

# Welcome!

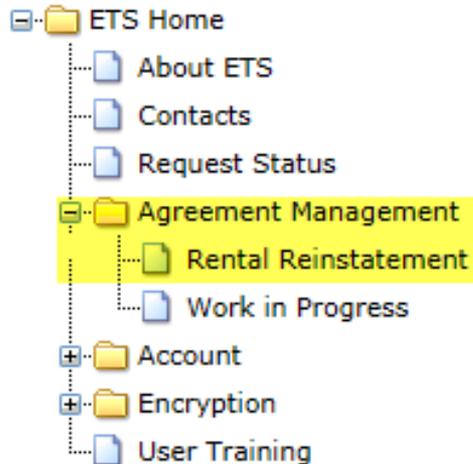
## To the ETS – Agreement Management Rental/Surrender Reinstatement Online Training Course

Agreement Management – Rental / Surrender Reinstatement: This is the process to complete and submit an Online Rental Reinstatement request via ETS. This node is utilized for an agreement cancelled by either Rental Default or Surrender. The process begins with the creation of a new request through to submission. The request progresses through various stages (statuses) until completion.

### Revisions Table

Date	Revisions Type	Page Number
March 10, 2017	Initial Creation	All
June 2020	Update Banner and add Resource Page	All
October 2020	Updated	Various
January 2022	Adding Surrenders	Various

## Rental Reinstatement - Introduction



### In this module, you will learn how to:

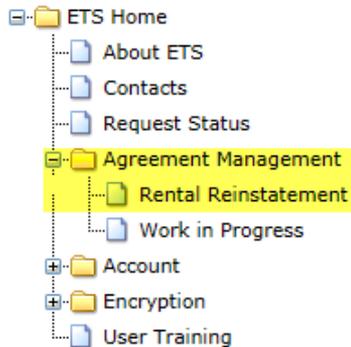
- Create and submit an Online Rental / Surrender Reinstatement request
- Cancel or withdraw an Online Rental / Surrender Reinstatement request
- Review response document(s)

### Course Pre-requisites:

- Training System Overview
- ETS Account Setup and Preferences (For Site Administrators)
- You must have the Creator role to create or withdraw a request and the Submitter role to submit a request.

## Create - Rental Reinstatement

Select the **Rental Reinstatement** node located under **Agreement Management**. Complete the **Company Information**, check off **Cheque sent concurrently**, select **Add Agreement**.



**Rental Reinstatement**

Status: Work in Progress Reinstatement Document

**Administration Information**

**Company Information**

Company Name:

Creator: EA0367\_RENTDEF

Comment:

**Contact Information**

Contact:

First Name:

Last Name:

Phone: (780) 422-9108 Ext:

Fax:  -

Email:

**Reinstatement Information**

**Agreements to Reinstatement**

Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Representative	Land
<input type="button" value="Add Agreement"/>				

**Documentation**

Attach reinstatement letter:  Browse...

Cheque will be sent concurrently with this request:

Payment must include the penalty and rent plus interest.

1. Complete Company Information

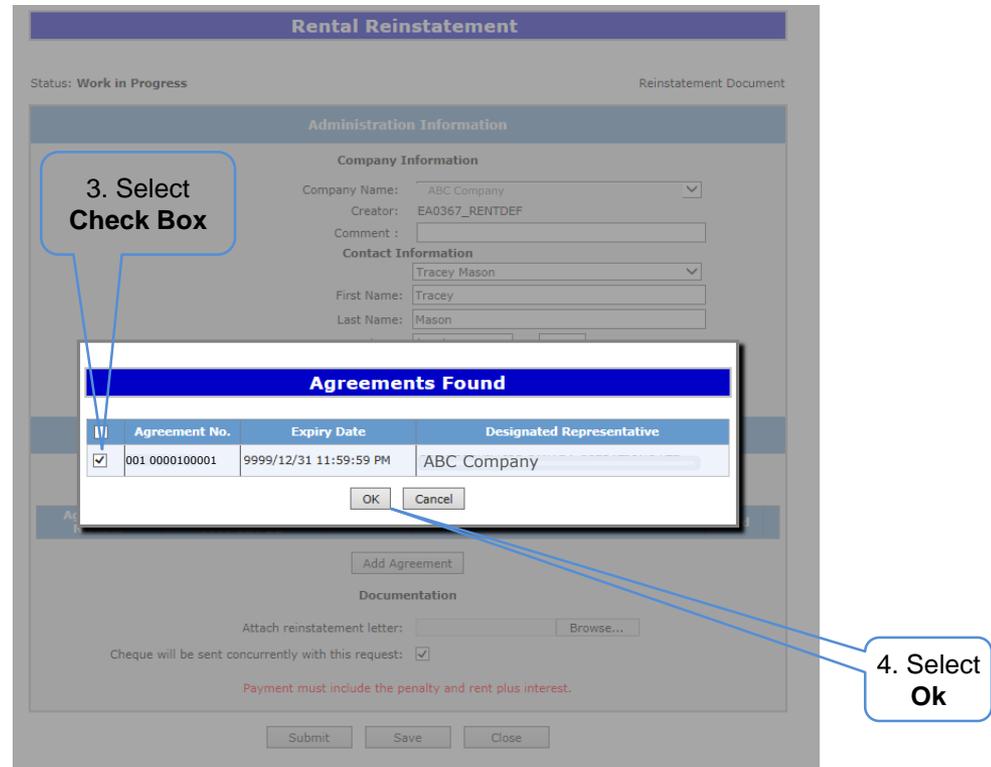
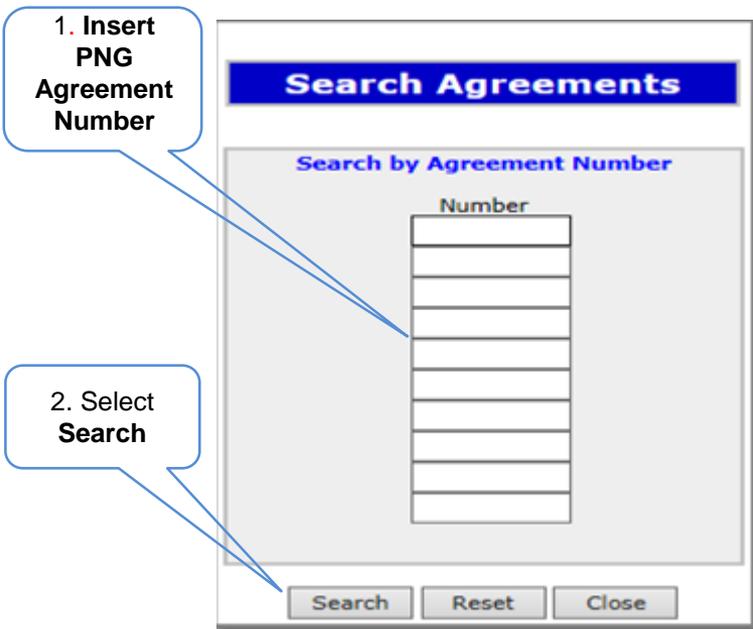
3. Select Add Agreement

2. Check off Cheque Sent Concurrently



Ensure you check off, that payment has been sent concurrently with this request. You will not be able to submit the request unless you recognize payment being sent. We can not complete the process until the request document and funds have been received.

Insert in the **PNG Agreement Number** in the **Search Agreements** screen, select **Search**. The **Agreements Found** screen will populate with the requested agreement number. Select the Agreement Number **Check Box**, then select **Ok**.



After selecting **Ok** you will be taken back to the **Rental Reinstatement Administration Information** screen. The screen status will be updated to **Work in Progress**. Attach your reinstatement request letter which outlines your rationale for requesting the reinstatement. Select **Browse** and upload your document

- ETS Home
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**Rental Reinstatement**

Status: **Work in Progress**
Reinstatement Document

**Administration Information**

**Company Information**

Company Name:  ALBERTA NATURAL RESOURCES LIMITED

Creator: EA0331\_RENTDEF

Comment:

**Contact Information**

Name:

Name:

Phone:  Ext

Fax:

Email:

**Reinstatement Information**

**Agreements to Reinstatement**

Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Representative	Land
001 0000100001	8888/12/31	CONTINUED TERM	ABC Company	✕

**Documentation**

Attach reinstatement letter:

Cheque will be sent concurrently with this request:

Payment must include the penalty and rent plus interest.

1. Select **Browse**

Select **Save** and then **Submit**.

Rental Reinstatement 386285

Status: Work in Progress Reinstatement Document

**Administration Information**

**Company Information**

Company Name:

Creator: EA0367\_RENDEF

Comment :

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

**Reinstatement Information**

**Agreements to Reinststate**

Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Representative	Land
001 0000100001	INDEFINITE	CONTINUED TERM	ABC Company	1-01-001:1 I-NE

**Documentation**

Attach reinstatement letter: [R00386285.LETTER.docx](#)

Cheque will be sent concurrently with this request:

Payment must include the penalty and rent plus interest.

2. Select  
**Submit**

1. Select  
**Save**

A **Message Box** will populate asking if you are sure you want to **Submit** your **Rental /Surrender Reinstatement Application**, select **Ok**.

**Rental Reinstatement 386285**

Status: **Work in Progress** Reinstatement Document

**Administration Information**

**Company Information**

Company Name:  ▼

Creator: EA0367\_RENTDEF

Comment:

**Contact Information**

▼

First Name: Tracey

Ext

@gov.ab.ca

**Agreements to Reinstatement**

Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Representative	Land	
001 0000100001	INDEFINITE	CONTINUED TERM	ABC Company	1-01-001:1 -NE	✕

**Documentation**

Attach reinstatement letter: [R00386285.LETTER.docx](#)

Cheque will be sent concurrently with this request:

Payment must include the penalty and rent plus interest.

**1. Select Ok**

Message from webpage

? Are you sure you want to **Submit Application?**

After submitting your request the **Status** will change to **Submitted**. At the bottom of the screen you have a **Save**, **Close** and a **Withdraw Button**★ is now available.

**Rental Reinstatement 386285**

Status: **Submitted**

Submitted: 2017/02/27

Reinstatement Document

**Administration Information**

**Company Information**

Company Name:

Creator: EA0367\_RENDEF

Comment :

**Contact Information**

First Name:

Last Name:

Phone: (780) 422-9108 Ext

Fax: ( ) - -

Email:

**Reinstatement Information**

**Agreements to Reinststate**

Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Representative	Land	
001 0000100001	INDEFINITE	CONTINUED TERM	ABC Company	1-01-001:1 -NE	✕

**Documentation**

Attach reinstatement letter: [R00386285.LETTER.docx](#)

Cheque will be sent concurrently with this request:

Payment must include the penalty and rent plus interest.

Please note: By selecting the **Reinstatement Document** a PDF electronic version of your form will populate.

Rental Reinstatement request successfully submitted.

# Reinstatement Document

**SAMPLE**

 Tenure 9945 - 108 Street Edmonton, Alberta, T5K 2G6	ELECTRONIC TRANSFER SYSTEM RENTAL REINSTATEMENT	March 07, 2017 1:14:33 PM ETS # 386750
--	--	--

### Administrative Information

**Status:** Submitted  
**Company Name:** ABC Company  
**Creator:** EA0331\_RENTDEF  
**Submission Date:** 2017/03/07

### Contact Information

**First Name:** Kimberley  
**Last Name:** Pereira  
**Phone:** (780) 422-6462  
**Fax:** (333) 222-7777  
**Email:** Kimberley.Pereira@gov.ab.ca

### AGREEMENT INFORMATION

Agreement Number	Current Expiry	Vintage	Designated Representative	Land
001 0000100001	December 22 2016	INITIAL TERM	ABC Company	1-01-001:01

\* Reinstatement letter attached  
 \* Cheque will be sent concurrently with this request

\*\*\* End of Report \*\*\*

## Work in Progress

To check the status of your agreement, select the **Work in Progress** screen under the **Agreement Management** node. In the **Type** drop down box select **Rental Reinstatements** and then select **Find**. All submitted Reinstatements will populate with their current status. By changing the parameters on the **Work in Progress** screen varying results will populate, example: you may also enter the **Request Number**.



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### Work in Progress

**Type:** 
**Request Number:**

**Start Date:** 
**End Date:**

**Status:** 
**Agreement #:**

**Comment:**

1. Select Find

Find Close



ETS #	Type	Status	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386286	Rental Reinstatements	Processing	001 0000100002		2017/02/27 12:02:10	EA0367_RENTDEF
386285	Rental Reinstatements	Client Submitted	001 0000100001	Report: Pdf	2017/02/27 12:01:37	EA0367_RENTDEF

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## Request Status – Search Parameters and Result

You can utilize the search parameter fields to filter search results.

The table on the right shows the correlation between the parameter fields and each corresponding result column.

Below is a color-highlighted illustration of the Work in Progress search screen to further demonstrate the relationship between the data.

Parameter Field	Result Column
Type	Form Type
Request Number	ETS #
Start/End Date	Last Updated
Status	Status
Agreement #	Agreement #
Comment	(not shown as a result column)

Work in Progress

**Type:** Rental Reinstatement **Request Number:**

**Start Date:** 2017/02/24 **End Date:** 2017/03/01

**Status:** **Agreement #:**

**Comment:** Our File M1234

ETS #	Type	Status	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386285	Rental Reinstatements	Client Submitted	001.0000100001	Final: Pdf	2017/03/01 09:46:18	EA0367_RENTDEF
386286	Rental Reinstatements	Processing	001.0000100002	Report: Pdf	2017/02/27 12:01:37	EA0367_RENTDEF

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## Request Status – Search Result

### Work in Progress

**Type:**  **Request Number:**   
**Start Date:**  **End Date:**   
**Status:**  **Agreement #:**   
**Comment:**

To load a request, click on the **ETS Request** number link.

To open a document click on the report **Pdf** link.

### Search Results

ETS #	Type	Status	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
<a href="#">386286</a>	Rental Reinstatements	Processing	001 0000100002		2017/02/27 12:02:10	EA0367_RENTDEF
<a href="#">386285</a>	Rental Reinstatements	Client Submitted	001 0000100001	Report: Pdf	2017/02/27 12:01:37	EA0367_RENTDEF

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Navigate with this **page** number, if there are multiple pages of search results.

## Reinstatement Completed

Upon completion of the **Rental / Surrender Reinstatement** request, a notification email will be sent to the site **Administrator/Contact**.

SAMPLE

EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

Your Rental Reinstatement Request Number XXXXXX for account ENXXXXX has been Completed. This request can be found under Agreement Management-Work in Progress.

To review your request sign on to the Electronic Transfer System (ETS) website, available through [Alberta.ca](http://Alberta.ca).

Do not reply to this EMail. If you have questions or concerns please contact [Energy.Rentals@gov.ab.ca](mailto:Energy.Rentals@gov.ab.ca).

Select **Work in Progress** under the **Agreement Management** node. The **Work In Progress** screen will populate and select **Find**, all of your **Reinstatements** currently in **ETS** will generate. You may also search your request using the **Request Number** provided to you in your original submission.

## Work in Progress

<b>Type:</b>	Rental Reinstatements <input type="text"/>	<b>Request Number:</b>	<input type="text"/>
<b>Start Date:</b>	2017/02/24	<b>End Date:</b>	2017/03/01
<b>Status:</b>	<input type="text"/>	<b>Agreement #:</b>	<input type="text"/>
<b>Comment:</b>	<input type="text"/>		

1. Select  
**Find**

ETS #	Type	Status	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386285	Rental Reinstatements	Completed	001 0000100001	Final: Pdf	2017/03/01 09:46:18	EA0367_RENTDEF
386286	Rental Reinstatements	Client Withdrawn	001 0000100002	Report: Pdf	2017/02/27 12:01:37	EA0367_RENTDEF

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## Rental / Surrender Reinstatement Letter

SAMPLE

Select **Final Pdf** and the **Reinstatement Letter** will populate.

Work in Progress

Type:	Rental Reinstatements <input type="text"/>	Request Number:	<input type="text"/>
Start Date:	2017/02/24	End Date:	2017/03/01
Status:	<input type="text"/>	Agreement #:	<input type="text"/>
Comment:	<input type="text"/>		

1. Select PDF

ETS #	Type	Status	Agreement #	Files	Last Updated YYYY-MM-DD	Creator
386285	Rental Reinstatements	Completed	001 0000100001	Final: Pdf	2017/03/01 09:46:18	EA0367_RENTDEF

## Rental Reinstatement Letter

SAMPLE



Energy Operations  
PNG Tesure  
9945 108 Street  
North Petroleum Plaza Edmonton,  
Alberta T5K 2G6 Canada  
Telephone: (780) 000 0000  
Email: [energy@gov.ab.ca](mailto:energy@gov.ab.ca)  
[www.alberta.ca](http://www.alberta.ca)

DATE



##DES REP##  
##ADDRESS##

Attention: Mineral Land Department

RE: PNG Agreement 0000000000  
Reinstatement

Alberta Energy has reviewed your ##DATE## application requesting reinstatement of agreement 000-0000000000.

###Pursuant to Section 8(1)(e) of the *Mines and Minerals Act*, this agreement has been reinstated effective ##DATE##. I acknowledge receipt of your reinstatement penalty of \$5,000.00 and the rent and interest in the amount of ##\$0.00##.

Pursuant to Section 8(1)(e) of the *Mines and Minerals Act* (MMA), this agreement has been reinstated effective ##DATE##. The remission of the reinstatement penalty has been ordered pursuant to section 8(1)(d) of the MMA. I acknowledge receipt of your rent and interest in the amount of ##\$0.00##.###

As the mineral rights have been reinstated, you have regained the right to produce petroleum and natural gas from the following wells:

00/00-00-000-00W0

Yours truly,

##ANALYST NAME##  
Land Analyst  
Agreement Administration

## Rental Reinstatement - Withdraw

By either selecting the **Rental / Surrender Reinstatement Type** or by entering the **Request Number** you may access your submission and **Withdraw** your request.

To **Withdraw** your **Rental / Surrender Reinstatement** request, the **Status** will need to be **Submitted**. At this point you will access the **Work in Progress** screen and click on the **ETS Request Number**. You may **Withdraw** your **Rental / Surrender Reinstatement** at anytime while the **Status** is **Submitted** or **Processing**.



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### Work in Progress

**Type:**  **Request Number:**   
**Start Date:**  **End Date:**   
**Status:**  **Agreement #:**   
**Comment:**

1. Select Request Number



ETS #	Type	Status	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386285	Rental Reinstatements	Submitted	001 0000100001	Report: Pdf	2017/02/27 11:56:56	EA0367_RENTDEF

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The **Administration Information** screen will populate displaying the **Company Information** and the **Agreement to Reinstate**. Click on the **Withdraw** button at the bottom of the screen.

**Rental Reinstatement 386285**

Status: **Submitted**
Submitted: 2017/02/27
[Reinstatement Document](#)

**Administration Information**

**Company Information**

Company Name:

Creator: EA0367\_RENDEF

Comment:

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

**Reinstatement Information**

**Agreements to Reinstate**

Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Representative	Land	
001.0000100002	INDEFINITE	CONTINUED TERM	ABC Company	1-01-001:1-NE	✕

**Documentation**

Attach reinstatement letter: [R00386285.LETTER.docx](#)

Cheque will be sent concurrently with this request:

Payment must include the penalty and rent plus interest.

Rental Reinstatement request successfully submitted.

1. Click **Withdraw**

A Message box will populate confirming the **Withdrawal** of your **Rental / Surrender Reinstatement** application. To proceed click the **Ok** button.

Rental Reinstatement 386285

Status: **Submitted**      Submitted: **2017/02/27**      [Reinstatement Document](#)

Administration Information

Company Information

Company Name:  ▼

Creator: EA0367\_RENTDEF

Comment:

Contact Information

First Name: Tracey

Message from webpage

Are you sure you want to **withdraw the application?**

This action will delete the request (386285) from Alberta Energy's records. Do you wish to continue?

Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Representative	Land	✕
001 0000100002	INDEFINITE	CONTINUED TERM	ABC Company	1-01-001:1 - NE	✕

Documentation

Attach reinstatement letter: [R00386285.LETTER.docx](#)

Cheque will be sent concurrently with this request:

Payment must include the penalty and rent plus interest.

1. Click  
**Ok**

Once you select **Ok**, the **Administration Information** screen will populate with the **Status** of **Client Withdrawn**. The information has been deleted from Alberta Energy's records. Select **Close**, you will be taken back to **Work In Progress**.

**Rental Reinstatement 386285**

Status: **Client Withdrawn**

[Reinstatement Document](#)

Please note: By selecting the **Reinstatement Document** a PDF electronic version of your form will populate.

Administration Information

**Company Information**

Company Name:

Creator: EA0367\_RENTDEF

Comment :

**Contact Information**

First Name: Tracey

Last Name: Mason

Phone: (780) 422-9108 Ext

Fax: ( ) - -

Email: Tracey.Mason@gov.ab.ca

Reinstatement Information

**Agreements to Reinstatement**

Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Representative	Land	
001 0000100002	INDEFINITE	CONTINUED TERM	ABC Company	1-01-001:1 -NE	✕

**Documentation**

Attach reinstatement letter: [R00386285.LETTER.docx](#)

Cheque will be sent concurrently with this request:

Payment must include the penalty and rent plus interest.

1. Select **Close**

The **Work in Progress** screen will confirm the **Rental / Surrender Reinstatement Status** has been changed to **Client Withdrawn** and the information has been deleted from Alberta Energy's records.

## Work in Progress

<b>Type:</b>	<input type="text" value=""/>	<b>Request Number:</b>	<input type="text" value=""/>
<b>Start Date:</b>	<input type="text" value="2017/02/22"/>	<b>End Date:</b>	<input type="text" value="2017/02/27"/>
<b>Status:</b>	<input type="text" value=""/>	<b>Agreement #:</b>	<input type="text" value=""/>
<b>Comment:</b>	<input type="text" value=""/>		

ETS #	Type	Status	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386285	Rental Reinstatements	Client Withdrawn	001 0000100002	Report: Pdf	2017/02/27 11:58:35	EA0367_RENTDEF

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## RESOURCES

[ETS Support and Online Learning](#) provides access to relevant guides, courses and other information.

If you have questions, please contact [Energy.Rentals@gov.ab.ca](mailto:Energy.Rentals@gov.ab.ca) or the PNG Tenure Help Desk at 780-644-2300 and by selecting option #3.

# Congratulations!

**You have completed the ETS  
Agreement Management  
Rental/Surrender Reinstatement  
Online Training Course**

To access **Courses, Guides** and **Forms** for all your ETS Business please see [ETS Support and Online Learning](#).

If you have any comments or questions on this training course, please contact:

Crown Agreement Management  
Helpdesk: (780) 644-2300  
Email inquires: [ENERGY.Rentals@gov.ab.ca](mailto:ENERGY.Rentals@gov.ab.ca)

