

Welcome!

ETS – Placer (PMR) Royalty Reporting Online Training Course

THIS MODULE WILL PROVIDE YOU WITH AN UNDERSTANDING ON HOW TO SUBMIT A **PLACER 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
March 12, 2018	Initial Creation	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 placer minerals 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

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

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

If you have any questions about the royalty reporting process, please forward inquiries to: 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

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 Electronic Transfer System (ETS). At the top, there is a blue banner with the ETS logo on the left and the text "Electronic Transfer System" on the right. 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

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

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:

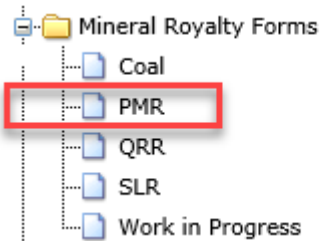
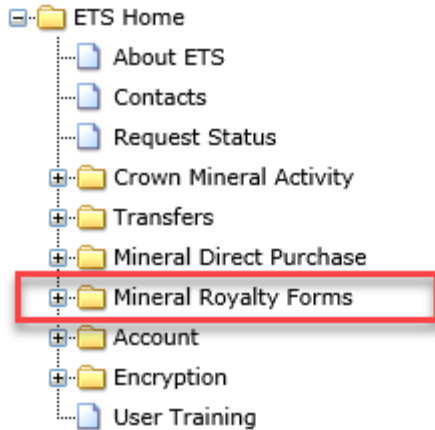
- [Coal Information Bulletin 2018-01: Online Application for Coal Tenure](#)
- [Metallic and Industrial Minerals Information Bulletin 2018-01: Online Application for Metallic and Industrial Mineral Tenure](#)

For more information, please contact CMD.Energy@gov.ab.ca

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>

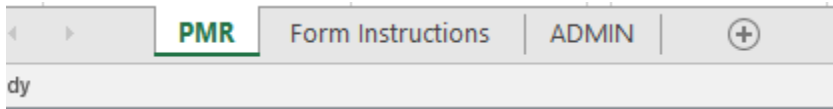
Once you have completed the forms and saved them on your computer you are ready to submit.

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

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

Then select PMR, a submission screen will open.

6. Form Instructions



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.

Special instruction related to the ‘No Anticipated Production’ field.

10	* Year						104
11	* Quarter						105
12	* Mineral			NO ANTICIPATED PRODUCTION		YES	106
13	* Royalty Rate	5%					
14							
15		* Quantity (troy oz)	* Value (\$)	Royalty Due (\$)	Paymer		
16	January			\$0.00			

No Anticipated Production
Select yes if no anticipated production related to the year or quarter.

Examples

1. If you enter ‘YES’ on the form and do not enter any monthly/quarterly production (leave blank) the system will register that you are not planning on producing for the year and all quarters will be accepted as ‘0’ production. This will avoid notices related to filing a royalty report from being produced. At the end of the year if nothing changed you will receive notice to confirm there was no production.
2. If you enter ‘YES’ on the form and then enter production in the 1st quarter (0’s or numbers), the system will record the entry on the first quarter and the balance of the quarters (2, 3 & 4) will register no anticipated production and royalty reports are not required.
3. If at any time you have select ‘YES’ to no anticipated production on a previous report (for the year) and then at some point in the year you produce and file a report, the system will unlock the quarter you are filing on and register your production.
 - a. In the case where you also leave the no anticipated production field ‘BLANK’, then the remainder of the quarters will be unlocked and royalty reports will be required.
 - b. In the case where you also select ‘YES’ in the no anticipated production field, then the remainder of the quarters will be locked and royalty reports are not required.

7. Activity ID

		Placer Minerals		
		QUARTERLY ROYALTY REPORT PMR		
* Activity ID				101

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 (PMR-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. PMR - Submissions

Alberta Government		Placer Minerals		
		QUARTERLY ROYALTY REPORT		
		PMR		
Activity ID	EDMONTON			101
Primary Royalty Client	ABC Company Inc.			102
Year	2018			104
Quarter	Q1			105
Mineral	gold	NO ANTICIPATED PRODUCTION		106
Royalty Rate	5%			107
	* Quantity (troy oz *)	Value (\$)	Royalty Due (\$)	Payments (\$)
January	500.250	\$712,856.25	\$35,642.81	\$35,642.81
February	0.000	\$0.00	\$0.00	\$0.00
March	0.000	\$0.00	\$0.00	\$0.00
Q1 Total	500.250	\$712,856.25	\$35,642.81	\$35,642.81
April			\$0.00	\$0.00
May			\$0.00	\$0.00
June			\$0.00	\$0.00
Q2 Total	0.000	\$0.00	\$0.00	\$0.00
July			\$0.00	\$0.00
August			\$0.00	\$0.00
September			\$0.00	\$0.00
Q3 Total	0.000	\$0.00	\$0.00	\$0.00
October			\$0.00	\$0.00
November			\$0.00	\$0.00
December			\$0.00	\$0.00
Q4 Total	0.000	\$0.00	\$0.00	\$0.00
Grand Total	500.250	\$712,856.25	\$35,642.81	\$35,642.81
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 Metallic and Industrial				
Name	Your <i>(first name)</i>	Name <i>(last name)</i>		111
Telephone	999-999-9999	###-###-####		112
Fax	888-888-8888	###-###-####		113
Email	test@email.com			114

CMO-PMR Royalty Form-2017/01

You can only use the new PMR form and ETS will only accept in excel format. 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. Ensure only the PMR, Form Instructions and Admin tabs are left on the form.

Fill in the blue areas only for your reporting month, the other fields are automatically calculated or pre-populated.

9. PMR Upload

Mineral Royalty Form

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

Comment:

Form Type: Placer (PMR)

Royalty Form: Browse... Add

Submit
Close

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

Comment field – you may enter comments related to the report you are submitting.

Form Type field – confirms the type of report you have selected to submit.

Royalty Form field - once your royalty form is completed and saved on your computer, select Browse.

Select your excel document and click on Add.

10. Submit Request

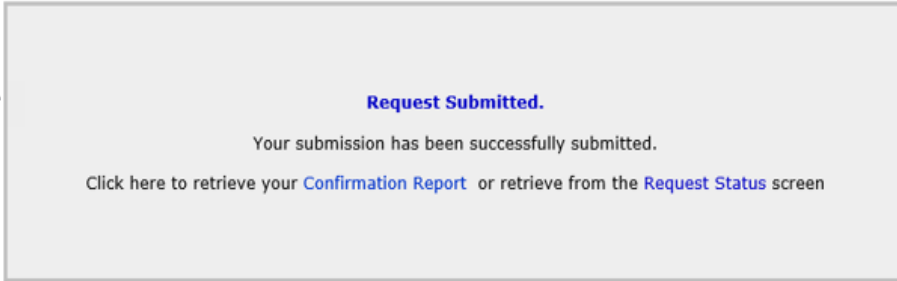
Royalty Form: PMR Royalty Reports_procedure.xlsx Remove

Submit
Close

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

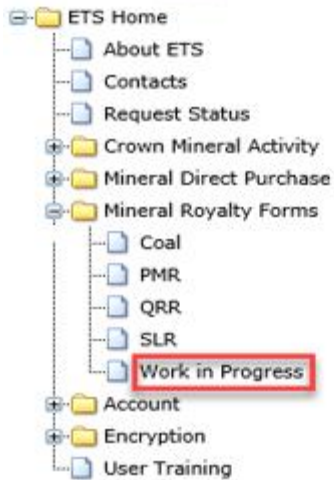
Click on **Submit** to complete upload.

Mineral Royalty Form



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

11. Work in Progress



Work in Progress

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

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

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

12. Submission Confirmation Report

Work in Progress

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

ETS #	Application Type	Status	Comment	Files	Last Updated YYYY/MM/DD	Creator
402047		Processing		Report: Pdf Royalty: xlsx	2018/03/19 10:41:33	EA0927_

Coal and Mineral Development,
 Oil Sands Operations Branch
 6th Floor, 9945 - 108 Street
 Edmonton, Alberta, T5K 2G6

ELECTRONIC TRANSFER SYSTEM
 MINERAL ROYALTY SYSTEM -
 ROYALTY
 SUBMISSION CONFIRMATION

March 13, 2018
 12:51:37 PM

Submitted by: EA0927_
 Submission Date: 2018/03/13 12:51:37 PM

Royalty Form Submission:
 EA0927_

*** End of Report ***

The submission confirmation report can be saved/printed from your Work in Progress request.

The status will remain as Processing until it has been received by the department’s royalty system.

ETS #	Application Type	Status	Comment	Files	Last Updated YYYY/MM/DD	Creator
402047	[REDACTED]	Processing	[REDACTED]	Report: Pdf Royalty: xlsx	2018/03/19 10:41:33	EA0927_[REDACTED]

This report is a copy of the report submitted.

13. Submission Turnaround Report

From: Energy ETS
 To: [REDACTED]
 Cc:
 Subject: ETS Mineral Royalty Forms

Your Mineral Royalty Submission for request 400412 has been completed. This request can be found under Work in Progress screen in the Mineral Royalty Forms folder.

Please sign on to ETS (Electronic Transfer System) website, available through Alberta Energy’s main site, and review your documents.

Please do not reply to this Email. If you have any further questions or concerns please contact ets@gov.ab.ca

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	[REDACTED]	Completed	[REDACTED]	Report: Pdf Royalty: xlsx Final: Pdf	2018/03/22 13:30:09	[REDACTED]

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.

14. 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	Bluetree
---------------	----------

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 quarter: Q1

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

Warning	0	
Error	2	Error: Invalid Report Year 0. Error: Reporting quarter 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

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

Banking Information

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

Remittance Information

Remittances are to be sent PRIOR OR DAY OF DEPOSIT. Information must include invoice reference numbers and/or activity numbers, lease numbers and **dollar** amounts. ie: G94 account # \$0.00 - Fax or Email to G94deposit@gov.ab.ca

Fax Number: (780) 422 - 4281

Fax Recipient: **Payment Processor/Banking Analyst**

Phone No: (780) 427-8857

(780) 427-3600

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.

Once payment has been made, please email G94deposit@gov.ab.ca with payment details.

16. Overdue Notices

Overdue notices are served when the royalty report has not been submitted to the Department in accordance with the Metallic and Industrial Minerals Royalty Regulation.



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

SAMPLE

, 2018

ATTENTION:

Re: Mineral Royalty Activity ID _____ **Overdue Report**

The Department has not received the royalty report for the 2nd quarter of 2018 for limestone pertaining to the above operation.

The royalty report and payment was due in the Department on July 31 of 2018, in accordance with Section 13 of the Metallic and Industrial Minerals Royalty Regulation. You should note that interest charges will be applied to any outstanding balance. Further pecuniary penalties may also be applied in accordance with Section 2 of the Metallic and Industrial Minerals Royalty Regulation.

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

Yours truly,

Coal & Mineral Development

17. Confirmation of No Anticipated Production Notice and Response Form

This notice will be served only when No Anticipated Production has been reported for the full year. You will need to download the response form from the Departments web page.

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

Notice



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

SAMPLE

, 2018

ATTENTION: Gerald Kozdial

Re: Royalty Activity ID _____ Confirmation No Anticipated Production

Department records indicate a report was filed indicating no production was anticipated for limestone in 2018. The royalty report and confirmation of no production will be due in the Department on January 31, 2019.

If the Department does not receive the information stated, your company will not be eligible to file the "No Anticipated Production Report" for 2019 and will be required to file quarterly reports.

If your company has complied with the above requirements for 2018 and no production is anticipated for 2019, please ensure the no anticipated production information on the royalty report form is completed.

If there are any questions regarding the above, contact the undersigned at 780-427-9075.

Yours truly,

Coal & Mineral Development

CONFIRMATION OF NO ANTICIPATED PRODUCTION - RESPONSE FORM



Placer Minerals

QUARTERLY ROYALTY REPORT
PMR

* Activity ID 101
 * Primary Royalty Client 102
 * Year 103
 * Quarter 104
 * Mineral 105
 * Royalty Rate 5% 106
 107

Confirmation of No Anticipated Production

	* Quantity (troy oz) *	Value (\$)	Royalty Due (\$)	Payments (\$)	
January			\$0.00	\$0.00	108
February			\$0.00	\$0.00	
March			\$0.00	\$0.00	
Q1 Total	0.000	\$0.00	\$0.00	\$0.00	109
April			\$0.00	\$0.00	
May			\$0.00	\$0.00	
June			\$0.00	\$0.00	
Q2 Total	0.000	\$0.00	\$0.00	\$0.00	
July			\$0.00	\$0.00	
August			\$0.00	\$0.00	
September			\$0.00	\$0.00	
Q3 Total	0.000	\$0.00	\$0.00	\$0.00	
October			\$0.00	\$0.00	
November			\$0.00	\$0.00	
December			\$0.00	\$0.00	
Q4 Total	0.000	\$0.00	\$0.00	\$0.00	
Grand Total	0.000	\$0.00	\$0.00	\$0.00	110

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 Metallic and Industrial Minerals Royalty Regulation.

* Name (first name) (last name) 111
 * Telephone xxx-xxx-xxxx 112
 Fax xxx-xxx-xxxx 113
 * Email 114

CMD-PMR Confirm No Ant Prod Form-2018/01

18. 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

SAMPLE

, 2018

T

Re: Confirmation of No Production

Department records indicate your company currently holds the metallic and industrial minerals 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

Lease No.	1 st quarter production Jan – Mar 2018	2 nd quarter production Apr – Jun 2018	3 rd quarter production Jul – Sep 2018	4 th quarter production Oct – Dec 2018	Total production 2018
94					
94					
94					

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

19. Correspondence – in progress

Congratulations!

You have completed the Placer 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