

Right of Entry Most Recent Written Offer Instructions

Documents may be sent electronically to the Tribunal. You are required to keep a copy of the original documents on file until a decision of the Tribunal has issued regarding your application for Right of Entry.

Most Recent Written Offer:

- Copy of most recent written offer made by the Applicant to a Respondent and evidence the offer has been refused ([s. 15\(2\)\(a\) of the Surface Rights Act](#))
- Copy of most recent written offer must be made **within 12 months** ([see section 14 \(1.1\) of the Surface Rights Rules](#)) of submitting your COMPLETED application. Deficient applications are not considered complete.
- Applicant/Respondent information must be consistent with the Schedule 1 Application
- Land description must be consistent with the Schedule 1 Application
- Acreage/plan must match Schedule 1 Application
- Most Recent Written Offer must be attached to Declaration as appendix – see below

Declaration of Most Recent Written Offer must be enclosed:

- Select the applicable type of service from the available options:
PERSONALLY, REGISTERED MAIL, PERSONALLY ON REP/ COUNSEL,
REGISTERED MAIL ON REP/COUNSEL or EMAIL ON REP/COUNSEL
- Applicant and Respondent(s) to whom offer was made must be consistent with the Schedule 1 Application
- Must be served on a Respondent(s) - (see [Rule 17 of the Surface Rights Rules](#) for how service may be accomplished)
- If service is by email or fax to the **respondent's counsel**, a copy of email or fax must be attached to the Declaration as an appendix.
- If service is by registered mail, the post master receipt must be attached to the Declaration as an appendix.
- Tribunal administration does not accept service via email directly upon the respondent.

Type of Service	May be refused if no response received after:
Personal	7 clear days
Email/fax on legal counsel	7 clear days from receipt of email or next day (whichever is sooner)
Registered mail within Alberta	14 clear days
Registered mail outside Alberta	21 clear days

- To be refused by registered mail the offer must have been served to all addresses on the Schedule 1 Application
- *Once the document is digitally signed and saved, it can no longer be edited.*

Appendix Stamp Template:

This is Appendix _____
referred to in the Declaration of

(signature of person making declaration)

Exhibit Stamp Example:

This is Appendix “A”
referred to in the Declaration of

Bob Smith

Bob Smith