

# Welcome!

**To the ETS – Transfers  
Partial Land Transfer  
Online Training Course**

This module explains the process of submitting a Partial Land Transfer through the ETS system.

Date	Revisions Type	Page Number
May 3, 2018	Initial Creation	All
April 2020	Cosmetic Updated	All
November 2022	Update	Including Geothermal Agreements



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

- [Initiate and submit a Partial Land Transfer](#)
- [Concur to a Partial Land Transfer](#)
- [Retrieve Final Documents](#)

Click on any of the above to be directed to the corresponding instructions in the module.

### Pre-requisite:

Prior to proceeding we recommend you review the ETS Account Set up and Preferences and the ETS Client Account Set up and Maintenance modules located in the Online Learning portal.

Alberta

**Electronic Transfer System**

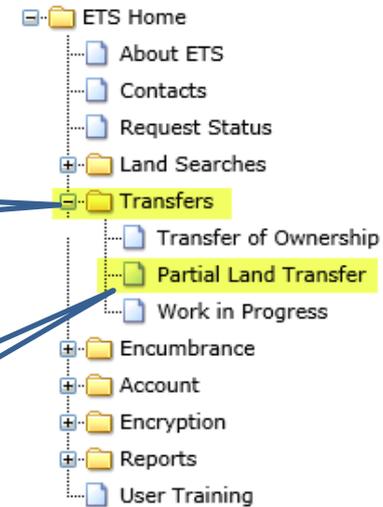
AICPA  
SOC

User Name:

Password:

Save my user name

1. Login to ETS with your user name and password.



2. Expand the "Transfers" Folder.

3. Select "Partial Land Transfer".



**Search Agreements**

1. Click on the "Agreement" tab.

2. Click on **Search Agreement**.

3. Agreements (including Geothermal) can be searched either by entering the agreement number OR...

Agreements can be searched by entering the client name of a participant who has a registered interest in the agreements being searched.

Click the "Agreement Type Code Table" hyperlink to view a table of all DOE agreement types and their descriptions.

The screenshot shows the 'Partial Land Transfer' application interface. At the top, there is a blue header with the text 'Partial Land Transfer'. Below the header, the status is 'Work in Progress' and there is a 'Request Document' link. A navigation bar contains several tabs: 'Agreement' (highlighted in yellow), 'Land', 'Transferor/Transferee', 'Des Rep', 'Email', and 'Status/Warning'. Below the tabs, there is a 'Search Agreement' button (highlighted in yellow). At the bottom of this section are 'Submit', 'Save', and 'Close' buttons.

The second part of the screenshot shows the 'Search Agreements' window. It has a blue header with the text 'Search Agreements'. Below the header, there are two search options: 'Search by Agreement' and 'Search by Client Id'. The 'Search by Agreement' option has two input fields labeled 'Type' and 'Number'. The 'Search by Client Id' option has two input fields labeled 'Client Id' and a dropdown menu. Below these options is a red-bordered box containing the text 'Agreement Type Code Table' with a blue arrow pointing to it. At the bottom of the window are 'Search', 'Reset', and 'Close' buttons.

1. Enter the Agreement number and click **Search**.

### Search Agreements

**Search by Agreement**

Type Number

**Search by Client Id**

Client Id

Agreement Type Code Table

2. If you leave the type field blank your results may return multiple Agreement types. Select the appropriate one by checking the box next to the desired Agreement, and click **OK**.

### Agreements Found

Agreement	Designated Representative	Pending
+ <input checked="" type="checkbox"/> 005 0501010701	ABC BUILDER LTD.	NO

**1 Agreements found**

Search Agreements

**Search by Agreement**  
Type Number

**Search by Client Id**  
Client Id

...

[Agreement Type Code Table](#)

1. To search by Client ID please enter the number and click **Search**.

2. Alternatively you may search by the client name by clicking on the ellipsis button.

3. Select one of the options from the dropdown menu enter the Client Name or Client ID in the blank field and click **Find**.

Search Client

Client Name

Find

Client Id

BA ID

Client ID

Client Name

ETS Acct

Address

**Search by Client ID cont'd**

Search Client

Client Name ▼

BA ID	Client ID	Client Name	ETS Acct	Address	
	1019949	ABC BUILDER LTD.	No	345 ANY AVE ANYWHERE AB T5T 6Y6	Select

1. Click on the "Select" hyperlink to choose the desired client from the list.

Search Agreements

**Search by Agreement**

Type Number

**Search by Client Id**

Client Id

Agreement Type Code Table

2. The Client ID information will auto fill on the previous screen, click **Search** to return a list of agreements associated with that client.

### Agreements Found

1. Select the checkbox next to the relevant agreement and click **OK**.

<input type="checkbox"/>	003 22	ABC BU
<input type="checkbox"/>	004 0400010107	ABC BU
<input type="checkbox"/>	004 0400010156	ABC BU
<input type="checkbox"/>	004 0400040062	ABC BUIL
<input type="checkbox"/>	005 0500000000	ABC BUILDER LTD.
<input checked="" type="checkbox"/>	005 0501010701	ABC BUILDER LTD.
<input type="checkbox"/>	013 1310091056	ABC BUILDER LTD.
<input type="checkbox"/>	013 1310091057	ABC BUILDER LTD.
<input type="checkbox"/>	074 7403020001	ABC BUILDER LTD.
<input type="checkbox"/>	074 7403060355	ABC BUILDER LTD.

14 Agreements found

**OK** Cancel

The "Agreement" tab will be updated to include the agreement you searched for.

NOTE: You can only partially transfer one agreement at a time per request.

### Partial Land Transfer

Status: **Work in Progress**

[Request Document](#)

Agreement	Land	Transferor/Transferee	Des Rep	Email	Status/Warning
-----------	------	-----------------------	---------	-------	----------------

#### Agreement

Agreement: 005 0501010701  
 Designated Representative: ABC BUILDER LTD.

Participant	ETS Acct	Percent
ABC BUILDER LTD.	No	100.0000000

Search Agreement

**Save** Close

2. Verify the information returned is correct and click **Save**.

An ETS request number will be displayed at the top of the screen.

This number will be used to track your request in the Work in Progress node.

**Partial Land Transfer (Request # 402999)**

Status: **Work in Progress** [Request Document](#)

Agreement	Land	Transferor/Transferee	Des Rep	Email	Status/Warning
<b>Agreement</b>					
Agreement:		005 0501010701			
Designated Representative:		ABC BUILDER LTD.			
Participant	ETS Acct	Percent			
ABC BUILDER LTD.	No	100.0000000			
<input type="button" value="Search Agreement"/>					
<input type="button" value="Submit"/> <input style="background-color: #ffff00;" type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>					



Saving your work periodically is recommended as the screen will timeout after 15 minutes of inactivity.



## Selecting Transferor/Transferee

1. Click the "Transferor/Transferee" tab.

Land Transfer (Request # 402999)

Status: **Work in Progress**

Request Document

Agreement Land **Transferor/Transferee** Des Rep Email Status/Warning

Transferor/Transferee

Transferor

ABC BUILDER LTD.

Copy Transferors

2. Click the **Copy Transferors** button to automatically copy the participants to the transferee section.

Transferee

Add Transferee

3. Click the **Add Transferee** button.

Submit Save Delete Close

Feedback

4. Enter the desired client name in the field or to search by Client ID, click **Find**.

Search Client

Client Name XYZ  
Client Id

Find

5. Click on the "Select" hyperlink next to the applicable client.

BA ID	Client ID	Client Name	ETS Acct	Address	
	1019950	XYZ ENERGY LTD.	No	678 EASY ST ANYWHERE AB T5T 6Y6	Select

Close

Selecting Transferor/Transferee (Cont'd.)

**Partial Land Transfer (Request # 402999)**

Status: **Work in Progress**

[Request Document](#)

- Agreement
- Land
- Transferor/Transferee**
- Des Rep
- Email
- Status/Warning

Transferor/Transferee	
<b>Transferor</b>	<b>% of interest to be transferred</b>
ABC BUILDER LTD.	100.0000000
<input type="button" value="Copy Transferors"/>	
<b>Transferee</b>	<b>% of transferred interest</b>
XYZ ENERGY LTD.	100.0000000 <input type="button" value="x"/>
<input type="button" value="Add Transferee"/>	

- 
- 
- 
- 

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

Set the percentage amount of the transferee in the new agreement.

NOTE: If the new agreement includes multiple participants, the percentage among all the transferees must be equal to 100%.

## Adding Alternate Email (OPTIONAL)

**Partial Land Transfer (Request # 402990)**

Request Document

Status: **Work in Progress**

Agreement
Land
Transferor/Transferee
Des Rep
Email
Status/Warning

**Email**

\* Only fill in Email address if other than default

Client	Email Address
ABC BUILDER LTD.	<input type="text"/>
XYZ ENERGY LTD.	<input type="text"/>

Submit
Save
Delete
Close

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1. Click the "Email" tab.

Enter new Email address and click **Save**.



**NOTE:** Only fill in an alternate Email address if other than the default address is desired. Doing this will replace the default address for email notifications related to the current request only.

#### Partial Land Transfer (Request # 402999)

1. Click the "Status/Warning" tab.

2. Select the applicable Client Name initiating the Partial Land Transfer from the dropdown menu.

[Request Document](#)

eror/Transferee   Des Rep   Email   **Status/Warning**

Initiated By: **ABC BUILDER LTD.**

Created By: EA0802\_TRANSFER

Status: Work in Progress

Transfer Effective Date: **2018-04-19** (yyyy/mm/dd)

Comment: **Test PLT**

3. Enter the Transfer Effective Date (Optional).  
Note: If future dated, the request will not be submitted to AB Energy for approval until the date indicated.

Submit

**Save**

Delete

Close

Use the "Comment" field to enter a file number or other data for your reference.

Copyright © 19

4. Click **Save**.

## Submitting Partial Land Transfer

### Partial Land Transfer (Request # 402999)

Status: **Work in Progress**

[Request Document](#)

Agreement Land Transferor/Transferee Des Rep Email Status/Warning

#### Status/Warning

Initiated By: ABC BUILDER LTD.  
 Created By: EA0802\_TRANSFER  
 Status: Work in Progress  
 Transfer Effective Date: 2018-04-19 (yyyy/mm/dd)  
 Comment: Test PLT

1. Once you've confirmed that all applicable information for the Partial Land Transfer has been entered and is complete, click **Submit**. The request status will be updated to "Concurrence".

Submit Save Delete Close

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From: Energy ETS  
 Sent:  
 To:  
 Subject: Partial Land Transfer

# Sample

Please sign on to the ETS (Electronic Transfer System) website, available through the Alberta Energy's main site, and concur to Partial Land Transfer request number 402999

Please do not reply to this EMAIL. If you have any further questions or concerns please contact [transfers.energy@gov.ab.ca](mailto:transfers.energy@gov.ab.ca)



An email notification (sample above) will be sent to all participants involved in the Partial Land Transfer to notify ETS users to log into ETS to review and complete the concurrence process.



- ETS Home
  - About ETS
  - Contacts
  - Request Status
  - Land Searches
  - Agreement Management
  - Transfers**
    - Transfer of Ownership
    - Partial Land Transfer
    - Work in Progress**
  - Encumbrance
  - Account
  - Encryption
  - Reports
  - User Training

1. Login to ETS and select "Transfers".

2. Select "Work in Progress".

3. Enter the ETS Request Number referenced in the notification email.



### Work in Progress

Type:	<input type="text"/>	Request Number:	<input type="text" value="402999"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Status:	<input type="text"/>		

4. Click **Find**.



NOTE: The Partial Land Transfer will not be submitted to AB Energy until all parties involved concur to the Transfer.

## Concurrence (Cont'd.)

### Work in Progress

1. To review the details of the Partial Land Transfer click either the "Part Land Transfer" or "Pdf" hyperlink.

Request Number: 402999  
End Date:

Find Close

2. Click the "Concurrence" hyperlink to open the "Concur Transfer Request" screen.

#	Form	Comment	Status	Initiator	Last Updated YYYY/MM/DD
402999	<a href="#">Part Land Transfer</a>	Test PLT	<a href="#">Concurrence</a>	ABC BUILDER LTD.	2018-04-20 8:35:18 AM

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### Concur Transfer Request (Request # 402999)

3. Select either the "Yes" (approve) or "No" (reject) option.

Client	Concur	Remi
1019949001 ABC BUILDER LTD.	<a href="#">Yes</a> <a href="#">No</a>	
1019950001 XYZ ENERGY LTD.		

[View Transfer Document](#)

3. Click **Submit**.

Submit

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**Work in Progress**

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

Find Close

#	Form	Comment	Status	Initiator	Last Updated YYYY/MM/DD
402999	<a href="#">Part Land Transfer</a>	Test PLT	Submitted	ABC BUILDER LTD.	2018-04-20 2:08:06 PM

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The Work in Progress status will update to “Submitted” after all parties have concurred to the Partial Land Transfer. The initiator will receive a notification email confirming that the request has been submitted to AB Energy for review.

Print the Transfer Request document from ETS for your records by selecting the “Transfer: Pdf” hyperlink (above).

The Partial Land Transfer for request number 402999 has been set to Submitted

Please do not reply to this EMail. If you have any further questions or concerns please contact [transfers.energy@gov.ab.ca](mailto:transfers.energy@gov.ab.ca)

TRANSFER / DESIGNATED REPRESENTATIVE REQUEST

Initiated by: 101-9949 001 - ABC BUILDER LTD.  
 Request Number: 00402999  
 Submission Date: April 20, 2018 2:08:06 PM  
 Transfer Effective Date: April 19, 2018  
 Transfer Type: Partial Land Transfer  
 Client Remarks: Test PLT

Agreement: 005 0501010701  
 Designated Representative for Resulting Agreement: XYZ ENERGY LTD.

Lands Being Transferred: 6-12-077:13-SE, 6-12-077:13-SW

Transferor:  
 101-9949 001 - ABC BUILDER LTD. 100.00000000%

Transferee:  
 101-9950 001 - XYZ ENERGY LTD. 100.00000000%

Sample

Sample

From: Energy ETS  
Sent:  
To:  
Subject: Partial Land Transfer

## Sample

The Partial Land Transfer, request number 402999, has been completed.

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

Please do not reply to this EMail. If you have any further questions or concerns please contact [transfers.energy@gov.ab.ca](mailto:transfers.energy@gov.ab.ca)

The initiator of the Partial Land Transfer will receive the sample email above once the review has been completed by AB Energy. To retrieve the referenced registration documents, you'll need to log into ETS.

This information is also available to all participants through the relevant ETS request number, however, they will not receive an email notification advising them of the approval.

## Retrieving Registration Documents (Cont'd.)

**Work in Progress**

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

Find Close

1. Retrieve the final documents by selecting the "Final: Pdf" hyperlink.

#	Form	Comment	Status	Transfer	Final	Final: Pdf	ABC BUILDER LTD.	2018/04/20 2:30:09 PM
402999	Part Land Transfer	Test PLT	Completed	Transfer	Final	Final: Pdf	ABC BUILDER LTD.	2018/04/20 2:30:09 PM

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MEMORANDUM OF REGISTRATION

The transfer of part of the location contained in this agreement has been registered by the Minister of Energy.

Crown Agreement Type and Number: 005 0501010701

Registration Number: 1800913 Registration Date: 2018-April-20

**Transferors (names):**

101-9949 001 ABC BUILDER LTD. - 100.00000000%

**Transferees (names and undivided interests):**

101-9950 001 XYZ ENERGY LTD. - 100.00000000%

**Lands transferred:**

6-12-077: 13S

Approval documents are retrieved through ETS and include the Registration Advice letter and Memorandum Of Registration (MOR) for the originating agreement.

Sample



Sample

Energy  
Resource Revenue and Operations  
Tenure  
Petroleum Plaza, NT  
9945 - 108 Street  
Edmonton, Alberta T6K 2G8  
Canada  
Telephone: (780) 427 8050  
Fax: (780) 422 1123  
Email: ENERGY-TenureTesters@gov.ab.ca  
www.energy.alberta.ca

File No: 005 0501010701  
April 20, 2018  
Your File No(s):

ABC BUILDER LTD.  
345 ANY AVE  
ANYWHERE AB T5T 6Y6

Attention:

Document Registration No(s): 1800913

RE: DOCUMENT REGISTRATION ADVICE:

The document you recently submitted has been registered.

Section 12(2)(a) of the Mines and Minerals Administration Regulations has been consented to by Alberta Energy.

Enclosed for your records is a Memorandum of Registration for attachment to your copy of the agreement. The new lease issued to include the part of the location transferred will be forwarded to the Designated Representative shortly.

Sincerely,

Land Analyst  
PNG Sales & Registrations

From: Energy ETS  
Sent:  
To:  
Subject: Partial Land Transfer|

Sample

You have received documents for a Partial Land Transfer **Request Number 403251**. This request can be found under Request Status.

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

Please do not reply to this Email. If you have any further questions or concerns please contact [transfers.energy@gov.ab.ca](mailto:transfers.energy@gov.ab.ca)

Once approved, the Designated Representatives of each respective agreement will receive separate notification emails, quoting their own unique request numbers, advising them to pick up their final documents on ETS.

NOTE: This email will go to the client accounts that have a viewer role for the "Electronic Transfer – Agreement Documents" form-type.

They will be required to log into ETS to retrieve their respective amended appendix and new resulting agreement documents.

Retrieving Final Documents (Cont'd.)



- ETS Home
  - About ETS
  - Contacts
  - Request Status**
  - Land Searches
  - Transfers
  - Encumbrance
  - Account
  - Encryption
  - Reports
  - User Training

1. Log into ETS and Select the "Request Status" tab.

2. In the Form dropdown menu select "Electronic Transfer – Agreement Documents".

3. Enter the New Request number quoted in the email notification.

**Request Status**

<b>Form:</b>	<ul style="list-style-type: none"> <li>Agreement Cancellation Report</li> <li>Certified Copy Of Agreement</li> <li>Crown Mineral Activity</li> <li>Crown Mineral Activity By Client Id</li> <li><b>Electronic Transfer - Agreement Documents</b></li> <li>Encumbrance - Cancellation Letter</li> <li>Encumbrance - Certified Copy</li> <li>LSAS Products</li> </ul>	Request #: <input type="text" value="402766"/>
<b>Start Date:</b>		Date: <input type="text"/>
<b>Status:</b>		ator: <input type="text"/>
<b>File Name:</b>		
<b>Comment:</b>		



4. Click **Retrieve**.

- Retrieve**
- Select All
- Unselect All
- (Un)Delete
- Pickup

Retrieving Final Documents (Cont'd.)

Request Status

Form:  Request #:   
 Start Date:  End Date:   
 Status:  Creator:   
 File Name:   
 Comment:

Retrieve Select All Unselect All (Un)Delete Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
403251	<input type="checkbox"/>	Electronic Transfer - Agreement Documents	Original Transfer Request : 402999	COMPLETED	2018/04/27		PDF File(pdf)	EA0405

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The original transfer request # will be referenced under the "Input File/Comment" field.

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Energy  
Resource Revenue and Operations  
Tahara  
Petroleum Plaza, NT  
9945 - 109 Street  
Edmonton, Alberta T5K 2G6  
Canada  
Telephone: (780)427-8050  
Fax: (780)422-1123  
www.alberta.energy.ca

April 27, 2018

XYZ ENERGY LTD.  
678 EASY ST  
ANYWHERE AB T5T 6Y6

Sample

ATTENTION:

RE: Petroleum and Natural Gas (PNG) Lease 0501010701  
Partial Transfer

With reference to the transfer you submitted, enclosed is PNG Lease 0501010749 comprising the rights transferred.

The new lease is issued on Form No. PNGLSE 29/06/06. The consent of the Minister to the partial transfer has been given on the understanding that it is accepted by the lessee.

Yours truly,

PETROLEUM AND NATURAL GAS LEASE

NO. 0501010749

Term Commencement Date: January 25, 2001

Lessee:

XYZ ENERGY LTD.

100.00000000%

Sample

# Resources

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

If you have questions, please contact [Transfers.Energy@gov.ab.ca](mailto:Transfers.Energy@gov.ab.ca) or the Transfer Helpdesk at (780)644-2300

# *Congratulations!*

You have completed the ETS – Transfers

Partial Land Transfers

Online Training Course

If you have any comments or questions on this training course,  
please forward them to the following email address:

**[Transfers.Energy@gov.ab.ca](mailto:Transfers.Energy@gov.ab.ca)**

