



Resource Revenue and Operations
PNG Tenure Operations
Petroleum Plaza - North Tower
9945 - 108 Street
Edmonton, Alberta
Canada T5K 2G6

April 26, 2018

MINERAL RIGHTS INFORMATION BULLETIN 2018-01

SUBJECT: Introducing the Mandatory Use of the Electronic Transfer System (ETS) to Register Partial Land Transfers, Encumbrances and Requests for Certified Copies

The Petroleum and Natural Gas (PNG) Tenure Operations Branch of Alberta Energy is highly committed to its continued review and enhancement of business automation.

Pursuant to section 23.1(2) of the *Mines and Minerals Administration Regulation*, sections 23.2 to 23.5 of this Regulation apply in respect of the following automated business processes effective the date of this Bulletin:

- Partial Land Transfer
- Registration of Builders' Lien and Security Notice
- Certificate of Lis Pendens
- Discharge/Partial Discharge of Builders' Lien or Security Notice
- Assignment of Security Interest
- Requests for Certified Copy of Agreement
- Requests for Certified Copy of Encumbrance

Approved Electronic Format and Documents

The electronic format utilized through Alberta Energy's secure web-interface, ETS, is approved as an electronic format for the following documents:

- Partial Land Transfer Registration form
- Builders' Lien Registration form – Form 2 (Sections 34 and 36) Statement of Lien Upon Interest in Crown Minerals
- Security Notice Registration form
- Certificate of Lis Pendens Registration form
- Discharge of Builders' Lien – Form 7 (Section 47) Discharge of Lien
- Discharge of Security Notice – Notice of Discharge or Partial Discharge of Security Interest
- Assignment of Security Interest – Notice of Assignment or Partial Assignment of Security Interest

Approved Electronic Transmission

The approved electronic documents listed above may be transmitted by way of ETS.

The on-line submission through ETS for the above business processes becomes mandatory effective **May 14, 2018**. Paper or emailed submissions will not be accepted after this date. Only if Alberta Energy directs in exceptional circumstances will Alberta Energy accept paper or emailed submissions.

Please refer to the on-line training modules, which will be available on May 3, 2018, located at: <http://training.energy.gov.ab.ca/Pages/default.aspx>. These modules provide information and guidance for making applications on ETS. **If companies do not currently have an ETS account, then one should be created as soon as possible as many of these on-line submissions are time sensitive. It is imperative that an ETS account be in place prior to May 14, 2018 to avoid delays in registering any time sensitive materials.**

ETS Account Set-up

ETS provides secure web access to do business electronically with Alberta Energy. Only the holder of an authorized account may access ETS on-line services, including the business processes described above.

To assist companies in preparation for on-line submissions:

- All existing ETS Primary and Backup Site Administrators who have access to perform the three types of Agreement Transfers are automatically given access to submit Partial Land Transfers through ETS.
- All companies with active ETS accounts who registered Encumbrances in the past five years are automatically given access to submit Encumbrances for registration through ETS. Certified copies of Encumbrances is also available with this access.
- Obtaining certified copies of mineral agreements is now available to companies who have access to Searches.

If a company does not have an ETS account, it is required to submit an ETS Account Set-up/Change form and provide a letter authorizing a Primary and a Backup Site Administrator. A key component of the ETS security is the role of ETS Administrator. Each company that requires access to ETS functionality and data must assign an individual to perform the role of ETS Administrator and/or optional Backup Administrator for their company. The ETS Administrator and/or optional Backup Administrator have the responsibility for setting up and managing security for all of their users on ETS. Instructions are available on Alberta Energy's ETS home page at <http://www.energy.alberta.ca/AU/Services/Pages/ETS.aspx>.

Monthly Statements & Invoices:

Partial land transfers create a first time charge for the newly issued mineral agreement. These charges appear on a Monthly Statement as a first time (new) charge. Companies will be able to download this statement from ETS if set up to do so.

Encumbrance charges will now appear on regular invoice statements which are mailed out.

Please contact the Crown Land Data Help Desk at (780) 422-1395 or email CrownLandDataSupport@gov.ab.ca for any ETS account related questions.

Any questions related to the registration of documents for the business processes in this bulletin can be email to Transfers.Energy@gov.ab.ca.

Contact: Donna Crawford
Manager, PNG Sales, Registrations and Crown Land Data
PNG Tenure Operations
Telephone: 780-427-8933

Authorized by: Grace Matias
Director, PNG Sales and Business Integration
PNG Tenure Operations