

# Guidelines for reporting company information



NORWEGIAN PETROLEUM  
DIRECTORATE

## APA 2018

Awards in Predefined Areas

## COMPANY INFORMATION FOR APPLICATION TO APA 2018

Each individual company that applies for production licences in APA 2018 shall submit information concerning the company to the authorities by the application deadline. Companies that submit applications on behalf of a group (AMI), shall inform the other companies in the group that each company must submit such information to the authorities, also in connection with applications for additional acreage in existing production licences.

### Submission and attachments

One copy of the company information shall be submitted in an optional electronic format to the Ministry of Petroleum and Energy, and an identical copy shall be submitted to the Norwegian Petroleum Directorate on a USB flash drive, within the application deadline, Tuesday 4 September 2018 at 12.00 hours.

Files on USB flash drive must be structured and named as indicated below:

Name of file	Format	Description
Application letter_"Company name"	.pdf	Electronic copy of application letter
Company information_"Company name"	.pdf	Electronic copy of company information
CompanyInformation	.xlsx	Excel workbook "CompanyInformation"
Application fee_"block number"	.pdf	Receipt of paid application fee
Annual report_"company name"	.pdf	Annual report
Quarterly statement_"date"	.pdf	Latest quarterly financial report

The USB flash drive must be labelled with the company name and securely fastened to the binder with the application letter.

### Tables with company information:

The Excel workbook "CompanyInformation" can be found on the NPD's website at:

<http://www.npd.no/tfo2018> and contains all tables mentioned below.

The form can be completed in Norwegian or English where a selection does not have to be made from a drop-down menu.

### Content

The company information must contain an overview of:

1. Ownership structure and organisation in Norway
2. The company's size and experience
3. The company's financial situation

#### 1. The company's ownership structure and organisation in Norway

Reference is made to the Regulations of 27 June 1997 No. 653 to Act relating to petroleum activities, Section 8 i), where a description of the applicant's organisation and expertise is requested.

An overview of the company's ownership structure with a list of the principal owners/owner groups and their ownership interest must be provided. Information on where the company is registered, the company's headquarters and the composition of the board, specifying the board members' place of residence and nationality, is also requested.

Furthermore, an updated status regarding the company's organisation in Norway at the time of application must be provided. The overview must document the company's organisation with regard to expertise and capacity. If terms and conditions have been stipulated in connection with prequalification of the company as a licensee or operator, it must be clarified how the company intends to fulfil, or has fulfilled, these terms and conditions.

The information must be accompanied by an organisation chart showing the company's own employees. Only company personnel in positions that are actually occupied should be included. Consultants should also be listed in the overview.

Companies that have been established in Norway for several years should only focus on any changes in ownership structure and organisational changes for their enterprise in Norway that could be relevant for evaluation of the application. If considerable changes have been made in the company's organisation as regards expertise and capacity, documentation must be submitted as described above.

The Norwegian Petroleum Directorate and Petroleum Safety Authority Norway can independently request additional documentation.

In those cases where the company is part of an international company, major changes in the parent company must also be listed.

It is recommended that the information be limited to a maximum of three pages .

## **2. Company's size/experience**

Reference is made to the Regulations of 27 June 1997 No. 653 to Act relating to petroleum activities, Section 8 h), where information on the applicant's experience and technical expertise is requested, cf. also Section 10 a).

Information on the company's size and experience in and outside Norway is provided by filling in the form "Table 6: Size and Experience". The form must be delivered as part of the Excel workbook "CompanyInformation". Further comments and clarifications must be limited.

## **3. Company's financial situation**

Reference is made to the Regulations of 27 June 1997 No. 653 to Act relating to petroleum activities, Section 8 e), where information is requested on the applicant's enterprise, including financial capacity, cf. also Section 10 a). An updated and complete report of the applicant's financial status must be submitted in connection with APA 2018.

Reporting for different categories of companies:

### **a) Companies with financial credit rating**

Companies with a financial credit rating from international credit rating agencies must indicate this in the form "Table 7: Financial status" together with financial key figures. The form must be delivered as part of the Excel workbook "CompanyInformation".

b) Companies without financial credit rating

In addition to filling out the form "Table 7: Financial status", that must be delivered in the Excel workbook "CompanyInformation", companies without financial credit rating from international credit rating agencies must:

- explain how they plan to safeguard the financial obligations assumed as a result of a potential award of applied for production licences.
- include the annual report, as well as the last quarterly statement, in PDF format on USB flash drive. If relevant, there must be an annual report for both the Norwegian company and the parent company/group.
- If the company conducts a significant percentage of its activities on the Norwegian Continental Shelf, the company must also:
  - account for the total planned financial obligations and how these will be met for the coming three years
  - list which exploration commitments the company has in their total portfolio
  - provide further comments regarding existing discoveries in the company's portfolio, secure reserves and expected future production beyond a longer time horizon than 2021. Here the company may refer to potential reporting to the Revised National Budget.
- prepare a statement showing expected cash flow in the period 2019 to 2021 for the Norwegian company. The statement should be prepared using the indirect model in accordance with the "Temporary Norwegian Accounting Standard Cash Flow Statement" from October 1995, revised in June 2008.
- provide further comments on the capital structure. This statement should include source of debt (bank, bonds, parent company, etc.) and source of potential new equity (parent company, stock exchange, etc.). The terms of the company's loans are also requested.

It is recommended that the information be limited to a maximum of five pages.

If the company is part of an international company, the information in the form "Table 7: Financial status" must refer to the whole group.

If there are special circumstances that could impact the company's financial ability to meet its current or future obligations regarding the activities on the Norwegian shelf, this must be noted.