

Welcome!

to the
**ETS – Unit Agreement Exhibit A
Unit Tract Correction
Online Training Course**

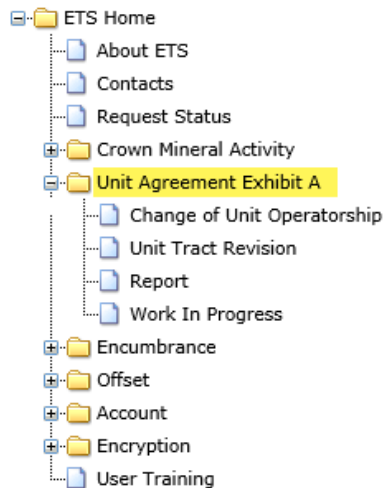
The purpose of this course is to provide guidance and information to ETS clients who need to **correct** a **previously submitted unit tract revision**.

Revision Page

Revisions Table

Date	Revisions Type	Page Number
March 7, 2016	Initial Creation	All
November 6, 2020	Update headers and contents	All
July 10, 2023	Update content	5, 8

INTRODUCTION



In this module, you will learn how to:

- Correct a previously submitted Unit Tract Revision

Note: As per the Petroleum Joint Venture Association model,

Exhibit A Revision is when a modification to an Exhibit A is required.

Exhibit A Correction is when there is an error of a clerical nature occurred.

Prerequisite Learning Module

Before proceeding, we recommend that you view the **Unit Agreement Exhibit A Roles**, **Unit Tract Revision** and **Reports** modules located in the [Online Learning portal](#).

UNIT AGREEMENT EXHIBIT A – LOGIN – UNIT TRACT REVISION

Electronic Transfer System



Please remember to clear your browser's cache, click [HERE](#) for instructions.
(This is required to ensure the **privacy** and **security** of the information).

You have been successfully logged out of ETS.

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
 - Unit Agreement Exhibit A
 - Change of Unit Operatorship
 - Unit Tract Revision
 - Report
 - Work In Progress
 - Offset
 - Account
 - Encryption
 - User Training

2. Expand **Unit Agreement Exhibit A**

3. Select **Unit Tract Revision**



UNIT TRACT REVISION – CORRECTION

Types of correction that Unit Operator can correct electronically on revision that is either current and/or within the open year:

- ***Revision Effective Date**
- **Working Interest Owners**
- **Share of Working Interest %**
- **Share of Tract Participation %**
- **Royalty Owners**

*can only correct on current revision

UNIT TRACT CORRECTION – ADMINISTRATIVE TAB - REVISION EFFECTIVE DATE

Unit Tract Revision

Status: **Work in Progress** [Unit Tract Revision Report](#)

AdministrativeUnit TractRoyalty OwnersSummary

Administrative Information

Company Name:	<input style="width: 95%;" type="text" value="CANADIAN NATURAL RESOURCES LIMITED"/>
Creator:	EA0331_JOHNALYNNE
Unit Agreement:	<i>Please select a unit agreement</i> <input type="button" value="..."/>
Unit Operator:	
Unit Operator Effective Date:	
Unit Agreement PE ID:	
Revision #:	<input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
Revision Effective Date:	<input style="width: 50%;" type="text" value="YYYY/MM/DD"/>
Description of Change:	<div style="border: 1px solid #ccc; height: 100px; width: 95%;"></div>

Optional: Please attach optional backup document(s) here in Adobe (PDF) and Microsoft Word (DOC, DOCX) format only

Select **Company Name** from the dropdown



A new Unit Tract Revision request must be created in order to process Correction. The Administrative tab is required in order to proceed to any of the correction type.

UNIT TRACT CORRECTION – ADMINISTRATIVE TAB – REVISION EFFECTIVE DATE

Unit Tract Revision

Status: **Work in Progress** Unit Tract Revision Report

Administrative
Unit Tract
Royalty Owners
Summary

Administrative Information

Company Name:

Creator:

Unit Agreement: *Please select a unit agreement* ... ➔

Unit Operator:

Unit Operator Effective Date:

Unit Agreement PE ID:

Revision #:

Revision Effective Date:

Description of Change:

Optional: Please attach optional backup document(s) here in Adobe (PDF) and Microsoft Word (DOC)

Select Unit Agreement

Unit Operator	Unit Agreement Name	Revision Effective Date	PE ID (AB UN)	
Yes	BELLIS UNIT NO. 2	2016-01-01	09314	Select
Yes	BERRY UPPER MANNVILLE UNIT	2016-07-01	02241	Select
Yes	BONANZA BOUNDARY "A" POOL UNIT NO. 1			Select
Yes	BORDER BLUESKY-GETHING-MONTNEY UNIT 'A'			Select
No	BRAZEAU RIVER GAS UNIT NO. 1	2017-06-01	14861	Select
Yes	CESSFORD GAS UNIT AGREEMENT NO. 1	2019-09-01	19128	Select
Yes	CESSFORD MANNVILLE "C" WEST UNIT	2019-03-01	01726	Select
Yes	CESSFORD UNIT NO. 2	2019-03-01	19130	Select
Yes	DAWSON SLAVE POINT/GRANITE WASH UNIT #1	2009-09-01	02701	Select
Yes	ENCHANT ARCS UNIT NO. 1	2016-03-01	02241	Select

First Prev 1 2 3 4 Next Last

1. Click ... to search Unit Agreement

2. Click Select



The Unit Operator, Unit Agreement Name, Revision Effective Date and PE ID columns can be sorted in **Ascending** or **Descending** order by clicking on the column title.

UNIT TRACT CORRECTION – ADMINISTRATIVE TAB – REVISION EFFECTIVE DATE

Unit Tract Revision

Status: **Work in Progress** Unit Tract Revision Report

Administrative
Unit Tract
Royalty Owners
Summary

Administrative Information

Company Name:

Creator: EA0331_JOHNALYNNE

Unit Agreement: BELLIS UNIT NO. 2

Unit Operator: CANADIAN NATURAL RESOURC

Unit Operator Effective Date: 2008-07-01

Unit Agreement PE ID: 09314

Revision #:

Revision Effective Date:

Description of Change:

Optional: Please attach option... in Adobe (PDF) and Microsoft Word (DOC, DOCX) format only

From the **Revision # dropdown**, select the **current revision**.

- New Revision Number
- 35 2019-11-01
- 34 2018-06-01
- 33 2016-01-01
- 32 2014-05-01
- 31 2014-01-01
- 30 2013-06-01
- 29 2008-07-01
- 2003/01/01 2003-01-01
- 2002/08/01 2002-08-01
- 2002/06/01 2002-06-01
- 2002/02/01 2002-02-01
- 2002/01/01 2002-01-01
- 2001/09/01 2001-09-01
- 2001/06/01 2001-06-01
- 2000/10/01 2000-10-01
- 1998/08/01 1998-08-01
- 1998/03/01 1998-03-01
- 1998/01/01 1998-01-01



The **Revision Effective Date** can **only** be corrected on the **current** revision.

Correction of Revision Effective Date to an **older (and within the open year) revision is submitted manually**. Please email EnergyUnitsHelpdesk@gov.ab.ca for manual submission.

UNIT TRACT CORRECTION – ADMINISTRATIVE TAB – REVISION EFFECTIVE DATE

Unit Tract Revision

Status: **Work in Progress** Unit Tract Revision Report

Administrative
Unit Tract
Royalty Owners
Summary

Administrative Information

Company Name: [S LIMITED] ▼

Creator:

Unit Agreement:

Unit Operator:

Unit Operator Effective:

Unit Agreement PE ID: 09314

Revision #: [35 2019-11-01] Correction

Revision Effective Date: [2020/10/29]

Description of Change:

Once the **current revision** is selected, the indicator, "**Correction**" appears

1. Enter the **correct Revision Effective Date**

2. Enter Description of the correction

4. Click **Submit**

3. Click **Save**

Submit

Save

Close

If the correction is only for Revision Effective Date, the request can be submitted at this point.



If the correction is for Working Interest Owner, Royalty Owner, Share of Working Interest % and/or Share of Tract Participation %, then proceed to the appropriate tab after clicking Save.

UNIT TRACT CORRECTION – UNIT TRACT TAB – WORKING INTEREST OWNER (WIO) & SHARE OF INTEREST %

Unit Tract Revision (Request # 446296)

Status: **Work in Progress** Unit Tract Revision Report

Administrative
Unit Tract
Royalty Owners
Summary

Unit Tract

Unit Operator: CANADIAN NATURAL RESOURCES LIMITED

Unit Operator Effective Date: 2008-07-01

Unit Agreement PE ID: 09314

Revision #: 35 Correction

Revision Effective Date: 2020-10-01

Rows to Display: Show Sub Totals Auto Update Transfer of Ownership Remove Filter

Tract	Land	Lease	Tract Participation (%)	Working Interest Owner	Share of Working Interest (%)	Share of Tract Participation (%)
001	4-15-059:22 4-15-059:23NW 4-15-059:23NE 4-15-059:25SW 4-15-059:25NW 4-15-059:25NE 4-15-059:26SE 4-15-059:26SW 4-15-059:26NW 4-15-059:26NE 4-15-059:27 4-15-059:28SE 4-15-059:28NW 4-15-059:28NE 4-15-059:32NE 4-15-059:33SE 4-15-059:33SW 4-15-059:33NW 4-15-059:33NE 4-15-059:34SE	CROWN	23.2495800	ALPHABOW ENERGY LTD. CANADIAN NATURAL RESOURCES	12.5000000	2.9061975
					87.5000000	20.3433825

To correct a WIO, you must use Transfer of Ownership.

To correct **Share of Interest %**, you can either use the **Transfer of Ownership** or update any specific tract on the main grid.

Refer to **Unit Tract Revision** module for steps from the [Online Learning portal](#).



UNIT TRACT CORRECTION – ROYALTY TAB – ROYALTY OWNERS

Unit Tract Revision (Request # 446155)

Status: **Work in Progress** Unit Tract Revision Report

Administrative
Unit Tract
Royalty Owners
Summary

Royalty Owners

Unit Operator: HARVEST OPERATIONS CORP.
 Unit Operator Effective Date: 2006-08-01
 Unit Agreement PE ID: 59326
 New Revision #: 40
 Revision Effective Date: 2020-07-01

Rows to Display: Update Royalty Owners Remove Filter

Tract	Land	Lease	Royalty Owner	Overriding Royalty Owner
001	5-02-035:31L01 5-02-035:31L08	FREEHOLD	Jane Doe <input type="text"/>	John Smith <input type="text"/>
			John Smith <input type="text"/>	Add Owner
			Add Owner	
002	5-02-035:31L03 5-02-035:31L04	FREEHOLD	Jane Doe <input type="text"/>	John Smith <input type="text"/>
			John Smith <input type="text"/>	Add Owner
			Add Owner	
003	5-02-035:31L05 5-02-035:31L06	FREEHOLD	Jane Doe <input type="text"/>	John Smith <input type="text"/>
			John Smith <input type="text"/>	Add Owner
			Add Owner	
004	5-02-035:31L02 5-02-035:31L07 5-02-035:31NE	FREEHOLD	Jane Doe <input type="text"/>	John Smith <input type="text"/>
			John Smith <input type="text"/>	Add Owner
			Add Owner	
005	5-02-035:31NW	FREEHOLD	Jane Doe <input type="text"/>	John Smith <input type="text"/>
			John Smith <input type="text"/>	Add Owner
			Add Owner	



To correct a Royalty Owner, you can either use the **Update Royalty Owners** or update any specific tract on the main grid.

Refer to **Unit Tract Revision** module for steps from the [Online Learning portal](#).

UNIT TRACT CORRECTION – SUBMITTED

Unit Tract Revision (Request # 446238)

Status: **Submitted** [Unit Tract Revision Report](#)

Administrative
Unit Tract
Royalty Owners
Summary

Administrative Information

Company Name: CANADIAN NATURAL RESOURCES LIMITED

Creator: EA0331_JOHNALYNNE

Unit Agreement: BELLIS UNIT NO. 2

Unit Operator: CANADIAN NATURAL RESOURCES LIMITED

Unit Operator Effective Date: 2008-07-01

Unit Agreement PE ID: 09314

Revision #: 35 Correction

Revision Effective Date:

Description of Change:

Corrected Revision Effective Date

Optional: Please attach optional backup document(s) here in Adobe (PDF) and Microsoft Word (DOC, DOCX) format only

Browse...
 Add

Withdraw
Close

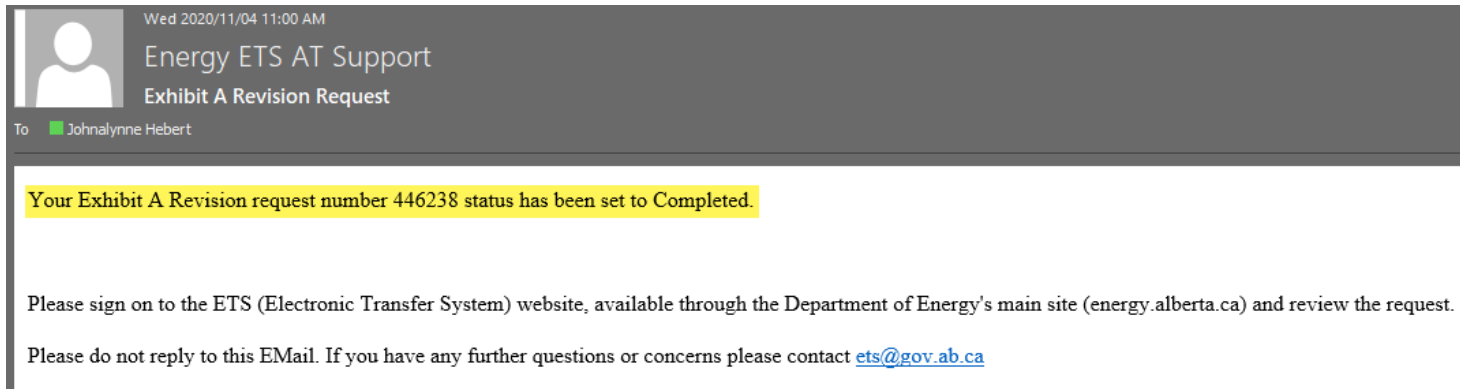


Once the correction is submitted, **Withdraw** option is enabled. You can choose to withdraw the request at this point.

However, once the status is changed from Submitted to **Completed**, the **withdraw option is no longer available**.


UNIT TRACT CORRECTION – EMAIL NOTIFICATION

An email notification is sent to the creator indicating that the request is now Completed.



 Once this email notification is received, the **next step is to generate the Exhibit A report.**

Refer to **Reports** module available in our [Online Learning](#) portal.

 The **Unit Operator** is responsible in **preparing** and **distributing** the same copy of the revised Exhibit A created in ETS to all unit parties including Alberta Energy Regulator.

CONCLUSION

Congratulations!

You have completed the
Unit Agreement Exhibit A
Unit Tract Correction
Online Training Course



If you have any comments or questions on this training course,
please forward them to the following email address:

EnergyUnitsHelpdesk@gov.ab.ca