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Ministry of Energy, Mines and Petroleum Resources

ePayments User Manual

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1 Preparing Your Company

1.1 Obtain BCelDs

In order to access the ePayments system you must first obtain a Business BCeID. A Business BCeID allows you to access various BC Government Online Services where your business or organization's identity must be verified and you are acting in a business capacity. This type of account is used by representatives of companies, partnerships, sole proprietorships and organizations.

Each uniquely identifiable business can have only one Business BCeID. However, the business can issue accounts with specific roles to their users, including: Business Profile Manager, Business Accounts Manager, and Employee User. When registering for a Business BCeID, the business's unique identity is verified.

In addition, the individual requesting the BCeID account is verified as an authorized representative of the business. Once a business has a BCeID, the business can then establish accounts for its employees. BCeID accounts for employees of a business are issued by a Business Accounts Manager, according to standards set by BCeID. The Business Accounts Manager is required to provide assurance that the user is a representative of the business.

Businesses that are registered extra-provincially will only be able to complete the first part of the registration process online and then a package will be mailed to their corporate office from BCeID. This package will include an activation code. Once this is received, the business representative can go online and complete the registration process.

Please visit <u>www.bceid.ca</u> for further information and to begin the BCeID registration process.

Once you have completed the BCeID registration process your next step to access ePayments will be to apply for and use your subscription code, to access ePayments for the first time.

1.2 Request a Subscription Code

In order to register your company representative's BCeIDs in the ePayments system, someone from your company will first need to obtain a Subscription Code. A Subscription Code is used to preauthorize one BCeID user – the Company ePayments Administrator - for the initial access of the on-line ePayments system. The Company Administrator can then set up access for other users in the ePayments system.

Please do the following:

- 1. Appoint a Company Administrator. This person will be responsible for assigning users and roles in ePayments and entering Bank account information.
- 2. Please provide a letter requesting your Subscription Code on company letterhead and include your Company Administrator's name, email address and BCeID Username. The Ministry may be contacted by Email: png.epayments@gov.bc.ca. You may attach your letter to an email (.pdf) or fax it to 250-952-0541.
- 3. The Ministry will email the Company Administrator a subscription code from the ePayments system. He or she should then follow the instructions in Section 2.2 of this manual.

You will then receive an email that looks like this:

То	The email address that you provided in your letter
CC:	
From	epayments@gov.bc.ca
Subject	Subscription Code Notification
Body	Dear COMPANY, Here is your subscription code (COMP0418NY) . Please log on to <u>https://epayments.gov.bc.ca</u> and enter this code when you are prompted to. Once you have logged in, please go to User Authorization and ensure that your name and email address are present and correct. If they are either missing or incorrect, please update them. The email address should be the email address at which you wish to receive ePayments notifications.

Confidentiality and Disclaimer: ___The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and permanently delete this message from your computer.

1.3 Complete PAD Forms

Once your company has been assigned a subscription code, and have registered in the system as described in section 2, you, and any users that you also register will have access to all of the features of the ePayments system except the ability to make an online payment (please see Section 6.3 of this manual). Before you will be able to make a payment you must fill out and return a Fee and Rental PAD form [PAD form]. The PAD form is available online at:

https://epayments.gov.bc.ca/PAD_form.doc (logon and go to the ePayments 'User Authorization' screen)

and

http://www.empr.gov.bc.ca/Titles/OGTitles/ePayments/Pages/default.aspx (Ministry's ePayments information website)

It must be downloaded, printed, signed and returned to the Ministry by mail or courier with an original signature.

Please note that even if you have already completed and submitted a PAD form for the crown sale you must still complete the PAD form specific to fees and rentals required for ePayments. The Province is required by accounting policy to obtain authorization for each type of transaction and the forms are different for each. Online Refunds were introduced in phase 2 of ePayments. To receive refunds, you must also complete an additional Direct Deposit for Refunds form. This form is available online at:

<u>https://epayments.gov.bc.ca/Direct_Deposit_for_Refunds_form.doc</u> (logon and go to the ePayments 'User Authorization' screen)

and

http://www.empr.gov.bc.ca/Titles/OGTitles/ePayments/Pages/default.aspx (Ministry's ePayments information website)

Logging In and Overview of ePayments

Browsing to <u>https://epayments.gov.bc.ca</u> will bring you to the login page shown below. If you have permission to access ePayments, use your BCeID username and password to login.



1.4 Selecting a Company

If you are registered in ePayments for only one company, you will be directed straight from the login page to the Titles tab on the Profile page (please see section 3.1).

If you are registered for two or more companies, you will first be asked which company you are logging into, as shown in the following screen:

Please select which company you wish to log into:

	Code	Name	Role
\odot	CANETRES	CANETIC RESOURCES INC.	Administrator
\odot	PETOIL	PETRO-CANADA OIL AND GAS	Administrator
\odot	PETCAN	PETRO-CANADA	Administrator
Sel	ect		

1.5 Entering a Subscription Code

If you are not registered in ePayments, the system won't recognize your user name and it will prompt you for a subscription code. The screen may be titled 'Authorization Error', but enter your Subscription Code in the text box and click on Submit and you will be taken to the ePayments main menu.



Enter the subscription code for your company that has been emailed to the Company Administrator by the Ministry and you will be logged in and automatically be assigned the role of Company Administrator for that company. Only the Company Administrator should complete this step. Sometimes you will not be prompted to enter your Subscription Code.

This sometimes happens when a Ministry User has accessed your company's data after issuing the Code and is nothing to be alarmed about.

1.6 Main Menu

Once you are logged in, you will see the "Main Menu":

BRITISH	<u>ePayments</u>					
COLUMBIA	You are logged in as: Cy Naumenko (Administrator) from CANETIC RESOURCES INC (CANETRES)					
В.С. НОМЕ	ePayments Main M	lenu				
ePayments	Client View					
Company Profile Manage Expiring Titles	Company Profile-Titles	View all titles for which you are an owner or Designated Payor. You can view payment history and manage payors. If you have been designated as payor, you can accept or decline your designation.				
Manage Expiring Titles Refund Report User Authorization Logout	Company Profile-Statement	View all previous statements. View your current statement and carry forward.				
	Company Profile-Submissions	view all Submissions initiated by you. Respond to Ministry requests for additional payments. View Submission milestones and dates.				
	Company Profile-Company Info	View the address information we have on file for your company. If you are your company's ePayments administrator, you can change the address and also change bank account information				
	Manage Expiring Titles	Search and view all titles that are eligible for continuation and extension. Initiate an Submission for continuation and extension and make an online payment for the Submission.				
	User Authorization	Generate subscription codes, add or delete company users.				
	Refund Report	View a list of reufnds along with the date they were processed.				

1.7 Navigation



The figure above shows the screens in the ePayments application and shows how you can navigate between them. Descriptions of all of the screens can be found in this manual:

Titles	Section 4	Displays a summary list of titles your company is the Owner and/or Payor of. From this screen you can view title details, nominate Payors, request cancellation of a title, reverse cancellation requests and create a conversion submission.
Statements	Section 6	Provides access to your Primary Term or Continuation/Extension statements and to the Pending Payments. All of which you can make a payment from. Additionally, you can view your historical, paid statements. There are three Statements:
		 Primary Term Statement Continuation/Extension Statement Submission Requests Statement
		All three should be reviewed at least monthly. You will be reminded by email.
Submissions	Section 7	Displays submissions initiated by you [Open (Paid and Unpaid), Pending and Closed]. Displays requests for additional payments and submission milestones.
Company Info	Section 8	Contains contact and Bank account information for your company. Banking information can only be viewed and changed by your Company Administrator.
Manage Expiring Titles	Section 5	Screen which enables the user to search for expiring titles, add titles to the Continuation/Extension Statement for immediate payment, and create

		continuation submissions. Titles displayed here are within 60 days before or after their anniversary date, to prevent early payments and to allow the ministry to advise clients when all or a portion of their title(s) are no longer eligible for continuation under the current section of the Act, in keeping with current legislation.
Refund Report	Section 9	Allows you to view the refunds your company has received.
User Authorization	Section 3.0	Screen where your Company Administrator adds/removes/edits access for other Users, downloads Fee and Rental PAD form / Direct Deposit form; enters additional subscription codes for additional variations of your company name; indicates whether Land Administrator approval is required for 'automatic' continuations, such as 58A.
Title Details	Section 4.2	Shows the payor and payment history for a title along with any associated submissions – Open, Closed and Pending. Also shows any Pending submissions the title is eligible to be added to. ACTIONS: From Title Details you can update the Payor, update the Payor File Number and Print Receipts.
Update Payor	Section 4.3	Allows you to select (update) and nominate a Payor for a title. This can be accomplished from either the all Title screen (multiple titles) or the Title Details screen (single title). You can Accept or Decline a nomination from the Title Details screen.
Primary Term (Current) Stmt	Section 6.3	Shows all titles, within their primary term, with rents due in the third month following the current month. [e.g. On January 1, all primary term titles with an anniversary date in April will be added to the Statement].

Continuation/Extension Stmt	Section 6.4	Shows all titles beyond their primary term, or at the end of their primary term, within the period of 60 days before and after the anniversary date.
Pending Payments	Section 6.5	Shows all titles that have been included in a Pending Payment, created by the client, for the purpose of payment pre-approval or payment planning.
Past Payments		
(Historical Statement) Details	Section 6.7	Shows all titles paid on a previous statement.
Confirm Payment	Section 6.4	Requires you to confirm that the payment has been verified, funds are available in your account and withdraws the funds from your account.
Open Submissions	Section 7.1	Shows the open submissions for the current owner or payor [paid and unpaid – those that are paid will include a Payment Acknowledgement number]. Also shows Milestones, Payment Requests and Communications Log.
Pending Submissions	Section 7.2	Shows the pending submissions for the current owner or payor. Pending submissions are always Unpaid and are not yet under review by the Ministry.

In terms of usability throughout ePayments, users should use the breadcrumb trail within the ePayments screen, and avoid using the Back Button, connected to the Browser system. Using the Back Button could disconnect you from ePayments and you may lose your updates.

1.8 Print and Export Titles

There are four screens in the system that display lists of items:

- 1. All Titles a listing of titles that your company either owns or for which it is the payor, available by clicking on the Titles link on the main menu
- 2. Statement History a list of past paid statements, available by clicking on the Statements link on the main menu
- 3. Current Statement a list of titles to be paid in the current month, available by clicking on each of the three Statements
- 4. Manage Expiring Titles a list of expiring titles grouped by title type (PNG leases and Drilling Licences) and separated by tabs. Titles displayed here are within 60 days before or after their anniversary date.

You can print out or export the listing on these screens. To print out or export your listing, first sort and filter the list, if that option is available (Title Summary and Statement History) and if you require a specific subset, then select the format of the printout or export from the dropdown list at the top right:

Print Preview PDF -

The format choices are:

PDF MS Word MS Excel RTF TXT

1.8.1 PDF

If you select PDF, then click "Print Preview", the PDF will open in a new browser window:



To print or export the report, you can use the PDF controls above the report:



Or you can use the browser's file menu. Select either "Print" or "Save As...."

If you want to print, you can also highlight the browser window and press ctrl-p. The standard format is always Portrait and is connected and controlled by your printer options, not ePayments. You may wish to format the document as Landscape before printing.

1.8.2 MS Word

If you select MS Word and then click "Print Preview" you will be presented with the following Dialog Box:



Open will open the report in a new Microsoft Word Save will allow you to save the report, as a "Microsoft Office Word 1997 – 2003" type

1.8.3 MS Excel

If you select MS Excel and then click "Print Preview" you will be presented with the following Dialog Box:



Open will open the report in a new Microsoft Excel window Save will allow you to save the report, as a "Microsoft Office Excel 1997 – 2003" type

1.8.4 RFT

If you select RTF Word and then click "Print Preview" you will be presented with the following Dialog Box:



Open will open the report in a new Microsoft Word as a Rich Text File. Save will allow you to save the report, as a "Microsoft Office Word 1997 – 2003" type

1.8.5 TXT

If you select TXT, then click "Print Preview", the TXT will open in a new browser window:

Open will open the report in a new text file without report headers and footers and column headings. Save will allow you to save the report, as a "Text File (*.txt)" type.

2 Managing Users

The Company Administrator is responsible for setting up other company users. There are four different roles that users may have:

- Company Administrator Only one is allowed for a company. The Company Administrator manages user access, has complete access to the system, performs the functions of all other roles and is the only role that can view/change the banking information.
 If you are the Company Administrator, you do *not* need to assign yourself other roles.
 A change in Company Administrator for a company requires ministry intervention please send a .pdf letter to png.epayments@gov.bc.ca naming the new Company Administrator, their email address and BCeID Username.
- 2. Payment Administrator Makes payments from all three Statements and through Submissions [additional payment requests], creates and pays Pending Payments, nominates payors, accepts/declines nominations, requests cancellation of titles and reverses requests for cancellation of titles. Can view all other screens, except banking information.
- 3. Land Administrator Using Manage Expiring Titles, creates Continuation Submissions for titles requiring a written application and for titles that do not require a written application, approves continuation and makes titles available for immediate payment from the Continuation/Extension Statement. Nominates payors, accepts/declines nominations, requests cancellation of titles and reverses requests for cancellation of titles. Can view all other screens, except banking information.
- 4. Viewer Can view all screens in ePayments, except banking information.

You can access the screen below from the 'User Authorization' selection on the left menu:

Note: Select "Edit" to change User Info and Role profile. "Delete" to remove User Info and Role profile. Click "Update" to save changes. "Cancel" to abort. Role:

Company Administrator : Access to all menu screens with Create, Edit, Update and Delete privilege.

Payment Administrator: Access to menu items with Edit and Update privileges and ability to make payments and create (and pay) pending payments. Land Administrator: Access to menu items with Edit and Update privileges and the ability to create and approve Pending Submissions. Also can create Open Submissions.

Viewer: Access to menu items with Read only privileges.

		User's BCeID	First Name	Last Name	<u>Email</u>	ePayments Role
<u>Edit</u>	<u>Delete</u>	tahahn	Taha	Ismail	taha@spotsolutions.com	Payment Administrator 💌
<u>Edit</u>	<u>Delete</u>	kRIS	KRIS	DE	KRISTINE@spotsolutions.com	Land Administrator
<u>Edit</u>	<u>Delete</u>	cbnaumen	Су	Naumenko	cy@spotsolutions.com	Company Administrator
<u>Edit</u>	<u>Delete</u>	dave	Dave	Morton	dmorton@spotsolutions.com	Payment Administrator 💌
<u>Edit</u>	<u>Delete</u>	stephen	Taha 'O	Ismail	taha@spotsolutions.com	Viewer
<u>Edit</u>	<u>Delete</u>	tony2	tony	dong	tony@spotsolutions.com	Viewer
add nev	v					

Click of the Edit link	Changes the display of the selected user to allow the following to be edited: BCeID Last name First Name Email address Role
Click of the Update link	Saves the changes made to the user information
Click of the Cancel link	Cancels the edits and returns the display of the user information to "read only"
Click of the Delete link	Deletes the selected user
Click of the Add new link	Allows the Company Administrator to add a new user

2.1 Changing the Company Administrator

A change in Company Administrator for a company requires ministry intervention – please send a .pdf letter to <u>png.epayments@gov.bc.ca</u> naming the new Company Administrator, their email address and BCeID Username.

2.2 Adding a Land Administrator

- 1. To enable access to ePayments for a Land Administrator in your organization, select the 'add new' link.
- 2. Enter the following details:
 - User's BCeID
 - First Name
 - Last Name
 - Email can be the individual's email address, or a generic email address shared between ePayments Users
- 3. Select Land Administrator from the drop down list.
- 4. Select the Add link at the beginning of the line to complete the process.

<u>Add</u> <u>Car</u>	ncel Ray	Ray	Wong	rwong@spotsolutions.com	Land Administrator	T
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5. Select OK at the 'User added successfully!' prompt.



3 Managing Titles

3.1 View Titles

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	s.gov.bc.ca/	PHASE2/Mair	n.aspx?Access=G(J						1 📫 🦘 🗙	Google	
<u>E</u> dit ⊻iew F <u>a</u> vorites <u>I</u>	ools <u>H</u> elp											Link
💫 ePayments											• 🗟 • 🖶 •	🔂 <u>P</u> age 🔻 🔘 1
BRITISH	ePayment	ts_> <u>Compar</u>	ny Profile > Stat	ement Details #0						Test		0
COLUMBIA	You are	logged in as	: Dave Morton	(Land Admin) from PE	TRO-CANADA O	IL AND GAS				Test		
НОМЕ	All Ti	tles										++
	All Ti	tles	▼ Car	cellation Status: All	•					Print P	PDF	•
and the second	Click	on a title r	number to vie	w title details, pay	ment history	and change th	ne designato	ed payor.				
lyments	If you showr	i wish to vie n. ersary Date	w a filtered sub	set of these titles, sel	ect your filter o	riteria before cli	cking the "Filt	er List" buttor	. If you do not	apply any filter c	riteria, all titles w	ill be
ompany Profile	From		-	Payor: _	•	Туре	-		•	Title No.:		
atements	To:			Owners:		Sectio				Payor File No.:		
mpany Info		· · · · ·					1-					
	622 Up	records we	ere retrieved Requ	uest Cancellation	Cancel Requ	est						
	Up	date Payor	Requ	uest Cancellation	Cancel Requ	est						
		<u>Title No.</u>	No.	Туре	Expiry Date	Anniversary Date	Section	Payor	<u>Status</u>	Owner(s	s) <u>Leas</u> <u>Rent</u>	
	Π	<u>Title No.</u> <u>103</u>	<u>Payor File</u> <u>No.</u>	Type PNG Lease	Expiry Date	Anniversary Date Apr 01, 2009	Section 58A	Payor PETROOG	<u>Status</u> Past Payor	Owner(s	5) <u>Leas</u> <u>Rent</u> 0%) \$7,74	10.00
		<u>Title No.</u> <u>103</u> <u>668</u>	<u>Payor File</u> <u>No.</u>	Type PNG Lease PNG Lease	Expiry Date Apr 01, 1978 May 29, 1968	Anniversary Date Apr 01, 2009 May 29, 2009	Section 58A 58A	Payor PETROOG PETROOG	Status Past Payor Accepted	Owner(s PETCAN (100.0 PETCAN (100.0	Leas Rent 0%) \$7,74 0%) \$4,05	40.00 57.50
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		103 668 680 681 683 683	<u>Payor File</u> <u>No.</u>	Type PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease	Expiry Date Apr 01, 1978 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968	Anniversary Date Apr 01, 2009 May 29, 2009	Section 58A 58A 58A 58A 58A 58A 58A	PETROOG PETROOG PETROOG PETROOG PETROOG	Status Past Payor Accepted Accepted Accepted Accepted	Owner(PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (50.00 PETCAN (50.00	Lean 0%) \$7,74 0%) \$4,05 0%) \$41,01 0%) \$2,02 0%) \$2,02 %) \$4,04	se 10.000 12.50 12.50 12.50 12.50
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		Title No. 103 668 680 681 683 699 745	<u>No.</u>	Type PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease	Expiry Date Apr 01, 1978 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 17, 1979 Jul 29, 1979	Anniversary Date Apr 01, 2009 May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009	Section 58A 58B 58A	Payor PETROOG	Status Past Payor Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Past Payor	Owner(PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (50.00 IMPRESL (100.0 IMPRESL (100.0 PETCAN (100.0	Lcas Rent	See ▲ 10.00 57.50 12.50 55.00 15.00 55.00 15.00 55.00
		Title No. 103 658 658 681 683 698 699 745 746	Pavor File No.	Type PNG Lease NG Lease NG Lease	Expiry Date Apr 01, 1978 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979	Anniversary Date Apr 01, 2009 May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009	Section 58A 58B 58B 58A 58A	Payor PETROOG	Status Past Payor Accepted Accepted	Owner(PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (50.00 PETCAN (50.00 IMPRESL (100.0 IMPRESL (100.0 PETCAN (100.0 PETCAN (100.0	Lccan Rent	 ★ ★ ↓ ↓
		Title No. 103 668 680 681 683 698 699 745 742	Pavor File No.	Type PNG Lease NG Lease	Expiry Date Apr 01, 1978 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979	Anniversary Date Apr 01, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009 Jul 29, 2009 Jul 29, 2009	Section S8A S8B S8B S8B S8A S8A S8A S8A	Payor PETROOG	Status Past Payor Accepted	Owner(PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (50.00 IMPRESL (100.0 IMPRESL (100.0 PETCAN (100.0 PETCAN (100.0	Loss S) Loss Ront Ront 00%) \$7,74 00%) \$4,05 00%) \$4,05 00%) \$1,01 00%) \$2,02 0%) \$4,05 00%) \$4,95 00%) \$4,95 00%) \$4,95 00%) \$4,95 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$3,211 00%) \$5,965	 See 1 See 2 <li< td=""></li<>
		Title No. 103 669 680 681 698 745 745 747 848	Pavor File No.	Type PNG Lease Natural Gas Lease Natural Gas Lease Natural Gas Lease	Expiry Date Apr 01, 1978 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Feb 16, 1980	Anniversary Date Apr 01, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jui 17, 2009 Jui 17, 2009 Jui 29, 2009 Jui 29, 2009 Jui 29, 2009 Feb 16, 2009	Section S8A	Payor PETROOG	Status Past Payor Accepted	Owner(PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (50.00 IMPRESL (100.0 IMPRESL (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0	Loss S) Loss Ront Ront 00%) \$7,74 00%) \$4,05 00%) \$4,05 00%) \$2,02 00%) \$2,02 00%) \$4,05 00%) \$4,95 00%) \$4,95 00%) \$2,14 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$2,214	 ≤ ≤ ≤ ≤ 5 5
		Title No. 103 668 681 683 692 745 747 848 862	Payor rue No.	Type PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease Natural Gas Lease Natural Gas Lease PNG Lease	Expiry Date Apr 01, 1978 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Feb 16, 1980 Mar 17, 1980	Anniversary Date Apr 01, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009 Jul 29, 2009 Jul 29, 2009 Feb 16, 2009 Mar 17, 2009	Section S8A S8A S8A S8A S8A S8A S8A S8B S8B S8A S8B S8A S8B S8A	Payor PETROOG	Status Past Payor Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Past Payor	Owner(PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (50.00 PETCAN (50.00 IMPRESL (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0	Loss F) Loss Rent Rent Rent Rent 0%) \$7,74 0%) \$4,05 0%) \$1,01 0%) \$2,02 %) \$4,04 00%) \$2,104 00%) \$425 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$2,214 00%) \$4,220 00%) \$6,956 00%) \$6,422 00%) \$6,422 00%) \$4,427 00%) \$4,427 00%) \$4,427 00%) \$4,427	set
		Title No. 103 669 681 683 683 699 745 745 849 852 855	Payar rue No.	Type PNG Lease NAtural Gas Lease PNG Lease PNG Leas PNG Lease PNG Lease PNG Lease PNG Leas PNG Lease	Expiry Date Apr 01, 1978 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 29, 1979	Anniversary Date Apr 01, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 29, 2009 Jul 29, 2009 Jul 29, 2009 Feb 16, 2009 Feb 16, 2009 Mar 17, 2009	Section S8A S8A S8A S8A S8A S8B S8B S8A S8A S8B S8B S8B S8B S8B S8B S8A S8A	Payor PETROOG	Status Past Payor Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	Owner(PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (50.00 PETCAN (50.00 IMPRESL (100.0 PETCAN (100.	Loss *) Loss Rent Rent 0%) \$7,74 0%) \$4,05 0%) \$4,05 0%) \$4,05 0%) \$2,02 %) \$4,06 0%) \$2,02 %) \$4,04 0%) \$24,04 0%) \$22,14 0%) \$22,14 0%) \$2,244 0%) \$4,27 0%) \$4,27 0%) \$4,22 0%) \$4,22 0%) \$4,27 0%) \$4,27 0%) \$4,27 0%) \$4,27 0%) \$4,27 0%) \$4,27 0%) \$2,10	State - 10.000 - 17.50 - 15.00 - 15.00 - 15.00 - 15.00 - 15.00 - 15.00 - 15.00 - 15.00 - 15.00 - 17.50 -
		Title No. 103 658 680 681 682 692 693 693 693 693 693 693 693 693 693 693 745 848 862 865 871	Payar rue No.	Type PNG Lease Natural Gas Lease Natural Gas Lease PNG Lease	Expiry Date Apr 01, 1978 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Feb 16, 1980 Mar 17, 1969 Mar 17, 1980	Anniversary Date Apr 01, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009 Jul 29, 2009 Feb 16, 2009 Mar 17, 2009 Mar 17, 2009	Section 58A 58A 58A 58A 58B 58A	Payor PETROOG PETROOG	Status Past Payor Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	Owner(PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (50.00 PETCAN (50.00 IMPRESL (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (42.50 PETCAN (42.50 PETCAN (100.0	Loss *) Loss Rent Rent 0%) \$7,74 0%) \$4,05 0%) \$4,05 0%) \$4,05 0%) \$2,02 %) \$4,06 0%) \$4,04 00%) \$45 00%) \$45 00%) \$2,14 00%) \$4,20 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%) \$4,22 00%)	State - 10.000 - 17.50 - 12.250 - 15.00 - 15.00 - 15.00 - 15.00 - 17.50 - 17.50 - 15.00 -
		Title No. 103 658 630 631 632 633 634 635 636 637 638 639 639 639 745 745 848 862 851 871 959	Payar rue No.	Type PNG Lease NAtural Gas Lease Natural Gas Lease PNG Lease PNG Lease PNG Lease Natural Gas Lease PNG Lease PNG Lease PNG Lease	Expiry Date Apr 01, 1978 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 27, 1979 Jul 29, 1979 Jul 29	Anniversary bate Apr 01, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 7, 2009 Jul 7, 2009 Jul 29, 2009 Jul 29, 2009 Jul 29, 2009 Feb 16, 2009 Mar 17, 2009 Mar 17, 2009 Mar 17, 2009 Aug 14, 2009	Section 58A 58A 58A 58A 58B 58B 58A	Payor PETROOG PETROOG	Status Past Payor Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	Owner(PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (50.00 PETCAN (50.00 IMPRESL (100.0 IMPRESL (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (100.0 PETCAN (42.50 PETCAN (42.50 PETCAN (42.50 PETCAN (42.50)	Loss F) Loss Rent Rent One) \$7,74 One) \$4,05 One) \$4,05 One) \$4,05 One) \$2,02 %) \$4,04 One) \$40 One) \$40 One) \$2,14 One) \$6,95 One) \$6,95 One) \$6,95 One) \$6,95 One) \$4,22 One) \$4,21 One) \$4,21 One) \$2,214	se di la constanza di la cons

Once you are logged in, click on the + sign next to Company Profile, then on Titles on the left menu. The screen will display all of the titles:

- 1) owned by your company [registered ownership only no working interests are recorded];
- 2) for which your company has been Nominated as Payor;

- 3) for which your company is the current Designated Payor; and
- 4) for which your company is the previous payor if the current Assigned Payor has not yet accepted or has declined

You can display all of the drilling licences that you may wish to convert to a lease, by selecting the drop down beside All Titles. Select Convert to Lease and the data table will re-configure to display only drilling licences eligible for conversion to lease.

I	All Titles	•	Cancellation Status:	All	•

You can use the filters described below to decide what other titles you want to view. Use the scroll bar on the right to see all the titles. The summary information displayed about each title is:

- 1. Title Number The Ministry-assigned number for the title
- 2. **Payor File No.** The Designated Payor-assigned number for the title (this field clears when a New Designated Payor is nominated and accepts the nomination)
- 3. **Type** The type of tenure. The possible types are:

Drilling Licence
Geothermal Lease
Natural Gas Lease
Natural Gas Licence
PNG Lease
Petroleum Lease

- 4. **Expiry Date** The date the primary term ends, or ended.
- 5. **Anniversary Date** The anniversary date of the title, also the date annual rentals are due.

- Section The section under which the title was *previously*, *or most recently* continued or extended. P indicates that the title is in its primary term. P – Final Year indicates that a title is in the final year of its primary term.
- 7. **Payor** The 'designated' Payor for the title. This is the only company that can make a payment for this title and may be any party nominated by a registered Owner or the previous Designated Payor to make payments and continuation decisions on behalf of the registered Owner(s). Registered Owners wishing to retain complete control of their title may nominate themselves as designated Payor.
- 8. **Status** The status of the payor, Accepted or Pending [displayed as Past Payor].
- 9. Owner(s) The registered owner(s) of the title along with their percentage interest
- 10. Lease Rental The annual rental amount

Clicking on the column heading will sort the list by that column. Clicking again will do a reverse sort.

By default, all titles are displayed. However, you can filter the list using the controls just above it. Click on the **Filter List** button to activate your selection. Always click on the **Clear Filter** button before activating another selection:

Ann	sary Date					
From:		Payor:	Type: _	▼	Title No.:	
To:		Owners:	Term: _	•	Company File No.:	

The possible filter criteria are:

1. **Anniversary Date:** Either enter a date in the format: January 1, 2008 or use the calendar, which is accessible by clicking on the button just to the right of the entry boxes: If you click on this box, a calendar appears:

If you Annive	If you wish to view a filtered subset of these titles, select your filter criteria before clicking the "Filter List" button. If you do not apply any filter criteria, all titles will be shown. Anniversary Date																
From	Į								Payor:	-	T	Туре	-	•		Title No.:	
To:		.∢ Su	Мо	Augu Tu	u <mark>st,</mark> 2 We	2008 Th	Fr	► Sa	Owners:	-	V	Term	-	V		Company File No.:	
Title: Title: Title:	sin sin sD	27 3	28 4	29 5	30 6	31 7	1 8	2 9	equest on payor	pend	ding					Filter List	Clear Filter
	I	10	18	12	13 20	21	22	23	<u>Type</u>		Expiry Date	Anniversary Date	Section	Payor	<u>Status</u>	Owner(s)	Annual <u>Rental</u>
	3	24	25 Ռ	26	27	28 4	29 5	30 6	ase		Jun 26, 1973	Jun 26, 2008	58A	CANETRES	Accepted	CANETRES (100%)	\$1,980.00
	lt.a		Toda) - iy: Au	igust	25, 2	2008		ase		Jun 26, 1973	Jun 26, 2008	58A	CDNNAT	Accepted	CANETRES (6.25%) CDNNAT (78.105%) TALISMAN (15.645%)	\$780.00
	10	<u>)377</u>					P	NG L	ease		Jun 27, 1984	Jun 27, 2008	58A	PENGROWC	Accepted	CANETRES (50%) PENGROWC (50%)	\$975.00
	2	<u>562</u>					P	NG L	ease		Jun 28, 1972	Jun 28, 2008	58A	CDNNAT	Accepted	CANETRES (25%) CDNNAT (50%) ENCOGAS (25%)	\$2,130.00
	2	<u>597</u>					P	NG L	ease		Jun 28, 1972	Jun 28, 2008	58A	BONAVIST	Accepted	BONAVIST (87.5%) CANETRES (12.5%)	\$1,980.00

Click on any day in the current month or use the arrows at the top to scroll to other months to select a date.

- 2. **Payor:** The Payor box contains a dropdown list of all the Payors of the titles in your title list. You may select any Payor, or select the "-" to select all Payors.
- 3. **Owners:** The Owner box contains a drop-down list of all of the Owners of the titles in your list. You may select any Owner, or select the "-" to select all Owners.
- 4. **Type:** The Type box contains a dropdown list of all the title types. You may select any title type, or select the "-" to select all title types.
- 5. Term: The section under which the title was previously continued or extended.

- 6. **Title No.** This box allows the user to search for a specific title number by clicking on the underlined title number e.g. <u>12345</u>.
- 7. Company File No. This box allows the user to search for a specific company file number.

You may filter by one or more of the above criteria. For example, to view all titles expiring in January, 2008:

Expiry Date	From:	January 1 , 2008	 Payor:	-	•	Туре:	-	•	
	To:	December 31, 2008	Owners:	-	•				
									Filter List

To view all titles expiring in January, 2008 with a specified Payor:

Expiry Date	From: January 1 , 2008	Payor: HUSKYOIL	Туре: -	T
				Filter List

To view all titles expiring in January, 2008 with a specified Payor and a specified owner:

Expiry Date	From:	January 1 , 2008	 Payor:	HUSKYOIL	•	Type: -	•	
	To:	December 31 , 2008	Owners:	ENCANA	•			
								Filter List

To view all titles of a particular type, expiring in January, 2008 with a specified Payor and a specified owner:

Expiry Date	From:	January 1 , 2008	 Payor:	PETCAN	•	Type: Natural Gas Licence 🔻
	To:	December 31 , 2008	 Owners:	HUSKYOIL	•	
						Filter List

3.2 View Title Details

The title details, accessible by clicking on any underlined, hyperlinked title number, anywhere in ePayments, contain the following four tabs, as well as the header.

3.2.1 Payor Tab

COLUMBIA You are logged in as: Dave Morton (Land Ar	BRITISH COLUMBIA You are logged in as: Dave Morton (Land Admin) from PETRO-CANADA OIL AND GAS										
Title Details											
Title no.: 683 Type: Pl Anniversary Date: May 29, 2009 Hectares: 53	NG Lease Annual Rental: \$4,042.50 39 Expiry Date: May 29, 1968										
Owner(s): PENN WEST PETROLEUM LTD. (50.00%) PETRO-CANADA (50.00%)	Owner(s): PENN WEST PETROLEUM LTD. (50.00%) PETRO-CANADA (50.00%)										
Payor File No.: 2049826 Clarke Lake Update Payor File No											
Payor Payment History Open Submissions Pending Submissions C	losed Submissions										
Designate Payor Last Payor: PETRO- Current Payor: PETRO-CANADA OIL AND GAS ACCEPTED Update Payor Print Preview PDF CANADA OIL AND GAS											
Payor History											
Payor	Payor Assigner	Action	Date								
PETRO-CANADA OIL AND GAS	PETRO-CANADA OIL AND GAS	Accepted	Feb 09, 2008								

The Title Details screen displays the following information in the header:

- 1. Title number
- 2. Anniversary Date
- 3. Туре
- 4. Hectares
- 5. Annual Rental
- 6. Expiry Date
- 7. Cancellation Date
- 8. Owner(s)
- 9. Payor File No.

Note: The Cancellation Date field will only be populated when a cancellation has been requested for that title.

In the Payor tab the following information is displayed:

- 1. Last Payor (second Payor on the table)
- 2. Current Payor (first Payor on the table)
- 3. Nominators (Payor Assigner column)
- 4. Payor Status (Action column)
- 5. Payor History

The Payor History shows the history of payor assignments, including the date and who made the assignment:

Payor History											
Payor	Payor Assigner	Action	Date								
PETRO-CANADA	ENCANA OIL & GAS PARTNERSHIP	Accepted	2/9/2008 8:09:49 AM								
PETRO-CANADA	ENCANA OIL & GAS PARTNERSHIP	Assigned	2/9/2008 7:54:29 AM								
ENCANA OIL & GAS PARTNERSHIP	ENCANA OIL & GAS PARTNERSHIP	Accepted	2/8/2008 4:35:13 PM								

In the above example, the title was initially populated by the Ministry with EnCana Oil and Gas Partnership as the original payor. EnCana Oil and Gas Partnership then assigned Petro-Canada as the payor on February 9 at 7:54 am. Petro-Canada accepted at 8:09 AM the same day. EnCana Oil and Gas Partnership would have had the ability to pay this title from February 8 at 4:35 PM until Petro-Canada accepted at 8:09 AM on February 9. The Past Payor has the ability to make payments on the title, until the nominated Payor accepts.

3.2.2 Payment History Tab

The payment history shows all payments that were made for that title when that title was either owned by your company or when your company was the payor for that Title.

In the Payment History tab the following information is displayed:
Title Details					
Title no.: 470 Anniversary Date: Apr 09, 2009	Hec	Type: Natural Gas Lease tares: 528	Annual Rental: \$3,960.00 Expiry Date: Apr 09, 1979		
Owner(s): PETRO-CANADA (10	00.00%)				
Payor File No.:	Update Payo	r File No.			
Payor Payment History Open Subm	issions Pending Submiss	ons Closed Submissions			
Payment History					
				Print	Preview PDF
Below is the history of payments	made for this title				
Payment Date	Receipt Number		<u>Payor</u>	<u>Amount \$</u>	Description
MAR 29, 2005	51991	PETRO-CANADA OIL AND GAS	;	\$3,960.00	
MAR 27, 2008	62965	PETRO-CANADA OIL AND GAS	;	\$3,960.00	
MAR 27, 2006	56048	PETRO-CANADA OIL AND GAS	;	\$3,960.00	
MAR 26, 2007	59624	PETRO-CANADA OIL AND GAS	;	\$3,960.00	
MAR 25, 2004	48834	PETRO-CANADA OIL AND GAS	;	\$3,960.00	
APR 10, 1996	19697	PETRO-CANADA		\$3,960.00	
APR 08, 2002	42364	PETRO-CANADA OIL AND GAS	;	\$3,960.00	
APR 07, 2003	45626	PETRO-CANADA OIL AND GAS	;	\$3,960.00	
APR 06, 1995	15128	PETRO-CANADA	k A	\$3,960.00	
APR 06, 1994	10155	PETRO-CANADA		\$3,960.00	

Payment Date	The date that the payment was received by the Ministry
Receipt Number	For pre-ePayments payments, this is the historical receipt number [greyed out] and is
	presumably already in the company's possession in hard copy, so is not accessible here.
Payor	Prior to the rollout of ePayments, there was no notion of Payor, so this field will be blank
	for all payments made prior to ePayments rollout
Amount	The amount of the payment
Description	Description of the payment e.g. 58A, Annual Rental, 62(1)

3.2.3 Open Submission Tab

If the title is in an open submission the following information is displayed in the Titles grid:

Title Details					
Title no.: 2433 Anniversary Date: Jan 18, 2009		Type: PNG Lease Hectares: 801	Ani E	nual Rental: \$6,007.50 Expiry Date: Jan 18, 1972	
Owner(s): PETRO-CANADA	(100.00%)				
Payor File No.: 1022403 Kotcho	Lk Update F	Payor File No.			
Payor Payment History Open Sub	missions Pending Subr	missions Closed Sub	omissions		
Open Submissions					
Submission No.	<u>Created Date</u>	<u>Last Update</u>	Submission Type	Title Number(5)	<u>Payment</u> <u>Acknowledgment</u>
PETROOG12012008236	Dec 01, 2008	Dec 15, 2008	Cont./Ext.	2433	

- 1. Submission No.
- 2. Created Date
- 3. Last Update
- 4. Submission Type
- 5. Title Number(s)
- 6. Payment Acknowledgment (blank, until paid)

For complete details on Open Submissions see section 7.1.

3.2.4 Pending Submission Tab

In the Pending Submissions tabs the following information is displayed:

Payor Payment History Ope	n Submissions Pending Su	bmissions Closed Subm	issions		
Submission No.	Created Date	Last lindate	Submission Type	Title Number(s)	Select
0825200815	Aug 25, 2008		Cont./Ext.	44488;14142;13718	3 0
Create Pending Split Lease Submission					

- 1. Submission Number
- 2. Created Date
- 3. Last Update
- 4. Submission Type
- 5. Title Number(s)

If the current title is part of a pending submission, the details of that pending submission will display without any buttons.

If the title is not part of a pending submission, then any applicable pending submissions that this title is eligible to be a part of will appear in the Title Details-Pending Submission screen with the applicable buttons—depending on the type of title.

Pending Submission	S				
Submission No.	Created Date	Last Update	Submission Type	Title Number(s)	Select
924200891	Sep 24, 2008		Split Lease	6850	0
0919200882	Sep 19, 2008		Cont./Ext.	6347;13717	0
Create Pending Split	Lease Submission	Create Pending Co	nt./Ext. Submission	Add to Pending Submission	

For details on creating submissions, see section 7.2.

Tracking User Activity in ePayments: The Ministry can provide adhoc User Activity Tracking in ePayments, but this ability is not currently available to the User as part of ePayments functionality. This issue will be re-visited as a possible Phase 3 enhancement.

3.3 Update Payor

All newly created Titles will automatically have a Payor assigned. This initial Payor will be the last recorded payor of the Title. Any recorded owner or the current payor can change the Payor.

ePayments does contain some company codes for companies that no longer exist, for historical reasons. If you inadvertently nominate a company that no longer exists, it will not be accepted or declined. You can nominate another company.

There are two ways to change a Payor. From the Titles summary screen:

<u> </u>												
<u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>i</u>	<u>T</u> ools <u>H</u> elp											Links
🍄 🎑 ePayments										<u> </u> • 🔊	→ 🖶 + 🔂 <u>P</u> age	⋆
BRITISH	<u>ePaymen</u>	t <u>s</u> > <u>Compa</u>	ny Profile > State	ment Details #0						Test		@ He
COLUMBIA	You are	logged in a	s: Dave Morton (l	and Admin) from PE	TRO-CANADA O	IL AND GAS				Test		
C. HOME	All Ti	itles									4	7
	All Ti	tles	▼ Canc	ellation Status: All	•					Print Preview	PDF 💌]
Payments	Click	on a title	number to viev	ı title details, pay	ment history	and change th	e designate	ed payor.				
	If you shown	ı wish to vie n.	ew a filtered subs	et of these titles, sel	ect your filter c	riteria before clio	king the "Filte	er List" buttor	n. If you do not	apply any filter criteria, a	all titles will be	
Company Profile	From	ersary Date		Pavor:	-	Type:				Title No.:	_	
Fitles Statements	_	L			<u> </u>	.,,,,	(Pavor File No :	_	
Submission Company Info	To:			Owners:	•	Sectio	n: -	•		ayor me nom		
	requ 622	est pendir records w	ng. vere retrieved	grey are not on a	5051115510110				cuncentation			
	622	records w	ere retrieved	est Cancellation	Cancel Reque	ect						
		Title No.	Payor File	Туре	Expiry Date	Anniversary	Section	Payor	Status	Owner(s)	Lease	
	E	103	<u>NO.</u>	PNG Lease	Apr 01, 1978	Apr 01 2009	594	DETROOC	Past Payor	PETCAN (100.00%)	<u>t</u> 7 740.00	-
						Apr 01, 2005	JOA	PEIKOUG	Fast Fayor		\$7,740.00	
		668		PNG Lease	May 29, 1968	May 29, 2009	58A	PETROOG	Accepted	PETCAN (100.00%)	\$4,057.50	
		<u>668</u> 680		PNG Lease PNG Lease	May 29, 1968 May 29, 1968	May 29, 2009 May 29, 2009	58A 58A	PETROOG PETROOG	Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%)	\$4,057.50	
		<u>668</u> <u>680</u> <u>681</u>		PNG Lease PNG Lease PNG Lease	May 29, 1968 May 29, 1968 May 29, 1968	May 29, 2009 May 29, 2009 May 29, 2009	58A 58A 58A	PETROOG PETROOG PETROOG	Accepted Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00	
		<u>668</u> <u>680</u> <u>681</u> <u>683</u>		PNG Lease PNG Lease PNG Lease PNG Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968	May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009	58A 58A 58A 58A 58A	PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50	
		<u>668</u> <u>680</u> <u>681</u> <u>683</u> <u>698</u>		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979	May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009	58A 58A 58A 58A 58A 58B	PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PENWST (50.00%) PETCAN (50.00%) IMPRESL (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50 \$495.00	
		668 680 681 683 698 699		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 17, 1979	May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009	58A 58A 58A 58A 58A 58B 58B	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50 \$495.00 \$495.00	
		<u>668</u> <u>680</u> <u>681</u> <u>683</u> <u>698</u> <u>699</u> <u>745</u>		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 17, 1979 Jul 29, 1979	May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009	58A 58A 58A 58A 58A 58B 58B 58B	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Past Payor	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%) IMPRESL (100.00%) PETCAN (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50 \$495.00 \$495.00 \$2,145.00	
		668 680 681 683 698 699 745 746		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease Natural Gas Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979	May 29, 2009 Jul 17, 2009 Jul 29, 2009 Jul 29, 2009	58A 58A 58A 58A 58B 58B 58B 58B 58A 58A	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted Past Payor Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%) IMPRESL (100.00%) PETCAN (100.00%) PETCAN (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50 \$495.00 \$495.00 \$2,145.00 \$3,210.00	
		668 680 681 683 698 699 745 745 746 747		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease Natural Gas Lease Natural Gas Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979	Apr 02, 2009 May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009 Jul 29, 2009 Jul 29, 2009 Jul 29, 2009	58A 58A 58A 58A 58B 58B 58B 58A 58A 58A	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted Past Payor Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%) IMPRESL (100.00%) PETCAN (100.00%) PETCAN (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$495.00 \$495.00 \$495.00 \$2,145.00 \$3,210.00 \$6,967.50	
		668 680 681 683 692 699 745 746 747 848		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease NG Lease Natural Gas Lease Natural Gas Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 27, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Feb 16, 1980	Apr 02, 2009 May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009 Feb 16, 2009	588 588 588 588 588 588 588 588 588 588	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Past Payor Accepted Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%) IMPRESL (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50 \$495.00 \$495.00 \$495.00 \$3,210.00 \$6,967.50 \$4,275.00	
		668 680 680 681 683 698 699 745 745 745 745 848 862 692		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease Natural Gas Lease Natural Gas Lease PNG Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Feb 16, 1980 Mar 17, 1980	May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009 May 29, 2009 Jul 29, 2009 Jul 29, 2009 May 20, 2009 </td <td>58A 58A 58A 58A 58B 58B 58B 58A 58A 58A 58A 58A 58A 58A</td> <td>PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG</td> <td>Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted</td> <td>PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%) IMPRESL (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%)</td> <td>\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50 \$495.00 \$495.00 \$495.00 \$2,145.00 \$3,210.00 \$6,967.50 \$4,275.00 \$4,207.50</td> <td></td>	58A 58A 58A 58A 58B 58B 58B 58A 58A 58A 58A 58A 58A 58A	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%) IMPRESL (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50 \$495.00 \$495.00 \$495.00 \$2,145.00 \$3,210.00 \$6,967.50 \$4,275.00 \$4,207.50	
		668 680 681 683 698 699 745 746 747 848 862 865		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease Natural Gas Lease Natural Gas Lease PNG Lease PNG Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Feb 16, 1980 Mar 17, 1980	May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009 Feb 16, 2009 Mar 17, 2009	58A 58A 58A 58A 58B 58B 58B 58A 58A 58A 58A 58A 58A	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%) IMPRESL (100.00%) PETCAN (42.50%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50 \$495.00 \$495.00 \$495.00 \$2,145.00 \$3,210.00 \$6,967.50 \$4,275.00 \$4,207.50 \$2,107.50	
		568 680 681 683 698 699 745 746 747 848 862 865 871		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease Natural Gas Lease Natural Gas Lease PNG Lease PNG Lease PNG Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Feb 16, 1980 Mar 17, 1980 Mar 17, 1980	Nay 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009 May 29, 2009 Jul 29, 2009 Mar 17, 2009 Mar 17, 2009	58A 58A 58A 58A 58B 58B 58B 58A 58A 58A 58A 58A 58A	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Past Payor Accepted Past Payor Accepted Past Payor Accepted Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%) IMPRESL (100.00%) PETCAN (42.50%) PETCAN (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$495.00 \$495.00 \$495.00 \$2,145.00 \$3,210.00 \$4,207.50 \$4,207.50 \$4,215.00	
		668 680 681 683 698 699 745 746 747 848 862 865 871 969		PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease PNG Lease Natural Gas Lease Natural Gas Lease PNG Lease PNG Lease PNG Lease	May 29, 1968 May 29, 1968 May 29, 1968 May 29, 1968 Jul 17, 1979 Jul 29, 1979 Jul 29, 1979 Jul 29, 1979 Feb 16, 1980 Mar 17, 1969 Mar 17, 1960 Aug 14, 1980	April 02, 2009 May 29, 2009 May 29, 2009 May 29, 2009 May 29, 2009 Jul 17, 2009 Jul 17, 2009 Jul 29, 2009 Mar 17, 2009 Mar 17, 2009 Aug 14, 2009	58A 58A 58A 58A 58B 58B 58B 58A 58A 58A 58A 58A 58A 58A	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	PETCAN (100.00%) PETCAN (100.00%) PETCAN (100.00%) PETCAN (50.00%) PETCAN (50.00%) IMPRESL (100.00%) IMPRESL (100.00%) PETCAN (100.00%)	\$7,740.00 \$4,057.50 \$1,012.50 \$2,025.00 \$4,042.50 \$495.00 \$495.00 \$2,145.00 \$3,210.00 \$6,967.50 \$4,275.00 \$4,275.00 \$4,207.50 \$4,215.00 \$2,145.00	*

1. Check one or more boxes of the Titles for which you wish to change the Payor, then click "Update Payor'. You will be directed to the "Designate Payor" screen:

Designate	Payor					
You have sel	ected to desig	gnate a Payor for the following t	itles(s):			
Title #	Status	Туре	Expiry Date	Payor	Owner(s)	Annual Rental
1131	A	Natural Gas Lease	1/19/1981 12:00:00 AM	PETROOG	PETRO-CANADA (75.00%) BONAVISTA PETROLEUM LTD. (25.00%)	6300
Enter all or p	art of the con	npany name and click Nominate	: PETRO-CANADA			Nominate Back

- 2. Type in part of the name of the company that you wish to assign as the payor. A listing of companies that match your entry will come up. Select the correct company and click "Nominate".
- 3. Select OK on the email notification pop-up.



4. To get out of the Designate Payor screen select a menu option from the left. If you select All Titles and you'll see that the payor you changed from is now indicated as the Past Payor.

- When a Designated Payor is nominated, the status of the Payor will change to "Past Payor" until the nomination is Accepted.
- 5. The system will generate and send the following email to the Nominated Payor, with copies to all of the Title owners:

То	All email addresses of the authorized users of the Nominated Payor Company
CC:	All other owners of this title
From	Your email address
Subject	Payor Assignment Notification
Body	PETRO-CANADA has been assigned as a Payor for the following title number(s):
	54188
	Please log in to https:// <u>epayment.bc.gov.ca</u> to accept the assignment.
	Confidentiality and Disclaimer: The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and permanently delete this message from your computer.

When an Owner nominates itself as Payor, there is no requirement to Accept the nomination.

ePayments does contain some company codes for companies that no longer exist, for historical reasons. If you inadvertently nominate a company that no longer exists, it will not be either accepted or declined. You can nominate another company.

Note: If you think you are not receiving the applicable ePayments emails, have your IT staff check for Spam filters on client servers.

The Payor can also be changed from the Title Details screen using the same process described above.

Title Details		
Title no.: 48295 Type: PNG Lease Anniversary Date: Oct 22, 2008 Hectares: 70	Annual Rental: \$525.00 Expiry Date: Oct 22, 2007	Cancellation Date:
Owner(s): CANETIC RESOURCES INC (100%)		
Company File No.: Update Company File No.		
Payor Payment History Open Submissions Pending Submissions Closed Submissions		
Designate Payor Last Payor: N/A Current Payor: CANETIC RESOURCES INC	ACCEPTED Update Payor	Print Preview PDF
Payor History No data available.		

3.4 Accept or Reject a Payor Nomination

When the Nominated Payor logs in and navigates to the Title Detail screen for any Title for which they have been nominated as the Payor, they will see their name as the Designated Payor with a status of Pending, as shown in the figure below:

Title Details			
Title no.: 848 Type: Na Anniversary Date: Feb 16, 2009 Hectares: 55	atural Gas Lease Annual Rental: \$4,275.00 70 Expiry Date: Feb 16, 1980		
Owner(s): PETRO-CANADA (100.00%)			
Payor File No.: Update Payor File No	•		
Payor Payment History Open Submissions Pending Submissions C	losed Submissions		
Designate Payor Last Payor: PETRO- CANADA OIL AND GAS	PENDING Accept Decline	Print Preview PDF	V
Payor History			
Payor	Payor Assigner	Action	Date
DEVON CANADA	PETRO-CANADA OIL AND GAS	Assigned	Nov 28, 2008
PETRO-CANADA OIL AND GAS	PETRO-CANADA OIL AND GAS	Accepted	Feb 09, 2008

When a Designated Payor is nominated, the status of the Payor will change to "Past Payor" until the nomination is Accepted.

If you are the Nominated Payor and you choose to accept the nomination, click the `Accept` button. The system will then generate and send the following email:

То	The Company Administrator and all Payment Administrators of the majority owner of this title
CC:	The Company Administrator and all Payment Administrators of all of the owners; All other authorized users (except Viewers) in the accepting user's company
From	The user that accepted the assignment;
Subject	Payor Assignment Notification
Body	PETRO_CANADA has accepted your assignment for Title No 48836
	Confidentiality and Disclaimer. The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then permanently delete this message from your computer

Please note that when an email is sent to a company, it is sent to the Company Administrator and all Payment Administrators.

Note: Payor File number is cleared as soon as a nominee accepts a Payor Nomination.

If you choose not to accept the nomination, you should click the `Decline` button. The system will then generate the following email:

То	The Company Administrator and all Payment Administrators of the majority owner of this title
CC:	The Company Administrator and all Payment Administrators of all of the owners; All other authorized users (except Viewers) in the
	accepting user's company
From	The user that accepted the assignment;
Subject	Payor Assignment Notification
Body	PETRO_CANADA has rejected your Designated Payor assignment for Title No 48836
	Confidentiality and Disclaimer. The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then

permanently delete this message from your computer."

If the nominated payor chooses to decline the nomination, you have two options: select a new company and go through the same process or nominate one of the listed owners and the nomination is automatically accepted.

If the Nominated Payor does not either accept or reject the nomination within 10 days, the system generates the following email:

То	The Company Administrator and all Payment Administrators of the majority owner
CC:	The Company Administrator and all Payment Administrators of all other owners; The Company Administrator and all Payment Administrators of the company nominated as the Designated Payor
From	ePayments@gov.bc.ca
Subject	Payor Assignment Notification
Body	Dear Owner,
	PETRO-CANADA nominated HUSKY OIL to be the Designated Payor for Title No 48836 10 days ago. HUSKY OIL have neither accepted nor rejected this nomination.
	Confidentiality and Disclaimer: The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then permanently delete this message from your computer.

Note: If you think you are not receiving the applicable ePayments emails, have your IT staff check for Spam filters on client servers.

3.5 Update Payor File Number

From the Title details you are able to either add or update the Payor File No.

Title Details			
Title no.: 49510 Anniversary Date: May 26, 2009	Type: PNG Lease Hectares: 279	Annual Rental: \$2,092.50 Expiry Date: May 26, 2009	
Owner(s): PETRO-CANADA (100%)			
Payor File No.:	Update Payor File No.		Disable Automatic 58A/B

- 1. Select Company Profile Titles from the menu on the left.
- 2. Select the applicable title.
- 3. Enter the Payor File number.
- 4. Select the Update Payor File No. button.
- 5. Select OK when you are prompted to confirm the update.



3.6 Request Cancellation

Image: State
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BRITISH SPAwments - Company Profile - Statement Details #0 COLUMBIA - You are leared to as Drug Modes () and Admini form DETRO-CANADA OU AND GAR - Test
COLUMBIA Veu se lessed is sei Daus Mertes (Land Admin) from DETRO-CAMADA OLI AND GAS
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B.C. HOME All Titles
All Titles Cancellation Status: All V Print Preview PDF V
Click on a title number to view title details, payment history and change the designated payor.
If you wish to view a hitered subset of these titles, select your hiter criteria before clicking the "Filter List" button. If you do not apply any hiter critera, all titles will be shown.
B Company Profile From: Payor: Title No.:
Indes Payor File No.
Southeast Info
Manage Expiring Titles Vellow = cancellation request pending Tellow = cancellation request pending Tellow = title overfue the depine title overfu
Logout Ubsolve invicutes that are ind are not the designated payor titles that are in dark or light grey are not on a submission or pending payment and do not have a cancellation Filter List Clear Filter
622 records were retrieved
Update Payor Request Cancellation Cancel Request
Inte No. Ivpe Expiry Date Date Section Payor Status Owner(s) Rental
102 PNG Lease Apr 01, 1978 Apr 01, 2009 SBA PETROGG Past Payor PETCAN (100.00%) \$7,740.00
0.83 PNG Lesse May 29, 1968 May 29, 2009 SSA PETROOG Accepted PETCAN (100.00%) \$4,057.50
No Lease May 29, 2009 SSA PETRODO Accepted PETRONO Accepted PETRONO 51,012.50
B31 PNG Lease May 29, 1966 May 29, 2009 SBA PETROUG Accepted PETLAN (100,00%) \$2,025,00
582 PNG Lease May 29, 1968 May 29, 2009 58A PETROOG Accepted PETCAN (50.00%) \$4,042.50
638 PNG Lease Jul 17, 1979 Jul 17, 2009 588 PETROOG Accepted IMPRESL (100.00%) \$495.00
599 PNG Lease Jul 17, 1979 Jul 17, 2009 588 PETROOG Accepted IMPRESL (100.00%) \$495.00
Z45 PNG Lease Jul 29, 1979 Jul 29, 2009 S8A PETROOG Past Payor PETCAN (100.00%) \$2,145.00
Z46 Natural Gas Lease Jul 29, 1979 Jul 29, 2009 S8A PETROOG Accepted PETCAN (100.00%) \$3,210.00
Z42 Natural Gas Lease Jul 29, 1979 Jul 29, 2009 SBA PETROOG Accepted PETCAN (100.00%) \$6,967.50
B48 Natural Gas Lease Feb 16, 1980 Feb 16, 2009 SBA PETROOG Accepted PETCAN (100.00%) \$4,275.00
B52 PNG Lease Mar 17, 1980 Mar 17, 2009 58C PETROOG Past Payor PETCAN (100.00%) \$4,207.50
B55 PNG Lease Mar 17, 1969 Mar 17, 2009 SBA PETROOG Accepted DETRICE (37,30%) PETCAN (42,50%) \$2,107.50
BZ1 PNG Lease Mar 17, 1980 Mar 17, 2009 S8A PETROOG Accepted PETCAN (100.00%) \$4,215.00
269 PNG Lease Aug 14, 1980 Aug 14, 2009 S8A PETROOG Accepted PETCAN (100.00%) \$2,145.00 ✓

From the Titles screen you can request a cancellation on a title.

- 1. Select Company Profile Titles from the menu on the left.
- 2. Select the title(s) you wish to cancel by checking them in the check boxes.
 - If any have a pending or open submission the check box will be disabled and you are not able to cancel them.
 - If any of the titles are in the midst of a cancellation request, they will be highlighted in yellow.
- 3. Select Request Cancellation button.
- 4. On the next screen you will have the option to cancel the title(s) immediately or on the next anniversary date (default). Select the appropriate option and Select Confirm Cancellation Request.
- 5. You will end up back at All Titles page and can view the title highlighted in yellow.

3.7 Cancel Cancellation Request

From the Titles screen you can cancel a cancellation request on a title.

	<u>54524</u>		Drilling Licence	Aug 13, 2008	Aug 13, 2009	3(5)	PETROOG	Accepted	STANDARD (100.0%)	\$7,728.00	
	<u>49061</u>		PNG Lease	Sep 30, 2008	Sep 30, 2009	62	PETROOG	Accepted	PETCAN (100.0%)	\$1,995.00	
											•
Upo	date Payor	Reque	est Cancellation	Cancel Reques	st						

- 1. Select Company Profile Titles from the menu on the left.
- 2. Select the title(s) with the pending cancellation request that you wish to cancel by checking them in the check boxes. They will be highlighted in yellow.
- 3. Select Cancel Cancellation Request button
- 4. On the next screen you will have the option to confirm this. Check the box(es) beside any of the titles you wish to cancel the cancellation request and Select Confirm Cancel Cancellation Request.

5. You will end up back at All Titles page and can view the un-highlighted title.

3.8 Convert to Lease

This is the only place you can create a pending conversion submission.

- 1. Select Company Profile Titles.
- 2. In order to bring up all of the drilling licences that you can convert to a lease, select Convert to Lease from the All Titles selection dropdown.
 - This will filter the list of All Active Titles to include only drilling licences or leases.

All Titles	•	Cancellation Status: All	•
Convert to L	ease		

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BRITISH	<u>ePayment</u>	ts > Company F	Profile > State	ment Details #0						Test		(2) He
COLUMBIA	You are	logged in as: D	Dave Morton (Land Admin) from	PETRO-CANADA	OIL AND GAS						
B.C. HOME	Conv	vert a Drillin	g Licence (or Permit to a I	Lease							49
	Conv	vert to Lease 💌]							Print Preview	PDF	-
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Company Profile	From	ersary Date				Ту	pe:		-	Title No.:	_	
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							Create Pendi	ng Submissic	n			
		<u>Title No.</u>	Payor File No	Туре	Expiry Date	Anniversary	Create Pendi Section	Payor	in <u>Status</u>	Owner(s)	<u>Lease</u> Rental	
		<u>Title No.</u>	Payor File <u>No.</u>	Type Drilling Licence	Expiry Date	Anniversary Date Dec 11, 2008	Section 3(5.1)	Payor PETROOG	<u>Status</u> Accepted	Owner(s) PETCAN (100.00%)	<u>Lease</u> <u>Rental</u> \$3,787.00	<u>^</u>
		<u>Title No.</u>	Payor File <u>No.</u>	Type Drilling Licence Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008	Anniversary Date Dec 11, 2008 Jun 18, 2009	Create Pendi <u>Section</u> 3(5.1) 3(5)	Pavor PETROOG PETROOG	Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%)	Lease Rental \$3,787.00 \$13,531.00	<u> </u>
		Title No. F 53682 54315 54316 54316	Payor File <u>No.</u>	Type Drilling Licence Drilling Licence Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008	Anniversary Date Dec 11, 2008 Jun 18, 2009 Jun 18, 2009	Create Pendi Section 3(5.1) 3(5) 3(5)	Pavor PETROOG PETROOG PETROOG	Accepted Accepted Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$21,238.00	<u> </u>
		Title No. F 53682 5 54315 5 54316 5 54514 5	Payor File <u>No.</u>	Type Drilling Licence Drilling Licence Drilling Licence Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008 Aug 13, 2008	Anniversary Date Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009	Create Pendi Section 3(5.1) 3(5) 3(5) 3(5)	Payor PETROOG PETROOG PETROOG PETROOG	Accepted Accepted Accepted Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$21,238.00 \$1,960.00	
		Title No. P 53682 5 54315 5 54316 5 54514 5 54523 5	Payor File <u>No.</u>	Type Drilling Licence Drilling Licence Drilling Licence Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008	Anniversary Date Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009	Create Pendi Section 3(5.1) 3(5) 3(5) 3(5) 3(5)	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Accepted Accepted Accepted Accepted Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$21,238.00 \$1,960.00 \$13,538.00	
		Title No. P 53682 6 54315 6 54316 6 54514 6 54523 6 54524 6	Payor File <u>No.</u>	Type Drilling Licence Drilling Licence Drilling Licence Drilling Licence Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008	Anniversary Date Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009	Section 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5)	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Accepted Accepted Accepted Accepted Accepted Accepted Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$21,238.00 \$1,960.00 \$13,538.00 \$15,456.00	
		Title No. P 53662 6 54315 5 54316 5 54514 5 54523 5 54524 5 54523 5	Payor File <u>No.</u>	Type Drilling Licence Drilling Licence Drilling Licence Drilling Licence Drilling Licence Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008	Anniverse Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009	Section 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5)	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Accepted Accepted Accepted Accepted Accepted Accepted Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%) STANDARD (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$21,238.00 \$1,960.00 \$13,538.00 \$15,456.00 \$25,109.00	·
		Title No. E 53682 6 54315 5 54316 5 54514 5 54523 5 54524 5 54523 5 54524 5 54523 5 54524 5 54529 5 54939 5	Payor File <u>No.</u>	Type Drilling Licence Drilling Licence Drilling Licence Drilling Licence Drilling Licence Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Dec 10, 2008	Anniversary Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Dec 10, 2009	Section 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5)	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%) STANDARD (100.00%) PETCAN (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$1,960.00 \$13,538.00 \$15,456.00 \$25,109.00 \$9,429.00	•
		Title No. P 533682 4 54315 5 54514 5 54523 5 54524 5 54529 5 52939 5 55286 5	Payor File No.	Type Drilling Licence Drilling Licence Drilling Licence Drilling Licence Drilling Licence Drilling Licence Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Dec 10, 2008 Apr 29, 2009	Anniversary Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Dec 10, 2009 Apr 29, 2009	Section 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) P - Final Year	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%) STANDARD (100.00%) PETCAN (100.00%) MERIDIAN (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$21,238.00 \$13,538.00 \$15,456.00 \$25,109.00 \$9,429.00 \$2,009.00	*
		Title No. P 53682 6 54315 5 54316 5 54514 5 54523 5 54524 5 54529 5 54528 5 55286 5	Payor File <u>No.</u>	Type Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Dec 10, 2008 Apr 29, 2009 Apr 29, 2009	Anniverse Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Dec 10, 2009 Apr 29, 2009	Create Pendi Section 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) P - Final Year P - Final Year	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Status Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%) STANDARD (100.00%) PETCAN (100.00%) MERIDIAN (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$12,238.00 \$13,538.00 \$15,456.00 \$25,109.00 \$9,429.00 \$2,009.00 \$3,010.00	*
		Title No. P 53682 6 54315 6 54316 7 54514 7 54523 7 54524 7 54529 7 55286 7 55288 9 55288 9	Payor File No.	Type Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Dec 10, 2008 Apr 29, 2009 Apr 29, 2009	Anniverse Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Dec 10, 2009 Apr 29, 2009 Apr 29, 2009	Section 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) P - Final Year P - Final Year P - Final Year	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Status Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%) PETCAN (100.00%) MERIDIAN (100.00%) MERIDIAN (100.00%) MERIDIAN (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$21,238.00 \$1,960.00 \$13,538.00 \$15,456.00 \$25,109.00 \$9,429.00 \$2,009.00 \$3,010.00 \$4,018.00	*
		Title No. P 53682 6 54315 7 54316 7 54514 7 54524 7 54529 7 54939 7 55286 7 55288 8 55289 5 55289 5	Payor File No.	Type Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Dec 10, 2008 Apr 29, 2009 Apr 29, 2009 Nov 18, 2009	Anniverse Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Apr 29, 2009 Apr 29, 2009 Apr 29, 2009 Nov 18, 2009	Section 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 9 - Final Year P - Final Year P - Final Year P - Final Year	Payor PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Status Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%) STANDARD (100.00%) PETCAN (100.00%) MERIDIAN (100.00%) MERIDIAN (100.00%) STANDARD (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$1,960.00 \$13,538.00 \$15,456.00 \$25,109.00 \$9,429.00 \$2,009.00 \$3,010.00 \$4,018.00 \$3,780.00	*
		Title No. P 53682 4 54315 4 54316 4 54514 5 54523 4 54524 4 54525 5 54524 5 54525 4 54526 4 55286 5 55289 5 55289 5 55289 5 55289 5 55289 5 55289 5 55289 5 55289 5 55289 5 55289 5 55289 5 55289 5 55289 5 556018 5	Payor File No.	Type Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Dec 10, 2008 Apr 29, 2009 Apr 29, 2009 Apr 29, 2009 Nov 18, 2009 Dec 16, 2007	Anniverse Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Dec 10, 2009 Apr 29, 2009 Apr 29, 2009 Apr 29, 2009 Nov 18, 2009 Dec 16, 2008	Section 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 9 - Final Year P - Final Year P - Final Year P - Final Year 9 - Final Year	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Status Accepted Accepted	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%) STANDARD (100.00%) PETCAN (100.00%) MERIDIAN (100.00%) MERIDIAN (100.00%) STANDARD (100.00%) STANDARD (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$1,960.00 \$13,538.00 \$15,456.00 \$25,109.00 \$9,429.00 \$3,010.00 \$3,010.00 \$3,780.00 \$1,813.00	*
		Title No. P 53682 6 54315 6 54316 6 54316 6 54316 6 54316 6 54316 6 54316 6 54316 6 54316 6 54523 6 54524 6 54529 6 55286 6 55288 6 55289 6 55289 6 55289 6 55289 6 55289 6 55289 6 55289 6 55289 6 55289 6 55416 6	Payor File No.	Type Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Dec 10, 2008 Apr 29, 2009 Apr 29, 2009 Nov 18, 2009 Dec 16, 2007	Anniverse Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Dec 10, 2009 Apr 29, 2009 Apr 29, 2009 Nov 18, 2009 Dec 16, 2008	Create Pendi 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 9 - Final Year P - Final Year P - Final Year 3(5) P - Final Year P - Final Year 3(5)	PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG PETROOG	Status Status Accepted Accepte	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%) STANDARD (100.00%) PETCAN (100.00%) MERIDIAN (100.00%) MERIDIAN (100.00%) STANDARD (100.00%) STANDARD (100.00%) SCOTTLL (100.00%) SASKASSI (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$1,960.00 \$13,538.00 \$15,456.00 \$25,109.00 \$9,429.00 \$2,009.00 \$3,010.00 \$4,018.00 \$3,780.00 \$1,813.00 \$1,991.50	
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		Title No. P 53682 6 54315 6 54316 6 54514 6 54523 6 54524 6 54529 6 54529 6 55286 7 55286 6 55018 6 56116 6 56245 6	Payor File No.	Type Drilling Licence Drilling Licence	Expiry Date Dec 11, 2007 Jun 18, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Aug 13, 2008 Dec 10, 2008 Apr 29, 2009 Apr 29, 2009 Apr 29, 2009 Nov 18, 2009 Dec 16, 2007 Dec 16, 2009 Dec 16, 2009 Jan 20, 2010	Anniversity Dec 11, 2008 Jun 18, 2009 Jun 18, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Aug 13, 2009 Dec 10, 2009 Apr 29, 2009 Apr 29, 2009 Apr 29, 2009 Nov 18, 2009 Dec 16, 2008 Dec 16, 2009 Dec 16, 2009 Jan 20, 2010	Create Pendi Section 3(5.1) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 3(5) 9 - Final Year P - Final Year 3(5) P - Final Year P - Final Year P - Final Year P - Final Year P - Final Year	Petroog PETROOG	Status Status Accepted Accepte	Owner(s) PETCAN (100.00%) FOURWEST (100.00%) FOURWEST (100.00%) ANTELP (100.00%) STANDARD (100.00%) STANDARD (100.00%) PETCAN (100.00%) MERIDIAN (100.00%) MERIDIAN (100.00%) STANDARD (100.00%) STANDARD (100.00%) MERIDIAN (100.00%) SCOTTLL (100.00%) SCOTTLL (100.00%) SCOTTLL (100.00%)	Lease Rental \$3,787.00 \$13,531.00 \$13,538.00 \$13,538.00 \$15,456.00 \$25,109.00 \$9,429.00 \$2,009.00 \$3,010.00 \$4,018.00 \$1,813.00 \$1,91.50 \$1,981.00 \$7,969.50	*

Note the plum highlight reference, it indicates title is not in good standing, but is within 60 day grace period.

- 3. Select the check mark beside the Title No. link of the title you wish to convert.
- 4. Select Create Pending Submissions button.
- On the next screen (Add Leases to Conversion Submission) you have the option to convert portions of the title(s) to a lease. (see step 6). If you wish to maintain the same size, then just enter the current size in hectares. E.g. 776. Select Add Lease and check the Confirm box. Create Pending Submission and continue to step 9.

Add Leases to Conversion	Add Leases to Conversion Submission									
Title Number: <u>57321</u> Hectares: 776 Ha	Company File No.: 9988	Type: Drilling Licence	Term: P-Last Year							
I wish to convert each of th	e following portions of this title	to Lease								
			Add Lease							
Total: \$0		Create Pending Submissio	n							
To fulfill this application re	quest, you must mail the approp	vriate documentation to the M	linistry.							

- 6. From Add Leases to Conversion Submission, enter the size of the lease you wish to convert to a lease. Select Add Lease. Repeat as many times as required.
 - If the size is more than 1 Ha greater than the original title size, a dialog box appears with the warning "You have entered a size more than 1 Ha greater than the original title. Please enter a smaller size"
 - If the size is zero, a dialog box appears with the warning: "You have entered 0 for a size. Please enter a size greater than 0".

- 7. Select Confirm checkbox for the titles included in this submission.
- 8. Select Create Pending Submission.
- 9. The system will create a pending submission with a submission number by concatenating the Current Date and a Sequence Number e.g. 061520081. The initial Title Number will now be the Parent Title. Temporary Titles will be created for every title on the submission. The temporary title number is generated by concatenating the parent title number with a sequence number preceded by "temp" i.e. 54567temp1, 54567temp2.
- 10. The system calculates the amount payable for the Submission as follows. The total cost of the Submission is the sum of the Rental, Issuance Fee and Late-Payment Penalty for all of the leases applied for.

Original Title Type	Rental	Issuance Fee	Late Payment Penalty
Drilling Licence	\$7.50 * No of Hectares	\$500	

- 11. You will be brought to the View Pending Submission screen to view the details. It associates the original title and the new parcel sizes with the submission.
- 12. You can only make changes to Pending Submissions (not Open Submissions) to do so, make the necessary changes then click on "Save Modified Pending Submission". If you do not need to make any changes you can close out of the Pending submission without selecting the Save Modified Pending Submission, this is only needed if you made additional changes.
- 13. If applicable you can Approve the submission by selecting the check box beside the Approve button. If the details are correct and complete you can select the Create Open Submission to finalize the submission process.
 - Once an Open submission is created, the industry user will not be able to make any changes.
- 14. To view it in the submissions table, first close the Pending submission by selecting the 'X' and then select Company Profile Submissions from the menu on the left. Note the new pending (Conversion) submission in the Pending Submissions table.

Pending Su	ubmissions		Pending Submissions											
	Submission No.	Created Date	Last Update	Submission Type	Title Number(s)									
	0919200882	Sep 19, 2008		Cont./Ext.	6347;13717									
	924200891	Sep 24, 2008		Split Lease	6850									
	924200894	Sep 24, 2008		Conversion	57321									
	924200895	Sep 24, 2008		Split Lease	45777									

3.9 Split Lease

Effective October 2009, split lease functionality has been removed from ePayments. Clients will continue accompany their applications to split a lease or split transfer with a manual cheque.

4 Managing Expiring Titles

BRITISH	<u>ePayments</u>							Test					(2) Help
Соцомыя	You are logged in	as: Dave Mor	ton (Land Admin) from F	ETRO-CANADA OIL AN	ID GAS					F			<u> </u>
B.C. HOME								Print	Previe	W	PDF	•	
	Manage Expir	ring Titles											
ePayments	Anniversary Date	e From: Oct	17, 2008	Anniversary Date	To: Feb 14,	, 2009	Search						
	You may only sel	lect dates that	are in the range of 60 o	lays before today and	d 60 days after	today. Titles wi	ith Anniversary dates withi	n that ra	nge wi	ll be d	isplayed	1.	
Company Profile Titles	PNG Leases E	PNG Leases Drilling Licences											
 Statements Submission 	<mark>yellow</mark> = car	ncellation r	equest pending	green = belongs	to a submiss	sion	<mark>orange</mark> = on pending	j paym	ent				
 Company Info Manage Expiring Titles 	disabled ind	res LA atte licates that	ntion : you are not the de	signated payor									
Refund Report Logout	Titles that a	ire in dark o	or light grey are not	on a submission	or pending	payment an	d do not have a canc	ellatio	n requ	Jest	pendin	g.	
	<u>Title</u> F <u>No.</u>	Payor File No.	<u>Anniversary date</u>	Prev Sect	Hectares	Hectares to Continue	<u>Submission</u>	On Stmt	On Sub	Not 62	62 An	Total nount \$	
		<u>1089403</u> Julienne Ck	Dec 10, 2008	58A	282	282		0	0	ø	<mark>0</mark> \$2	2,146.73	
	[<u>1125</u>	<u>1020803</u> Nig Creek	Jan 19, 2009	58A	841	841	<u>11262008231</u>	۰	0	©	• \$6	5,307.50	
	<u>1126</u>	1020903 Nig Creek	Jan 19, 2009	58A	1262	1262	<u>11282008233</u>	•	0	0	• \$9	9,465.00	•
	Total: \$ 0.00	D				-	Create Pending Submi	sion Update Title Changes					

The Managing Expiring Titles screen is where you choose to either add a title to a Statement (if enabled) or create a Submission to continue the title. When adding titles to the Statement, click on the "Update Titles" button. When selecting a title(s) to be part of a Submission, click on "Create Pending Submission". You must choose either: "On Statement" and "Update Title Changes" button or choose: "On Submission" and "Create Pending Submission".

ePayments is a Payment System. There is only enough functionality within ePayments (creating a Submission) to input enough information about an application and groupings for the purpose of calculating payments. Creating a Submission

does not replace the obligation to submit a paper application to the Ministry. Titles that are grouped together should be included in the same Submission.

The status of each title is indicated by the following color scheme:

- 1. Titles that are highlighted in green are associated with a submission (either open or pending)
- 2. Titles that are highlighted in yellow have a cancellation request pending
- 3. Titles that are highlighted in red require attention from the land administrator, indicating they are overdue
- 4. Titles that are highlighted in orange are on a pending payment

Titles that display in the Manage Expiring Titles view are titles that have an anniversary date that falls within the range of 60 days before today and 60 days after today. To narrow the search range, enter dates into the Anniversary Date From/To fields within the +/- 60 day range that displays by default.

Manage Expiring Tit	les			
Anniversary Date From:	Jul 26, 2008	Anniversary Date To:	Nov 23, 2008	Search
You may only select date	s that are in the range of 60 o	ays before today and 60 da	ays after today. Titles with Anniv	versary dates within that range will be displayed.

There are two pairs of radio buttons in the grid:

On Sub/On Stmt allows the Land Administrator to specify whether the title can be "automatically" continued by the Payment Administrator on the statement. If the global checkbox "Allow Continuation/Extension on Statement" on the User Authorization screen is checked, this radio button will default to "On Stmt".

The Not 62/62 radio buttons allow the Land Administrator to select a title for a Section 62 continuation if it is otherwise eligible. Titles that are not otherwise eligible for a Section 62 continuation will have this radio button disabled. When the "62" button is selected, the total amount is recalculated to include the s62 penalty.

When a title that was previously continued under 58A is also eligible for continuation under section 62, the Land Administrator is required to make a decision, therefore the background will be red and the "On Statement" radio button will be enabled. The Land Administrator can choose "On Statement" and must choose either "Not 62" or "62"."

4.1 Creating Pending Submission (Continuation or Extension)



1. Titles that are eligible for inclusion on a submission (titles that are not already on a submission or a pending payment and that have the "On Sub" radio button checked) have the check box on the left enabled. To include a title (or

multiple titles) in a pending submission, select the check box on the left and click the "Create Pending Submission" button at the bottom of the screen. You can include titles from each of the tabs.

- Note that the Total at the bottom updates with the rental amount.
- 2. Confirm the correctness of the total dollar value required for the submission. The Total updates as you select additional titles.
- 3. Select Create Pending Submission.

View Pe Pending S	iew Pending Submission ending Submission No. : 0924200893 Type: Cont./Ext. Submission Date: Sep 24, 2008 Print Preview PDF														
Check All Title Company File Date Added Anniversary Primary Hectares to Rental Fac Late Other Tatal															
	No.	No.	Date Added	Date	Expiry Date	Hectares	Continue	Amount	Fee	Penalty	Other	Total			
	<u>43122</u>		Sep 24, 2008	Aug 20, 2008	Aug 20, 1996	66	66	\$495.00	\$0.00	\$14.85	\$0.00	\$509.85			
											Total:	\$509.85			
Add Titl	e ete Pendir	Delete Checked Ti	tle(s)	Approve	Submission										
To fulfill	this Subi	nission request,	you must mail	the appropriate	documentation	to the Mi	nistry.								

- 4. The system will create a pending submission with a submission number by concatenating the Current Date and a Sequence Number e.g. 061520081. You will be brought to the View Pending Submission screen to view the details and an email will automatically be sent to the other Users advising them of the creation of this pending submission. (Company Profile/Submissions/selected Pending Submission number). At this point the pending submission is saved automatically.
 - Note: There is no requirement to indicate in ePayments what section you are applying for when creating a Continuation/Extension Submission. ePayments will calculate what is owing without this information. However, your paper Application should contain this information. Submission functionality in ePayments is for the purpose of calculating payment.
- 5. You can only make changes to Pending Submissions (not Open Submissions) to do so, make the necessary changes then click on "Save Modified Pending Submission". If you do not need to make any changes you can close out of the

Pending submission without selecting the Save Modified Pending Submission, this is only needed if you made additional changes.

- 6. If applicable you can Approve the submission by selecting the check box beside the Approve button. After the submission has been approved, the Create Open Submission button will appear. If the details are correct and complete you can select the Create Open Submission to finalize the submission process.
 - NOTE: Once a Submission status is changed to Open, by clicking on the Approve button and then creating the Open Submission, you can no longer alter it. Only the Ministry can make alterations to an Open Submission.
- 7. To close out of the Pending Submission, select the 'X' in the upper right corner.

Note: At this time there is no ability for the Company Administrator to track user activity in ePayments.

Note: If you add a title to the Continuation/Extension Statement, you can change your mind and add it to a Submission, but you cannot add a title already in a Submission to the Continuation/Extension Statement.

4.2 Update Title Changes

The Update Title Changes button is used to submit changes made to the On Stmt/On Sub and Not62/62 radio buttons. For example, if you wish to change the size of the title you will need to set the title to On Sub before you can do so.

1. To change the title from On Stmt (on statement) to On Sub (on submission); select the On Sub radio button.



- 2. Select the Update Titles Changes button.
 - Note that the checkbox in front of the title becomes enabled
- 3. Select OK when prompted about the update.

4.3 Change Hectares to Continue

Titles that are "automatically" continued or extended on a statement must be continued or extended for the entire amount of the area. However, if a title is included on a Continuation/Extension submission, the Land administrator can select a smaller amount of the total area to continue or extend.

Accordingly, the "Hectares to continue' is only enabled when the title radio button is set to "On Sub". The hectares will not be affected if you choose On Stmt→ On Statement. When the "Hectares to Continue" value changes, the total amount will change based on the new size. If you change the hectares on a title on the Manage Expiring Titles Screen, you must continue the title by making a Submission. Any changes made to the "Size to Continue" on Manage Expiring Titles are not saved if you don't add the title to a submission.

When a title is on a pending submission and you want to change the hectares, you must change it on the pending submission and then select "Save Modified Pending Submission".

5 Managing Payments

5.1 Statements

Statements	Pending Payments
Primary Term Statement	<u> Primary Term - 8/27/2008 - Taha</u>
Continuation/Extension Statement	Continuation - 10/16/2008 - new one
Submission Requests	Continuation - 8/27/2008 - kris
	<u>Continuation - 8/26/2008 - Test for #19</u> Continuation - 8/20/2008 - Teba#2
	Continuation - 8/20/2008 - Kris test 2
	Continuation - 8/20/2008 - kris
Past Payments	
From:	
To: Filter list Pr	int Preview PDF
No data available.	

This screen provides access to your Primary Term Statement (previously titled Current Statement), along with Continuation/Extension statement, Submission Requests, Pending Payments and previous month's ePayments statements (Past Payments). There is no pre-ePayments statement history, since the statement is unique to the ePayments system.

By default, the list of all statements appears. However, you can use the date boxes to filter the list. The Print Preview button allows you to print the statement in, PDF, MS Word, MS Excel, and RTF format.

Please note that the monthly statement is "dynamic", in that it will change depending upon which titles have been paid at the time of viewing. Historical statements are generated at the end of each month and show only the titles that were paid that month. Titles from a monthly statement that were unpaid by the end of the month are carried forward to the next monthly statement. Paid titles appear on the statement for the month in which they were paid.

5.2 Continuation/Extension Statement

Cor Con Date Stat	Continuation/Extension Statement Company Name: PETRO-CANADA OIL AND GAS Date Issued: Dec 16, 2008 Dec 16, 2008 View Month: Statement Name: Continuation Titles that can be Continued/Extended by making a payment														
	<u>Title No.</u>	<u>Payor File No.</u>	<u>Hectares</u>	Expiry date	Anniversary Date	Section	Туре	<u>Rental</u>	Fee	Late Penalty	Penalty	Total	Status	Receipt No.	
	<u>41274</u>	<u>Creek</u>	280	Jan 19, 1981	Jan 19, 2009	58A	PNG	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00	WAITING FOR LA APPROVAL		
	<u>43694</u>	2007100 Jedney	140	Jan 12, 2004	Jan 12, 2009	58A	PNG	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	ON SUBMISSION		
	<u>45133</u>	2034609 Bubbles	281	Jan 11, 2000	Jan 11, 2009	58A	PNG	\$2,107.50	\$0.00	\$0.00	\$0.00	\$2,107.50	WAITING FOR LA APPROVAL		
	<u>49248</u>	2050076 Boundary	264	Jan 13, 2004	Jan 13, 2009	58A	PNG	\$1,980.00	\$0.00	\$0.00	\$0.00	\$1,980.00	WAITING FOR LA APPROVAL		
	<u>53802</u>	2051561 Parkland	259	Jan 15, 2008	Jan 15, 2009	58A	PNG	\$1,942.50	\$0.00	\$0.00	\$0.00	\$1,942.50	WAITING FOR LA APPROVAL		
	<u>56116</u>	2052736 Groundbirch	569	Dec 16, 2009	Dec 16, 2008	Ρ	DL	\$3,983.00	\$0.00	\$0.00	\$0.00	\$3,983.00	WAITING FOR LA APPROVAL		
	<u>56117</u>	2053416 Cypress	566	Dec 16, 2009	Dec 16, 2008	P	DL	\$3,962.00	\$0.00	\$0.00	\$0.00	\$3,962.00	WAITING FOR LA APPROVAL		
	<u>57485</u>	2053240 Archer	540	Dec 15, 2009	Dec 15, 2008	Ρ	DL	\$3,780.00	\$500.00	\$0.00	\$0.00	\$4,280.00	WAITING FOR LA APPROVAL		
	<u>57486</u>	2053241 Archer	1080	Dec 15, 2009	Dec 15, 2008	Ρ	DL	\$7,560.00	\$500.00	\$0.00	\$0.00	\$8,060.00	WAITING FOR LA APPROVAL		
											Total:	\$159,467.58			•

The Continuation/Extension Statement contains all last year primary term and continuation/extension titles that have an anniversary date falling between 60 days prior to the current date (unless the current date falls on a Saturday, Sunday or Statutory holiday, in which case the previous business day) and 60 days forward of the current date (unless the current date falls on a Saturday, Sunday or Statutory holiday, in which case the previous business day) and 60 days forward of the current date (unless the current date falls on a Saturday, Sunday or Statutory holiday, in which case the next business day), that may be continued or extended by making a payment.

The "Titles that can be Extended/Continued by making a Payment" section displays the following titles:

Title Type	Criteria	Extension/Continuation Section
PNG Lease	continued under Section 58(3)(a) in the immediately	Section 58(3)(a)
	preceding year	
PNG Lease	continued under Section 58(3)(b) in the immediately	Section 58(3)(b)
	preceding year	
PNG Lease	must have a 10 year primary term and have no more than 2	Section 62
	previous continuations under section 62.	
Drilling Licence	must either be in the last year of its primary term or has not	Section 3(5)
	been extended previously	

The system calculates the amount payable for each title as follows:

Extension/Continuation Section	Rental per Ha	Fee	Late-Payment Penalty
58(3)(a)	\$7.50	\$500 - only for new leases resulting from a split [manual payment]	 1.5% if the date* of the payment is within the first 30 days after the Anniversary Date 3% if the date of the Submission is after the expiration of 30 days but before the expiration of 60 days after the Anniversary Date (Interest)
58(3)(a)	\$7.50	\$500 – only	1.5% if the date* of the payment is within the first 30

		for new leases resulting from a split [manual payment]	days after the Anniversary Date 3% if the date of the Submission is after the expiration of 30 days but before the expiration of 60 days after the Anniversary Date (Interest)
62	\$7.50	\$500 – only for new leases resulting from a split [manual payment]	\$15 per ha for the first year and \$25 per ha for each of the second and third years (Late-Payment Penalty)
3(5)	\$7.00	\$500	

* If the date of the payment falls on a Saturday, Sunday or Statutory holiday, for the purposes of the calculations in this table, the previous business date is used as the date of the payment.

5.3 Submission Requests

	BRIT	TSH MBIA	You are logged in a:	s: David Morton (Payment Admin) from	PETCAN	Test	Help 🔞
<mark>Submi</mark> Compa Date Is	ssion Req ny Name: sued:	PETRO-CA	ANADA	Print Preview	PDF •		
Submis Continu	sion Name	ion No	Туре	Submission date	Payment Amo	unt \$	Status
	PETCAN10	14200886	Cont./Ext.	Oct 14, 2008		\$2,025.00	UNPAID
	PETCAN10	06200838	Cont./Ext.	Oct 06, 2008		\$12,870.00	UNPAID
				Total:		\$14,895.00	
				Make Payment Name		Create Pen	ding Payment

The Submission Request section contains all of the submissions that have been created by the Company's Land Administrator(s). This includes submissions for:

- a. Continuations/Extensions
- b. Lease Conversions

The Submission Number is hyper-linked to the "View Open Submission" screen. Titles that are associated with a Pending or an Open Submission that would otherwise be eligible to be extended/continued by making a payment are displayed in this table, but the checkbox is disabled. Their status is shown as "Submission" with a hyperlink to the submission.

5.4 View and Pay Primary Term (Current) Statement

To make an online payment for a primary term Title in the ePayments system, the Title must appear on your current statement. To view your current statement, click `Statement` under Company Profile from the menu on the left, then click the `Primary Term Statement` link.

Statements are generated every month. A Statement is a collection of all of the titles that you are responsible for paying that have an anniversary date on any day three months following the last day of the month of the statement. For example, the November Statement will consist of titles with an Anniversary Date in February. In addition, any titles that remain unpaid from previous statements will also appear on the Primary Term Statement as 'Carried Forward' items. These `carried forward` titles appear in a separate section at the top of the statement.

At the beginning of each month (approximately midnight on the last day of the preceding month), the system generates and sends the following email:

То	The Company Administrator and all Payment Administrators of the company
CC:	
From	epayments@gov.bc.ca
Subject	Statement Notification
Body	Your statement for the month of February is now available at https://ePayments.gov.bc.ca. Please log on to view it.
	Confidentiality and Disclaimer: The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then

permanently	y delete this	message from	your computer.	
			J = = = = = = = = = = = = = = = = = = =	

Note: If you think you are not receiving the applicable ePayments emails, have your IT staff check for Spam filters on client servers.

You may log onto ePayments at any time to view your Current statement. If, for some reason, you do not receive this email, your statement will still be available online for you to view and make payments on.

Clicking the `Primary Term Statement` link from the Statement screen brings up the current statement:

State	Statement Details										
Comp	Company Name: PETRO-CANADA OIL AND GAS Print Preview Carry Forward PDF										
State	Statement No.: Current View Month:										
Date 1	Issued:	Apr 03, 2009	5								
Unpai	id Titles Carr	ied Forward from P	reviou	is Stateme	nt(s)						
				1							
	<u>Title No</u>	Payor File No.	Туре	Hectares	Expiry date	Anniversary Date	Rental Amount \$	Late Penalty \$	Total \$	Status	Receipt No.
	<u>51859</u>		PNG	1117	Apr 06, 2011	Apr 06, 2009	\$8,377.50	\$0.00	\$8,377.50	Pending Payment	
	<u>52884</u>		PNG	270	May 22, 2012	May 22, 2009	\$2,025.00	\$0.00	\$2,025.00	Pending Payment	
	<u>53014</u>		PNG	270	Jun 19, 2012	Jun 19, 2009	\$2,025.00	\$0.00	\$2,025.00	UNPAID	
	<u>53015</u>		PNG	270	Jun 19, 2012	Jun 19, 2009	\$2,025.00	\$0.00	\$2,025.00	UNPAID	
	<u>53339</u>		PNG	1351	Jun 20, 2012	Jun 20, 2009	\$10,132.50	\$0.00	\$10,132.50	UNPAID	
	<u>54060</u>		PNG	300	Apr 23, 2013	Apr 23, 2009	\$2,250.00	\$0.00	\$2,250.00	UNPAID	
	<u>54061</u>		PNG	300	Apr 23, 2013	Apr 23, 2009	\$2,250.00	\$0.00	\$2,250.00	UNPAID	
	<u>54062</u>		PNG	300	Apr 23, 2013	Apr 23, 2009	\$2,250.00	\$0.00	\$2,250.00	UNPAID	
	54064		PNG	300	Apr 23, 2013	Apr 23, 2009	\$2,250.00	\$0.00	\$2,250.00	UNPAID	
	<u>54065</u>		PNG	300	Apr 23, 2013	Apr 23, 2009	\$2,250.00	\$0.00	\$2,250.00	UNPAID	

All users from your company can view this statement. If you are a Company Administrator or a Payment Administrator, you can also initiate an online payment, by selecting the titles that you wish to pay and clicking `Make Payment`. You do

February 2010

not have to pay all of the Titles on a statement. You may pay as many, or as few, titles as you want at any time. You may make multiple payments in a day and you may make payments on as many days in the month as you want. Clicking the `Make Payment` button brings up the `Payment Confirmation` screen:

BRITISH COLUMBIA	<u>ePayments</u> > <u>Client Profile</u> > <u>Statement I</u> You are logged in as: David Morton (Adm	avments_> Client Profile > Statement Details #0 > Confirm Payment for 50448,54006,50270,55056,55059,57986 U are logged in as: David Morton (Administrator) from CANETRES					
	Confirm Payment						
B.C. HOME							
	Title(s) #: 50448,54006,50270,55056,55	5059,57986	Dat	e Issued : Jan 13, 2008			
A second se	Payor: Payor A		F	Print Preview PDF 🔹			
ePayments		ıs Туре	Expiry date	Hectares	Penalty		Rental Amount \$
de tra contra state	54006	PNG	Mar 26,2013	279	\$0.00		\$2,092.50
My Profile	57986	PNG	Jan 16,2011	283	\$0.00		\$2,122.50
User Authorization	55056	PNG	Jan 14,2009	261	\$0.00		\$1,957.50
	55059	PNG	Jan 14,2009	259	\$0.00		\$1,942.50
Logout	50270	PNG	Jan 19,2010	280	\$0.00		\$2,100.00
	50448	PNG	Mar 29,2010	279	\$0.00		\$2,092.50
					Totals:		\$12,307.50
						Subtotal:	\$12,307.50
						Late Payment Penalty:	\$0.00
					Total Pre-Auth	orized Debit Amount:	\$12,307.50
					Pre-A	uthorized Debit Date: Jan	13, 2008
	To process payment, you must check e	ach box below to confirm that you	agree with the statement, and click th	ie Pay button.			
	The rental payment shown for each tit	le is correct	-				
	The Pre-Authorized debit Amount is co	rrect					
	The Pre-Authorized Debit Date is corre	or (you may change the date to a	any data prior to the first expiry date a	hown)			
		 Contract of the second s	my date prior to the mist expiry date a	nown)			
	The required funds for Pre-Authorized Debit are available						
	If you want a copy of the recipt to go an a	additional email address other that	n your own, please enter it below. You	may enter multiple addresses s	eperated by semi-colon	(;).]
			Pay				

On this screen, you can see the titles that you have selected for payment, along with any late payment penalties that may be applicable. These penalties are:

- 1. For PNG Leases: 1.5% of amount due for the first 30 days; 3% for the next 31 to 60 days
- 2. For Drilling Licences: \$500

You must confirm all of the check boxes before you can press the pay button:

- 1. The rental payment shown for each title is correct
- 2. The pre-authorized debit amount is correct
- 3. The pre-authorized debit date is correct
- 4. The required funds for pre-authorized debit are available

You may also optionally enter one or more email addresses to which you would like a copy of the payment confirmation sent. If you enter more than one email, you must separate the email addresses with a semi-colon. The format of the email, along with sample text, is shown below:

То	The Company Administrator and all Payment Administrators of the company making the payment
CC:	Additional email addresses that you have specified on the Payment Confirmation screen
From	ePayments@gov.bc.ca
Subject	Statement Notification
Body	Thank you for your payment for the following title(s):
	49182, 57791, 57795, 55976, 54955
	Your receipt is available at https://epayments.bc.gov.ca
	Confidentiality and Disclaimer: The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then permanently delete this message from your computer.

Once the 'Pay' button is pressed, the payment will be processed that evening, in the daily payment batch. A receipt is available online immediately after the batch is processed. All titles paid in the same day will have the same receipt number.

It is important to understand that the monthly statement is dynamic, in the following ways:

- 1. When a title is paid from the 'Carried Forward' section, it will no longer appear on the statement.
- 2. When a title is paid on the 'Current' section, it will be grayed out and cannot be paid again.

For these reasons, the Current Statement may not appear exactly the same when viewed at different times during the month.

Note: If you think you are not receiving the applicable ePayments emails, have your IT staff check for Spam filters on client servers.

5.5 View and Pay Continuation/Extension Statement

To make an online payment for a Title that has been continued or extended in the ePayments system, the Title must appear on the Continuation/Extension statement. To view this statement, click `Statement` under Company Profile from the menu on the left, then click the `Continuation/Extension Statement` link.

You may log onto ePayments at any time to view your Continuation/Extension statement.
Com Com Date Stat	Continuation/Extension Statement Sompany Name: PETRO-CANADA OIL AND GAS Petro-CANADA OIL AND GAS Dec 16, 2008 Dec 16, 2008 Continuation														
	Titles that can be Continued/Extended by making a payment Image: Title No. Payor File No. Hectares Expiry date Anniversary Section Type Rental Fee Late Penalty Penalty Total Status Receipt No.														
	<u>41274</u>	<u>1945800 Niq</u> <u>Creek</u>	280	Jan 19, 1981	Jan 19, 2009	58A	PNG	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00	WAITING FOR LA APPROVAL		
	<u>43694</u>	2007100 Jedney	140	Jan 12, 2004	Jan 12, 2009	58A	PNG	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	ON SUBMISSION		
	<u>45133</u>	2034609 Bubbles	281	Jan 11, 2000	Jan 11, 2009	58A	PNG	\$2,107.50	\$0.00	\$0.00	\$0.00	\$2,107.50	WAITING FOR LA APPROVAL		
	<u>49248</u>	2050076 Boundary	264	Jan 13, 2004	Jan 13, 2009	58A	PNG	\$1,980.00	\$0.00	\$0.00	\$0.00	\$1,980.00	WAITING FOR LA APPROVAL		
	<u>53802</u>	2051561 Parkland	259	Jan 15, 2008	Jan 15, 2009	58A	PNG	\$1,942.50	\$0.00	\$0.00	\$0.00	\$1,942.50	WAITING FOR LA APPROVAL		
	<u>56116</u>	2052736 Groundbirch	569	Dec 16, 2009	Dec 16, 2008	P	DL	\$3,983.00	\$0.00	\$0.00	\$0.00	\$3,983.00	WAITING FOR LA APPROVAL		
	<u>56117</u>	2053416 Cypress	566	Dec 16, 2009	Dec 16, 2008	Р	DL	\$3,962.00	\$0.00	\$0.00	\$0.00	\$3,962.00	WAITING FOR LA APPROVAL		
	<u>57485</u>	2053240 Archer	540	Dec 15, 2009	Dec 15, 2008	P	DL	\$3,780.00	\$500.00	\$0.00	\$0.00	\$4,280.00	WAITING FOR LA APPROVAL		
	<u>57486</u>	2053241 Archer	1080	Dec 15, 2009	Dec 15, 2008	Ρ	DL	\$7,560.00	\$500.00	\$0.00	\$0.00	\$8,060.00	WAITING FOR LA APPROVAL		
											Total:	\$159,467.58			•

All users from your company can view this statement. If you are a Company Administrator or a Payment Administrator, you can also initiate an online payment, by selecting the titles that you wish to pay and clicking `Make Payment`. You do not have to pay all of the Titles on a statement. You may pay as many, or as few, titles as you want at any time. You may make multiple payments in a day and you may make payments on as many days in the month as you want. Clicking the `Make Payment` button brings up the `Payment Confirmation` screen:

Confirm P	ayment					
Title(s) # :	50448,54006,50270,55056,550	59,57986	Dat	e Issued : Jan 13, 2008		
Payor:	Payor A		P	rint Preview PDF 🔹]	
	Title Status	Туре	Expiry date	Hectares	Penalty	Rental Amount \$
	54006	PNG	Mar 26,2013	279	\$0.00	\$2,092.50
	57986	PNG	Jan 16,2011	283	\$0.00	\$2,122.50
	55056	PNG	Jan 14,2009	261	\$0.00	\$1,957.50
	55059	PNG	Jan 14,2009	259	\$0.00	\$1,942.50
	50270	PNG	Jan 19,2010	280	\$0.00	\$2,100.00
	50448	PNG	Mar 29,2010	279	\$0.00	\$2,092.50
					Totals:	\$12,307.50
					Subtotal:	\$12,307.50
					Late Payment Penalty:	\$0.00
					Total Pre-Authorized Debit Amount:	\$12,307.50
					Pre-Authorized Debit Date:	Jan 13, 2008
To process	s payment, you must check eac	ch box below to confirm that you	agree with the statement, and click th	e Pay button.		
The renta	al payment shown for each title	is correct				
The Pre-	Authorized debit Amount is corr	rect				
The Pre-	Authorized Debit Date is correct	t (you may change the date to a	any date prior to the first expiry date sl	iown)		
The requ	ired funds for Pre-Authorized D	bebit are available				
If you want a	a conv of the regist to on an ad	ditional email address other that	o your own, please enter it helpsy. You	may anter multiple addresses	senerated by semi-colon (+)	
a you want a	a copy of the recipi to go an ao		in your owing prease enter it below. Too	may enter matopre addresses	seberates by seril-control (1):	
			_			
			Pay			

On this screen, you can see the titles that you have selected for payment, along with any late payment penalties that may be applicable. These penalties are:

- 1. For PNG Leases: 1.5% of amount due for the first 30 days; 3% for the next 31 to 60 days
- 2. For Drilling Licences: \$500

You must confirm all of the check boxes before you can press the pay button:

- 1. The rental payment shown for each title is correct
- 2. The pre-authorized debit amount is correct
- 3. The pre-authorized debit date is correct
- 4. The required funds for pre-authorized debit are available

Once the 'Pay' button is pressed, the payment will be processed that evening, in the daily payment batch. A receipt is available online immediately after the batch is processed. All titles paid in the same day will have the same receipt number.

5.6 View and Pay Submission Request

To make an online payment for a submission, the submission must appear on the Submission Request. To view this, click `Statement` under Company Profile from the menu on the left, then click the `Submission Request` link.

	BRIT	ISH MBIA	You are logged in a	s: David Morton (Payment Admin) from	PETCAN	Test	Help 🔞
Submi Compa	ssion Requ ny Name:	PETRO-C	ANADA	Print Preview	PDF 🔻		
Date Is Submis Continu	sued: sion Name: ation	Oct 19, 2	008				
	Submissi	ion No.	Туре	Submission date	Payment An	nount \$	Status
	PETCAN101	14200886	Cont./Ext.	Oct 14, 2008		\$2,025.00	UNPAID
	PETCAN100	06200838	Cont./Ext.	Oct 06, 2008		\$12,870.00	UNPAID
				Total:		\$14,895.00	
				Make Payment Name		Create Pen	ding Payment

- 1. In order to make a payment on a submission, select the applicable checkbox(es).
- 2. Select Make Payment button.
- 3. Confirm all of the check boxes, then select the Pay button.

5.7 Create a Pending Payment

Payments may be made directly from the Primary Term Statement, the Submission Request or the Continuation/Extension Statement. Alternatively, any subset of the titles that appear on the statement may be identified as a "Pending Payment". Items that are put on a Pending Payment can no longer be paid from the Primary Term or Continuation/Extension Statement. Pending Payments cannot be altered; they must be paid in its entirety or deleted.

	<u>59721</u>	DL	2903	Aug 16, 2011	Aug 16, 2008	\$10,160.50	\$0.00	\$0.00	\$10,160.50	UNPAID	
	<u>59722</u>	DL	2636	Aug 16, 2011	Aug 16, 2008	\$9,226.00	\$0.00	\$0.00	\$9,226.00	UNPAID	
	<u>59723</u>	DL	2899	Aug 16, 2011	Aug 16, 2008	\$10,146.50	\$0.00	\$0.00	\$10,146.50	UNPAID	IN PROGRESS
	<u>59726</u>	DL	2645	Aug 16, 2011	Aug 16, 2008	\$9,257.50	\$0.00	\$0.00	\$9,257.50	UNPAND	IN PROGRESS
									\$302,175.00		
Curre	ent Statement										
No da	ata available.										
				Make Payment	Name		Create Pending Pa	ayment			

- 1. Select Company Profile Statements from the menu on the left.
- 2. Select either the Primary Term Statement hyperlink or the Continuation/ Extension Statement hyperlink.
- 3. The statement will appear in a separate window. Select the titles to be included in the Pending Payment by using the check boxes.
- 4. Enter a name for the Pending Payment. (The system will concatenate the word Primary or Continuation and the date to the front of the name the user entered. This depends on which statement the pending payment is created from.)
- 5. Select the Create Pending Payment button.

Make Payment	Name	Create Pending Payment

6. A pending payment will be created with the details you have selected. This will open up in a separate window.

7. To close out of the Pending Payment, select the "X" in the upper right corner.

5.8 View and Pay Pending Payments

Any subset of titles that appear on either a Primary Term or Continuation/Extension statement can be identified as a Pending Payment. Items that are put on a Pending Payment can no longer be paid from the Primary Term or Continuation/Extension statement.

The process for paying a Pending Payment is the same as paying the statements. However, you must either pay the Pending Statement in its entirety or delete it. There are no checkboxes to select or deselect titles, which would defeat the purpose of creating a Pending Payment for internal Approval.

Pending Company	Payment Staten	nent ANADA						Print Preview	PDF	•			
Date Issu	ed: Dec 17, 2	2008					Vi	ew Month:	-	- -			
Statemen	t Name: Primary 1	Ferm - 12/17	/2008 - Dec 08	Pending Pm									
<u>Title No.</u>	Payor File No.	<u>Hectares</u>	Expiry date	Anniversary Date	Туре	<u>Rental</u>	Fee	Late Penalty	Penalty	Total	Status	<u>Receipt No.</u>	<u></u>
<u>60612</u>	2053920 Muskwa <u>Rvr</u>	1072	Dec 11, 2017	Dec 11, 2008	PNG	\$8,040.00	\$0.00	\$120.60	\$0.00	\$8,160.60	UNPAID		
60613	2053921 Muskwa <u>Rvr</u>	2143	Dec 11, 2017	Dec 11, 2008	PNG	\$16,072.50	\$0.00	\$241.09	\$0.00	\$16,313.59	UNPAID		
									Total:	\$24,474.19			
													V
							ľ	lake Payment					
							D	elete		\searrow			

This brings up the `Payment Confirmation` screen. On this screen, you can see the titles that you have selected for payment, along with any late payment penalties that may be applicable. Once the 'Pay' button is pressed, the payment will be processed that evening, in the daily payment batch. A receipt is available online immediately after the batch is processed. All titles paid in the same day will have the same receipt number.

5.9 View Past (Historical) Statements

The same process that generates the monthly payment reminders also prepares a historical statement for the month just ended. Historical statements are only available for payments made through ePayments. To view Historical Statements, click the `Statements` item from the menu on the left:



A list of available Historical Statements appears. The list of statements appearing can be filtered by date by specifying a "From Date" and a "To Date" and clicking "Filter List". Each statement in the list contains a hyperlink to the statement, which is shown below:

BRITISH COLUMBIA	<u>ePayment</u> You are log	> <u>Client Profile</u> > <u>State</u> ged in as: Cy Naume	ement Details #23 nko (Administrator)	from Company A				Help 🔞
B.C. HOME	Statemen	it Details						
	Statement	#: 23			Print Preview			
ePayment	Date Issue	d: Nov 13, 2007						
Multipatila		<u>Title #</u>	<u>Type</u>	Hectares	Expiry date	Rental Amo	unt \$	<u>Status</u>
	Γ	49261	PNG	281	Jan 13,2009	e.	\$2,107.50	PAID
Legent				Make	Payment	3.	\$2,107.50	
Loquat								
Evit this a comvise								
Exit this e-service								
V1.0.0						COPYRIGHT	DISCLAIMER PRIVA	CY ACCESSIBILITY

The Historical Statement shows the following information:

- 1. Title Number
- 2. (Title) Type

- 3. Hectares
- 4. Expiry date
- 5. Rental Amount \$
- 6. Status
- 7. Receipt Number

You cannot make a payment from the Historical Statement.

5.10 Selecting View Month

To narrow down the details in the Primary Term (Current) Statement, you can choose to only select items on the statement pertaining to a specific month.

- 1. Select Company Profile Statements from the menu on the left.
- 2. Select Primary Term Statement link.
- 3. Select one of the months that appear in View Month.

Print Preview	Current PDF
View Month:	

- Only those items for that month will appear in the statement.
- 4. To close out of the statement, select the "X" in the upper right corner.

5.11 Selecting Carry Forward portion of Primary Term Statement

- 1. Select Primary Term Statement link.
- 2. Beside the Print Preview button select Carry Forward.

Print Preview	Carry Forward 👻 PDF 🗣
View Month:	- •

3. To close out of the statement, select the "X" in the upper right corner.

6 Managing Submissions

ubmissions								
						Print Previe		- Oper
on Cubmissions								oper
en Submissions								
Submissio	on No. Cro	<u>eated</u> Date	<u>Last</u> Update	Submission Type	Title Number(s)	Payment Acknowledgment		
PETROOG923	3200818 Se	ep 23, 2008		Split Lease	10667;54560;54566;470;	;668		
PETROOG919	9200811 Se	ep 19, 2008		Split Lease	13282;14	1847		
PETROOG919	920088 Se	ep 19, 2008		Split Lease	13125;14257;49	9909		
PETROOG091	1820085 Se	ep 18,		Cont./Ext.	5816;6455;7	7252		
	-	2000						
		2008						
nding Submissions		2008						
nding Submissions		2008						
nding Submissions	on No. C	Created	Date	l ast lindate	Submission Type	Title Numher(s)	1	
ing Submissions <u>Submissio</u> 0918201	on No. <u>C</u>	Created Sep 18, 2	Date 2008	<u>Last Update</u>	Submission Type	Title Number(s) 48397:48969		
ling Submissions Submission 0918200 0919200	on No. <u>C</u> 1084 10814	Created Sep 18, 2 Sep 19, 2	Date 2008 2008	<u>Last Update</u>	Submission Type Cont./Ext. Cont./Ext.	Title Number(s) 48397;48969 13127		
ding Submissions Submissions 0918200 0919200 0919200	on No. <u>C</u> 1084 10814 1089	<u>Created</u> Sep 18, 2 Sep 19, 2 Sep 19, 2	Date 2008 2008 2008	<u>Last Update</u>	Submission Type Cont./Ext. Cont./Ext. Cont./Ext.	Title Number(s) 48397;48969 13127 1015		
ding Submissions Submissions 0918200 0919200 0919200 0919200 0919200 0923200	on No. <u>C</u> 084 0814 089 0815	Created Sep 18, 2 Sep 19, 2 Sep 19, 2 Sep 23, 2	Date 2008 2008 2008 2008 2008	<u>Last Update</u>	Submission Type Cont./Ext. Cont./Ext. Cont./Ext. Cont./Ext.	Title Number(s) 48397;48969 13127 1015 1009;13126		
ding Submissions Submissions 0918200 0919200 0919200 0923200 9192000	on No. C 084 0814 089 0815 0810	Created Sep 18, 2 Sep 19, 2 Sep 19, 2 Sep 23, 2 Sep 19, 2	Date 2008 2008 2008 2008 2008 2008	<u>Last Update</u>	Submission Type Cont./Ext. Cont./Ext. Cont./Ext. Cont./Ext. Cont./Ext.	Title Number(s) 48397;48969 13127 1015 1009;13126 13369		
ding Submissions <u> Submission</u> 0918200 0919200 0923200 919200 9192000 9192000 919200 919200 919200 919200 919200	on No. () 1084 10814 1089 10815 1810 1812	Created Sep 18, 2 Sep 19, 2 Sep 19, 2 Sep 23, 2 Sep 19, 2 Sep 19, 2	Date 2008 2008 2008 2008 2008 2008 2008	<u>Last Update</u>	Submission Type Cont./Ext. Cont./Ext. Cont./Ext. Cont./Ext. Cont./Ext. Conversion	Title Number(s) 48397;48969 13127 1015 1009;13126 13369 54315;54529;56606		
ding Submissions <u> Submission</u> 0918200 0919200 0923200 919200 91920	on No. () 084 0814 089 0815 810 810 812 087	Created Sep 18, 2 Sep 19, 2 Sep 19, 2 Sep 23, 2 Sep 19, 2 Sep 19, 2 Sep 19, 2	Date 2008 2008 2008 2008 2008 2008 2008 200	<u>Last Update</u>	Submission Type Cont./Ext. Cont./Ext. Cont./Ext. Cont./Ext. Cont./Ext. Conversion Conversion	Title Number(s) 48397;48969 13127 1015 1009;13126 13369 54315;54529;56606 59700;59738;59698		
ding Submissions <u> Submission</u> 0918200 0919200 0923200 9192000 9192000 9192000 9192000 920000 920000	on No. (0) 1084 10814 1089 10815 1810 1812 1087 1813	Created Sep 18, 2 Sep 19, 2	Date 2008 2008 2008 2008 2008 2008 2008 200	<u>Last Update</u>	Submission Type Cont./Ext. Cont./Ext. Cont./Ext. Cont./Ext. Conversion Conversion Split Lease	Title Number(s) 48397;48969 13127 1015 1009;13126 13369 54315;54529;56606 59700;59738;59698 59001		
ding Submissions <u>Submission</u> 0918200 0919200 0923200 9192000 9192000 9192000 9202000 9232000 922000 922000 922000 922000 922000 922000 922000 922000 922000 922000 922000 922000 922000 922000 922000 922000 90	on No. (0) 1084 10814 1089 10815 1810 1812 1812 1813 1813 1817	Created Sep 18, 2 Sep 19, 2 Sep 23, 2	Date 2008 2008 2008 2008 2008 2008 2008 200	<u>Last Update</u>	Submission Type Cont./Ext. Cont./Ext. Cont./Ext. Cont./Ext. Conversion Conversion Split Lease Conversion	Title Number(s) 48397;48969 13127 1015 1009;13126 13369 54315;54529;56606 59700;59738;59698 59001 59739;59699		

In ePayments, certain continuations and extensions [Section 58(3)(a), 58(3)(b), Section 62 and Section 3(5)] can be paid online by the Land Administrator of the Payor of the title(s) in question. Payment must be made for these continuations from the Continuation/Extension Statement. For titles with a status of "WAITING FOR LA APPROVAL" on the Continuation/Extension Statement, please refer to the Frequently Asked Questions document.

All other Continuations/Extensions, and Lease Conversions still require the receipt of supporting documentation by the Ministry. However, these submissions must be paid online. The online component does three things:

- a. Calculates the payment required for the Submission;
- b. Enables the Payment Administrator to make an online payment for the Application; and
- c. Assigns a Submission number that will be used by the Ministry and the Company to track the submission, request and fulfill additional payment requests and initiate and receive refunds. [You must write the submission number on the written application].

There are three states of a Submission:

- 1) Pending;
- 2) Open; and
- 3) Closed

A pending submission is the client's working document. In this state, it is unapproved by the land administrator and is unpaid. The ministry can see Pending submissions, so they can assist you with them, but the ministry does not review or consider them.

Once the Land Administrator is satisfied with the pending submission, they open the submission by clicking on the Approve checkbox and the Approve button. However, the submission must still be paid, within established timelines, and must be followed by a written application, in order for the Ministry to consider the client has met its obligations to apply for continuation (submission of both payment by submission and a written application, within established timelines).

Titles within open submissions, which have been paid, but for which a written application has *not* been submitted, may not be considered for review and are at risk of being cancelled. Titles within an Open and *un*paid submission for which a

written application has been submitted are also at risk of being cancelled. Both obligations [payment and written application] must be met in order for the application to continue or convert, to be considered for review.

When the Ministry has completed their review, issued a new title, and collected all applicable fees, the Submission state is set to Closed. Closed Submissions are available for viewing in ePayments.

6.1 View Open Submission

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select the submission number link from the Open Submissions section.
- 3. The open submission will open with the <u>Title tab</u> as the default.
 - Depending on the type of submission (continuation/extension or conversion, you will see slightly different details. For example, in a conversion the temporary title will be listed along with its parent title.
- 4. Select the <u>Payment Requests tab</u> to view any payment requests or refunds (if there are any). This is also the location where Payment Administrators will make payment on any requests for additional payment for a specific submission.
 - A Payment Administrator (or Company Administrator) may make a payment if one is listed.
- 5. Select the <u>Milestones tab</u> to view the progress of the submission.
 - If any milestones have been created by the Ministry user, they will be listed.
- 6. Select the <u>Communication Log</u> tab to view any communication related to this submission.
 - If any emails or log entries have been created by the Ministry user or industry client (such as emails or phone calls), they will be listed with the associated date, subject/title, and originator.
- 7. To close out of the Open Submission, select the "X" in the upper right corner.

6.1.1 Make a Payment, in response to a Payment Request, on an Open Submission

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select the applicable Open Submission from the table by selecting the Submission No. link.
- 3. Select the Payment Requests tab.

View Open Submis	ssion												
Title No.(s): 562 Submission No.: CAI Submission Type: Spli	9; Com; NETRES926200899 Subm it Lease	pany File No.(s): iission Date: Sep 26, 2	008				Print Preview	N PDF 💌					
Communication Log	Communication Log Milestones Payment Requests Titles												
<u>Title</u>	Parent Title No.	Company File No.	Hectares	Payment Requested	Reason	Comments	Requested Date	Paid Date					
5629temp345	5629	1	142	\$1,062.50	Initial Submission		Oct 06, 2008						
5629temp346	5629		142	\$1,062.50	Initial Submission		Oct 06, 2008						
				Make Payment									

4. From this tab, select Make Payment button in order to pay all of the items listed here.

Make Payment

5. The payment confirmation screen appears for you to confirm. Select the checkboxes on the left.

Confirm Paymen	t										
Title(s) No.: 53011 Payor: PETROOG					Da	ate Issued : May 07, 2010 Print Preview PDF	▼				
Title No.	Payor File No.	Туре	Expiry date	Anniversary Date	Hectares	Current Section	Fee	Penalty	Late Penalty	Rental Amount \$	Total \$
53011	2051420	PNG	Jun 19, 2012	Jun 19, 2010	271	A	\$0.00	\$0.00	\$0.00	\$2,032.50	\$2,032.50
										Total:	\$2,032.50
									Total Pre-Auth	orized Debit Amount:	\$2,032.50
									Pre-A	uthorized Debit Date: May 07	, 2010
To process payment, you	u must check each box	below to confi	irm that you agree with the :	statement, and click the Pay butto	on.						
The rental payment sho	own for each title is corr	ect									
The Pre-Authorized deb	it Amount is correct										
The required funds for	Pre-Authorized Debit ar	e available									
If you want a copy of the r	eceipt to go to an additi	ional email ad	dress other than your own,	please enter it below. You may er	nter multiple address	es seperated by semi-colon (;).				
					Pay						

- 6. Select Pay.
- 7. Select OK at the confirmation prompt.



- 8. Close out of the payment confirmation screen by selecting the "X" in the upper right corner.
 - You will be back in the submissions screen.

6.2 View Pending Submission

	BRI COLU	TISH JMBIA You	are logged in as	: Dave Morton (Lan	d Admin) from P	ETRO-CANA	DA OIL AND GA	5					Test		?	Help
View Pe	aw Pending Submission															
Pending S	ubmissio	n No. : 121220082	268 Type: Cont	./Ext. Submission	Date: Dec 12, 2	008								Print Preview	PDF	-
Check All	Title No.	Payor File No.	Date Added	Anniversary Date	Primary Expiry Date	Hectares	Hectares to Continue	Rental Amount	Fee	Late Penalty	Penalty	Other	Total			
	<u>1130</u>	72710401 Nig Creek	Dec 12, 2008	Jan 19, 2009	Jan 19, 1981	420	420	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,150.00			
												Total:	\$3,150.00			
Add Titl Del	Add Title Delete Checked Title(s) Approve Delete Pending Submission Save Modified Pending Submission															

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select the submission number link from the Pending Submissions section.
- 3. The pending submission will open with the title details listed within it.
 - Depending on the type of submission (continuation/extension or conversion, you will see slightly different details. For example, in a conversion the temporary title will be listed along with its parent title.
- 4. To close out of the Pending Submission, select the "X" in the upper right corner.

6.2.1 Add Title to Pending Submission

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select the applicable Pending Submission from the table by selecting the Submission No. link.
- 3. The pending submission will open with the title details listed within it.
- 4. Select the Add Title button in order to add an additional title to this submission.

Add Title

- The Add Title to Pending Submission screen will come up and list titles that can be added.
- 5. Select the title you wish to add to the submission \square .
- 6. Select the button at the bottom Add Title to (Submission number) Submission.

Add Title to (0919200882) Submisison

- You will end up back in the View Pending Submission screen with the new title added to it.
- 7. Confirm the content is correct.
- 8. Select the Save Modified Pending Submission button.

Save Modified Pending Submission

9. To close out of the Submission, select the "X" in the upper right corner.

6.2.2 Delete Checked Title(s) from a Pending Submission

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select the applicable Pending Submission from the table by selecting the Submission No. link.
- 3. The pending submission will open with the title details listed within it.
- 4. Select the title(s) to be deleted by checking the applicable title(s) \square .
- 5. Select the Delete Checked Title(s) button. You will be prompted to confirm the deletion.

Delete Checked Title(s)

• You will end up back in the View Pending Submission screen with the title removed from this submission.

6. Select the Save Modified Pending Submission.

Save Modified Pending Submission

7. To close out of the Submission, select the "X" in the upper right corner.

6.2.3 Add Lease to Checked Title

Sam.		RITISH DLUMBL	A You	are logged in a	as: Dave Mor	rton (Admin	iistrator) from P	ETROOG					
View	Pendin	g Submis	ssion										
Pendin	nding Submission No. : 919200812 Type: Conversion Submission Date: Sep 19, 2008												
Check All	Parent Title	Company File No.	Date Added	Anniversary Date	Primary Expiry Date	Hectares	Title Number	Hectares to Convert	Rental Amount	Fee	Late Penalty	Other	Total
V	<u>54529</u>		Sep 19, 2008	Aug 13, 2009	Aug 13, 2008	3587	54529Temp18	340	\$2,550.00	500	\$500.00	\$0.00	\$3,550.00
	<u>54315</u>		Sep 19, 2008	Jun 18, 2009	Jun 18, 2008	1933	54315Temp16	100	\$750.00	500	\$500.00	\$0.00	\$1,750.00
	<u>54315</u>		Sep 19, 2008	Jun 18, 2009	Jun 18, 2008	1933	54315Temp17	1900	\$14,250.00	500	\$500.00	\$0.00	\$15,250.00
	<u>56606</u>		Sep 19, 2008	May 26, 2009	May 26, 2010	849	56606Temp19	800	\$6,000.00	500	\$500.00	\$0.00	\$7,000.00
												Total:	\$27,550.00
Add	Title	Delete	Checked	Title(s)	Add L	lease to Ch	ecked title		Approv	e			
Fo ful	Delete Pe fill this :	ending Sub Submissia	mission n reques	t, you must n	Save Modifie M ail the ap	ed Pending propriate	Submission documentatio	on to the	Ministry.				

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select the applicable Pending Submission from the table by selecting the Submission No. link.
- 3. The pending submission will open with the title details listed within it.

- 4. Select the title to be changed by checking the applicable title \square .
- 5. Select the Add Lease to Checked Title button. The following screen appears:

Add Leases to Conversion S	Submission			Print Preview PDF								
Title Number: <u>54529</u>	Company File No.:	Type: Drilling Licence	Term:	Hectares: 3587 Ha								
I wish to convert each of th	e following portions of this t	itle to Lease										
Lease 18 340 Hectares			Add Lease Confirm	n								
Total: \$0		Create Pending Submissio	n									
To fulfill this application re	To fulfill this application request, you must mail the appropriate documentation to the Ministry.											

- 6. On the next screen (Add Leases to Conversion Submission screen) you have the option to convert portions of the title(s) to a lease.
- 7. From Add Leases to Titles screen, enter the size of the lease you wish to convert to a lease. Select Add Lease. Repeat as many times as required.
 - If the size is more than 1 Ha greater than the original title size, a dialog box appears with the warning "You have entered a size more than 1 Ha greater than the original title. Please enter a smaller size"
 - If the size is zero, a dialog box appears with the warning: "You have entered 0 for a size. Please enter a size greater than 0".
- 8. Select Confirm checkbox ☑ for the titles included in this submission.
- 9. The system will add these additional titles into the pending submission with a submission number by concatenating the Current Date and a Sequence Number e.g. 061520081. Temporary Titles will be created for every title on the submission. The temporary title number is generated by concatenating the parent title number with a sequence number preceded by "temp" i.e. 54567temp1, 54567temp2.

- 11. Select the Save Modified Pending Submission button.
- 12. To close out of the Submission, select the "X" in the upper right corner.

6.2.4 Delete Pending Submission

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select the applicable Pending Submission from the table by selecting the Submission No. link.
- 3. The pending submission will open with the details listed within it.
- 4. Select the Delete Submission button.

Delete Pending Submission

5. You will be prompted to confirm the deletion. Select OK.



- You will end up back in the Submissions tab however it will not be refreshed
- 6. Select the Internet Explorer Refresh button.
 - You will end up back in the Main Menu

7. Re-navigate to the Company Profile-Submissions tab to confirm the Pending Submission has been deleted.

6.2.5 Change Hectares to Continue on Pending Submission

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select the submission number link from the Pending Submissions section.
- 3. Enter the new Hectares to Continue (based on the business rules).

Hectares to Continue	
100	
200	
	_

4. Select the Save Modified Pending Submission.

Save Modified Pending Submission

- Confirm the new Rental Amount and Total.
- 5. Close out of the submission by selecting the "X" in the upper right corner.

6.2.6 Save Modified Submission

1. Select Company Profile - Submissions from the menu on the left.

- 2. Select the submission number link from the Pending Submissions section.
- 3. If any changes are made to the pending submission, select the Save Modified Pending Submission, for the changes to take effect.

Save Modified Pending Submission

4. Close out of the submission by selecting the "X" in the upper right corner.

6.2.7 Approve Pending Submission

S SAME	BRITISH COLUMBIA You are logged in as: Dave Morton (Administrator) from PETROOG													
View F	ew Pending Submission													
Pending	ending Submission No. : 0919200814 Type: Cont./Ext. Submission Date: Sep 19, 2008													
Check All	Title No.	Company File No.	Date Added	Anniversary Date	Primary Expiry Date	Hectares	Hectares to Continue	Rental Amount	Fee	Late Penalty	Other	Total		
	<u>13127</u>	My Title Number 32	Sep 19, 2008	Aug 04, 2008	Aug 04, 1979	132	132	\$990.00	0	\$29.70	\$0.00	\$1,019.70		
											Total:	\$1,019.70		
Add T	Add Title Delete Checked Title(s) Approve Delete Pending Submission Save Modified Pending Submission													
To fulfi	fulfill this Submission request, you must mail the appropriate documentation to the Ministry.													

The Land Administrator or Company Administrator must complete the following step.

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select a Pending Submission.
- 3. If all of the details are correct, select the Approve checkbox ☑ **and** click the "Approve" button ¹. The button "Create Open Submission" now appears.



You are logged in as: Dave Morton (Administrator) from PETROOG

/iew Pending Submission

'ending Submission No. : 0919200814 Type: Cont./Ext. Submission Date: Sep 19, 2008

Check All	Title No.	Company File No.	Date Added	Anniversary Date	Primary Expiry Date	Hectares	Hectares to Continue	Rental Amount	Fee	Late Penalty	Other	Total
	<u>13127</u>	My Title Number 32	Sep 19, 2008	Aug 04, 2008	Aug 04, 1979	132	132	\$990.00	0	\$29.70	\$0.00	\$1,019.70
											Total:	\$1,019.70
Add Title Delete Checked Title(s) Image: Checked Title(s) Delete Pending Submission Save Modified Pending Submission Create Open Submission												1
'o fulfi	o fulfill this Submission request, you must mail the appropriate documentation to the Ministry.											

Click on the Create Open Submission button.

6.3 View Closed Submissions

- 1. Select Company Profile Submissions from the menu on the left.
- 2. By default none of the closed submissions will appear. To bring up a particular submission, enter the submission number. Entering a specific date range will bring up the submissions within the criteria range. If more than one closed submission comes up as a result of the selection criteria, select the applicable closed submission.
- 3. The closed submission will open with the title details listed within it.
- 4. To close out of the Closed Submission, select the "X" in the upper right corner.

6.4 Change Pending Submission into an Open Submission

Once a Land Administrator has created the pending submission, the submission has to be approved before it can be turned into an open submission, then paid. Only after the submission has been paid and a written application submitted will the Ministry review the submission details. Paid submissions that are not followed by a written application will not be reviewed and the titles within the submission are at risk of cancellation.

- 1. Select Company Profile Submissions from the menu on the left.
- 2. Select the approved Pending Submission.
- 3. If all of the details are correct, select the check box \square beside the Approve button.
- 4. Select the Approve button $\left| \right\rangle$. Select OK when the Approved! message appears.
- 5. Notice the Create Open Submission button now appears.
- 6. Select the Create Open Submission button. Select OK when the confirmation message appears.
- 7. The new open submission appears with the four tabs (Titles, Payment Requests, Milestones and Communication Log) and the new submission number.

7 Managing Company Information

The Company Information screen, (under Company Profile), contains the company's address and bank information. All users can see the address information. Only the Company Administrator can see and change the bank information.

Change Address		
Please ensure the contact info	ormation below is correct:	
Address Line 1: *	PO BOX 2844	
Address Line 2:		
City: *	CALGARY	Province/State:* Alberta -
Country:*		
Postal/Zip Code:*	T2P 3E3	
Phone:*	(403)296-8000	Fax: (403)296-3113
Email address:*		
Bank info:*	Code:* Transit Number:*	
	Name:	Address :
	Account Number:*	
	Only Alberta Treasury Bank requires 9 numbers in the account number field	
	Reset	Save

To enter bank information, the Company Administrator types in the code of the company's bank, then the Transit Number corresponding to the branch the company has an account at. Click the magnifying glass icon such and the name and the address of the bank will automatically populate. Then fill in the company's bank account number. Click 'Save' to save the information. All required * fields must be completed, or the changes will not Save.

You will not be able to make a payment until the two following criteria are satisfied:

- 1. You have filled out and submitted a PAD authorization form and the Ministry has initiated the Make Payment option
- 2. You have entered your company's bank account information

If you have not filled out your company's bank account information you will see the following message:



The Company Information screen contains the company's address and bank information. All users can see the address information. Only the Company Administrator can see and change the bank information.

8 Viewing Refund Report

This screen contains a list of all refunds for which the user has been notified and/or have received. It can be filtered by a number of different options. The refunds are associated with a specific title within a submission. Select the link to the submission and select the Payment Requests tab for further details on the refund.

Refund Report								Print Preview PDF
Date Notified	From:		To:		Title N	o. :	number only	
Date Processed	From:		то:		Submi	ssion No. :		
					Payor	File No. :		Filter List Clear Filter
Amount		Date Notified		Date Processed			×	
(\$	1,005.00)	Mar 18, 2009					PETROOG0318200	914
(\$502.50)	Mar 18, 2009					PETROOG0318200	914

8.1 Filtering Refund Report

- 1. Select the Refund Report menu item.
 - This will bring up all the refunds for which the Land Administrator and Payment Administrator have been notified and/or received.
- 2. There are a number of filtering options for the Refund Reports.
 - Date Notified

- Date Processed
- Title No.
- Submission No.
- Payor File No.
- 3. Select the calendar control for both the From and To fields in order to filter by the Date Notified or Date Processed.
- 4. Enter the applicable numbers in order to filter by the Title No., Submission No., or the Payor File No.
- 5. Select Filter List in order to complete the filter process.
- 6. To bring up the complete list of refunds, clear out all of the fields and select Filter List button again.

9 Viewing Expiring Titles Reports

BRITISH COLUMBIA	ePayments	Aorton (Land Admin) from (PETRO-CANADA OIL AN	ID GAS			Test					🕐 Help
B.C. HOME	Manage Expiring Title	;					Print F	reviev	N F	PDF		
ePayments	Anniversary Date From:	hat are in the range of 60	Anniversary Date days before today an	To: Feb 14,	, 2009 today. Titles wit	Bearch Search	n that rar	nge wil	ll be d	lisplayed		
 Company Profile Titles Statements Submission Company Info Manage Expiring Titles Refund Report Logout 	PNG Leases Drilling Lice yellow = cancellatio = Requires LA at disabled indicates th Titles that are in dar	nces n request pending tention lat you are not the de k or light grey are not	esignated payor t on a submission	to a submiss 1 or pending	sion payment and	<mark>orange</mark> = on pending d do not have a cance	payme	ent requ	iest	pendin	g.	
	<u>Title</u> Payor File <u>No.</u> No.	^e Anniversary date	Prev Sect	Hectares	Hectares to Continue	<u>Submission</u>	On Stmt	On Sub	Not 62	62 An	Total nount \$	
	1081 1089403 Julienne C	Lec 10, 2008	58A	282	282		0	0	0	O \$2	2,146.73	
	□ <u>1125</u> <u>1020803</u> <u>Nig Creek</u>	Jan 19, 2009	58A	841	841	<u>11262008231</u>	٥	۲	©	 € 	5,307.50	
	□ <u>1126</u> <u>1020903</u>	Jan 19, 2009	58A	1262	1262	<u>11282008233</u>	0	0	0	\$9	9,465.00	•
	Total: \$ 0.00				-	Create Pending Submis	ssion		Up	odate Titl	le Changes	

- 1. In order to view a report with expiring titles, select the Managing Expiring Titles menu item.
 - This will bring up all the expiring titles that you are able to view.
 - The PNG leases are on the first tab and if you wish to view Drilling Licences, select the second tab. Drilling Licences typically take several seconds to load.



2. If you wish to narrow down the search range, change the Anniversary Date From/To fields and select the Search button.

Anniversary Date From: Aug 17, 2008	Anniversary Date To:	Dec 15, 2008	Search
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- The default range is 60 days before and after the current date.
- 3. Select the report type you prefer (PDF, MS Word, MS Excel, RTF and TXT) and then select Print Preview.
 - The TXT format does not have headers and footers so they can be easily imported into other applications.