



**ELECTRONIC TRANSFER SYSTEM (ETS)  
ACCOUNT SET UP/CHANGE FORM**

<b>A: APPLICANT INFORMATION</b>	
A1	Check One: <input type="checkbox"/> Setup <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Terminate
A3	Type of Change:
A5	Company/Individual Name:
A6	Client ID(s):
A7	Contact Name:
A8	Email Address:
A9	Contact Phone #: (    )
A10	Contact Fax #: (    )
A11	Mailing Address:
A12	Contact Signature:
<b>B: DOCUMENT SUBMISSION / RETRIEVAL</b>	
<b>B1</b>	<b>B2 FORM</b>
<input type="checkbox"/>	Agent Forecast Data
<input type="checkbox"/>	Correspondence ( <input type="checkbox"/> Oil Sands Royalty - MRR, EOP <input type="checkbox"/> CARE Forms <input type="checkbox"/> Operator's Forecast <input type="checkbox"/> Switching Statistics <input type="checkbox"/> Agent Forecast)
<input type="checkbox"/>	Crown PNG and Oil Sands Agreement Documents retrieval for Designated Representative
<input type="checkbox"/>	Bidding on Public Offering PNG and Oil Sands - Include <a href="#">Electronic Fund Transfer</a> form if you are currently not set up
<input type="checkbox"/>	Debit Remittance for Royalty – Include this form with your <a href="#">Pre-Authorized Automatic Debit Payment Agreement</a>
<input type="checkbox"/>	Freehold Mineral Tax
<input type="checkbox"/>	Monthly Statement Auto Debit Increase
<input type="checkbox"/>	Monthly Surface Rental Statements – Include this form with your <a href="#">Monthly Statement Process Agreement</a>
<input type="checkbox"/>	Monthly Mineral Rental Statements
<input type="checkbox"/>	Land Searches
<input type="checkbox"/>	Oil Sands Administrative and Strategic Information System (OASIS)
<input type="checkbox"/>	Posting Requests
<input type="checkbox"/>	Transfers Ownership and/ or Designated Representative
<input type="checkbox"/>	Assignments Public Lands Surface Dispositions
<input type="checkbox"/>	Pipeline Data
	<a href="#">APMC Agent form</a> - must be included for NGL and APMC Forms
<input type="checkbox"/>	NGL-100 Forms
<input type="checkbox"/>	APMC 600 Forms
<input type="checkbox"/>	APMC-700 Form (Straddle Plant Operators)
<input type="checkbox"/>	APMC Third Party Gas Transmission Reports
<input type="checkbox"/>	APMC Pipeline In-Stream Component
<b>C: ACCOUNT SET UP– completed by Alberta Energy</b>	
<b>C1</b>	<b>REVIEWED BY CLIENT REGISTRY:</b> <span style="float: right;">Date:</span> Comments:
<b>C2</b>	<b>C3</b>
ETS Account ID:	Account Setup: <input type="checkbox"/> COMPLETE
Created By:	<input type="checkbox"/> CANCELLED
Date:	

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## ETS ACCOUNT SET UP/CHANGE FORM

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### PURPOSE

Use this form to apply for an on-line account with the Department Energy. The account is used to:

- Bid on Parcels from a Public Offering for PNG and Oil Sands. Please make sure if you are not currently set up to do Electronic Funds Transfer with the Department the additional form is filled in.
- Request Land searches.
- Create Crown Ownership transfers and posting requests.
- Submit electronic files, which currently include Gas Royalty PPL forms, debit remittance for Royalty, Monthly Statement Auto Debit Increase, APMC Gas 600 series, APMC-700, NGL-100, APMC Third Party Gas Transmission and APMC Pipeline In-Stream Component reports, Transfers (Change Ownership and/ or Designated Representative in a Crown agreement), Posting Requests, Assignments (Assignment Public Lands Surface Dispositions), Correspondence, and Freehold Mineral Tax business.
- Retrieve electronic files, which currently include Monthly Surface & Mineral Rental statements, Mineral Agreement documents and Freehold Mineral Tax business.

This form provides contact information that is needed to set up the ETS account for the various on-line activities.

This form is also used for subsequent changes to:

- ETS account applicant,
- Contact information,
- Terminate the ETS account.

### Note:

- Service providers conducting on-line business on behalf of a client must have an ETS account.

### TIMING

To allow for application processing, the Department must receive the ETS form 15 working days prior to the commencement date, of the product searches and/or electronic filing/retrieval.

### COMPLETED FORMS

Please return completed forms to:

Client Registry, Client Services  
Department of Energy  
3<sup>rd</sup> floor, North Petroleum Plaza  
9945 – 108 Street  
Edmonton, Alberta  
T5K 2G6  
Phone: (780)422-1395  
Fax (780)422-9522

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## ETS FORM – COMPLETION INFORMATION

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### **PART A: ETS ACCOUNT APPLICANT INFORMATION**

*This section is completed by the ETS account applicant who will be conducting one or more of the following on-line activities:*

- *Submitting land searches, ownership transfers, posting and bid requests*
- *Sending electronic files to the Department*
- *Retrieving electronic files from the Department.*

**A1 Set Up/Add/Change/Terminate ETS Account** – Check the appropriate box to set up, change or terminate the ETS Account.

**A2 ETS Account** – ETS Account if previously assigned.

**A3 Type of Change** – If change box in A1 is checked indicate reason for the account change.

**A4 Date Prepared** – The year, month and day on which Parts A and B of this form are prepared, e.g., enter 2000/09/15 for September 15, 2000.

**A5 Company/Individual Name** – The full legal name of the company applying for the ETS Account.

**A6 Client Id** –

- For submission of Gas Royalty documents, this is the Business Associate Id, which is the four-character EUB operator code or the seven-digit non-operator code assigned by the Department's Client Registry Group.
- For debit remittance, LSAS Land searches, this is the ten-digit LSAS Client Id assigned by the Department's Client Registry Group.
- For submission and retrieval of APMC documents or the NGL-100 form, this is the APMC Company Code.
- For debit remittances of activities with payments due at month end, this is the LSAS Client Id.
- For Transfers (Change Ownership and/ or Designated Representative in Crown agreement(s)) or Assignments please make sure that you have filled in this box with all LSAS Id's that this account will administer.
- For submission of Freehold Mineral Tax documents, this is the four digit Business Associate id used for PRA.

If you do not presently have a Business Associate Id and/or LSAS Client Id, leave these blank and the Department's Client Registry Group will assign the appropriate codes and inform you.

**A7 Contact Name** – Name of the primary contact whom the Department can contact concerning the information on this application.

**A8 Contact Email Address** – Email address of the primary contact in A6.

**A9 Contact Phone #** – Telephone number of the primary contact in A6.

**A10 Contact Fax #** – Fax number of the primary contact in A6.

**A11 Mailing Address** – Applicant's mailing address for correspondence.

**A12 Contact Signature** – Signature of the ETS Account primary contact.

**PART B: DOCUMENT SUBMISSION/RETRIEVAL**

*This section is completed by the ETS account applicant to set up the appropriate forms for on-line submission and retrieval of resulting documents.*

**B1 Check the appropriate form as noted below:**

**B2 Forms Available**

- **Agent Forecast Data**
- **Correspondence** – Oil Sands Royalty correspondence
- **Crown PNG and Oil Sands Agreement Documents** retrieval for Designated Representative– Agreement documents created from the PNG and Oil Sands Public Offering.
- **Bidding on Public Offering PNG & Oil Sands** – Ability to submit bids on the Public Offering for PNG and Oil Sands.
  - If you are going to be a Designated Representative Sign Up for PNG and Oil Sands Agreement Documents)
  - Please make sure if you are not currently set up to do Electronic Funds Transfer with the Department the additional form is filled in.
- **NGL-100**
- **APMC 600**
- **APMC-700 (Straddle Plants)**
- **APMC Third Party Gas Transmission Reports (GASPL)**
- **APMC Pipeline In-Stream Component Reports**
- **Debit Remittance for Monthly Surface and Mineral Rental**
- **Land Searches**
  - Land Index – retrieval of mineral interests information, either summary or with agreement details
  - Public Standing – retrieval of surface interests information
  - Mineral Agreement – retrieval of mineral agreement details
- **Pipeline Data: Meter Station Id, Type and Rate**
- **Posting Requests** – Public Offering & Direct Purchase for Oil Sands and Petroleum & Natural Gas
- **Transfers** Ownership and/or Designated Representative
- **Assignments** Public Lands Surface Dispositions
- **Freehold Mineral Tax**

**PART C: ACCOUNT SET UP**

*This section is completed by the Department.*