

HOW TO COMPLETE THE FORMS

IF YOU NEED HELP

If difficulties or questions arise in preparing your reports, you may contact Gas Valuation at this address:

Alberta Department of Energy
Gas Valuation
300, 801 6th Avenue S.W.
Calgary, Alberta
T2P 3W2

Telephone: (403) 297-8955
Fax: (403) 297-5400

If you require clarification of any reporting requirement, Gas Valuation will provide you with a written policy interpretation.

For assistance with electronic or magnetic media submissions, please contact the Information Systems Department at the above-mentioned numbers. In addition, you should also ensure that you are on the mailing list for revisions to this reporting guide and any other APMC publications which relates to reporting under Part 4 of the Natural Gas Marketing Act. You may call Gas Valuation to add your name to the list.

In this section you will find facsimiles of the forms, reporting instructions, examples and questions and answers to further help you. For explanations of terms used in this guide and on the forms refer to the **GLOSSARY OF TERMS**.

THINGS TO NOTE BEFORE SENDING SUBMISSIONS....

- ❖ On the forms, you are asked to express volumes of gas in thousands of cubic metres (10^3 m^3) and to express quantities of gas in gigajoules (GJ). Conversions from one unit of measure to the other can be achieved using the gross or higher heating value of the gas. For more details, check the Schedule of the Regulation, entitled Standard Method of Conversion of Volumetric Measurements of Gas to Gigajoules.
- ❖ Report volume in 10^3 m^3 to one decimal point.
- ❖ Report quantity to the nearest gigajoule.
- ❖ Report value to the nearest dollar.
- ❖ Report price in dollars per gigajoule to the nearest cent.
- ❖ With the exception of the APMC-651 (Natural Gas Imported into Alberta by the Owner), the term “**gas**” refers to **marketable Alberta natural gas**.
- ❖ If your submission involves a complex or unusual situation, contact Gas Valuation. Please do not write comments on the forms; most particularly, do not write across the spaces in which entries are made.
- ❖ All reporting entities are permitted to submit their report via fax and no pre-approval is required. If the submission is sent by fax, do not send the original form.

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MINIMUM REPORTING REQUIREMENTS

A report must be accompanied by a transmittal document (APMC-600 form). All reports and transmittal documents must:

- ❖ be in a form prescribed or approved by the Commission. A report is acceptable if it is an original, photocopy or fax of an APMC pre-printed form or approved facsimile. Also acceptable are submissions in an approved magnetic or Bulletin Board Service (BBS) format.
- ❖ be legible and permanent; pencil is not acceptable.

A transmittal document must:

- ❖ be signed or validated by or on behalf of the person furnishing the report. A person is defined as the legal entity required to report.
- ❖ sufficiently identify the person furnishing the report.

GOODS AND SERVICES TAX (GST)

The GST must not be included in any value including transportation charges or pricing information submitted on the APMC-600 series forms.

SETTLEMENT PAYMENTS

If you receive or pay compensation for restructuring a natural gas purchase or transportation contract, you may be required to include these payments in the information reported in the APMC 600-series forms. You are required to contact the Gas Valuation group for a specific ruling in your case.

MORE INFORMATION MAY BE NEEDED

From time to time the APMC may need further information. Such requests are explained in section 23 of the Regulation, a copy of which is included in the Penalties / Regulations / Information Bulletins section.

KEEPING RECORDS

You must keep records for five years, in accordance with section 27 of the Regulation.

CONFIDENTIALITY OF DATA

Confidentiality will be rigorously maintained in the handling of the data you submit and in respect to the manner in which it is used by the APMC. Criteria concerning confidentiality are explained in section 15 of the Act and section 26 of the Regulation.