



MINISTRY OF PROVINCIAL REVENUE

INFORMATION LETTER

F2002-3

SUBJECT: WEB-BASED INFORMATION ACCESS

Recent enhancements to the Ministry's Royalty Management System (RMS) enable royalty payors to access reporting entity and accounts information through the Ministry's website. Access to this information requires user id's and passwords that are unique to each royalty payor. The Ministry has implemented the following procedures to ensure each payor's accounts are accessed only by authorized persons.

Each royalty payor must send a letter signed by senior officer of the company designating someone as the "chief contact" for the company. The chief contact has the authority to request the addition and deletion of user id's for the royalty payor's employees and contractors. The letter must state the company name, four digit RMS Client identifier and the name of the chief contact, and should be addressed to Barbara Lyon, Manager, Petroleum Operations of the Mineral, Oil and Gas Revenue Branch at the address below. The chief contact can then request access for specific persons from Barbara who will then send the chief contact a list of the user id's and passwords by e-mail. Requests can be sent to **Barbara.Lyon@gems2.gov.bc.ca**.

To access the information, go to the Ministry's website at www.gov.bc.ca/rev, select from "Popular Topics" on the left hand side of the page "Oil & Gas Royalties and Taxes Forms ONLINE". On this page there are three functions that require user id's and passwords. The following provides a brief description of the information that can be accessed with each of these functions.

1. Reporting Entity (REN) Structure: E-mail

This page allows royalty payors to request a report that shows the structure of all or a group of their REN's. Complete the data fields as shown on the page and click "Submit REN Structure Request". If Reporting Facility and REN are not completed, all REN's for the client will be shown. The report will be e-mailed to the indicated address within minutes of the request.

2. Royalty Balance Analysis Request: E-mail

This page allows royalty payors to request a report on their royalty transactions and balances for one or all of their REN's with all or any range of production periods. Complete the data fields as shown on the page and click "Submit Royalty Balance E-mail Request". The report will be e-mailed within minutes of the request.

3. Royalty Balance Analysis On-line screen

The Royalty Balance Analysis On-line screen allows royalty payors to view their royalty transactions and balances. To request the analysis, complete the data fields as shown and click Continue. The transactions details by REN/period including balances will be returned to the screen.

Original signed by

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Director

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