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OIL SANDS INFORMATION BULLETIN 2013-20

SUBJECT: Operator's Forecast Report Update

Section 37 of the [Oil Sands Royalty Regulation, 2009 \(AR 223/2008\)](#) 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 **November 30, 2013**.

This year, the Department has enhanced the forecast reporting spreadsheet with the addition of charts at the bottom of the "Forecast Report Form" tab. These charts will allow the operators to double check their forecast data entries. Please carefully read the instructions included in the Excel file before completing the form.

The current year's Operator's Forecast Report in Excel format is available on the Department website at <http://www.energy.alberta.ca/OilSands/582.asp>. The Operator's Forecast Report must be submitted electronically in Excel format through the secure web application, Electronic Transfer System (ETS).

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 Department 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_2013_Operators_Forecast.xls

The Department may request the Operator to give a presentation, preferably in Q1 2014, on the submitted forecasts.

Questions regarding this Information Bulletin may be directed to:

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