

GENERAL INSTRUCTIONS

THIS GUIDE IS APPLICABLE TO THE BID FORMAT FOR PETROLEUM AND NATURAL GAS AND OIL SANDS RIGHTS.

- These instructions should not be submitted with your bid.
- The attached formats are for your guidance only and should be re-processed for the purpose of submitting a bid.
- Any deviation from the prescribed bid format may result in your bid being rejected.
- The bid amount will always be debited from the electronic funds transfer (EFT) account of the company/individual name appearing on the letterhead. If you bid through another company or representative, you must use your own letterhead or clearly mark the name of your company at the top of the bid form in order for the bid to be debited from your account.
- The bidder must be set up for EFT as the form of payment for successful bids at Public Offerings of Crown Rights (the Sale) as described in Information 2005-08.
- The bidder is responsible for having sufficient funds in their bank account on sale day to cover all the bids.
- If you submit more than one bid for the same parcel, your highest bid will be selected.
- The bid letter may be delivered to the address shown on the bid form or to the Alberta Department of Energy Edmonton office: 7th Floor, 9945 - 108 Street, Edmonton, AB T5K 2G6.

******Bids are accepted until 12:00 noon on the day of the sale. No exceptions.******

SECTION 1

- You must provide the complete name of a corporation or person pursuant to Section 23 of the Mines and Minerals Act.
If the bid represents undivided interests, each lessee/licensee interest must be expressed in decimals to a maximum of seven places.
- **NOTE: This information is not confidential and is accessible to the public.**

SECTION 2

- Designation of a company or representative must comply with Section 29 of the Mines and Minerals Act.
- The complete name of a corporation or representative must be provided. An address is not required. If the party named has never filed an official service address with the Department pursuant to Section 30 of the Mines and Minerals Act, they will be contacted for this information by the sales area.
- **NOTE: This information is not confidential and is accessible to the public.**

SECTION 3

- This section should be completed only if the payor of future rent charges and other charges is a party other than the designated representative shown in Section 2. The payor should be the same as the bidder shown on the letterhead and must already be a participant in the Department's monthly rental statement process. **This information will be dealt with in strict confidentiality.**