Alberta

ENERGY

Posting Request Manual

Information Services

June 1, 2005

Version - 2

DISCLAIMER

1. In this disclaimer provision:

(a) "Department" means Her Majesty the Queen in right of the Province of Alberta;

(b) “Minister" means the Minister responsible for the Department of Energy;

(c) "Their employees" means and includes each, any and every officer, employee, servant and agent of either or both of the Department and the Minister and without limiting the generality of the foregoing, and includes employees of the Department and the Minister employed in Department of Energy.

(d) "ETS" means the Electronic Transfer System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

2. The Department, the Minister and their employees and the contractors and technical advisors of the aforesaid:

(a) make no warranty or representations, whether express or implied, to any person with respect to this material or documentation of ETS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and

(b) shall not be liable for any actions, damages or claims, whether occasioned by negligence or otherwise, that any person, user, subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim for third-party contribution or indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages) which do, may, or are alleged to arise as a result of

(i) the use of this material or documentation or ETS or any service connection therewith; or

(ii) any errors or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Department, the Minister or their employees were advised of the possibility of such risk, actions, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

3. The entire risk of loss relating to or associated with the quality and performance of ETS and any product and results thereof shall be assumed by the Subscriber and by any other user of ETS.

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1 INTRODUCTION

Postings, a part of the Electronic Transfer System (ETS), enables clients to acquire Oil Sands and Petroleum and Natural Gas (P&NG) rights through an electronic disposition request. Clients will be able to query mineral rights availability and also submit posting requests for a Public Offering using this system. Acquisition of mineral rights by direct purchase will also be accommodated.

This manual explains how to query land, the steps required to fill a posting request and how to submit requests to the Department of Energy. The processes involved are:

- Registration of Industry Clients as ETS Clients
- Designation of sign-on authorizations within client companies
- Querying of available lands and rights using land descriptions or a map
- Preparation and submissions of posting requests
- Electronic notification of the receipt, acceptance, update or rejection of a request

Technical Requirements

To access the Posting system you must have Internet access and a Web browser, which supports Secure Socket Layer (SSL) 3.0. Versions of Netscape and Internet Explorer no older than the prior major release are supported (e.g. June 2004: the current version of IE is 6.0 so versions 5.01 and newer are supported).

Inquiries on how to set up an account or if you are experiencing problems accessing the system, please contact the Information Centre:

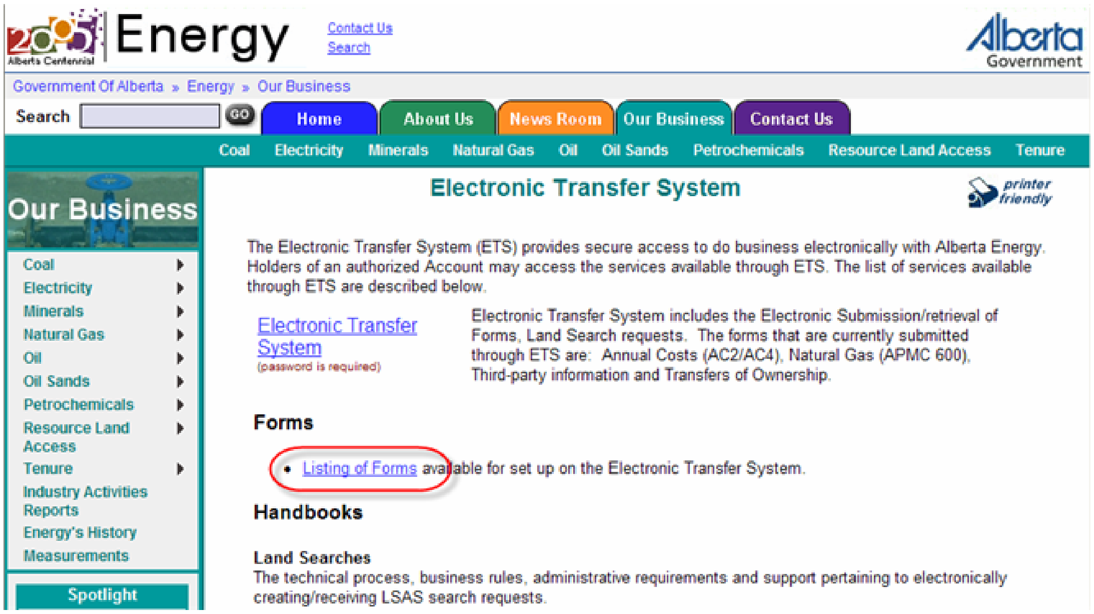
The Information Centre operates:

Monday- Friday 8:15 AM – 4:30 PM Phone (403) 297-6324

1.1 OVERVIEW

ETS is accessed through the Department of Energy's (DOE's) website at www.energy.gov.ab.ca. The ETS website is a secure website that requires an authorized Account ID and password.

1.2 ADMINISTRATOR ACCOUNT



To obtain an ETS Account ID click on the link in the forms section of the ETS entry screen. To complete and submit the form view the Client Accounts manual.

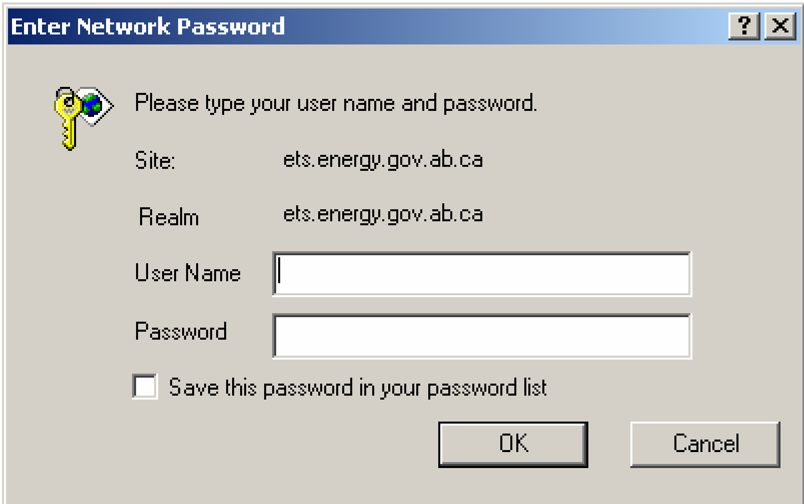
After your application for an ETS account has been received, DOE assigns an ETS Corporate Account ID and Password. The user with the ETS corporate Account ID and password is known as the Site Administrator.

You will be contacted by phone with your Account ID and Password. Logging in to the ETS website using your ETS Account ID provides administrative control of your ETS account.

1.3 LOGGING ON

Click on the link below or on the link on the ETS entry screen to access the ETS login screen.

Electronic Transfer System (ETS) – Password Required



To Log on to ETS:

1. Type your Account ID, in the User Name text box.
2. Type your Password, in the Password text box.
3. Click OK.

This will display the ETS home page.

If you forget your site administrator password, please send an email to lsasmrs@gov.ab.ca. If you are using a client account please see your site administrator to have your password reset.

1.4 ETS HOME PAGE

Messages for ETS users are displayed on the Home Page. If there are no messages, the ETS logo is displayed.

These messages will tell you of scheduled system downtimes, inform you of any system problems and provide an estimate of when problems will be corrected.

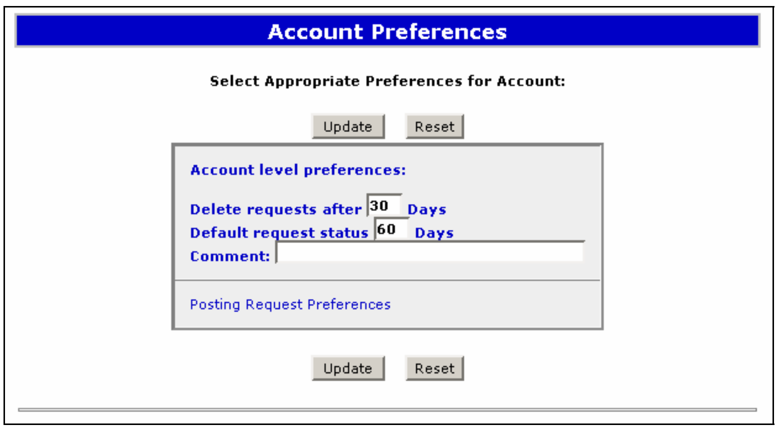
Your menu options, shown on the left hand side, are based on your account's access. The Administrator Account, set up by DOE, has access to all the Corporate Account options applied for by your company. Client accounts, set up by the Site Administrator, can only access what the Site Administrator has set up for them.

Options on the main menu are grouped by topic. Topics with more than one option will have a plus (+) sign and a folder. Click on the plus sign or the folder to expand it and view the available options.

Once you have expanded the ETS menu, you may access any of the categories displayed by clicking on the folder name.

1.5 ACCOUNT PREFERENCES

Users can change their passwords and set up the posting defaults. This includes entering comments on requests and setting the number of days before queries are deleted.



To change General Preferences:

1. Click the **ACCOUNT** folder, on the Main menu.
2. Click **PREFERENCES** on the sub-menu.
3. Enter the number of days before requests are deleted. (This is for all requests that are displayed in Request Status).
4. Enter a number for the default request status (the number of days for which results will be displayed in Request Status and Work In Progress (WIP)).
5. Enter a comment to be displayed by default on all of your comment fields (optional).
6. Click **POSTING REQUEST PREFERENCES** to continue. (*Options displayed will depend on what has been set up for the account.)*

To change Posting Request Preferences

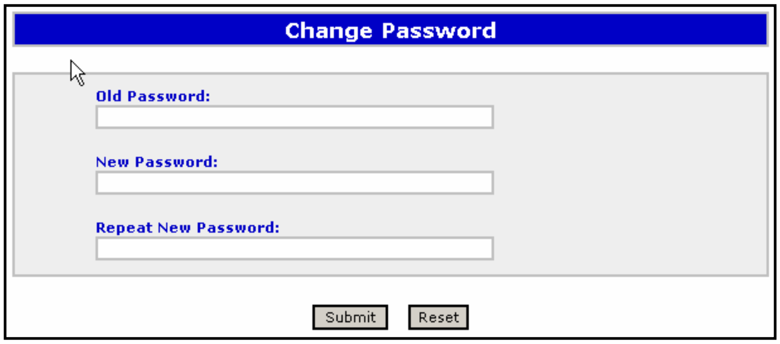
1. Click **POSTING REQUEST PREFERENCES**, from the Account Preferences screen.
2. Click **ADD VIEWER** to add another user who can view all Posting Requests you have created.
3. Click **ADD SUBMITTER** to add a user who can submit requests that have been created by you.
4. Use the **DELETE** button to remove viewers or submitters.
5. Click **UPDATE** to save.
6. Click **RESET** to cancel the changes.

Posting request preferences are used to set up the default of who can view and submit the posting requests. See Section

1.6 Assigning User Roles for a description of the different roles

1.5.1 Changing your password

For security reasons it is recommended that you change your password periodically.



To change your Password:

1. Click the **ACCOUNT,** folder on the Main menu.
2. Click **CHANGE PASSWORD** on the sub-menu.
3. Enter your old **PASSWORD**.
4. Enter your new **PASSWORD;** passwords must be between six and fourteen characters long.
5. Re-enter your new **PASSWORD,** to confirm.
6. Click **SUBMIT**.

Remember passwords are case sensitive but may be a combination of numbers and letters. You must include in your password an upper case letter and a special character.

1.6 ASSIGNING USER ROLES

The site administrator is responsible for the creation and maintenance of all client IDs within their company. Assigning user roles, which provides another layer of security for your company, can be done as soon as a Client Account creation request has been successfully completed.

To Assign Roles

1. Select **ACCOUNT** from the **MAIN** menu**.**
2. Select **CLIENT ACCOUNT,** then **ASSIGN ROLES.**
3. Use the drop-down arrow to select the **CLIENT ACCOUNT**.
4. Use the drop-down arrow to select the **FORM TYPE** –Posting Request (the available roles will be displayed).
5. Use the check boxes to select the role (or roles) for the client.
6. Click **APPLY**.

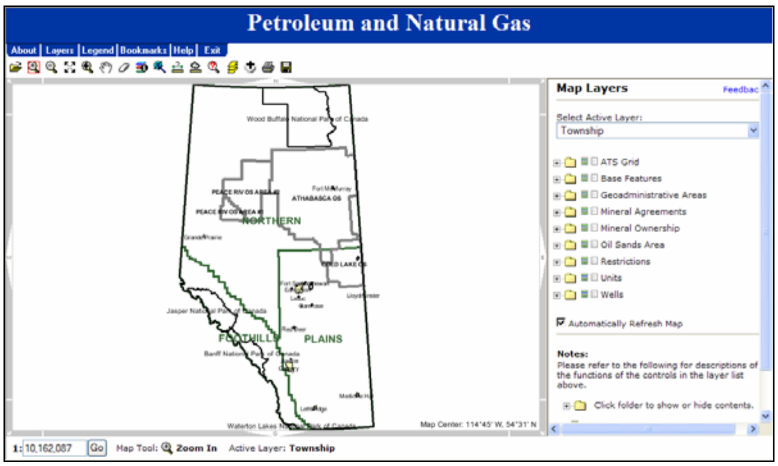
Role	**Description**
Coordinator	• Can see all posting requests within the company. • Can reassign a request to a different creator.
Submitter	• Can see the requests that have been assigned to them for review and submission to the Department.
Viewer	• Can only view the requests that have been assigned to them to view.
Creator	• Can create posting requests and may only see their own requests.

2 POSTING REQUEST

This option is used to initiate a posting request and query availability of land and rights.

There are two methods to retrieve information about the land you are interested in. The first is to do a Query by Map, which enables you to select the land graphically and view details about the land. The second is to do a Query by Land, which enables you to enter the land description.

2.1 QUERY BY MAP



Direct Purchase Posting Requests cannot be processed through the Query by Map function. Users wishing to use the Query by Map for information purposes can still view the graphic output; however, they must copy the information to a Direct Purchase Posting Request manually.

2.2 QUERY BY LAND

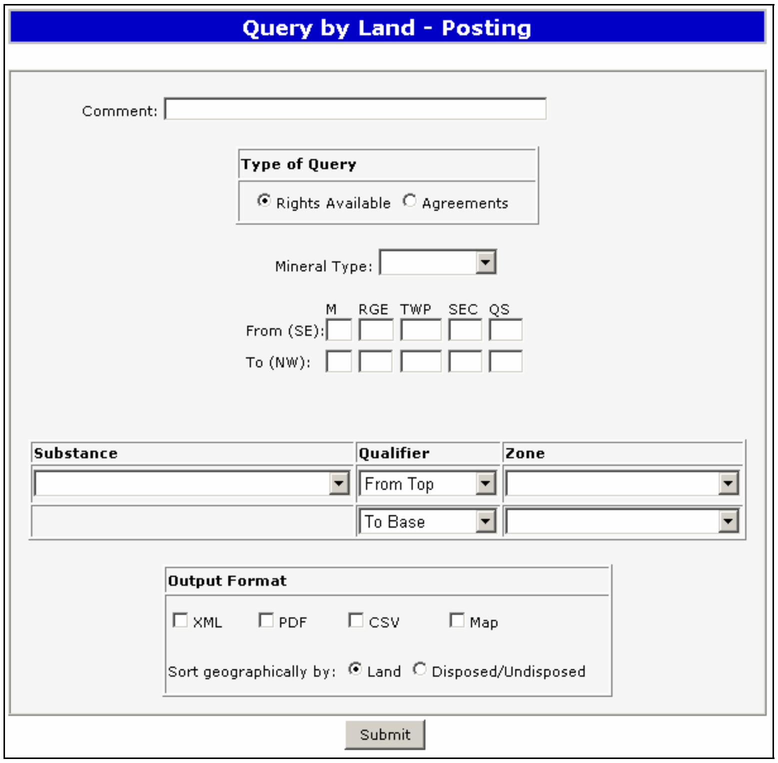
The Query by Land option enables users to search for Rights Available or Existing Agreements.

- Selecting Rights Available will provide a report of all the Rights Available for the selected Land and Zone range.
- Selecting Existing Agreements provides a report of all the current Agreements in the selected Land and Zone range.

The report can then be sorted geographically by land or by disposed/undisposed.

If the ‘Expiring in’ field is specified in an agreement type queries, the query will return any agreements expiring in the specified time period.

For examples of these reports please see Appendix D.



To Query by Land

1. Click on **Posting Request**, from the Main Menu.
2. Select **Query by Land** (the Query by Land screen will be displayed).
3. Enter a **Comment** to identify the Query (optional).
4. Use the radio button to select **Agreements** (Rights Available is the default).
5. Use the drop-down arrow to select the **Mineral Type**.
6. Enter the land description.
7. Use the drop-down arrows to select **Substance**.
   Users performing a P&NG query can also select **Qualifier** and **Zone**.
8. Use the check boxes to select an output format; **XML**, **PDF**, **CSV** or **Map** (CSV is not available for Agreements).
9. Use the radio button to select **Disposed/Undisposed** (Land is the default).
10. Click **Submit**. (The Query will be assigned a request number).

The zones for all Oil Sand requests default from surface to basement. When processed by the Department, any available rights within the respective Oil Sands area may be granted.

2.3 RETRIEVING QUERIES

After you have requested a search it will be necessary for you to retrieve the results. To retrieve the results of your Query by Land select **Request Status** on the main menu.

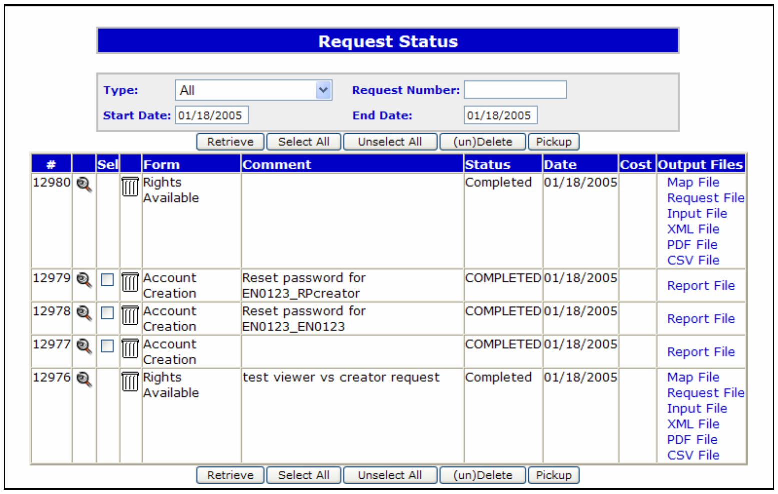
2.3.1 To View/Download a request

1. On the Main menu, click **Request Status**.
2. Use the drop down arrow to select a **Posting Query by Land**.
3. Enter the Request number for a specific request or leave blank.

4. Enter a Start and End Date for the requests, or leave as default. (Remove the dates to retrieve all requests).
5. Click **RETRIEVE**.

If searching for more than one request use the Start and End dates to retrieve all requests created within those dates. The status of a Request will not automatically update on the screen. Click Retrieve to refresh the screen.

The Request Status screen will display the requests for the criteria selected.



Request Status

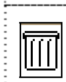
Type: All Request Number:
Start Date: 01/18/2005 End Date: 01/18/2005

Retrieve | Select All | Unselect All | (un)Delete | Pickup

#		Sel		Form	Comment	Status	Date	Cost	Output Files
12980				Rights Available		Completed	01/18/2005		Map File Request File Input File XML File PDF File CSV File
12979				Account Creation	Reset password for EN0123_RPcreator	COMPLETED	01/18/2005		Report File
12978				Account Creation	Reset password for EN0123_EN0123	COMPLETED	01/18/2005		Report File
12977				Account Creation		COMPLETED	01/18/2005		Report File
12976				Rights Available	test viewer vs creator request	Completed	01/18/2005		Map File Request File Input File XML File PDF File CSV File

Retrieve | Select All | Unselect All | (un)Delete | Pickup

A row containing the following columns is displayed for each request.

#	The unique **Request** number assigned to the query.
	Click to provide **Request** details.
Sel	Click on the check box to select the **Request** for download or to be deleted. After selecting one or more requests, select pickup and you will be prompted to save a zipped file to a location of your choice. Selecting (un) Delete will set the request to be removed that night (the garbage can turns red). (Will be available at a later date).
	If this icon is RED the request has been marked for deletion and will be deleted that night.
Form	This column contains the Form Type of the associated **Request,** e.g. Rights Available.
Input File/Comment	The comment written in the comments field of the **Request**.
Status	The status of the **Request**. (See Appendix B)
Date	The date the **Request** was initiated.
Cost	There is no cost for Query by Land.
Output Files	The output files from the **Request**. The Request file lists the land and zones requested before the final output is available.

Retrieving Request Results

You can retrieve the results from the Request Status screen when the status of the request is **COMPLETED**.

To Retrieve Requests

Method 1 – Picking up a Single File

Users can click on the file to open it or right click to save it.

Requests should be deleted on a periodic basis or system performance will diminish as the request list gets longer. You can set the number of days before requests are deleted in your preferences.

The Department will automatically delete completed requests based on the number of days set in your account preferences. The default is 30 days; however, the maximum allowed is 60 days. From the Main menu, select Account and then select Preferences to change the value.

To view the details of a **Request,** click the magnifying glass. The Request detail screen will be displayed.

The following Retrieval methods will be available at a later date.

Method 2 – Picking up Multiple Files

1. Select the **Requests** to download using the check box in the “Sel” column.
2. Click **PICKUP**.
3. Follow the on-screen instructions to download all the information associated with the request to your hard-drive.

Deleting Request Results

1. Select the **REQUESTS** to be deleted using the check boxes in the “Sel” column.
2. Click (un) Delete. (The Icon will turn red and the request will be deleted that night).

(un) Deleting Request Results

1. Select the **REQUESTS** to be undeleted using the check boxes in the “Sel” column.
2. Click (un) Delete. (The icon will turn black).

Request Details

Information on Request:

Characteristic	Value
Request Number	12980
Client Id	EN0123_RPcreator
Form Type	QUERYLAND - Posting Query by Land
SubForm Type	Rights Available
Submitted By	EN0123
Status	Completed
Received Date	01/18/2005 10:04:53 AM
Processed Date	01/18/2005 10:11:57 AM
Completed Date	01/18/2005 10:11:57 AM
Cost	
OutPut FTP Account	EN0123
Output File Name(s)	Map File(R00012980.rights_png.pdf) Request File(R00012980.MINRIGHTS.txt) Input File(R00012980.AddLand.xml) XML File(R00012980.rightsreport.xml) PDF File(R00012980.rightsreport.pdf) CSV File(R00012980.AddLand.csv)

Return To Request Status - Download Output

This window displays additional details about the request.

Request Number	The unique **Request** number assigned to the query.
Client ID	The unique **ID** number assigned to the client creating the request.
Form Type	The type of Request, i.e. Posting.
SubForm Type	Rights Available or Agreements.
Submitted By	The Account under which the request was submitted.
Status	The current status of the request.
Received Date	The date and time the request was initiated.
Processed Date	The date and time processing the request started.
Completed Date	The date and time processing was completed and the results were made available.
Cost	There is no cost for a Query by Land request.
Output FTP Account	The Account under which the results of the request are held.
Output File Name	The name of the output file.

2.3.2 Expired Agreements

To Be Notified of an Expired Agreement

1. Click on **Posting Request** on the main menu.
2. Click **Expired Agreement notification** on the sub-menu, (the Expired Agreement Notification Request window will be displayed).
3. Type the agreement number into the text box.
4. Click **Submit**; you will be provided a Request Number. (The status in the Request details will be set to processing until it is complete at which time you will be sent an email advising you that a decision has been finalized).

Older agreements may require users to enter an Agreement Type Number; in those cases a drop-down box will be displayed to enable users to select the Type number.

3 INITIATE POSTING REQUEST

The two methods to acquire Oil Sands and P&NG rights are Public Offering or Direct Purchase.

3.1 PUBLIC OFFERING

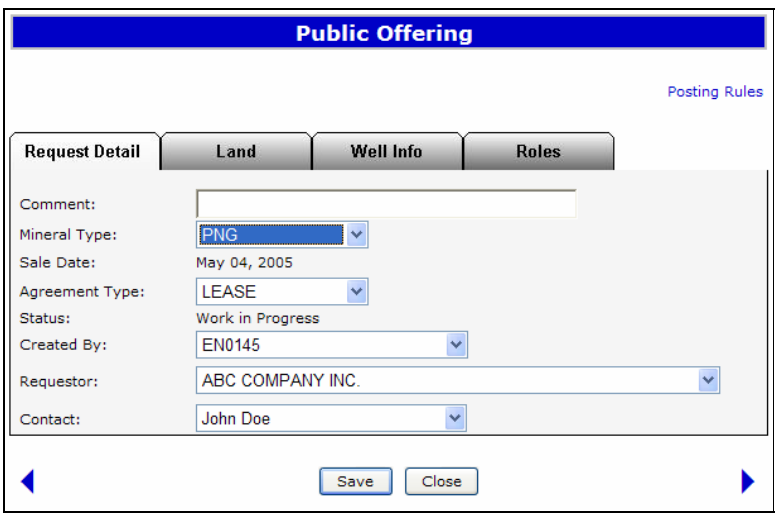
The Public Offering option enables users to enter a posting request for the acquisition of mineral rights for a specific sale date. Users who wish to submit a posting request must fill in the information on the screens displayed below and then submit the request to the DOE. If the DOE approves the request, the lands will be placed into a sale. Each request allows for a maximum of 10 parcels of land.

To View the Public Offering Screen

1. From the main menu select **POSTING REQUEST**, then click **PNG** or **OIL SANDS** and select **PUBLIC OFFERING**.
   The Public Offering page will be displayed.

Request Detail Tab

The Request Detail tab enables users to enter or change information on the request.



Creating a Posting Request for a Public Offering

1. Enter a comment to help remember the specific request (optional field).
2. Use the drop-down arrow to select the **MINERAL TYPE**.
   The sale date for the current acceptance period will be displayed.
3. Use the drop-down arrow to select the **AGREEMENT TYPE**.
   The status of the request will be displayed as work in progress.

*Only the Coordinator can use the drop-down arrow to select a different **CREATOR**.*

4. Use the drop-down arrow to select the **REQUESTOR** (requesting Company) or keep the default.

5. Use the drop-down arrow to select the **CONTACT** person or keep the default. The contact person is the person the DOE contacts with emails and phone calls. When the person creating the request wants to name another person as the Contact, they must first add the new person as a viewer.
6. Click the right arrow to move to the next tab or click the **LAND** tab.

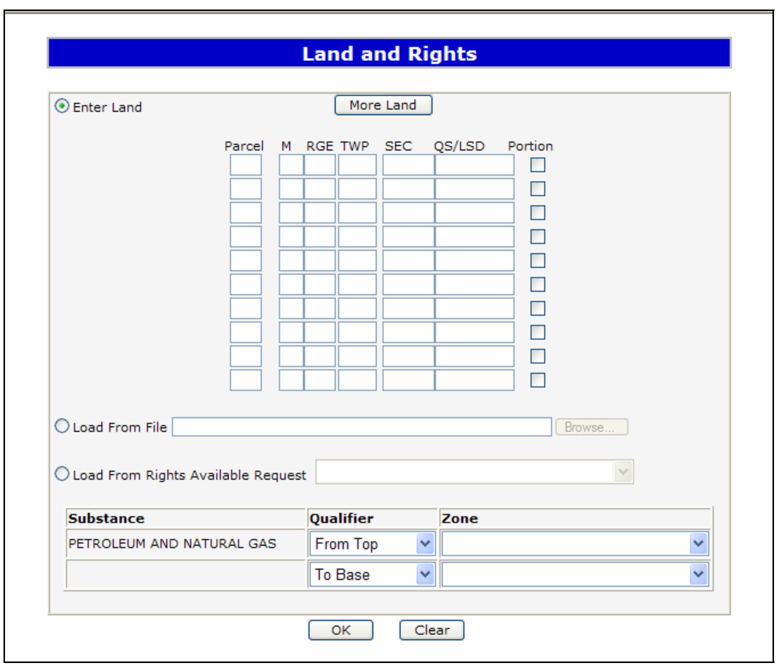
Land Tab

The Land tab enables users to Add, Change or Delete Land, Change Rights (P&NG only) and to reconfigure the land into different parcels.

1. Click the **ADD LAND** button; the **LAND AND RIGHTS** screen will be displayed.

Enter Land and Rights

There are three ways to enter land and rights on this screen.



Method 1 – Enter Land

To enter land directly into screen

1. Use the Radio button to select Load from File or Load from Rights Available Request - Enter Land is the default.
2. Enter the parcel number and land description. Select the **Portion** check box if the land you are requesting is a portion.
3. Use the drop-down arrow to select the **Qualifier**, either **From Top**, **To Base, From Base and To Top.**
4. Use the drop-down arrow to select the **Zone**.
5. Click **More Land** at the top of the screen to enter more than 10 land descriptions.
6. Click **OK**. The information will be entered on the **Land** tab.

If you are only requesting one parcel you do not have to enter the parcel number, it defaults to 1. Additional parcel numbers must be manually entered.

If the Meridian, Range and Township are the same as the previous one you do not have to re-enter them, they will automatically be entered when you click OK.

The zones for all Oil Sands requests default from surface to basement. When processed by the Department, any available rights within the respective Oil Sands area may be granted.

Method 2 – Load from File

Users can load the Land and Rights from an XML or CSV file created using the Query by Land option. Users can also produce the XML or CSV file using their in-house system.

1. Select the **Load From File** radio button.
2. Click **Browse** to find the file containing the XML or CSV file you have created.
3. Click **OK**. The information will be entered on the **Land** tab.

See Appendix C for the format and examples of the CSV files to be used and a link to the template for creating the files. See the XML Schema manual for instructions on creating an XML file.

Method 3 – Load from Rights Available Request

Users can load the requested land by selecting the Request number.

1. Select the Load from Rights Available Request radio button.
2. Use the drop-down arrow to select the **Request** (all requests for Rights Available completed by the user in the past 60 days will be displayed).

Well Info Tab (P&NG only)

The Well Info tab enables users to enter information regarding an Advance Booking or Drilling to Sale.

Advance Booking

An Advance Booking request is a posting request where the requestor wishes to time the purchase of an agreement(s) to an evaluation well being drilled to a depth greater than 3000 metres. Advance booking is only available for a PNG Public Offering.

1. Select the **ADVANCE BOOKING** check box; (the sale and publication dates will be displayed).
2. Click **ADD WELL**. A row will be displayed to enable the user to add well information. (At least one well must be specified and the depth must be at least 3000 metres).
3. Continue adding wells as necessary.
4. Click **SAVE**. Eligible Sale dates will be displayed. The number of Sale dates displayed depends on the depth entered. Select the sale date required.

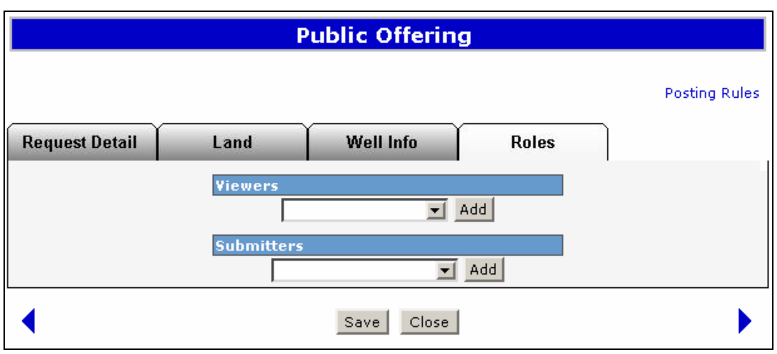
Drilling to Sale

The requestor who is drilling a well timed to the sale date is given priority if there is an overlap in land requested for the same sale.

1. Select the **DRILLING TO SALE** check box.
2. Click **ADD WELL**. A row will be displayed to enable the user to add well information. (At least one well must be specified).
3. Continue adding wells as necessary.

Roles Tab

The Roles tab is used to define who can submit your request and who can view the information.



To Add a Viewer (Optional)

1. Use the drop-down arrow to select users who can view requests.
2. Click **ADD VIEWER**.
3. Continue adding **VIEWERS** as necessary.

To Add a Submitter

1. Use the drop-down arrow to select who can submit requests. All client IDs with submitter roles will be listed.

Submitters and viewers will default with who was set up in your account preferences.

It is not necessary to add a viewer to your request.

2. Click **ADD SUBMITTER**.
3. Continue adding **SUBMITTERS** as necessary.

To Delete a Viewer/Submitter

1. Click the **DELETE** button beside the name of the **VIEWER** or **SUBMITTER** you want to remove.

To Save your Request

1. Click **SAVE**. The posting request number will be displayed at the top of the screen.

When you save your request any errors will be displayed at the top of the screen, errors will include any incorrect or missing information. If there are no errors a link to your Original Request Document will be displayed. If you are a Submitter, the Submit button will be displayed, otherwise the person chosen as the Submitter for this request will be required to log onto the system and submit the request.

Once submitted only the contact name can be changed. To make any other changes please contact Oil Sands Sales or PNG sales.

3.2 DIRECT PURCHASE – COMPLEMENTING RIGHTS

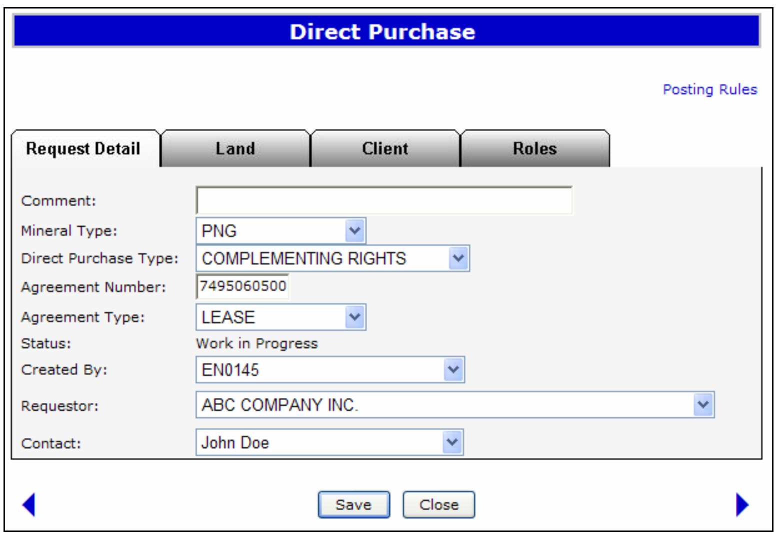
Mineral rights may be acquired through the Direct Purchase process if it falls within the criteria set by the DOE. Only one parcel can be entered for a Direct Purchase.

To View the Direct Purchase Screen

1. From the main menu click the plus (+) sign beside **Posting Request**, then click **PNG or Oil Sands** and select **Direct Purchase**.
   The Direct Purchase page will be displayed.

Request Detail Tab

The Request Detail tab enables users to enter or change information on the Direct Purchase being requested.



1. Enter a comment to help remember the specific request (optional).
2. Use the drop-down arrow to select the **Mineral type**.
3. Use the drop-down arrow to select the **Direct Purchase Type**.
4. Enter an **Agreement Number**.
5. Use the drop-down arrow to select the **Agreement Type** (if necessary).
   The status of the request will be displayed as work in progress.
6. Use the drop-down arrow to select the **Requestor** (requesting Company) or keep the default.
7. Use the drop-down arrow to select the **Contact** person or keep the default. The contact person is the person the DOE contacts with any emails.
8. Click the right arrow to move to the next page or click the **Land Tab**.

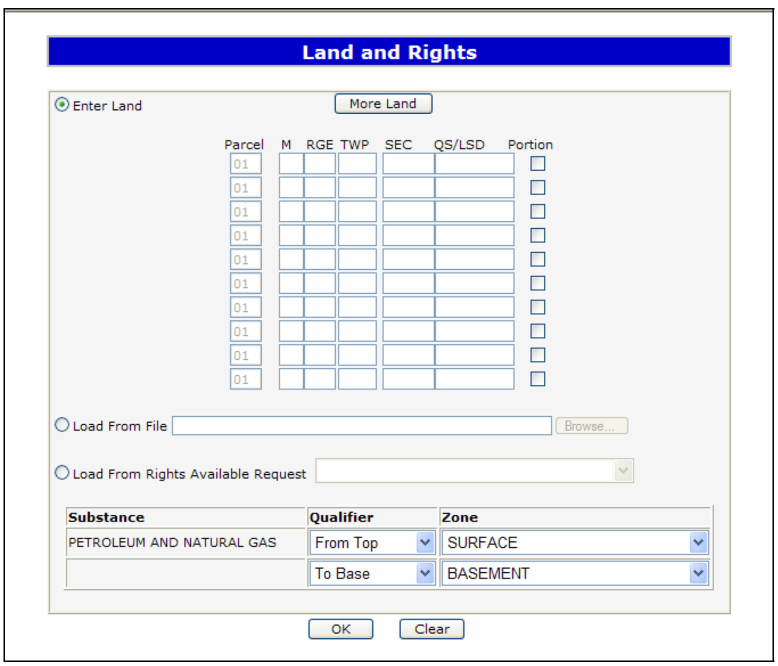
Land Tab

The Land tab enables users to Add, Change or Delete Land or Change Rights (P&NG only).

1. Click the **ADD LAND** button; the **LAND AND RIGHTS** screen will be displayed.

Enter Land and Rights

There are three ways to select land and rights requested on this screen.



Method 1 – Enter Land

To enter land directly into screen

1. Use the Radio button to select Load from File or Load from Rights Available Request - Enter Land is the default.
2. Enter the land description. Select the **PORTION** check box only if the land you are requesting is a portion. (Only one parcel is allowed for Direct Purchases).
3. Use the drop-down arrow to select the **QUALIFIER**; either **FROM TOP** or **TO BASE**.

4. Use the drop-down arrow to select the **ZONE**.
5. Click **MORE LAND** at the top of the screen to enter more than 10 pieces of land.
6. Click **OK**; the information will be entered on the **LAND TAB**.

If the Meridian, Range and Township are the same as the previous one you do not have to re-enter them, they will automatically be entered when you click OK.

The zones for all Oil Sands requests default from surface to basement. When processed by the Department, any available rights within the respective Oil Sands area may be granted.

Method 2 – Load from File

Users can load the Land and Rights from an XML or CSV file created using the Query by Land option. Users can also produce the XML or CSV file using an in-house system.

1. Select the **LOAD FROM FILE** radio button.
2. Click **BROWSE** to find the file containing the XML or CSV file you have created.
3. Click **OK**; the information will be entered on the **LAND TAB**.

See Appendix C for the format and examples of the CSV files to be used and a link to the template for creating the files. See the XML Schema manual for instructions on creating an XML file.

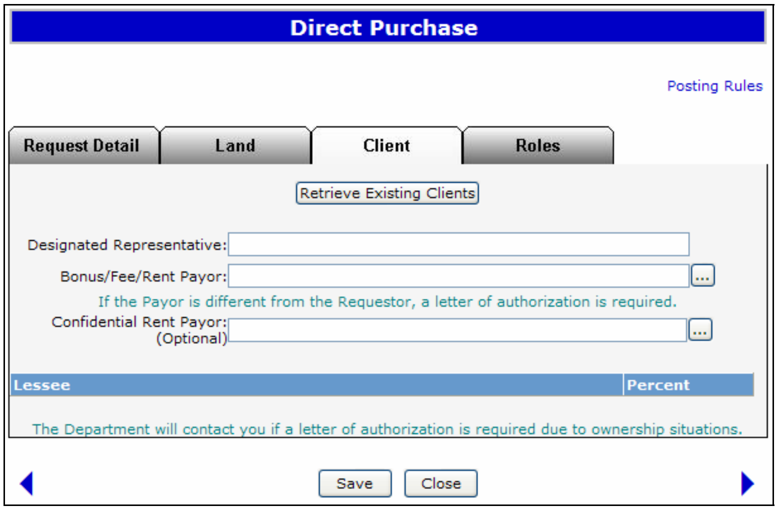
Method 3 – Load from Rights Available Request

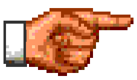
Users can feed the XML file, created using the Query by land option, directly into the posting request by specifying the Request number.

1. Select the Load from Rights Available Request radio button.
2. Use the drop-down arrow to select the Request (all requests for Rights Available completed by the user in the past 60 days will be displayed.

Client Tab

Users click Retrieve Existing Clients; the Designated Representative, Bonus/Fee/Rent Payor and Lessee fields are automatically filled. Users can only change the Bonus/Fee/Rent Payor and/or they can add a Confidential Rent Payor (optional).



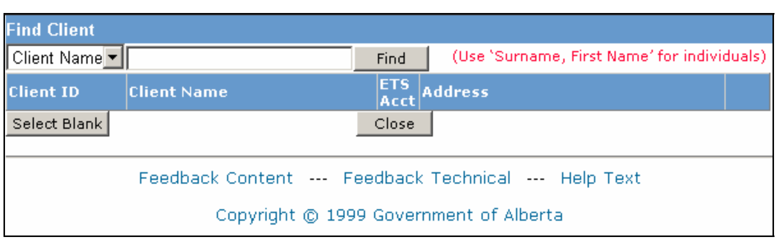


Sometimes when users select Retrieve Existing Clients, they may need to change the name entered and leave the field empty so they can enter a new name. To do this they click on the ellipsis (…) to open the Find Client screen and click Select Blank.

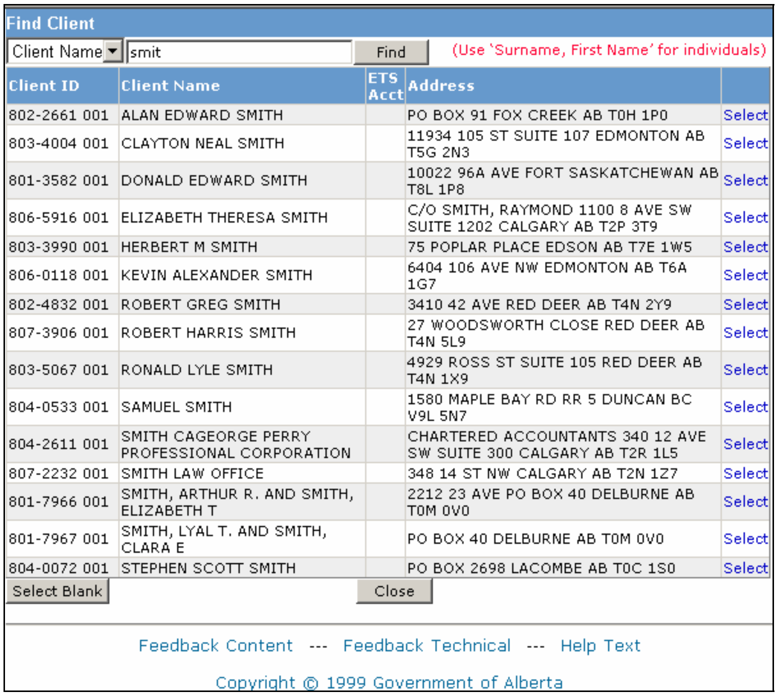
Designated Representative (Des Rep)	The client who is designated as the representative of the lessee(s) to receive all correspondence from the Department relating to the agreement.
Bonus/Fee/Rent Payor	The client who will pay the amount requested by the Department, the amount requested by the Department is divided into Bonus, Fee and Rent. Bonus – Amount paid to acquire mineral rights. Fee – The issuance fee for an agreement to cover administrative costs. Rent – The amount required for the first year.
Confidential Rent Payor (Optional)	The client responsible for the payment of yearly rentals.

Find Bonus/Fee/Rent Payor or Confidential Rent Payor

1. Click on the ellipsis (…) beside the field you need to fill in. The Find Clients window will be displayed.



2. Type the first four letters of the clients' last name or company name, and click **FIND**. The system will return all client names beginning with those four letters.


Find Client

Client Name | smit | Find | (Use 'Surname, First Name' for individuals)

Client ID	Client Name	ETS Acct	Address	
802-2661 001	ALAN EDWARD SMITH		PO BOX 91 FOX CREEK AB T0H 1P0	Select
803-4004 001	CLAYTON NEAL SMITH		11934 105 ST SUITE 107 EDMONTON AB T5G 2N3	Select
801-3582 001	DONALD EDWARD SMITH		10022 96A AVE FORT SASKATCHEWAN AB T8L 1P8	Select
806-5916 001	ELIZABETH THERESA SMITH		C/O SMITH, RAYMOND 1100 8 AVE SW SUITE 1202 CALGARY AB T2P 3T9	Select
803-3990 001	HERBERT M SMITH		75 POPLAR PLACE EDSON AB T7E 1W5	Select
806-0118 001	KEVIN ALEXANDER SMITH		6404 106 AVE NW EDMONTON AB T6A 1G7	Select
802-4832 001	ROBERT GREG SMITH		3410 42 AVE RED DEER AB T4N 2Y9	Select
807-3906 001	ROBERT HARRIS SMITH		27 WOODSWORTH CLOSE RED DEER AB T4N 5L9	Select
803-5067 001	RONALD LYLE SMITH		4929 ROSS ST SUITE 105 RED DEER AB T4N 1X9	Select
804-0533 001	SAMUEL SMITH		1580 MAPLE BAY RD RR 5 DUNCAN BC V9L 5N7	Select
804-2611 001	SMITH CAGEORGE PERRY PROFESSIONAL CORPORATION		CHARTERED ACCOUNTANTS 340 12 AVE SW SUITE 300 CALGARY AB T2R 1L5	Select
807-2232 001	SMITH LAW OFFICE		348 14 ST NW CALGARY AB T2N 1Z7	Select
801-7966 001	SMITH, ARTHUR R. AND SMITH, ELIZABETH T		2212 23 AVE PO BOX 40 DELBURNE AB T0M 0V0	Select
801-7967 001	SMITH, LYAL T. AND SMITH, CLARA E		PO BOX 40 DELBURNE AB T0M 0V0	Select
804-0072 001	STEPHEN SCOTT SMITH		PO BOX 2698 LACOMBE AB T0C 1S0	Select

Select Blank | Close

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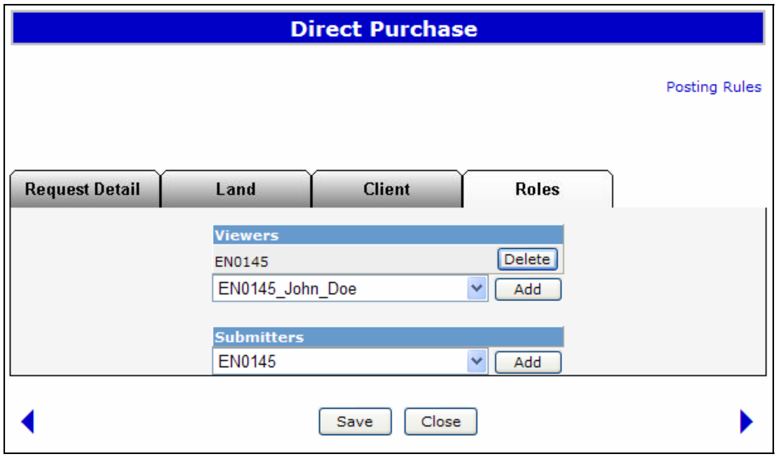
3. Choose the client and click '**SELECT'** at the end of the row. The name will be entered in the proper text box.

Client ID	Displays a list of Client ID's that match your selection criteria.
Client Name	Displays the corresponding clients name as registered with DOE.
ETS Account	Yes or No indicates if the client has an ETS account.
Address	The client address as registered with DOE.
Select	Click here to select the client name. This action will populate the Client ID into the search screen.

Roles Tab

The Roles tab is used to define who can submit your request and who can view the information.



To Add a Viewer

1. Use the drop-down arrow to select users who can view requests.
2. Click **ADD VIEWER**.
3. Continue adding **VIEWERS** as necessary.

To Add a Submitter

1. Use the drop-down arrow to select who can submit requests. All Client ID's with submitter roles will be listed.
2. Click **ADD SUBMITTER**.
3. Continue adding **SUBMITTERS** as necessary.

To Delete a Viewer/Submitter

Submitters and viewers will default with who was set up in client account preferences.

1. Click **DELETE** beside the name of the **VIEWER** or **SUBMITTER** you want to remove.

To Save your Request

1. Click **SAVE**. The Posting Request number will be displayed at the top of the screen.

When you save your request any errors will be displayed at the top of the screen, errors will include any incorrect or missing information. If there are no errors a link to your Original Request Document will be displayed. If you are a Submitter, the Submit button will be displayed, otherwise the person chosen as the Submitter for this request will be required to log onto the system and submit the request.

Purchase Price Tab

The Purchase Price tab is displayed for a direct purchase only after the department has reviewed the request and provided the client with the cost of their request. The price is displayed on the Purchase Price tab; clients can then Accept or Decline.

3.3 DIRECT PURCHASES – PORTIONS

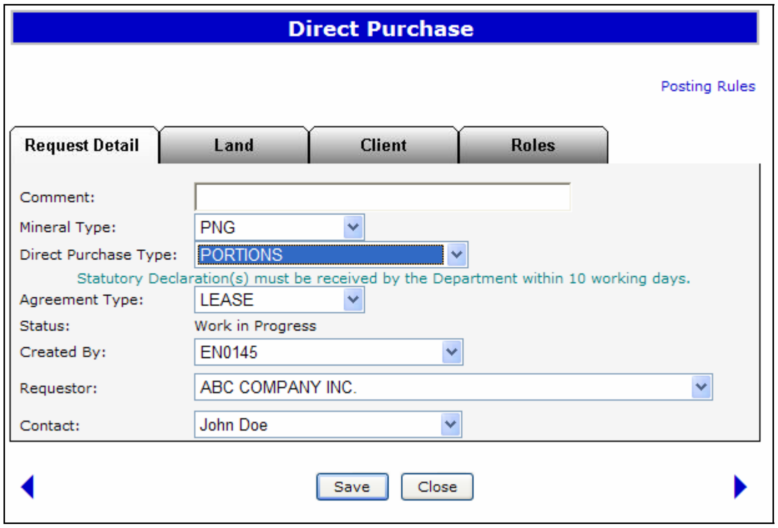
Mineral rights may be acquired through the Direct Purchase process if it falls within the criteria set by the DOE. Only one parcel can be entered for a Direct Purchase.

To View the Direct Purchase Screen

1. From the main menu click the plus (+) sign beside **Posting Request**, then click **PNG or Oil Sands** and select **Direct Purchase**.
   The request detail page will be displayed.

Request Detail Tab

The Request Detail tab enables users to enter or change information on the Direct Purchase being requested.



1. Enter a comment to help remember the specific request (optional).
2. Use the drop-down arrow to select the **Mineral type**.
3. Use the drop-down arrow to select the **Direct Purchase Type**.
4. Use the drop-down arrow to select the **Agreement Type**.
   The status of the request will be displayed as work in progress.
5. Use the drop-down arrow to select the **Requestor** (requesting Company) or keep the default.
6. Use the drop-down arrow to select the **Contact** person or keep the default. The contact person is the person the DOE contacts with any emails.
7. Click the right arrow to move to the next page or click the **Land Tab**.

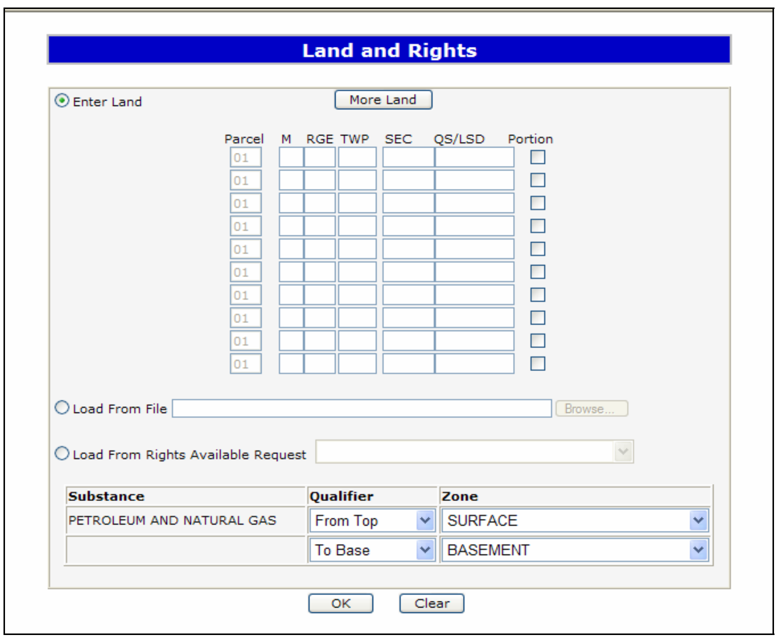
Land Tab

The Land tab enables users to Add, Change or Delete Land, Change Rights.

1. Click the **ADD LAND** button; the find **LAND AND RIGHTS** screen will be displayed.

Enter Land and Rights

There are three ways to select land and rights requested on this screen.



Method 1 – Enter Land

To enter land directly into screen

1. Use the Radio button to select Load from File or Load from Rights Available Request - Enter Land is the default.
2. Enter the land description. Select the **PORTION** check box. (Only one parcel is allowed for Direct Purchases).
3. Use the drop-down arrow to select the **QUALIFIER**; either **FROM TOP** or **TO BASE**.
4. Use the drop-down arrow to select the **ZONE**.
5. Click **MORE LAND** at the top of the screen to enter more than 10 land descriptions.
6. Click **OK**; the information will be entered on the **LAND TAB**.

If the Meridian, Range and Township are the same as the previous one you do not have to re-enter them, they will *automatically be entered when you click OK.*

The zones for all Oil Sand requests default from surface to basement. When processed by the Department, any available rights within the respective Oil Sands area may be granted.

Method 2 – Load from File

Users can load the Land and Rights from an XML or CSV file created using the Query by Land option. Users can also produce the XML or CSV file using an in-house system.

1. Select the **Load From File** radio button.
2. Click **Browse** to find the file containing the XML or CSV file you have created.
3. Click **OK**; the information will be entered on the **Land Tab**.

See Appendix C for the format and examples of the CSV files to be used and a link to the template for creating the files. See the XML Schema manual for instructions on creating an XML file.

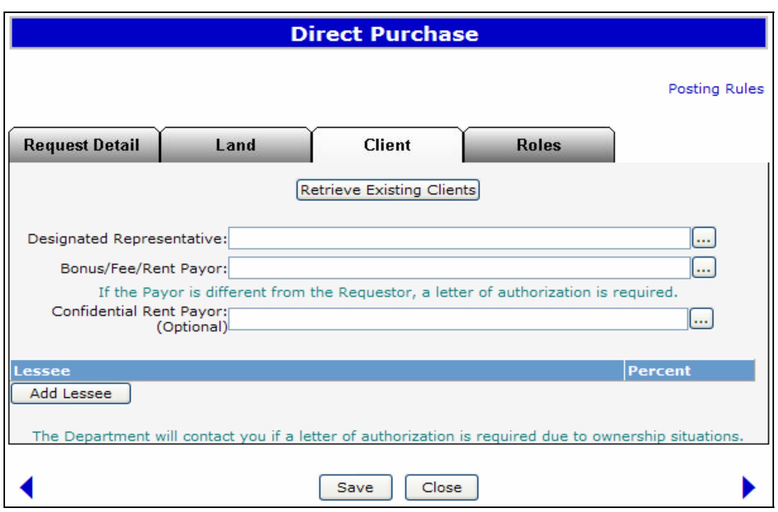
Method 3 – Load from Rights Available Request

Users can feed the XML file, created using the Query by land option, directly into the posting request by specifying the Request number.

1. Select the Load from Rights Available Request radio button.
2. Use the drop-down arrow to select the **Request** (all requests for Rights Available completed by the user in the past 60 days will be displayed.

Client Tab

Users click Retrieve Existing Clients; the Designated Representative, Bonus/Fee/Rent Payor and Lessee fields are automatically filled. Users can only change the Bonus/Fee/Rent Payor and/or they can add a Confidential Rent Payor (optional).

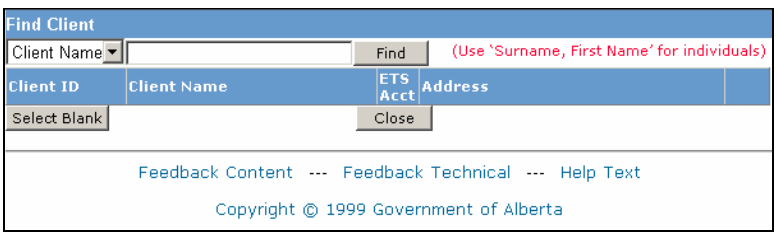


Sometimes when users select Retrieve Existing Clients, they may need to delete the name entered and leave the field empty. To do this they click on the ellipsis to open the Find Client screen and *click Select Blank.*

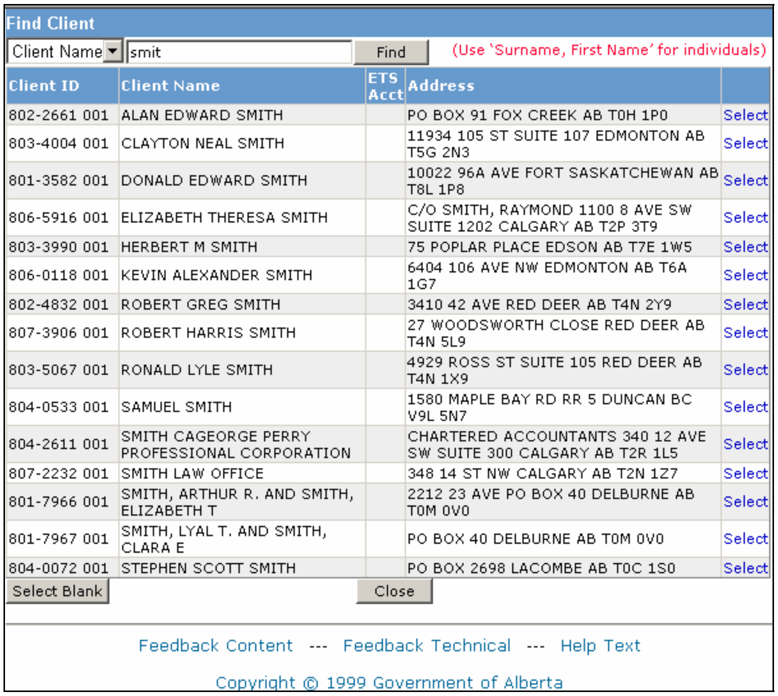
Designated Representative (Des Rep)	The client who is designated as the representative of the lessee(s) to receive all correspondence from the Department relating to the agreement.
Bonus/Fee/Rent Payor	The client who will pay the amount requested by the Department, the amount requested by the Department is divided into Rent, Bonus and Fee. Bonus – Amount paid to acquire mineral rights. Fee – The issuance fee for an agreement to cover administrative costs. Rent – The amount required for the first year.
Confidential Rent Payor (Optional)	The client responsible for the payment of yearly rentals.

Find Clients

1. Click on the ellipsis (…) beside the field you need to fill in. The Find Clients window will be displayed.



2. Type the first four letters of the clients' last name or company name, and click **FIND**, the system will return all client names beginning with those four letters.



Find Client

Client Name ▾ | smit | Find | (Use 'Surname, First Name' for individuals)

Client ID	Client Name	ETS Acct	Address	
802-2661 001	ALAN EDWARD SMITH		PO BOX 91 FOX CREEK AB T0H 1P0	Select
803-4004 001	CLAYTON NEAL SMITH		11934 105 ST SUITE 107 EDMONTON AB T5G 2N3	Select
801-3582 001	DONALD EDWARD SMITH		10022 96A AVE FORT SASKATCHEWAN AB T8L 1P8	Select
806-5916 001	ELIZABETH THERESA SMITH		C/O SMITH, RAYMOND 1100 8 AVE SW SUITE 1202 CALGARY AB T2P 3T9	Select
803-3990 001	HERBERT M SMITH		75 POPLAR PLACE EDSON AB T7E 1W5	Select
806-0118 001	KEVIN ALEXANDER SMITH		6404 106 AVE NW EDMONTON AB T6A 1G7	Select
802-4832 001	ROBERT GREG SMITH		3410 42 AVE RED DEER AB T4N 2Y9	Select
807-3906 001	ROBERT HARRIS SMITH		27 WOODSWORTH CLOSE RED DEER AB T4N 5L9	Select
803-5067 001	RONALD LYLE SMITH		4929 ROSS ST SUITE 105 RED DEER AB T4N 1X9	Select
804-0533 001	SAMUEL SMITH		1580 MAPLE BAY RD RR 5 DUNCAN BC V9L 5N7	Select
804-2611 001	SMITH CAGEORGE PERRY PROFESSIONAL CORPORATION		CHARTERED ACCOUNTANTS 340 12 AVE SW SUITE 300 CALGARY AB T2R 1L5	Select
807-2232 001	SMITH LAW OFFICE		348 14 ST NW CALGARY AB T2N 1Z7	Select
801-7966 001	SMITH, ARTHUR R. AND SMITH, ELIZABETH T		2212 23 AVE PO BOX 40 DELBURNE AB T0M 0V0	Select
801-7967 001	SMITH, LYAL T. AND SMITH, CLARA E		PO BOX 40 DELBURNE AB T0M 0V0	Select
804-0072 001	STEPHEN SCOTT SMITH		PO BOX 2698 LACOMBE AB T0C 1S0	Select

Select Blank | Close

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3. Choose the client and click '**SELECT**' at the end of the row. The name will be entered in the proper text box.

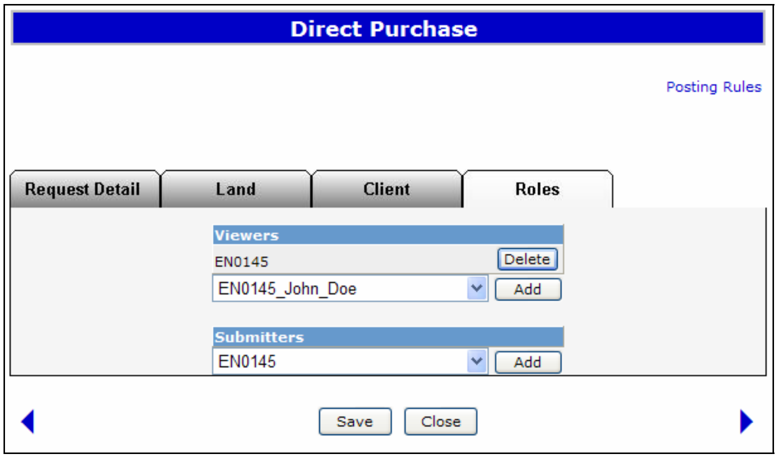
Client ID	Displays a list of Client ID's that match your selection criteria.
Client Name	Displays the corresponding clients name as registered with DOE.
ETS Account	Yes or No indicates if the client has an ETS account.
Address	The client address as registered with DOE.
Select	Click here to select the client name. This action will populate the Client ID into the search screen.

Add Lessee

- Click **ADD LESSEE** to open the Find Clients screen.
- Click **DELETE** to delete the current row.

Roles Tab

The Roles tab is used to define who can submit your request and who can view the information.



To Add a Viewer

1. Use the drop-down arrow to select users who can view requests.
2. Click the **ADD VIEWER** button.
3. Continue adding **VIEWERS** as necessary.

To Add a Submitter

1. Use the drop-down arrow to select who can submit requests. All Client ID's with submitter roles will be listed.
2. Click the **ADD SUBMITTER** button.
3. Continue adding **SUBMITTERS** as necessary.

To Delete a Viewer/Submitter

1. Click the **DELETE** button beside the name of the **VIEWER** or **SUBMITTER** you want to remove.

Submitters and viewers will default with who was set up in client account preferences.

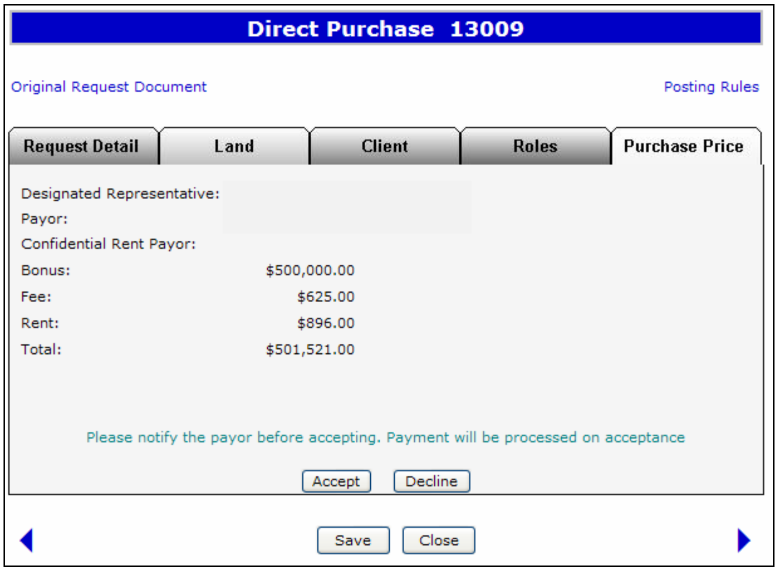
To Save your Request

1. Click **SAVE**. The Request number will be displayed at the top of the screen.

When you save your request any errors will be displayed at the top of the screen, errors will include any incorrect or missing information. If there are no errors a link to your Original Request Document will be displayed. If you are a Submitter, the Submit button will be displayed, otherwise the person chosen as the Submitter for this request will be required to log onto the system and submit the request.

Purchase Price Tab

The Purchase Price tab is displayed for a direct purchase only after the DOE has reviewed the request and provided the client with the cost of their request. The price is displayed on the Purchase Price tab; clients can then Accept or Decline.


Direct Purchase 13009

Original Request Document
Posting Rules

Request Detail | Land | Client | Roles | Purchase Price

Designated Representative:	
Payor:	
Confidential Rent Payor:	
Bonus:	$500,000.00
Fee:	$625.00
Rent:	$896.00
Total:	$501,521.00

Please notify the payor before accepting. Payment will be processed on acceptance

Accept Decline

Save Close

3.4 DIRECT PURCHASES – SINGLE SUBSTANCE (P&NG)

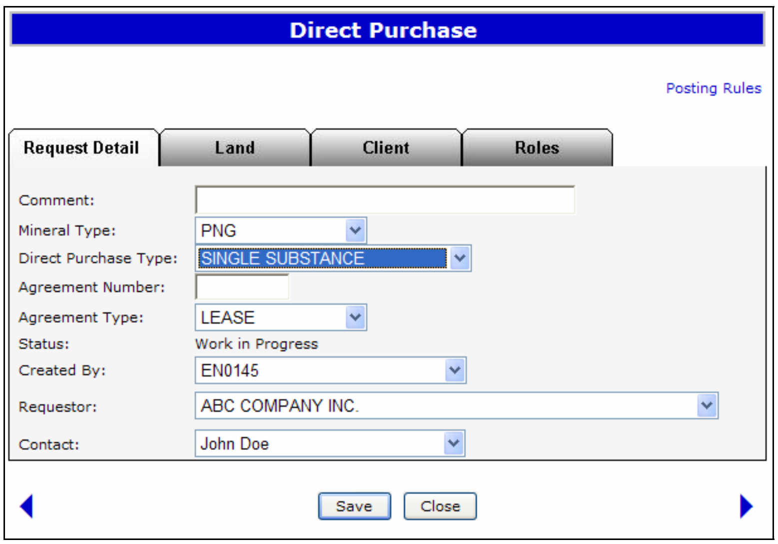
Mineral rights may be acquired through the Direct Purchase process if it falls within the criteria set by the DOE. Only one parcel will be processed for a Direct Purchase.

To View the Direct Purchase Screen

1. From the main menu click the plus (+) sign beside **POSTING REQUEST**, then click **PNG OR OIL SANDS** and select **DIRECT PURCHASE**.
   The Direct Purchase page will be displayed.

Request Detail Tab

The Request Detail tab enables users to enter or change information on the public offering being requested.



1. Enter a comment to help remember the specific request (optional).
2. Use the drop-down arrow to select the **MINERAL TYPE**.
3. Use the drop-down arrow to select the **DIRECT PURCHASE TYPE**.
4. Enter an **AGREEMENT NUMBER**.

Older agreements may require users to enter an Agreement Type Number; in those cases a drop-down box will be displayed to enable users to select the Type number.

5. Use the drop-down arrow to select the **AGREEMENT TYPE**.
   The status of the request will be displayed as work in progress.
6. Use the drop-down arrow to select the **REQUESTOR** (requesting Company) or keep the default.
7. Use the drop-down arrow to select the **CONTACT** person or keep the default. The contact person is the person the DOE contacts with any emails.
8. Click the right arrow to move to the next page or click the **LAND TAB**.

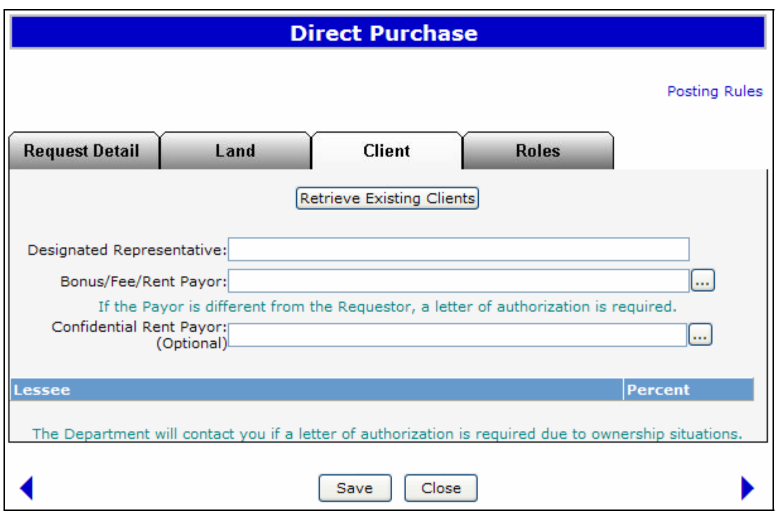
Land Tab

The Land tab enables users to Add, Change or Delete Land or Change Rights (P&NG only).

1. Click the **ADD LAND** button; the land related to the specific agreement will automatically be entered on the screen.

Client Tab

Users click Retrieve Existing Clients; the Designated Representative, Bonus/Fee/Rent Payor and Lessee fields are automatically filled. Users can only change the Bonus/Fee/Rent Payor and/or they can add a Confidential Rent Payor (optional).

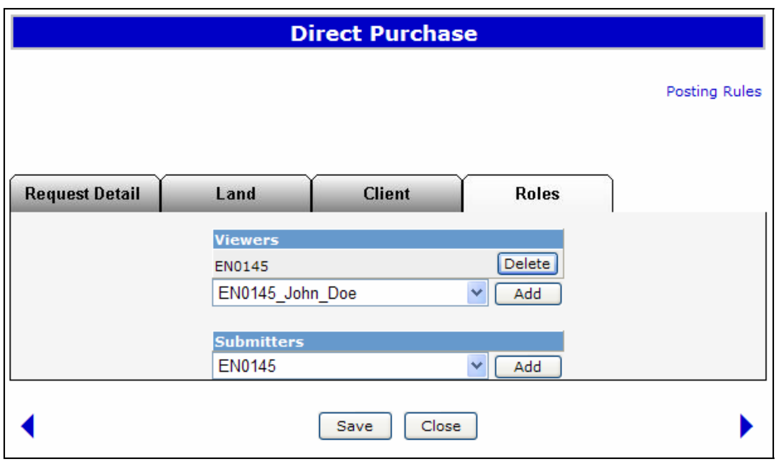


Sometimes when users select Retrieve Existing Clients, they may need to delete the name entered and leave the field empty. To do this they click on the ellipsis to open the Find Client screen and click Select Blank.

Designated Representative (Des Rep)	The client who is designated as the representative of the lessee(s) to receive all correspondence from the Department relating to the agreement.
Bonus/Fee/Rent Payor	The client who will pay the amount requested by the Department, the amount requested by the Department is divided into Bonus, Fee and Rent. Bonus – Amount paid to acquire mineral rights. Fee – The issuance fee for an agreement to cover administrative costs. Rent – The amount required for the first year.
Confidential Rent Payor (Optional)	The client responsible for the payment of yearly rentals.

Roles Tab

The Roles tab is used to define who can submit your request and who can view the information.



To Add a Viewer

1. Use the drop-down arrow to select users who can view requests.
2. Click the **Add Viewer** button.
3. Continue adding **Viewers** as necessary.

To Add a Submitter

1. Use the drop-down arrow to select who can submit requests. All Client ID's with submitter roles will be listed.
2. Click the **Add Submitter** button.
3. Continue adding **Submitters** as necessary.

To Delete a Viewer/Submitter

1. Click **Delete** beside the name of the **Viewer** or **Submitter** you want to remove.

Submitters and viewers will default with who was set up in client account preferences.

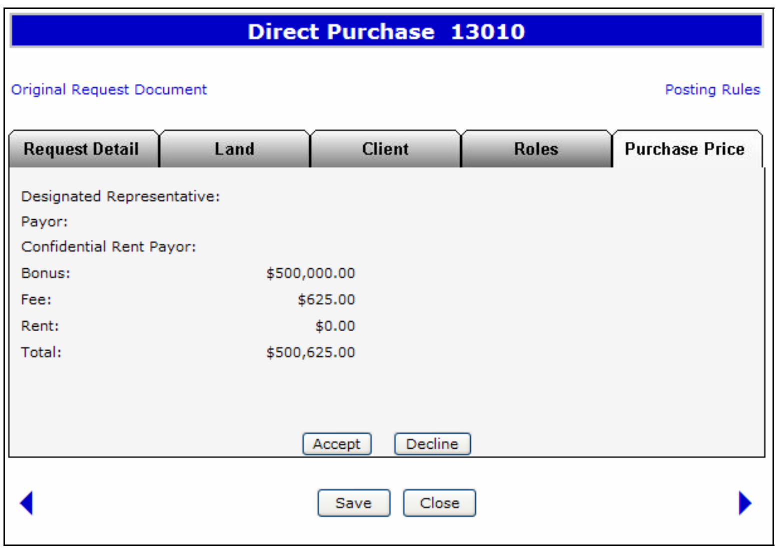
To Save your Request

1. Click **SAVE**. The Request number will be displayed at the top of the screen.

When you save your request any errors will be displayed at the top of the screen, errors will include any incorrect or missing information. If there are no errors a link to your Original Request Document will be displayed. If you are a Submitter, the Submit button will be displayed, otherwise the person chosen as the Submitter for this request will be required to log onto the system and submit the request.

Purchase Price Tab

The Purchase Price tab is displayed for a direct purchase only after the department has reviewed the request and provided the client with the cost of their request. The price is displayed on the Purchase Price tab; clients can then Accept or Decline.

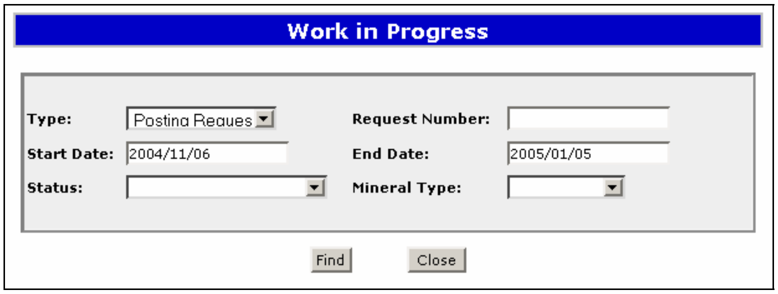


4 WORK IN PROGRESS

The Work in Progress screen is accessed from the ETS main menu. This screen enables you to search and review posting requests and to track their progress.

4.1 RETRIEVING & REVIEWING REQUESTS

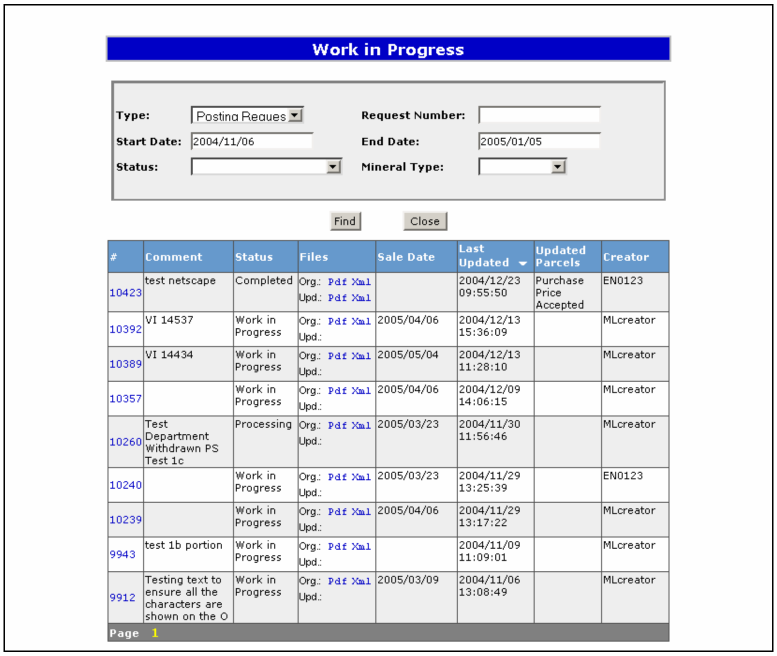
The Work in Progress screen enables users to search the database for requests by specifying various criteria.



To View Requests

1. Click **Posting Request**, from the **Main Menu**.
2. Select **Work in Progress**.
   The Work in Progress screen will be displayed.
3. Use the drop-down arrow to select the type of work to be viewed (at this time **Posting Request** is the only choice).
4. Enter the **Request Number** (if known), or enter a **Start** and **End** dates during which the request was created. Dates defaulted depend on the Request days chosen in preferences.
5. Use the drop-down arrow to select a particular **Status** or leave blank to select all Requests during the date range.
6. Use the drop-down arrow to select a **Mineral Type** or leave blank to select all Mineral Types.
7. Click **Find**.
   Work in Progress results are listed in descending order from the most recent updated Request.

The Work in Progress List



#	Comment	Status	Files	Sale Date	Last Updated	Updated Parcels	Creator
10423	test netscape	Completed	Org.: Pdf Xml Upd.: Pdf Xml		2004/12/23 09:55:50	Purchase Price Accepted	EN0123
10392	VI 14537	Work in Progress	Org.: Pdf Xml Upd.:	2005/04/06	2004/12/13 15:36:09		MLcreator
10389	VI 14434	Work in Progress	Org.: Pdf Xml Upd.:	2005/05/04	2004/12/13 11:28:10		MLcreator
10357		Work in Progress	Org.: Pdf Xml Upd.:	2005/04/06	2004/12/09 14:06:15		MLcreator
10260	Test Department Withdrawn PS Test 1c	Processing	Org.: Pdf Xml Upd.:	2005/03/23	2004/11/30 11:56:46		MLcreator
10240		Work in Progress	Org.: Pdf Xml Upd.:	2005/03/23	2004/11/29 13:25:39		EN0123
10239		Work in Progress	Org.: Pdf Xml Upd.:	2005/04/06	2004/11/29 13:17:22		MLcreator
9943	test 1b portion	Work in Progress	Org.: Pdf Xml Upd.:		2004/11/09 11:09:01		MLcreator
9912	Testing text to ensure all the characters are shown on the O	Work in Progress	Org.: Pdf Xml Upd.:	2005/03/09	2004/11/06 13:08:49		MLcreator

Page 1

1. Click the Request number to open the original request.
2. Click PDF to see the report.
3. Click XML to download the report.

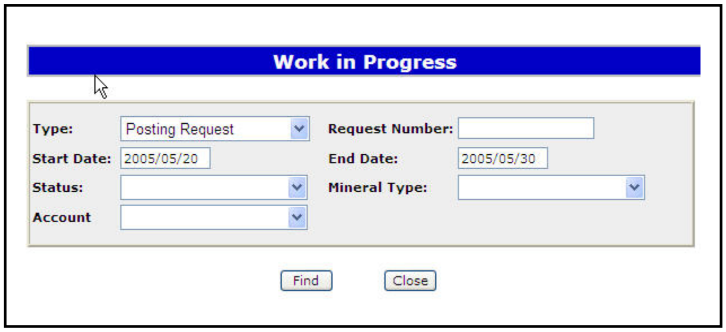
Note:

Results of your query may be re-sorted by clicking on the column headers of the Results grid. If the cursor changes to a hand when you mouse over a column heading you can re-sort the column.

#	The ETS request number.
Comment	Optional comment entered by the request creator to help identify the specific request.
Status	The status of your request. See Appendix B for Progress Request Status Codes.
Files	This column displays the original request file and the most recent update of the file available for download.
Sale Date	The date the parcel will be put up for public tender.
Last Updated	The date the file was last updated.
Updated Parcels	Information on any updated parcels that are a part of the request.
Creator	The person who created the request.

4.2 REMOVING INACTIVE CLIENTS

The Work in Progress screen enables the Site Administrator and a user who has the Coordinator role to search for any active posting requests (i.e has a status of Work in Progress, Submitted or Processing) which have an inactive client attached as a Creator, Contact, Viewer or Submitter. The request can then be modified to remove the inactive client.



1. Click **POSTING REQUEST** from the Main Menu.
2. Select **WORK IN PROGRESS**.
3. In the Account field use the drop-down arrow to select the inactive client.
4. Click **FIND**.
   All active requests will be returned.

APPENDIX A –Agreement Type Codes

Type	Description
001	PNG Lease
002	NG Lease
003	Petroleum Lease
004	5 Yr Plains PNG Lease
005	5 Yr Northern PNG Lease
006	5 Yr Foothills PNG Lease
010	Natural Gas And Petroleum Lease
013	Coal Lease
014	Coal Road Allowance Lease
019	Quarrying/Quarriable Min. Lease
025	Salt Lease
027	Sodium Sulphate Lease
028	Qtz/Metallic Mineral Lease
036	NG Storage Agreement
037	Special Mineral Lease
042	Other Agreement
053	2 Yr Plains PNG Lic.
054	4 Yr Northern PNG Lic.
055	5 Yr Foothills PNG Lic.
066	Oil Sands Prosp. Permit
067	Gold Recovery Permit
068	Qtz/Metallic Min.Exp.Permit
069	Phosphate Exploration Agreement
070	Oil Sands Permit
071	Oil Sands Lease
072	Oil Sands Lease
073	Oil Sands Lease
074	Oil Sands Lease
075	Oil Sands Lease
090	Placer Mineral Lease

091	Ammonite Shell Agreement
093	Metallic And Ind. Minerals Permit
094	Metallic And Ind. Minerals Lease
095	Cert.Of Rec.- Qtz Minrl.
A04	Appl-5 Yr Plains PNG Lease
A05	Appl-5 Yr Northern PNG Lease
A06	Appl-5 Yr Foothills PNG Lease
A10	Appl-NG And PET Lease
A13	Appl-Coal Lease
A14	Appl-Coal Road Allowance Lease
A19	Appl-Quarrying/Quarriable
A25	Appl-Salt Lease
A27	Appl-Sodium Sulphate Lease
A28	Appl-Qtz/Metallic Mineral Lse
A36	Appl-NG Storage Agreement
A37	Appl-Special Mineral Lease
A42	Appl-Other Agreement
A66	Appl-Oil Sands Prosp. Permit
A67	Appl-Gold Recovery Permit
A68	Appl-Qtz/Metallic Min.Exp.Permit
A69	Appl-Phosphate Exploration Agreement
A70	Appl-Oil Sands Permit
A71	Appl-Oil Sands Lease
A74	Appl-Oil Sands Lease
A90	Appl-Placer Mineral Lease
A91	Appl-Ammonite Sh Agreement
A93	Appl-Met. And Ind. Minerals Permit
A94	Appl-Met. And Ind. Minerals Lease

A95	Appl-Cert.Of Rec.-Qtz Minrl.
P04	Post-5 Yr Plains PNG Lease
P05	Post-5 Yr Northern PNG Lease
P06	Post-5 Yr Foothills PNG Lease
P13	Post-Coal Lease
P53	Post-2 Yr Plains PNG Lic.
P54	Post-4 Yr Northern PNG Lic.
P55	Post-5 Yr Foothills PNG Lic.
P70	Post-Oil Sands Permit
P74	Post-Oil Sands Lease
P93	Post-Metallic And Ind Min Permit
WAG	Well Acid Gas
WDI	Well Disposal/Injection
WOB	Well Observation
WOH	Well Over Hole
WRD	Well Road Allowance
WRE	Well Re-Entry
WWS	Well Water Source

APPENDIX B – POSTING REQUEST STATUS CODES

Status	Description
Client Cancelled	If the status of the request is Work in Progress and the user want to cancel the request, click Delete.
Processing	When the Department receives the request.
Completed	Request has been finished being processed.
Work in Progress	Status given to a request when it is created.
Client Withdrawn	Client advises the Department to withdraw their request.
Department Withdrawn	Department withdraws request.
Submitted	The status changes to Submitted when the client submits the request.

APPENDIX C – INPUT FILE FORMATS

This appendix describes the format of the **INPUT** file. Once created, Input files can be imported into the **LAND AND RIGHTS** screen using the **LOAD FROM FILE** option. Input files can be created in one of two formats CSV or XML.

CSV File Example for Land and Rights

Comma Separated Values (CSV) input files contain a header, which identifies the names of the columns contained in the file. The data must be in CSV format.

An example of a user-defined CSV file is shown below.

PARCEL, M, RGE, TWP, S, QS/LSD, PORTION, SUBSTANCE, FROMQUALIFIER, FROMZONE, TOQUALIFIER, TOZONE

1, 4, 13, 35, 25, SE, Yes, PETROLEUM AND NATURAL GAS, From Base, MANNVILLE GRP, To Base, BASEMENT

1, 4, 13, 35, 25, SW, No, PETROLEUM AND NATURAL GAS, From Top, SURFACE, To Base, BASEMENT

1, 4, 13, 35, 19, , No, PETROLEUM AND NATURAL GAS, From Top, SURFACE, To Base, BASEMENT

1, 4, 13, 35, 21, , No, PETROLEUM AND NATURAL GAS, From Top, SURFACE, To Base, BASEMENT

In the third example above, there is no designation for the Quarter Section/Legal Subdivision so two commas are used to enable the software to know it must skip that field

Parcel	
M	Meridian
RGE	Range
TWP	Township
S	Section
QS/LSD	Quarter Section/Legal Sub-division
Portion	
Substance	
From Qualifier	
From Zone	
To Qualifier	
To Zone	

XML File Schema for Land and Rights

Please read the document XML Schema for instructions on how to build the XML file.

APPENDIX D – REPORTS

Rights Available

ELECTRONIC TRANSFER SYSTEM
QUERY BY LAND - RIGHTS AVAILABLE by Land
REQUEST NUMBER 13014 Page: 1
USERID EN0145 2005-01-19 02:36

REPORT CRITERIA

COMMENT: Rights Available PNG
LAND: 4-28-050: 10
4-28-050: 11
4-28-050: 12
4-28-050: 13
4-28-050: 14
4-28-050: 15

RIGHTS: PETROLEUM AND NATURAL GAS BELOW THE TOP OF THE SURFACE
TO THE BASE OF THE BASEMENT

AVAILABLE RIGHTS

Land Key:	Hectares:	Region:
4-28-050: 10-SE	64.0000	PLAINS

AVAILABLE BELOW THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

Agreement #: **004 047904B256** Tract: 00 Sale or O/C Date:
Status: ACTIVE Agreement Expiry: Indefinite
Continuation Pending: N

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: INDEFINITE SECTION OF ACT/REGS: 15

4-28-050: 10-NE 64.0000 PLAINS
AVAILABLE BELOW THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

Agreement #: **004 047904B256** Tract: 00 Sale or O/C Date:
Status: ACTIVE Agreement Expiry: Indefinite
Continuation Pending: N

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: INDEFINITE SECTION OF ACT/REGS: 15

4-28-050: 11 256.0000 PLAINS
AVAILABLE BELOW THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

Agreement #: **004 047904B256** Tract: 00 Sale or O/C Date:
Status: ACTIVE Agreement Expiry: Indefinite
Continuation Pending: N

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: INDEFINITE SECTION OF ACT/REGS: 15

4-28-050: 12 256.0000 PLAINS
AVAILABLE BELOW THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

ELECTRONIC TRANSFER SYSTEM
QUERY BY LAND - RIGHTS AVAILABLE by Land
REQUEST NUMBER 13014
USERID EN0145

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2005-01-19 02:36

Agreement #: **004 0499030122** Tract: 00 Sale or O/C Date: 1999-03-03
Status: ACTIVE Agreement Expiry: 2005-03-04
Continuation Pending: N

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: 2005-03-04 SECTION OF ACT/REGS: 17

4-28-050: 13 256.0000 PLAINS
NO RIGHTS AVAIL

4-28-050: 14 256.0000 PLAINS
AVAILABLE BELOW THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

Agreement #: **004 047904B256** Tract: 00 Sale or O/C Date:
Status: ACTIVE Agreement Expiry: Indefinite
Continuation Pending: N

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: INDEFINITE SECTION OF ACT/REGS: 15

4-28-050: 15-SE 64.0000 PLAINS
AVAILABLE BELOW THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

Agreement #: **004 047904B256** Tract: 00 Sale or O/C Date:
Status: ACTIVE Agreement Expiry: Indefinite
Continuation Pending: N

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: INDEFINITE SECTION OF ACT/REGS: 15

4-28-050: 15-NE 64.0000 PLAINS
AVAILABLE BELOW THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

Agreement #: **004 047904B256** Tract: 00 Sale or O/C Date:
Status: ACTIVE Agreement Expiry: Indefinite
Continuation Pending: N

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: INDEFINITE SECTION OF ACT/REGS: 15

ELECTRONIC TRANSFER SYSTEM
QUERY BY LAND - RIGHTS AVAILABLE by Land
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ZONE DESIGNATIONS

DRRZD: **D 00004**

Zone: 2480 MANNVILLE GRP

Interval: 2,557.00 - 2,985.00 FEET
Key Well: 00/06-16-041-08W4/0
Log Type: INDUCTION ELECTRICAL

**** Query results are not to be used for other purposes, because they do not return all information. Only the required information to create a posting request has been displayed. The full areal extent of Agreements and Restrictions is not depicted.**

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POSTING QUERY RESULTS

Agreements

ELECTRONIC TRANSFER SYSTEM
QUERY BY LAND - EXISTING AGREEMENTS
REQUEST NUMBER 13016
USERID EN0145

Page: 1
2005-01-19 02:38

DISPOSED RIGHTS
AGREEMENTS & CONTINUATIONS

Agreement #: **001 6485** Tract: 00 Sale or O/C Date:
Status: ACTIVE Agreement Expiry: Indefinite
Continuation Pending: N

4-01-050: 28SW;29L7E,L8E,L10W,L15

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: INDEFINITE SECTION OF ACT/REGS: 15

Agreement #: **001 33554** Tract: 00 Sale or O/C Date:
Status: ACTIVE Agreement Expiry: Indefinite
Continuation Pending: N

4-01-050: 29L11W,L12

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: INDEFINITE SECTION OF ACT/REGS: 15

Agreement #: **001 33555** Tract: 00 Sale or O/C Date:
Status: ACTIVE Agreement Expiry: Indefinite
Continuation Pending: N

4-01-050: 30N,SE,L5,L6

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS
Continued To: INDEFINITE SECTION OF ACT/REGS: 15

Agreement #: **004 0400040488** Tract: 00 Sale or O/C Date: 2000-04-05
Status: ACTIVE Agreement Expiry: 2005-04-06
Continuation Pending:

4-01-050: 29SW,L1,L2

PETROLEUM AND NATURAL GAS FROM SURFACE
TO BASEMENT

Agreement #: **004 0400040489** Tract: 00 Sale or O/C Date: 2000-04-05
Status: ACTIVE Agreement Expiry: 2005-04-06
Continuation Pending:

4-01-050: 29L11E,L13,L14;32L4

PETROLEUM AND NATURAL GAS FROM SURFACE
TO BASEMENT

ELECTRONIC TRANSFER SYSTEM
QUERY BY LAND - EXISTING AGREEMENTS
REQUEST NUMBER 13016
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Agreement #:	**004 0400040490**	Tract: 00	Sale or O/C Date: 2000-04-05
Status:	ACTIVE		Agreement Expiry: 2005-04-06
			Continuation Pending:

4-01-050: 30L3,L4

PETROLEUM AND NATURAL GAS FROM SURFACE
TO BASEMENT

Agreement #:	**004 0404110155**	Tract: 01	Sale or O/C Date: 2004-11-17
Status:	ACTIVE		Agreement Expiry: 2009-11-18
			Continuation Pending:

4-01-050: 28E,L11,L12,L13E,L14

PETROLEUM AND NATURAL GAS FROM SURFACE
TO BASEMENT

Agreement #:	**004 0404110155**	Tract: 02	Sale or O/C Date: 2004-11-17
Status:	ACTIVE		Agreement Expiry: 2009-11-18
			Continuation Pending:

4-01-050: 28SW,L13W

PETROLEUM AND NATURAL GAS BELOW THE BASE OF THE MANNVILLE GRP (DRRZD 00004)
TO BASEMENT

Agreement #:	**004 0493040549**	Tract: 00	Sale or O/C Date: 1993-04-28
Status:	ACTIVE		Agreement Expiry: Indefinite
			Continuation Pending: N

4-01-050: 28L13W

PETROLEUM AND NATURAL GAS FROM SURFACE
TO THE BASE OF THE MANNVILLE GRP (DRRZD 00004)

CONTINUATIONS

Continued To: INDEFINITE SECTION OF ACT/REGS: 15

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ELECTRONIC TRANSFER SYSTEM
QUERY BY LAND - EXISTING AGREEMENTS
REQUEST NUMBER 13016
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POSTING QUERY RESULTS