

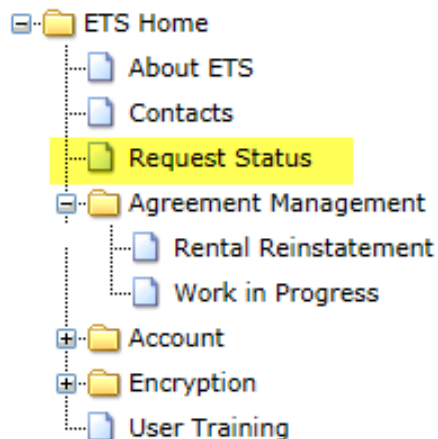
Welcome!

To the ETS – Agreement Management Rental and Royalty Default Online Training Course

Agreement Administration Management –
Rental and Royalty Defaults: This process
allows clients the ability to view notification and
cancellation letters through the Request Status
screen.

Revisions Table

Date	Revisions Type	Page Number
March 10, 2017	Initial Creation	All
June 2020	Update Banner and Add Resource page	All
October 2020	Updated	Various
January 2022	Updated	Slide 4 and 9-11



In this module, you will learn how to:

- View a response document(s)

Course Pre-requisites:

- Training System Overview
- ETS Account Setup and Preferences (For Site Administrators)



You will receive an **Email Notification** from ETS, when either a: **Rental Default Cancellation Letter; Royalty Default Notification Letter; or a Royalty Default Cancellation Letter** is sent to your ETS account.



SAMPLE

EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

You have received a Rental Default cancellation document-Request Number XXXXXX for account ENXXXXX. This request can be found under Request Status-Rental Defaults.

To review your request sign on to the Electronic Transfer System (ETS) website, available through [Alberta.ca](https://alberta.ca).

Do not reply to this EMail. If you have questions or concerns please contact Energy.Rentals@gov.ab.ca.

Request Status

After you receive an **Email Notification** from ETS, you would access the **Request Status** screen. Choose your **Search Parameters** (**Start Date / End date, From, or Request Number**) and select **Retrieve**.

The screenshot shows the 'Request Status' page. On the left is a navigation menu with the following items: ETS Home, About ETS, Contacts, Request Status (highlighted in yellow), Agreement Management (with sub-items: Rental Reinstatement, Work in Progress), Account, Encryption, and User Training. At the bottom left is the AICPA SOC logo. The main content area has a blue header 'Request Status'. Below it is a search form with fields for Form (dropdown), Request # (text), Start Date (2017/02/19), End Date (2017/02/24), Status (dropdown), and Creator (dropdown). There are also text input fields for File Name and Comment. Below the form is a row of buttons: Retrieve (highlighted in yellow), Select All, Unselect All, (Un)Delete, and Pickup. At the bottom, there is a footer with 'Feedback Copyright © 1999 Government of Alberta'. Three callout boxes provide instructions: '1. Select Request Status' points to the 'Request Status' menu item; '2. Choose your Search Parameters' points to the search form; '3. Select Retrieve' points to the 'Retrieve' button.

Request Status – Search Parameters and Result

You can utilize the search parameter fields to filter search results.

The table on the right shows the correlation between the parameter fields and each corresponding result column.

Below is a color-highlighted illustration of the Work in Progress search screen to further demonstrate the relationship between the data.

Parameter Field	Result Column
Type	Form Type
Request Number	ETS #
Start/End Date	Last Updated
Status	Status
File Name	(not shown as a result column)
Comment	(not shown as a result column)

Request Status

Form: [Dropdown] Request #: [Text]

Start Date: 2017/02/19 End Date: 2017/02/24

Status: [Dropdown] Creator: [Text]

File Name: [Text]

Comment: [Text]

Retrieve
Select All
Unselect All
(Un)Delete
Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
386113	<input type="checkbox"/>	Royalty Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386112	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386111	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386109	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386108	<input type="checkbox"/>	Royalty Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386107	<input type="checkbox"/>	Royalty Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386006	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367

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Request Status – Search Results

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
386113	<input type="checkbox"/>	Royalty Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386112	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386111	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386109	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386108	<input type="checkbox"/>	Royalty Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386107	<input type="checkbox"/>	Royalty Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386006	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367

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Search Results

To open a document click on the report Pdf link.

Navigate with this page numbers, if there are multiple pages of search results.

Request Status

The **Request Status** screen will populate all **Completed** requests. Select the **PDF** relating to the **Reference Number** detailed in the **Email Notification**. The corresponding letter will populate.

Request Status

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

1. Reference Number

2. Select PDF

Retrieve Select All Unselect All (Un)Delete Pickup

	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
386113	<input type="checkbox"/>	Royalty Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386112	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File (pdf)	EA0367
386111	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386109	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File (pdf)	EA0367
386108	<input type="checkbox"/>	Royalty Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367
386107	<input type="checkbox"/>	Royalty Defaults Form		COMPLETED	2017/02/23		PDF File (pdf)	EA0367
386006	<input type="checkbox"/>	Rental Defaults Form		COMPLETED	2017/02/23		PDF File(pdf)	EA0367

Page 1

SAMPLE

Rental Default Cancellation Letter



Energy Operations
PNG Tenure
9945 108 Street
North Petroleum Plaza Edmonton,
Alberta T5K 2G6 Canada
Telephone: (780) 000 0000
Email: @gov.ab.ca
www.alberta.ca

DATE



##DES REP##
##ADDRESS##

Attention: Mineral Land Department/Finance Department

RE: PNG Agreement 0000000000
Rental Default Cancellation

Alberta Energy has not received the rent specified in our overdue rental statement dated ##DATE##. As a result, this agreement has been cancelled effective ##DATE##.

The cancellation of this agreement does not extinguish the requirement to pay the overdue rental arrears of \$ and interest of \$ for a total of \$, nor any other debt. All lessees are jointly responsible for this debt and the Crown will pursue all remedies available to collect these arrears. Remedies that may be pursued when a company is indebted to the Crown include, but are not limited to, refusing to issue an agreement (including agreements to purchase mineral rights) or to register a transfer submitted for registration.

Should you wish to have this agreement reinstated under Section 8(1)(e) of the *Mines and Minerals Act* (MMA), a request must be received within 60 days from the date of this letter and payment in full of the arrears and interest. Reinstatement of the agreement is also subject to a penalty of \$5,000.00 in accordance with Section 39(7) of the Mines and Minerals Administration Regulation.

You are no longer authorized to produce oil or gas from the cancelled agreement and the well licensee will be contacted accordingly. It is your responsibility to ensure that production is not obtained in trespass, that you still retain complete spacing units and required approvals where necessary. If this agreement is not reinstated within the 60-day period, all wells producing at the time of cancellation will be reviewed for trespass under Section 54(1) of the MMA.

The following wells are affected by this cancellation:

00/00-00-000-00W0

Yours truly,

Royalty Default Notification Letter

Energy Operations
PNG Tenure
9945 108 Street
North Petroleum Plaza
Edmonton, Alberta T5K 2G6
Canada
Telephone: (780) 555 1234

SAMPLE

Energy Operations
PNG Tenure
9945 108 Street
North Petroleum Plaza
Edmonton, Alberta T5K 2G6
Canada
Telephone: (780) XXXX XXXX
Email: ggov.ab.ca
www.alberta.ca

##DATE##

##DES REP##
##ADDRESS##

ATTENTION: Mineral Land/Finance Department

SUBJECT: ##NG/PNG Agreement##
##G94##
Royalty Default Notice

This is to advise that ##you(or) DEFAULT COMPANY NAME## (the Organization) ##are/is## in arrears, as the obligation to pay royalty has not been met. As the designated representative, you are advised pursuant to Section 45 of the *Mines and Minerals Act* (MMA) that the above agreement is in default.

Alberta Energy requires payment in full within 30 days of the date of this letter, or the Minister of Energy may consider commencing a legal action to collect the amount owed. In the meantime, the following extra-judicial remedies are implemented:

1. Agreements may not be issued to the Organization because it is indebted to the Crown in Right of Alberta (section 18(2) of the MMA);
2. Transfers submitted for registration where the Organization is the transferee or transferor may not be registered because the Organization is in default of any debt owing to the Crown in Right of Alberta (section 5(1)(g) of the Crown Minerals Registration Regulation).

In the event the default described in this notice is not remedied, the agreement may be cancelled. The cancellation of the agreement does not extinguish the requirement to pay the outstanding royalty amount. As of ##DATE## the outstanding amount is ##\$## plus ##\$## interest for a total amount of ##\$##. Should cancellation occur, in addition to paying the arrears and interest, reinstatement of this agreement is also subject to a penalty of \$5,000.00 in accordance with Section 39(7) of the Mines and Minerals Administration Regulation.

Copetrex Oil & Gas Co. Ltd. Fourth Program G94 107509						
Lease	Production Period	Well	Royalty	Interest	Total	
001 33633	2021-09	100/11-22-032-26W4/00	\$ 151.11	\$ 0.69	\$ 151.80	
001 33633	2021-09	102/11-22-032-26W4/00	\$ 175.87	\$ 0.81	\$ 176.68	

Please be advised that interest is calculated to ##DATE##.

Account inquiries, including current interest amounts, can be directed to Energy_GasRoyaltyCollections@gov.ab.ca.

Please direct your payment to gas royalty account ##G94##.

Yours truly,

##NAME##
Land Analyst
Agreement Administration

cc: ##PARTICIPANTS##
Energy, Gas Royalty Collections

Royalty Default Cancellation Letter

SAMPLE



Energy Operations
PNG Tenure
9945 108 Street
North Petroleum Plaza
Edmonton, Alberta T5K 2G6
Canada
Telephone: (780) 000 0000
Email: @gov.ab.ca
www.alberta.ca

DATE



##DES REP##
##ADDRESS##

ATTENTION: Mineral Land/Finance Department

SUBJECT: PNG Agreement 0000000000
G94 000000
Royalty Default Cancellation

Alberta Energy has not received the royalty requested in our notice dated ##DATE##. This agreement has been cancelled for non-payment of royalty effective ##DATE##. The cancellation of this agreement does not extinguish the requirement to pay the overdue royalty amount, nor any other debt.

Should you wish to have this agreement reinstated under Section 8(1)(e) of the *Mines and Minerals Act (MMA)*, a request must be received within 60 days from the date of this letter and payment in full of the arrears and interest. Reinstatement of the agreement is also subject to a penalty of \$5,000.00 in accordance with Section 39(7) of the *Mines and Minerals Administration Regulation*.

G94 000000 account inquiries can be directed to Energy_GasRoyaltyCollections@gov.ab.ca
Reinstatement inquiries can be directed to Colby.Nugent@gov.ab.ca.

You are no longer authorized to produce oil or gas from the cancelled agreement and the well licensee will be contacted accordingly. It is your responsibility to ensure that production is not obtained in trespass, that you still retain complete spacing units and required approvals where necessary. If this agreement is not reinstated within the 60-day period, all wells producing at the time of cancellation will be reviewed for trespass under Section 54(1) of the MMA.

The following wells are affected by this cancellation:

00/00-00-000-00W0

Yours truly,

##ANALYST NAME##
Land Analyst
Agreement Administration

Energy, Gas Royalty Collections

RESOURCES

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

If you have questions, please contact Energy.Rentals@gov.ab.ca or the PNG Tenure Help desk at 780-644-2300 and by selecting option #3.

Congratulations!

**You have completed the ETS
Agreement Management
Rental & Royalty Default
Online Training Course**

To access **Courses, Guides** and **Forms** for all your ETS Business please see [ETS Support and Online Learning](#).

If you have any comments or questions on this training course, please contact:

Crown Agreement Management
Helpdesk: (780) 644-2300
Email inquires: ENERGY.Rentals@gov.ab.ca

