

Welcome!

To the ETS – PNG Continuation: Expiry Reinstatement Online Training Course

PNG Continuation – Expiry Reinstatement:

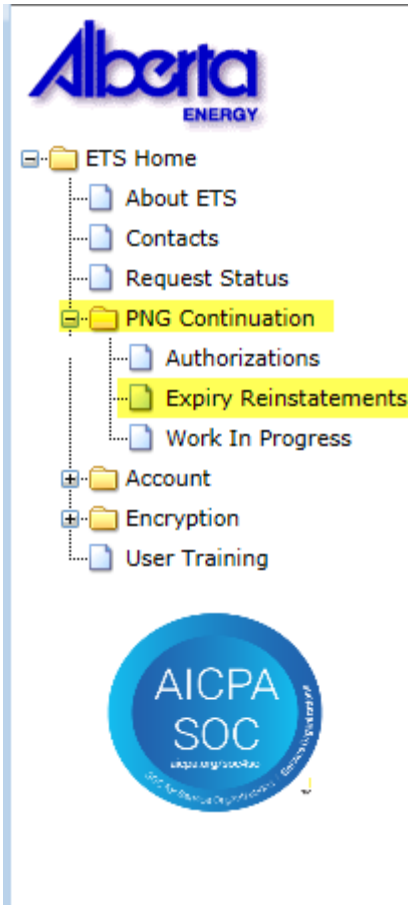
This is the process to complete and submit an Online Expiry Reinstatement request via ETS for a PNG Agreement. The process begins with the creation of a new request through to submission. The request progresses through various stages (statuses) until completion.

Revisions

Revisions Table

Date	Revisions Type	Page Number
March 10, 2017	Initial Creation	All
June 2020	Update Banner and Resource Page	All
September 2020	Updated	Various

Expiry Reinstatement - Introduction



In this module, you will learn how to:

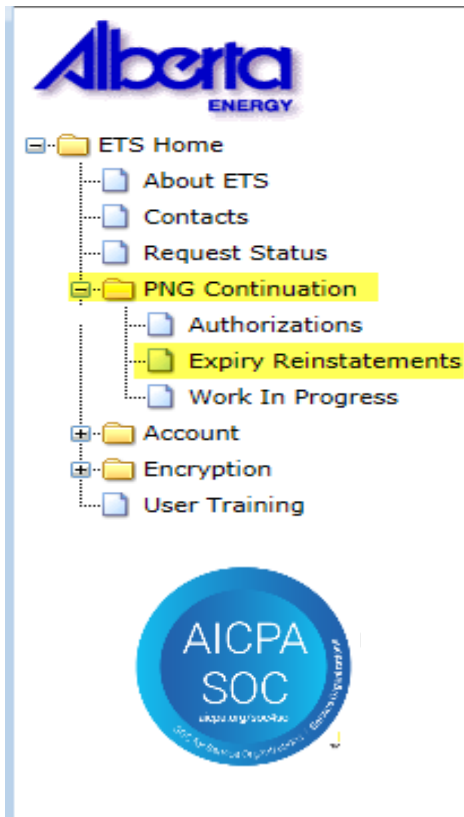
- Create and submit an Online Expiry Reinstatement request
- Cancel or withdraw an Online Expiry Reinstatement request
- View response document(s)

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.

Create – Expiry Reinstatement

Select the **Expiry Reinstatements** node under **PNG Continuation**. Complete the **Company Information**, then under the **Agreement Information** select the dotted box to enter your agreement number.



Expiry Reinstatements Request

Status: **Work in Progress** Expiry Reinstatement Document

Administration Information

Company Information

Company Name:

Creator: EA0369_EXPIRY

Comment:

Contact Information

First Name:

Last Name:

Phone: () - - Ext

Fax: () - -

Email:

Reinstatement Information

Agreement Information

Agreement Number: ...

ExpiryDate:

Designated Representative:

Documentation

Attach Reinstatement Letter:

Supporting Documentation to Follow:

Cheque will be sent concurrently with this request:

Penalty must be paid in full

1. Complete
**Company and
Contact
Information**

2. Select for
Agreement Number

Type in the **PNG Agreement Number** in the **Search Agreements** screen, select **Search**. The **Agreements Found** screen will populate the **Agreement Number**. Select the **Agreements Found** number **Check Box**, then select **OK**.

The screenshot shows the 'Expiry Reinstatements Request' form. The 'Search Agreements' dialog box is open, showing a 'Search by Agreement Number' section with a text input field labeled 'Number' and 'Search', 'Reset', and 'Close' buttons.

1. Enter **Agreement Number**

The screenshot shows the 'Expiry Reinstatements Request' form. The 'Agreements Found' dialog box is open, displaying a table with one row of results. A checkmark is visible in the first column of the table. 'OK' and 'Cancel' buttons are at the bottom.

	Agreement No.	Expiry Date	Designated Representative
<input checked="" type="checkbox"/>	005 5555555555	8888/12/31	ABC Company

2. **Check Box**

3. **Select OK**

After selecting **Ok** you will be taken back to the **Expiry Reinstatement - Administration Information** screen. The screen status will be updated to **Work in Progress** with a **ETS Reference Number**. Select the **Browse** button to attach your **Reinstatement Letter**, which outlines your rationale for requesting a reinstatement. Then select **Add Document**, to upload your document.

Expiry Reinstatements Request 386423

Error: Reinstatement Letter must be attached.
Status: **Work in Progress**

Expiry Reinstatement Document

Administration Information

Company Information

Company Name: ABC Company
 Creator: EA0369_EXPIRY
 Comment: Our File M1234

Contact Information

Angel Best
 First Name: Angel
 Last Name: Best
 Phone: (780) 123-4567 Ext:
 Fax:
 Email: angel.best@gov.ab.ca

Reinstatement Information

Agreement Information

Agreement Number: 005555555555 ...
 ExpiryDate: 8888/12/31
 Designated Representative: ABC Company

Documentation

Attach Reinstatement Letter: \\GOA\MyDocs\K\kimbe Browse... Add Document

Supporting Documentation to Follow:
 Cheque will be sent concurrently with this request:

Penalty must be paid in full

Submit Save Delete Close

1. Select **Browse**

2. Select **Add Document**



Ensure you select **Add Document**, or you will receive the **Error** above: “Reinstatement Letter must be attached”.

After your letter uploads, check off **Supporting Documentation to Follow** if you are submitting **information or data**. You will then check off **Cheque will be sent concurrently with this request**. Select **Save** and then **Submit**.

Expiry Reinstatements Request 386423

Error: Reinstatement Letter must be attached.
Status: Work in Progress Expiry Reinstatement Document

Administration Information

Company Information

Company Name: ABC Company
Creator: EA0369_EXPIRY
Comment: Our File M1234

Contact Information

Angel Best
First Name: Angel
Last Name: Best
Phone: (780) 123-4567 Ext:
Fax: () - - -
Email: angel.best@gov.ab.ca

Reinstatement Information

Agreement Information

Agreement Number: 005555555555
ExpiryDate: 8888/12/31
Designated Representative: ABC Company

Documentation

Attach Reinstatement Letter: Browse... Add Document

File

R386423.REINSTATELETTER.001.docx

Supporting Documentation to Follow:
Cheque will be sent concurrently with this request:

Penalty must be paid in full

1. Select **Supporting Documentation** if you are sending information or data.

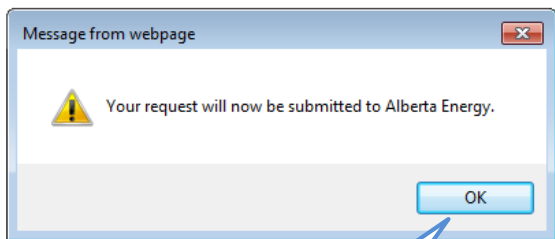
2. Select **Cheque will be sent concurrently with request**

3. Select **Save**
4. Select **Submit**



Ensure you check off **“Cheque will be sent concurrently with this request”**. If this is not checked you will not be able to submit your request.

A **Message Box** will populate stating your request will be submitted to Alberta Energy. Select **Ok**. Your **Expiry Reinstatement** status will now be **Submitted**.



1. Select **OK**

Expiry Reinstatements Request 386423

Status: Submitted
Submitted: 2017/03/02
Expiry Reinstatement Document

Administration Information

Company Information

Company Name:

Creator: EA0369_EXPIRY

Comment:

Contact Information

First Name:

Last Name:

Phone: (780) 123-4567 Ext:

Fax:

Email:

Reinstatement Information

Agreement Information

Agreement Number: ...

ExpiryDate: 8888/12/31

Designated Representative:

Documentation

Attach Reinstatement Letter: Browse... Add Document

File

R386423.REINSTATELETTER.001.DOCX

Supporting Documentation to Follow:

Cheque will be sent concurrently with this request:

Penalty must be paid in full



Please note: If you wish to print out or save an electronic copy of your request, please select the “Expiry Reinstatement Document” on the top right hand of the screen.

By selecting **Expiry Reinstatement Document** on the **Administration Information** screen, the following **PDF** document will populate for your records.



Expiry Reinstatements Request 386423

Status: **Submitted** Submitted: **2017/03/02** **Expiry Reinstatement Document**

Administration Information

Company Information

Company Name: ABC Company
 Creator: EA0369_EXPIRY
 Comment :

Contact Information

Alberta
 Temure
 9945 - 108 Street
 Edmonton, Alberta, T5K 2G6

**ELECTRONIC TRANSFER SYSTEM
 EXPIRY REINSTATEMENTS REQUEST**

March 02, 2017
 11:17:29 AM
 ETS # 386423

ADMINISTRATIVE INFORMATION

Company Name : ABC Company
 Request Status : Submitted
 Creator : EA0369_EXPIRY
 Submission Date : 2017/03/02

CONTACT INFORMATION

First Name : Angel
 Last Name : Best
 Phone : (780) 123-4567
 Fax :
 Email Address : angel.best@gov.ab.ca

AGREEMENT INFORMATION

Agreement Number	Agreement Expiry	Designated Representative
005 5555555555	8888/00/31	ABC Company

DOCUMENTATION

* Supporting document to follow
 * Cheque will be sent concurrently with this request

*** End of Report ***

After submitting your request the **Status** will change to **Processing (Submitted)**. At the bottom of the screen you must select either **Save**, **Close** or **★Withdraw Button**.

Expiry Reinstatements Request 386534

Status: **Processing (Submitted)** Submitted: 2017/03/04 [Expiry Reinstatement Document](#)

Administration Information

Company Information

Company Name: ABC Company
Creator: EA0369_EXPIRY
Comment: Our File M1234

Contact Information

First Name: Angel
Last Name: Best
Phone: (780) 427-8993 Ext:
Fax: () - -
Email: Angel.Best@gov.ab.ca

Reinstatement Information

Agreement Information

Agreement Number: 055 555555555
ExpiryDate: 2016/07/31
Designated Representative: ABC Company

Documentation

Attach Reinstatement Letter: Browse... Add Document

File
R386534.REINSTATELETTER.001.DOCX

Supporting Documentation to Follow:
Cheque will be sent concurrently with this request:

Penalty must be paid in full



Please note: By selecting the **Reinstatement Document** a PDF electronic version of your form will populate.

Work in Progress

The **Work in Progress** screen will populate, select **Find** and all your reinstatements currently in **ETS** will generate. By changing the parameters on the **Work in Progress** screen varying results will populate. You can also search by the **Request Number**.



- ETS Home
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 - Authorizations
 - Expiry Reinstatements
 - Work In Progress**
 - Account
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 - User Training



Work in Progress

Type:	Expiry Reinstatements	Request Number:	
Start Date:	2017/02/25	End Date:	2017/03/02
Application #:		Agreement #:	
Status:			
Comment:			

1. Select **Find** Find Close

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
3865343	Expiry Reinstatements	Submitted	20170302000:	005 5555555555	Report: Pdf	2017/03/02 11:18:17	EA0369_EXPIRY
386241	Expiry Reinstatements	Client Withdrawn	20170225000:	054 5555555555	Report: Pdf	2017/03/01 07:01:34	EA0369_EXPIRY
386339	Expiry Reinstatements	Work in Progress		001 5555555555	Report: Pdf	2017/02/28 17:59:27	EA0369_EXPIRY
386288	Expiry Reinstatements	Processing	201702280001	004 5555555555	Report: Pdf	2017/02/28 14:12:47	EA0369_EXPIRYCREATOR
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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	Application Type
Request Number	ETS #
Start/End Date	Last Updated
Application	Application #
Agreement #	Agreement#
Status	Status
Comment	(not shown as a result column)

Work in Progress

Type:	Expiry Reinstatements	Request Number:	
Start Date:	2017/02/25	End Date:	2017/03/02
Application #:		Agreement #:	
Status:			
Comment:	Our File 1234		

Find

Close

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386534	Expiry Reinstatements	Submitted	201703020001	005 5555555555	Report: Pdf	2017/03/02 11:18:17	EA0369_EXPIRY
386241	Expiry Reinstatements	Client Withdrawn	201702250001	054 5555555555	Report: Pdf	2017/03/01 07:01:34	EA0369_EXPIRY
386339	Expiry Reinstatements	Work in Progress		001 5555555555	Report: Pdf	2017/02/28 17:59:27	EA0369_EXPIRY
386288	Expiry Reinstatements	Processing	201702280001	004 5555555555	Report: Pdf	2017/02/28 14:12:47	EA0369_EXPIRYCREATOR

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Request Status – Search Result

Work in Progress

Type:	Expiry Reinstatements	Request Number:	<input type="text"/>
Start Date:	2017/02/25	End Date:	2017/03/02
Application #:	<input type="text"/>	Agreement #:	<input type="text"/>
Status:	<input type="text"/>		
Comment:	<input type="text"/>		

Search Results

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386534	Expiry Reinstatements	Submitted	201703020001	005 5555555555	Report: Pdf	2017/03/02 11:18:17	EA0369_EXPIRY
386241	Expiry Reinstatements	Client Withdrawn	201702250001	054 5555555555	Report: Pdf	2017/03/01 07:01:34	EA0369_EXPIRY
386339	Expiry Reinstatements	Work in Progress		001 5555555555	Report: Pdf	2017/02/28 17:59:27	EA0369_EXPIRY
386288	Expiry Reinstatements	Processing	201702280001	004 5555555555	Report: Pdf	2017/02/28 14:12:47	EA0369_EXPIRYCREATOR

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To load a request, click on the **ETS Request** number link.

To open a document click on the report **Pdf** link.

[Feedback](#) [Help](#) Copyright © 1999 Government of Alberta

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

Reinstatement Completed

- If a decision is received by ETS, the request status becomes Completed.
- An email may be sent from ETS informing your company's contact that an offer is available for review and response. These email notifications are considered a courtesy and should not be relied on to track PNG Continuation requests in ETS.
- When submitting a request through ETS, it is your responsibility to continually check your Work in Progress to determine if any decisions have been sent.

Select **Work in Progress** under the **PNG Continuation** node, the **Work In Progress** screen will populate. Select **Find**, and all of your **Reinstatements** currently in **ETS** will generate. You may also search your request using the **Request Number** provided to you with your original submission.

Work in Progress

Type:	<input type="text" value="Expiry Reinstatements"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text" value="2017/02/25"/>	End Date:	<input type="text" value="2017/03/02"/>
Application #:	<input type="text"/>	Agreement #:	<input type="text"/>
Status:	<input type="text"/>		
Comment:	<input type="text"/>		

1. Select **Find**

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386534	Expiry Reinstatements	Completed	201703020001	005 5555555555	Report: Pdf	2017/03/02 11:18:17	EA0369_EXPIRY
386241	Expiry Reinstatements	Client Withdrawn	201702250001	054 5555555555	Report: Pdf	2017/03/01 07:01:34	EA0369_EXPIRY
386339	Expiry Reinstatements	Work in Progress		001 5555555555	Report: Pdf	2017/02/28 17:59:27	EA0369_EXPIRY
386288	Expiry Reinstatements	Processing	201702280001	004 5555555555	Report: Pdf	2017/02/28 14:12:47	EA0369_EXPIRYCREATOR

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Rental Reinstatement Letter

SAMPLE

Select **Final Pdf** and the **Reinstatement Letter** will populate.

Work in Progress

Type:	Expiry Reinstatements	Request Number:	
Start Date:	2017/02/25	End Date:	2017/03/02
Application #:		Agreement #:	
Status:			
Comment:			

1. Select PFD

ETS #	Application Type	Status	Application #	Agreement #	Files	Last updated Y:YY/MM/DD	Creator
386534	Expiry Reinstatements	Completed	201703020001	005 5555555555	Report: Pdf	2017/03/02 11:18:17	EA0369_EXPIRY

Expiry Reinstatement Letter

SAMPLE



Energy Operations
PNG Tenure
9945 108 Street
North Petroleum Plaza
Edmonton, Alberta T5K 2G6
Canada
Telephone: (780) 555 1234
Fax: (780) 422 1123
Email: Kimberley.Pereira@gov.ab.ca
www.alberta.ca

February 28, 2017

ABC COMPANY
111 1 STREET SW
CALGARY AB T1T 1T1

ATTENTION: Jane Doe
Mineral Land Department

RE: PNG Agreement 055 5555555555
Your File #AA0001

I refer to the letter February 27, 2017 requesting reinstatement of the subject agreement.

Pursuant to Section 8(1)(e) of the Mines and Minerals Act, the subject agreement has been reinstated effective February 2, 2017. The reinstatement penalty of \$5,000.00, the rent and the interest payment have been applied.

The subject agreement is continuing, pursuant to the PNG Tenure Regulation, as follows:

M	Rg	Twp	Sec(s)
04	01	001	01

to the base of the Mannville GRP, pursuant to Section 15 as described in the Appendix to the agreement document.

The Alberta Energy Regulator (AER) has been notified that you have regained the right to produce oil and gas from the well located in 100 01 01 001 04W 00.

Yours truly,

Kimberley Pereira
Team Lead
Licence Validation & Rentals

Expiry Reinstatement - Withdraw

By selecting either the **Expiry Reinstatement Type** or by entering the **Request Number** you may access your submission and **Withdraw** your request.

To **Withdraw** your **Expiry Reinstatement** 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 **Expiry Reinstatement** at anytime while the **Status** is **Submitted** or **Processing (Submitted)**.



- ETS Home
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 - Authorizations
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 - Work In Progress**
- Account
- Encryption
- User Training

1. Select Request Number



Work in Progress

Type:
Request Number:

Start Date:
End Date:

Application #:
Agreement #:

Status:

Comment:

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386534	Expiry Reinstatements	Submitted	201703020001	005 5555555555	Report: Pdf	2017/03/02 11:18:17	EA0369_EXPIRY
386241	Expiry Reinstatements	Client Withdrawn	201702250001	054 5555555555	Report: Pdf	2017/03/01 07:01:34	EA0369_EXPIRY
386339	Expiry Reinstatements	Work in Progress		001 5555555555	Report: Pdf	2017/02/28 17:59:27	EA0369_EXPIRY
386288	Expiry Reinstatements	Processing	201702280001	004 5555555555	Report: Pdf	2017/02/28 14:12:47	EA0369_EXPIRYCREATOR

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The **Administration Information** screen will populate displaying the **Company Information** and the **Agreement Information** to Reinstatement. **Click** on the **Withdraw** button at the bottom of the screen.

Expiry Reinstatements Request 386423

Status: **Processing (Submitted)** Submitted: 2017/03/04 Expiry Reinstatement Document

Administration Information

Company Information

Company Name: ▼

Creator: EA0369_EXPIRY

Comment:

Contact Information

First Name:

Last Name:

Phone: (780) 427-8993 Ext:

Fax:

Email:

Reinstatement Information

Agreement Information

Agreement Number: ...

ExpiryDate: 2016/07/31

Designated Representative: ABC Company

Documentation

Attach Reinstatement Letter: Browse... Add Document

File
R386534.REINSTATELETTER.001.DOCX

Supporting Documentation to Follow:

Cheque will be sent concurrently with this request:

Penalty must be paid in full

1. Click **Withdraw**

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

Expiry Reinstatements Request 386423

Status: **Processing (Submitted)** Submitted: 2017/03/02 [Expiry Reinstatement Document](#)

Administration Information

Company Information

Company Name:

Creator: EA0369_EXPIRY

Comment :

Contact Information

First Name:

Last Name:

Phone: (780) 123-4567 Ext

Message from webpage

Are you sure you want to withdraw the request?

This action will delete the request (386423) from Alberta Energy's records. Do you wish to continue?

Documentation

Attach Reinstatement Letter:

File
R386423.REINSTATELETTER.001.DOCX

Supporting Documentation to Follow:

Cheque will be sent concurrently with this request:

Penalty must be paid in full

2. Click **OK**

Once you select **Ok**, the **Administration Information** screen will populate with the **Status** of **Client Withdrawn**. All information has been deleted from Alberta Energy's records. Select **Close**, you will be taken back to **Work In Progress**.

Expiry Reinstatements Request 386423

Status: **Client Withdrawn**
Submitted:
Expiry Reinstatement Document

Administration Information

Company Information

Company Name:

Creator: EA0369_EXPIRY

Comment:

Contact Information

First Name:

Last Name:

Phone: Ext:

Fax:

Email:

Reinstatement Information

Agreement Information

Agreement Number: ...

ExpiryDate: 8888/12/31

Designated Representative:

Documentation

Attach Reinstatement Letter: Browse...

File

R386423.REINSTATELETTER.001.DOCX

Supporting Documentation to Follow:

Cheque will be sent concurrently with this request:

Penalty must be paid in full

Please note: By selecting the **Reinstatement Document** a PDF electronic version of your form will populate.

1. Select **Close**

The **Work in Progress** screen will confirm the **Expiry Reinstatement** has been **Client Withdrawn**.

Work in Progress

Type:	<input type="text" value="Expiry Reinstatement"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text" value="2017/02/27"/>	End Date:	<input type="text" value="2017/03/04"/>
Application #:	<input type="text"/>	Agreement #:	<input type="text"/>
Status:	<input type="text" value=""/>		
Comment:	<input type="text"/>		

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
386423	Expiry Reinstatement	Client Withdrawn	201703020001	005 5555555555	Report: Pdf	2017/03/04 13:39:10	EA0369_EXPIRY
386536	Expiry Reinstatements	Department Rejected	201703040002	055 5555555555	Report: Pdf	2017/03/04 10:53:47	EA0369_EXPIRY
386534	Expiry Reinstatements	Processing	201703040001	054 5555555555	Report: Pdf	2017/03/04 10:08:30	EA0369_EXPIRY
386511	Expiry Reinstatements	Client Withdrawn	201703030005	001 5555555555	Report: Pdf	2017/03/03 14:46:33	EA0369_EXPIRY
386241	Expiry Reinstatements	Client Withdrawn	201702250001	004 5555555555	Report: Pdf	2017/03/01 07:01:34	EA0369_EXPIRY
386339	Expiry Reinstatements	Work in Progress		005 4444444444	Report: Pdf	2017/02/28 17:59:27	EA0369_EXPIRY
386288	Expiry Reinstatements	Processing	201702280001	004 4444444444	Report: Pdf	2017/02/28 14:12:47	EA0369_EXPIRYCREATOR

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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 PNGContinuations.Energy@gov.ab.ca or the PNG Tenure Help Line at (780) 644-2300.

Congratulations!

You have completed the **ETS – PNG Continuation: Expiry Reinstatement 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: PNGContinuations.Energy@gov.ab.ca

