Resource Revenue and Operations
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INFORMATION BULLETIN 2016-01

Subject: Automation of Exhibit A Revisions in Unit Agreements

The Tenure Branch of Alberta Energy is highly committed to evolving business automation and looking at efficiencies in data processing. Alberta Energy, with input from the Petroleum Joint Venture Association (PJVA), has expanded the secure web-based Electronic Transfer System (ETS) to allow for the e-submission of Exhibit A revisions in Unit Agreements. A presentation was held on February 18, 2016 to PJVA members and ETS Site Administrators to demonstrate this new process. This functionality will be implemented on **March 7, 2016**, and will be **mandatory**.

This efficient new ETS functionality will allow Operators to:

- Change Unit Operatorship (reciprocal acceptance required)
- Revise an Exhibit A
- Correct an Exhibit A in the open years (excluding statute barred)
- Retrieve Exhibit A reports (All Working Interest Owners)

ETS Account Set-up:

To assist stakeholders prepare for the new functionality, all current ETS Site Administrators of companies who are Unit Operators or Working Interest Owners in a Unit Agreement will automatically be given access to the three new Unit Agreement form types:

- Change Unit Operatorship
- Unit Tract Revision
- Exhibit A Reports

ETS Site Administrators will need to assign roles with different access levels to their company staff for these form types as required.

If your company does not have an ETS account, you will be required to submit an Account Set-up/Change form to apply for access. Please contact Client Registry at 780-422-1395 or email ClientRegistry.Energy@gov.ab.ca for any account set-up related questions. Further information is also available on the ETS website by accessing: www.energy.alberta.ca>Our Business>Services>ETS.

Help Desk:

A shared email at EnergyUnitsHelpdesk@gov.ab.ca is available for any questions on this new functionality.

Online learning:
To assist you with this new automated process, Unit Agreement Exhibit A training modules will be available on Alberta Energy's website by accessing http://training.energy.gov.ab.ca/ upon system implementation.

Frequently Asked Questions (FAQs) will also be posted on the Alberta Energy website by accessing: www.energy.alberta.ca>Our Business>Tenure>About Tenure>Tenure FAQs.

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