

## Application for General Assignment of Disposition Farm Development Lease (FDL), Grazing Licence (FGL), Grazing Lease (GRL)

### INSTRUCTIONS/INFORMATION

This **Application for General Assignment of Disposition** is used when the whole of the land under the Disposition is assigned from all of the assignors to all of the assignees. An assignor may also be an assignee.

If the current disposition holder(s) wish to divide the lands under a disposition for the purpose of a partial assignment of interest, the disposition holder(s) must submit the **Application for Partial Assignment of Disposition**, and include written approval from the local Rangeland Agrologist with this application.

All relevant Forms can be found under "Agriculture" at:

[https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx?utm\\_source=redirector](https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx?utm_source=redirector).

**Departmental forms from this website must be used. Non-Departmental forms will not be accepted.**

**IMPORTANT:** Assignment of a disposition requires the approval of the director, per s.146(2) of the Public Lands Administration Regulation (PLAR). Submission of an Application for Assignment does not grant any authority to the Assignee to occupy the lands until written approval has been given by the department. The current disposition holder remains responsible for rent, royalties, fees, and taxes until all parties to the assignment have been notified by the department in writing that the disposition's rights and responsibilities have been assigned to the new holder(s).

**IMPORTANT:** Email addresses for the Primary Assignor, Primary Assignee and/or their respective lawyer/s are required to complete this form.

The completed form, signed by all the applicants and all supporting documents must be submitted to:

[AgricultureAssignUnit-Mailbox@gov.ab.ca](mailto:AgricultureAssignUnit-Mailbox@gov.ab.ca)

or mailed to the following address:

Alberta Forestry, Parks and Tourism  
Public Lands Disposition Management  
ATTN: Agriculture Assignments Unit  
5th floor, South Petroleum Plaza  
9915 – 108 Street Edmonton, Alberta T5K 2G8

**The applicant will be notified of deficiencies in their application. If deficiencies are not corrected by updated submission to the department within a 30 day timeframe of the notification, the application will be rejected, and the non-refundable \$3,150.00 application fee will be charged.**

#### APPLICATION REQUIREMENTS

The following items are required for every assignment of a Lease or Licence. The Application may be rejected unless it is complete, accurate, and includes all of the required supporting documentation specified in the following form and in any related forms.

##### 1) Client ID:

All assignors and assignees must have a Client ID number. The assignor must include their Client ID associated with the disposition being assigned. If the Assignee(s) does not already have a Client ID number they must apply by submitting an **Application/Amendment for Client ID** form. This form can be submitted by either Mail, Fax or Email as indicated on the form.

[Application/Amendment Form for Client ID](#).

- Each Assignor must ensure the address information for their Client ID is up to date. If the address has been changed, complete the **Application/Amendment for Client ID** form, and check the "Amendment" box on that form.
- The Client ID form must be submitted prior to completing and submitting the General Assignment Application form. Applications that do not include complete client IDs will be deemed deficient, and rejected if client IDs are not provided within 30 days.

##### 2) Assignment Fee: \$3,150.00

##### 3) Application for Assignment (General or Partial)

- Forms must be properly executed by all parties.

##### 4) Payment of all arrears

- Ensure any debts owed to the Crown for more than 60 days are paid prior to submission. Note the department will review this statutory requirement based on the application date.

##### 5) Tax Certificate

- Provide a Tax Certificate proving all taxes are paid. The department will consider applications complete that include a current property tax certificate as of the date of application.

##### 6) Encumbrances must be removed, specifically any Conditional Surrender of Lease (CSL) must be discharged.

- Obtain a Land Standing Report to check for active (CSL's) by following the instructions in the link.  
<https://www.alberta.ca/Electronic-transfer-system.aspx>

7) **Corporations**

- Attach current Corporate Registry evidencing the corporation has an active registration under the *Business Corporations Act of Alberta*, or incorporated under the laws of Canada and a certificate of status

8) **Conditional Surrender of Lease Fee** (if applicable) Conditional Surrender of Lease form found under "Agriculture" at: [https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx?utm\\_source=redirector](https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx?utm_source=redirector)

(9) **Associated Dispositions (DLO)**

(10) Applications for *Water Act* Approvals must be completed online. They are found at: [DRAS Portal - DRAS Portal \(alberta.ca\)](#)

(11) **Grazing Bison**

- Requires written approval in advance from the Crown, consult the local Agrologist.

(12) **Grazing Sheep**

- May be restricted in some areas; consult the local Agrologist

**FEES:**

All application fees are non-refundable

- Assignment Fee: \$3,150.00 (no GST)
- Conditional Surrender of Lease Fee: \$400.00 (no GST)
- DLO Assignment Fee: \$3,150 (no GST)

Acceptable forms of Payment, payable to: **Government of Alberta**

- Cheque
- Money Order
- GPAS (Credit Card)

**IMPORTANT:** Ensure the Disposition Number is indicated on the cheque or money order and cover letter. Payments can be mailed to the following address:

Alberta Forestry, Parks and Tourism  
Public Lands Disposition Management  
5th floor, South Petroleum Plaza  
9915 – 108 Street  
Edmonton, Alberta T5K 2G8

If you want to pay by **credit card** online please email [AEP.AgriPymt.mailbox@gov.ab.ca](mailto:AEP.AgriPymt.mailbox@gov.ab.ca). When submitting your request, you must provide the following information:

- **Leaseholder name/Company name**
- **Activity ID/disposition number**
- **Amount of Payment**
- **E-mail address of the person the payment request is to go to.**

The administrator will generate a transaction request through our GPAS payment system, which you will receive to the email address you provided. Once you complete the payment details on your side, you will receive an email confirmation of the payment.

You can make a request for more than one disposition payment in one email but two credit card payment links will be sent to you; one for each payment.

**Estate Only:**

**Tenants in Common, Sole Disposition Holder:**

If one or more disposition holders are deceased or if there is a sole surviving disposition holder, the personal representative of the deceased must submit an **Application for Transfer of Disposition to Personal Representative** before or at the same time as the General Assignment application. There is no fee for submitting an Application for Transfer of Disposition to Personal Representative.

**Joint Tenants**

The surviving Joint Tenant(s) must submit a **Statutory Declaration – Proof of Death** There is no fee for submitting a Statutory Declaration of Proof of Death.

The personal information contained on this form, including all attachments, is collected under the authorization of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is managed in accordance with Part 2 of the *FOIP Act*. It will be used for the purpose of administering the *Public Lands Act* and regulations. Alberta Forestry, Parks and Tourism (FPT) will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with Section 166(2) of the Public Lands Administration Regulation (PLAR). For further information, please contact Public Lands Disposition Management, Lands Division, FPT, 5th Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8, telephone 310-3773.

Application for General Assignment of Disposition  
Farm Development Lease (FDL), Grazing Licence (FGL), Grazing Lease (GRL)

Assignment of Disposition

Between

1. (Primary Assignor)
2.
3.
4.

(hereinafter called the “Assignor(s)”) (Assignor: all names that are on current agreement)

- and -

1. (Primary Assignee)
2.
3.
4.

(hereinafter called the “Assignee(s)”) (Assignee: all names to be stated in the agreement)

If space is not sufficient, use Application for Assignment of Disposition (Additional Assignees) Form and attach. Attached? ☐

THE DISPOSITION			
Disposition Number:		Expiry Date:	
PART I: THE ASSIGNORS			
I - A: Identification of Assignors			
Primary Assignor’s Full Legal Name:			
I - B: Primary Assignor’s Contact Information:			
Address:		City:	Province:
Postal Code:	Email Address:		Phone Number:
If the Assignor is a registered legal entity, attach a current Corporate Registry. Attached?			Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Assignor’s Full Legal Name:			
If the Assignor is a registered legal entity, attach a current Corporate Registry. Attached?			Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Assignor’s Full Legal Name:			
If the Assignor is a registered legal entity, attach a current Corporate Registry. Attached?			Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Assignor’s Full Legal Name:			
If the Assignor is a registered legal entity, attach a current Corporate Registry. Attached?			Yes <input type="checkbox"/> No <input type="checkbox"/>

I - C: Contact Information of Assignors' Legal Representative			
Name of Legal Representative:			
Address:		City:	Province:
Postal Code:	Email Address:		Phone Number:
I - D: STATUS (Assignors' Representations and Warranties)			
<input type="checkbox"/> N/A (due to all Assignors are individuals)			
Have the Assignors held the disposition for at least 2/3 of the Land for a minimum of 3 years prior to the date of this Application?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a Conditional Surrender of Lease (CSL), or any other lien or charge (Encumbrances) recorded against the Disposition? (The Crown cannot approve an assignment of a disposition while an Encumbrance remains recorded against the Disposition.)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
List all registration numbers associated with the Encumbrances			
If Applicable, attach lender's release (Discharge of Encumbrances) Attached?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
I - E: ASSOCIATED DISPOSITIONS (Agreements and Rights)			
The following dispositions (e.g., access road) granted to the Assignors under the <i>Public Lands Act</i> are necessary for the proper operation of the Disposition, and the Assignors and Assignees, at their sole cost, agree to do all things and to sign all documents necessary to replace or assign the said dispositions as required by the Crown: <input type="checkbox"/> N/A			
Disposition/Approval/Authorization Number		Description	
1.			
2.			
PART II: THE ASSIGNEES			
<i>If the assignee is a Government of Alberta Employee (excluding Alberta Health Services employees), attach approval from the Deputy Minister of the department relevant to the employee in accordance with the Code of Conduct &amp; Ethics for the Public Service of Alberta. If the assignee is an MLA, please determine what approval documentation must be added with this application and attach.</i>			
II - A: Identification of Assignees			
Primary Assignee's Full Legal Name:			Client ID:
<i>The Primary Assignee, as referred to as Service Provider, is responsible for receiving all notifications pertaining to the Disposition, which also includes- Annual Rental Invoices, Completing the Annual Stock Return Forms, Submitting the Agricultural Lease Recreational Access Contact and Conditions Form.</i>			
II - B: Primary Assignee's Contact Information:			
Address:		City:	Province:
Postal Code:		Email Address:	Phone Number:
If the Assignee is an "Active" registered legal entity, attach a current Corporate Registry. Attached?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee at least 18 years old?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee a Canadian Citizen or a permanent resident?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, which Department/Riding?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Assignee's Full Legal Name:			Client ID:
Contact Information:			
Address:		City:	Province:
Postal Code:		Email Address:	Phone Number:
If the Assignee is an "Active" registered legal entity, attach a current Corporate Registry. Attached?		Ye <input type="checkbox"/>	No <input type="checkbox"/>

Is the Assignee at least 18 years old?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee a Canadian Citizen or a permanent resident?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, which Department/Riding?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Assignee's Full Legal Name:		Client ID:	
Contact Information:			
Address:		City:	Province:
Postal Code:		Email Address:	Phone Number:
If the Assignee is an "Active" registered legal entity, attach a current Corporate Registry. Attached?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee at least 18 years old?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee a Canadian Citizen or a permanent resident?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, which Department/Riding?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Assignee's Full Legal Name:		Client ID:	
Contact Information:			
Address:		City:	Province:
Postal Code:		Email Address:	Phone Number:
If the Assignee is an "Active" registered legal entity, attach a current Corporate Registry. Attached?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee at least 18 years old?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee a Canadian Citizen or a permanent resident?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, which Department/Riding?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the Assignee has legal representative/lawyer, provide complete contact information below:			
Name:		Address:	City:
Province:	Postal Code:	Email Address:	Phone Number:
II - C: Assignees' Representations and Warranties			
What is the proposed legal interest of each Assignee in the Disposition (if more than one Assignee)?			
<input type="checkbox"/> All Assignees are joint tenants.		<input type="checkbox"/> Tenants in Common	<input type="checkbox"/> Sole Holder
II - D: Eligibility of Corporate Bodies			
In the case of a corporation without share capital, (e.g., Part 9 Companies Act), if the Assignee is a corporation, are all the members of the corporation Canadian citizens or permanent residents?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee a corporate body registered with Alberta Corporate Registry under the Companies Act, Societies Act (Alberta) or the Cooperatives Act (Alberta)? (Grazing associations are registered under the Societies Act.) If yes, attach Statutory Declaration Re: Societies Act or Cooperative Act Entity Re: PLAR Section 50(2) & Section 153(a).		Yes <input type="checkbox"/>	No <input type="checkbox"/>
PART III: THE PROPOSED ASSIGNMENT			
III - A: Consideration and Adjustments			
The Assignors and Assignees agree to make any adjustments with respect to property taxes, rent, and any compensation earned from surface rights dispositions between themselves as of the Effective Date. The Crown has no responsibility whatsoever to either party with respect to same.			
III - B: Authorized Signatures			
This Application may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document.			

Each of the Assignor(s) certifies that the information in Parts I (The Assignors) and III (The Proposed Assignment) is true and complete and agrees to comply with every term and condition in this Application applicable to the Assignors.

Assignor's Name	Assignor's Signature	Witness' Name	Witness' Signature
1.			
2.			
3.			
4.			

Dated:

Each of the Assignee(s) certifies that the information in Parts II (The Assignees) and III (The Proposed Assignment) is true and complete and agrees to comply with every term and condition in this Application applicable to the Assignees.

Assignees' Name	Assignees' Signature	Witness' Name	Witness' Signature
1.			
2.			
3.			
4.			

Dated:

III - C: Ancillary Documentation

The following documents have been submitted or are submitted at the same time as this Application in addition to the Appendices (check all that are applicable):

- ☐ Conditional Surrender of Lease (submitted by Assignees)
- ☐ Application for Transfer of Disposition to Personal Representative
- ☐ Application for an Assignment of Associated DLO
- ☐ Other

FOIP Act (Personal Information Collection and Use Notification)

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CANADA  
PROVINCE OF ALBERTA  
TO WIT

}IN THE MATTER OFProposed Assignment of  
  
(Type of Disposition)  
  
(Name of Corporation)

of  
(Full Address), (Province), (Postal Code)

Telephone: (Home) (Business)

Email Address:

do solemnly declare:

That the Corporation hereby assumes full responsibility for the payment of all municipal, county or improvement district taxes heretofore unpaid and for the payment of all taxes hereafter levied against the lands covered by this disposition while such is in the Corporation's possession. The Corporation assumes this responsibility notwithstanding that it may not have been possession of these lands when they were assessed and placed on the assessment role by the municipality.

The Corporation agrees to perform and uphold all conditions of any range improvement agreement or resource management operational plan that may form part of this disposition.

The Corporation agrees that the acquisition of a disposition on these public lands does not convey the right to graze bison. In order to graze bison on these public lands, additional written authorization from Environment and Parks is required.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the  
of in the province  
of  
this day of, 20

}Signature  
  
Title/Position

A Commissioner for Oaths in and for Alberta

Printed or stamped name of Commissioner for Oaths and date on which appointment expires

The personal information contained on this form is collected under the authorization of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is managed in accordance with Part 2 of the *FOIP Act*. It will be used for the purpose of monitoring public land utilization in accordance with the *Public Lands Act*. Alberta Environment & Parks will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with Section 166-167 of the *Public Lands Administration Regulation*. For further information, please contact Provincial Programs Branch, Operations Division, Alberta Environment and Parks, 5<sup>th</sup> Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8, telephone 780-427-3570.



CANADA  
  
PROVINCE OF ALBERTA  
  
TO WIT

IN THE MATTER OF

Proposed Assignment of

(Type of Disposition)

I,

(Name)

of

(Full Address)

,

(Province)

,

(Postal Code)

Telephone:

(Home)

(Business)

Email Address:

do solemnly declare:

- I am a Canadian Citizen or permanent resident within the meaning of the *Immigration and Refugee Protection Act (Canada)*.
- I am \_\_\_\_\_ years of age.
- I am a Provincial Government employee.

☐ Yes
☐ No

**If yes, please provide clearance of conflict of interest from the Deputy Minister of your department in accordance with Section 24 of the *Public Service Act*. Please attach this clearance to the Statutory Declaration.**

- My relationship to the assignor is:

☐ Husband
☐ Mother
☐ Son-in-law
☐ Adult Interdependent Partner (within the meaning of Sec 3(1) of the *Adult Interdependent Relationships Act*)

☐ Wife
☐ Brother
☐ Daughter-in-law

☐ Son
☐ Sister
☐ Nephew

☐ Daughter
☐ Father-in-law
☐ Niece

☐ Father
☐ Mother-in-law
☐ None of the above

I hereby assume full responsibility for the payment of all municipal, county, or improvement district taxes heretofore levied against all land(s) covered by the proposed assignment which remain unpaid and for the payment of all taxes responsibility notwithstanding that I may not have been in possession of these lands when they were assessed and placed on the assessment roll by the municipality.

I agree to perform and uphold all conditions of any range improvement agreement or resource management operational plan that may form part of this disposition.

I am aware that the acquisition of a disposition on these public lands does not convey the right to graze bison. In order to graze bison on these public lands, additional written authorization from Environment and Parks is required.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the

of

of

this \_\_\_\_ day of

in the province

,

, 20

Signature (Assignee)

A Commissioner for Oaths in and for Alberta

Printed or stamped name of Commissioner for Oaths and date on which appointment expires

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