

Welcome!

to the
**ETS - Offset Notice Response Form
Online Training Course**

This process describes how to retrieve documents sent by Alberta Energy and Minerals (the department); and how to create, update and submit offset notice response form.

Revision Page

Revisions Table

Date	Revisions Type	Page Number
September 5, 2014	Initial Creation	All
October 3, 2014	Update	5
February 3, 2020	Update	29
October 9, 2020	Update headers and contents	All
July 11, 2023	Update contents	1,6-7,13-14,16,20-22,36
July 8, 2025	Update contents	16-18,20,27-28,32-33,37

OFFSET – LOGIN

Electronic Transfer System



User Name:

Password:

Save my user name

Login

[Forgot Password/Reset Password](#)

1. Login to ETS with your user name and password



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Crown Mineral Activity
 - Unit Agreement ETS Act A
 - Encumbrance
 - Offset
 - Response Form
 - Authorizations
 - Work In Progress
 - Account
 - Encryption
 - User Training

2. Expand Offset



The following slides show how to retrieve the following documents:

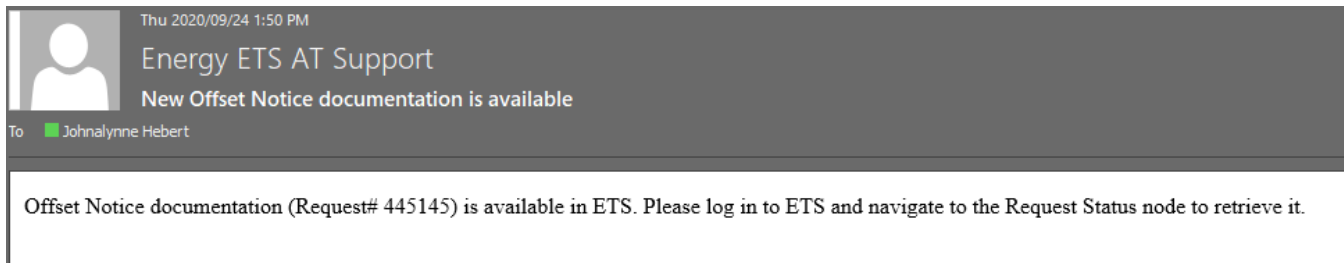
- Offset Notice Letters
- Statements of Account
- Other Letters

OFFSET – RETRIEVE DOCUMENT – REQUEST STATUS

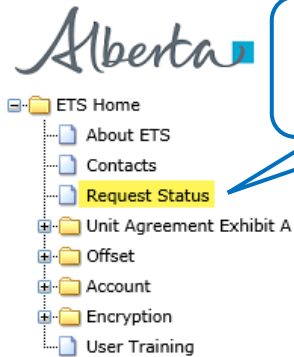
The department upload documents to ETS. An e-mail notification is sent to the administrator or to the user who has the creator or viewer role for the form types: *Offset Response Form* or *Offset Response Authorization*.

Offset Notice letters and **Statement of Accounts** are retrieve in **ETS/Request Status node**.

Email notification sample:



OFFSET – RETRIEVE DOCUMENT – REQUEST STATUS



1. Select the Request Status node



Request Status

Form:	<input type="text"/>	Request #:	<input type="text"/>
Start Date:	<input type="text" value="2020/09/23"/>	End Date:	<input type="text" value="2020/09/28"/>
Status:	<input type="text"/>	Creator:	<input type="text"/>
File Name:	<input type="text"/>		
Comment:	<input type="text"/>		

Retrieve Select All Unselect All (Un)Delete Pickup

The following documents are uploaded by the department and can be retrieved in the Request Status node:

- Offset Notice Letters
- Statements of Account and Billing Sheets
- other letters not related to offset notice response form

The offset notice letters and other letters contain pertinent information as to specific due dates for requests. For example:

- The Offset Notice letter must be responded within six (6) months of the date of the letter.
- Letters requesting additional data must be responded within 30 days of the date of the letter.

Note: Letters that relate to a response form are found in the Offset/Work In Progress subnode.

OFFSET – RETRIEVE DOCUMENT – REQUEST STATUS

Request Status

Form: Request #:

Start Date: End Date:

Status: Creator:

File Name:

Comment:

1. Enter search criteria



All records are returned, if all criteria fields are blank.

Retrieve Select All Unselect All (Un)Delete Pickup

2. Click Retrieve

Tip: To maintain your records, download and save a copy in your personal or internal directory.



The documents here will be visible only for the number of days as set in your Preferences.

Request Status

Form: Request #:

Start Date: End Date:

Status: Creator:

File Name:

Comment:

3. Click the PDF file link to view the document.

Search results

Retrieve Select All Unselect All (Un)Delete Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost Output	Files	Creator
445145	<input type="checkbox"/>	Offset Notice Letter		COMPLETED	2020/09/24		PDF File(pdf)	EA0331

Page 1

OFFSET – RETRIEVE DOCUMENT – REQUEST STATUS

Request Status

Form: Request #:

Start Date: End Date:

Status: Creator:

File Name:

Comment:

Retrieve Select All Unselect All (Un)Delete Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
445145	<input checked="" type="checkbox"/>		Offset Notice Letter	COMPLETED	2020/09/24		PDF File(pdf)	EA0331

Retrieve - retrieves all record based on the entered search criteria.

Select All - checkmarks the “Sel” box column of all returned records, which allows the user to select for viewing or deletion.

Unselect All – clears all check boxes from the “Sel” box column.


(Un)Delete - marks the selected records for deletion, (the item will be in red font until it is deleted from the system). A daily automated process will delete the selected records. Clicking the (Un)Delete button will remove the indicator for deletion.

Pickup - opens all selected record in a zip format.

This is a good opportunity to save these records in your personal directory.

OFFSET RETRIEVE DOCUMENT – REQUEST STATUS - SAMPLE DOCUMENTS

Offset Notice Letter



Resource Revenue and Operations
Tenure
10th floor North Tower, Petroleum Plaza
9945 – 108 Street
Edmonton, Alberta T5K 2G8
Telephone 780/422-9999
Fax 780/422-0382
E-mail: Roberta.Smith@gov.ab.ca

September 22, 2014

ABC Company Ltd.
123 Anywhere Street
Calgary, AB
T0C 1L0

ATT: MINERAL LAND DEPARTMENT

Re: OIL Offset No. 1234567A
PNG Agreement 0090090090

This agreement comprising 9-99-999:99 is now subject to an offset notice as a result of the AB WI 99/99-99-99-999-99 W4/0 well producing oil from the Wapiti Grp Zone.

You have six months from the date of this letter to:

1. Notify the Department that you have a well on production from the offset zone in 9-99-999:99, or
2. Elect in writing to pay offset compensation, or
3. Provide evidence satisfying the Department that the offset zone in the Crown spacing unit is not productive, or
4. Surrender the agreement, or
5. Surrender the portion subject to this notice down to the base of the offset zone, or
6. Provide proof that the freehold well is abandoned as to the offset zone, or the spacing unit for the freehold well is reduced and no longer adjoins the Crown spacing unit, or the offset zone within the Crown spacing unit becomes subject to a unit agreement/gas storage agreement.

Failure to respond within six months from the date of this letter will result in the cancellation of PNG Agreement 0090090090, as indicated above.

Yours truly,

Roberta Smith
Offset Administrator
Offsets

OFFSET RETRIEVE DOCUMENT – REQUEST STATUS - SAMPLE DOCUMENTS

Statement of Account (OSA)

Alberta

OFFSET STATEMENT OF ACCOUNT

OIL COMPANY LTD. 123 ANYWHERE STREET CALGARY, AB T0L 1C0	CLIENT ID: 123-1234 001	STATEMENT NUMBER : 0003699999
		STATEMENT DATE : 2014-07-31
		STATEMENT DUE DATE : 2014-09-02
		CURRENT PERIOD CHARGE AMOUNT : \$295.64
		CURRENT PERIOD GST AMOUNT : \$0.00
		CURRENT PERIOD AMOUNT DUE : \$238.10

ENERGY
DIRECT INQUIRIES TO (780) 427-7425 OR WELLADMIN.ENERGY@GOV.AB.CA
OUR REGISTRANT NUMBER IS R124072513
INTEREST WILL BE ASSESSED ON THE OVERDUE BALANCE.

MAKE CHEQUE OR MONEY ORDER PAYABLE TO : GOVERNMENT OF ALBERTA	MAIL TO : ENERGY
CHEQUE MUST BE RECEIVED BY : 2014-09-02	9915 - 108 STREET EDMONTON, ALBERTA T5K 2G8

PLEASE RETURN THIS PAGE WITH PAYMENT

AMOUNT DUE : 2014-09-02 \$238.10



The OSA is retrieved from the Request Status node on the first business day of every month.

Please note: There is no e-mail notification for this form type.

A CREDIT A/R BALANCE IN AN AC
A CREDIT A/R BALANCE IN ONE A

Alberta

CARS24005 CORPORATE ACCOUNTING AND REPORTING SYSTEM RUN DATE: 2014-07-31

OFFSET STATEMENT OF ACCOUNT

STATEMENT NUMBER : 0003694758

Activity Type	Activity Number	BA ID	DOE ID	Client Name	Billing Detail	Current Period Billings	Balance Owing
CGR	2011111A	0AA0	8888888	OIL COMPANY LTD.	COMPENSATION FOR CROWN DRAINAGE	72.72	72.72
CPR	2900000A	0AA0	8888888	OIL COMPANY LTD.	COMPENSATION FOR CROWN DRAINAGE	222.92	165.38

OFFSET RETRIEVE DOCUMENT – REQUEST STATUS - SAMPLE DOCUMENTS

Billing Sheets

CARS24005 CORPORATE ACCOUNTING AND REPORTING SYSTEM PAGE: 2
 RUN DATE: 2014-07-31
 OFFSET STATEMENT OF ACCOUNT

STATEMENT NUMBER : 0003699999

Activity ID: CGR 2011111A
 Freehold Well ID: 00/08-88-088-88W4/0
 Offset No: 2011111

Effective Date of Pay Decision: September 01, 2007 Agreement No: 999999999 Offset Land: 4-88-088:88NW

Gas Billing Period	A Volume 10 ³ M ³	B GJ Factor	C=A*B Heat Content GJ	E Crown Interest%	F Royalty Rate	G=C*E*F Crown Share	H 80% Gas Reference Price	I=G*H Gas Offset Comp Payable	J Previously Billed
2014-05	8.50	41	348.5	100.00000	6.19539	21.59093	\$3.36800	\$72.72	\$0.00
Total Billing:								\$72.72	

AI

CARS24005 CORPORATE ACCOUNTING AND REPORTING SYSTEM PAGE: 3
 RUN DATE: 2014-07-31
 OFFSET STATEMENT OF ACCOUNT

STATEMENT NUMBER : 0003699999

Activity ID: CPR 2900000A
 Freehold Well ID: 00/09-99-099-99W4/0
 Offset No: 2900000

Effective Date of Pay Decision: September 01, 2007 Agreement No: 777777777 Offset Land: 4-99-099:99NW

Oil Billing Period	Oil Production M ³	Oil Density	Crown Interest%	Royalty Volume	Par Price	Oil Offset Comp Payable	Previously Billed
2014-05	16.50	Heavy Oil	100.00000	0.4	\$557.31	\$222.92	\$0.00
Total Billing:	16.50					\$222.92	
Oil Adjustment Period 2013-11	12.40	Heavy Oil	100.00000	0.4	\$575.36	\$230.14	\$287.68
Total Adjustments:	12.40					\$230.14	\$287.68
Adjustment Balance:						-57.54	
Total CPR Billing and Total CPR Adjustments:						\$165.38	

OFFSET – RETRIEVE OTHER DOCUMENT – WORK IN PROGRESS

The department upload documents to ETS. An e-mail notification is sent to the administrator or to the user who has the creator or viewer role for the form types: *Offset Response Form* or *Offset Response Authorization*.

Other Letters are retrieve in **ETS/Offset/Work in Progress node**.

These letters are responses to client’s submitted Offset Notice response form and uploaded to the specific ETS Request number.

Email notification sample:



OFFSET – RETRIEVE OTHER DOCUMENT – WORK IN PROGRESS

1. Select Work In Progress

2. Click Find

Search results

Report – ETS report with the details of the Offset Notice Response Form based on the last save.

Denial – The department's letters requesting further information to support the clients response.

Final – The department's final decision to either approve or deny the client's response.

ETS #	Application Type	Comment	Status	Files	Last Updated YYYY-MM/DD HH:MM:SS	Created By
445272	Offset Response Form		Work in Progress	Report: Pdf Denial: Final:	2020/09/30 13:52:48	EA0331
445270	Offset Response Form		Processing	Report: Pdf Denial: Pdf Final:	2020/09/30 13:50:01	EA0331_JOHNALYNNE
445244	Offset Response Form		Completed	Report: Pdf Denial: Final: Pdf	2020/09/30 13:10:03	EA0331

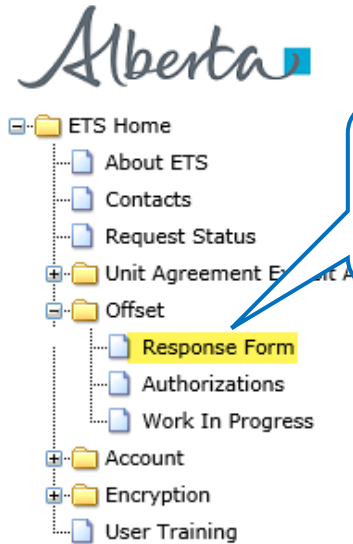
Page 1



To display all ETS requests regardless of its status, leave all fields blank except for the Type field.

The following slides show how to create, submit and delete offset notice response form.

OFFSET NOTICE RESPONSE FORM – ADMIN TAB – CREATE



1. Select the **Response Form** tree node

2. Admin tab screen displays



Offset Notice Response Form

Status: **Work in Progress** [Offset Document](#)

Admin

Administration Information

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

Contact Information

First Name:

Last Name:

Phone: () - - Ext

Fax: () - -

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="button" value="Add Technical Contact"/>			

Refer to the data previously submitted on



When an Offset Notice Letter has been served, an Offset Notice Response Form must be submitted to the department within 6 months from the Offset Notice Letter date.

OFFSET NOTICE RESPONSE FORM – ADMIN TAB – CREATE

Offset Notice Response Form 445272

Status: **Work in Progress**

[Offset Document](#)

Admin | **Review** | **Alternate Election**

Administration Information

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="button" value="Add Technical Contact"/>			

Refer to the data previously submitted on

On the first save of the form, an ETS Request number is generated and displayed here.

When an Offset Notice Response Form is initiated by the user the system creates a report which captures all the details of the form based on the last save.

Double click on this link to view the report in .PDF format.

OFFSET NOTICE RESPONSE FORM – ADMIN TAB – ADMIN AND CONTACT INFORMATION

Offset Notice Response Form 445272

Status: **Work in Progress**

[Offset Document](#)

Admin | **Review** | **Alternate Election**

Administration Information

Company Name: ABC COMPANY

Creator: EA0331_JOHNALYNNE

Offset Notice Number: 2081345A

Response Type: Review

Contact Information

Technical Contact

Phone: [] Ext: []

Save

The Admin tab must be completed for all Offset Notice Response Forms.

Other tabs are dependent on the Response Type chosen.



The **Agreement Number** and **Unique Freehold Well ID** auto populates based on the Offset Notice Number entered.

Once saved, the **Offset Notice Response Form** has been created and its status in “**Work In Progress.**” You may continue to update and save this form until it is submitted.

OFFSET NOTICE RESPONSE FORM – ADMIN TAB – TECHNICAL CONTACT

Offset Notice Response Form 445272

Status: **Work in Progress**

[Offset Document](#)

Admin
Review
Alternate Election

Administration Information

Company Name: ▼

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type: ▼

Comment:

Contact Information

▼

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail	
		() - -		X

Add Technical Contact



The **Technical Contact** is an optional field. If it is blank there will be a warning message, but it will not stop the submission of the form.

1. Select Add Technical Contact(s)

2. Enter the Technical Contact information

OFFSET NOTICE RESPONSE FORM – ADMIN TAB – DATA SUBMISSION

Offset Notice Response Form 445272

Status: **Work in Progress**

[Offset Document](#)

Admin

Review

Alternate Election

Administration Information

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="text"/>	<input type="text"/>	<input type="text" value="() -"/>	<input type="text"/>

Refer to the data previously submitted on

You may indicate by checking the checkbox for the department to *Refer to the data previously submitted on date.*

The following slides show the details and more information on different Response Type.

OFFSET NOTICE RESPONSE FORM – RESPONSE TYPES

The Offset Notice **Response Types** are:

- **Pay**
The client chooses to pay the offset compensation.
- **Surrender**
The client chooses to surrender all or a portion of the agreement.
- **Well on Production**
The Crown well is producing.
- **Review**
The client requests for the department to review and reconsider the Offset Notice.
- **Extension**
The client is requesting for an extension to the Offset Notice date.
- **Reinstatement**
The client did not respond to the original offset notice and their mineral rights were surrendered by the department; therefore, the client is requesting for the agreement to be reinstated.

OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE - PAY

Offset Notice Response Form 445405

Status: **Work in Progress**

[Offset Document](#)

Admin

Administration Information

Company Name: ▼

Creator: **EA0331_JOHNALYNNE**

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type: ▼

Comment:

Contact Information

▼

First Name:

Last Name:

Phone: Ext

Fax:



The Pay response type does not require additional information.
Once the Admin tab is completed this Offset Notice Response Form can be submitted.

OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE - SURRENDER

Offset Notice Response Form 445406

Status: **Work in Progress**
[Offset Document](#)

Admin

Surrender

2. Enter data for the Surrender response type

3. (for portion), click "... " to select the Zone

3a. Select the Zone

3b. Click Select

Offset Notice Response Form 445406

Status: **Work in Progress**
[Offset Document](#)

Admin

Surrender

Please select one of the following options.

I elect to surrender:

exactly as outlined in the offset notice

the referenced agreement

a portion of the referenced agreement

Please Select Zone ... (Offset Zone)

Please enter the land portion of the agreement to surrender:

M	RGE	TWP	SEC	QS/LSD	QD	QQ	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Land

Except for the following:

Productive Zone(s) ...

Unitized or gas storage zone(s)

Productive Zone(s)** ...

Select Zone

ARCS MBR

BADHEART-MUSKIKI

BAKKEN FM

BALDONNEL & UPPER CHARLIE LK

BALDONNEL FM

BANFF FM

BASAL BELLY RIVER SD

BASAL BLAIRMORE

BASAL COLO & MANNVILLE

BASAL COLORADO SD

BASAL CRETACEOUS

BASAL GETHING

BASAL MANNVILLE

Select
Cancel

Submit

Save

Delete

Close

Administration Information

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type: Surrender

Comment:

Contact Information

First Name:

Last Name:

Phone:

1. Select Surrender as the Response Type

Admin tab – The ‘Surrender’ tab is automatically displayed when the Response Type of Surrender.

Surrender tab – There is no further data required when “*exactly as outlined in the offset notice*” or “*the referenced agreement,*” is selected.

OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE - SURRENDER - ADD PORTION LANDS

Offset Notice Response Form 445406

Status: **Work in Progress** [Offset Document](#)

Admin
Surrender

Surrender

Please select one of the following options.

I elect to surrender:

exactly as outlined in the offset notice

the referenced agreement

a portion of the referenced agreement

BANFF FM ... (Offset Zone)

Please enter the land portion of the agreement to surrender:

M	RGE	TWP	SEC	QS/LSD	QD	QQ	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Land

M	RGE	TWP	SEC	QS/SLSD	QD	QQ	
5	25	033	19	SW			✕

Except for the following zones:

1. Enter land information

2. Click "Add Land"

3. Entered land

When "a portion of the reference agreement" is selected, the land key fields are enabled. The land portion of the agreement to surrender must be entered here.



To add more lands, repeat steps 1 and 2 above.

To remove a land key, click "✕" on the land row.

OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE - SURRENDER - ADD ZONE EXCEPTIONS

Offset Notice Response Form 445406

Status: **Work in Progress**

[Offset Document](#)

Admin
Surrender

Please select one of the following options.

I elect to surrender:

exactly as outlined in the offset notice

the referenced agreement

a portion of the referenced agreement

BANFF FM (Offset Z

Please enter the land portion of the agreement to su

M	RGE	TWP	SEC	QS/LSLSD	QD	QQ	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	25	033	19	SW			X
5	25	033	20				X

Except for the following zones:

**

Unitized or gas storage zone(s)

Productive Zone(s)**

** Data must be supplied.

Select Zone

BLUESKY & ROCKCREEK

BLUESKY FM

BLUESKY-BULLHEAD

BLUESKY-BULLHEAD-BELLOU

BLUESKY-BULLHEAD-SHUNDA

BLUESKY-DETRITAL

BLUESKY-GETHING

BLUESKY-GETHING & BANFF

BLUESKY-GETHING-BELLOU

BLUESKY-GETHING-WABAMUN

BLUESKY-LOWER MANNVILLE

BLUESKY-PEKISKO

BOUNDARY MBR

1. Enter any exceptions for the Zones.

2. Click Add Zone

3. Select the Zone

4. Click Select



To add more than one exceptions, repeat steps 1 to 4 above.

To remove a zone from the exceptions, select the zone and click on **Remove Zone**.

OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE – WELL ON PRODUCTION

Offset Notice Response Form 445406

Status: **Work in Progress** [Offset Document](#)

Admin **Production** **Alternate Election**

Administration Information

Company Name: ABC COMPANY
 Creator: EA0904_JOHNALYNN
 Number (optional):
 Offset Notice Number: 2040535F
 Agreement Number: 0040477010016
 Lease Freehold Well ID: 00/07-17-045-01W4/00
 Response Type: **Well On Production**

1. Select Well On Production as the Response Type

2. Enter the data for the Well on Production response type

3. To select the Zone click on the " "

Please enter the following information:
 Unique Crown Well ID: AB WI / - - / - - On Production Date:
 From Zone: Please Select Zone

4. Select the Zone

5. Click Select

6. Click Choose File to browse file.

7. Click Upload...

8. Uploaded files are listed in the grid

9. Click X to remove attachment

Select Zone

- DRIFT UNDIFFERENTIATED
- DUNVEGAN FM
- DUVERNAY FM
- DUVERNAY-MAJEAU LAKE FM
- EDMONTON GRP**
- ELK POINT GRP
- ELKTON MBR
- ELKTON-SHUNDA
- ELLERSLIE & OSTRACOD
- ELLERSLIE MBR
- ELLERSLIE-ROCK CK
- EXSHAW-WABAMUN
- FAIRHOLME GRP

Attach Geological Information - see Technical Guidelines

Well logs with marked formation tops
 Production History
 Completion Reports
 No document to upload

Choose File No file chosen

Uploaded Files

File Name
Production.pdf

Save

Geological Information must be uploaded here in ETS. An Alternate Election is required for this response type. Refer to the Alternate Election slide in this training module

OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE – REVIEW

Offset Notice Response Form 445406

Status: Work in Progress [Offset Document](#)

Admin
Review
Alternate Election

Offset Notice Response Form 445406

Status: Work in Progress [Offset Document](#)

Admin
Review
Alternate Election

Review of Offset Notice

Please enter a reason for requesting a review:

Please select one or more of the following data options to support the review:

- Well logs with marked formation tops
- Recent Production data
- DST, interpreted pressure data or flow test data
- Seismic with synthetics
- Net pay, Isopach, structural mapping & cross sections
- Geological Information
- No document to upload

Attach Geological Information - see Technical Guidelines

Choose File No file chosen
 Upload...

Uploaded Files

File Name
<div style="display: flex; align-items: center;"> X Well logs.pdf </div>

Administration Information

Company Name:

Creator:

File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type: Review ▼

Comment:

Contact Information

First Name:

Last Name:

Geological Information must be uploaded here in ETS.

3. Click **Choose File** to browse file.

4. Click **Upload...**

The uploaded files are listed in the grid. Click **X** to remove an attachment.

Submit
Save
Delete
Close

2. Enter the data for the **Well on Production** response type

1. Select **Extension** as the Response Type

Geological Information must be uploaded here in ETS.

3. Click **Choose File** to browse file.

4. Click **Upload...**

The uploaded files are listed in the grid. Click **X** to remove an attachment.

💡 It is important to note to click **Save** before moving to the next tab.

An Alternate Election is required for this response type. Refer to the Alternate Election slide in this training module

OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE – EXTENSION

Offset Notice Response Form 445406

Status: **Work in Progress** [Offset Document](#)

Admin Extension Alternate Election

Administration Information

Company Name: ABC COMPANY
 Creator: EA0904_JOHNALYNNE
 Number (optional):
 Notice Number: 2040535F
 Document Number: 0040477010016
 Leasehold Well ID: 00/07-17-045-01W4/00
 Response Type: **Extension**
 Comment:

Contact Information

Admin Extension Alternate Election

Extension

I request an extension under Section 21(3) of the Petroleum and Natural Gas Tenure Regulation until: (YYYY/MM/DD)

Please attach an explanation document:
 Browse...

Please click save after selecting a file

Submit Save Delete Close

1. Select Extension as the Response Type

2. Enter the data for the Well on Production response type

3. Click Browse to select and upload the .PDF file.



It is important to note to click **Save** after selecting a file.

An Alternate Election is required for this response type. Refer to the Alternate Election slide in this training module

OFFSET NOTICE RESPONSE FORM – RESPONSE TYPE – REINSTATEMENT

Offset Notice Response Form 445406

Status: **Work in Progress** [Offset Document](#)

Admin **Reinstatement** Alternate Election

Administration Information

Company Name: ABC COMPANY
 Creator: EA0904_JOHNALYNNE
 Number (optional):
 Notice Number: 2040535F
 Reinstatement Number: 0040477010016
 Freehold Well ID: 00/07-17-045-01W4/00
 Response Type: **Reinstatement** ▼
 Comment:

Contact Information

First Name: Johnalynne
 Last Name: Hebert
 Phone: (780) 422-9245

Please upload your request for reinstatement document:

 Please click save after selecting a file

Upload a statutory declaration document
 Agree to pay reinstatement penalty of \$5000.00.

Mineral agreement reinstatement decisions with offset obligation(s) are at the Minister's discretion. It is up to the reinstatement applicant to submit a convincing case, which may include a statutory declaration. The declaration document is a notarized legal document. The applicant is also required to include the \$5,000.00 reinstatement fee payment with the reinstatement request.



An Alternate Election is required for this response type. Refer to the Alternate Election slide in this training module.

OFFSET NOTICE RESPONSE FORM – ALTERNATE ELECTION

Offset Notice Response Form 445406

Status: Work in Progress

[Offset Document](#)

Admin

Reinstatement

Alternate Election

Alternate Election

Please select Pay or Surrender as your alternate election.

I elect to pay offset compensation

I elect to surrender:

exactly as outlined in the offset notice

the referenced agreement

a portion of the referenced agreement

Please Select Zone (Offset Zone)

Please enter the land portion of the agreement to surrender:

M	RGE	TWP	SEC	QS/LSD	QD	QQ	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="Add Land"/>

M	RGE	TWP	SEC	QS/SLSD	QD	QQ
---	-----	-----	-----	---------	----	----

Please enter the land portion of the agreement to surrender:
Except for the following zones:

Producing Zone(s)**

Unitized or gas storage zone(s)

Productive Zone(s)**

** Data must be supplied.

Enter the **Alternate Election**



The **Alternate Election** tab is required when the *selected Response Type* is any of the following:

- Well on Production
- Review
- Extension
- Reinstatement

The **Alternate Election** can only be **Pay or Surrender**.

If you elect to surrender, follow the same steps as detailed for Surrender response type.

OFFSET NOTICE RESPONSE FORM – DELETE

Offset Notice Response Form 445406

Status: **Work in Progress**

[Offset Document](#)

Admin
Reinstatement
Alternate Election

Administration Information

Company Name:

Creator:

Applicant File Number (optional):

Offset Notice Number:

Agreement Number:

Unique Freehold Well ID:

Response Type:

Comment:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="button" value="Add Technical Contact"/>			

Refer to the data previously submitted on

1. Click Delete



You may delete the form only when it is at the status of **Work In Progress**.

Once it is deleted the status of the Offset Notice Response form is **Client Cancelled**.

The form is converted to read-only with available buttons of **Copy** and **Close**.

Copy button is to copy the deleted form and re-enter the required information.

OFFSET NOTICE RESPONSE FORM – SUBMIT

Offset Notice Response Form 445406

Status: **Work in Progress**

[Offset Document](#)

Admin | **Review** | Alternate Election

Administration Information

Company Name: ABC COMPANY

Creator: EA0904_JOHNALYNNE

Applicant File Number (optional):

Offset Notice Number: 2040535F

Agreement Number: 0040477010016

Unique Freehold Well ID: 00/07-17-045-01W4/00

Response Type: Review

Comment:

Contact Information

First Name: Johnalynne

Last Name: Hebert

Phone: (780) 422-9

Fax: (780) 422-9

Email: johnalynne.i

1. Click **Submit**

Message from webpage

Are you sure you want to Submit Application?

OK Cancel

2. Click **OK**

Submit Save Delete Close

Once all pertinent information has been entered, you can submit the Offset Notice Response Form.



The system will perform a validation to ensure all mandatory data has been provided.

Upon successful submission, the status is updated to **Submitted**.

Once the form is submitted, it cannot be modified or deleted.

OFFSET NOTICE RESPONSE FORM – LIFECYCLE**Work In Progress**

ETS Request status at the initiation stage of the request.

Submitted

The status changes to Submitted once the request was successfully submitted.

Processing

Once it successfully submitted, the ETS request is now received in our internal applications for further review to determine the approval or denial of the Offset Notice Response.

Completed

When the internal review is completed, a letter is uploaded to ETS confirming the approval or denial of the offset response or request for further information/detailed data.

OFFSET NOTICE RESPONSE FORM – WORK IN PROGRESS SCREEN

Work in Progress

Type: **Request Number:**
Start Date: **End Date:**
Status:
Comment:

ETS #	Application Type	Comment	Status	Files	Last Updated YYYY/MM/DD	Creator
445272	Offset Response Form		Submitted	Report: Pdf Denial: Final:	2020/10/09 14:18:29	EA0331_JOHNALYNNE
445376	Offset Response Form		Client Cancelled	Report: Denial: Final:	2020/10/09 14:17:08	EA0331_JOHNALYNNE
445405	Offset Response Form		Processing	Report: Pdf Denial: Final:	2020/10/09 14:17:04	EA0331_JOHNALYNNE
445404	Offset Response Form		Work in Progress	Report: Denial: Final:	2020/10/06 10:43:39	EA0331_JOHNALYNNE
445270	Offset Response Form		Completed	Report: Pdf Denial: Pdf Final: Pdf	2020/10/05 15:30:01	EA0331_JOHNALYNNE

Page 1

The Work in Progress screen contains all different status depending on the state of each ETS Request.

Continued on the next slide...



- ETS Home
- About ETS
- Contacts
- Request Status
- Unit Agreement Exhibit A
- Offset
 - Response Form
 - Authorizations
 - Work In Progress
- Account
- Encryption
- User Training



OFFSET NOTICE RESPONSE FORM – WORK IN PROGRESS STATUS**ETS Request Status:****Work in Progress**

The creator can modify and save the form.

Client Cancelled

The creator has Deleted the form. The request is now converted to read-only and cannot be modified.

Submitted

The creator or submitter has Submitted the form. The request is now converted to read-only and cannot be modified.

Processing

The form has been received and validated by the department's internal systems and is undergoing the review process.

Completed

The department completed the internal review process. The decision is communicated through letters which are uploaded to ETS Request # under Work in Progress.

Rejected

Internal applications has rejected the form due to validation/edit checks.

CONCLUSION

Congratulations!

You have completed the
Offset Notice Response Form
Online Training Course

If you have any comments or questions on this training course,
please forward them to the following email address:

Energy.Offsets@gov.ab.ca

