

Geothermal Registration of Security Notice Encumbrance Guide

Note: Alberta Energy acts as a registry and is not responsible to validate the information within a document submitted for registration. Any information entered into the Electronic Transfer System (ETS) is the sole responsibility of the submitter.

Security Notice, Assignment of Security Interest & Discharge of Security Notice

Financial lending institutions may register security notices against Crown Geothermal Leases to record their interest. The lease is used as collateral to secure a debt or loan, pursuant to Section 96 of the *Mines and Minerals Act*.

A security notice, assignment of security interest and/or a discharge of security interest form must be generated and submitted for registration through ETS.

There is no maximum number of leases that can be listed on a registration or discharge of security notice. A security notice must be signed by the secured party or agent with the Affidavit of Execution sworn or declared before a Commissioner for Oaths or Notary Public. The notice of discharge must be signed by the secured party, assignee or agent.

Once your request is registered in ETS, an email notification quoting the relevant ETS account and request number will be sent to notify the submitter that the encumbrance request has either been completed or department rejected. You must log into ETS to retrieve your documents which will include the registration advice letter, memorandum of registration and a copy of the registered security notice.

If the secured party in an inactive corporation is unable to execute the discharge of security notice, the security notice can be cancelled by way of a Statutory Declaration or a Court Order in accordance with Sections 98 and 99 of the *Mines and Minerals Act*.

Certified Copy of Encumbrances

Certified copies of security notice encumbrances are available through [ETS](#).

Registrations: [Alberta Online Learning](#)

Forms and Contact information: If you require a Change of Address for Service for a Security Notice, forms are on [Alberta Online Learning under Forms](#).

Forms can be mailed, couriered or emailed to our offices:

Registrations – Tenure Branch
9945 – 108 Street NW
Edmonton AB T5K 2G6
OR

Email: Transfers.Energy@gov.ab.ca

Security Notice	\$50/Agreement
Assignment	\$50/Agreement
Discharge of Security Notice	No Fee
Change of Address for Services	No Fee
Certified Copy	\$30/Document

Invoices will be mailed out monthly to the submitter of the request. Please ensure that all invoices are paid promptly. Failure to pay may result in the loss of a companies' future ability to register encumbrances and may result in a collection action by the department.

Response Times

The standard response time is within 5 days of receipt for the registration or discharge of Security Notices

Note: Response times may be periodically extended as required by Alberta Energy.

Notification Emails for Clients

ETS sends notification emails to the ETS application contact as a courtesy to notify your company that documents are available for review and/or action. Ensure contact information is current so all notification emails are sent to the appropriate person. The email includes information on where to locate the ETS Request (e.g., Work in Progress, Authorization or Request Status).

Note: Email notifications should not be relied on to track requests in ETS. Best practise is for clients to monitor their requests on a regular basis. Users may search the status of a request any time in the Work in Progress screen by ETS Request number or agreement. Requests can also be searched and sorted by the status of the request.

Contact us:

If you have any questions regarding Security Notices, please contact our helpdesk at 780-644-2300, option 5 or by email at transfers.energy@gov.ab.ca