



**ELECTRONIC TRANSFER SYSTEM (ETS)
ACCOUNT SET UP/CHANGE FORM**

For more information on section A & B, hover over text or refer to pages 3 - 5

A: <u>APPLICANT INFORMATION</u>		
A1	Check One <input type="checkbox"/> Setup <input type="checkbox"/> Amendment <input type="checkbox"/> Terminate	A2 Account ID:
A3	Type of Amendment:	A4 GST Number:
A5	Company/Individual Name:	A6 Client ID(s):
A7	Site Administrator: Include Authorization Letter Name: Email:	Phone: Business: () Alternate: ()
A8	Backup Site Administrator (Optional): Include Authorization Letter Name: Email:	Phone: Business: () Alternate: ()
B: <u>DOCUMENT SUBMISSION/RETRIEVAL</u>		
CROWN POSTING/SALE/TRANSFER		ACCOUNTS
Crown Agreement Documents retrieval for Designated Representative	<input type="checkbox"/>	Debit Remittance for Royalty, Compensation, Searches, etc. Include Pre-Authorized Automatic Debit Payment Agreement
Posting Requests	<input type="checkbox"/>	Monthly Statement Auto Debit Increase Include Form
Bidding on Public Offering of PNG and Oil Sands Include Electronic Fund Transfer Authorization Letter	<input type="checkbox"/>	Monthly Surface Rental Statements Include: Monthly Statement Process Agreement
Crown Agreement Transfers (Ownership and/or Designated Representative)	<input type="checkbox"/>	Monthly Mineral Rental Statements
OIL SANDS ROYALTY		PNG AGREEMENT/WELL MAINTENANCE
Oil Sands – Project Application	<input type="checkbox"/>	Crown Mineral Activity (CMA)
Oil Sands – Royalty Reporting	<input type="checkbox"/>	Offset Management
Oil Sands – Supplemental Reporting	<input type="checkbox"/>	PNG Continuation
SEARCHES		Agreement Management
Land Searches/Certified Copies of Agreements	<input type="checkbox"/>	
AMMONITE SHELL/COAL/METALLIC & INDUSTRIAL MINERALS AND SUBSURFACE RESERVOIR		MISCELLANEOUS
Direct Purchases (Applications) Ammonite Shell, Coal and Metallic & Industrial Mineral Minerals	<input type="checkbox"/>	Assignments Public Lands Surface Dispositions
Royalty Reporting – Bituminous, Subbituminous, Quarriable, Placer, Salt	<input type="checkbox"/>	Freehold Mineral Tax
REGISTRATIONS		Unit Agreement Exhibit A
Encumbrances/Certified Copies	<input type="checkbox"/>	
Applicant Comments:		
For Office Use Only	Date all Documents Received:	Date Processed:
Setup FDN <input type="checkbox"/>	Setup ETS <input type="checkbox"/> Update <input type="checkbox"/>	Setup ILS <input type="checkbox"/> Existing <input type="checkbox"/>
Bid Doc's to Sales <input type="checkbox"/>	Email Conf. Rec'd <input type="checkbox"/>	Relayed Login <input type="checkbox"/>
Doc's to CARS/Finance <input type="checkbox"/>	Sales <input type="checkbox"/> CMA <input type="checkbox"/> Offsets <input type="checkbox"/>	
Misc.		

ETS ACCOUNT SET UP/CHANGE FORM

PURPOSE

This form provides contact information needed to set up the ETS account for the various online activities. Service providers conducting on-line business on behalf of a client must have an ETS account.

Use this form to apply for an online account with Alberta Energy.

See [Part B: DOCUMENT SUBMISSION/RETRIEVAL - DETAIL](#) of the ETS Form Completion Information for descriptions.

This form is also used for subsequent changes to:

- ETS account applicant/administrators
- Contact information
- Form types
- Terminate the ETS account

TIMING

Applications containing errors or omissions will be rejected and require resubmission. Alberta Energy grants required permissions on accurate, complete applications within 15 working days of receipt.

COMPLETED FORMS

Please return completed forms to:

Crown Land Data
Alberta Energy
11th floor, North Petroleum Plaza 9945 – 108 Street
Edmonton, Alberta
T5K 2G6
Phone: (780)422-1395
Fax (780)422-0382
crownlanddatasupport@gov.ab.ca

ETS FORM – COMPLETION INFORMATION

PART A: ETS ACCOUNT APPLICANT INFORMATION

This section is completed by the ETS account applicant who will be conducting one or more of the following on-line activities:

- *Submitting land searches, ownership transfers, posting and bid requests.*
- *Sending electronic files to Alberta Energy.*
- *Retrieving electronic files from Alberta Energy.*

- A1 Set Up/Amend/Terminate ETS Account** – Check the appropriate box to set up, amend, or terminate the ETS Account.
- A2 ETS Account** – Enter ETS Account Number if amending an account. Leave empty if a new application.
- A3 Type of Amendment** – If A1 selection Amend is checked, indicate type of account change (change of Administrator, change of e-mail address, etc.).
- A4 GST Number** – Provide GST Number for applicant company if applicable.
- A5 Company/Individual Name** – The full legal name of the company or individual in which the account is to be/is set up.
- A6 Client Id** – If you do not presently have a Business Associate Id /AE Client Id, leave this field blank. AE will assign the appropriate Id(s).
- A7 Site Administrator Contact Information** – Designated individual with access to all form types applied to the ETS Account and is responsible for creating and maintaining Client User Id's, including password resets (ability to reset password for backup Administrator).
- A8 Backup Site Administrator Contact Information** – Designated individual who can perform the same duties as the Site Administrator; however, cannot reset the Site Administrator's password.

PART B: DOCUMENT SUBMISSION/RETRIEVAL - DETAIL

This section is completed by the ETS account applicant to set up the appropriate forms for online submission and retrieval of resulting documents.

Check the appropriate form as noted below:

Forms Available:

- **Agreement Management** – To submit Surrender requests, submit request/documents for Rental Reinstatements and receive/review Rental & Royalty Default notifications for PNG Agreements
- **Assignments** – to assign owner interest in a surface disposition agreement to another party.

- **Bidding on Public Offering Petroleum and Natural Gas (PNG) & Oil Sands** – to acquire PNG/Oil Sands rights through an electronic bid process. ** note: must be 18 or over to hold an agreement*
 - Designated Representative Sign Up for PNG and Oil Sands Agreement Documents.
 - If not currently set up for Electronic Funds Transfer with Alberta Energy, complete the EFT Authorization form. See 1.2 of Information Letter 2006-12 regarding payment application for bidding.
- **Crown Mineral Activity (CMA)** – required if applying for CMA in undisposed Crown Mineral rights, re-entering an existing well bore, or linking wells to existing Crown agreements.
- **Crown Agreement Documents** – to retrieve Agreement Documents of the successful bidder from a Public Offering PNG, Oil Sands, Ammonite Shell, Coal and Metallic & Industrial Mineral Minerals.
- Crown Agreement Transfers (Ownership and/or Designated Representative) – to transfer Crown mineral ownership of interest or partial land to another party, including changes to the Designated Representative.
- **Direct Purchase (Applications)** – to apply for Ammonite Shell, Coal and Metallic & Industrial Mineral Minerals through an electronic request. Any related fees and GST (if applicable) will be accepted with a valid VISA/Mastercard. Electronic application submission does not include Metallic & Industrial Minerals Licences.
- **Debit Remittance for Royalty, Compensation, Searches, etc.** – to submit an auto debit remittance form electronically, to automatically pay gas royalty, internet land searches, Oil Sands and/or Offset Compensation charges. *Prerequisite: complete Preauthorized Debit Agreement.*
- **Encumbrances** – to register encumbrances including, builders' liens, security notices and lis pendens on Crown mineral agreements. Full/partial discharges of encumbrances, assignment of security notices and certified copies of encumbrances.
- **Freehold Mineral Tax** – to view/update roles for Freehold titles/Production Entity's (PE's), submitting/downloading unit values, receiving tax statements, etc.
- **Land Searches/Certified Copies** – to request certified copies of Crown mineral agreements (only by the Designated Representative or interest holder) and a variety of search reports that provide detailed status information on Crown surface and mineral agreements.
- **Monthly Mineral Rental Statement** – to retrieve Mineral monthly rental statements electronically.
- **Monthly Statement Auto Debit Increase** – to add additional automatic withdrawal of rental payments for agreements in the process of acquisition. *Prerequisite: client has elected auto debit payment option.*
- **Monthly Surface Rental Statements** – for the retrieval of surface monthly rental statements electronically. *Prerequisite: client needs to complete and submit a surface Monthly Statement Agreement.*
- **Offset Management** – to administer existing offsets (Designated Representative or Payor Transfer, Corporate Status change, etc.).
- **Oil Sands Project Application** – to submit Oil Sands Royalty Project Applications.
- **Oil Sands Royalty Reporting** – to submit monthly and annual Oil Sands Royalty forms (GFE/MRC/EOPS/NPR), auditor's opinions, cost allocation methodology reports, report requests, and the viewing of royalty information reports.

- **Oil Sands Supplemental Reporting** – to submit CARE Cost, Subsurface, Revenue and WCS Sales reports and Operator's Forecast.
- **PNG Continuation**
(Validation and Continuation) – to submit applications/documentation for the Validation of PNG Initial Term Licences or Continuation of Intermediate Term Licences and Lease PNG Agreements.
(Expiry Reinstatements & Third Party Request and Non-Productivity Notices) – to submit request/documents for Expiry Reinstatements, Third Party Requests for non-productivity review of indefinitely continued PNG Agreements and to receive/view notices of Non-Productivity.
- **Posting Requests** – to apply for PNG or Oil Sands rights through an electronic disposition request or to query mineral rights availability and submit posting requests for Public Offering or Direct Purchase.
- **Royalty Reporting** – to submit royalty forms related to Bituminous, Subbituminous, Quarriable, Placer, and Salt. The Crown will require auto debit payments related to the royalties filed.
- **Unit Agreement Exhibit A** – to modify/create revisions and change unit operatorship for active unit agreements (Unit Operators); to review revisions and reports (Working Interest Owners).