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Agreement Management Government of Alberta

Welcome!

To the ETS – Agreement Management Rental/Surrender Reinstatement Online Training Course Agreement Management – Rental / Surrender Reinstatement: This is the process to complete and submit an Online Rental Reinstatement request via ETS. This node is utilized for an agreement cancelled by either Rental Default or Surrender. The process begins with the creation of a new request through to submission. The request progresses through various stages (statuses) until completion.

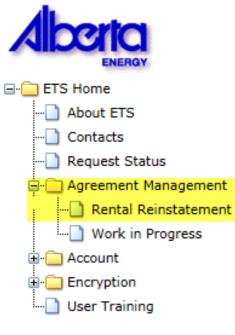


Revisions Table

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	Adding Surrenders	Various
November 2022	Updated	Added reference to Geothermal Agreements

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Rental Reinstatement - Introduction





In this module, you will learn how to:

- Create and submit an Online Rental / Surrender Reinstatement request
- Cancel or withdraw an Online Rental / Surrender Reinstatement request
- Review response document(s)

Course Pre-requisites:

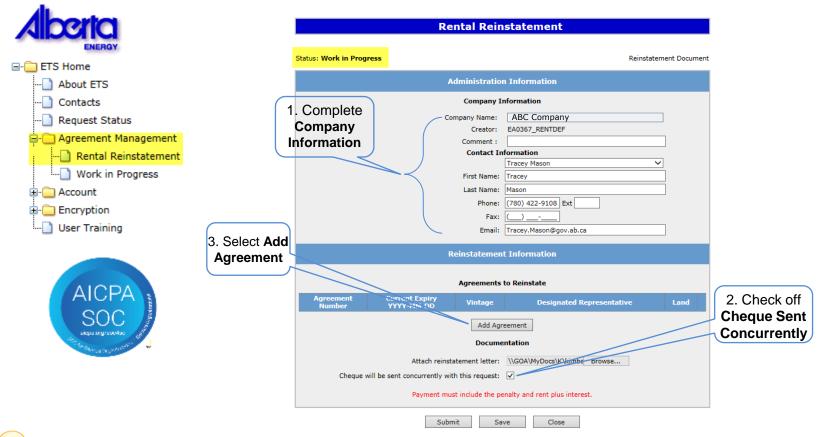
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- Training System Overview
- ETS Account Setup and Preferences (For Site Administrators)
- You must have the Creator role to create or withdraw a request and the Submitter role to submit a request.

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Create - Rental Reinstatement

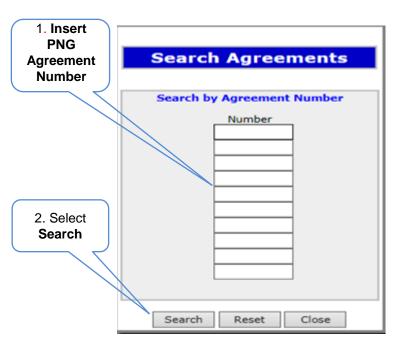
Select the **Rental Reinstatement** node located under **Agreement Management**. Complete the **Company Information**, check off **Cheque sent concurrently**, select **Add Agreement**.



Ensure you check off, that payment has been sent concurrently with this request. You will not be able to submit the request unless you recognize payment being sent. We can not complete the process until the request document and funds have been received.



Insert in the **PNG or Geothermal Agreement Number** in the **Search Agreements** screen, select **Search**. The **Agreements Found** screen will populate with the requested agreement number. Select the Agreement Number **Check Box**, then select **Ok**.



	Rental Rein	statement	
Nork in Progress		Ri	einstatement Documen
	Company I	nformation	
3. Select	Company Name:		~
	Creator:	EA0367_RENTDEF	
Check Box	Comment :		
	Contact In	formation	
		Tracey Mason	\sim
	First Name:	Tracey	
	Last Name:	Mason	
	Agreemei	nts Found	
M			
Agreement No.	Expiry Date	Designated Representativ	/e
✓ 001 0000100001	9999/12/31 11:59:59 PM	ABC Company	
	ОК	Cancel	
			_
	Add Agr	eement	
	Docume	intation	
	Attach reinstatement letter:	Browse	
Cheque will be sent co	ncurrently with this request:	\checkmark	
	Payment must include the pe	nalty and rent plus interest.	
	Submit Sa	ve Close	



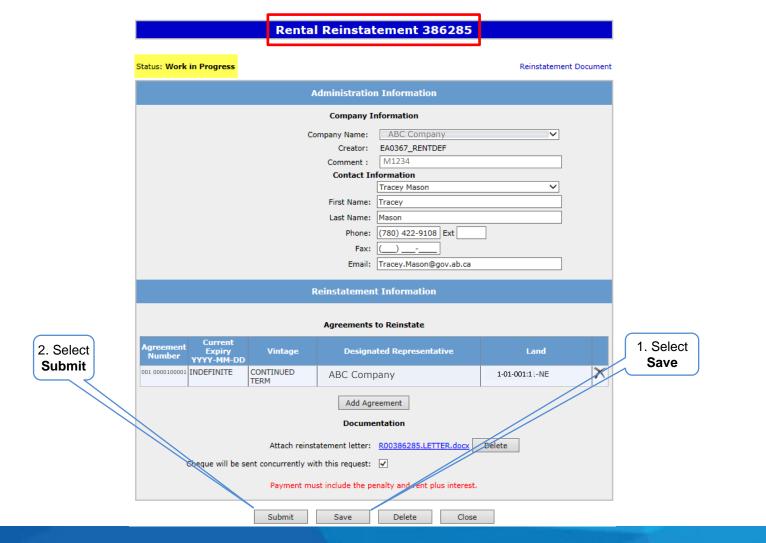
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After selecting Ok you will be taken back to the Rental Reinstatement Administration Information screen. The screen status will be updated to Work in Progress. Attach your reinstatement request letter which outlines your rational for requesting the reinstatement. Select Browse and upload your document

	Rental Reinstatement	
ENERGY	Status: Work in Progress Reinstatement Document	
ETS Home	Administration Information	
About ETS Contacts Request Status Agreement Management Rental Reinstatement Work in Progress Account Contemption	Company Name: Company Name:	
User Training	Reinstatement Information	1. Selec
AICPA SOC LINE MULTICATED	Agreements to Reinstate Agreement Current Expiry YYYY-MM-DD Vintage Designated Representative Land 001 0000100001 8888/12/31 CONTINUED TERM ABC Company Add Agreement	Browse
Construction of the production of the	Documentation	
	Attach reinstatement letter: Browse Cheque will be sent concurrently with this request:	
	Payment must include the penalty and rent plus interest. Submit Save Close	

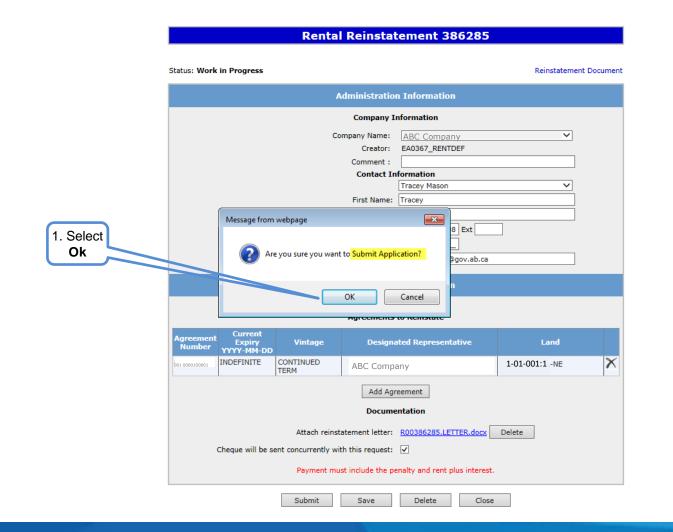


Select Save and then Submit.





A Message Box will populate asking if you are sure you want to Submit your Rental /Surrender Reinstatement Application, select Ok.





After submitting your request the **Status** will change to **Submitted**. At the bottom of the screen you have a **Save**, **Close** and a **Withdraw Button** is now available.

		Renta	Reinstatement 386	285		Please note: By selectin the Reinstatement
Status: Subm	nitted		Submitted: 2017/02/27	Reinstatement Do	ocument	Document a PDF electronic version of you
		,	Administration Information			form will populate.
			Company Information			
		Co	Mame: ABC Company	$\mathbf{>}$		
			Creator: EA0367_RENTDEF			
			Comment :			
			Contact Information			
			Tracey Mason	~		
			First Name: Tracey			
			Last Name: Mason			
			Phone: (780) 422-9108 E	xt		
			Fax: ()			
			Email: Tracey.Mason@gov	/.ab.ca		
		I	Reinstatement Information			
			Agreements to Reinstate			
Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designated Representativ	re Land		
001 0000100001	INDEFINITE	CONTINUED TERM	ABC Company	1-01-001:1 -NE	×	
			Add Agreement			
			Documentation			
		Attach reinst	atement letter: <u>R00386285.LETTER</u>	R.docx Delete		
			th this request:			
	Cheque will be s	ent concurrently wi	ur uns request.			
	Cheque will be s		ist include the penalty and rent plus	interest.		

Classification: Protected A

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Reinstatement Document

SAMPLE

Alberta		
Tenure	ELECTRONIC TRANSFER SYSTEM	March 07, 2017
9945 - 108 Street	RENTAL REINSTATEMENT	1:14:33 PM
Edmonton, Alberta, T5K 2G6		ETS # 386750

Administrative Information

Status:	Submitted
Company Name:	ABC Company
Creator:	EA0331_RENTDEF
Submission Date:	2017/03/07

Contact Information

First Name:	Kimberley
Last Name:	Pereira
Phone:	(780) 422-6462
Fax:	(333) 222-7777
Email:	Kimberley.Pereira@gov.ab.ca

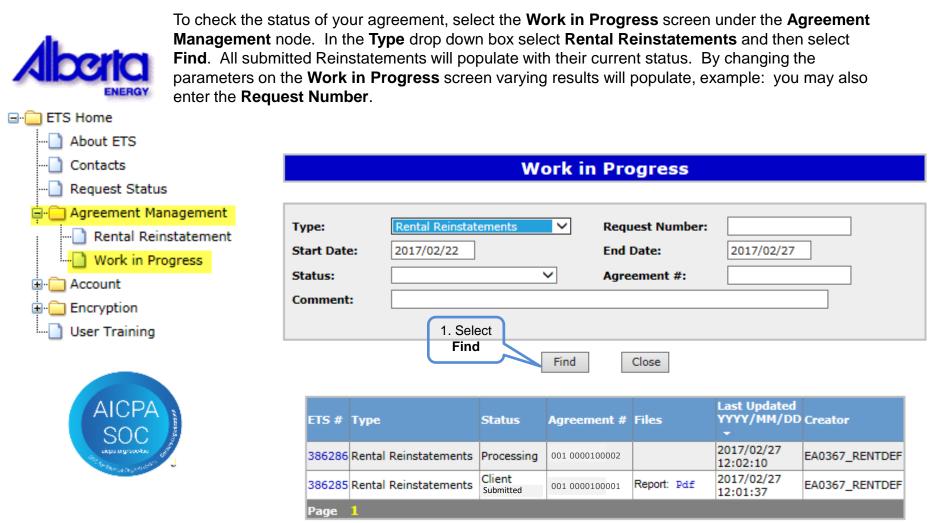
AGREEMENT INFORMATION

Agreement Number	Current Expiry	Vintage	Designated Representative	Land
001 0000100001	December 22 2016	INITIAL TERM	ABC Company	1-01-001:01

* Reinstatement letter attached * Cheque will be sent concurrently with this request

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Work in Progress



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

pe:		Rental Reinsta	atement	✓ Req	uest Number:		
art Date		2017/02/24		End	Date:	2017/03/01	
atus:				✓ Agr	ement #:		
mment	:	Our File M123	34				
				Find	Close		
FTS #	Туре		Status			Last Updated	Creator
ETS #	Туре		Status	Find Agreement #		Last Updated YYYY/MM/DD	Creator
		Reinstatements	Status Client Submitted				
386285	Rental I	Reinstatements Reinstatements	Client Submitted	Agreement #	Files	2017/03/01	Creator EA0367_RENTDEF EA0367_RENTDEF

Work in Progress

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Request Status – Search Result

Work in Progress

	Type: Start Date Status: Comment			End	iest Number: Date: ement #:	2017/02/27		
To load a request, click o	n							To open a
the ETS Request			[Find	Close			document - click on the
number link.				Search Res	ults			report Pdf link.
\backslash	ETS #	Туре	Status	Agreement #	Files	Last Updated YYYY/MM/DD	Creator	
	386286	Rental Reinstatements	Processing	001 0000100002		2017/02/27 12:02:10	EA0367_RENTDEF	
	386285	Rental Reinstatements	Client Submitted	001 0000100001	Report: Pdf 🗲	2017/02/27 12:01:37	EA0367_RENTDEF	
	Page	1						
			ack Help	Copyright © 19	999 Governmer	nt of Alberta		
Navigate with this are multiple page								



Reinstatement Completed

Upon completion of the **Rental / Surrender Reinstatement** 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 Rental Reinstatement 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.



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

Work in Progress							
Туре:	Rental Reinstat	ements	~	Request Nun	nber:		
Start Date:	2017/02/24			End Date:	2017/03/01		
Status:			~	Agreement #	#:		
Comment:							
6	. Select						
	Find		Find	Close			
		L		0.000			
FTS # Type		Status	Agreeme	nt # Files	Last Updated YYYY/MM/DD Creat	OF	

ETS #	Туре	Status	Agreement #	Files	Last Updated YYYY/MM/DD •	Creator
386285	Rental Reinstatements	Completed	001 000010000 <mark>1</mark>	FINDL FOI	2017/03/01 09:46:18	EA0367_RENTDEF
386286	Rental Reinstatements	Client Withdrawn	001 0000100002	Report: Pdf	2017/02/27 12:01:37	EA0367_RENTDEF
Page	1					



Rental / Surrender Reinstatement Letter



Select Final Pdf and the Reinstatement Letter will populate.

St	vpe: art Date atus: omment	-	Rental Reinsta 2017/02/24		End	iest Number: Date: ement #:	2017/03/01		Select PDF
				[Find	Close			
	ETS #	Туре		Status	Agreement #		Last Upd YYYY '.4M/DD	Creator	
	386285	Rental	Reinstatements	Completed	001 0000100001	Final: Pdf	2017/03/01 09:46:18	EA0367_RENTDEF	

Work in Progress

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SAMPLE

Rental Reinstatement Letter



Energy Operations PNG Tenure 9945 108 Street North Petroleum Plaza Edmonton, Alberta T5K 256 Canada Telephone: (780) 000 0000 Email: @gov.ab.ca



##DES REP## ##ADDRESS##

DATE

Attention: Mineral Land Department

RE: PNG Agreement 000000000 Reinstatement

Alberta Energy has reviewed your ##DATE## application requesting reinstatement of agreement 000-0000000000.

###Pursuant to Section 8(1)(e) of the Mines and Minerals Act, this agreement has been reinstated effective ##DATE##. I acknowledge receipt of your reinstatement penalty of \$5,000.00 and the rent and interest in the amount of ##\$0.00##.

Pursuant to Section 8(1)(e) of the Mines and Minerals Act (MMA), this agreement has been reinstated effective ##DATE##. The remission of the reinstatement penalty has been ordered pursuant to section 8(1)(d) of the MMA. I acknowledge receipt of your rent and interest in the amount of ##\$0.00## ###

As the mineral rights have been reinstated, you have regained the right to produce petroleum and natural gas from the following wells:

00/00-00-000-00W0

Yours truly,

##ANALYST NAME## Land Analyst Agreement Administration

(berta)

Agreement Management Government of Alberta

Rental Reinstatement - Withdraw

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

To Withdraw your Rental / Surrender 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 Rental / Surrender Reinstatement at anytime while the Status is Submitted or Processing.

Alberta			W	ork in Pro	ogress		
	Type: Start Date: Status: Comment:	2017/02/22		End	uest Number: Date: eement #:	2017/02/27	
User Training 1. Se	Elect Request Number ET 5 # Type 386285 Rental Page 1	Reinstatements	Status Submitted	Find Image: Control of the second secon	Close Files Report: Pdf	Last Updated YYYY/MM/DD ~ 2017/02/27 11:56:56	Creator EA0367_RENTDEF



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

		Rental	Reinsta	tement 386285			
Status: Submit	ted		Submitted: 2	2017/02/27	Reinstatem	ent Document	
		A	dministratio	n Information			
			Company I	nformation			
		Co	mpany Name: Creator:	ABC Company EA0367_RENTDEF	~		
			Comment :				
				formation			
			contact II	Tracey Mason	~		
			First Name:	Tracey			
			Last Name:	Mason]	
			Phone:	(780) 422-9108 Ext	1		
			Fax:				
						1	
			Email:	Tracey.Mason@gov.ab.ca			
		R	einstatemen	t Information			
			Agreements	to Reinstate			1. Click
Agreement Number	Current Expiry YYYY-MM-DD	Vintage	Designa	ated Representative	Land		Withdraw
001 0000100002	NDEFINITE	CONTINUED TERM	ABC Comp	bany	1-01-001:1-NE	X	
			Add Ag	reement			
				entation			
		Alter de resident		_			
				R00386285.LETTER.docx	Delet		
Ch	neque will be se	ent concurrently wit	in this request:				
		Payment mu	st include the pe	enalty and rent plas interest.			

Rental Reinstatement request successfully submitted.



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

	Kental Ke	instatement 5	00205			1
Status: Submitted	Su	bmitted: 2017/02/27		Reinstatement Doc	ument	
	Admi	nistration Informatio	n			
	с	ompany Information				
	Compar	ABC Compar	ny	\sim		
		Creator: EA0367_REN	TDEF			
	Co	mment :				
	(Contact Information				
				~		
	Fi	rst Name: Tracev				1 Click
Message from webpage			— ×			1. Click Ok
						Ok
This action will	ou want to withdraw th delete the request (38 u wish to continue?	<mark>e application?</mark> 5285) from Alberta Energy'	s a			
	(OK Can	cel			
Agreement Number YYYY-MM-DD	Vintage	Designated Represen	tative	Land		
	ONTINUED RM	ABC Company		1-01-001:1 -NE	X	
		Add Agreement				
		Documentation				
	Attach reinstatem	ent letter: <u>R00386285.LE</u>	ETTER.docx	Delete		
Cheque will be sent	concurrently with this	s request: 🗸				
	Payment must inc	lude the penalty and rent	plus interest.			
	Save	Withdraw	Close			-



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

Progress.

State: Clent Withdrawn Administration Information Company Information Company Information Company Information Company Information Company Information Contract Information First Name: Prese: Contract Information First Name: Prese: Contact Information Prese: Contact Information Prese: Prese: Prese: Prese: Contact Information Prese:			Renta	l Reinstat	ement 386285			
Administration Information Company Information Company Name: Comment : Comment: Contract Information Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Phone: Crace Documentation A	Status: Clien	nt Withdrawn				Reinstatemer	nt Document	
Company Information Company Name: Creator: Ex0367_RENTDEF Comment : Contract Information First Name: Fi			,	dministratio	n Information			Document a PDF
Creator: EA0367_RENTDEF Comment : Contact Information First Name: Fracey. Last Name: Mason Phone: (720).422-9108 Email: Fracey. Tracey.Mason@gov.ab.ca Reinstatement Information Agreements to Reinstate Mumber Vyryy-144-DD CONTINUED ABC Company 101:001:1 -NE Add Agreement Documentation Add Agreement Documentation Add Agreement Documentation INDEFINITE CONTINUED Add Agreement Documentation Add Agreement Decumentation Add Agreement Decumentation Add Agreement Decumentation Add Agreement Decumentation Add Agreement Decumentation Add Agreement Decumentation Add Agreement Decumentation Add Agreement Decumentation In Select								
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Contact Information First Name: First Name: First Name: Mason Phone: (700) 422-9108 Etail Fax:				Creator:	EA0367_RENTDEF			
First Name: First Name: First Name: First Name: Mason Phone: Fax: Email: Tracey.Mason@gov.ab.ca Reinstatement Information Agreements to Reinstate Agreements to Reinstate Agreement Current VEY.MMA-DD Vintage Designated Representative Land Madd Agreement Add Agreement Documentation Add Agreement Discumentation Add Agreement Discumentation Attach reinstatement letter: Stopping Indefinite Cheque will be sent concurrently with this request: Payment must include the penalty and rent plus interest				Comment :				
First Name: Tracey Last Name: Mason Phone: (780) 422-9108 Ett Fax: Fax:				Contact In	formation			
Lat Name: Phone: (780) 422-9108 Ext: Fax: Email: Tracey.Mason@gov.ab.ca Reinstatement Information Agreement Information Agreement VYYY-MH-DD VINDEFINITE CONTINUED ABC Company 1:01:001:1 -NE Add Agreement Documentation Add Agreement Documentation Attach reinstatement letter: R00305285.LETTER.doox Delete Cheque will be sent concurrently with this request: Payment must include the penalty and rent plus interest						~		
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Fax:				Last Name:	Mason			
Email: Tracey.Mason@gov.ab.ca Reinstatement Information Agreements to Reinstate Agreement Current Expiry Vintage Designated Representative Land Mumber CONTINUED ABC Company 1:01:001:1 -NE Model Agreement Add Agreement Image: Contract of the constant of the con				Phone:	(780) 422-9108 Ext			
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Add Agreement Documentation Attach reinstatement letter: R00386285.LETTER.docx Delete Cheque will be sent concurrently with this request: Payment must include the penalty and rent plus interest		^C Expiry		Designa	nted Representative	Land		
Documentation 1. Select Attach reinstatement letter: R00386285.LETTER.docx Delete Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Payment must include the penalty and rent plus interest Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurrently with this request: Image: Cheque will be sent concurre	001 0000100002	INDEFINITE		ABC Co	mpany	1-01-001:1 -NE	×	
Attach reinstatement letter: R00386285.LETTER.docx Delete Close				Add Agn	eement			
Attach reinstatement letter: R00386285.LETTER.docx Delete Close Cheque will be sent concurrently with this request: Payment must include the penalty and rent plus interest				Docume	entation		1. Se	lect
Cheque will be sent concurrently with this request: Payment must include the penalty and rent plus interest			Attach reinst	atement letter:	R00386285.LETTER.docx	Delete		
Payment must include the penalty and rent plus interest		Cheque will be a						30
		Cheque will be s	sene concurrencity wi	ar ans request:	¥			
			Payment mu	st include the pe	enalty and rent plus interes	+		
Close								



The Work in Progress screen will confirm the Rental / Surrender Reinstatement Status has been changed to Client Withdrawn and the information has been deleted from Alberta Energy's records.

Work in Progress								
Type: Start Date:	2017/02/22	1		quest Number d Date:	2017/02/27	7		
Status:		✓ Agreement #:						
Comment:	Comment:							
		[Find	Close				
ETS # Type		Status	Agreement #	Files	Last Updated YYYY/MM/DD	Creator		
386285 Renta	al statements	Client Withdrawn	001 0000100002	Report: Pdf	2017/02/27 11:58:35	EA0367_RENTDEF		
Page <mark>1</mark>								



RESOURCES

ETS Support and Online Learning provides access to relevant guides, courses and other information.

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



Congratulations!

You have completed the ETS Agreement Management Rental/Surrender Reinstatement 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: <u>ENERGY.Rentals@gov.ab.ca</u>

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