


Figure 3-48 *(Module Ref: BPM001X)*

To create a new Company Finance record you need to click on the ‘Add Company’ button (Figure 3-49).

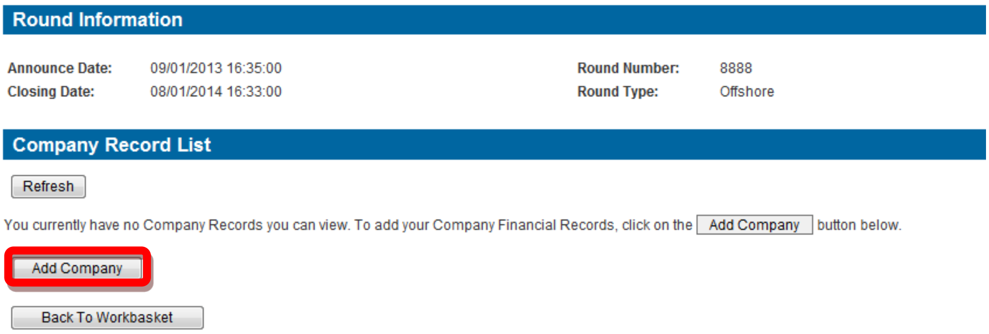


Figure 3-49 *(Module Ref: PED9002X)*

This will take you to the Company Search screen, where you can search by Company Name or Registered Number as held at Companies House (Figure 3-50). When you find the correct company, click on the ‘Company’ link (Figure 3-51).

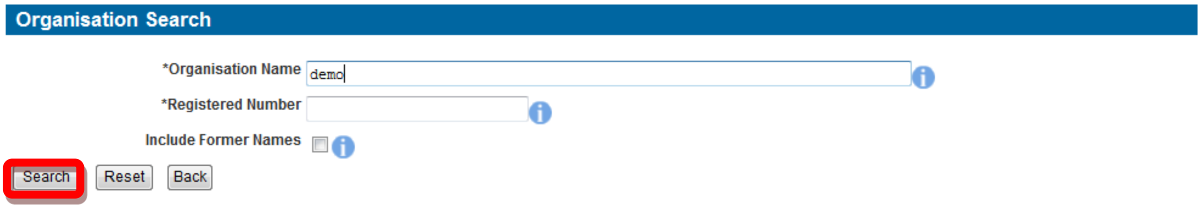


Figure 3-50 *(Module Ref: ORG_SEARCH_NEW)*

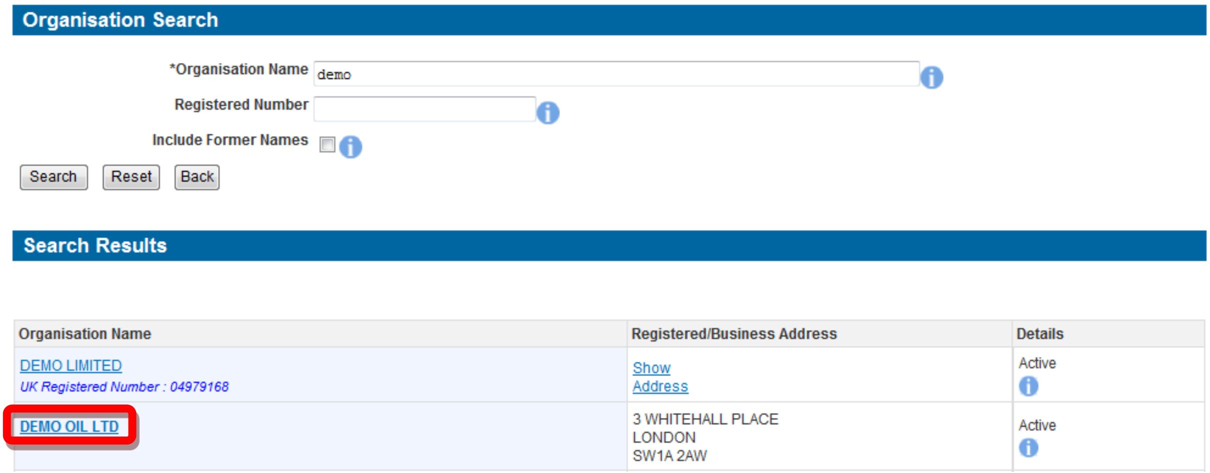


Figure 3-51 *(Module Ref: ORG_SEARCH_NEW)*

Once you have added your company, you have three actions (Figure 3-52);

- Finance Information – this will allow you to enter/amend your finance information
- Control Access – this will allow you to add additional users to view/edit your finance information
- Delete Record – this will delete this company finance record

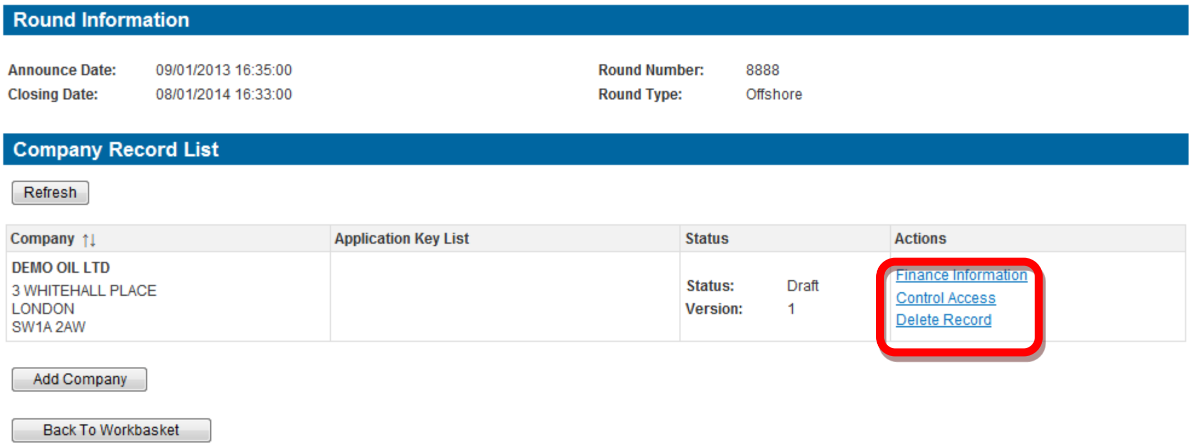


Figure 3-52 *(Module Ref: PED9002X)*

3.12.2 Adding an Application Key

When you go into your company finance record the first thing you need to do is enter a valid ‘Application Key’.

To enter a new Application Key, click on the ‘Add New Application Key’ button. Once entered you need to click on the ‘Check Application Key’ button which will check that the Application Key is Valid and that your Company appears within the Proposed Licensee list on the application.

If the Application Key is valid and the company is on the proposed licensee list then the status will show a Green Tick, if invalid it will show a Red Cross (Figure 3-53).

If the company is involved in multiple applications, the company representative can input additional "Application Keys", to their existing finance record so they have a single set of financial information linked to multiple applications.

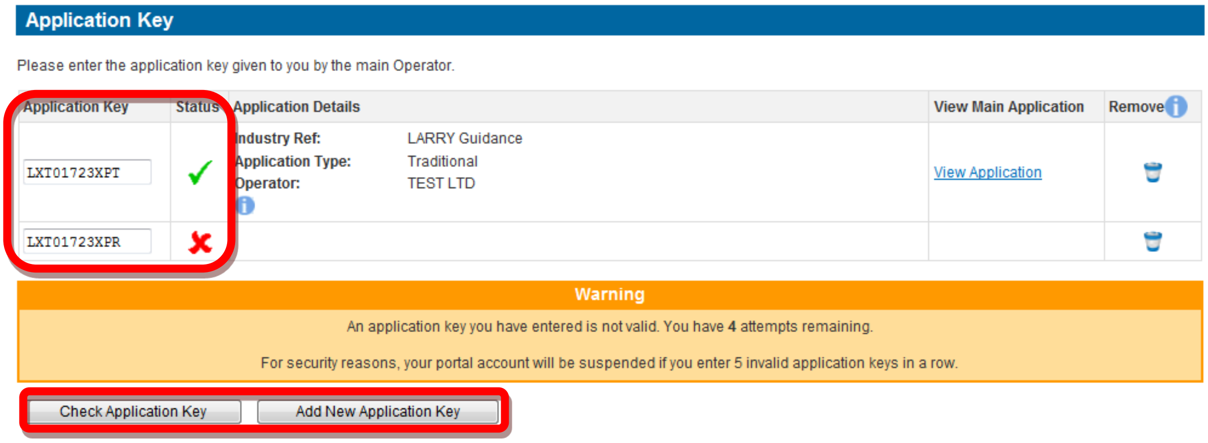


Figure 3-53 *(Module Ref: PED9003X)*

3.12.3 Entering/Amending Finance Information

Once you have added you Application Key, you need add the following financial information (Figure 3-54);

- Existing UKCS Capital Commitments
- Existing Non-UKCS Capital Commitments

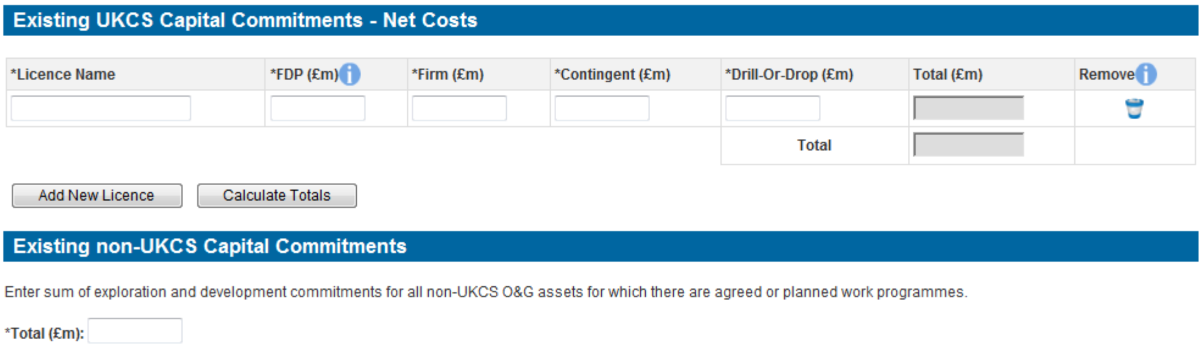


Figure 3-54 *(Module Ref: PED9003X)*

You will also be required to upload any Financial & Fitness Supporting Documentation. This must include one copy of its most recent annual accounts, together with any Interim Statements subsequently published. You must include the Notes thereto, the Chairman's Statement, the Report of the Directors and Auditors' Report. Accounts must be submitted in English or accompanied by a translation into English.
You must also submit two copies of the Group (consolidated) accounts or financial statements of

any body-corporate that ultimately controls it. If the latest accounts of the Applicant and its ultimate parent company relate to a period ending more than six months before the application date, full management accounts (comprising profit and loss account, balance sheet and cash flow) for the current year up to application day should also be submitted. For the ultimate parent company these management accounts should be on a group (consolidated) basis.

For the requirements of the Fitness information required, please see the GENERAL Guidance document published on the NSTA website at the opening of the Round, this information should be submitted as a separate section or file in the supporting documentation.

To upload Financial Supporting documentation, you should click on the ‘Choose file’ button (*Note: the size limit for uploads to the Portal is 50MB per file*), you will be presented with a pop-up box where you need to 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. If your upload is successful, you will see a Green Tick. If your upload is unsuccessful, you will see a Red Cross and will be given some information as to why it failed.

To upload additional documents, click on the ‘Add Financial Supporting Documentation’ link.

Once you have completed your Finance Record you need to give it a status of either ‘Draft’ or ‘Finished’ (Figure 3-55).

(Note: If any Finance Record is in a Draft state, the application cannot be submitted).

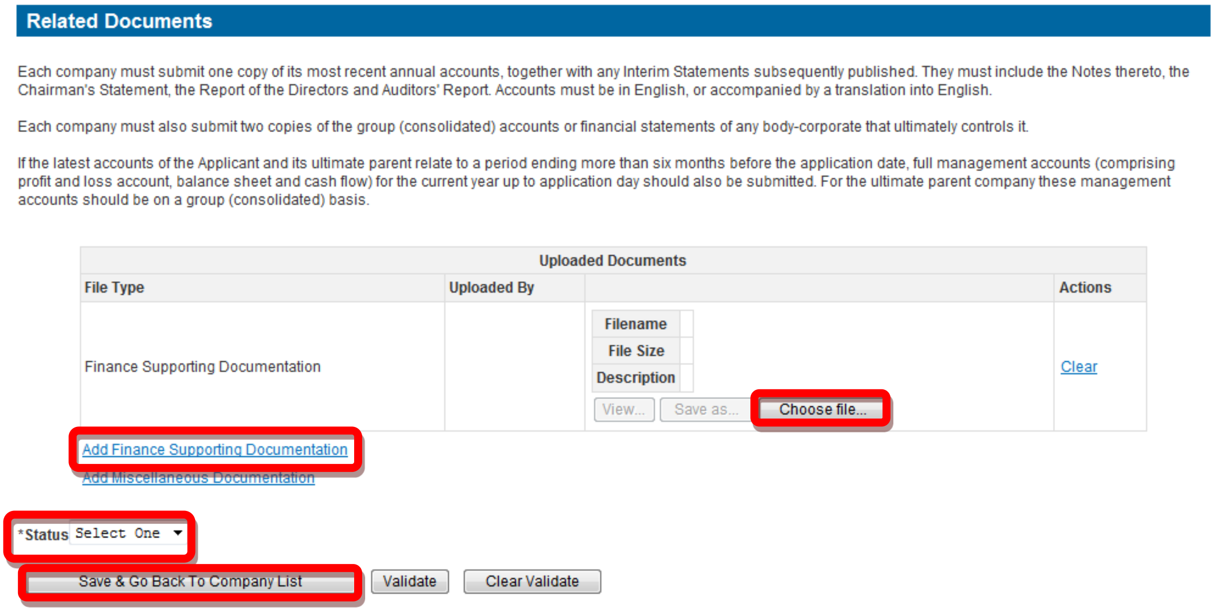


Figure 3-55 *(Module Ref: PED9003X)*

You can amend you Finance Record as many times as you wish up until the Licence Round closes. To amend your record, click on the ‘Update Information’ link (Figure 3-56).

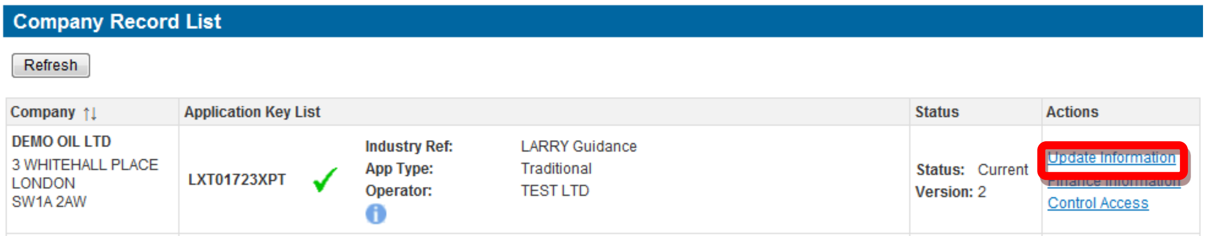


Figure 3-56 *(Module Ref: PED9003X)*

3.13 Round Closing Warning

If the round is due to close within 24 hours and you have yet to submit your application, a warning '' icon will appear against your application within the Workbasket screen (Figure 3-57). This warning message will also be displayed at the top of every application screen. (Figure 3-58).

Figure 3-57 *(Module Ref: BPM001X)*

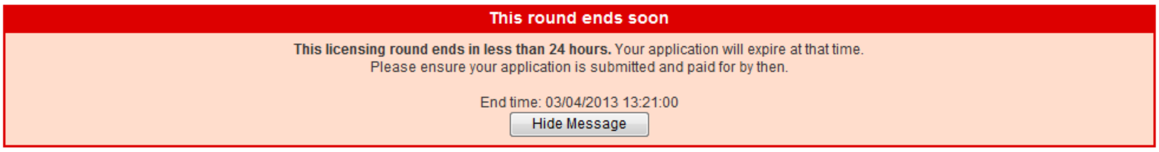


Figure 3-58 *(Module Ref: PED9000X)*

4. PROCESSING A PAYMENT

Once you submit your application you will be taken to the Payment screen (Figure 4-1).

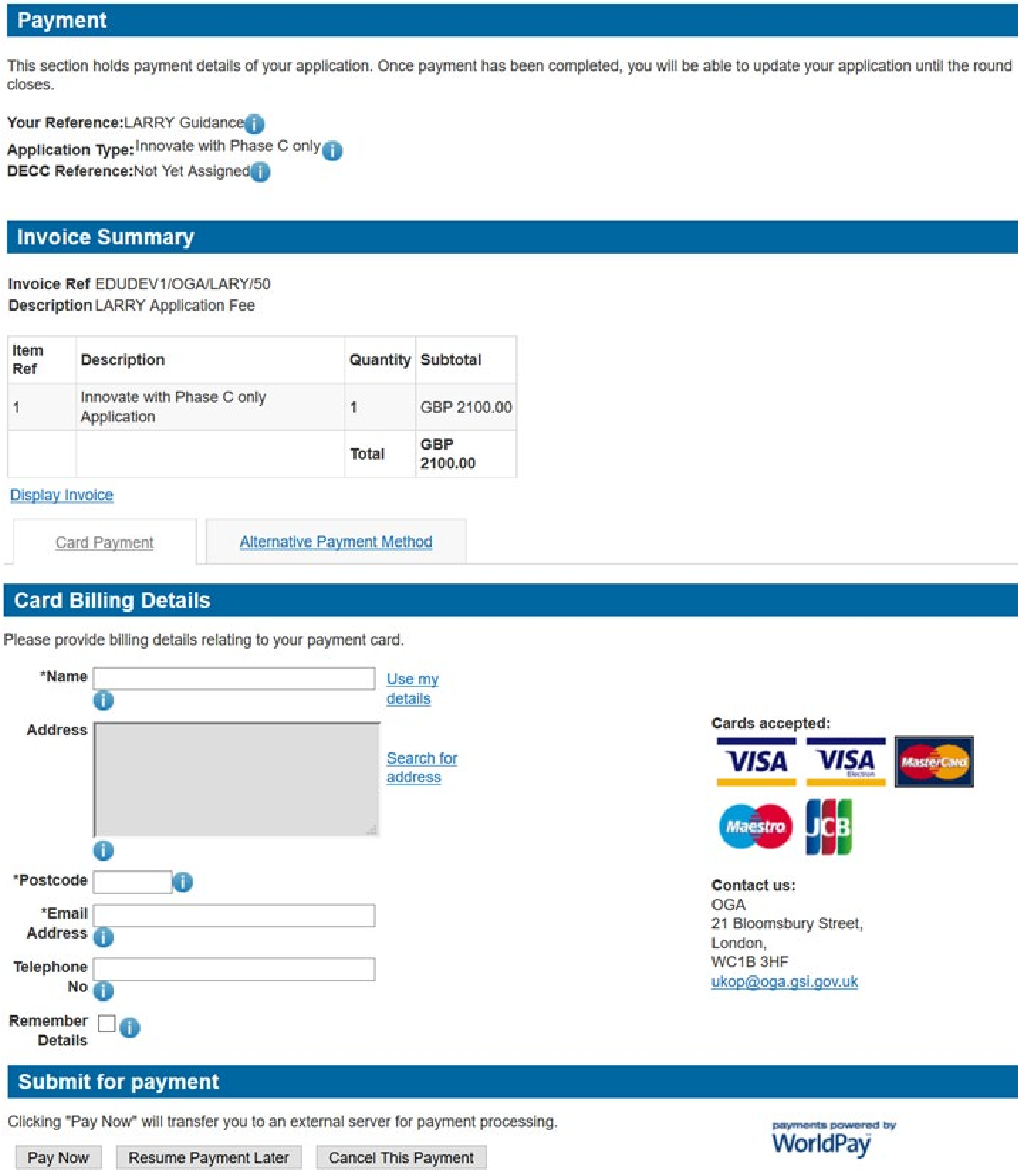


Figure 4-1 *(Module Ref: PED9000X)*

If you need to view/print the Payment Request (Invoice), you can click on the 'Display Invoice' link (Figure 4-2). This will display the Payment Request in a PDF format (Figure 4-3).

Payment

This section holds payment details of your application. Once payment has been completed, you will be able to update your application until the round closes.

Your Reference: LARRY Guidance
Application Type: Innovate with Phase C only
DECC Reference: Not Yet Assigned

Invoice Summary

Invoice Ref EDUDEV1/OGA/LARY/50
Description LARRY Application Fee

Item Ref	Description	Quantity	Subtotal
1	Innovate with Phase C only Application	1	GBP 2100.00
		Total	**GBP 2100.00**

Display Invoice

Figure 4-2 *(Module Ref: PED409X)*

Request for Payment

Oil & Gas Authority

Request for Payment Number EDUDEV1/OGA/LARY/50
Request for Payment Date 7th July 2016

For the attention of the Licensee:	From: (Charging Point)
Company TEST **Address** 21 BLOOMSBURY STREET LONDON WC1B 3HF	**Contact** OGA **Address** 21 Bloomsbury Street, London, WC1B 3HF **Telephone** 03000671609 **Fax** **Email** ukop@oga.gsi.gov.uk

Receiving credits in sterling in the UK	Receiving credits from Overseas
BACS & CHAPS (£10,000+) **Bank Address:** RBS London Corporate Service, 2nd Floor Bishopsgate, London, EC2M 4RB. **Sort Code:** 607080 **Account No:** 10008004 **Account Name:** Deptenergy/Climatechang	*Swift* **Bank:** National Westminster Bank PLC **BIC:** NWBKGB2L **IBAN:** GB61NWBK60708010008004 **Beneficiary Reference:** GBS Re DECC Vote Account

Please provide payment for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Innovate with Phase C only Application	GBP 2100.00	GBP 0.00	GBP 2100.00
			TOTAL CHARGE:	**GBP 2100.00**

Vat registration no. N/A - Out of Scope

Figure 4-3

When you are ready to pay for your application, you should select a Payment Method (Figure 4-4). You can choose either 'Card Payment' which allows you to pay using a credit card through our 'WorldPay' system (see section 4.1) or you can select 'Alternative Payment Method' which allows you to arranging a 'BACS or CHAPS' payment (see section 4.2).

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

4.1 WorldPay Payments

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 4-5).

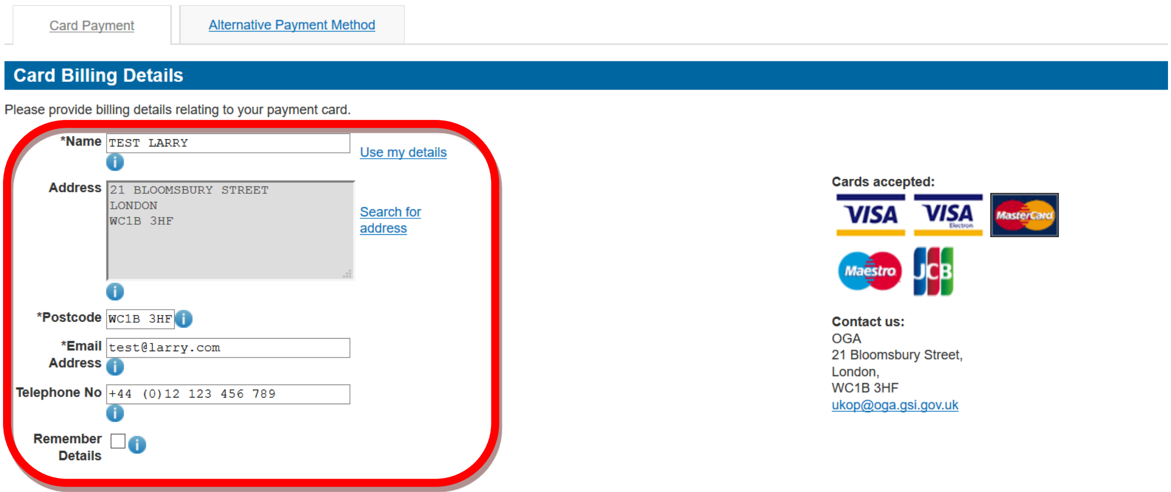


Figure 4-5 *(Module Ref: PED9000X)*

Once you have entered your post code click on the 'Search' button (Figure 4-6).

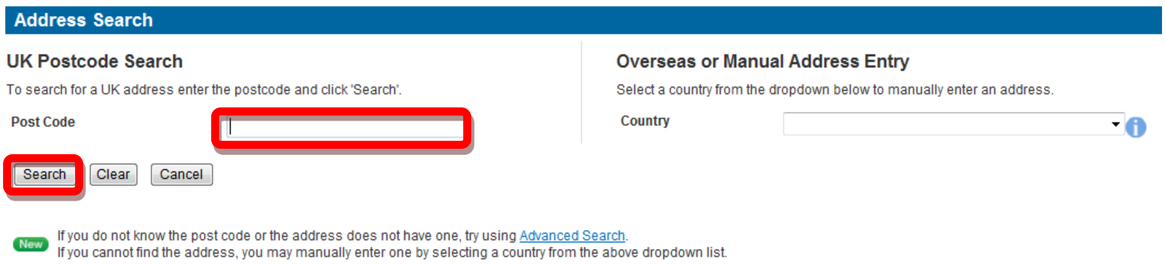


Figure 4-6 *(Module Ref: DEC046X)*

Once your search results have returned, you need to click on the relevant address link (Figure 4-7).

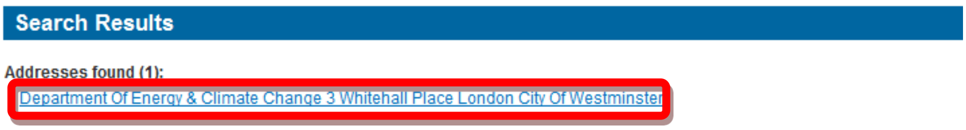


Figure 4-7 *(Module Ref: DEC046X)*

Once all your details have been entered you need to click on the 'Pay Now' button (Figure 4-8).

Figure 4-8 *(Module Ref: PED409X)*

You will now be directed to the WorldPay system (Figure 4-9).

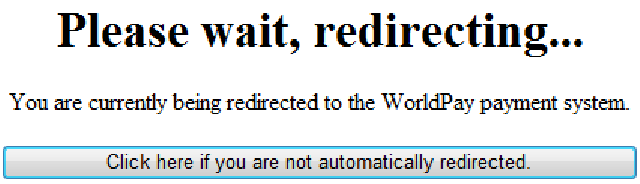


Figure 4-9

You will now need to select your Card Type by clicking on the relevant card icon (Figure 4-10).

Figure 4-10

You are new required to enter your card details and then click on the 'Make Payment' tick icon (Figure 4-11).

Figure 4-11

You will now receive a message stating that your payment has been submitted for processing (Figure 4-12).

Figure 4-12

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 4-13).

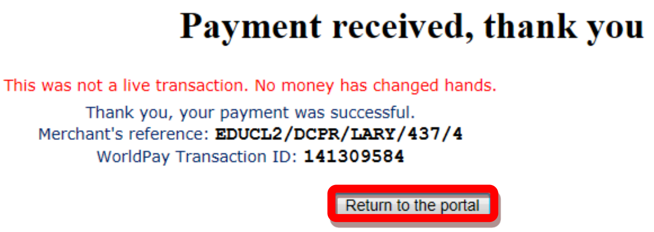


Figure 4-13

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 4-14). An example of a receipt is show below (Figure 4-15).

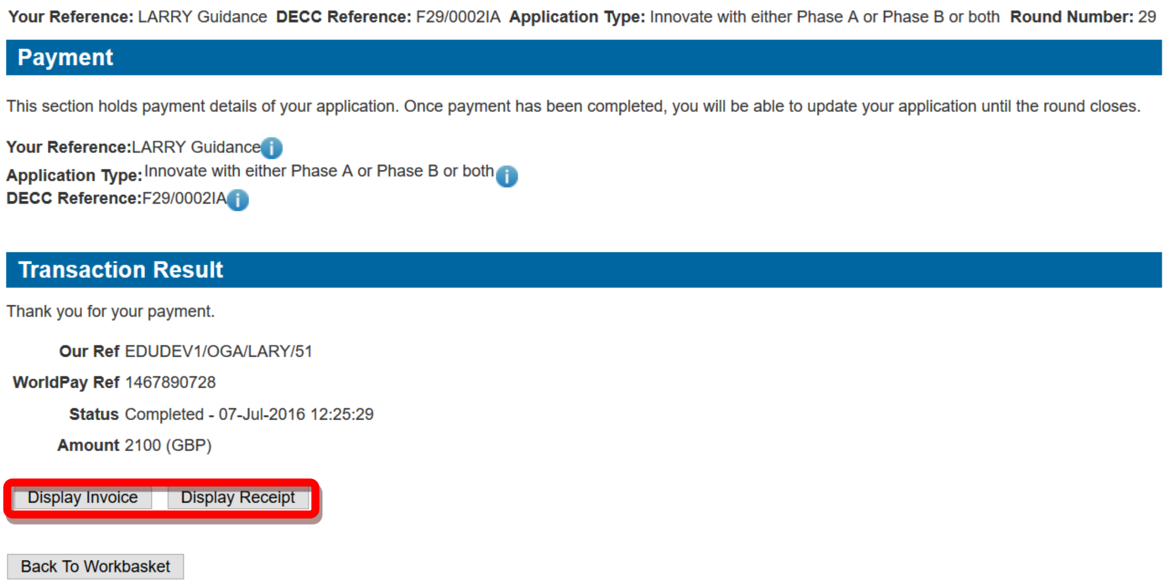


Figure 4-14 *(Module Ref: PED9000X)*

North Sea
Transition
Authority

Payment Receipt

Oil & Gas Authority

Request for Payment Number EDUDEV1/OGA/LARY/51
Request for Payment Date 7th July 2016
Paid/Received Date 7th July 2016

For the attention of the Licensee:		From: (Charging Point)	
Company	TEST	**Contact**	OGA
Address	123 Test Street	**Address**	21 Bloomsbury Street, London, WC1B 3HF
		Telephone	03000671609
		Fax	
		Email	ukop@oga.gsi.gov.uk

Payment has been provided for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Innovate with either Phase A or Phase B or both Application	GBP 2100.00	GBP 0.00	GBP 2100.00
			TOTAL CHARGE:	**GBP 2100.00**

Vat registration no. N/A - Out of Scope

Payment Details

Payment Method(s):	Electronic payment via WorldPay
Payment Reference:	1467890728
Amount Received:	GBP 2100.00
Date Paid/Received:	7th July 2016

Payment received, with thanks

Figure 4-15

4.2 BACS/CHAPS Payments

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 4-16).

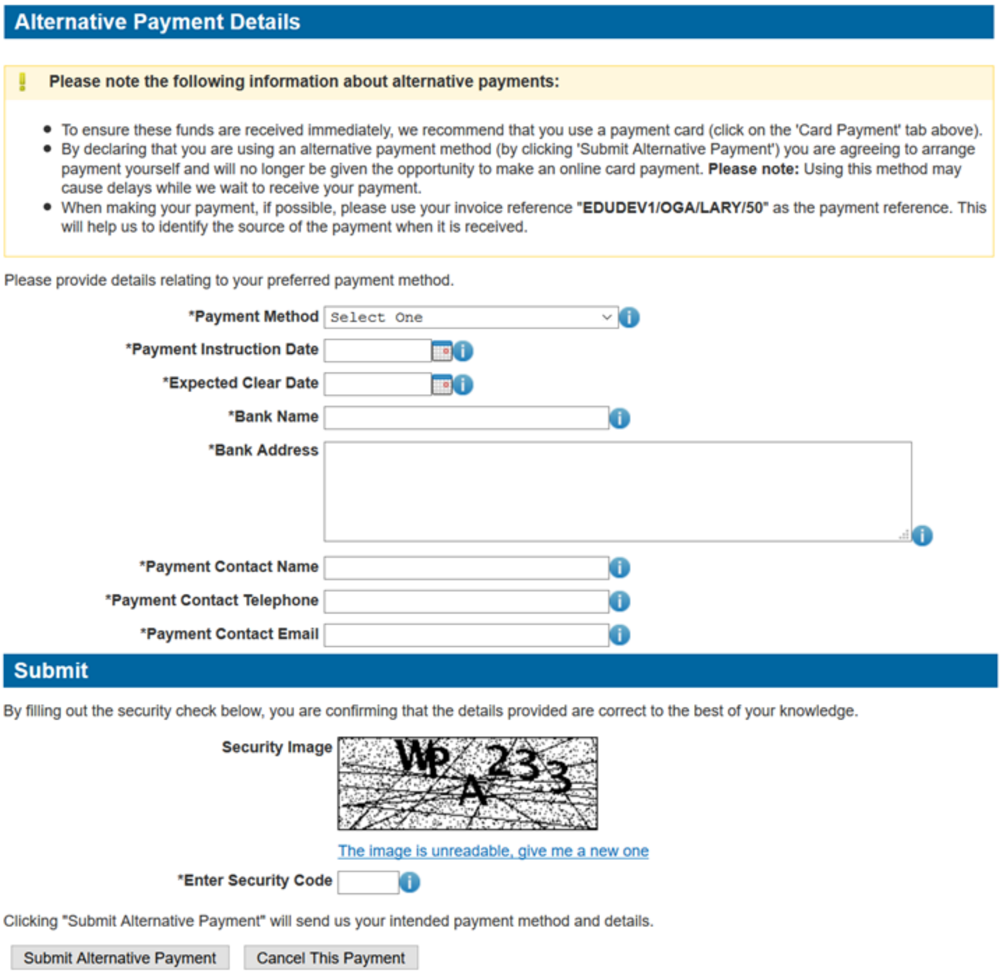


Figure 4-16 *(Module Ref: PED9000X)*

You will now see your payment details (Figure 4-17).

Payment

This section holds payment details of your application. Once payment has been completed, you will be able to update your application until the round closes.

Your Reference:LARRY Guidance
Application Type: Innovate with Phase C only
DECC Reference:F29/0001I

Invoice Summary

Invoice Ref EDUDEV1/OGA/LARY/50
Description LARRY Application Fee

Item Ref	Description	Quantity	Subtotal
1	Innovate with Phase C only Application	1	GBP 2100.00
		Total	**GBP 2100.00**

Display Invoice

Payment Details

When making your payment, if possible, please use your invoice reference **"EDUDEV1/OGA/LARY/50"** 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 Bank Transfer (Bill Payment)
Payment Instruction Date 07-JUL-2016
Expected Clear Date 14-JUL-2016
Bank Name TEST BANK
Bank Address 123 BANK STREET
Payment Contact Name MR SMITH
Payment Contact Telephone +44 (0)123 123456
Payment Contact Email test@test.com

Back To Workbasket

Figure 4-17 *(Module Ref: PED9000X)*

5. UPDATING AN APPLICATION

You can update your application as many times as you wish up until the Licence Round closes.

To update your application, you should click on the 'Update Application' link from the Workbasket (Figure 5-1).

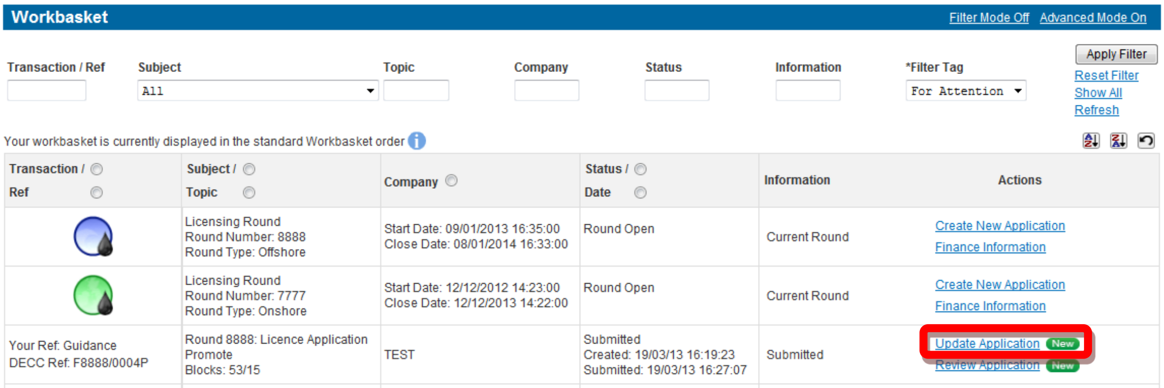


Figure 5-1 *(Module Ref: BPM001X)*

Note: If you update your application but do not submit your amended version before the Licence Round closes, the Licensing Authority will only see your previously submitted application.

6. POST ROUND UPDATES

If you experience technical issues that stop you from submitting your application on time or you need to make an important update to your application, the Licensing Authority has the ability to allow late or post round submissions; however, these will be judged on a case-by-case basis.

To undertake a late or post Round submission, you will need to contact the Licensing Authority and request a post round submission, you must provide a valid reason.

Once the Licensing Authority have authorised your post round submission you need to select the 'LARRY Application Search' from your Workbasket screen (Figure 6-1).

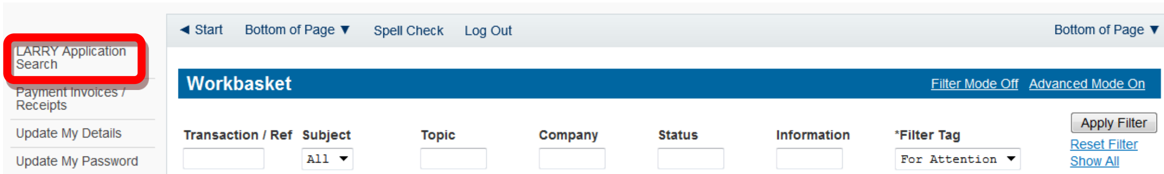


Figure 6-1 *(Module Ref: BPM001X)*

You will need to find your relevant application using the search screen (Figure 6-2).

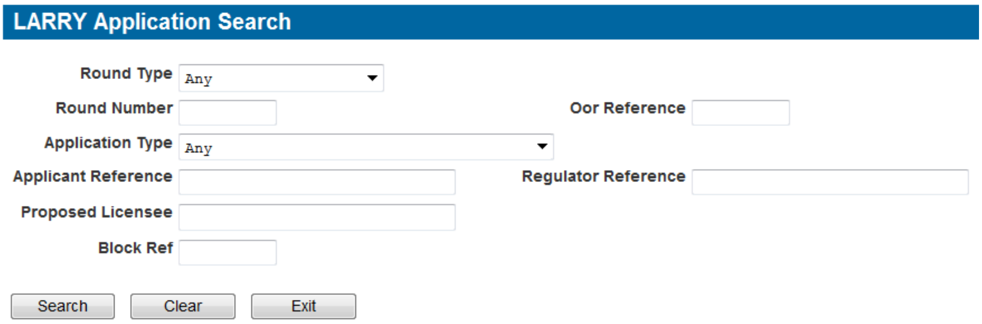
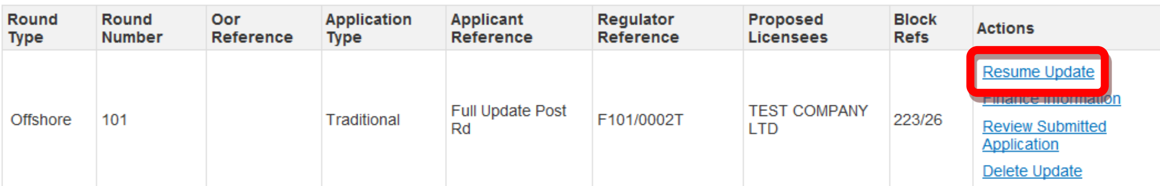


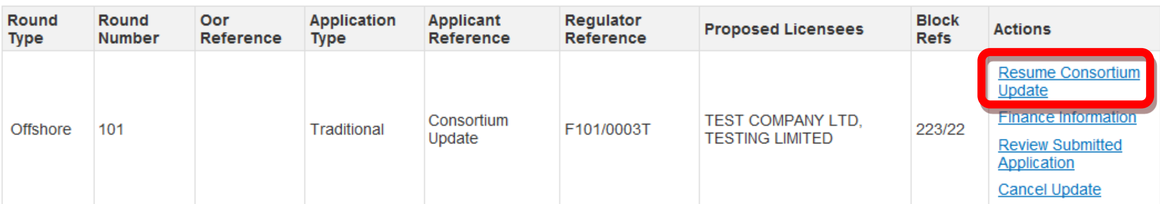
Figure 6-2 *(Module Ref: PEDPL_SEARCH)*

You will then be provided with a 'Resume Update' link to undertake a 'Full Post Round Update' (Figure 6-3), which will allow you to amend any part of your application before re-submitting it or a 'Consortium Update' which will allow you to amend the Proposed Licensees only (Figure 6-4).



Round Type	Round Number	Oor Reference	Application Type	Applicant Reference	Regulator Reference	Proposed Licensees	Block Refs	Actions
Offshore	101		Traditional	Full Update Post Rd	F101/0002T	TEST COMPANY LTD	223/26	Resume Update Finance Information Review Submitted Application Delete Update

Figure 6-3 *(Module Ref: PEDPL_SEARCH)*



Round Type	Round Number	Oor Reference	Application Type	Applicant Reference	Regulator Reference	Proposed Licensees	Block Refs	Actions
Offshore	101		Traditional	Consortium Update	F101/0003T	TEST COMPANY LTD, TESTING LIMITED	223/22	Resume Consortium Update Finance Information Review Submitted Application Cancel Update

Figure 6-4 *(Module Ref: PEDPL_SEARCH)*

7. VIEWING APPLICATIONS

Once the Round has closed your applications will be removed from the Workbasket (except for those that are still in progress). You can still view your submitted Application/s by using the ‘LARRY Application Search’ link from the left-hand menu within the Workbasket screen (Figure 7-1).

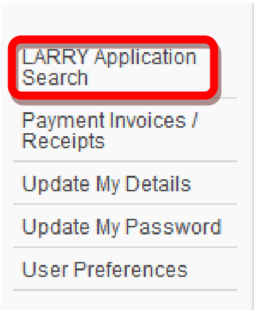


Figure 7-1 *(Module Ref: BPM001X)*

This link will take you to the LARRY Application Search screen where you can search for all applications that you have submitted. Once you have entered your search criteria you need to click on the ‘Search’ button (Figure 7-2).

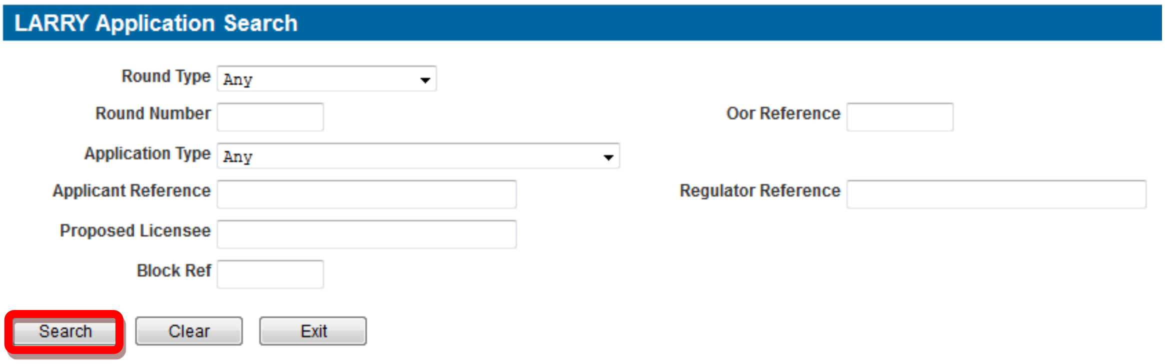
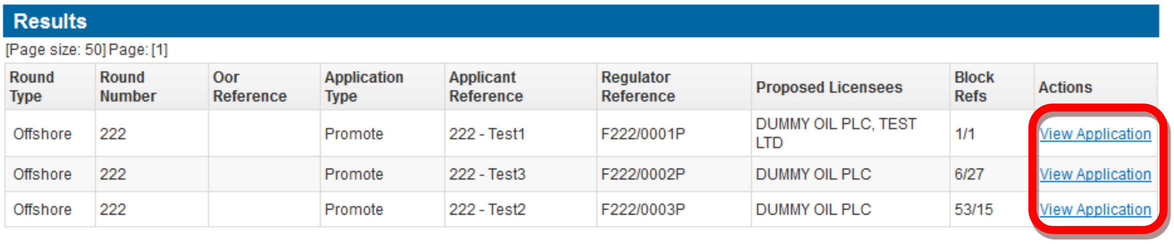


Figure 7-2 *(Module Ref: PEDPL_SEARCH)*

Once your search results have returned, you will be able to view your submitted applications by clicking on the relevant ‘View Application’ link (Figure 7-3).


Results

[Page size: 50] Page: [1]

Round Type	Round Number	Oor Reference	Application Type	Applicant Reference	Regulator Reference	Proposed Licensees	Block Refs	Actions
Offshore	222		Promote	222 - Test1	F222/0001P	DUMMY OIL PLC, TEST LTD	1/1	View Application
Offshore	222		Promote	222 - Test3	F222/0002P	DUMMY OIL PLC	6/27	View Application
Offshore	222		Promote	222 - Test2	F222/0003P	DUMMY OIL PLC	53/15	View Application

Figure 7-3 *(Module Ref: PEDPL_SEARCH)*