

*Welcome!*

## ETS – Coal Royalty Reporting Online Training Course

THIS MODULE WILL PROVIDE YOU WITH AN UNDERSTANDING ON HOW TO SUBMIT A **COAL ROYALTY REPORT** IN ETS. IT ALSO DESCRIBES THE REQUIREMENTS FOR ACCESSING THE SYSTEM AND HOW TO SUBMIT REQUEST AND RETRIEVE DOCUMENTS.

**Revision**

Date	Revisions Type	Page Number
May 3, 2016	Initial Creation	All
May 11, 2016	Updates	All
July 18, 2018	Updates	All
November 28, 2018	Updates	All

## INTRODUCTION


This module will provide you with an understanding on how to submit a royalty report related to sub-bituminous and bituminous in ETS.

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## 1. ETS Access

ETS can be accessed via this link: <https://ets.energy.gov.ab.ca/logon.aspx?ReturnUrl=%2fets>


**Electronic Transfer System**

User Name:

Password:

Save my user name

[Forgot Password](#)



**Support:** Report problems or questions to [Crown Land Data Support](#) at (780) 422-1395

**Bulletin**

### Map Displaying all Caribou Ranges in Alberta

Further to Information Letter 2016-34 Alberta Energy has prepared a map outlining all caribou ranges in Alberta. Refer to [http://www.energy.alberta.ca/AU/Services/Documents/CaribouRange\\_ForExternal.pdf](http://www.energy.alberta.ca/AU/Services/Documents/CaribouRange_ForExternal.pdf)

Last Update November 21, 2016 at 04:30 PM

### Interim Posting Restriction in all Caribou Ranges

Alberta Energy is committed in establishing Alberta as Canada's leader in permanent protection of caribou ranges. Effective immediately, an interim restriction has been placed on the sale of mineral rights within all caribou ranges in Alberta. This restriction applies to petroleum and natural gas, oil sands, coal and metallic and industrial mineral rights. The restriction is expected to remain in place until stringent operating practices have been defined, through directives or changes to the Enhanced Approval Process Integrated Standards and Guidelines, or upon approval of the appropriate range plan. Alberta Energy intends to resume mineral sales as range plans are released (so long as this aligns with the specific range plan details). This page on ETS will provide information on the release of the range plans as they occur.

Last Update September 27, 2016 at 10:30 AM

Please help to ensure the privacy and security of the information in this system by:

- Locking your workstation or signing out whenever you are not present
- Safeguarding printouts of personal information
- Not using this application in a public place where others may view or intercept private information

By logging in to the Electronic Transfer System you are agreeing that you have read the Copyright and Disclaimer, and that you understand the contents of the disclaimer. If you are using the Electronic Transfer System for the first time, you must read the disclaimer. Click [HERE](#) to view the Copyright and Disclaimer.

Click [HERE](#) to view the Statement on Personal Privacy.

Feedback Copyright © 1999 Government of Alberta


If you have any questions or need help setting up an ETS account, please forward inquiries to: [crownlanddatasupport@gov.ab.ca](mailto:crownlanddatasupport@gov.ab.ca)

If you have any questions or need help with ETS Operational Support, please forward inquiries to: [ets@gov.ab.ca](mailto:ets@gov.ab.ca)

If you have any questions about the royalty reporting process, please forward inquiries to: [cmd.energy@gov.ab.ca](mailto:cmd.energy@gov.ab.ca)

## 2. Adding new/updating ETS Account

### Electronic Transfer System

The Electronic Transfer System (ETS) provides secure access to do business electronically with Alberta Energy. Holders of an authorized Account may access the services available through ETS. For an overview of the services available through ETS, see the [ETS Overview](#) .

#### Accessing ETS



[Electronic Transfer System](#) (password is required)

[Forgot Password / Reset Password](#)

#### Support:

Ensure your software meets the following requirements:

Internet Explorer 9.0 or higher

Firefox 3.0 or higher

Full technical requirements are found in Online Learning

**Primary/Backup Administrators:** Please review ETS Accounts, Password Reset found in Online Learning. Automated Password Resets are mandatory for all users within ETS.

Need more support?

- If you have a Client Account, please contact one of your Administrators.
- If you are the Backup Site Administrator, contact your Primary Site Administrator.
- If you are the Primary Site Administrator, contact Client Registry at 780-422-1395



#### Apply for Access

To receive access to the Electronic Transfer System, an ETS Account Set Up/Change Form and letter of authorization must be submitted to the department. [Please see instructions on filling out the form and accompanying letter.](#)

[Listings of Manuals](#) outlining how to use the different [services](#) offered by ETS.

[Online Learning](#) provides courses for most systems accessed through ETS.

If you would like to add Direct Purchases and/or Royalty reporting to your ETS account, please have your ETS site administrator apply by using the ETS set up form (word or pdf doc shown in screenshot). You may scan and email the form back to: [crownlanddatasupport@gov.ab.ca](mailto:crownlanddatasupport@gov.ab.ca)

You can access additional information on ETS and/or obtain the ETS Setup by selecting the link. <http://www.energy.alberta.ca/AU/Services/Pages/ETS.aspx>

If you are submitting a report on behalf of the primary royalty client, please ensure you have a sub account set up under their EN account so you can submit reports on behalf of that company.

### 3. Signing into ETS



The image shows the login page for the ETS (Electronic Transfer System). At the top, there is a blue banner with the ETS logo and the text "Electronic Transfer System". Below the banner, there is a grey box containing the following text and form elements:

Please remember to clear your browser's cache, click [HERE](#) for instructions.  
(This is required to ensure the **privacy** and **security** of the information).

You have been successfully logged out of ETS.

User Name:

Password:

Save my user name

[Forgot Password](#)

 AICPA SOC logo with the text "AICPA SOC" and "www.aicpa.org" below it.

**Support:** Report problems or questions to [Crown Land Data Support](#) at (780) 422-1395

**User Name:** EN1234\_Name. Assigned when account is created.

**Password:** Assigned when account is created and you'll have to reset when logging in the first time. Please remember to set up Security Questions so that your identity can be verified if you forget your password.

*Note: Your password requires changing every 90 days.*

Select **Login**

## 4. Bulletins – New Updated

### Bulletin

#### Assignment Submission Update

As of March 24, 2018, you are now able to submit up to 100 dispositions per Assignment Request. We are working on getting the maximum dispositions back to 1,000 per Assignment Request.

Last Update March 22, 2018 at 01:30 PM

#### Online Royalty Reporting for Metallic and Industrial Minerals and Coal

On March 16, 2018, royalty reports for metallic and industrial minerals and coal will be accepted on ETS. This change will apply to several royalty types:

- Bituminous coal
- Subbituminous coal
- Quarriable minerals
- Salt
- Placer minerals

Please see the related information bulletins for more information:

- [Coal Information Bulletin 2018-02: Online Royalty Reporting for Coal](#)
- [Metallic and Industrial Minerals Information Bulletin 2018-02: Online Royalty Reporting for Metallic and Industrial Minerals](#)

For more information, please contact [CMD.Energy@gov.ab.ca](mailto:CMD.Energy@gov.ab.ca)

Last Update March 19, 2018 at 01:30 PM

#### FMT Statements Are Now Available

The Freehold Mineral Tax Statements for the 2017 tax year are now ready for retrieval. If you have received an automated email advising that you have statements available please search and retrieve them using the "Request Status" node in ETS. If you have any questions, please contact [Mintax.Energy@gov.ab.ca](mailto:Mintax.Energy@gov.ab.ca)

Last Update March 15, 2018 at 12:00 PM

#### Online Tenure Applications for Metallic and Industrial Minerals and Coal

On March 16, 2018, applications for new metallic and industrial mineral and coal tenure will be accepted on ETS. This change will apply to several agreement types:

- Coal Lease
- Coal Road Allowance Lease
- Metallic and Industrial Mineral Permit
- Metallic and Industrial Mineral Lease
- Secondary Mineral Lease
- Subsurface Reservoir Lease

Please see the related information bulletins for more information:

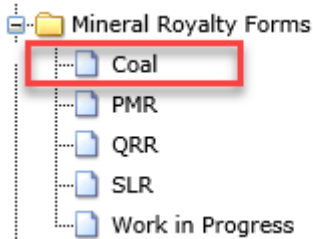
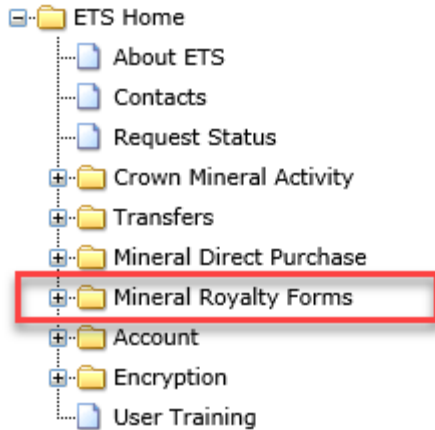
- [Coal Information Bulletin 2018-01: Online Application for Coal Tenure](#)
- [Metallic and Industrial Minerals Information Bulletin 2018-01: Online Application for Metallic and Industrial Mineral Tenure](#)

For more information, please contact [CMD.Energy@gov.ab.ca](mailto:CMD.Energy@gov.ab.ca)

Last Update March 12, 2018 at 03:00 PM

All new ETS updates will be on the first page where you sign in.

## 5. Mineral Royalty Forms



Mineral Royalty forms can be downloaded from the Departments web page.

<https://www.energy.alberta.ca/Coal/FormsReport/Pages/Forms.aspx>

Once you have completed the forms and saved them on your computer you are ready to submit.

Once you've signed in, you will see a menu on the left hand side.

Select the + sign beside **Mineral Royalty Forms**.

Then select Coal, a submission screen will open.



## 6. Form Instructions

Coal 1 | Form Instructions | ADMIN | (+)

Coal 3 | Form Instructions | ADMIN | (+)

Coal 4 | Form Instructions | ADMIN | (+)

On the royalty form, you will have 3 tabs at the bottom. The first tab is the royalty report where you will enter your royalty submission information.

Please review the second tab for the form instructions and how to enter information related to each field. Your report must be submitted in excel format (xlsx).

The third tab, is for Administration that our department uses. No information is entered here.

Bituminous Coal Year End | Coal 5 | Schedule 5a | Schedule 5b | Schedule 5c | Form Instructions | ADMIN | (+)

On the royalty form, you will have 7 tabs at the bottom. The five tabs are the royalty reports where you will enter your royalty submission information.

Please review the sixth tab for the form instructions and how to enter information related to each field. Your report must be submitted in excel format.

The seventh tab, is for Administration that our department uses. No information is entered here.

## 7. Activity ID

Government

**BITUMINOUS COAL**

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**MONTHLY ROYALTY REPORT**


BIT - Coal 3

\* Activity ID  301

The Activity ID that you may be familiar with on invoices/statements starts with the type (SUB, BIT, QRR, SLR, PMR, etc.) and the mine name following the type (SUB-EDMONTON).

You will **only** enter only the mine name EDMONTON for the Activity ID. If you enter the type or have spaces (SUB, BIT, QRR, SLR, PMR, etc.) you will receive an error message on your turn around report. You will have to re-submit the report again without the type entered.

## 8. Coal 1 – Sub-bituminous



**Sub-bituminous Coal**

**MONTHLY ROYALTY REPORT**

SUB - Coal 1

* Activity ID	<input type="text"/>	Commodity	Sub-bituminous Coal	101
* Primary Royalty Client	<input type="text"/>	CRAF	\$0.275	102
		Royalty Rate	\$0.55	103
* Year	<input type="text"/>		(R=\$2.00xCRAF)	104
* Production Month	<input type="text"/>			105

	* Total Production (tonnes)	* Crown Production (tonnes)	* Freehold Production (tonnes)	Crown %	Royalty Due (\$)	Royalty Reported (\$)	
January	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	106
February	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	107
March	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	108
<b>Q1 Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>\$0.00</b>	<b>\$0.00</b>	109
April	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	110
May	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	111
June	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	112
<b>Q2 Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>\$0.00</b>	<b>\$0.00</b>	113
July	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	114
August	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	115
September	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	116
<b>Q3 Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>\$0.00</b>	<b>\$0.00</b>	117
October	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	118
November	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	119
December	<input type="text"/>	<input type="text"/>	0.000	<input type="text"/>	\$0.00	\$0.00	120
<b>Q4 Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>\$0.00</b>	<b>\$0.00</b>	121
<b>Grand Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>\$0.00</b>	<b>\$0.00</b>	122

**CERTIFICATION**

By submitting this form through the Electronic Transfer System, I certify that the data provided is complete and correct and in accordance with the Coal Royalty Regulation.

* Name	<input type="text"/>		<input type="text"/>	123
	(first name)	+	(last name)	
* Telephone	<input type="text"/>		xxx-xxx-xxxx	124
Fax	<input type="text"/>		xxx-xxx-xxxx	125
* Email	<input type="text"/>			126

CMD-Sub Coal 1 Royalty Form-2018/01

You can only use the new Coal 1, 3, 4 & 5 form and ETS will only accept in excel format (xlsx).

Link to the new forms can be found in Part 4.

Read the form instructions tab for more details on how to enter each field.

If you are importing data into your spreadsheet, please ensure the extra tabs are deleted prior to submitting your report. Ensure only original tabs for Coal 1, 3, 4 or 5 in tabs are left on the form.

Fill in the blue areas only for your reporting month, the rest have formulas that calculate the Freehold Production and the Crown %, Royalty Due or are pre-populated with the Royalty Rate.

## **9. Coal 2 – Sub-bituminous**

Coal 2 submissions cannot be made via ETS. You will need to submit your form manually to Coal and Mineral Development.

### 10. Coal 3 – Bituminous

Has not reached pre-payout.



**BITUMINOUS COAL**  
**MONTHLY ROYALTY REPORT**  
BIT - Coal 3

Activity ID	EDMONTON	181
Primary Royalty Client	ABC Company Inc.	182
Production Month	October	184
Production Year	2017	185

	Total Sales	
Marketable Coal Sales	37,695.000	T..... 186
Revenue at Point of Sale	\$ 3,834,823.91	191 187
Transportation Costs	- \$ 1,101,588.36	191 188
Product Revenue	= \$ 2,733,235.55	191 189

<b>Part A. First-Tier Royalty</b>		Crown Portion	
Marketable Coal Sales	37,695.000	T.....	190
Revenue at Point of Sale	\$ 3,834,823.91	191	191
Transportation Costs	- \$ 1,101,588.36	191	192
Product Revenue	= \$ 2,733,235.55	191	193
	x 1%		194
First-Tier Royalty Payable (if negative, enter -)	\$ 27,332.36	\$ 27,332.36	191 195

<b>Part B. Second-Tier Royalty</b>		
Other Net Proceeds and Recoveries	\$ 0.00	191 196
Allowed Direct Operating Costs	\$ 0.00	191 197
	x 10%	198
Allowance for Indirect Costs	\$ 0.00	191 199
Allowed Capital Costs	\$ 0.00	191 200
Second-Tier Monthly Installment	From Line 427 of Co: + \$ 0.00	191 201

<b>Part C. Total Royalty Payable</b>		
Total Royalty Payable	\$ 27,332.36	191 202

**CERTIFICATION**

By submitting this form through the Electronic Transfer System, I certify that the data provided is complete and correct and in accordance with the Coal Royalty Regulation.

Name	YOUR (firstname)	NAME (lastname)	203
Position Held			204
Telephone	999-999-9999	www.***.***	205
Fax	888-888-8888	www.***.***	206
Email	test@email.com		207

Has reached pre-payout.

		<b>BITUMINOUS COAL</b>	
		<b>MONTHLY ROYALTY REPORT</b>	
		BIT - Coal 3	
* Activity ID	EDMONTON		301
* Primary Royalty Client	ABC Company Inc.		302
			303
* Production Month	January		304
* Production Year	2018		305
	Total Sales		
* Marketable Coal Sales	29,021,000	Tanner	306
* Revenue at Point of Sale	\$ 3,492,572.00	(\$)	307
* Transportation Costs	- \$ 922,600.00	(\$)	308
* Product Revenue	= \$ 2,569,972.00	(\$)	309
<b>Part A. First-Tier Royalty</b>		Crown Portion	
* Marketable Coal Sales	29,021,000	Tanner	310
* Revenue at Point of Sale	\$ 3,492,572.00	(\$)	311
* Transportation Costs	- \$ 922,600.00	(\$)	312
* Product Revenue	= \$ 2,569,972.00	(\$)	313
	x 1%		314
First-Tier Royalty Payable (if negative, enter "0")	= \$ 25,699.72	\$ 25,699.72	(\$) 315
<b>Part B. Second-Tier Royalty</b>			
Other Net Proceeds and Recoveries	\$ 0.00	(\$)	316
Allowed Direct Operating Costs	\$ 0.00	(\$)	317
	x 10%		318
Allowance for Indirect Costs	\$ 0.00	(\$)	319
Allowed Capital Costs	\$ 0.00	(\$)	320
Second-Tier Monthly Installment	From Line 427 of Coal	+ \$ 111,756.19	(\$) 321
<b>Part C. Total Royalty Payable</b>			
Total Royalty Payable		= \$ 137,455.91	(\$) 322

**CERTIFICATION**

By submitting this form through the Electronic Transfer System, I certify that the data provided is complete and correct and in accordance with the Coal Royalty Regulation.

* Name	Your <input type="text"/>	Name <input type="text"/>	323
	<i>{first name}</i>	<i>{last name}</i>	
			324
* Telephone	<input type="text"/>	<input type="text"/>	325
Fax	<input type="text"/>	<input type="text"/>	326
* Email	<input type="text"/>		327

CMD-Bit Coal 3 Royalty Form-2017/01

You can only use the new Coal 3 form and ETS will only accept in excel format. Web link to the new forms can be found in Part 4.

Read the form instructions tab for more details on how to enter each field. If you are importing data into your spreadsheet, please ensure the extra tabs are deleted prior to submitting your report.

Fill in the blue areas only, the rest are calculated or pre-populated. See common errors that require re-submission.

# 11. Coal 4 – Bituminous

Tier 1



## BITUMINOUS COAL

### TIMED ANNUAL PRODUCTION REPORT

BIT - Coal 4

Activity ID	EDMONTON	401
Primary Royalty Client	ABC Company Inc.	402
Production Year	2018	403

#### Part A. First-Tier Royalty

	Crown Portion	Total Sales	Tax	
Marketable Coal Sales	1,608,403	1,608,403.000		404
Revenue at Point of Sale	\$ 160,840,300	\$ 160,840,300.00	(\$)	405
Transportation Costs	- \$ 53,077,299	- \$ 53,077,299.00	(\$)	406
Product Revenue	= \$ 107,763,001	= \$ 107,763,001.00	(\$)	407
	x 1%			408
First-Tier Royalty Payable (if negative, enter "0")	= \$ 1,077,630		(\$)	409

PRE-PAYOUT  
(select YES/NO)  
NO

#### Part B. Second-tier royalty

Product Revenue for Mine			(\$)	411
Other Net Proceeds and Recoveries	+ \$ -		(\$)	412
Minemouth Revenue	= \$ -	\$ 0.00	(\$)	413

#### Deductions:

Allowed Direct Operating Costs	\$ -		(\$)	414
	x 10%			415
Allowance for Indirect Costs	+ \$ -		(\$)	416
Allowed Capital Costs	+		(\$)	417
First-Tier Crown Royalty <b>From line 409</b>	+		(\$)	418
Net Loss Brought Forward, if any	+ \$ -	<b>From line 5024 of Coal 1</b>	(\$)	419
Total Deductions	= \$ -	- \$ -		420

Net Revenue or (net loss) for Mine		= \$ -	(\$)	421
Crown Share of Mine Production		x 100%	(%)	422
Crown Share of Net Revenue or (net loss)		= \$ -	(\$)	423

If pre-payout, stop here, enter "0" into line 424

Second-Tier Royalty Payable (if negative, enter "0")		x 13%		424
		= \$ 0.00	(\$)	425
		+ 12		426

Second-Tier Monthly Installment	<b>Enter on line 321 on Coal 3</b>	\$ 0.00	(\$)	427
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#### CERTIFICATION

By submitting this form through the Electronic Transfer System, I certify that the data provided is complete and correct and in accordance with the *Coal Royalty Regulation*.

Name	Your (first name)	Name (last name)	428
Telephone	999-999-9999	xxx-xxx-xxxx	429
Fax	888-888-8888	xxx-xxx-xxxx	430
Email	test@email.com		431

Tier 2



**BITUMINOUS COAL**

**TIMATED ANNUAL PRODUCTION REPORT**

BIT - Coal 4

Activity ID	EDMONTON	401
Primary Royalty Client	ABC Company Inc.	402
Production Year	2018	403

**Part A. First-Tier Royalty**

	Crown Portion	Total Sales	Tanner
Marketable Coal Sales	608,403	608,403.000	404
Revenue at Point of Sale	\$ 250,840,200	\$250,840,200.00	405
Transportation Costs	- \$ 53,077,299	- \$ 53,077,299.00	406
Product Revenue	= \$ 197,762,901	= \$ 197,762,901.00	407
	x 1%		408
First-Tier Royalty Payable (if negative, enter "0")	= \$ 1,977,629		409

**Part B. Second-tier royalty**

Product Revenue for Mine	\$ 197,762,901.00		411
Other Net Proceeds and Recoveries	+ \$ -		412
Minemouth Revenue	= \$ 197,762,901	\$ 197,762,901.00	413

**PRE-PAYOUT**  
(select YES/NO)  
**YES**

**Deductions:**

Allowed Direct Operating Costs	\$ 122,594,211		414
	x 10%		415
Allowance for Indirect Costs	+ \$ 12,259,421		416
Allowed Capital Costs	+ \$ 12,534,144		417
First-Tier Crown Royalty	+ \$ 1,977,629		418
Net Loss Brought Forward, if any	+ \$ -	From line 5024 of Coal	419
Total Deductions	= \$ 149,365,405	= \$ 149,365,405	420

Net Revenue or (net loss) for Mine	= \$ 48,397,496		421
Crown Share of Mine Production	x 100%		422
Crown Share of Net Revenue or (net loss)	= \$ 48,397,496		423

If pre-payout, stop here, enter "0" into line 424

	x 13%		424
Second-Tier Royalty Payable (if negative, enter "0")	= \$ 6,291,674.47		425
	÷ 12		426

Second-Tier Monthly Installment	Enter on line 321 on Coal 3	\$ 524,306.21	427
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**CERTIFICATION**

By submitting this form through the Electronic Transfer System, I certify that the data provided is complete and correct and in accordance with the *Coal Royalty Regulation*.

Name	(first name)	(last name)	428
Telephone		xxx-xxx-xxxx	429
Fax		xxx-xxx-xxxx	430
Email			431

You can only use the new Coal 4 form and ETS will only accept in excel format. Web link to the new forms can be found in Part 4.

Read the form instructions tab for more details on how to enter each field. If you are importing data into your spreadsheet, please ensure the extra tabs are deleted prior to submitting your report.

Fill in the blue areas only, the rest are calculated or pre-populated. See common errors that require re-submission.

## 12. Coal 5 - Bituminous



Bituminous coal  
Annual production report  
Coal 5

The annual production report for bituminous coal is the year end reporting of coal production and calculation of royalty payable for the production year. Any differences between the forecast provided in the Coal 4 royalty form, at the beginning of the year, and the monthly Coal 3 forms, submitted throughout the year, are reconciled at this point.

Royalty overpayments will be refunded to the payor and underpayments will result in an amount owing to the Government of Alberta.

The Coal 5 is due March 31 following the production year. If this day falls on a weekend, it is due the last business day before that date.

### Instructions

All mines must fill in all sections and schedules of this royalty report.

This form will automatically perform all necessary calculations. The cells highlighted in blue are for the entry of data.

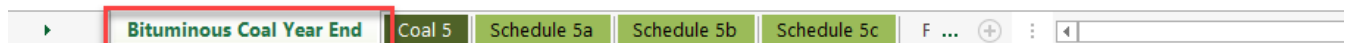
Values should be entered into the form as positive numbers, unless they represent a transfer of money opposite of what is normal. For example, if an item is normally a cost but produced a revenue, enter it as a negative value.



Activity ID   
 Royalty Client   
 Production Year   
 Leases from which coal was produced:

### Forms

- [Coal 5 - Annual production report](#)
- [Schedule 5a - Schedule of revenues](#)
- [Schedule 5b - Schedule of allowed costs](#)
- [Schedule 5c - Project payback schedule](#)



You can only use the new Coal 5 forms and ETS will only accept in excel format. Web link to the new forms can be found in Part 5.



Read the form instructions tab for more details on how to enter each field. If you are importing data into your spreadsheet, please ensure the extra tabs are deleted prior to submitting your report.

Fill in the blue areas only, the rest are calculated or pre-populated.  
See common errors that require re-submission.

Coal 1 – sample numbers and values are not accurate, they are just samples



**BITUMINOUS COAL**  
**ANNUAL PRODUCTION REPORT**

Coal 5

Activity ID	<b>EDMONTON</b>			5001
Primary Royalty Client	ABC Company Inc.			5002
Production Year	2018			5003
			* PRE-PAYOUT (select YES/NO)	
			<b>YES</b>	
		Total Sales		
Marketable Coal Sales		1,657,054		(Tanner) 5004
Revenue at Point of Sale		\$ 124,845,427		5005
Transportation Costs		- \$ 55,285,072		5006
Product Revenue for Mine		= \$ 69,560,355		5007
<b>Part A. First-Tier Royalty</b>		Crown Portion		
Marketable Coal Sales		1,657,054		(Tanner) 5008
Revenue at Point of Sale		\$ 124,845,427		5009
Transportation Costs		- \$ 55,285,072		5010
Product Revenue		= \$ 69,560,355		5011
		x 1%		5012
First-Tier Royalty Payable (if negative, enter "0")		= \$ 695,604	\$ 695,604	5013
<b>Part B. Second-Tier Royalty</b>				
Product Revenue for Mine	<b>From line 5007</b>	\$ 69,560,355		5014
Other Net Proceeds and Recoveries		+ \$ 15,300		5015
Minemouth Revenue		= \$ 69,575,655	\$ 69,575,655	5016
<b>Deductions:</b>				
Allowed Direct Operating Costs		\$ 120,450,592		5017
		x 10%		5018
Allowance for Indirect Costs		+ \$ 12,045,059		5019
Allowed Capital Costs		+ \$ 9,825,460		5020
First-Tier Crown Royalty	<b>From line 5013</b>	+ \$ 695,604		5021
Net Loss Brought Forward, if any		+ \$ 0.00		5022
Total Deductions		= \$ 143,016,715	- \$ 143,016,715	5023
Net Revenue or (net loss) for Mine			= -\$ 73,441,060	5024
Crown Share of Mine Production			x 100%	5025
Crown Share of Net Revenue or (net loss)			= - 73,441,060	5026
			x 13%	5027
Second-Tier Royalty Payable (if negative, enter "0")		\$ 1,325,065	\$ 1,325,065	5028
		+ 12		5029
Second-Tier Monthly Installment		= \$ 110,422		5030



sample numbers and values are not accurate, they are just samples

**Part C. Total royalty payable**

Royalty Paid			\$ 150,000	(\$)	5031
First-Tier	<b>From line 5013</b>	\$	695,604	(\$)	5032
Second-Tier	<b>From line 5028</b>	+ \$	1,325,065	(\$)	5033
Total Royalty Payable		= \$	2,020,669	(\$)	5034
Over/(Under) Payment			=	(\$)	5035

Overpayments will be issued a refund.

Underpayments require a payment to be made to the Government of Alberta.

**Part D. Average annual sales rate**

Revenue at Point of Sale	\$	124,845,427	<b>Line 5005 (Total sa</b>	(\$)	5036
Total tonnes Sold	÷	1,657,054	<b>Line 5004 (Total sa</b>	(Tonnes)	5037
Rate per Metric tonne	= \$	75.34		(\$/Tonne)	5038



**CERTIFICATION**

By submitting this form through the Electronic Transfer System, I certify that the data provided is complete and correct and in accordance with the Coal Royalty Regulation.

Name	Your <input type="text"/>	Name <input type="text"/>	5039
	<i>(first name)</i>	<i>(last name)</i>	
Position Held	<input type="text"/>		5040
Telephone	<input type="text" value="999-999-9999"/>		5041
Fax:	<input type="text" value="888-888-8888"/>		5042
Email	<input type="text" value="test@email.com"/>		5043

Schedule 5a – sample numbers and values are not accurate, they are just samples



**BITUMINOUS COAL**

**SCHEDULE OF REVENUES**

Schedule 5a

Activity ID	<b>EDMONTON</b>		
Primary Royalty Client	ABC Company Inc.		
Production Year	<b>2018</b>		5047

**Line 5005. Total Revenue at Point of Sale**

Purchaser	Sales (tonnes)	Price(\$/Tonne)	Sales Revenue (\$)		
Brazil	2,244	\$110.50	= \$ 247,962	(\$)	5048
China	34,288	\$122.00	= \$ 4,183,136	(\$)	5049
Finland	150,850	\$130.50	= \$ 19,685,925	(\$)	5050
Germany	1,699	\$125.00	= \$ 212,375	(\$)	5051
			= \$ -	(\$)	5052
			= \$ -	(\$)	5053
			= \$ -	(\$)	5054
			= \$ -	(\$)	5055
			= \$ -	(\$)	5056
			= \$ -	(\$)	5057
			= \$ -	(\$)	5058
			= \$ -	(\$)	5059
			= \$ -	(\$)	5060
			= \$ -	(\$)	5061
			= \$ -	(\$)	5062
			= \$ -	(\$)	5063
			= \$ -	(\$)	5064
			= \$ -	(\$)	5065
			= \$ -	(\$)	5066
			= \$ -	(\$)	5067
			= \$ -	(\$)	5068
			= \$ -	(\$)	5069
			= \$ -	(\$)	5070
			= \$ -	(\$)	5071
			= \$ -	(\$)	5072
			= \$ -	(\$)	5075
			= \$ -	(\$)	5076
			= \$ -	(\$)	5077
			= \$ -	(\$)	5078
<b>Total</b>	<b>189,081.000</b>	<b>\$128.67</b>			

**Total Revenue = \$24,329,398.00 (\$)** ###

sample numbers and values are not accurate, they are just samples

**Line 5006. Itemized Transportation Costs**

+	Balance (\$)	Prior Year adj (\$)	Final Balance (\$)		
Demurrage Payable			\$ 0.00	(\$)	5080
Rail Freight	\$ 35,754,800		+ \$ 35,754,800	(\$)	5081
Wharfage/Testing	\$ 16,984,995		+ \$ 16,984,995	(\$)	5082
Other	\$ 8,900,520		+ \$ 8,900,520	(\$)	5083
Detention/Switching	\$ 3,750		+ \$ 3,750	(\$)	5084
			+ \$ 0.00	(\$)	5085
Other			+ \$ 0.00	(\$)	5086
<b>Total Transportation Costs</b>			<b>\$61,644,065.00</b>	(\$)	###

**Line 5015. Other Net Proceeds and Recoveries**

			\$ 0.00	(\$)	5088
			+ \$ 0.00	(\$)	5089
			+ \$ 0.00	(\$)	5090
Other			+ \$ 0.00	(\$)	5091
<b>Total Other Net Proceeds and Recoveries</b>			<b>= \$ 0</b>	(\$)	###

Schedule 5b – sample numbers and values are not accurate, they are just samples



**BITUMINOUS COAL**  
**SCHEDULE OF ALLOWED COSTS**  
 Schedule 5b

Activity ID	<b>EDMONTON</b>	
Primary Royalty Client	ABC Company Inc.	
Production Year	2018	5100

**Line 5017 - Allowed direct operating costs**

Mine Employee Salaries, Wages and Wage Benefits	\$ 25,500,110	(\$)	5101
Mine Employee Travel and Relocation	+ \$ 560,530	(\$)	5102
Contract Labour	+ \$ 7,818,433	(\$)	5103
Safety Equipment and Training	+	(\$)	5104
Utilities	+ \$ 3,672,000	(\$)	5105
Purchased Fuel	+ \$ 20,165,045	(\$)	5106
Materials and Supplies	+ \$ 15,530,858	(\$)	5107
Reclamation Expenditures	+	(\$)	5108
Rent or Lease Payments	+ \$ 2,665,256	(\$)	5109
Property Insurance	+ \$ 170,820	(\$)	5110
Other Insurance	+	(\$)	5111
Municipal Taxes	+ \$ 375,250	(\$)	5112
Mineral Rights/Surface Lease Rentals	+	(\$)	5113
Allowed Capital Costs, Less than \$1,000	+ \$ 445,666	(\$)	5114
Repairs and Maintenance	+ \$ 15,695,450	(\$)	5115

Cash production costs per attached Statement of Commodity

Description			
Total Operating Costs	+	(\$)	5116
Leased Equipment	+ \$ 645,014	(\$)	5117
Reclamation	+ \$ 566,225	(\$)	5118
	+	(\$)	5119
	+	(\$)	5120

Net change in unpaid items

	Previous Year (\$)	Current Year (\$)	Final Balance	
Despatch Receivable			+ \$ 0.00	(\$) 5121
Demurrage Payable		\$ 0.00	+ \$ 0.00	(\$) 5122
			+ \$ 0.00	(\$) 5123
			+ \$ 0.00	(\$) 5124
			+ \$ 0.00	(\$) 5125

**Total Allowed Direct Operating Costs = \$93,810,657.00 (\$)** **5126**

sample numbers and values are not accurate, they are just samples

**Line 5020 - Allowed Capital Costs**

Property, Plant and Equipment	\$ 10,950,660		(\$)	5127
Construction, Assembly and Installation	+		(\$)	5128
Land	+		(\$)	5129
Buildings	+		(\$)	5130
Third Party Construction	+		(\$)	5131
Repairs and Maintenance	+		(\$)	5132
Required Municipal/Regional Improvements	+		(\$)	5133
Exploratory Drilling	+		(\$)	5134
Salaries and Wages for Capital Projects	+		(\$)	5135
<b>Total Capital Costs</b>	= \$ 10,950,660	▶ \$ 10,950,660	(\$)	5136
<b>Deductions:</b>				
Credits/Discounts Received			(\$)	5137
Economic Assistance	+		(\$)	5138
Capital Assets and Disposal Proceeds	+	\$ 120,250	(\$)	5139
<b>Total Deductions</b>	= \$ 120,250	▶ - \$ 120,250	(\$)	5140
<b>Total Allowed Capital Costs</b>		= \$ 10,830,410	(\$)	<b>5141</b>

sample numbers and values are not accurate, they are just samples



**BITUMINOUS COAL**

**PROJECT PAYBACK SCHEDULE**

Schedule 5c

Only mines that have not reached payback status are required to submit this Schedule.

Activity ID	EDMONTON		5145
Primary Royalty Client	ABC Company Inc.		5146
Production Year	2018		5147
Opening Balance		<b>-\$ 1,160,914.00</b>	(\$) 5148
<b>revenue:</b>			
Product Revenue	\$ 160,550,325		(\$) 5149
Other Net Proceeds	\$ 20,225		(\$) 5150
Minemouth Revenue	= \$ 160,570,550	\$ 160,570,550	(\$) 5151
<b>costs:</b>			
Allowed Capital Costs	\$ 10,675,250		(\$) 5152
Allowed Direct Operating Costs	+ \$ 125,450,250		(\$) 5153
First-Tier Royalty	+ \$ 1,550,625		(\$) 5154
Total Allowed Project Costs	= \$ 137,676,125	- \$ 137,676,125	(\$) 5155
<b>payback:</b>			
Net Revenue or (loss), for the Production Year	= \$ 22,894,425.00	+ \$ 22,894,425	(\$) 5156
Net Mid-Balance		= \$ 21,733,511	(\$) 5157
		X 10%	(%) 5158
Return Allowance		+ \$ 2,173,351	(\$) 5159
Closing Balance	if positive, enter "0"	= \$ 0.00	(\$) 5160
Estimated Date of Project Payback, if Mine has an Outstanding Balance			(date) 5161

You can submit the Coal 5 via ETS but the submission will require further review and approval by the Coal and Mineral Development.

Please ensure that you upload the auditor report and supporting documents along with your report.

### 13. Coal Upload

Mineral Royalty Form

NOTE: Submissions made after 4:30 PM will be processed on the next business day.

**Comment:**

**Form Type:** COAL

**Royalty Form:**

Please add supporting documentation here

**Filename:**

[Feedback](#) Copyright © 1999 Government of Alberta

Once your royalty form is completed and saved on your computer, select Browse.

Select your excel document and click on **Add**.

Add auditor report and/or supporting documents and click on **Add**.

### 14. Submit Request

NOTE: Submissions made after 4:30 PM will be processed on the next business day.

**Comment:**

**Form Type:** COAL

**Royalty Form:** Coal 3 Bituminous Monthly Royalty Report.xlsx

Please add supporting documentation here

**Filename:**

[Feedback](#) Copyright © 1999 Government of Alberta

Click on **Submit** to complete upload.

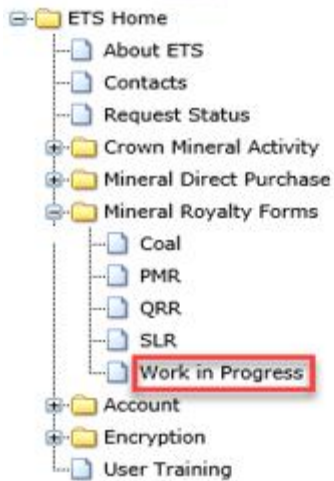


**Mineral Royalty Form**



Once your royalty form has been submitted, you will receive this message in ETS.

## 15. Work in Progress



**Work in Progress**

Type:	<input type="text"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Status:	<input type="text"/>		
Comment:	<input type="text"/>		

[Feedback](#) Copyright © 1999 Government of Alberta

You can retrieve a saved or submitted request by selecting Work in Progress.

## 16. Submission Turnaround Report



When the report has been validated and uploaded by the department's internal royalty system, the client will receive an email to view their account. Go to Work in Progress and review the Final Report. Please correct any **errors** and resubmit the report with the updated information.

If everything was entered correctly, you will have 0 warning/errors.

**Work in Progress**

Type:  Request Number:   
 Start Date:  End Date:   
 Status:   
 Comment:

Find Close

ETS #	Application Type	Status	Comment	Files	Last Updated YYYY/MM/DD	Creator
402215	██████	Completed	████████████████████	Report: Pdf Royalty: xlsx Final: Pdf	2018/03/22 13:30:09	██████

The status will change to **Completed** when it has uploaded to our system.

The final report is the turnaround report and can be viewed/saved/printed.

### 17. Common Errors

Here are some common errors:

**Activity ID** is the name of the mine (no spaces if 2 words). Prior to first submission, check with the Coal and Mineral Department if unsure of your mine name. The contact email is in Part 4. Example: Blue Tree Mine – Activity ID Bluetree

\* Activity ID

**Primary Royalty Client** is the name of the person or company the mine is registered under. If you are submitting a report on behalf of the primary royalty client, please ensure you have a sub account set up under their EN account so you can submit reports on behalf of that company.

Warning	0	
Error	1	Error: ETS Account :EA0924 for the Primary Royalty Client is not linked to Associated Mine. ████████████████████

**Duplicate Report** submitted. Please contact the Coal and Mineral Development if you're getting this error.

Warning	0	
Error	1	Error: Royalty submission data is already exist for reporting month: May

**Report Year and Month** not filled in. Please enter these fields and resubmit report.

Error	1	Error: Invalid Report Year 0.
-------	---	-------------------------------

Validation Edits	Description
Warning	0
Error	1 Error: The Production Month is mandatory and should not be blank

**Warnings** will allow your report to upload but errors won't. You'll have to correct the error and resubmit your report.

Validation Edits	Description
Warning	0
Error	0

## 18. Payment Options

### Cheque or money

**Mail or in person:**

Coal and Mineral Development Branch  
 Alberta Energy  
 North Petroleum Plaza  
 9945 108 St  
 Edmonton, Alberta T5K 2G6  
 Cheque or money orders Payable to the Government of Alberta

Please ensure you quote the royalty activity ID when submitting payment.

**Wire/Deposit Info.**



**EFT (Electronic Funds Transfer)/Wire/Deposit Information**

**Government of Alberta Information**

Department:	<b>Energy / Environment &amp; Parks / Agriculture &amp; Forestry</b>
Address:	<b>14th Floor, 9945 - 108 St. Edmonton, Alberta T5K 2G6</b>
Telephone:	<b>(780) 427- 3600</b>

**Banking Information**

Bank Name:	<b>CIBC (Canadian Imperial Bank of Commerce)</b>
Beneficiary Name:	<b>PT-Mineral Revenue Account</b>
Bank Address:	<b>10102 Jasper Ave. Edmonton, Alberta T5J 1W5</b>
Bank No:	<b>010</b>
Swift Code:	<b>CIBCCATT</b>
Transit No:	<b>00059</b>
Account No:	<b>00 - 54305</b>

**Remittance Information**

<p>Remittances are to be sent PRIOR OR DAY OF DEPOSIT. Information must include invoice reference numbers and/or activity numbers, lease numbers and <b>dollar</b> amounts. ie: G94 account # \$,00 - Fax or Email to <a href="mailto:G94deposit@gov.ab.ca">G94deposit@gov.ab.ca</a></p> <p>Fax Number: <b>(780) 422 - 4281</b>                  Fax Recipient: <b>Payment Processor/Banking Analyst</b>                  Phone No: <b>(780) 427-8857</b>  <b>(780) 427-3600</b></p> <p>NOTE: FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN YOUR ACCOUNT NOT BEING UPDATED OR UPDATED LATE. YOUR COMPANY MAY THEN RECEIVE AN INVOICE WHERE INTEREST COULD PLAY A SIGNIFICANT FACTOR OR MONIES REFUNDED.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Once payment has been made, please email [G94deposit@gov.ab.ca](mailto:G94deposit@gov.ab.ca) with payment details.

## 19. Overdue Notices

Overdue notices are served when the royalty report has not been submitted to the Department in accordance with the Coal Royalty Regulation for SUB and BIT.



Energy  
Resource Revenue and Operations  
North Petroleum Plaza  
9945 - 108 Street  
Edmonton, Alberta T5K 2G6  
Canada  
Telephone: 780-427-7707  
Fax: 780-422-5447  
[www.energy.gov.ab.ca](http://www.energy.gov.ab.ca)

SAMPLE

, 2018

ATTENTION:

Re: Mineral Royalty Activity ID \_\_\_\_\_ Overdue Royalty Report

The Department has not received the royalty report (Coal 3) for July, August and September of 2018 pertaining to the above operation.

The royalty report and payment was due in the Department on August 31, September 30 and October 31 of 2018, respectively, in accordance with Section 8 of the Coal Royalty Regulation. You should note that interest charges will be applied to any outstanding balance.

If there are any questions regarding this matter, contact the undersigned at 780- .

Yours truly,

Coal & Mineral Development

## 20. Confirmation of No Production (active leases)

Any active leases in the Departments records that are not attached to an active mine will be served a confirmation of no production notice. You are then required to complete the form related to all of the leases listed. For leases that have not had any production you need to enter 'nil' for all quarters. If you did produce from any of the list agreements you need report your production submit the form and contact Coal and Mineral Development.



**Energy**  
**Resource Revenue and Operations**  
 North Petroleum Plaza  
 9945 - 108 Street  
 Edmonton, Alberta T5K 2G6  
 Canada  
 Telephone: 780-427-7707  
 Fax: 780-422-5447  
[www.energy.gov.ab.ca](http://www.energy.gov.ab.ca)

I



, 2018

**Re: Confirmation of No Production**

Department records indicate your company currently holds the coal lease(s) listed in the table on page 2.

The Department requires confirmation of no production or extraction of any mineral from the location of the lease(s). Please complete the required information of this notice and return it to the Department within 30 days from the date of this letter; failure to comply may result in cancellation of your company's lease(s) pursuant to section 45 of the Mines and Minerals Act.

If production has commenced on the lease(s) or if there are any questions, please contact the undersigned at 780

Yours truly,

Coal & Mineral Development

- 2 -

Lease No.	1 <sup>st</sup> quarter production Jan – Mar 2018	2 <sup>nd</sup> quarter production Apr – Jun 2018	3 <sup>rd</sup> quarter production Jul – Sep 2018	4 <sup>th</sup> quarter production Oct – Dec 2018	Total production 2018
13					
13					

will list active 10 digit agreement numbers

I certify that the information provided above is complete and correct.

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Office Held Printed Name

\_\_\_\_\_  
Telephone Number

**21. Correspondence – in progress**



# *Congratulations!*

You have completed the Coal Royalty Reporting online Training Course.



If you have any comments or questions on this training module, please forward them to the following: [CMD.Energy@gov.ab.ca](mailto:CMD.Energy@gov.ab.ca)