

February 9, 2010

OIL SANDS INFORMATION BULLETIN **2010-03**

Subject: Update: Oil Sands Administrative and Strategic Information System (OASIS)

Further to Information Bulletin 2010-01 at <http://www.energy.alberta.ca/OilSands/806.asp>, the new process of submitting Oil Sands Royalty (OSR) applications through the department's web interface the Electronic Transfer System (ETS) to OASIS, is now available. This is now the standard mode of submitting all OSR applications, applications submitted outside this portal may be rejected.

Access to OASIS from ETS:

The majority of mineral rights lessees already have various permissions within ETS to exchange information or request services from the Department. However, those permissions may need to be updated to include access to OASIS through your site administrator. In order to receive access to the ETS system, or to change an existing ETS account, an ETS Account Set Up / Change Form must be completed and submitted to the Department. The form and procedure to set up an ETS account or to update your permissions in ETS can be found by the following link: [ETSSetupForm.pdf](#).

Set-up in OASIS:

Each company's site administrator will need to create all the OASIS user accounts and roles for each account necessary for their company, including at least one co-ordinator to oversee the allocation of OSR project access to each user. Training for this initial setup is available through the ETS page on the department's website: [Alberta Energy: Electronic Transfer System](#).

OSR Project Application Forms:

Revised as of September 2009, the updated Economic Evaluation and PNCB forms have been posted on DOE's Oil Sands Operations Internet website <http://www.energy.gov.ab.ca/>. From our main internet site, navigate to "Our Business", then to "Oil Sands" then "Forms (Royalty)". The content of the forms remains essentially the same however; they have been enhanced and reformatted to enable electronic filing via ETS into OASIS. Please use these forms in applications relating to OSR projects otherwise an error message will display when any attempt is made to submit applications using the old forms.

Please contact Charles Ward at (780) 644-7023 or Charles.Ward@gov.ab.ca if you have any questions about this Information Bulletin.

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