

February 4, 2010

INFORMATION BULLETIN 2010-02

Subject: ETS Submission of Monthly and Annual Royalty Reports, New Templates for Royalty Reporting in 2010

Submission of Monthly and Annual Royalty Reports on Electronic Transfer System (ETS)

Further to Information Bulletin 2009-18 at <http://www.energy.alberta.ca/OilSands/806.asp>, operators are reminded that the functionality to submit monthly and annual royalty reports through the Department's Electronic Transfer System (ETS) will be available starting February 2010. For better security, operators should use the ETS submission process for monthly and annual royalty reporting, rather than emailing these royalty reports to the OS Reporting Mailbox (OSReport@gov.ab.ca). Royalty submissions sent to the OS Reporting Mailbox will continue to be accepted until June 30, 2010. Thereafter, monthly and annual royalty submissions will be accepted through ETS only.

Operators must have an ETS Account with the Department in order to submit the royalty reports. Current operators should already have an ETS Account from the CARE Reporting and Operator's Forecast submissions that were filed recently. New operators need to contact the Department's Client Registry at 780-422-1395 (toll free 310-0000) to obtain an ETS Account and gain access to the Correspondence folder in ETS. Operators must upload their monthly and annual royalty reports using the *Send Form* submission screen in the Correspondence folder. These royalty reports and related documents that can be uploaded are identified in the *Form Type* list in the *Send Form* submission screen. They are also listed in Appendix A.

Submissions are made by Form Type. Operators may submit multiple files for each Form Type in a single submission. The maximum size for a submission is approximately 3.5 MB. Zip files are acceptable.

To enable better management of the ETS submissions, operators are required to use the standardized file naming convention established by the Department. Appendix A (repeated from Information Bulletin 2009-18) addresses the naming conventions for each report type. The actual file name for each submission must contain, at the least, the required naming conventions established in Appendix A.

To access the ETS site, click on the ETS – Electronic Transfer System link in the Energy home page <http://www.energy.gov.ab.ca/index.asp> or directly access the site using <http://www.energy.gov.ab.ca/OurBusiness/1076.asp> . An online training module is available for the submission process. Click on the Online Learning link in ETS and access the Correspondence course.

Questions on the ETS submission process for monthly and annual royalty reports can be directed to the royalty administrators in Oil Sands Operations or to the OS Reporting Mailbox.

New Royalty Report Templates for 2010

Operators are reminded that the following new report templates are available on our website at <http://www.energy.alberta.ca/OilSands/582.asp>:

- Monthly Royalty Calculation (MRC) for 2010 reporting and 2009 amendments
- Good Faith Estimate (GFE) for 2010 reporting and 2009 amendments
- 2009 Pre-Payout End of Period Statement (PRE - EOPS)
- 2009 Post-Payout End of Period Statement (PST- EOPS)
- 2008-12 MRC with Pre 2009 Inventory
- 2008 Pre-Payout EOPS with Pre 2009 Inventory
- 2008 Post-Payout EOPS with Pre 2009 Inventory

Please refer to Information Bulletin 2009-18 for related details on the new templates. Questions regarding the Information Bulletin may be directed to:

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Appendix A - Royalty Form Types for ETS Submission

The following form types can be submitted through ETS, Project operators must select the appropriate form type for the submission that is being made. To facilitate the management of files in ETS, Project operators will be asked to name their ETS submission files in accordance with the file naming conventions below.

Form Type	Form Abbreviation	File Naming Convention
OS Monthly Royalty Report	OSMRR	<p><MRC, GFE, PSR or Multi>.<Project#, PSR ID, or Multi*>.<Report Month>.xls</p> <p>E.g. MRC.OSR001.201001.xls E.g. GFE.OSR045.201001.xls E.g. PSR.Buffalo.201001.xls E.g. PSR.10512.201001.xls E.g. Multi.Multi.201001.xls</p> <p>*Multi is used to accommodate operators that combine multiple forms for multiple Projects in one excel workbook</p>
OS End of Period Statement	OSEOP	<p>EOP.<Project#>.<Period>.xls</p> <p>E.g. EOP.OSR010.2009.xls</p>
OS Monthly Statement of Approval	OSSOAMONTH	<p>SOA.Monthly.<Project# or Multi>.<Report Month>.pdf</p> <p>E.g. SOA.Monthly.OSR010.201003.pdf E.g. SOA.Monthly.Multi.201001.pdf</p>
OS Operator Signature and EOP Statement of Approval	OSSOAEOPS	<p>SOA.EOP.<Project# or Multi>.<Period or Multi>.pdf</p> <p>E.g. SOA.EOP.OSR007.2009.pdf E.g. SOA.EOP.Multi.2009.pdf E.g. SOA.EOP.Multi.Multi.pdf</p>
OS Payment Allocation	OSPAYALLOC	<p>PayAlloc.<Report Month>.pdf</p> <p>E.g. PayAlloc.201001.pdf</p>
OS EOPS Independent Auditor's Opinion	OSAUOPIN	<p>AuditOpin.<Project#>.<Period>.pdf</p> <p>E.g. AuditOpin.OSR005.2009.pdf</p>