

Welcome!

To the ETS – Agreement Management
Surrenders
Online Training Course

Agreement Management – Surrenders: This is the process to complete and submit an Online Surrender request via ETS. The process begins with the creation of a new request through to submission. The request progresses through various stages (statuses) until its completion.



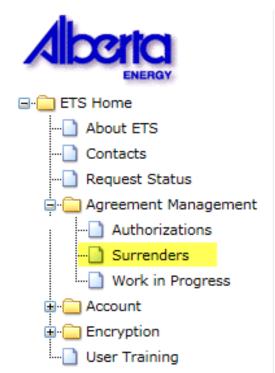
Revisions Page

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	Slides 12, 15, 16, 22 and 25



Surrender - Introduction





In this module, you will learn how to:

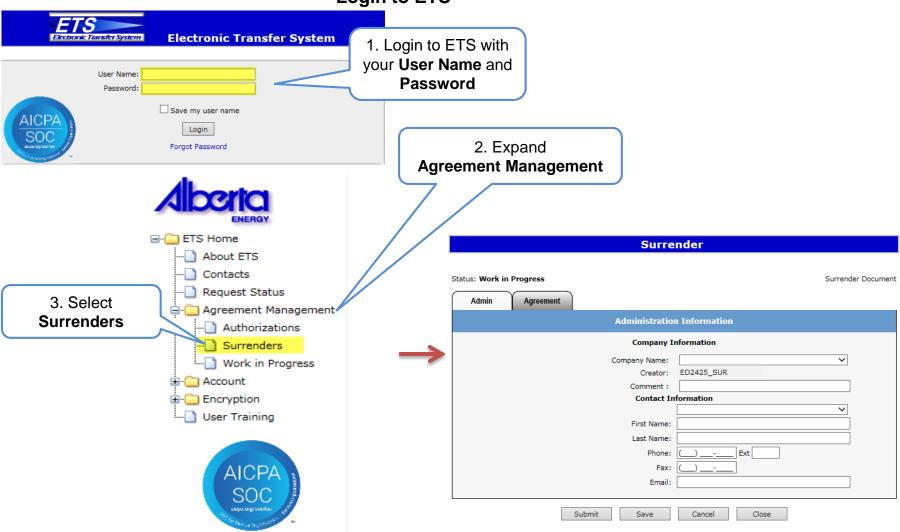
- Create and submit an Online Surrender request
- Cancel or withdraw an Online Surrender request
- View a response document(s)

Course Pre-requisites:

- Training System Overview
- ETS Account Setup and Preferences (For Site Administrators)
- You must have the Creator role to create or withdraw a request and the Submitter role to submit a request.



Login to ETS

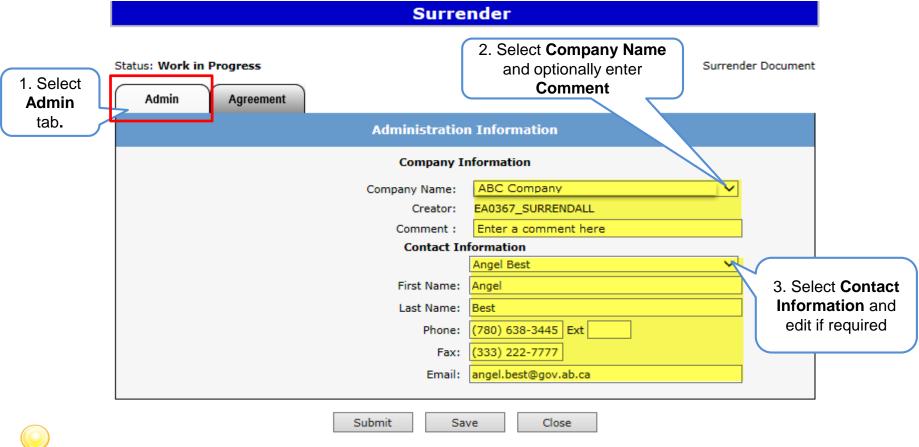


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Create Surrender Request – Administration Information

When a request is created, its status is "Work in Progress".



Use the Save button after completing information.





Error

Message

If information is not entered into a mandatory field, or the request validation fails, the screen will display a red error message. The request must be corrected and then you can try to save again.

Su	urrender
The Phone Number is invalid. Please enter Phone Number in	in the form of (XXX) XXX-XXXX.
Status: Work in Progress	Surrender Document
Admin Agreement	
Administ	tration Information
Comp	pany Information
Company Na	lame: ABC Company
Crea	eator: EA0367_SURRENDALL
Comme	nent :
Conta	tact Information
	Angel Best
First Na	lame: Angel
Last Na	lame: Best
Phi	hone: * () Ext
	Fax: (333) 222-7777
Fr	mail: angel.best@gov.ab.ca
	3
Submit	Save Close

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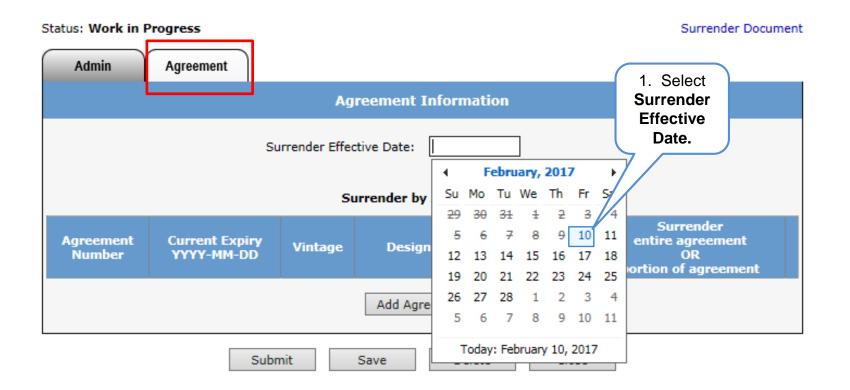
The ETS request number for the surrender is generated and displayed once the Admin tab is completed. At this time, the request can be retrieved and opened from your Work In Progress list.

		Su	rrender 385453			
Status: Work in F	Progress Agreement		1. Select Agreement tab.	Surrender Document		
		Ag	reement Information			
	Su	ırrender Effe	urrender by Agreement			
Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Represent	Surrender entire agreement OR portion of agreement		
Add Agreement						
Submit Save Delete Close						

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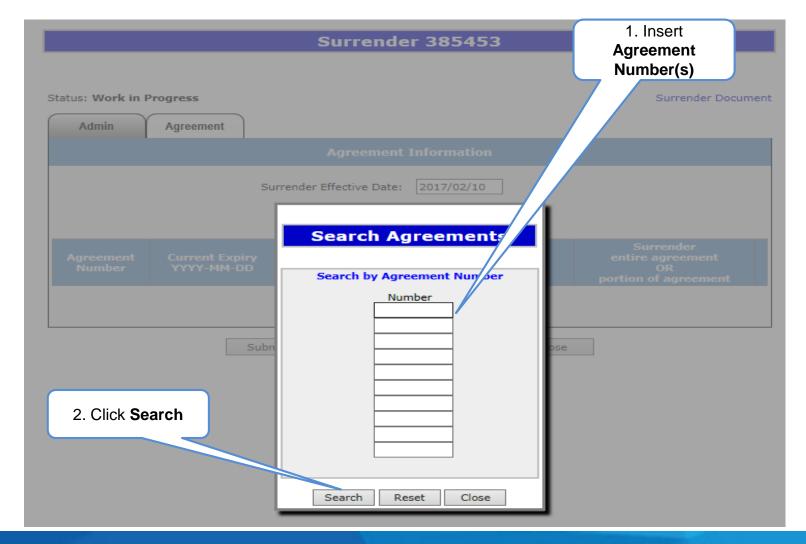
Surrender 385453



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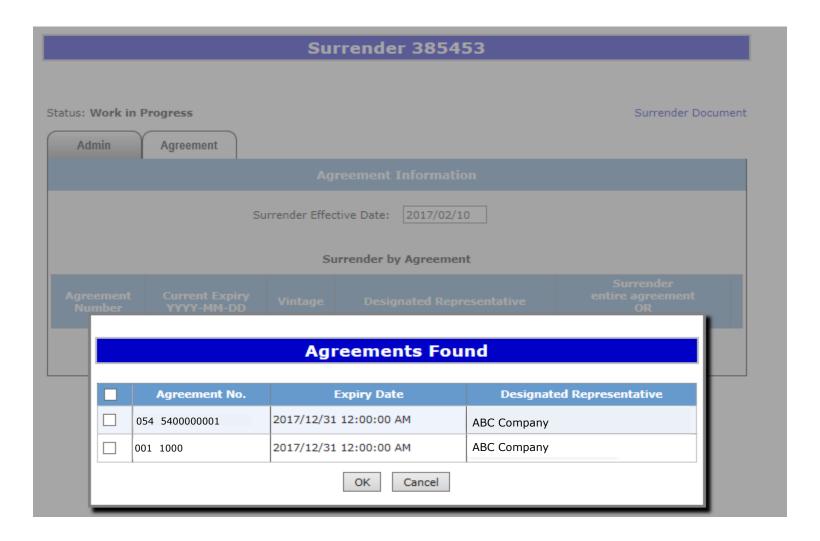
After selecting the Surrender Effective Date, click on the Add Agreement button. The **Search Agreements** screen will populate, enter the agreement number(s) and click **Search**.



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Once the **Search** button has been selected the **Agreement Found** screen will populate with all agreement(s) entered.



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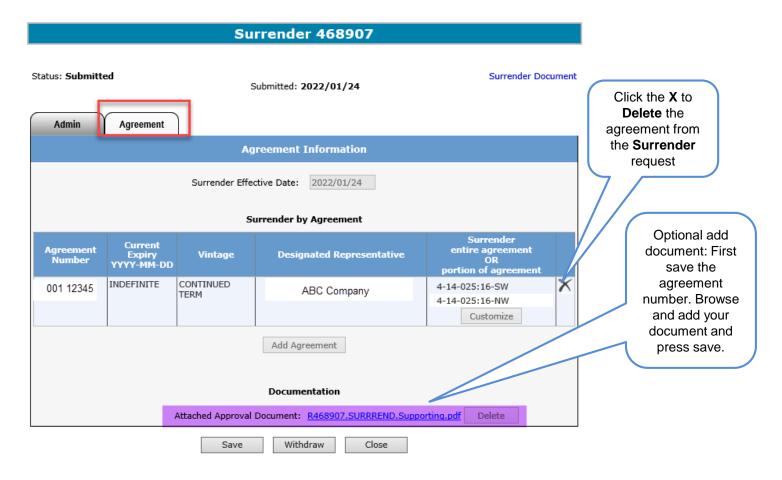
On the **Agreements Found** screen, select the agreement(s) you would like to fully or partially surrender by ticking off the check box and clicking **Ok**.







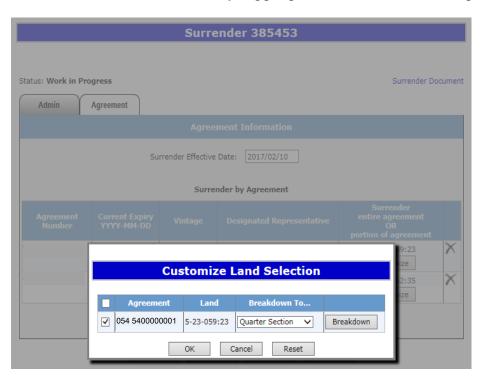
The **Agreement Information** Screen is updated with the **Current Expiry; Vintage**; and **Land**. You have the opportunity to **Surrender** the **entire agreement** or **portion** of the agreement by selecting the **Customize** button. You may also delete an agreement from the surrender request by selecting the ×. In the event that the surrender involves a bankrupt company, applicants must attach a written approval from the receiver. Please note that this must be in a PDF format.

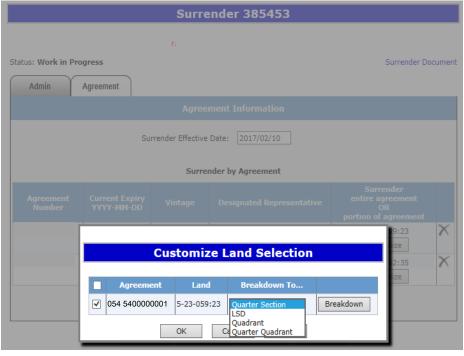


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When you select the **Customize** button the **Customize Land Selection** screen will populate. You now can elect to **Breakdown** the land by toggling the arrow. The following options **LSD**; **Quadrant**; and **Quarter Quadrant** appear.





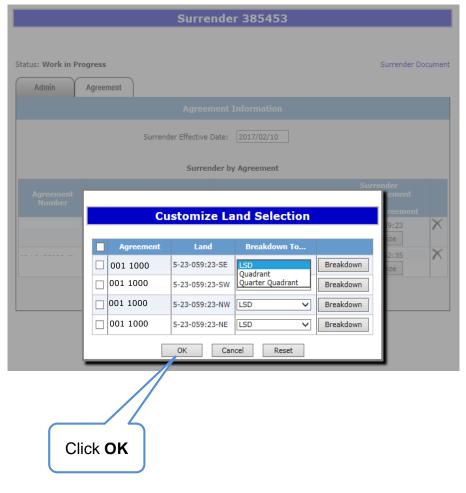


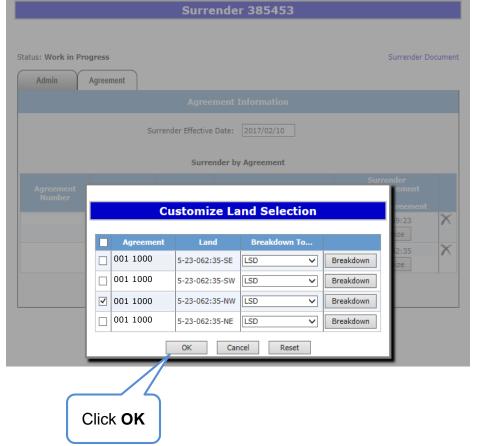
For an **Initial Term**, you cannot breakdown a portion of the land from how it was originally purchased. **Example**: If the original purchase was one section you cannot surrender a half section on an Initial Term.

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On the **Customize Land Selection** screen when LSD has been selected, another **Customize Land Selection** screen will populate on this screen select the LSD you want to surrender. Then click **Ok**.

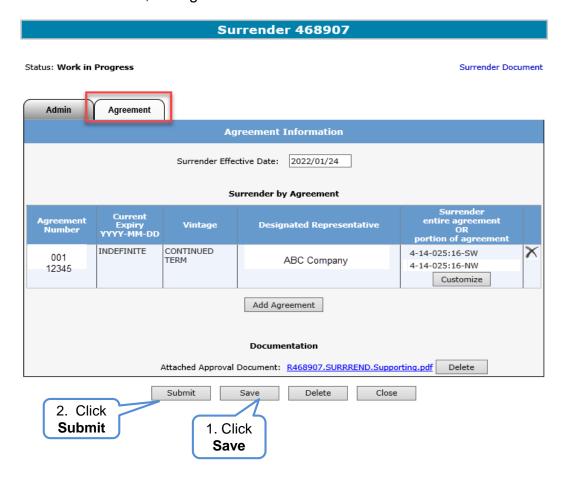




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After you click **Ok** on the **Customize Land Selection** Screen, you will be taken back to the **Agreement Information** Screen. You will click **Save** and then **Submit**, a message will populate **Are you sure you want to Submit Application**? Click **Ok** and your request will be submitted, the agreement will move to **Submitted** status.

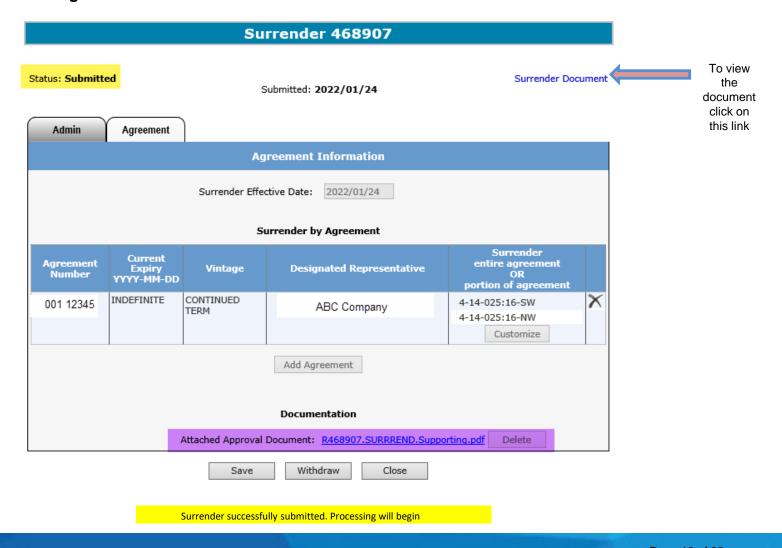




Use the Save button after completing information.



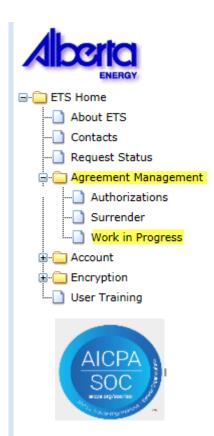
Once you have submitted your surrender request, ETS will update to **Submitted**. You can locate your agreement under the **Work in Progress** screen.



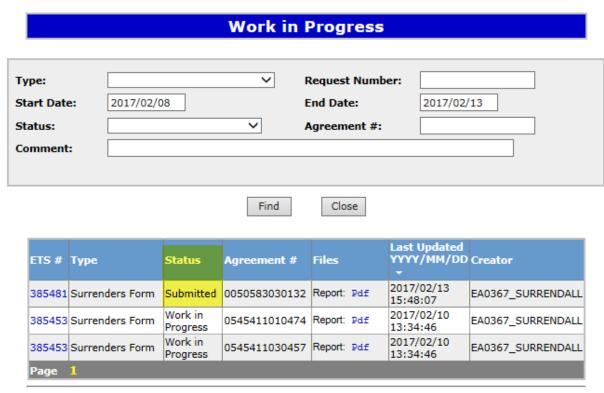
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After your Surrender has been Submitted, the surrender request will move to the **Work in Progress** folder and the status will update to **Submitted.**

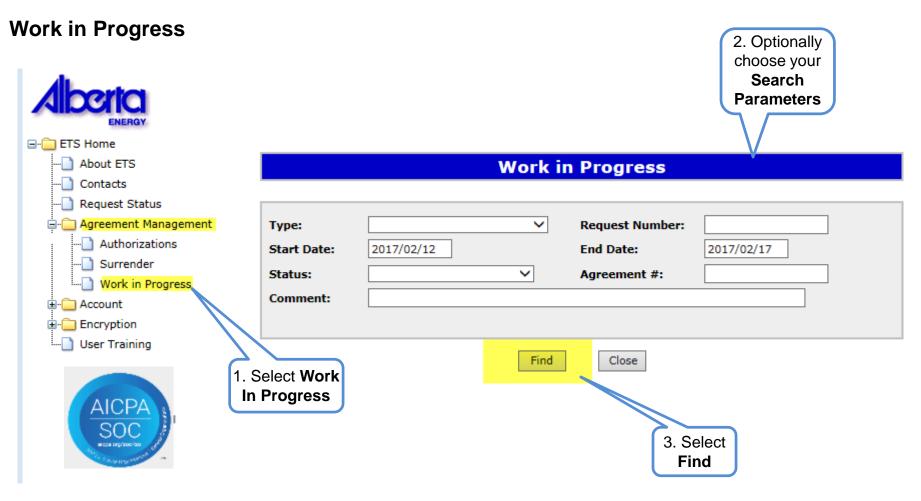


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Remove the default date search parameters if you wish to retrieve all active items.

Agreement Management Government of Alberta

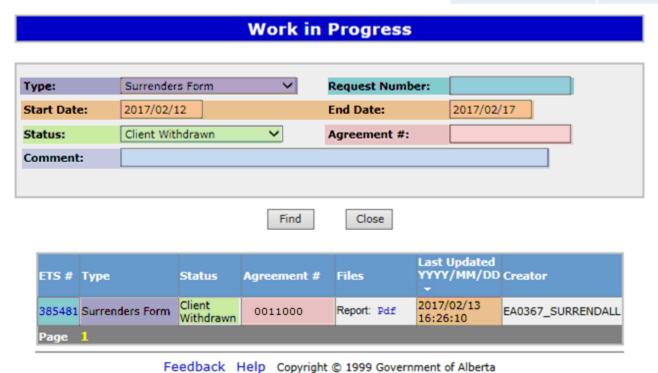
Work In Progress – Search Parameters and Result

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 colour-highlighted illustration of the Work in Progress search screen to further demonstrate the relationship between the data.

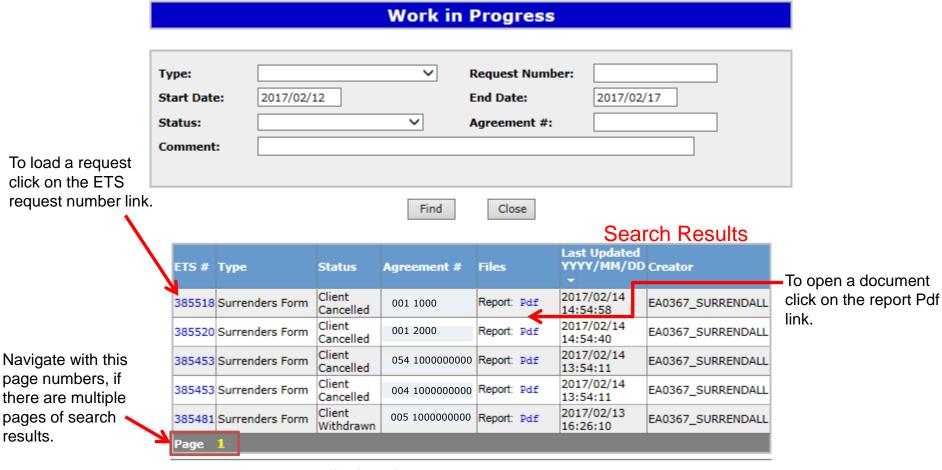
Parameter Field	Result Column
Туре	Form Type
Request Number	ETS#
Start/End Date	Last Updated
Agreement #	Agreement #
Status	Status
Comment	(not shown as a result column)



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Work In progress – Search Result



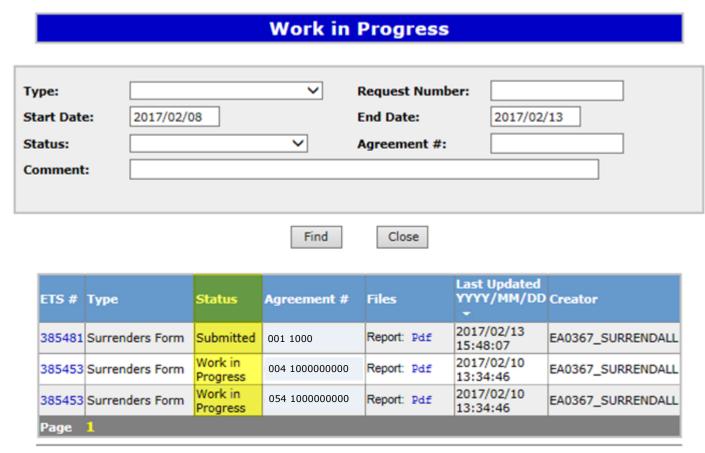
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Work in Process

To check the status of your agreement, select the **Work in Progress** screen. On the lower portion of the screen under **Status** it will list the current status. Example: **Submitted, Work in Progress, Completed, Processing**; **Client Withdrawn**; and **Client Cancelled.**



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Upon completion of the Surrender request, a notification email will be sent to the site Administrator/Contact.



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

Your Surrender Request Number XXXXXX for account ENXXXXX has been Completed. This request can be found under Agreement Management-Work in Progress.

To review your request sign on to the Electronic Transfer System (ETS) website, available through Alberta.ca.

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



When your **Surrender** has been processed the **Status** on the **Work in Progress** screen will change to **Completed**. You can view your documents by selecting the **Pdf** under **Files**.

	Work in Progress						
Type: Start Date	e: [2	2017/02/1	3	~	Request Numb	er: 2017/02	/18
Status:				~	Agreement #:		
Comment	: [
				Find	Close		
ETS#	Туре		Status	Agreement #	Files	Last Updated YYYY/MM/DD) Creator
385717	Surrende	ers Form	Completed	001 1000	Report: Pdf Final: Pdf	2017/02/18 12:46:12	EA0367_SURRENDALL
							Select Pdf

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When **Report Pdf** is selected, the following document will populate.

1. Select **Pdf**

ETS#			Agreement #	Files	Last Updated YYYY/MM/DD	
385717	Surrenders Form	Completed	0040400080248	Report: Pdf Final: Pdf	2017/02/18 12:46:12	EA0367_SURRENDALL

Alberta		
Tenure	ELECTRONIC TRANSFER SYSTEM	February 17, 2017
9945 - 108 Street	SURRENDER	1:49:26 PM
Edmonton, Alberta, T5K 2G6		ETS # 385717

Administrative Information

Status: Submitted
Company Name: ABC Company

Creator: EA0367_SURRENDALL

Submission Date: 2017/02/17

Contact Information

Email: Tracey.Mason@gov.ab.ca

AGREEMENT INFORMATION

Surrender Effective Date: Feb 17, 2017

Agreement Number	Current Expiry	Vintage	Designated Representative	Surrendering entire agreement OR portion of agreement
001 1000 004 1000000000	INDEFINITE INDEFINITE	CONTINUED TERM CONTINUED TERM	ABC Company ABC Company	
054 1000000000	INDEFINITE	CONTINUED TERM	ABC Company	4-01-030:15-NW
				4-01-030:15-NE

^{***} End of Report ***





Select Final Pdf and the following document will populate.

1. Select Pdf



ETS#	Туре	Status	Agreement #	Files	Last Updated YYYY/MM/DD *	
385717	Surrenders Form	Completed			2017/02/18 12:46:12	EA0367_SURRENDALL



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

##DATE##

##DES REP## ##ADDRESS##

ATTENTION:

RE: PNG Agreement 0000000000 Surrender Type: Entire

In response to your surrender form received ##DATE##, the above noted agreement is cancelled effective ##DATE##.

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 Mines and Minerals Act.

The following wells are affected by this cancellation:

00/00-00-000-00W0

Yours truly,





After completion of a Partial Surrender, an Amended Appendix will populate with the Final Surrender letter.

AMENDED APPENDIX

TO

PETROLEUM AND NATURAL GAS LEASE NO. 001 0000100001

TERM COMMENCEMENT DATE:

NOVEMBER 05, 1956

DATE OF AMENDMENT:

February 1, 2017

AGGREGATE AREA:

384 HECTARES

TRACT ONE

DESCRIPTION OF LOCATION AND LEASED SUBSTANCES:

1-01-001: 15

PETROLEUM AND NATURAL GAS TO THE BASE OF THE SHUNDA FM

AS DESIGNATED IN DRRZD 29 INTERVAL: 11,048.00 - 11,229.00 FEET

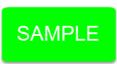
KEY WELL:00/01-01-001-01W5/00

LOG TYPE: BOREHOLE COMPENSATED SONIC

AND: ALL OTHER STRATA WHICH WERE DEPOSITED IN LATERAL CONTINUITY

WITH THE STRATA DESCRIBED IN THE ABOVE INTERVAL AND WHICH OCCUR IN

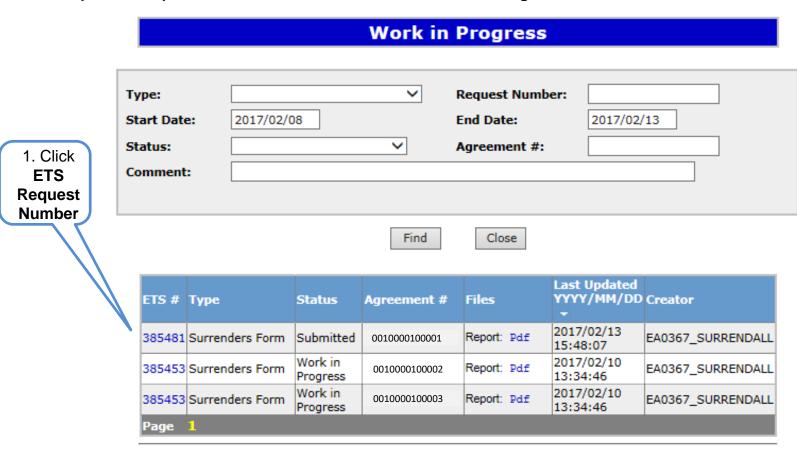
WHOLE OR IN PART WITHIN ANY OTHER FAULT BLOCK.





Withdraw Request

To Withdraw your Surrender request, the Status will need to be Submitted. At this point you will access the Work in Progress screen and click on the ETS Request Number. You may Withdraw your Surrender Request at anytime while the Status is Submitted or Processing.



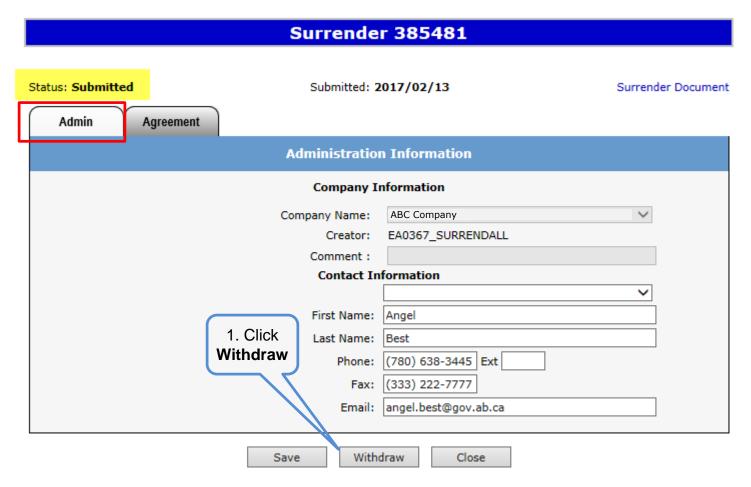
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Withdraw Request Continued

The **Admin** screen will populate displaying the **Company Information** and the Status will show **Submitted**. **Click** on the **Withdraw** button at the bottom of the screen.

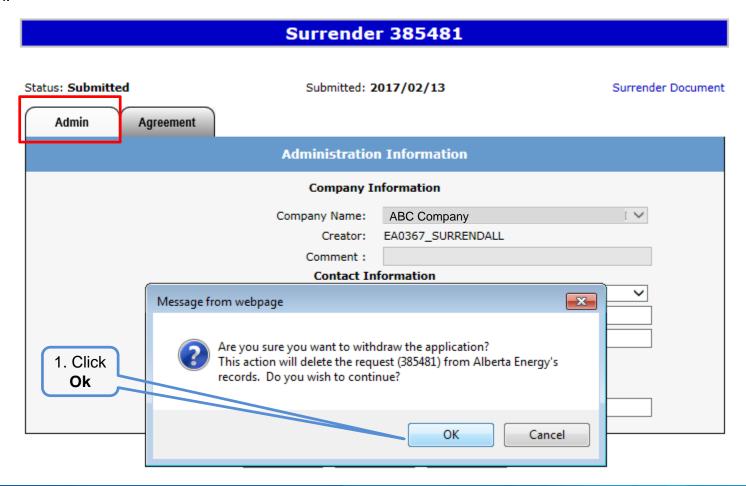


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Withdraw Request Continued

A Message box will populate confirming the **Withdrawal** of your **Surrender** application. To proceed click the **Ok** button.

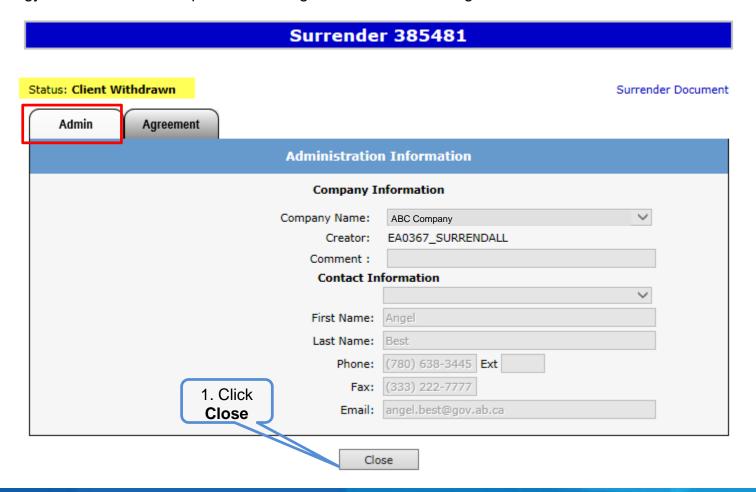


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Withdraw Request Continued

ETS will update the **Status** to **Client Withdrawn**, the Surrender application has been deleted from Alberta Energy's records and the request will no longer be retrievable through a search.



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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 Agreement Management
Surrenders
Online Training Course

To access **Courses**, **Guides** and **Forms** for all your ETS Business please see <u>ETS Support and Online Learning</u>.

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

