



Energy
Resource Revenue and Operations
Tenure Branch
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SUBJECT: OFFSET OBLIGATIONS UPDATED BUSINESS PROCESSES - CHANGES TO AUTHORIZATION, BILLING, AND APPLICATION PROCESSES

The Tenure Branch of Alberta Energy remains committed to meeting the evolving business and processing needs of its clients. Collaborative efforts of the joint industry/Alberta Energy Business Process Review committee resulted in Alberta Energy automating the transmission of documents for Offset business.

Offset business is now available on the Electronic Transfer System (ETS).

The coverage includes documentation transmittals for:

- The Authorization process between ETS account holders
- Delivery of monthly Offset compensation Statement(s) of Account with detailed billing sheets
- Delivery of Offset Notices describing the obligation and required actions and other related documents
- Responses and election applications to satisfy the offset obligation, including:
 - Full or partial lease surrenders
 - Request for review
 - Well on Production

Existing ETS Site Administrators will have immediate access to this new business type upon implementation. Site Administrators can then assign different levels of access to company personnel as required. Please contact Client Registry at (780) 422-1395 or email ClientRegistry.Energy@gov.ab.ca for any account set-up related questions.

Effective immediately, Offset documents (including statements of account and billing sheets) will no longer be sent via Canada Post. A company should ensure all files received through ETS are saved to their internal directory for their records. Alberta Energy recommends a company download the online training modules available on the ETS website, by accessing: Alberta.ca>Energy Home>Our Business>ETS.

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