



**ELECTRONIC TRANSFER SYSTEM (ETS)
ACCOUNT SET UP/CHANGE FORM**

For more information on sections A & B, hover cursor over text or refer to pages 3 & 4

A: APPLICANT INFORMATION		
A1 Check One: <input type="checkbox"/> Setup <input type="checkbox"/> Amendment <input type="checkbox"/> Terminate	A2 ETS Account ID:	
A3 Type of Amendment:	A4 GST Number:	
A5 Company/Individual Name:	A6 Client ID(s):	
A7 Site Administrator: Include Authorization Letter Name: _____ Signature: _____ Email: _____	Phone: Business: () _____ Alternate: () _____	
A8 Backup Site Administrator (Optional): Include Authorization Letter Name: _____ Signature: _____ Email: _____	Phone: Business: () _____ Alternate: () _____	
B: DOCUMENT SUBMISSION / RETRIEVAL		
MINERAL POSTING/SALE/TRANSFER	ACCOUNTS	
Crown PNG and Oil Sands Agreement Documents retrieval for Designated Representative <input type="checkbox"/>	Debit Remittance for Royalty, Compensation, Searches, etc. Include Pre-Authorized Automatic Debit Payment Agreement <input type="checkbox"/>	
Posting Requests <input type="checkbox"/>	Monthly Statement Auto Debit Increase Include Form <input type="checkbox"/>	
Bidding on Public Offering of PNG and Oil Sands Include Electronic Fund Transfer Authorization Letter <input type="checkbox"/>	Monthly Surface Rental Statements Include Monthly Statement Process Agreement <input type="checkbox"/>	
Transfers (Ownership and/or Designated Representative) <input type="checkbox"/>	Monthly Mineral Rental Statements <input type="checkbox"/>	
PNG AGREEMENT/WELL MAINTENANCE		
OIL SANDS ROYALTY	Crown Mineral Activity (CMA) <input type="checkbox"/>	
Oil Sands – Project Application <input type="checkbox"/>	Offset Management <input type="checkbox"/>	
Oil Sands – Royalty Reporting <input type="checkbox"/>	PNG Continuation (Validation & Continuation) <input type="checkbox"/>	
Oil Sands – Supplemental Reporting <input type="checkbox"/>	Agreement Management <input type="checkbox"/>	
MISCELLANEOUS		
SEARCHES	Urban Development Sub Region (UDSR) <input type="checkbox"/>	
Land Searches <input type="checkbox"/>	Assignments Public Lands Surface Dispositions <input type="checkbox"/>	
	Freehold Mineral Tax <input type="checkbox"/>	
	Unit Agreement Exhibit A <input type="checkbox"/>	
Applicant Comments:		
For Office Use Only	Date All Documents Received:	Date Processed:
Setup FDN <input type="checkbox"/>	Setup ETS <input type="checkbox"/> Update <input type="checkbox"/>	Setup ILS <input type="checkbox"/> Existing <input type="checkbox"/>
Bid Doc's to Sales <input type="checkbox"/> Doc's to CARS/Finance <input type="checkbox"/>	Email Conf. Rec'd Sales <input type="checkbox"/> CMA <input type="checkbox"/> Offsets <input type="checkbox"/>	Relayed Login <input type="checkbox"/>
Misc.		

ETS ACCOUNT SET UP/CHANGE FORM

PURPOSE

This form provides contact information needed to set up the ETS account for the various online activities. Service providers conducting on-line business on behalf of a client must have an ETS account.

Use this form to apply for an online account with Alberta Energy.

See **Part B: DOCUMENT SUBMISSION/RETRIEVAL - DETAIL** of the ETS Form Completion Information for descriptions.

This form is also used for subsequent changes to:

- ETS account applicant/administrators
- Contact information
- Form types
- Terminate the ETS account

TIMING

Applications containing errors or omissions will be rejected and require resubmission. Alberta Energy grants required permissions on accurate, complete applications within 15 working days of receipt.

COMPLETED FORMS

Please return completed forms to:

Client Registry, Client Services
Alberta Energy
11th floor, North Petroleum Plaza
9945 – 108 Street
Edmonton, Alberta
T5K 2G6
Phone: (780)422-1395
Fax (780)422-0382
ClientRegistry@gov.ab.ca

ETS FORM – COMPLETION INFORMATION

PART A: ETS ACCOUNT APPLICANT INFORMATION

This section is completed by the ETS account applicant who will be conducting one or more of the following on-line activities:

- *Submitting land searches, ownership transfers, posting and bid requests.*
- *Sending electronic files to Alberta Energy.*
- *Retrieving electronic files from Alberta Energy.*

A1 Set Up/Amend/Terminate ETS Account – Check the appropriate box to set up, amend, or terminate the ETS Account.

A2 ETS Account – Enter ETS Account Number if amending an account. Leave empty if a new application.

A3 Type of Change – If A1 selection Amend is checked, indicate type of account change (change of Administrator, change of e-mail address, etc.).

A4 GST Number – Provide GST Number for applicant company if applicable.

A5 Company/Individual Name – The full legal name of the company or individual in which the account is to be/is set up.

A6 Client Id – If you do not presently have a Business Associate Id /AE Client Id, leave this field blank. AE will assign the appropriate Id(s).

A7 Site Administrator Contact Information – Designated individual with access to all form types applied to the ETS Account and is responsible for creating and maintaining Client User Id's, including password resets (ability to reset password for backup Administrator).

A8 Backup Site Administrator Contact Information – Designated individual who can perform the same duties as the Site Administrator; however, cannot reset the Site Administrator's password.

PART B: DOCUMENT SUBMISSION/RETRIEVAL

This section is completed by the ETS account applicant to set up the appropriate forms for online submission and retrieval of resulting documents.

Check the appropriate form as noted below:

Forms Available:

- **Agreement Management** – To submit Surrender requests, submit request/documents for Rental Reinstatements and receive/review Rental & Royalty Default notifications for PNG Agreements
- **Assignments** – to assign owner interest in a surface disposition agreement to another party.
- **Bidding on Public Offering Petroleum and Natural Gas (PNG) & Oil Sands** – to acquire PNG/Oil Sands rights through an electronic bid process. ** note: must be 18 or over to hold an agreement*
 - Designated Representative Sign Up for PNG and Oil Sands Agreement Documents.
 - If not currently set up for Electronic Funds Transfer with Alberta Energy, complete the EFT Authorization form. See 1.2 of Information Letter 2006-12 regarding payment application for bidding.

- **Crown Mineral Activity (CMA)** – required if applying for CMA in undisposed Crown Mineral rights, re-entering an existing well bore, or linking wells to existing Crown agreements.
- **Crown PNG and Oil Sands Agreement Documents** – to retrieve Agreement Documents of the successful bidder from a Public Offering of PNG or Oil Sands.
- **Debit Remittance for Royalty, Compensation, Searches, etc.** – to submit an auto debit remittance form electronically, to automatically pay gas royalty, internet land searches, Oil Sands and/or Offset Compensation charges. *Prerequisite: complete Preauthorized Debit Agreement.*
- **Freehold Mineral Tax** – to view/update roles for Freehold titles/Production Entity's (PE's), submitting/downloading unit values, receiving tax statements, etc.
- **Land Searches** – to request a variety of search reports that provide detailed status information on Crown Surface & Mineral land including Crown Agreements within the Province of Alberta.
- **Monthly Mineral Rental Statement** – to retrieve Mineral monthly rental statements electronically.
- **Monthly Statement Auto Debit Increase** – to add additional automatic withdrawal of rental payments for agreements in the process of acquisition. *Prerequisite: client has elected auto debit payment option.*
- **Monthly Surface Rental Statements** – for the retrieval of surface monthly rental statements electronically. *Prerequisite: client needs to complete and submit a surface Monthly Statement Agreement.*
- **Offset Management** – to administer existing offsets (Designated Representative or Payor Transfer, Corporate Status change, etc).
- **Oil Sands Project Application** – to submit Oil Sands Royalty Project Applications.
- **Oil Sands Royalty Reporting** – to submit monthly and annual Oil Sands Royalty forms (GFE/MRC/EOPS/NPR), auditor's opinions, cost allocation methodology reports, report requests, and the viewing of royalty information reports.
- **Oil Sands Supplemental Reporting** – to submit CARE Cost, Subsurface, Revenue and WCS Sales reports and Operator's Forecast.
- **PNG Continuation**

(Validation and Continuation) – to submit applications/documentation for the Validation of PNG Initial Term Licences or Continuation of Intermediate Term Licences and Lease PNG Agreements.

(Expiry Reinstatements & Third Party Request and Non-Productivity Notices) – to submit request/documents for Expiry Reinstatements, Third Party Requests for non-productivity review of indefinitely continued PNG Agreements and to receive/view notices of Non-Productivity.

- **Posting Requests** – to apply for PNG or Oil Sands rights through an electronic disposition request or to query mineral rights availability and submit posting requests for Public Offering or Direct Purchase.
- **Transfers (Ownership and/or Designated Representative)** – to change ownership and/or change the Designated Representative of a Crown Mineral Agreement
- **Unit Agreement Exhibit A** – to modify/create revisions and change unit operatorship for active unit agreements (Unit Operators); to review revisions and reports (Working Interest Owners).
- **Urban Development Sub Region (UDSR)** – to receive compensation for established UDSR's (e.g. Fort McMurray UDSR) or when applying for compensation of mineral rights that are to be cancelled with the establishment of a UDSR. [see [Mineral Rights Compensation Regulation \(MRCR\)](#)] Submission of the UDSR Application for MRCR Compensation Form along with the [Statutory Declaration](#) which may be sent through ETS or by email to UDSRapplications.Energy@gov.ab.ca.