Welcome!

To the ETS – Initiate a Transfer Online Training Course

A **transfer request** is initiated by a transferor client. The types of transfer request include prorate transferor and transferee percentage, set transferor and transferee percentage, variable transferor and transferee percentage, or a request to change the designated representative only.

To begin the electronic transfer, a valid agreement is selected by the transferor. A transfer request should indicate the transferor/transferee, designated representative and email address (if other than the default).

The request may or may not require reviewer approval within the company depending on the role(s) assigned to the individual creating the request. This means that the individual may be assigned multiple roles: **Creator**, **Reviewer** and **Concurrer** at the same time.

Revisions

Date	Revisions Type	Page Number
August 31, 2012	Conversion	All
April 2020	Cosmetic Updates	All
November 2022	Updated	Including Geothermal Agreements

Introduction

In this module, you will learn about the:

- Six logical tabs that comprise a Transfer Request:

  o Agreement

  o Transfer Type

  o Transferor/Transferee

  o Designated Representative

  o Email

  o Status/Warnings

- Transfer Type: Prorate Transferor Transferee Percentage

- Transfer Type: Set Transferor and Transferee Percentage

- Transfer Type: Variable Transferor and Transferee Percentage

Agreement Tab

The Agreement tab displays the agreements that are being transferred. The agreements shown are the ones selected from the Agreements Found screen. You can delete or add new agreement(s) to include in this transfer request. Agreements include PNG, Oil Sands, Coal and Mineral Development as well as Geothermal Agreements.

A Transfer Request Number will be assigned by ETS when a transfer is saved. Make sure you note this number, as you will need it to access the transfer request through the Work In Progress (WIP) screen.

- **Transfer Request Number** - The Transfer Request Number will show on the header if the request is successfully saved.

- **Delete** - Clicking on the Delete button will delete the agreement displayed on that line.

- **Search** - Clicking on the Search button will open the Search Agreements screen, to add another agreement to the Transfer screen.

- **Save** - Save the transfer request. A Transfer Type MUST be specified before saving.

Transfer Type Tab

Transfer Request

Agreement   **Transfer Type**

○ **Prorate Transferor and Transferee Percentage - One or Multiple Agreements**
This type **calculates** the Transferee(s) interest(s) as a percentage of the Transferor(s) registered interest(s) for each agreement.

○ **Set Transferor and Transferee Percentage - One or Multiple Agreements**
This type **subtracts** the interest from the Transferor(s) and assigns the interest to the Transferee(s). The Transferor(s) interest to be transferred and the Transferee(s) resulting interest must be specified.

○ **Variable Transferor and Transferee Percentage - One or Multiple Agreements**
This type **displays** the Transferor(s) registered interest in each agreement separately. The Transferee(s) resulting interest must be specified for each agreement.

○ **Designated Representative Change Only - One or Multiple Agreements**
Notice of Designation, Replacement or Revocation of Representative
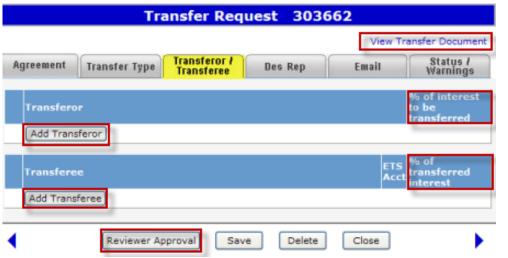
Save   Close

Once you have selected the agreements to be transferred, you must identify the type of transfer you are preparing. There are four(4) types of request to select from as indicated on the image on the left.

You cannot change a transfer type once it is selected and saved. If the incorrect type is chosen, you will need to delete the transfer in order to change the request status to "Client Cancelled" and start a new transfer.

Transferor/Transferee Tab

The Transferor/Transferee tab allows you to add the transferor(s), transferee(s) and their interest in the agreement depending upon the selected type of transfer. A change in designated representative type of transfer will not require any information on this tab.

The **Add Transferor** button opens the Select Transferor screen. The Select Transferor screen will display a list of common Transferor(s) for the selected Agreement(s). You may select a single or multiple client(s) as transferor(s).

The **Add Transferee** button will open the Find Client screen, which enables you to select the Transferee(s). For more details about the Find Client Screen, refer to **Search Agreements** training module.

- **View Transfer Document** - The Transfer Document hyperlink opens the Original Transfer Document (PDF). It is available on all tabs.

- **Add Transferor** - The Add Transferor button opens the Select Transferor screen. This screen will display a list of possible Transferor(s) for the selected agreement(s).

- **%** - Depending on the type of transfer, this could be the Percentage of Interest to be transferred, Undivided Interest or the Current Registered Interest.

- **Add Transferee** - The Add Transferee button will open the Find Client screen, which enables you to select the Transferee(s).

- **%** - Depending on the type of transfer, this could be the Percentage of Transferred Interest, Undivided Interest or the Resulting Registered Percent.

- **Reviewer Approval** - Depending on your role(s), the action button could change to Reviewer, Approve or Submit. This button is available on all tabs.

Designated Representative Tab

Transfer Request   303662

View Transfer Document

| Agreement | Transfer Type | Transferor / Transferee | **Des Rep** | Email | Status / Warnings |

Change Designated Rep to: [...] [Copy Down] [Clear]

Agreement	Current Designated Representative	ETS Acct	New Designated Representative
004 0400010066	809-2679 001 FREEHOLD INC.	Yes	[...]

[Reviewer Approval] [Save] [Delete] [Close]

A Designated Representative change may be submitted for an agreement, without a transfer. Follow the same process as any of the transfer types, except select the Designated Representative change only option from the list of Transfer Types.

The current Designated Representative for each Agreement will be displayed under the Designated Representative column.

You may change the designated representative for a specific agreement or you may also complete a global replacement if ALL Designated Representatives are the same for ALL the agreements being transferred.

Click on *More Information* to view how to **change designated representative(s)**.

- **Change Des Rep** - Global Change - You can replace ALL designated representatives with the same new name. The new designated representative is populated with the name that you select from the Find Client screen.

- **Find (….)**- Click on the Find Client button to select and populate a new Designated Representative.

- **Copy Down** - Use the Copy Down button to copy the new Designated Representative for ALL agreements.

- **Clear** - Use the Clear button to clear the Designated Representative fields to "blank". To remove the New Designated Representative name, go to Find Client screen and select the Blank Field.

- **Individual Change** - Click on the Find **(….)** Client button to select and populate a new Designated Representative for a specific agreement.

Email Tab

Transfer Request   303662

View Transfer Document

| Agreement | Transfer Type | Transferor / Transferee | Des Rep | Email | Status / Warnings |

Only fill in Email address if other than default

Client	Email Address
809-2681 001 ABC COMPANY	johndoe@abc-company.com
809-2679 001 FREEHOLD INC.	
809-2680 001 HOPEFUL OIL	

[Reviewer Approval] [Save] [Delete] [Close]

Tip : The email address should be left blank if the Concurrer's default email address is in effect.

Click here for more details about Email Notification

The Email tab allows you to insert a specific email address that should receive the email requesting concurrence to a transfer request. If an email address is not specified then an email message will be sent to clients with the concurrence role who are part of this transfer. The default email address is associated with the individual/client account that the Site Administrator had set up.

The email recipients can then access the transfer request using the **Work In Progress** (WIP) screen.

Status/Warnings Tab

The Status/Warnings Tab displays the status information and allows you to enter comments about the transfer request. Any applicable Client Errors/Warnings will also be displayed on this tab as well as on the other tabs.

Client Errors will be displayed when a status change (e.g. Reviewer Approval, Ready for Concurrence, Concurrence) is applied to the transfer request and is not valid. Errors will stop you from proceeding further until all errors are corrected.

Client Warnings will also be displayed when a status change is not valid. However, warnings will not stop you from proceeding further.

- **Client Warning** - Client Warnings will be displayed after the request is validated. In this example, an attempt was made to submit the request for reviewer approval.

- **Client Errors** - Client Errors will be displayed after the request is validated. Errors will need to be corrected in order to proceed.

- **Date** - Transfer Effective Date is optional.

- **Comment** - Comment field allows the Creator to enter brief information about the transfer. This field is limited to 60 characters.

Prorate Transferor & Transferee %

Note: Do Not Insert the Actual Registered Interest.

A Prorate Transfer of one or multiple agreements should be used when you require the system to calculate automatically the Transferee(s) interest(s) as a percentage of the Transferor(s) registered interest(s) for each agreement. The system will automatically calculate the **actual** interest being transferred and acquired for each agreement. Note that the actual interest is not displayed on this screen.

Specifications:

- The Transferor(s) and Transferee(s) must be common in all agreements.

- You may transfer all or a percent of the Transferor(s) registered interest.

Click on *More Information* to view how to **initiate this type of transfer**.

Set Transferor & Transferee %

Transfer Request   303665

View Transfer Document

| Agreement | Transfer Type | Transferor / Transferee | Des Rep | Email | Status / Warnings |

	Transferor		Undivided Interest
Delete	809-2679 001 FREEHOLD INC.		75.0000000
	Add Transferor		

	Transferee	ETS Acct	Undivided Interest
Delete	809-2680 001 HOPEFUL OIL	Yes	75.0000000
	Add Transferee		

Reviewer Approval   Save   Delete   Close

Tip: This type relates to the manual transfers submitted with a schedule.

The "Set Transferor and Transferee Percentage" Transfer is used when transferring 100% interest or less in one or more agreements.

Specifications:

- The Transferees(s) interest must be equal to the Transferor(s) interest.

- The Transferor(s) and Transferee must be common to all agreements if there is more than one agreement.

Click on *More Information* to view how to **initiate this type of transfer**.

Variable Transferor & Transferee %

Tip: This type of transfer is useful for re-distributing interests amongst the current participants in an agreement.

A "Variable Transferor and Transferee Percentage" Transfer should be used when transferring all of the Transferor(s) registered interest in all agreements listed in this transfer.

Specifications:

• The Transferor(s) MUST transfer out all of his registered interest in the agreements listed.

• The Transferee(s) interest does not have to be the same for each agreement. You will be able to specify different percentage of interest for each agreement.

Click on *More Information* to view how to **initiate this type of transfer**.

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 – Initiate a Transfer Online Training Course

Please proceed to the Work in Progress module detailing other functionality of Transfers.

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

Transfers.Energy@gov.ab.ca