Reporting rules where invalidation will result in Form Rejection

- Project ID, Operator ID, Report Month/Period must be reported.
  - Project ID Format: XXXXXX (6 digit id, no spaces, OSRXXX or CSRXXX)
  - Operator ID Format: XXXX (4 digit id, no spaces, 0XXX or XXXX)
  - Report Month Format: YYYY-MM or YYYY/MM
  - Period Format: YYYY-MM-DD to YYYY-MM-DD, YYYY/MM/DD to YYYY/MM/DD
- Conditional reporting requirements must be reported:
  - If a Sales or Handling volume is reported, the corresponding Sales or Handling value must be reported.
  - If Sales or Handling value is reported, the corresponding Sales or Handling volume must be reported.
  - If Blended Bitumen is reported, there must be Diluent reported. If Diluent is reported, there must be Blended Bitumen reported.
  - If Bitumen Hardisty BVM Price is reported, Density must be reported. However, if Density is reported, a Bitumen Hardisty BVM price is not mandatory.
- The ETS account must be authorized to submit for the Project or the submission will not be accepted.
- The ADMIN tab cannot be removed from the form.
- The Form Id and Version link cannot be altered.
- Royalty forms are to be submitted in Excel 2003 or later versions. Statements of Approval and Audit Opinions can be in various file types. (.doc, docx, .pdf, etc.)
- Submission size cannot exceed 10 MB
- Executable files will be rejected. (.bat, .exe, etc.)
- Only one project per excel workbook. In the past multiple projects on several tabs of an excel workbook was accepted; however, now only one project per workbook is acceptable.
- All Rates (%) are to be positive numbers, they cannot be less than zero or greater than 100.
- Negative numbers or values can only be reported where they are allowed.
- A Report Month and Report Period cannot be future dated (greater than calendar month).
- A submission cannot be for a Statute Barred Period, unless it has been granted an extension. Extensions will only be accepted for the time frame authorized by the department.

Reporting rules where invalidation will result in Royalty Recalculation

- The following decimal places are required for Pre-payout and Post payout projects. If more decimal places are reported than required, the department will round to the specified number of decimal places.

  PRE PAYOUT Decimal requirements

Volumes	reported to 1 decimal place
Values (currency)	reported to 2 decimal places
Density	reported to 1 decimal place
Royalty Rate	reported to 5 decimal places
Return Allowance Rate	reported to 2 decimal places

POST PAYOUT Decimal Requirements

Volumes	reported to 1 decimal place
Values (currency)	reported to whole numbers
Other Oil Sands Product FMV ($/unit)	are rounded to 2 decimal places
Bitumen Hardisty BVM Price ($/m3)	reported to 2 decimal places
BVM Transportation Allowance ($/m3)	reported to 2 decimal places
Density	reported to 1 decimal place
Royalty Rate	reported to 5 decimal places

Additional Information for Royalty Reporting

- If a royalty form is rejected, it will be considered as not submitted and may be subject to penalties.
- If an expected royalty form is not submitted by the filing deadline, it may be subject to penalties.
- A monthly royalty submission for the same report month can be amended multiple times as long as it is before the filing deadline of the form. If the filing deadline has passed, amendments to a production month must be filed in the next report month.
- A report month's submission information will replace the previous report month's information.
- A royalty submission for a report month can be filed after the filing deadline as long as it is a first time submission for that report month and the subsequent report month has not been filed. The subsequent report month's information replaces the prior month's information.