

FOURTH QUARTER PRODUCTION FORECAST REPORT

*Please note: The following guideline may be updated from time to time. If there is a discrepancy between this guideline and the grant agreement, the terms of the grant agreement shall prevail.*

**This forecast is required by January 31 and pertains to production anticipated between January 1 and March 31 of the current Program Year.**

**Submission of Fourth Quarter Production Forecast Report**

- Fourth Quarter Production Forecast Reports are required under Section 5.4 of a Bioenergy Producer Credit Program Grant Agreement issued after March 2011.
- Fourth Quarter Production Forecast Reports are due on January 31<sup>st</sup> of the current program year (e.g. January 31, 2012 for Program Year 1).
- All applicants with agreements with committed production in the current program year are required to file this report.
- If the grant agreement states zero committed production in the current program year, a Fourth Quarter Production Forecast Report is not required and it is assumed that forecast production is zero for the fourth quarter.
- If the grant agreement states zero committed production in the current program year, but the applicant anticipates production will, in fact, occur during the fourth quarter then submission of a forecast report is recommended. This production may be eligible for support if funds are to be distributed by Alberta Energy to support production in excess of committed production, but will not be considered if this report is not submitted.
- Alberta Energy requires a signed Fourth Quarter Production Forecast Report to be submitted in pdf (Adobe Acrobat) or paper format.
- If submitting documents electronically, any supporting documents should be submitted as separate documents from the completed form.
- For electronic submissions, Alberta Energy will accept multiple attachments in a single email, a series of emails for the same submission, or an email with instructions for downloading documents from a file transfer protocol (FTP) site set up by the producer.
- Signed Fourth Quarter Production Forecast Reports in pdf format should be submitted by email to [BPCP.Energy@gov.ab.ca](mailto:BPCP.Energy@gov.ab.ca) or may be delivered by mail to:

Susan Carlisle, Director of Alternative Energy  
10<sup>th</sup> Floor, North Petroleum Plaza  
9945-108 St., Edmonton, AB T5K 2G6

or by courier or in person to:

Attention: Susan Carlisle, Director of Alternative Energy  
Alberta Energy Reception  
2<sup>nd</sup> Floor, North Petroleum Plaza  
9945-108 St., Edmonton, AB T5K 2G6

## Fourth Quarter Production Forecast Report Compliance and Consequences

Requirements and potential consequences of non-compliance for late or deficient Fourth Quarter Production Forecast Reports are addressed in Sections 5 and 6 of the grant agreement.

Please refer to Sections 5 and 6 of the grant agreement for other reporting requirements.

Late or deficient reports may count as a compliance incident under Section 5.12, which may contribute to grounds for termination under Section 6.1.

### **SECTION ON FORM**

### **TIPS FOR PRODUCERS**

Grant Number

Please enter the four digit grant number in the top right corner of the form.

## **1. General Information**

a. Company Name:

Enter the company name (the “Applicant”) found on page 1 of the grant agreement .

b. Project/Facility Name and Location

Enter the Project/Facility Name as stated in the original application in Question 4 of the Application Form.

For location, enter the closest community included in the definition of “Facility” under Section 1.1 of the grant agreement.

c. Contact Information:

Please provide contact information for the person completing the report to follow up with if Alberta Energy has questions or concerns about the report.

d. Bioenergy Product

Enter the product as identified in Schedule A of your grant agreement. This information is located in the first row of the table under the heading Committed Production and Support.

Examples: first generation ethanol, wood pellets, biogas, heat, electricity

e. Program Number

Enter the applicable program number (i.e., Program 1, 2, 3 or 4) for the product as identified in Schedule A of your grant agreement. This information is located in the first row of the table under the heading Committed Production and Support.

## **2. Production**

a. Fourth Quarter Production Period

Enter the Year (e.g. 2012)

b. Program Year

Enter the Applicable Number (e.g. Program Year 1) for the current Program Year:

1 = 2011/12

2 = 2012/13

3 = 2013/14

4 = 2014/15

5 = 2015/16

<b>SECTION ON FORM</b>	<b>TIPS FOR PRODUCERS</b>
c. Unit of Measure	<p>Enter the unit of measure used for committed production in the Committed Production and Grant Support table under Schedule A of the grant agreement.</p> <p>Use this unit of measure for all production quantities stated on the form.</p>
d. Committed Production for Program Year	<p>Enter the committed production quantity for the current Program Year. This number is found in the Committed Production and Grant Support table in Schedule A of the grant agreement (or the latest amendment to the grant agreement).</p>
e. Forecast Fourth Quarter Production	<p>Based on the definition of bioenergy production in the grant agreement, state the minimum, maximum and expected production quantity between January 1 and March 31 of the current Program Year.</p> <p>The Expected Quantity may be equal to the Minimum Quantity or the Maximum Quantity, or may be a quantity between these two values.</p> <p>The Minimum, Maximum and Expected Quantity may be equal.</p>
f. Comment (optional)	<p>Use the space provided to comment on the production forecast production if required.</p>
Signature	<p>The Fourth Quarter Production Forecast Report should be signed and dated by an individual in the capacity of one of the following:</p> <ul style="list-style-type: none"> <li>• the company representative who signed the grant agreement;</li> <li>• the individual identified in Section 9 of the grant agreement for communication purposes;</li> <li>• the designate identified in the original application;</li> <li>• an executive officer of the producer company (the Applicant) such as the Chief Executive Officer or Chief Financial Officer;</li> <li>• the President or Vice-President of the producer company; or</li> <li>• an individual designated (temporarily or indefinitely) in writing by one of the above individuals or positions to sign the Fourth Quarter Production Forecast Report on behalf of the applicant.</li> </ul> <p>Please ensure to include the date, a printed name and the position title for the individual signing the Fourth Quarter Production Forecast Report.</p>