



Oil Sands Division
6th Floor, North Petroleum Plaza
9945 - 108 Street
Edmonton, Alberta T5K 2G6
Canada
<http://www.energy.alberta.ca/>

November 30, 2015

OIL SANDS INFORMATION BULLETIN 2015-11

Subject: Oil Sands Holiday Season Office Hours

The Department of Energy will be closed from December 24-30, 2015 and on January 1, 2016. Limited services will be available during regular office hours at the Edmonton office only on December 31st. This is in accordance with the Government of Alberta's holiday season schedule.

Any payments due on December 31 continue to be due on December 31. Royalty payments may be made by any of the payment options noted in [Information Bulletin \(IB\) 2015-01 "Oil Sands Crown Royalty Payments and Payment Allocation Details"](#), or in person at the Edmonton office on December 31 between the hours of 8:15 am and 4:30 pm at the following address:

Alberta Energy
2nd Floor, North Petroleum Plaza
9945 – 108 Street
Edmonton, Alberta T5K 2G6

Any required reporting due on December 31, which includes the November production period Royalty Reports, must be received before midnight on December 31 to be considered filed on time. Please note the timing of the information reports issued by the OASIS system subsequent to [IB 2014-01 "Royalty Information Reports and Processing Schedule"](#). Please also refer to [IB 2013-21 "Penalty Assessment for Late or Missing Submissions"](#) for more information on late filing penalties.

If you require assistance with Oil Sands Royalty reporting, please contact the Oil Sands Royalty Administration team by email at the Oil Sands Reporting Mailbox – OSReport@gov.ab.ca, or by phone at (780) 643-9333.

Questions regarding this Information Bulletin may be directed to:

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