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December 19, 2014

## **MINERAL RIGHTS INFORMATION BULLETIN 2014-04**

### **SUBJECT: E-CONTINUATIONS - IMPLEMENTATION OF ELECTRONIC VALIDATION AND CONTINUATION APPLICATIONS**

#### **Mandatory Process**

Effective **February 2, 2015**, all petroleum and natural gas (PNG) continuation and validation applications business will be conducted electronically through the Electronic Transfer System (ETS). This will be **mandatory** as of the effective date and paper submissions will no longer be accepted.

#### **Content**

E-Continuations automation includes the following documents and processes:

- Create, submit and amend validation and continuation applications
- Respond to offer notices
- Retrieve final documents
- Request or grant authorization for agreements, wells and data
- Request extensions

#### **Authorization**

The process of authorization involves authorizing a company to act on behalf of the designated representative for a PNG agreement or authorizing another company for use of a well or data relating to a PNG agreement. **Authorization for continuation or validation must be in place before an application can be submitted.** Alberta Energy will not view missing authorizations as grounds to grant an extension to the agreement. The functionality for requesting authorization and concurrence from another party will be available starting January 19, 2015.

#### **Set-up**

All current ETS account holders who have Postings, Bidding and Transfer capabilities and/or are a designated representative of a PNG agreement will automatically be given access to PNG Continuation. For all others who require access to PNG Continuation the ETS Account/Set Up Change Form must be completed. The updated form is now available.

The form and administrator set-up procedures are available on the ETS website by accessing: [www.energy.gov.ab.ca](http://www.energy.gov.ab.ca) >Our Business>Services>ETS>Apply for Access.

On January 19, 2015 the functionality for Site Administrators to set-up users within their company will be available. Site Administrators must assign roles for the following functions:

- Authorizations
- Continuation Application
- Validation Application
- Work in Progress

For any questions regarding account set-up, please contact Client Registry at 780-422-1395 or by email at [clientregistry@gov.ab.ca](mailto:clientregistry@gov.ab.ca).

### **Training**

The e-Continuations helpdesk will be available beginning 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.).

Four detailed information sessions on electronic submissions for PNG continuations are being held January 20 and 21, 2015 at the TELUS Convention Center (120–9 Avenue, SE, Calgary, Alberta). Sessions include a demonstration of electronic submissions for licence validation applications, agreement continuation applications and for authorizations.

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.

Register by sending an email to [e-continuations.trainingsessions@gov.ab.ca](mailto:e-continuations.trainingsessions@gov.ab.ca). Please indicate the number of people attending and your preferred and alternative session choice. You will receive confirmation of your registration. We strongly recommend reading the ETS training modules before attending.

### **Website**

E-Continuation training courses will be available on December 23, 2014 on Alberta Energy's website <http://training.energy.gov.ab.ca/>.

Frequently asked questions will be posted on Alberta Energy's website January 8, 2015 and will be available by accessing: [www.energy.gov.ab.ca](http://www.energy.gov.ab.ca) >Our Business>Tenure>About Tenure>Tenure FAQs.

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