

Welcome!

To the ETS – Encumbrance

**Registration of Prompt Payment and Construction Lien (PPCL),
Certificate of Lis Pendens and Discharge of PPCL
(Full or Partial)**

Online Training Course

This is the process of submitting a statement of lien upon interest in Crown minerals, Certificate of Lis Pendens and discharge of PPCL for registration.

Revisions Table

Date	Revisions Type	Page Number
May 3, 2018	Initial Creation	All
April 2020	Update links and Header	All
February 2023	Updated reference of Builder's Lien to Prompt Payment and Construction Lien (PPCL)	Pages that had reference to Builder's Lien



In this module, you will learn how to:

- [Register a Prompt Payment and Construction Lien \(PPCL\)](#)
- [Register a Certificate of Lis Pendens](#)
- [Register a Full/Partial Discharge of a PPCL](#)
- [Use Query by Land](#)
- [View Work In Progress](#)
- [Track the ETS Encumbrance Request Status](#)
- [Retrieve Final Document\(s\)](#)

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

Prerequisite Learning Module

Prior to proceeding we recommend to review the Encumbrance Overview Module located on the [Online Learning portal](#).

PROMPT PAYMENT AND CONSTRUCTION LIEN (PPCL)



Electronic Transfer System

User Name:

Password:

Save my user name

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

Prompt Payment and Construction Lien

Status: **Work in Progress**

[Request Document](#)

- Contact Info
- Lienholder
- Agreement
- Lien Details
- Documents

Contact Information

Company Legal Name:

Creator:

Comment:

Contact:

First Name:

Last Name:

Phone: Ext Fax:

Email:

Company Address

Company Legal Name:

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:



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- Geothermal
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- Account
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2. Click on **Encumbrance**.

3. Click on **PPCL**



Enter Contact Information

Prompt Payment and Construction Lien

Status: **Work in Progress**

[Request Document](#)

Contact Info
Lienholder
Agreement
Lien Details
Documents

Contact Information

Company Legal Name:	RENEWABLE GEO RESOURCES LTD. ▼
Creator:	EA1210_ANGEL
Comment :	<input type="text"/>
Contact:	<input type="text"/> ▼
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	() - - Ext <input type="text"/> Fax: () - -
Email:	<input type="text"/>

1. Select **Company Name** from drop down menu.

2. Select **Contact** from drop down list. This will auto generate the information below.



Users can also manually enter in Contact Information by typing into the fields above. Status will remain Work in Progress until user completes all tabs and submits request.

Enter Submitters Address

Submitters Address

Name: Find

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

1. Type in Company Name and hit Enter or click **Find** to search for the applicable Client Name.

Save
Close

FIND

Search By: Client Name Search

Client ID

Client ID	ID	Client Name	ETS Acct	Address
Close				

User can Search Submitter info by Client Name or Client ID.

2. Type in Client Name or DOE Client ID.

3. Click **Search**.



If mandatory fields are not entered (displayed with a red asterisk *****) or validation fails, a red error message will appear at the top of the page. Input must be corrected in order to save Contact and Submitter Information.

Enter Submitter Address Cont.

A pop up window will generate a list of Client Names and addresses. Scroll to find the relevant client and address.

Find Client

Search By:

Client ID	ID	Client Name	ETS Acct	Address	
101-9948 001		123 LAW FIRM	Yes	123 ANY ST	Select

1. Click on **Select** to continue.

Submitters Address

Name:

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

The submitters address of the selected Client will auto generate. Verify the address is correct.

2. Click **Save** to proceed.



User can manually enter Submitters Address, if the correct address is not displayed in the search. Saving periodically is recommended as the screen will timeout after 15 minutes of inactivity.

ETS Request Number

Prompt Payment and Construction Lien (Request # 488125)

Status: **Work in Progress**

[Request Document](#)

Contact Info	Lienholder	Agreement	Lien Details	Documents
Contact Information				
Company Legal Name:	RENEWABLE GEO RESOURCES LTD. <input type="button" value="v"/>			
Creator:	EA1210_ANGEL			
Comment :	PPCL Company File M0001			
Contact:	<input type="button" value="v"/>			
First Name:	John			
Last Name:	Attlaw			
Phone:	(999) 999-9999 Ext: <input type="text"/> Fax: (<input type="text"/>) <input type="text"/> - <input type="text"/>			
Email:	JohnAttlaw@123lawfirm.ca			
Company Address				
Company Legal Name:	EMBER RESOURCES INC. <input type="button" value="Find"/>			
Client ID	8080321001			
Address Line 1	400 3 AVE SW SUITE 800			
Address Line 2	<input type="text"/>			
Address Line 3	<input type="text"/>			
Address Line 4	<input type="text"/>			
City:	CALGARY			
Province:	AB			
Country:	CANADA			
Postal Code:	T2P 4H2			

Ensure the contact information and submitters address are correct. Also ensure the Company Name and Submitters Address Name is the same.

Click **Save**.

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

The ETS request Number will be used to track your request in the Work in Progress node ([Slide 30](#)).

Prompt Payment and Construction Lien (Request # 488125)

Status: **Work in Progress**

[Request Document](#)

Contact Info
Lienholder
Agreement
Lien Details
Documents

Lienholder

Name: Find

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

State facts if claimant is the assignee of the original lienholder:

1. Click **Find** to search by Client Name or Client ID.

Click on the **Lienholder** Tab to enter the lienholders information.

By clicking **Find** users can search by client name or client ID as in previous pages. If the desired client is not found, the Submitter can enter the lienholder's name and address manually by clicking in the fields.

Find Client

Search By: Client Name Client ID Search

Client ID	ID	Client Name	ETS Acct	Address
Close				

2. Type in Client Name or Client ID and click **Search**.

Lienholders Address for Service

Prompt Payment and Construction Lien (Request # 488125)

Status: **Work in Progress**

[Request Document](#)

Contact Info
Lienholder
Agreement
Lien Details
Documents

Address for Service

Name:

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

1. Type in company name and hit Enter or Click **Find** button to search manually.

Users will enter the Lienholder's Address for Service.

If client's address cannot be found, user can manually type in the address.

Click **Save** at the bottom of the screen.

Find Client

Search By: Client Name ▼ 123 Law

Client ID	ID	Client Name	ETS Acct	Address	
101-9948 001		123 LAW FIRM	Yes	123 ANY ST	Select

A list with client name and address will appear. Click on **Select** to choose which address to use.

Enter Agreement & Land Information

Prompt Payment and Construction Lien (Request # 488125)

Status: **Work in Progress**

[Request Document](#)

Contact Info Lienholder **Agreement** Lien Details Documents

Agreement Information

Set out mineral concerned:

2. Click on **Add Agreement** to search the agreement(s) which the lien will be registered against.

1. Enter the mineral concerned.

3. Enter the Type and Agreement number(s) in the Search Agreement screen and Click **Search**.

Designated Representative	Address	Land
<input type="button" value="Add Agreement"/>		

Search Agreements

Search by Agreement Type and Number

Type	Number
	0400010156

Agreements Found

<input type="checkbox"/>	Agreement No.	Expiry Date	Designated Representative
<input checked="" type="checkbox"/>	0040400010156		ABC BUILDER LTD.

4. Select the agreements that will be placed on the lien using the check box and click **OK**.



If unable to locate the agreement number a Query by Land search can be done. Please see [slides 12 - 13](#) for guide.

Enter Agreement & Land Information Continued

Agreement and Construction Lien (Request # 488125)

[Request Document](#)

- Contact Info
- Lienholder
- Agreement**
- Lien Details
- Documents

Agreement Information

Set out mineral concerned: PETROLEUM AND NATURAL GAS PNG
 Registration Fee: \$50.00

Agreement Number	Designated Representative	Address	Land
004 0400010156	ABC BUILDER LTD.	345 ANY AVE ANYWHERE, AB CANADA T5T 6Y6	4-12-044:16 Customize

Click on the "X" to delete the agreement.

Click **Add Agreement**. You may add multiple agreements. Click **Save** to update the information recently entered.

Add Agreement

Click on **Customize** if the lien is not being registered on all of the agreement lands. [\(See slide 15\)](#)

- Submit
- Save**
- Delete
- Close



The fee for registration is \$50.00 per agreement. Invoices for registration charges will be mailed out monthly to the submitter of the request.

Prompt Payment and Construction Lien (Request)

Status: **Work in Progress**

- Contact Info
- Lienholder
- Agreement
- Lien Details**
- Documents

Lien Information

Name and residence of person for whom the work was or is being done or the materials were or are being furnished.

Name:

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

The Lien is claimed in respect of the following work or materials (max 255 chars):

1. Click **Find** to search for client name, or manually enter client's name and address if not found.

2. Enter description of work done or materials furnished.

The information on this tab includes:

- Name and residence who the work was done for.
- Description of work done or materials furnished.
- If work done was in respect to improvement to an oil and gas well or well site, or improvement other than an oil and gas well or well site.
- Date the work was completed.
- Sum claimed.

Work Completed Information

To work done or materials furnished in respect of improvements, other than improvements to an oil or gas well or to an oil or gas well site, in which case this lien is to be registered with the Minister of Energy not later than **60 days** from the last day that the work was last done or the materials were last furnished;

To work done or materials furnished in respect of improvements to an oil and gas well or to an oil or gas well site in which case this lien is to be registered with the Minister of Energy not later than **90 days** from the last day that the work was done or the materials were last furnished.

To work done or materials furnished with respect to the manufacture and supply of ready-mix concrete referred to in the North American Industry Classification System (NAICS), as amended from time to time, in which case this lien is to be registered with the Minister of Energy not later than 90 days from the last day that the work was done or the materials were last furnished.

3. Select applicable choice.

4. Enter work completed date or work not yet completed and sum claimed as due.

Work Completed Date: Work not yet completed

Sum Claimed as due:

5. Verify information and Click **Save**.

-
-
-

Generate and Sign Lien

Prompt Payment and Construction Lien (Request # 488125)

Status: **Work in Progress**

[Request Document](#)

- Contact Info
- Lienholder
- Agreement
- Lien Details
- Documents**

Step 1: Fill Lienholder/Agent Information and Generate Affidavit. Attach the signed affidavit document in step 2.

Lienholder/Agent Name:

Capacity:

Generate Lien and Affidavit Document

NOTE: When using Chrome, Edge or Firefox if the checkbox for the 60/90 day portion of the document does not display correctly please have your IT department configure your browsers for PDFs.

Click on the **Documents** tab to enter the name of the person signing the lien.

1. Enter name and capacity of signor.

2. Click on **Generate Lien and Affidavit Document**.

Sample

Form 7

Statement of Lien Upon Interest in Crown Minerals
(Sections 36 of the Act)

This statement of lien applies in respect of the following (check the appropriate box):

- To work done or materials furnished in respect of improvements, other than improvements to an oil or gas well or to an oil or gas well site, in which case this lien is to be registered with the Minister of Energy not later than 60 days from the last day that the work was last done or the materials were last furnished.
- To work done or materials furnished in respect of improvements to an oil and gas well or to an oil or gas well site in which case this lien is to be registered with the Minister of Energy not later than 90 days from the last day that the work was done or the materials were last furnished.
- To work done or materials furnished with respect to the manufacture and supply of ready - mix concrete referred to in the North American Industry Classification System (NAICS), as amended from time to time, in which case this lien is to be registered with the Minister of Energy not later than 90 days from the last day that the work was done or the materials were last furnished..

The request will be validated to make sure all necessary information has been entered. If anything is missing, an error will appear on the top of the screen.

Review and print the Lien and Affidavit form.

RENEWABLE GEO RESOURCES LTD. of 735 2 AVE SW SUITE 701, CALGARY AB T2P 0E4, claims a lien under the Prompt Payment and Construction Lien Act upon the interest in minerals of

Uploading Documents

Prompt Payment and Construction Lien (Request # 488125)

Status: **Work in Progress**

[Request Document](#)

Contact Info	Lienholder	Agreement	Lien Details	Documents
--------------	------------	-----------	--------------	------------------

Step 1: Fill Lienholder/Agent Information and Generate Affidavit. Attach the signed affidavit document in step 2.

Lienholder/Agent Name:

Capa

Firefox if the checkbox for the 60/90 day portion of the document does not display correctly please have browsers for PDFs.

Step 2: Attach the signed Affidavit Document generated in Step 1.

Please attach signed affidavit document here in Adobe (PDF) format only. Password Protected Documents cannot be attached.

No file chosen

Optional: Please attach supporting document(s) here in Adobe (PDF) format only

No file chosen

1. Select Choose File to upload the signed lien and affidavit form. (Must be PDF formatting)

2. Click Add.

3. Click **Save** and then **Submit**.



If you would like to add additional documents, you may attach cover letters, etc. in the optional supporting documents line prior to submitting by following the same process above. Do not add password protected documents.

CERTIFICATE OF LIS PENDENS



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1. Click on Encumbrance.

2. Click on Certificate of Lis Pendens.



Certificate of Lis Pendens

Status: **Work in Progress**

[Request Document](#)

Contact Info	Lien Number(s)	Attachments
Contact Information		
Company Legal Name:	<input type="text" value="RENEWABLE GEO RESOURCES LTD."/>	
Creator:	<input type="text" value="EA1210_ANGEL"/>	
Comment :	<input type="text"/>	
Contact:	<input type="text"/>	
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Phone:	<input type="text" value="() - - - -"/> Ext <input type="text"/> Fax: <input type="text" value="() - - - -"/>	
Email:	<input type="text"/>	
Company Address		
Company Legal Name:	<input type="text"/> <input type="button" value="Find"/>	
Client ID	<input type="text"/>	
Address Line 1	<input type="text"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Address Line 4	<input type="text"/>	
City:	<input type="text"/>	
Province:	<input type="text"/>	
Country:	<input type="text"/>	
Postal Code:	<input type="text"/>	

ETS Request Number

Certificate of Lis Pendens (Request # 402145)

Status: **Work in Progress**

[Request Document](#)

Contact Info	Builders' Lien Number(s)	Attachments
Contact Information		
Company Name:	123 LAW FIRM	
Creator:	EA0802_TRANSFER	
Comment :		
Contact:		
First Name:	John	
Last Name:	Attlaw	
Phone:	(780) 444-1234 Ext: <input type="text"/> Fax: () - -	
Email:	Johnattlaw@123lawfirm.ca	
Submitter Address		
Name:	123 LAW FIRM	<input type="button" value="Find"/>
Client ID	1019948001	
Address Line 1	123 ANY ST	
Address Line 2		
Address Line 3		
Address Line 4		
City:	ANYWHERE	
Province:	AB	
Country:	CANADA	
Postal Code:	T5T 6Y6	

Ensure the contact information and submitters address are correct. Also ensure that the Company Name and Submitters Address Name are the same.

Click **Save**.

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

The ETS request Number will be used to track your request in the Work in Progress node.

[\(Slide 30\)](#)

The PPCL number, lienholder name and registration date will appear on this screen.

Note: All lienholders must be the same if multiple builders' liens are added.

Table of Lis Pendens (Request # 488129)

Status: **Work in Progress**

[Request Document](#)

Contact Info
Lien Number(s)
Attachments

Registration Information

Fee: \$100.00

Registration Number: 2300007

Registration #	Lienholder	Registration Date	
PPCL 2300007	RENEWABLE GEO RESOURCES LTD.	2023/02/13	Agreements... ✕

2. Click **Add.**

1. Enter PPCL Registration Number.

To view the agreements that are registered on the PPCL, you can click here.



The fee for registration is \$50.00 per active agreement that the PPCL is registered against. Invoices for registrations will be mailed out monthly to the submitter of the request.

Certificate of Lis Pendens (Request # 488129)

Status: **Work in Progress**

[Request Document](#)

1. Click **Choose File** to upload a Court Certified Certificate of Lis Pendens in PDF format.

(s) Attachments

Please attach Court Certified Certificate of Lis Pendens document here in Adobe (PDF) format only. Password Protected Documents cannot be attached. **Choose File** No file chosen

Optional: Please attach supporting document(s) here in Adobe (PDF) format only

Choose File No file chosen

Add

2. Click **Add**

Submit **Save** Delete Close

3. **Save and Submit**



If you would like to add additional documents, you may attach cover letters, etc. in the optional supporting documents line. Please do not attach any password protected documents.

Discharge of Prompt Payment and Construction Lien

Status: **Work in Progress**

[Request Document](#)

Contact Info	Lien Number(s)	Documents
Contact Information		
Company Legal Name:	RENEWABLE GEO RESOURCES LTD.	
Creator:	EA1210_ANGEL	
Comment :	<input type="text"/>	
Contact:	<input type="text"/>	
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Phone:	() - - - - Ext () - - - - Fax: () - - - -	
Email:	<input type="text"/>	
Company Address		
Company Legal Name:	<input type="text"/>	<input type="button" value="Find"/>
Client ID	<input type="text"/>	
Address Line 1	<input type="text"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Address Line 4	<input type="text"/>	
City:	<input type="text"/>	
Province:	<input type="text"/>	
Country:	<input type="text"/>	
Postal Code:	<input type="text"/>	



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 - Discharge of Lien**
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 - Certified Copy
 - Query by Lan
 - Work In Prog
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1. Click on **Encumbrance**.

2. Click on **Discharge of Lien**.



NOTE: A Withdrawal of Certificate of Lis Pendens is not necessary to send in. Any related Certificate of Lis Pendens that is registered on the PPCL will also be discharged or partially discharged.

ETS Request Number

Discharge of Prompt Payment and Construction Lien (Request # 488130)

Status: **Work in Progress**

[Request Document](#)

Contact Info	Lien Number(s)	Documents
Contact Information		
Company Legal Name:	RENEWABLE GEO RESOURCES LTD. <input type="button" value="v"/>	
Creator:	EA1210_ANGEL	
Comment :	<input type="text"/>	
Contact:	<input type="text"/> <input type="button" value="v"/>	
First Name:	John	
Last Name:	Attlaw	
Phone:	(999) 999-9999 Ext: <input type="text"/> Fax: (<input type="text"/>) <input type="text"/> - <input type="text"/>	
Email:	JohnAttlaw@123Lawfirm.ca	
Company Address		
Company Legal Name:	EMBER RESOURCES INC. <input type="button" value="Find"/>	
Client ID	8080321001	
Address Line 1	400 3 AVE SW SUITE 800	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Address Line 4	<input type="text"/>	
City:	CALGARY	
Province:	AB	
Country:	CANADA	
Postal Code:	T2P 4H2	

Ensure the contact information and submitters address are correct. Also ensure the Company Name and the Submitter Address Name is the same.

Click **Save**.

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

The ETS request Number will be used to track your request in the Work in Progress node. [\(Slide 30\)](#)

Enter Registration Number

Discharge of Prompt Payment and Construction Lien (Request # 488130)

Status: **Work in Progress**

[Request Document](#)

Contact Info
Lien Number(s)
Documents

Registration Information

Amount Claimed(optional):

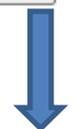
Registration Number: Add

Registration #	Lienholder	Registration Date	Discharge Type	

1. Enter in PPCL Registration Number.

2. Click Add.

Submit Save Delete Close



Registration #	Lienholder	Registration Date	Discharge Type	
PPCL 2300007	RENEWABLE GEO RESOURCES LTD.	2023/02/13	Full	Agreements... ✕

Submit Save Delete Close



The system will default to a full discharge. For a partial discharge, click on **Agreements** to customize agreements and lands. ([Slide 26](#)).

Discharge of Prompt Payment and Construction Lien (Request # 488130)

Status: **Work in Progress**

[Request Document](#)

Contact Info

Lien Number(s)

Documents

Registration Information

Amount Claimed(optional):

Registration Number:

Registration #	Lienholder	Registration Date	Discharge Type	
PPCL 2300007	RENEWABLE GEO RESOURCES LTD.	2023/02/13	Partial	<input type="button" value="Agreements..."/> <input style="margin-left: 5px;" type="button" value="X"/>

On the Lien Number(s) Tab, the type of discharge will be displayed by each lien that has been added.

In the above example, the discharge type will show partial as some of the agreements are not selected.

Click **Save** to continue.

Generate and Sign Discharge Document

Discharge of Prompt Payment and Construction Lien (Request # 488130)

Status: **Work in Progress**

[Request Document](#)

Click on the **Documents** Tab to enter the name of the person signing the Discharge.

Contact Info	Lien Number(s)	Documents
--------------	----------------	------------------

Step 1: Fill Signor Information and Generate document. Attach the signed document in step 2.

Name:

Capacity:

NOTE: When using Chrome, Edge or Firefox if you does not display correctly please have your IT department configure your browser

1. Enter name and capacity of signor

2. Click on "Generate Discharge Document"

Sample

Form 7
(Section 47)

Discharge of Lien

To: The Minister of Energy

I, John Attlaw acknowledge payment of all (or \$ _____ on account of) moneys due or to become due under the statement of lien made by or on behalf of ABC BUILDER LTD. as lienholder, upon the following land:

Registration #: 1800902

Agreement Details: 004 0400010156

Lands: 4-12-044;16

the statement of lien being registered or with the Ministry of Energy on:
the 16th day of April , 2018 as No. 1800902

The request will be validated to make sure all necessary information has been entered.

If anything is missing, an error will appear on the top of the screen.

Print & review the Discharge document.

Request Document

Prompt Payment and Construction Lien (Request # 488128)

Status: **Submitted** Submitted: 2023/02/16 4:28:58 PM

Final Document
Request Document

The request status outlined above will show the date and time the request was submitted.

The Request Document link will show the date and time your request was submitted, which will become the registration date if approved. Please retain a copy for your records.

Step 1: Attach the signed affidavit. Attach the signed affidavit document in step 2.

Generate Lien and Affidavit Document

NOTE: When using Chrome, Edge or Firefox if the checkbox for the 60/90 day portion of the document does not display correctly please have your IT department configure your browsers for PDFs.

Step 2: Attach the signed affidavit

Please attach signed affidavit document

Optional: Please attach supporting documents

Choose File No file chosen

Message from webpage

Submission Successful.

OK

Click **OK** to view the status of your submission.

Alberta Tenure ELECTRONIC TRANSFER SYSTEM February 16, 2023
9945 - 108 Street 4:28:58 PM
Edmonton, Alberta, T5K 2G6 Prompt Payment and Construction Lien Report ETS # 488128

CONTACT INFORMATION

Company Legal Name: RENEWABLE GEO RESOURCES LTD.
Creator: EA1210_ANGEL
First Name: Angel
Last Name: Best
Phone: (999) 999-9999
Email Address: Angel.Best@gov.ab.ca

REQUEST DETAILS

Submitted Date: 2023-02-16 4:28 PM
Creation Date: 2023-02-16 4:26 PM
Status: Submitted

Sample



If are you unable to submit a request, please ensure you have the proper ETS roles assigned by your site administrator.



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- C
- R
- L
- P
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 - Discharge of Lien
 - Assignment of Security Interest
 - Certified Copy of Encumbrance
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 - Work In Progress**
- Geothermal
- G
- A
- R
- User Training

1. After logging into ETS Select **Encumbrance**.

2. Click on **Work In Progress**.

Work in Progress

Type: Request Number:

Start Date: End Date:

Status:

Comment:

ETS #	Location Type	Status	Comment	Files	Last Updated YYYY/MM/DD	Creator
488130	Discharge of Lien	Work in Progress			2023/02/16 17:01:49	EA1210_ANGEL

Page 1

3. Enter your ETS request number and click **Find**.

4. Click on the ETS # link to retrieve the encumbrance request.



Users can retrieve saved encumbrance requests by clicking on Work in Progress (WIP) in the side menu.

ETS ENCUMBRANCE REQUEST STATUS

The status of an encumbrance is also available when searching an ETS request number.

There are 5 types of statuses:

- **Work in Progress (WIP)** – request is created but not submitted.
- **Submitted** – request is submitted. (Submitted date & time will be the registration date.)
- **Processing** – request is received and being processed by Alberta Energy.
- **Completed** – request has been registered and documents are available to be viewed/printed.
- **Department Rejected** – request has been rejected by Alberta Energy and documents are available to be viewed/printed.
- **Client Cancelled** – request has been cancelled by client.

Work in Progress

Type: Request Number:

Start Date: End Date:

Status:

Comment:

ETS #	Application Type	Status	Comment	Files	Last Updated YYYY/MM/DD	Creator
488130	Discharge of Lien	Work in Progress			2023/02/16 17:01:49	EA1210_ANGEL

Page 1



The WIP screen will show the ETS Request Number, Application Type, Status, Comments, files, when the request was last updated and the Creator.

RETRIEVING FINAL DOCUMENTS

Sample

Subject: ETS Encumbrance

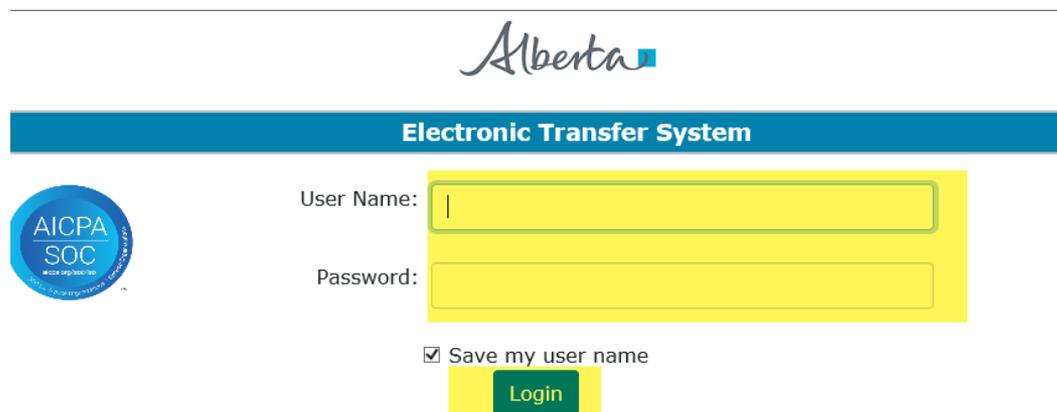
You have received a registration advice on Encumbrance Request Number 401733 for EA0802. This request can be found under Encumbrance-Work in Progress.

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

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

An email notification (sample above) will be sent to notify users that the encumbrance request has either been completed or department rejected.

The user will be able to access the registration advice and registered documents by signing into the ETS website.



The screenshot shows the login interface for the Electronic Transfer System. At the top, the Alberta logo is centered. Below it is a blue header bar with the text "Electronic Transfer System". To the left of the login fields is a circular logo for "AICPA SOC". The login fields include "User Name:" and "Password:" with corresponding input boxes. Below these fields is a checkbox labeled "Save my user name" which is checked. At the bottom of the login area is a green "Login" button.

Retrieving Final Documents Continued



ETS Home

About ETS

Contacts

Records

Land

PNR

Agri

Transfer

Encumbrance

1. After Logging onto ETS Select **Encumbrance**.

2. Click on **Work In Progress**.

Prompt Payment and Construction Lien (PPCL)

Security Notice

Certificate of Lis Pendens

Discharge of Security Notice

Discharge of Lien

Assignment of Security Interest

Certified Copy of Encumbrance

Query by Land

Work In Progress

Geothermal

Geology

Accommodation

Endorsement

Reports

User Training



Work in Progress

Type: Request Number:

Start Date: End Date:

Status:

Comment:

3. Enter in **ETS** Request Number and Click **Find**.

ETS #	Application Type	Status	Comment	Files	Last Updated YYYY/MM/DD	Creator
488126	Prompt Payment and Construction Lien Form	Completed		Report: Pdf Final: Pdf	2023/02/16 17:07:04	EA1210_ANGEL

Page 1

4. Click on **PDF** link beside *Final*.

Prompt Payment and Construction Lien (Request # 488126)

Status: **Completed** Submitted: 2023/02/16 1:22:51 PM **Final Document**
Request Document

Contact Info | Lienholder | Agreement | Lien Details

Contact Information

Company Legal Name: RENEWABLE GEO RESOURCES LTD.

Creator: EA1210_ANGEL

Final documents will also be available to view inside the ETS request screen.

Retrieving Final Documents Continued



Energy Operations
PNG Tenure
9945 108 Street
North Petroleum Plaza
Edmonton, Alberta T5K 2G6
Canada
Telephone: (780) 422 9379
Email: Angel.Best@gov.ab.ca
www.alberta.ca

Sample

Form 7

REGISTERED by the Minister of Energy
this 16 day of February,
2023 as Reg. No. 2300017

Sample

Statement of Lien Upon Interest in Crown Minerals (Sections 36 of the Act)

February 16, 2023

File No: 005 0500060320
Your File No(s):

RENEWABLE GEO RESOURCES LTD.
735 2 AVE SW SUITE 701 CALGARY AB T2P 0E4

Attention: Angel Best

Document Registration No(s): 2300017

RE: DOCUMENT REGISTRATION ADVICE
REGISTRATION DATE: February 16, 2023

The document you recently submitted has been registered in Alberta Energy's corporate records against mineral agreement 005 0500060320 as requested.

Enclosed for your records is a registered copy of the Prompt Payment and Construction Lien.

Pursuant to Section 43(1) of the Prompt Payment and Construction Lien Act, this Lien expires within 180 days from the date registered unless a legal action is commenced and a Certificate of Lis Pendens is filed in respect to the Lien.

The registration fee associated with this encumbrance is \$50.00 and an invoice will be sent out to your company shortly. Please ensure that this amount is paid within 60 days of the invoice date. If payment is not received, Alberta Energy may pursue other remedies to collect any unpaid amounts.

Sincerely,

This statement of lien applies in respect of the following (check the appropriate box):

- To work done or materials furnished in respect of improvements, other than improvements to an oil or gas well or to an oil or gas well site, in which case this lien is to be registered with the Minister of Energy not later than 60 days from the last day that the work was last done or the materials were last furnished.
- To work done or materials furnished in respect of improvements to an oil and gas well or to an oil or gas well site in which case this lien is to be registered with the Minister of Energy not later than 90 days from the last day that the work was done or the materials were last furnished.
- To work done or materials furnished with respect to the manufacture and supply of ready - mix concrete referred to in the North American Industry Classification System (NAICS), as amended from time to time, in which case this lien is to be registered with the Minister of Energy not later than 90 days from the last day that the work was done or the materials were last furnished.

RENEWABLE GEO RESOURCES LTD. of 735 2 AVE SW SUITE 701, CALGARY AB T2P 0E4, claims a lien under the Prompt Payment and Construction Lien Act upon the interest in minerals of

Owner: CANADIAN NATURAL RESOURCES LIMITED
Address: 855 2 ST SW SUITE 2100
CALGARY AB T2P 4J8

in the following land:

Agreement Type/Number Land



The documents returned will include a Registration Advice Letter and a registered copy of the encumbrance form that was submitted. Please print these documents for your records as they will be removed from ETS after 90 days.

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 or the Transfer Helpdesk at (780)644-2300

Congratulations!

You have completed the ETS – Encumbrance

**Registration of Builders' Lien, Certificate of Lis
Pendens and Discharge of Builders' Lien (Full or
Partial)**

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

