

Welcome!

To the ETS – Encumbrance

**Registration of Security Notice, Assignment of
Security Interest and Discharge of Security
Interest (Full or Partial)**

Online Training Course

This is the process of submitting a Security Notice upon interest in Crown minerals, Assignment of Security Interest and discharge of Security Interest for registration.

Revisions Table

Date	Revisions Type	Page Number
May 3, 2018	Initial Creation	All
April 2020	Updates to Headings	All
November 2022	Updated	Includes Geothermal Agreements
February 2023	Updated treenode screenshots	4, 12-13, 19, 32, 35



In this module, you will learn how to:

- [Register a Security Notice](#)
- [Register an Assignment of Security Notice](#)
- [Register a Full/Partial Discharge of a Security Notice](#)
- [Use Query by Land](#)
- [View Work in Progress](#)
- [View 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 you review the Encumbrance Roles Module located on the Online Learning portal.

SECURITY NOTICE

Electronic Transfer System

User Name:

Password:

Save my user name

Login

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

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Land Sea
 - PNG Con
 - Agreeme
 - Transfers
 - Encumbrance
 - Prompt Payment and Construction Lien (PPCL)
 - Security Notice
 - Certificate of Dependens
 - Discharge of Se...
 - Discharge
 - Assignme
 - Certified
 - Query by
 - Work In P
 - Geothermal
 - Geothermal Continuation
 - Account
 - Encryption
 - Reports
 - User Training

2. Click Encumbrance.

3. Click Security Notice.

Security Notice

Status: Work in Progress

[Request Document](#)

Contact Info

Secured party

Agreement

Security Instrument

Documents

Contact Information

Company Name:

Creator: EA0802_TRANSFER

Comment :

Contact:

First Name:

Last Name:

Phone: () - - - Ext Fax: () - - -

Email:

Submitters Address

Name: Find

Client ID

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City:

Province:

Country:

Postal Code:

Save

Close

Security Notice

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

Contact Info

Secured party

Agreement

Security Instrument

Documents

Contact Information

Company Name:	<input type="text"/>	<input type="text"/>
Creator:	<input type="text" value="EA0802_TRANSFER"/>	<input type="text"/>
Comment :	<input type="text"/>	
Contact:	<input type="text"/>	<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"/>	

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:

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.

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

2. Type in Client Name or DOE Client ID.

3. Click **Search**.

Search By:

Client ID	ID	Client Name	ETS Acct	Address
<input type="button" value="Close"/>				



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'd.)

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

Security Notice (Request # 402169)

Status: Work in Progress

[Request Document](#)

Contact Info	Secured party	Agreement	Security Instrument	Documents
---------------------	---------------	-----------	---------------------	-----------

Contact Information

Company Name:

Creator:

Comment:

Contact:

First Name:

Last Name:

Phone: Ext: Fax:

Email:

Submitters Address

Name:

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

Ensure the contact information and submitters address are correct. The company name **MUST** be the same as the submitters Address Name.

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 27](#)).

Enter Secured Party

Security Notice (Request # 402169)

Status: **Work in Progress**

[Request Document](#)

Secured Party Information

Name:

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

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

Click on the **Secured party** tab to enter the Secured Party contact information.

By clicking **Find** users can search by Secured Party name, or if client is not found, user can enter the Secured Party name and address manually.

Find Client

Search By:

Client ID	ID	Client Name	ETS Acct	Address
<input type="button" value="Close"/>				

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

Secured Party Address for Service

Address for Service

Name: Find

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

Submit
Save
Delete
Close

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

Users will enter the Secured Party Address for Service.

If clients 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 Search

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

Close

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

Enter Agreement Information

Security Notice (Request # 402169)

Status: **Work in Progress** Request Document

Agreement Information

Registration Fee: \$0.00

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

1. Click on **Add Agreement** to search the agreement(s) which the security notice will be registered against.

Search Agreements

Search by Agreement Type and Number

Type	Number
	0400010156

2. Enter the Agreement number(s) in the Search Agreement box, when done entering all agreements click **Search**.



Agreements Found

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

3. Select the relevant agreements 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. Agreement numbers including Geothermal, Oil Sands, Coal and Mineral Development and PNG.

Enter Agreement Information (Cont'd.)

Agreement information (Agreement Number, Designated Representative and Address) will be displayed.

Security Notice (Request # 402169)

Status: **Work in Progress**

[Request Document](#)

Contact Info
Secured party
Agreement
Security Instrument
Documents

Agreement Information

Registration Fee: \$50.00

Agreement Number	Designated Representative	Address
004 0400010156	ABC BUILDER LTD.	345 ANY AVE ANYWHERE, AB CANADA T5T 6Y6

X

Click on the "X" icon to delete the agreement.

4. Click **Save** to update the information entered.



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

Security Notice (Request # 402169)

Status: **Work in Progress**

Request Document

- Contact Info
- Secured party
- Agreement
- Security Instrument**
- Documents

Security Instrument Information

Full name of corporation or individual:

Name:

Describe the nature of the interest held by the corporation or individual (named above) in the Crown mineral rights agreement(s) over which the secured party has a security interest:

Identify and describe the security instrument (including its date) from which the secured party's security interest arises:

- Bank assignment under the Bank Act
- Debenture
- Mortgage
- Other

Affidavit Information

Was a registered security notice relating to the same security interest cancelled according to section 98(9) of the *Mines and Minerals Act*?

- Yes (if so, please attach order of the Court of Queen's Bench security notice for registration)
- No

Please attach the document here in Adobe (PDF) format only

- Submit
- Save**
- Delete
- Close

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

2. Describe nature of interest held by corporation above.

3. Identify security instrument (including date).

4. Verify information and click **Save**.

Generate and Sign Security Notice

Security Notice (Request # 402169)

Status: **Work in Progress**

[Request Document](#)

Contact Info Secured party Agreement Security Instrument **Documents**

Step 1: Fill Signor Information and Generate Affidavit. Attach the signed affidavit document.

Name:

Designation:

1. Enter name and capacity of signor.

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

Please attach signed affidavit document here in Adobe (PDF) format only

[R00402169.CLIENTSUBMISSION.pdf](#)

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

2. Click on **Generate Security Notice and Affidavit Document**.

Click on the **Documents** tab to generate the Security Notice.

The request will be validated to make sure all necessary information has been entered. If all required information is not entered, an error will appear on the top of the screen.

Review and print the Security Notice and Affidavit form.

Sample

SECURITY NOTICE

(Do not write above this line)

A. Full name of secured party:

BANK OF ALBERTA

B. Security party's address for service:

BANK OF ALBERTA

Security Notice (Request # 402169)

Status: **Work in Progress**

Request Document

Contact Info	Secured party	Agreement	Security Instrument	Documents
--------------	---------------	-----------	---------------------	------------------

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

Name:

Designation:

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

Please attach signed affidavit document here in Adobe (PDF) format only

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

1. Select browse to upload the signed security notice and affidavit form. (Must be PDF formatting)

2. Click **Add**.

3. Click **Save** and **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. Please ensure that the documents you are adding are not password protected.

Security Notice (Request # 402169)

Status: **Submitted**

Submitted: 2018-03-23 2:47:33 PM

[Request Document](#)

Contact Info

Secured party

Agreement

Security Instrument

Documents

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

Attach the signed affidavit document in step 2.

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.

Designation:

as agent for, BANK OF ALBERTA

Generate Security Notice and Affidavit Document

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

Please attach signed affidavit document here in Adobe (PDF) format only

[R00402169.CLIENTSUBMISSION.pdf](#)

Delete

Optional: Please attach support

Message from webpage



Submission Successful.

OK

		Tenure 9945 - 108 Street Edmonton, Alberta, T5K 2G6		ELECTRONIC TRANSFER SYSTEM Security Notice Report		March 23, 2018 2:47:33 PM ETS # 402169	
CONTACT INFORMATION							
Company Name:	123 LAW FIRM						
Creator:	EA0802_TRANSFER						
First Name:	John						
Last Name:	Attlaw						
Phone:	(780) 444-1234						
Email Address:	johnattlaw@123lawfirm.ca						
REQUEST DETAILS							
Submitted Date:	2018/03/23 2:47 PM						
Creation Date:	2018/03/21 12:40 PM						
Status:	Submitted						

Sample



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

ASSIGNMENT OF SECURITY INTEREST



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Land Searches
 - PNG Con
 - Agreeme
 - Transfers
 - Encumbrance**
 - 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
 - Geothermal Continua
 - Account
 - Encryption
 - Reports
 - User Training

1. Click on Encumbrance.

2. Click on Assignment of Security Interest.



Assignment of Security Interest

Status: **Work in Progress**

[Request Document](#)

Contact Info	Assignor Info	Assignee Info	Registrations	Documents
Contact Information				
Company Name:	<input type="text"/>			
Creator:	<input type="text" value="EA0802_TRANSFER"/>			
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"/>			
Submitter Address				
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

Assignment of Security Interest (Request # 402924)

Status: **Work in Progress**

[Request Document](#)

Contact Info	Assignor Info	Assignee Info	Registrations	Documents
Contact Information				
Company Name:	123 LAW FIRM			
Creator:	EA0802_TRANSFER			
Comment :				
Contact:				
First Name:	John			
Last Name:	Attlaw			
Phone:	(780) 444-1213 Ext: <input type="text"/> Fax: () -			
Email:	johnattlaw@123lawfirm.com			
Submitter Address				
Name:	123 LAW FIRM			<input type="button" value="Find"/>
Client ID	1019948001			
Address Line 1	1213 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 both the Company name and the 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.

[\(Slide 27\)](#)

Enter Assignor & Assignee Info

Assignment of Security Interest (Request # 402924)

Status: **Work in Progress** Request Document

Contact Info
Assignor Info
Assignee Info
Registrations
Documents

Assignor Information

Name: Find

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

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

Click on the tabs to enter the Assignor and Assignee information.

By clicking **Find** users can search by Assignor or Assignee name, or user can enter the Assignor and Assignee name and address manually, if client is not found.

Assignment of Security Interest (Request # 402924)

Status: **Work in Progress** Request Document

Contact Info
Assignor Info
Assignee Info
Registrations
Documents

Assignee Information

Name: Find

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

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

Search By: Client Name Search

Client ID	ID	Client Name	ETS Acct	Address	
100-1263 001		BANK OF ALBERTA	No	LSAS SUPPORT AND CLIENT REGISTRY	Select

Close

Assignee Address for Service (Cont'd.)

Address for Service

Name: Find

Client ID:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Province:

Country:

Postal Code:

Submit
Save
Delete
Close

3. Type in Company Name and hit Enter or Click **Find** button to search for Client Name.

Users will enter the Assignees Address for Service.

If the relevant client 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 Search

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

Close

4. Select the applicable Company Name by clicking on **Select**.

Enter Registration Number

Assignment of Security Interest (Request # 402924)

Status: **Work in Progress**

1. Enter the Registration number which the Assignment of Security Interest will be registered against.

- Contact Info
- Assignor Info
- Assignee Info
- Registrations**
- Documents

Registration Information

Fee: \$50.00

Registration Number: 1800901

2. Click **Add**.

Registration #	Secured Party Holder	Registration Date	Assignment Type	
SN 1800901	BANK OF ALBERTA	2018/04/16	Full	Agreements...

3. To view all agreements on the Security Notice, or to partially assign the security interest, click **Agreements**.

- Submit
- Save**
- Delete
- Close

4. Click **Save** once completed.

Agreements

<input checked="" type="checkbox"/>	Agreement Id	Designated Representative
<input checked="" type="checkbox"/>	004 0400010107	ABC BUILDER LTD.

OK Cancel Reset

4. Deselect the agreement(s) that are not being assigned for a Partial Assignment of Security Interest.



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

Generate and Sign Assignment Document

Assignment of Security Interest (Request # 402924)

Status: **Work in Progress** Request Document

Contact Info	Assignor Info	Assignee Info	Registrations	Documents
--------------	---------------	---------------	---------------	-----------

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

Name:

Capacity:

Step 2: Attach the signed Document

Please attach signed assignment document: [R00402924.CLIENTSUBMISSION.pdf](#)

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

Click on the **Documents** Tab to generate the Assignment Document.

The request will be validated to verify all required fields have been entered. If information is missing, an error will appear on the top of the screen.

Review and print the Assignment Document for your records.

NOTICE OF ASSIGNMENT OR PARTIAL ASSIGNMENT OF SECURITY INTEREST

Sample

(Do not write above this line)

A. Full name of assignor:
BANK OF ALBERTA

B. Full name of assignee:
XYZ ENERGY LTD.

Upload Document

Assignment of Security Interest (Request # 402924)

Status: **Work in Progress**

[Request Document](#)

Contact Info	Assignor Info	Assignee Info	Registrations	Documents
--------------	---------------	---------------	---------------	-----------

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

Name:

Capacity:

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

Please attach signed assignment document here in Adobe (PDF) format only

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

1. Click **Browse** to upload the signed security notice and affidavit form. (Must be PDF)

2. Click **Add**.

3. **Save and Submit.**



If you would like to add additional documents, you may attach cover letters, etc. in the optional supporting documents line. Do not attach documents that are password protected.

Assignment of Security Interest (Request # 402924)

Status: **Submitted** Submitted: **2018/04/16 9:53:57 AM** Request Document

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

Name:

Capacity:

The request status will show "Submitted" and the date and time. This date will be the registration date if approved.

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

Please attach signed assignment document here in Adobe (PDF) format only.

[R00402924.CLIENTSUBMISSION.pdf](#)

Optional: Please attach supporting documents.

Message from webpage

Submission Successful.

Alberta

Temure	ELECTRONIC TRANSFER SYSTEM	April 16, 2018
9945 - 108 Street	Assignment Report	9:53:57 AM
Edmonton, Alberta, T5K 2G6		ETS # 402924

CONTACT INFORMATION

Company Name: 123 LAW FIRM
 Creator: EA0802_TRANSFER
 First Name: John
 Last Name: Attlaw
 Phone: (780) 444-1213
 Email Address: johnattlaw@123lawfirm.com

REQUEST DETAILS

Submitted Date: 2018/04/16 9:53 AM
 Creation Date: 2018/04/16 8:52 AM
 Status: Submitted

Sample



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

DISCHARGE OF SECURITY INTEREST

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Land Search
 - PNG Conti
 - Agreemen
 - Transfers
 - Encumbrance**
 - Prompt Payment and Construction Lien (PPCL)
 - Security Notice
 - Certificate of Lis Pendens
 - Discharge of Security Notice**
 - Discharge of L
 - Assi
 - Cert
 - Query by
 - Work In Progress
 - Geothermal
 - Geothermal Continuation
 - Account
 - Encryption
 - Reports
 - User Training

1. Click on **Encumbrance**.

2. Click on **Discharge of Security Notice**.

1. Click on **Encumbrance**.

2. Click on **Discharge of Security Notice**.



Notice of Discharge of Security Interest

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

Contact Info	Security Notice Number(s)	Documents
Contact Information		
Company Name:	<input type="text"/>	
Creator:	<input type="text" value="EA0802_TRANSFER"/>	
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"/>	
Submitter Address		
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

Notice of Discharge of Security Interest (Request # 402816)

Status: **Work in Progress**

[Request Document](#)

Contact Info	Security Notice Number(s)	Documents
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: (<input type="text"/>) <input type="text"/> - <input type="text"/>	
Email:	<input type="text"/>	
Submitter Address		
Name:	123 LAW FIRM	<input type="button" value="Find"/>
Client ID	1019948001	
Address Line 1	1213 ANY ST	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Address Line 4	<input type="text"/>	
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 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 27](#))

Notice of Discharge of Security Interest (Request # 402816)

Status: **Work in Progress**

[Request Document](#)

Registration Information

Registration Number:

1. Enter the relevant Registration Number to be discharged and click **Add**.

Registration #	Secured Party Holder	Registration Date	Discharge Type	
SN 1800885	BANK OF ALBERTA	2018/04/11	Full	<input type="button" value="Agreements..."/> <input type="button" value="X"/>

2. Click **Agreements** to view all agreements listed under the Security Notice.

Agreements

<input checked="" type="checkbox"/>	Agreement Id	Designated Representative
<input checked="" type="checkbox"/>	001 985	ABC BUILDER LTD.
<input checked="" type="checkbox"/>	001 986	ABC BUILDER LTD.
<input checked="" type="checkbox"/>	004 0400010156	ABC BUILDER LTD.

3. For partial discharges, agreements can be deselected and click **OK**.

Generate and Sign Discharge Document

Notice of Discharge of Security Interest (Request # 402816)

Status: **Work in Progress** Request Document

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

Name:

Capacity:

Step 2: Attach the signed Document

Please attach signed discharge document here
[R00402816.CLIENTSUBMISSION.pdf](#)

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

1. Enter name and capacity of signor.

2. Click on **Generate Discharge Document**.

Click on the **Documents** Tab to generate the Discharge Document.

The request will be validated to make sure all necessary information has been entered. If not all required information is entered, an error will appear on the top of the screen.

Review and print the Discharge Document for your records. Please attached the document, ensure that it is not password protected.

NOTICE OF DISCHARGE OR PARTIAL DISCHARGE OF SECURITY INTEREST

Sample

(Do not write above this line)

A. Full name of individual or corporation who is currently the secured party under the registered security notice(s) described in B:
 BANK OF ALBERTA

Notice of Discharge of Security Interest (Request # 402816)

Status: **Submitted** Submitted: **2018/04/11 11:38:41 AM** Request Document

Contact Info Security Notice Number(s) **Documents**

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

Name:
 Capacity:

The request status will show "Submitted" and the date and time. This date will be the registration date if approved.

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

Please attach signed discharge document here in Adobe (PDF) format only
[R00402816.CLIENTSUBMISSION.pdf](#)

Optional: Please attach support documents in PDF format

Message from webpage

	Tenure 9945 - 108 Street Edmonton, Alberta, T5K 2G6	ELECTRONIC TRANSFER SYSTEM Security Notice Discharge Report	April 11, 2018 11:38:41 AM ETS # 402816
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CONTACT INFORMATION

Company Name: 123 LAW FIRM
 Creator: EA0802_TRANSFER
 First Name: John
 Last Name: Attlaw
 Phone: (780) 444-1234
 Email Address: johnattlaw@123lawfirm.ca

Sample

REQUEST DETAILS

Submitted Date: 2018/04/11 11:38 AM
 Creation Date: 2018/04/11 11:25 AM
 Status: Submitted



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

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Land Searches
 - PNG Continuation
 - Agreement Management
 - Transfers
 - Encumbrance**
 - 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
 - Geothermal Continuation

Work in Progress

Type: Request Number:

Start Date: End Date:

Status: Comment:

1. Enter your ETS request Number and click **Find**.

Work in Progress

Type: Request Number:

Start Date: End Date:

Status: Comment:

2. Click on the ETS # Link to retrieve the Security Notice.



ETS #	Application Type	Status	Comment	Files	Last Updated YYYY/MM/DD	Creator
402169	Security Notice Form	Work in Progress			2018/03/23 15:10:10	EA0802_TRANSFER

Page 1



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
402169	Security Notice Form	Completed		Report: Pdf Final: Pdf	2018/03/23 15:10:10	EA0802_TRANSFER

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 402169 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 their ETS account.



Electronic Transfer System



User Name:

Password:

Save my user name

Retrieving Final Documents (Cont'd.)



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Land Search
 - PNG Contin
 - Agreement
 - Transfers
 - Encumbrance**
 - 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
 - Geothermal Co
 - Account
 - Encryption
 - Reports
 - User Training

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

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

Work in Progress

Type: Request Number:

Start Date: End Date:

Status: Comment:

3. Enter in your Request Number and click **Find**.

ETS #	Application Type	Status	Comment	Files	Last Updated YYYY/MM/DD	Creator
402169	Security Notice Form	Completed		Report: Pdf Final: Pdf	2018/03/23 15:10:10	EA0802_TRANSFER

Page 1

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

Security Notice (Request # 402169)

Status: **Completed** Submitted: 2018/03/23 2:47:33 PM

[Final Document Request Document](#)

Contact Info | Secured party | Agreement | Security Instrument | Documents

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



Retrieving Final Documents (Cont'd.)



Sample

Energy
Resource Revenue and Operations
Tenure
Petroleum Plaza, NT
9945 - 108 Street
Edmonton, Alberta T5K 2G6
Canada
Telephone: (780) 427 8050
Fax: (780) 422 1123
Email: ENERGY-TenureTesters@gov.ab.ca
www.energy.alberta.ca

File No: 1001263
March 23, 2018
Your File No(s):

123 LAW FIRM
123 ANY ST
ANYWHERE AB T5T 6Y6

Attention: John Attlaw

Document Registration No(s): 1800848

RE: DOCUMENT REGISTRATION ADVICE

The document you recently submitted has been registered.

Enclosed for your records is a registered copy of the Security Notice.

Sincerely,

Sample

SECURITY NOTICE

REGISTERED by the Minister of Energy
this 23 day of March,
2018 as Reg. No. 1800848

Write above this line)

A. Full name of secured party:
BANK OF ALBERTA

B. Security party's address for service:
BANK OF ALBERTA
LSAS SUPPORT AND CLIENT REGISTRY
9945 108 ST NW FLOOR 5
EDMONTON AB T5K 2G6

C. The secured party hereby gives notice that it has a security interest affecting the following Crown m
agreement(s) (type and number):
004 0400010156

D. Description of security instrument:
1. Full name of corporation or individual who gave the security instrument:
ABC BUILDER LTD



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 Security Notice, Assignment of
Security Interest and Discharge of Security Interest
(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

