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**January 10, 2014**

## **OIL SANDS INFORMATION BULLETIN 2014-01**

### **Subject: Royalty Information Reports and Processing Schedule**

This Information Bulletin is for all filers of oil sands royalty reports, whether Project or non-Project, and concerns Royalty Information Reports provided to operators through the Electronic Transfer System ("ETS"). The attached schedules provide a list of the current Royalty Information Reports ([Schedule 1](#)), the information contained in each report, and the Processing Schedule ([Schedule 2](#)) indicating the earliest date when the reports will be available in the operator's ETS account.

Oil Sands Operators are responsible for ensuring that submissions are furnished by the submission reporting deadline. Royalty submissions made after 4:30 p.m. will be processed the next business day. Failed submissions are deemed to not have been furnished by the operator and may be subject to penalty charges under the *Oil Sands Royalty Regulation, 2009*. For information on penalties, refer to Information Bulletin 2013-21.

Alberta Energy provides the Submission Turnaround, Non-Project Well Royalty (NPR) Submission Validation and Failed Submission reports to operators in accordance with the report delivery times. These reports provided are for information purposes only. Operators are encouraged to review the information on the report or contact the Department for further information.

Questions regarding this Information Bulletin may be directed to:

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Attachment

## Schedule 1 Royalty Information Reports

Reports are listed in alphabetical order in each section

Information Reports after submission in ETS		Report Delivery in ETS
Submission Confirmation Report	Confirms receipt of the royalty submission and provides submission details such as request number, submission form type, file name, date and time.	Immediate upon submission in ETS
Information Reports after processing in OASIS		Report Delivery in ETS
Failed Submission Report	Identifies processing failure in the royalty submission. The royalty submission must then be resubmitted to be revalidated.	See Schedule 2
Financial Transaction by Royalty Submission	Identifies the royalty charges and interest, if applicable, resulting from a Project or non-Project well royalty (NPR) submission.	See Schedule 2
NPR Submission Validation Report	Identifies non-Project well royalty (NPR) submission validation results. NPR submissions that pass the submission validation process (accepted NPR submissions) will appear in the NPR Transaction Detail report, where royalty charges and related interest, if applicable, will be identified.	See Schedule 2
NPR Transaction Detail	Identifies resulting royalty charges and related interest, if applicable, from accepted NPR submissions within a specified date range. This report is produced once a month and includes the royalty and interest transactions from accepted NPR submissions in the preceding month. The transactions from each submission will be summed by production month and will appear in the corresponding Statement of Account.	2 <sup>nd</sup> business day of month following the reporting month
Payout Balance Statement	Identifies the net cumulative balance for a pre-payout Period of a Project. Report is produced upon processing of the pre-Payout End of Period (EOP) statement. The pre-payout EOP statement can be filed by the operator or amended by Alberta Energy through audit adjustments or internal recalculations.	See Schedule 2
Submission Turnaround Report	Identifies Project royalty submission validation and royalty calculation results. Report provides submission validation warnings and errors, operator reported and Alberta Energy's calculated variable comparisons, and calculations on costs, revenues, royalty and charges. Project royalty charges on this report and related interest, if applicable, will appear in the corresponding Statement of Account.	See Schedule 2

<b>Monthly or Event Specific Information Reports</b>		<b>Report Delivery in ETS</b>
NPR Discrepancy Report	Identifies well and volumetric reconciliation differences between operator reported and Alberta Energy information in NPR submissions.	2 <sup>nd</sup> business day of month following the reporting month
NPR Well Event	Identifies potential non-Project well events and Crown royalty share in a production month for the operator, based on the information that the operator has provided to Petrinex by the production month's volumetric cut-off deadline. Report provides information for the current production month only.	2 <sup>nd</sup> <i>last</i> business day of the reporting month (dependent on completion of the monthly conventional oil royalty calculation cycle)
Payout Date Change Report	Identifies the initial or revised date of Project payout, filing amendment and royalty adjustment details.	When the project payout date is updated in system
Project Termination Report	Identifies project termination date, filing amendment and royalty adjustment details.	When the project termination date is updated in system
Statement of Account	Identifies the financial transactions that occurred in an operator's account in a given period.	5 <sup>th</sup> business day of month following the reporting month
<b>Information Reports that operators can request on demand</b>		<b>Report Delivery in ETS</b>
Project Royalty Submission Status	Identifies royalty submissions which have upcoming filing deadlines and indicates whether the submissions have been processed by ETS.	See Schedule 2
Production Volume Reconciliation Detail	Identifies variances between operator reported production in a Project and the corresponding production according to Alberta Energy's information.	See Schedule 2

## **Schedule 2 Processing Schedule (Weekdays Only)**

Schedule may change under special circumstances, without prior notice. Submissions made on weekends or holidays will be processed in the next business day

<b>Submission in ETS by:</b>	<b>Expected delivery of reports through ETS:</b>
5:30 a.m.	5:45 a.m. to 7:15 a.m. (same day delivery)
8:30 a.m.	8:45 a.m. to 10:15 a.m. (same day delivery)
10:30 a.m.	10:45 a.m. to 11:15 a.m. (same day delivery)
12:30 p.m.	12:45 p.m. to 2:15 p.m. (same day delivery)
2:30 p.m.	2:45 p.m. to 4:15 p.m. (same day delivery)
4:30 p.m.	4:45 p.m. to 6:15 p.m. (same day delivery)
After 4:30 p.m.	5:45 a.m. to 7:15 a.m. (next business day delivery)