

November 16, 2011

OIL SANDS INFORMATION BULLETIN 2011-12

Subject: Operator's Forecast Report Submission Deadline

Section 37 of the *Oil Sands Royalty Regulation, 2009* requires the Operator of an Oil Sands Project to file with the Department an Operator's Forecast Report relating to the current calendar year and subsequent 9 calendar years. The submission deadline is December 15, 2011.

No change has been made in the Operator's Forecast Report except updating the dates. Please read the instructions included in the Excel file before completing the form.

The current year's Operator's Forecast Report is available on the Alberta Energy's Oil Sands website in Excel format. From our main internet site <http://www.energy.gov.ab.ca>, navigate to "Our Business", then to "Oil Sands" and then "Forms". The Operator's Forecast Report must be submitted electronically in Excel format through the secure web application, Electronic Transfer System (ETS).

The Department may request the Operator to give a presentation on the submitted forecasts.

Electronic Transfer System (ETS)

To receive access to the Electronic Transfer System, an ETS account Set Up / Change Form must be submitted to the Department. The majority of our clients have access to ETS with various permissions to provide information or request a service from the Department. However, their permissions need to be enhanced to include access to the Correspondence folder. This will allow you to submit the Operator's Forecast Report. For an overview of the services available through ETS, see the [ETS Overview](#). For more details about confidentiality, security and ETS availability, see the [Client Account Handbook](#).

You may obtain the application form from the Alberta Energy's website link – Apply for Access: <http://www.energy.alberta.ca/OurBusiness/1076.asp>.

ETS Form File Naming

Form naming conventions have been developed for the Operator's Forecast Report. When saving the form in Excel format you must use the following conventions:

OSR Project Number, Year, Report Name
Example: OSR015_2011_Operators_Forecast.xls

For more information on the Operator's Forecast reporting, please contact:

Michael Habteyonas

Telephone: (780) 644-1462

Email: Michael.Habteyonas@gov.ab.ca

Authorized by: Larry Ziegenhagel
Branch Head,
Business Design and Evaluation Branch
Oil Sands Strategy and Operations