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OIL SANDS INFORMATION BULLETIN 2012-18

Subject: Operator's Forecast Report Update

Section 37 of the [Oil Sands Royalty Regulation, 2009](#) (OSRR'09) 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. Amendments were made to the OSRR'09 and the submission deadline for the Operator's Forecast Report is **November 30** for every year. The submission deadline for the current year is **November 30, 2012**.

An updated [Operator's Forecast Report](#) is available on the DOE's Oil Sands Operations Internet 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). Please read the instructions included in the Excel file before completing the form.

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 DOE 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_2012_Operators_Forecast.xls

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

Questions regarding this Information Bulletin may be directed to:

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