

*Welcome!*

## ETS – Quarriable (QRR) Royalty Reporting Online Training Course

THIS MODULE WILL PROVIDE YOU WITH AN UNDERSTANDING ON HOW TO SUBMIT A **QUARRIABLE 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 quarriable 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](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 Electronic Transfer System (ETS). 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:

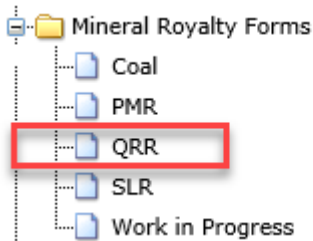
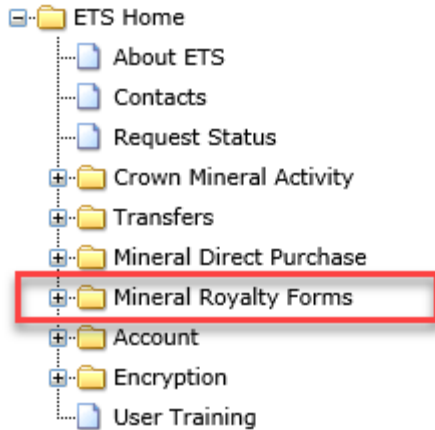
- [Coal Information Bulletin 2018-01: Online Application for Coal Tenure](#)
- [Metallic and Industrial Minerals Information Bulletin 2018-01: Online Application for Metallic and Industrial Mineral Tenure](#)

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 QRR, a submission screen will open.



## 6. Form Instructions

QRR	Form Instructions	Dropdown cells	ADMIN	+
-----	-------------------	----------------	-------	---

On the royalty form, you will have 4 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 and fourth tab, is for Administration that our department uses. No information is entered here.

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

10	* Year			
11	* Quarter		NO ANTICIPATED PROD	104
12	* Mineral		YES	5
13	* Royalty Rate			
14				

**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

Alberta Government

Quarriable Minerals

QUARTERLY ROYALTY REPORT  
QRR

\* 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 (QRR-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. QRR – Submissions

Sample



### Quarriable Minerals

#### QUARTERLY ROYALTY REPORT QRR

* Activity ID	<b>EDMONTON</b>		101
* Primary Royalty Client	<b>ABC Company Inc.</b>		102
* Year	<b>2018</b>		104
* Quarter	<b>Q1</b>	NO ANTICIPATED PROD	105
* Mineral	<b>Limestone</b>		106
* Royalty Rate	<b>0.0441</b>		107

	* Production (tonnes)	Royalty Due (\$)	Payments (\$)	
January	3,500.820	\$154.39	\$154.39	108
February	2,293.250	\$101.13	\$101.13	
March	0.000	\$0.00	\$0.00	
<b>Q1 Total</b>	<b>5,794.070</b>	<b>\$255.52</b>	<b>\$255.52</b>	109
April		\$0.00	\$0.00	
May		\$0.00	\$0.00	
June		\$0.00	\$0.00	
<b>Q2 Total</b>	<b>0.000</b>	<b>\$0.00</b>	<b>\$0.00</b>	
July		\$0.00	\$0.00	
August		\$0.00	\$0.00	
September		\$0.00	\$0.00	
<b>Q3 Total</b>	<b>0.000</b>	<b>\$0.00</b>	<b>\$0.00</b>	
October		\$0.00	\$0.00	
November		\$0.00	\$0.00	
December		\$0.00	\$0.00	
<b>Q4 Total</b>	<b>0.000</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Grand Total</b>	<b>5,794.070</b>	<b>\$255.52</b>	<b>\$255.52</b>	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	Your (first name)	Name (last name)	111
* Telephone	999-999-9999	xxx-xxx-xxxx	112
* Fax	888-888-8888	xxx-xxx-xxxx	113
* Email	test@email.com		114

CMD-QRR Royalty Form-2017/01

You can only use the new QRR form and ETS will only accept in excel format (xlsx). 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 QRR, 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. Please ensure the royalty rate for your substance has been selected for the royalty due to calculate.

## 9. QRR Upload

**Mineral Royalty Form**

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

**Comment:**

**Form Type:** Quarriable (QRR)

**Royalty Form:**

[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

Mineral Royalty Form

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

**Comment:**

**Form Type:** Quarriable (QRR)

**Royalty Form:** QRR Royalty Reports.xlsx

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

Click on **Submit** to complete upload.

Mineral Royalty Form

Request Submitted.

Your submission has been successfully submitted.

Click here to retrieve your [Confirmation Report](#) or retrieve from the [Request Status](#) screen

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

## 11. Work in Progress



- ETS Home
  - About ETS
  - Contacts
  - Request Status
  - Crown Mineral Activity
  - Mineral Direct Purchase
  - Mineral Royalty Forms
    - Coal
    - PMR
    - QRR
    - SLR
    - Work in Progress**
  - Account
  - Encryption
  - User Training



### 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 style="width: 100%;" type="text"/>		

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

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



### 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](mailto: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:

ETS #	Application Type	Status	Comment	Files	Last Updated YYYY/MM/DD	Creator
402215	[Redacted]	Completed	[Redacted]	Report: Pdf Royalty: xls 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	■	Error: ETS Account :EA0924 for the Primary Royalty Client is not linked to Associated Mine. [Redacted]

**Invalid Form** submitted. The form you used may not be the current form or the file extension submitted is not xlsx, you will need to re-download the form from the energy page as these forms get updated occasionally.

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

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

---

Warning	0	
Error	■	[Redacted] 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	■	Error: Invalid Report Year 0. Error: Reporting quarter is mandatory and should not be blank [Redacted]

**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:	<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 <b>PRIOR OR DAY OF DEPOSIT</b>. Information must include invoice reference numbers and/or activity numbers, lease numbers and <b>dollar</b> amounts. ie: G94 account # \$0.00 - 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><b>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.</b></p>
--

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

3



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: 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



**Quarriable Minerals**

QUARTERLY ROYALTY REPORT  
QRR

* Activity ID	<input type="text"/>	101
* Primary Royalty Client	<input type="text"/>	102
		103
* Year	<input type="text"/>	104
* Quarter	<input type="text"/>	105
* Mineral	<input type="text"/>	106
* Royalty Rate	<input type="text"/>	107

**Confirmation of No Anticipated Production**

	* Production (tonnes)	Royalty Due (\$)	Payments (\$)	
January	<input type="text"/>	\$0.00	\$0.00	108
February	<input type="text"/>	\$0.00	\$0.00	
March	<input type="text"/>	\$0.00	\$0.00	
<b>Q1 Total</b>	<b>0.000</b>	<b>\$0.00</b>	<b>\$0.00</b>	109
April	<input type="text"/>	\$0.00	\$0.00	
May	<input type="text"/>	\$0.00	\$0.00	
June	<input type="text"/>	\$0.00	\$0.00	
<b>Q2 Total</b>	<b>0.000</b>	<b>\$0.00</b>	<b>\$0.00</b>	
July	<input type="text"/>	\$0.00	\$0.00	
August	<input type="text"/>	\$0.00	\$0.00	
September	<input type="text"/>	\$0.00	\$0.00	
<b>Q3 Total</b>	<b>0.000</b>	<b>\$0.00</b>	<b>\$0.00</b>	
October	<input type="text"/>	\$0.00	\$0.00	
November	<input type="text"/>	\$0.00	\$0.00	
December	<input type="text"/>	\$0.00	\$0.00	
<b>Q4 Total</b>	<b>0.000</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Grand Total</b>	<b>0.000</b>	<b>\$0.00</b>	<b>\$0.00</b>	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	<input type="text"/>	<input type="text"/>	111
	(first name)	(last name)	
* Telephone	<input type="text"/>	xxx-xxx-xxxx	112
* Fax	<input type="text"/>	xxx-xxx-xxxx	113
* Email	<input type="text"/>		114

CMD-QRR 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](http://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

- 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
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 Quarriable 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)