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## **MINERAL RIGHTS INFORMATION BULLETIN 2016-04**

### **SUBJECT: Automation of Submission for Third Party Requests, Surrenders, Reinstatements and Electronic Notification of Non-Productivity Notices, Rental Defaults and Royalty Defaults**

The Tenure Operations Branch of Alberta Energy is highly committed to its continued review and enhancement of business automation. As part of this effort, we are automating existing processes by expanding the secure web-based Electronic Transfer System (ETS) to allow for the electronic submission of Third Party Requests, Surrenders and Reinstatements on Petroleum and Natural Gas (PNG) Agreements. In addition, a new notification feature for Non-Productivity Notices, Rental Defaults and Royalty Defaults will also be implemented.

**Third Party Requests:** An ETS client will be able to submit a request through ETS. After the review is complete by Alberta Energy, a letter will be sent electronically to the requester. The requestor will receive an email notification that there has been an update to the ETS request and the correspondence can be reviewed through the Work In Progress screen.

**Surrenders:** A Designated Representative (DR) or authorized applicant will be able to submit a surrender request through ETS. After the surrender is complete, the applicant will receive an email notification through ETS with the corresponding ETS request number with an update. The response will be available through the Work in Progress screen in ETS.

**Reinstatements:** A reinstatement application will be submitted by either the DR or an authorized applicant through ETS. After the reinstatement has been processed and the required payments are received, Alberta Energy will send a letter to the applicant through ETS.

**Non-Productivity Notices:** A section 18 notice of non-productivity will be sent electronically to the DR through ETS. The DR will receive an email notification advising that there is a Non-Productivity Notice with an assigned ETS request number, to be reviewed through the Request Status screen.

**Rental Defaults:** A cancellation letter for non-payment of rent will be sent from Alberta Energy to the DR through the Request Status screen on ETS.

**Royalty Defaults:** A cancellation letter for non-payment of royalty will be sent from Alberta Energy to the DR and all current participants and the well operator.

These changes are effective the first quarter of 2017. **Your feedback is required by January 18, 2017 with respect to the automation of these processes.** Feedback can be directed to the PNG Continuation Helpdesk at [PNGContinuations.Energy@gov.ab.ca](mailto:PNGContinuations.Energy@gov.ab.ca)

Questions regarding this Information Bulletin may be directed to:

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