



Resource Revenue and Operations
Tenure Branch
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SUBJECT: IMPLEMENTATION OF ELECTRONIC CONTINUATION APPLICATION

The Tenure Branch of Alberta Energy is highly committed to the evolving business and processing needs of its clients. Collaborative efforts made through a joint industry/Alberta Energy initiative have resulted in the creation of electronic submissions for all petroleum and natural gas (PNG) continuation and validation applications through the Electronic Transfer System (ETS). Electronic applications will be **mandatory** effective February 2, 2015.

To help stakeholders prepare for this, it will be rolled out as follows:

- Alberta Energy will release training modules for e-Continuations onto its online learning portal in early January 2015.
- All current ETS account holders with the ability to bid, post or that currently hold PNG agreements will automatically receive access to the PNG Continuation business type in early January 2015. Site Administrators can then assign different levels of access to their company personnel as required. For any questions regarding account set-up, please contact Client Registry at 780-422-1395 or by email at ClientRegistry.Energy@gov.ab.ca.
- To provide adequate time for any authorizations (from the designated representative or well licensee) that must be in place to submit application in February 2015, the authorization component will be available on ETS in early January 2015.
- The e-Continuations helpdesk will be available starting January 5, 2015. The e-Continuations helpdesk staff can be reached at 780-644-2300 during business hours (8:15 a.m. to 4:30 p.m.).

Information Sessions:

The Tenure Branch will hold four detailed information sessions on electronic submissions for PNG continuations. The sessions will include a demonstration of electronic submissions for licence validation applications, agreement continuation applications and authorizations.

Venue: Telus Convention Centre, 120 – 9 Avenue S.E., Calgary, Alberta

Session Options:

Session 1: January 20, 2015 from 8:00 a.m. to 11:30 a.m.

Session 2: January 20, 2015 from 1:00 p.m. to 4:30 p.m.

Session 3: January 21, 2015 from 8:00 a.m. to 11:30 a.m.

Session 4: January 21, 2015 from 1:00 p.m. to 4:30 p.m.

Each session can accommodate 150 people and all will cover the same content.

Registration: Begins December 1, 2014 and ends January 2, 2015.

Register by sending an email to E-Continuations.trainingsessions@gov.ab.ca. Please indicate the number of people attending and your preferred and alternative session choice. Alberta Energy will inform you if it becomes necessary to limit the number of attendees per company. You will receive confirmation of your registration. **We strongly recommend reading the ETS training modules before attending.**

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Approved by: Brenda Allbright, Executive Director, Tenure