

Electronic Assignments

User Guide

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Alberta ▀

Alberta Environment and Parks, Government of Alberta

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Electronic Assignments User Guide

<http://aep.alberta.ca/forms-maps-services/industry-online-services/electronic-assignments.aspx>

For more information regarding this content visit: <https://open.alberta.ca/dataset/3e4bccf4-6758-4e4a-bfb9-f7f063b83962/resource/d3739e94-9dd4-4514-8ba3-67ca1ebff81b/download/GoA-Publications-Guideline.pdf>

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Introduction

What are Electronic Assignments?

An assignment is a transfer of registered interest in surface dispositions under the Public Lands Act within the province of Alberta from assignor to assignee. Full surface disposition assignments can be completed electronically using the Electronic Transfer System's "Electronic Assignments" component. Electronic Assignments encompass all transactions, documents, and data exchanges associated with the assignment of the disposition holder's interest in the surface disposition to another party.

The activity types valid for ETS assignments for Alberta Environment and Parks are: DLO, DMS, DPI, DPL, EZE, and VCE. And those valid for Alberta Energy Regulator are: LOC, MLL, MSL, PIL, PLA, and RVC.

Note that ETS Assignments can only be used for full surface disposition assignments, while partial assignments are completed using the EDS system.

Outline of ETS Assignment Submission Process

Proponents new to ETS must complete the following steps to submit an assignment request to the regulator; any subsequent assignment requests require completion of steps 3 through 7 only.

1. Registration of Industry clients as an Electronic Transfer System (ETS) client
2. Designation of sign-on authorizations within own company
3. Identification of dispositions to be assigned
4. Preparation of electronic assignment requests
5. Concurrence by all clients involved in the assignment process
6. Submission of assignment documents to Sustainable Resource Development for review and approval or rejection
7. Electronic notification will be generated by ETS for the approval, rejection, or cancellation of a request. In the case of an approval, a Memorandum of Registration (MOR) will be available electronically to the client(s) involved in the assignment

In addition to surface assignments ETS facilitates Land Searches, e-Transfers, and more. For a complete listing of ETS services offered and for more information see:

- <http://www.energy.alberta.ca/AU/Services/Pages/ETS.aspx>

ETS User Accounts

Proponents without ETS accounts can apply for access to ETS Assignments by following instructions of section “Apply for Access” here:

- <http://www.energy.alberta.ca/AU/Services/Pages/ETS.aspx>

Ensure to check the box “Assignments Public Lands Surface Dispositions” under section B in the “ETS Account Setup Change” form.

Proponents with existing ETS accounts but no “Assignments” permissions (no Assignments link in the ETS navigation pane) can request a change to their ETS account using the “Apply for Access” form, checking off the “Assignments Public Lands Surface Dispositions” permission under section B.

For more details on ETS accounts see “ETS Administrator Set-up Process” and “ETS Accounts Training” pages respectively here:

- <http://www.energy.alberta.ca/AU/Services/Pages/ETSASP.aspx>
- <http://training.energy.gov.ab.ca/Pages/ETSAccounts.aspx>

Logging in and ETS Menu Options

To log into ETS, load the below page in your browser, click the ETS graphic, and click the LOGIN link:

- <http://www.energy.gov.ab.ca>



Figure 1 - ETS login page

Continue and enter your username, password, and click the Login button to be presented with the ETS menu:

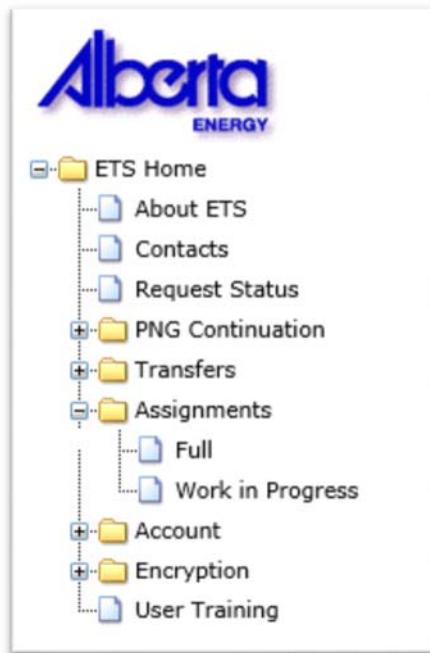


Figure 2 - ETS menu shows only the requested and granted options

Electronic Assignment Options

ETS Assignments provides two interfaces for working with assignments:

- Full – click the Assignments folder and then Full to create brand new assignments;
- Work in Progress – click the Assignments folder and then Work in Progress to view, edit, and concur existing assignment requests (any request that has been saved);

The two interfaces are explained in more detail in sections below.

Initiate the Assignment

New Assignment Request

To create a brand new assignment, click Assignments and then Full in the ETS menu to display a blank “Assignment Request” page.

The screenshot shows a software window titled "Assignment Request". At the top right, there is a link labeled "Assignment Rules". Below the title, there is a section labeled "Activity" which contains a text input field and a "Search" button. To the right of the search button is a "Save" button. At the bottom of the window are navigation arrows pointing left and right. The overall interface is clean and modern, typical of a web-based application.

Figure 3 - Creating a New Assignment Request

Search Options

Continue by clicking Search to open the “Search Activities” screen, to find activities or to upload your list of activities. Search for activities using one of three options: by activity type and number, by client ID, or by Input File.

Click the Activity Type Code Table link for a complete listing of all activity type codes.

Figure 4 - Search Activities screen

Search by Activity

To search by activity number, enter the 3-letter activity type and the activity number in the Type and Number fields respectively, and click Search. You may leave the 3-letter type blank, though the search will return all agreement types matching that number (e.g. DLO1234 and EZE1234). Click the “More Activities” link and ETS will display additional data entry rows.

Search by Client ID

Either enter the 7 digit Client Id and the 3-digit Client Address Id. (e.g.: 8029377-001) or click the ellipsis button to search by client name and at the “Search Activities” screen again click Search.

Use Input File

The “Input File” search method can be convenient for large assignments. Instead of entering each activity into ETS you can upload a text file with a header line of “TYPE,NUMBER” and its remaining lines composed of a 3 digit activity type, a comma, and an activity number as shown below. The file may contain up to 1000 activities. Click Browse to upload the Input File and click Submit.

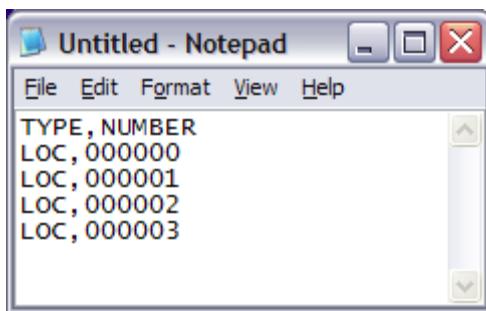


Figure 5 - Input File format

Activities Found

ETS displays an “Activities Found” page following a successful search. The activities matching the search criteria are listed in ascending order. A warning message about any activities not valid for electronic assignment would be displayed at the top.

The Pending field indicates any activities involved in existing assignment requests, and the assignor’s interest is locked for such activities once an assignment is in pending status. The Land column indicates the Meridian, Range, and Township of each activity for ATS land descriptors. But when the value is blank it indicates a PBL descriptor and these must be submitted manually to AEP or AER.

To continue creating an assignment request, click the corresponding checkboxes to select individually, or to select all click the checkbox next to the Activity field header.

Click OK to add the checked activities to the Assignment Request. Click Cancel to return to the Search Activities page instead.

Activities Found				
	Activity	Service Address	Pending	Land
+ <input type="checkbox"/>	EZE 770017	000-0028 005 ATCO ELECTRIC LTD	NO	5-23-101
+ <input type="checkbox"/>	EZE 770018	000-0028 005 ATCO ELECTRIC LTD	NO	5-23-101
+ <input type="checkbox"/>	EZE 770019	000-0028 005 ATCO ELECTRIC LTD	NO	5-23-094
+ <input type="checkbox"/>	EZE 770020	000-0028 005 ATCO ELECTRIC LTD	NO	4-18-027
+ <input type="checkbox"/>	EZE 770021	000-0028 005 ATCO ELECTRIC LTD	NO	
+ <input type="checkbox"/>	EZE 770022	000-0028 005 ATCO ELECTRIC LTD	NO	4-09-056
+ <input type="checkbox"/>	EZE 770023	000-0028 005 ATCO ELECTRIC LTD	NO	5-10-081
+ <input type="checkbox"/>	EZE 770024	000-0028 005 ATCO ELECTRIC LTD	NO	5-11-065
+ <input type="checkbox"/>	EZE 770026	000-0028 005 ATCO ELECTRIC LTD	NO	6-05-117
+ <input type="checkbox"/>	EZE 770027	000-0028 005 ATCO ELECTRIC LTD	NO	6-05-117
10 Activities found				
First	Prev	Page 1 / 1	Next	Last
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

Figure 6 - Activities Found screen

Generate Assignment Request Number

Continuing with your submission, click the Save button to save your work and to generate an assignment request number (note it for reference). ETS will now display the remaining tabs of the assignment request form. You can use the tab header or the arrows below to navigate the pages of the form.

Assignment Request 400053

Assignment Rules
View Assignment Document

Activity	Assignor/ Assignee	Service Address	Email	Status / Warnings
Activity	Service Address	Land	Qtr(s)	
+ EZE 770017	000-0028 005 ATCO ELECTRIC LTD	5-23-101	1	<input type="button" value="Delete"/>
+ EZE 770018	000-0028 005 ATCO ELECTRIC LTD	5-23-101	1	<input type="button" value="Delete"/>
+ EZE 770019	000-0028 005 ATCO ELECTRIC LTD	5-23-094	3	<input type="button" value="Delete"/>
+ EZE 770020	000-0028 005 ATCO ELECTRIC LTD	4-18-027	5	<input type="button" value="Delete"/>
+ EZE 770022	000-0028 005 ATCO ELECTRIC LTD	4-09-056	5	<input type="button" value="Delete"/>
+ EZE 770023	000-0028 005 ATCO ELECTRIC LTD	5-10-081	1	<input type="button" value="Delete"/>
+ EZE 770024	000-0028 005 ATCO ELECTRIC LTD	5-11-065	1	<input type="button" value="Delete"/>
+ EZE 770026	000-0028 005 ATCO ELECTRIC LTD	6-05-117	1	<input type="button" value="Delete"/>
+ EZE 770027	000-0028 005 ATCO ELECTRIC LTD	6-05-117	1	<input type="button" value="Delete"/>
9 Activities Selected				
<input type="button" value="Search"/>				
<input type="button" value="◀"/>	<input type="button" value="Submit"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>	<input type="button" value="Close"/>
<input type="button" value="▶"/>				

Figure 7 - Assignment Request Activity screen

Activity Tab

On the activity tab you can edit the following:

- to add more activities to the assignment request click the Search button and follow the steps as per sections 6.2 and 6.3
- click the Delete button to delete activities one at a time

Assignment Request 400053

[Assignment Rules](#)
[View Assignment Document](#)

Activity	Assignor/ Assignee	Service Address	Email	Status / Warnings
Activity	Service Address	Land	Qtr(s)	
+ EZE 770017	000-0028 005 ATCO ELECTRIC LTD	5-23-101	1	<input type="button" value="Delete"/>
+ EZE 770018	000-0028 005 ATCO ELECTRIC LTD	5-23-101	1	<input type="button" value="Delete"/>
+ EZE 770019	000-0028 005 ATCO ELECTRIC LTD	5-23-094	3	<input type="button" value="Delete"/>
+ EZE 770020	000-0028 005 ATCO ELECTRIC LTD	4-18-027	5	<input type="button" value="Delete"/>
+ EZE 770022	000-0028 005 ATCO ELECTRIC LTD	4-09-056	5	<input type="button" value="Delete"/>
+ EZE 770023	000-0028 005 ATCO ELECTRIC LTD	5-10-081	1	<input type="button" value="Delete"/>
+ EZE 770024	000-0028 005 ATCO ELECTRIC LTD	5-11-065	1	<input type="button" value="Delete"/>
+ EZE 770026	000-0028 005 ATCO ELECTRIC LTD	6-05-117	1	<input type="button" value="Delete"/>
+ EZE 770027	000-0028 005 ATCO ELECTRIC LTD	6-05-117	1	<input type="button" value="Delete"/>
9 Activities Selected				
<input type="button" value="Search"/> <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>				

Figure 8 - Activity Tab screen details

Assignor / Assignee Tab

Proceeding to the Assignor/Assignee tab, identify the assignor and assignee for the Assignment Request's activities. Click the "Add Assignee" button and use the "Find Client" page to find the assignee using their name or client ID. Click the Save button.

Assignees must have a valid ETS account associated with their client id (ETS Account = Yes) to concur the assignment.

Existing assignees may be removed and new added while the assignment is at status "Work in Progress."

Assignment Request 400053

[Assignment Rules](#)
[View Assignment Document](#)

Activity	Assignor/ Assignee	Service Address	Email	Status / Warnings
Assignor 000-0028 005 ATCO ELECTRIC LTD				
Assignee <input type="button" value="Add Assignee"/>		ETS Account		
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>				

Figure 9 - Assignor field is populated with the client id and name of the activities' leasee.

Assignment Request 400053

[Assignment Rules](#)
[View Assignment Document](#)

Activity	Assignor/ Assignee	Service Address	Email	Status / Warnings
Assignor 000-0028 005 ATCO ELECTRIC LTD				
Assignee 000-0573 002 HUSKY OIL OPERATIONS LIMITED		ETS Account Yes <input type="button" value="Delete"/>		
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>				

Figure 10 - User creating the assignments added the Assignee by clicking the "Add Assignee" button as per Figure 9.

Service Address Tab

On the “Service Address” tab, assign a New Service Address for all activities in the following way:

- Click the ellipsis button to show the “Find Client” screen

- Find the assignee by either name or client id and select it
- The “Change Service address to:” field will be populated
- Click the “Copy Down” button to assign the client to all activities in the assignment request
- The New Service Address is responsible for the assignment request fee
- Click the Save button
- ETS validates that the Assignee information in the Assignor/Assignee tab matches the New Service Address
- To edit the New Service Address, click the Clear button and repeat the above process

Assignment Request 400053

[Assignment Rules](#)
[View Assignment Document](#)

Activity	Assignor/ Assignee	Service Address	Email	Status / Warnings	
NOTE: NEW SERVICE ADDRESS WILL BE RESPONSIBLE TO PAY ASSIGNMENT FEE INDICATED.					
Change Service Address to: <input type="text" value="000-0573 002 HUSKY OIL OPERATIONS LIM"/> <input type="button" value="..."/> <input type="button" value="Copy Down"/> <input type="button" value="Clear"/>					
Activity	Current Service Address	New Service Address	ETS Acct	Qtr (s)	Fees
EZE 770017	000-0028 005 ATCO ELECTRIC LTD	<input type="text" value="000-0573 002 HUSKY OIL OPERATION"/>	Yes	1	\$25.00
EZE 770018	000-0028 005 ATCO ELECTRIC LTD	<input type="text" value="000-0573 002 HUSKY OIL OPERATION"/>	Yes	1	\$25.00
EZE 770019	000-0028 005 ATCO ELECTRIC LTD	<input type="text" value="000-0573 002 HUSKY OIL OPERATION"/>	Yes	3	\$35.00
EZE 770020	000-0028 005 ATCO ELECTRIC LTD	<input type="text" value="000-0573 002 HUSKY OIL OPERATION"/>	Yes	5	\$45.00
EZE 770022	000-0028 005 ATCO ELECTRIC LTD	<input type="text" value="000-0573 002 HUSKY OIL OPERATION"/>	Yes	5	\$45.00
EZE 770023	000-0028 005 ATCO ELECTRIC LTD	<input type="text" value="000-0573 002 HUSKY OIL OPERATION"/>	Yes	1	\$25.00
EZE 770024	000-0028 005 ATCO ELECTRIC LTD	<input type="text" value="000-0573 002 HUSKY OIL OPERATION"/>	Yes	1	\$25.00
EZE 770026	000-0028 005 ATCO ELECTRIC LTD	<input type="text" value="000-0573 002 HUSKY OIL OPERATION"/>	Yes	1	\$25.00
EZE 770027	000-0028 005 ATCO ELECTRIC LTD	<input type="text" value="000-0573 002 HUSKY OIL OPERATION"/>	Yes	1	\$25.00
					Total: 19 \$275.00
<input type="button" value="◀"/> <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/> <input type="button" value="▶"/>					

Figure 11 - Assignment Request screen Service Address tab

Email tab

In the Email tab specify email addresses for the assignor and assignee to redirect notifications to email addresses other than the defaults. With the fields blank, EDS emails concurrence notifications to the assignor and assignee ETS accounts with concurrence permissions.

Assignment Request 310289

Assignment Rules
[View Assignment Document](#)

Activity	Assignor/ Assignee	Service Address	Email	Status / Warnings
* Only fill in Email address if other than default				
Client		Email Address		
804-3982 001 101047838 SASKATCHEWAN LTD.		<input type="text"/>		
004-9024 001 SHARE ALL FARMS LTD.		<input type="text"/>		

◀ Submit Save Delete Close ▶

Figure 12 - Assignment Request screen Email tab

Status / Warnings Tab

On the Status / Warnings tab select the appropriate client id in the Initiated By field if more than one present. Click Save and Submit to set the application to concurrence status for the assignee to concur.

Assignment Request 400053

[Assignment Rules](#)
[View Assignment Document](#)

Activity	Assignor/ Assignee	Service Address	Email	Status / Warnings
Initiated By:	000-0028 005 ATCO ELECTRIC LTD			
Created By:	EA0248_SRD			
Request Number:	400053			
Status:	Concurrence			
Assignment Type:	Full Assignment			
Comment:				

 [Delete](#) [Close](#)

Figure 13 - Assignment Request screen Status / Warnings tab

Viewing, Editing, and Concurring Assignment Requests

To view, edit, or concur an existing assignment request, in the “ETS Home” menu click “Assignments” and then “Work in Progress”.

On the “Work in Progress” screen you may search by type of assignment, start and end date, status, or account. You may also search by assignment request number, which overrides any other entered search criteria. To sort the search results table click its headings.

Work in Progress

Type:	<input type="button" value="Full Assignment"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text" value="2018-01-28"/>	End Date:	<input type="text" value="2018-02-02"/>
Status:	<input type="button"/>		

#	Form	Comment	Status	Initiator
400053	FAssign		Concurrence	FAssign: Pdf MOR:

Page **1**

Figure 14 - Work in Progress screen; searching for assignments to concur

The “Work in Progress” screen’s elements are described below:

- Type: select “Full Assignment” or “Work In Progress”
- Request Number: enter the Assignment Request number
- Start Date: defaults to today’s date minus days specified in user Account Preferences screen
- End Date: defaults to today’s date
- Status: defaults to no value, which returns all statuses; internal and external clients status lists differ
- Account: drop-down which includes all client accounts assigned “Assignment Request” permissions and managed by the logged on system administrator account; the field is only displayed to account administrators
- The magnifying glass icon: click icon to view Assignment Request details
- FAssign link: click the link to view or edit the assignment request; the link is disabled for requests set to concurrence
- Comment: displays request creator’s comments

- Status: displays status of request; when set to Concurrence, users with concurrence permissions can click the link to view the Concur Assignment Request screen and to concur the assignment
- Any available documentation is listed in the second to last column: the original Assignment request is offered in PDF and XML (XML document offered once the assignment's status is set to Complete) and the approval Memorandum of Registration (MOR) document also offered in PDF and XML
- Initiator: displays name of company which initiated the request

Viewing Assignment request details

Having found your assignment request you can view a selection of its statistics, including concurrence details and remarks, by clicking the magnifying glass icon to display the “Assignment Request Detail” screen as shown below. To view the complete form, click the FAssign link on the “Work in Progress” search screen.

Assignment Request Detail		
Characteristic	Value	
Initiated By:	SHARE ALL FARMS LTD.	
Created By:	EA0257	
Request Number:	310291	
Creation Date:	2009/08/14 09:48 AM	
Status:	Concurrence	
Validation Date:		
Registration Number:		
Submitted Date:		
Completion Date:		
Assignment Type:	Full Assignment	
Comment:	<input type="text"/> <input type="button" value="^"/> <input type="button" value="v"/>	
Department Remarks:	<input type="text"/> <input type="button" value="^"/> <input type="button" value="v"/>	

Client	Concur	Remarks
004-9024 001 SHARE ALL FARMS LTD.	Yes	Monarch Delumen 780 415 4626 <input type="button" value="^"/> <input type="button" value="v"/>
804-3982 001 101047838 SASKATCHEWAN LTD.		<input type="text"/> <input type="button" value="^"/> <input type="button" value="v"/>

Figure 15 - Assignment Request Detail screen

The “Assignment Request Detail” screen’s elements are described below:

- Initiated By – Displays company name that initiated the request.
- Created By – ETS account of the request’s creator

- Request Number – unique reference number generated for all saved assignment requests
- Creation Date – date of request's creation
- Status - Status of the assignment request; one of “Work in Progress”, “Concurrence”, or “Pending”
- Validation Date – The date the assignment is validated against business rules after proponents' submission
- Registration Number - Number Assigned to Request. The numbering will be restarted every year since the first two digits of the 7 unique digit is the yy of the current year
- Submitted Date - Date Assignment was received by the Department
- Completion Date - Date Assignment Request was completed
- Assignment Type - Displays the type of Assignment. (Defaults to Full Assignment)
- Comment - Comment creator entered for request
- Department Remarks - Remarks that DTSB entered
- Client - Client Id and Name of company that is required to concur on Assignment Request
- Concur - Displays whether the client has concurred to the request
- Remarks - Any remarks that a client may have entered when concurring to the Assignment Request

Concurrence

When the proponent creating the assignment sets its status to concurrence, the assignment request is forwarded to the concurring proponent to be concurred. As the concurring proponent, review the assignment request before accepting it. View the assignment's web or PDF forms. And to proceed and concur, on the “Work in Progress” screen results click the “Concurrence” link under the Status header for the corresponding assignment. Then on the “Concur Assignment Request” screen select “Yes” under the “Concur” column and click Submit.

Concur Assignment Request

[View Assignment Document](#)

Client	Concur	Remarks
000-0028 005 ATCO ELECTRIC LTD	Yes	Krystian Staniszewski 780 644 1862
000-0573 002 HUSKY OIL OPERATIONS LIMITED	▼	Krystian Staniszewski 780 644 1862 <div style="text-align: right; margin-top: -10px;"> ▲ ▼ </div>

Figure 16 - Concur Assignment Request screen

The “Concur Assignment Request” screen’s elements are described below:

- Client – Under the client column the assignor and assignee’s client id and company name are listed;
- Concur – View or set concurrence status here;
- Remarks – Enter any optional remarks here;
- View Assignment Document – Click this convenient link to view and inspect the assignment form PDF before concurring;
- Submit – click the button to submit assignment request to crown;
- Close – click to return to “Work in Progress” screen;

Memorandum of Registration

Once an assignment request is approved, ETS generates a Memorandum of Registration (MOR) document in PDF and XML formats for the proponents to download. Here’s a sample:



Lands

MEMORANDUM OF REGISTRATION

Registration Number: 1800001

Registration Date: February 2, 2018

The assignment of the Surface Disposition(s) indicated as per assignment request below has been approved and registered in the Department's records effective the registration date. As of this date, the assignee will be responsible for complying with all terms and conditions of the assigned disposition(s).

Assignment Request

Initiated by:	000-0028 005 - ATCO ELECTRIC LTD
Request Number:	00400053
Creation Date:	Feb 2, 2018
Registration Number:	1800001
Registration Date:	Feb 2, 2018
Assignment Type:	Full
Fee:	\$3,150.00

The New Service Address will be responsible for paying Assignment Fee

Old Service Address	New Service Address
000 0028 005 - ATCO ELECTRIC LTD	000 0573 002 - HUSKY OIL OPERATIONS LIMITED
LANDS AND PROPERTIES	707 8 AVE SW
10035 105 ST NW FLOOR 12	PO BOX 6525 STN D
PO BOX 2426 STN MAIN	CALGARY AB, CANADA
EDMONTON AB, CANADA	T2P 3G7
T5J 2V6	Attn: LAND DEPARTMENT

DISCLAIMER

This document is not to be modified in any way. Any errors or omissions must be forwarded to the Department immediately. The original of this document is filed at the offices of Sustainable Resource Development, Land Dispositions Branch, 9915 - 108 Street, Edmonton, Alberta. The original will be used as the authority should any discrepancies arise in content of subsequent copies of the original.

Disposition	Assignor	Assignee	Quarter(s)
EZE	770017	ATCO ELECTRIC LTD	HUSKY OIL OPERATIONS LIMITED 1
EZE	770018	ATCO ELECTRIC LTD	HUSKY OIL OPERATIONS LIMITED 1
EZE	770019	ATCO ELECTRIC LTD	HUSKY OIL OPERATIONS LIMITED 3
EZE	770020	ATCO ELECTRIC LTD	HUSKY OIL OPERATIONS LIMITED 5
EZE	770022	ATCO ELECTRIC LTD	HUSKY OIL OPERATIONS LIMITED 5
EZE	770023	ATCO ELECTRIC LTD	HUSKY OIL OPERATIONS LIMITED 1
EZE	770024	ATCO ELECTRIC LTD	HUSKY OIL OPERATIONS LIMITED 1
EZE	770026	ATCO ELECTRIC LTD	HUSKY OIL OPERATIONS LIMITED 1
EZE	770027	ATCO ELECTRIC LTD	HUSKY OIL OPERATIONS LIMITED 1
TOTAL			19

Page 1 of 1

Figure 17 - Memorandum of Registration sample

A Summary of the Assignment Requests Process

In summary, the assignment request process proceeds as follows:

- Creating an Assignment - When an assignment is created and saved into the database, a Request Number will be generated and the status of the assignment will be set to WIP (Work in Progress) and only visible to the CREATOR role. Once the CREATOR is satisfied with and validated the assignment, the status can then be changed to REVIEWER APPROVAL. The REVIEWER can then access the assignment.
- Submitting an Assignment - The REVIEWER will review the assignment and change the status to CONCURRENCE. As soon as the status is changed to CONCURRENCE; ETS will automatically send e-mail to external concurred indicating the Request Number of the Assignment and Concurrence is required. Interest will be locked at this point.
- Concurring Assignment - The user with the CONCURRER role will be able to CONCUR to the assignment request. The CONCUR field will default to blank and the CONCURRER will have the option to select "YES" or "NO" and add a remark if necessary. If the assignment is set to "NO" at this point, the assignment status will automatically be set to "CLIENT REJECT" and no further processing can be done on this assignment. Assignment can be copied by the creator at this time.
- CONCUR is set to "YES" by all parties involved in the assignment, the status will then change to "PENDING".
- Validating Assignment - The assignment request can be validated at any time the assignment is in "Work in Process" (WIP). Errors and Warnings (if any) will be tagged to the request that must be resolved before proceeding further. Assignment request must be validated when the status is changed from "Work in Progress" to "REVIEWER APPROVAL" and "CONCURRENCE". Validation also occurs when the assignment is received by the Department. "VALIDATION STATUS" in this case is only visible to the Department. External Clients will see Status of "PENDING".

Electronic Assignment Business Rules

A summary of business rules for electronic assignment requests:

- Activities can only be assigned to another O&G company/individual who holds the subsurface rights to work the minerals.
- Only one (1) Assignor and (1) Assignee per Assignment Request
- Assignment of an LOC to a non-specified holder (FMA) cannot be submitted electronically and must be submitted using conventional paper process.
- An assignment having activities with only a Plan Block Lot (PBL) legal description cannot be submitted electronically and must be submitted using conventional paper process.
- Only Full Assignments Requests can be submitted electronically.
- Only 1000 activities can be listed per Assignment Request.
- Activities at the application or application for amendment status are non-assignable.
- Assignment fee will be included on the CARS monthly statement. Those clients not on monthly statement system will receive a separate invoice for each activity of the assignment.
- When an Assignment Request is submitted to the department for manual processing the lessee of the activity being assigned will be the Assignor.
- The Assignee must be registered and in good standing with Alberta Government Services, Corporate Registry.
- The Assignee cannot be indebted to the Crown.