

# Saskatchewan Petroleum Innovation Incentive

## Eligible Cost Submission Form

This form is meant to supplement a Royalty Credit Application, that must be submitted via the Government of Saskatchewan's Integrated Resource Information System (IRIS) platform, to earn royalty credits. Before completing and submitting this form, please thoroughly review the following documents, which can be found on the program's [webpage](#):

Ministry of Energy and Resources  
610 - 1945 Hamilton Street  
Regina, SK S4P 2C7  
[spii@gov.sk.ca](mailto:spii@gov.sk.ca)

- [The Petroleum Innovation Incentive Regulations](#)
- [SPII Program Overview and Application Instructions](#)
- [SPII Policy Guidelines](#)

Last Updated: August 2023

### Section 1: Contact Person Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

### Section 2: Company and Project Details

Full legal name of company: \_\_\_\_\_  
Company's Business Associate Identifier (BA ID): \_\_\_\_\_  
Project Identification Number: \_\_\_\_\_  
Project Completion Date: \_\_\_\_\_  
(As defined in the contract)

### Section 3: SPII Eligible Costs

The SPII program requires that a company have eligible costs of at least **CAD\$1 million** in Saskatchewan.

The total amount of eligible costs to be submitted for the 25 per cent SPII royalty credit is:

\$ \_\_\_\_\_

As a result, the total amount of royalty credits requested is:

\$ \_\_\_\_\_ (i.e., 25 per cent of eligible costs)

## Section 4: Supporting Documents

1. **Detailed Cost Breakdown** – Attach a detailed itemized breakdown of the eligible costs made with respect to the eligible project. You must demonstrate that all eligible costs were incurred in accordance with the agreement established between the participant and the Ministry of Energy and Resources, and were made for the purpose of carrying out the approved eligible project.
  - a. **Assurance Report on Cost Breakdown** – The Assurance Report must be attached to this document in order to earn credits. To verify this detailed eligible cost breakdown, it is required to have a third party licensed Chartered Professional Accountant (CPA) complete an Assurance Report, providing reasonable assurance in accordance with the Canadian Auditing Standards (CAS) 805, Special Considerations -Audits of Single Financial Statements and Specific Elements, Accounts, or Items of a Financial Statement. This Assurance Report will provide an opinion of the project proponent's *Eligible Cost Submission Form*, and should include an audit of the proponent's statement of eligible expenditures. Please refer to Section 6 of the *SPII Policy Guidelines*.
2. **Land Appraisal (if requested by the Ministry)** – If claiming land as an eligible cost, you must provide an appraisal from an “Accredited Appraiser Canadian Institute (AACI™)” licensed real estate appraiser, operating at arm’s length from the applicant. This report determines the land eligible as an expenditure.
3. **Engineer Report (if requested by the Ministry)** – For projects related to existing facilities, you may be required to provide a report, issued by a licensed engineer in good standing with their province/ territory’s licensing body, operating at arm’s length from the applicant, that verifies the eligible costs were made to carry out the eligible project in relation to that facility and were not for routine maintenance or capital turnover.

## Section 5: Eligible Project

Since describing the project’s scope in Appendix A of the signed agreement, and any sub-appendix of the agreement with the Ministry of Energy and Resources, has the project’s scope changed?

Yes

No

Please provide additional information regarding the changes, via an attached document, if applicable.

## Section 6: Using Royalty Credits

Once the Ministry of Energy and Resources reviews your *Eligible Cost Submission Form* and the supporting documents, the Ministry of Energy and Resources may provide you with a *Certificate of Approval* indicating the total amount of costs recognized to receive the 25 per cent royalty credit. Following this, the royalty credits will be uploaded into your company’s BA ID on the Government of Saskatchewan’s *Integrated Resource Information System* (IRIS) immediately following the Ministry of Energy and Resources approval. Any credits earned will be automatically applied against oil, gas, and helium crown royalties and freehold production taxes owed to the Government of Saskatchewan.

Note: Approved royalty credits can be transferred up until the credit expiry date of March 31, 2035.

Note: You cannot transfer royalty credits that will be received at a future date.

## Section 7: Declaration - Authorized Official of the Participant Company Acknowledgement

Please check-off each box below before signing; failure to do so renders this application invalid.

I declare that the eligible costs, as described in Section 3 of this form, are compliant and are for the purposes of carrying out the eligible project, with respect to the planned eligible project as defined in the agreement with the Ministry. I understand that a false declaration may result in penalties as listed in <a href="#">The Petroleum Innovation Incentive Regulations</a> .
I declare that an Assurance Report is attached to this document and that it has been drafted by an independent third party licensed Chartered Professional Accountant in accordance with the <i>SPII Policy Guidelines</i> and the Agreement related to the eligible project.
I declare that this company currently holds an active business registration license.
I have read and fully understand the contents of the <i>SPII Program Overview and Application Instructions</i> and the <i>SPII Policy Guidelines</i> documents.
I confirm I understand the SPII program requirements and obligations as defined in the following: <ol style="list-style-type: none"><li>1. <a href="#">The Petroleum Innovation Incentive Regulations</a>;</li><li>2. <a href="#">The Financial Administration Act, 1993</a> – section 24.</li></ol>
I understand the program requirements pertaining to sharing any reasonably requested corporate information and documentation, as may be required by the Government of Saskatchewan to determine program eligibility.
I understand that any commercial agreements or partnership arrangements in place, regarding the eligible project, do not create obligations for the Government of Saskatchewan.
I understand that my application to the Government of Saskatchewan is subject to public information requests, as per <a href="#">The Freedom of Information and Protection of Privacy Act</a> .
I have read and agree with the above acknowledgements and certify that all statements and information furnished in this application are true, complete and correct to the best of my knowledge.

The following must be signed by an individual with the authority to enter into an agreement with the Government of Saskatchewan. **Note:** This person may be different from the contact person listed within Section 1.

\_\_\_\_\_  
Name (please print legibly)

\_\_\_\_\_  
Title of Authorized Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Completed Eligible Cost Submissions and required supporting documentation must be submitted through the Government of Saskatchewan's IRIS platform via a Royalty Credit Application.***