

# Welcome!

## **To the ETS – PNG Continuation: Expiry Reinstatement Online Training Course**

### **PNG Continuation – Expiry Reinstatement:**

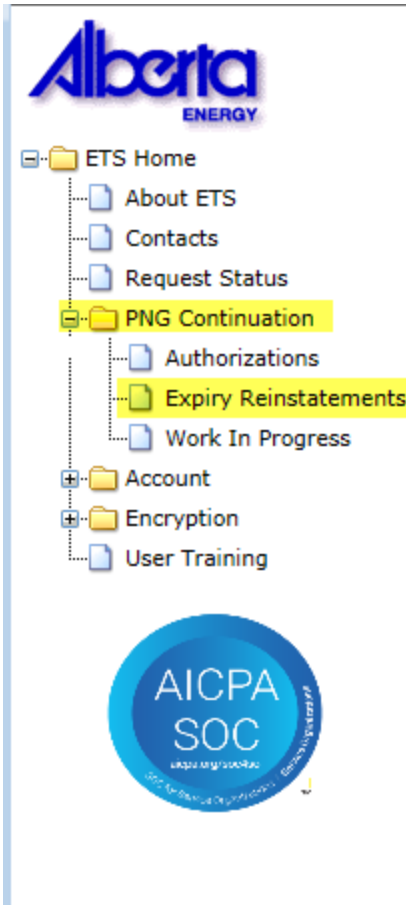
This is the process to complete and submit an Online Expiry Reinstatement request via ETS for a PNG Agreement. The process begins with the creation of a new request through to submission. The request progresses through various stages (statuses) until completion.

Revisions

Revisions Table

Date	Revisions Type	Page Number
March 10, 2017	Initial Creation	All
June 2020	Update Banner and Resource Page	All
September 2020	Updated	Various
August 2025	Updated	All

## Expiry Reinstatement - Introduction



### In this module, you will learn how to:

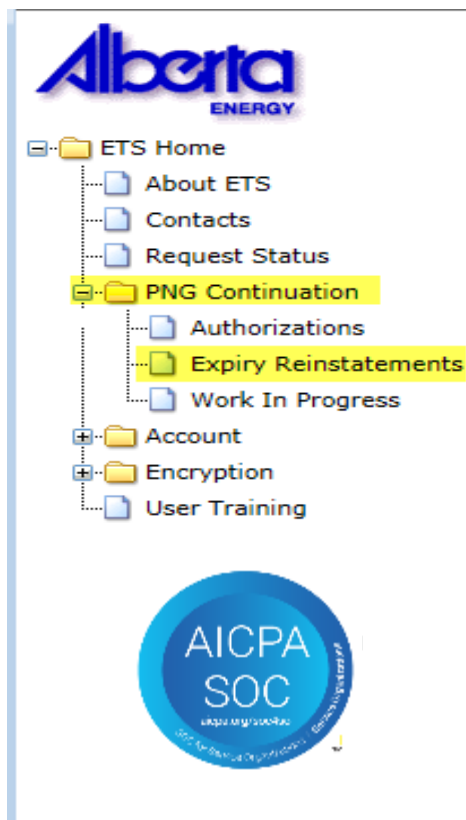
- Create and submit an Online Expiry Reinstatement request
- Cancel or withdraw an Online Expiry Reinstatement request
- View response document(s)

### Course Pre-requisites:

- Training System Overview
- ETS Account Setup and Preferences (For Site Administrators)
- You must have the Creator role to create or withdraw a request and the Submitter role to submit a request.

## Create – Expiry Reinstatement

Select the **Expiry Reinstatements** node under **PNG Continuation**. Complete the **Company Information**, then under the **Agreement Information** select the dotted box to enter your agreement number.



1. Complete  
**Company and  
Contact  
Information**

**Expiry Reinstatements Request**

Status: Work in Progress Expiry Reinstatement Document

**Administration Information**

**Company Information**

Company Name:

Creator:

Comment:

**Contact Information**

First Name:

Last Name:

Phone: ( ) - - Ext

Fax: ( ) - -

Email:

**Reinstatement Information**

**Agreement Information**

Agreement Number:  ...

ExpiryDate:

Designated Representative:

**Documentation**

Attach Reinstatement Letter:  No file chosen

**Attach Geological Information - see technical guidelines**

No file chosen

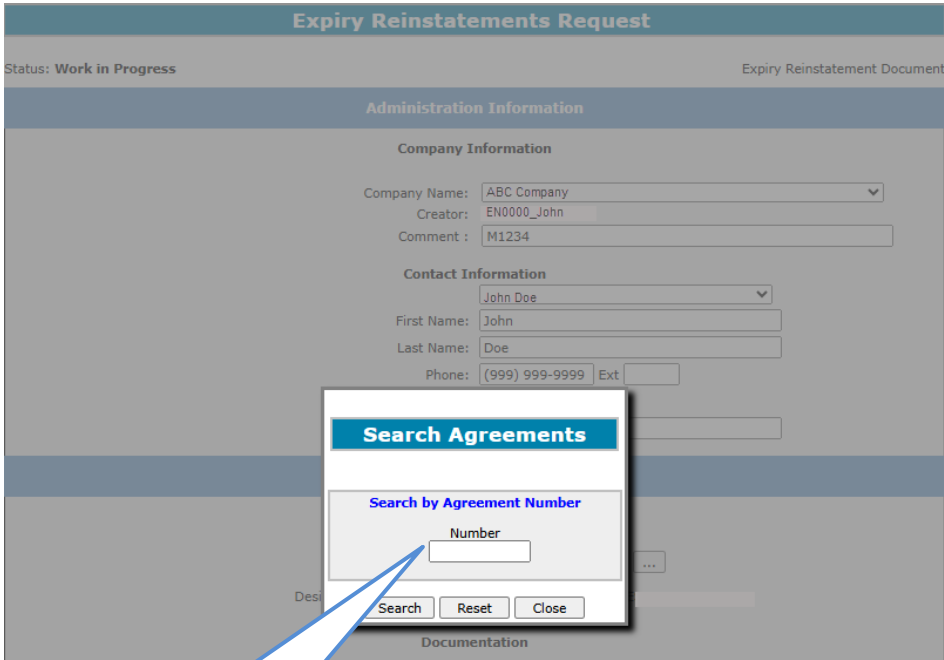
**Uploaded Files**

File Name
<input type="checkbox"/> Cheque will be sent concurrently with this request

**Penalty must be paid in full**

2. Select for  
**Agreement Number**

Type in the **PNG Agreement Number** in the **Search Agreements** screen, select **Search**. The **Agreements Found** screen will populate the **Agreement Number**. Select the **Agreements Found** number **Check Box**, then select **OK**.



**Expiry Reinstatements Request**

Status: Work in Progress

Expiry Reinstatement Document

**Administration Information**

**Company Information**

Company Name: ABC Company  
 Creator: EN0000\_John  
 Comment: M1234

**Contact Information**

John Doe  
 First Name: John  
 Last Name: Doe  
 Phone: (999) 999-9999 Ext:

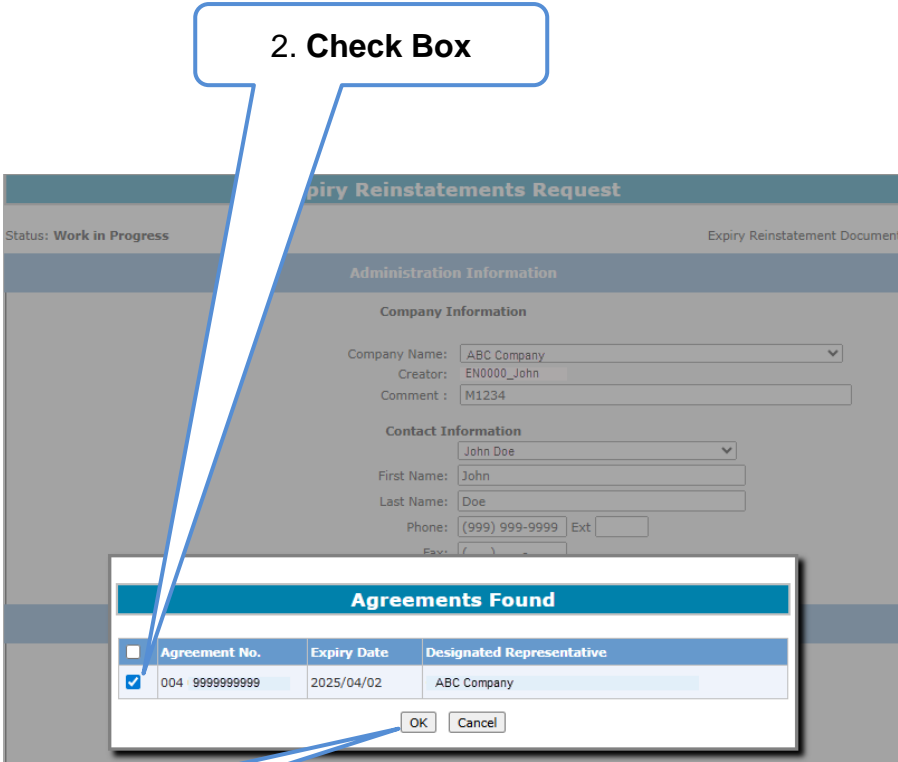
**Search Agreements**

Search by Agreement Number

Number:

Search Reset Close

1. Enter **Agreement Number**



**Expiry Reinstatements Request**

Status: Work in Progress

Expiry Reinstatement Document

**Administration Information**

**Company Information**

Company Name: ABC Company  
 Creator: EN0000\_John  
 Comment: M1234

**Contact Information**

John Doe  
 First Name: John  
 Last Name: Doe  
 Phone: (999) 999-9999 Ext:

**Agreements Found**

	Agreement No.	Expiry Date	Designated Representative
<input checked="" type="checkbox"/>	004 9999999999	2025/04/02	ABC Company

OK Cancel

2. Check Box

3. Select **OK**

After selecting **Ok** you will be taken back to the **Expiry Reinstatement - Administration Information** screen. The screen status will be updated to **Work in Progress** with a **ETS Reference Number**. Select the **Choose File** button to attach your **Reinstatement Letter**, which outlines your rational for requesting a reinstatement. Then select **Add Document**, to upload your document. If you have geological data to support your Reinstatement Letter, you may attach it using the **Choose File** button under the **Attach Geological Information** section and selecting **Upload**.

**Expiry Reinstatements Request 544057**

Error: Reinstatement Letter must be attached.  
 Status: Work in Progress

[Expiry Reinstatement Document](#)

**Administration Information**

**Company Information**

Company Name:

Creator:

Comment:

**Contact Information**

First Name:

Last Name:

Phone:  Ext:

Fax:

Email:

**Reinstatement Information**

**Agreement Information**

Agreement Number:  ...

ExpiryDate:

Designated Representative:

**Documentation**

Attach Reinstatement Letter:

**Attach Geological Information - see technical guidelines**

**Uploaded Files**

File Name

☐ Cheque will be sent concurrently with this request

Penalty must be paid in full

1. Select **Choose File**

2. Select **Add Document**

3. Select **Choose File**

4. Select **Upload**



Ensure you select **Add Document**, or you will receive the **Error** above: "Reinstatement Letter must be attached".

You must check off **Cheque will be sent concurrently with this request**. If this is not checked, you will not be able to submit your request. Select **Save** and then **Submit**.

1. Select **Cheque will be sent concurrently with request**

2. Select **Save**

3. Select **Submit**

Expiry Reinstatements Request 544057

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

Administration Information

**Company Information**

Company Name: ABC Company

Creator: EN0000\_John

Comment: M1234

**Contact Information**

John Doe

First Name: John

Last Name: Doe

Phone: (999) 999-9999 Ext:

Fax: ( ) - -

Email: ABCCCompany@hotmail.com

Reinstatement Information

**Agreement Information**

Agreement Number: 004 9999999999

ExpiryDate: 2025/06/04

Designated Representative: ABC Company

**Documentation**

Attach Reinstatement Letter: Choose File No file chosen Add Document

File
R544057.REINSTATELETTER.001.PDF
X

**Attach Geological Information - see technical guidelines**

Choose File No file chosen Upload...

Uploaded Files

File Name
<span>X</span> Expiry Reinstatement Data.pdf

☒ Cheque will be sent concurrently with this request

Penalty must be paid in full

Submit
Save
Delete
Close

A **Message Box** will populate stating are you sure you want to Submit Request. Select **Ok**. Another Message Box will appear stating Your request will now be submitted to Alberta Energy and Minerals. Select **Ok**. Your **Expiry Reinstatement Request** status will now be **Submitted**.

Are you sure you want to Submit Request?

**OK** Cancel

1. Select **OK**

Your request will now be submitted to Alberta Energy and Minerals.

**OK**

2. Select **OK**

### Expiry Reinstatements Request 544057

Status: **Submitted** Submitted: 2025/07/30 [Expiry Reinstatement Document](#)

---

#### Administration Information

##### Company Information

Company Name: ABC Company  
 Creator: EN0000\_John  
 Comment: M1234

##### Contact Information

John Doe  
 First Name: John  
 Last Name: Doe  
 Phone: (999) 999-9999 Ext:   
 Fax: ( ) -   
 Email: ABCCompany@hotmail.com

---

#### Reinstatement Information

##### Agreement Information

Agreement Number: 004 9999999999  
 ExpiryDate: 2025/06/04  
 Designated Representative: ABC Company

##### Documentation

Attach Reinstatement Letter: Choose File No file chosen [Add Document](#)

**File**  
 R544057.REINSTATELETTER.001.PDF

Attach Geological Information - see technical guidelines  
 Choose File No file chosen [Upload...](#)

---

#### Uploaded Files

File Name
Expiry Reinstatement Data.pdf

☒ Cheque will be sent concurrently with this request

**Penalty must be paid in full**

[Save](#) [Close](#)




Please note: If you wish to print out or save an electronic copy of your request, please select the “Expiry Reinstatement Document” on the top right hand of the screen.



By selecting **Expiry Reinstatement Document** on the **Administration Information** screen, the following PDF document will populate for your records.

**SAMPLE**

		<b>ELECTRONIC TRANSFER SYSTEM</b> <b>EXPIRY REINSTATEMENTS REQUEST</b>		ETS # 544057
Tenure 9945 - 108 Street Edmonton, Alberta, T5K 2G6				

## Expiry Reinstatements Request 544057

Status: **Submitted**      Submitted: **2025/07/30**      **Expiry Reinstatement Document**

### Administration Information

#### Company Information

Company Name:    
 Creator:    
 Comment:

### ADMINISTRATIVE INFORMATION

Company Name : ABC Company  
 Request Status : Submitted  
 Creator : EN0000\_John  
 Submission Date : 2025-07-30  
 Geological Information : Yes  
 Attached:  
 Reinstatement Document : Yes  
 Attached:

### CONTACT INFORMATION

First Name : John  
 Last Name : Doe  
 Phone : (999) 999-9999  
 Fax :  
 Email Address : ABCCompany@hotmail.co

### AGREEMENT INFORMATION

Agreement Number	Agreement Expiry	Designated Representative
004 9999999999	2025-06-04	ABC Company

### DOCUMENTATION

\* Reinstatement letter attached  
 \* Cheque will be sent concurrently with this request

\*\*\* End of Report \*\*\*

Once ETS verifies your request, the **Status** will change to **Processing (Submitted)**. At this point you can only edit the contact information or withdraw the request

Expiry Reinstatements Request 544057

Status: **Processing (Submitted)**

Submitted: 2025/07/30

Expiry Reinstatement Document

Administration Information

Company Information

Company Name: ABC Company

Creator: EN0000\_John

Comment: M1234

Contact Information

John Doe

First Name: John

Last Name: Doe

Phone: (999) 999-9999 Ext:

Fax: ( ) - -

Email: ABCCcompany@hotmail.com

Reinstatement Information

Agreement Information

Agreement Number: 004 9999999999 ...

ExpiryDate: 2025/06/04

Designated Representative: ABC Company

Documentation

Attach Reinstatement Letter: Choose File No file chosen Add Document

File

R544057.REINSTATELETTER.001.PDF

Attach Geological Information - see technical guidelines

Choose File No file chosen Upload...

Uploaded Files

File Name

Expiry Reinstatement ...

Cheque will be sent concurrently with this request

Penalty must be paid in full

Save

Withdraw

Close

1. The **Contact Information** can be edited.

2. To withdraw the request, click on the **Withdraw** button.

Classification: Protected A

Page 10 of 24

## Work in Progress

Click on the **Work in Progress** page and new screen will populate. Using the dropdown list, enter the application **Type**, PNG Continuation-Expiry Reinstatements, and then select **Find**. The reinstatements currently in ETS will generate. By changing the parameters on the **Work in Progress** screen, varying results will populate. You can also search by the **Request Number**.



- ETS Home
  - About ETS
  - Contacts
  - Request Status
  - PNG Continuation**
    - Authorizations
    - Continuation Application
    - Validation Application
    - Expiry Reinstatements
    - Third Party Request
    - Work In Progress**
  - Agreement Management
  - Transfers
  - Account
  - Encryption
  - User Training

2. Application Type

1. Work In Progress page

3. Select Find

**Work in Progress**

**Type:** PNG Continuation-Expiry Rein  
**Status:** PNG Continuation-Continuation  
**Comment:** PNG Continuation-Validation  
 PNG Continuation Documents  
 PNG Continuation-Third Party  
 Expiry Reinstatement Documents  
**PNG Continuation-Expiry Reinstatements**

**Request Number:**   
**End Date:**   
**Agreement #:**

**Work in Progress**

**Type:** PNG Continuation-Expiry Rein  
**Start Date:**   
**Application #:**   
**Status:**   
**Comment:**

**Request Number:**   
**End Date:**   
**Agreement #:**

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
544057	Expiry Reinstatements	Processing	202507300003	004 999999999	Report: Pdf	2025/07/30 18:50:39	EN0000_John
544056	Expiry Reinstatements	Client Withdrawn	202507300002	004 999999999	Report: Pdf	2025/07/30 18:00:49	EN0000_John
544054	Expiry Reinstatements	Submitted	202507300001	005 999999999	Report: Pdf	2025/07/30 18:00:19	EN0000_John
542140	Expiry Reinstatements	Completed	202506250006	006 999999999	Report: Pdf Final: Pdf	2025/06/26 11:50:13	EN0000_John



## Request Status – Search Parameters and Result

You can utilize the search parameter fields to filter search results.

The table on the right shows the correlation between the parameter fields and each corresponding result column.

Below is a color-highlighted illustration of the Work in Progress search screen to further demonstrate the relationship between the data.

Parameter Field	Result Column
Type	Application Type
Request Number	ETS #
Start/End Date	Last Updated
Application	Application #
Agreement #	Agreement#
Status	Status
Comment	(not shown as a result column)

Work in Progress

Type: PNG Continuation-Expiry Rein

Request Number:

Start Date:

End Date:

Application #:

Agreement #:

Status:

Comment:

Find

Close

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
544057	Expiry Reinstatements	Processing	202507300003	004 999999999	Report: Pdf	2025/07/30 18:50:39	EN0000_John
544056	Expiry Reinstatements	Client Withdrawn	202507300002	004 999999999	Report: Pdf	2025/07/30 18:00:49	EN0000_John
544054	Expiry Reinstatements	Submitted	202507300001	005 999999999	Report: Pdf	2025/07/30 18:00:19	EN0000_John
542140	Expiry Reinstatements	Completed	202506250006	006 999999999	Report: Pdf Final: Pdf	2025/06/26 11:50:13	EN0000_John

## Request Status – Search Result

### Work in Progress

Type: PNG Continuation-Expiry Rein ▼  
 Start Date:   
 Application #:   
 Status:   
 Comment:

Request Number:   
 End Date:   
 Agreement #:

Find

Close

### Search Results

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
544057	Expiry Reinstatements	Processing	202507300003	004 9999999999	Report: Pdf	2025/07/30 18:50:39	EN0000_John
544056	Expiry Reinstatements	Client Withdrawn	202507300002	004 9999999999	Report: Pdf	2025/07/30 18:00:49	EN0000_John
544054	Expiry Reinstatements	Submitted	202507300001	005 9999999999	Report: Pdf	2025/07/30 18:00:19	EN0000_John
542140	Expiry Reinstatements	Completed	202506250006	006 9999999999	Report: Pdf Final: Pdf	2025/06/26 11:50:13	EN0000_John
Page 1							

To load a request, click on the **ETS Request** number link.

To open a document click on the report **Pdf** link.

Navigate with this **page** number, if there are multiple pages of search results.

## Reinstatement Completed

- If a decision is received by ETS, the request status becomes Completed.
- An email may be sent from ETS informing your company's contact that an offer is available for review and response. These email notifications are considered a courtesy and should not be relied on to track PNG Continuation requests in ETS.
- When submitting a request through ETS, it is your responsibility to continually check your Work in Progress to determine if any decisions have been sent.

Click on the **Work in Progress** page under the **PNG Continuation** node. The **Work In Progress** screen will populate. Remove the **Start and End Dates** and select **Find**; all your **Reinstatements** currently in **ETS** will generate. You may also search your request using the **Status** field, **Agreement Number** or the **Request Number** provided with your original submission.

## Work in Progress

Type:	PNG Continuation-Expiry Rein ▼	Request Number:	542140
Start Date:		End Date:	
Application #:		Agreement #:	006 9999999999
Status:	▼		
Comment:			

1. Select **Find**

Find

Close

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
544057	Expiry Reinstatements	Processing	202507300003	004 9999999999	Report: Pdf	2025/07/30 18:50:39	EN0000_John
544056	Expiry Reinstatements	Client Withdrawn	202507300002	004 9999999999	Report: Pdf	2025/07/30 18:00:49	EN0000_John
544054	Expiry Reinstatements	Submitted	202507300001	005 9999999999	Report: Pdf	2025/07/30 18:00:19	EN0000_John
542140	Expiry Reinstatements	Completed	202506250006	006 9999999999	Report: Pdf Final: Pdf	2025/06/26 11:50:13	EN0000_John

Page 1

# Rental Reinstatement Letter

Once you find your request, select the **Final Pdf** and the **Reinstatement Letter** will populate.

## Work in Progress

Type: 

PNG Continuation-Expiry Rein

Request Number:

Start Date:

End Date:

Application #:

Agreement #:

Status: 

Completed

Comment:

Find

Close

1. Select **PFD**

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
542140	Expiry Reinstatements	Completed	202506250006	006 9999999999	Report: Pdf Final: Pdf	2025/06/26 11:50:13	EN0000_John
Page 1							



## Expiry Reinstatement Letter

**SAMPLE**



Energy Operations  
PNG Tenure  
9945 108 Street  
North Petroleum Plaza  
Edmonton, Alberta T5K 2G6  
Canada  
Telephone:  
Email:  
[www.alberta.ca](http://www.alberta.ca)

June 26, 2025

ABC COMPANY  
111 1 STREET SW  
CALGARY AB T1T 1T1

ATTENTION: John Doe  
Mineral Land Department

RE: PNG Agreement 006 9999999999  
Your File M1234

I refer to the letter requesting reinstatement of the subject agreement.

Pursuant to Section 8(1)(e) of the Mines and Minerals Act, the subject agreement has been reinstated effective . The reinstatement penalty of \$5,000.00, the rent and the interest payment have been applied.

The subject agreement is continuing, pursuant to the PNG Tenure Regulation, as follows:

M	Rg	Twp	Sec(s)
04	01	001	01

to the base of the Mannville GRP, pursuant to Section 15 as described in the Appendix to the agreement document.

The Alberta Energy Regulator (AER) has been notified that you have regained the right to produce oil and gas from the well located in 100 01 01 001 04W 00.

Yours truly,

Team Lead  
Continuation & Validation

## Expiry Reinstatement - Withdraw

To **Withdraw** your **Expiry Reinstatement** request, you will access the **Work in Progress** screen, select the **PNG Continuation Expiry Reinstatement Type**, enter in the **Agreement Number** or **Request Number** and click **Find**. The **Status** of the request will need to be **Processing (Submitted)** to withdraw your Expiry Reinstatement Request.



- ETS Home
- About ETS
- Contacts
- Request Status
- PNG Continuation**
  - Authorizations
  - Continuation A
  - Validation Appl
  - Expiry Reinstatements
  - Third Party Request
  - Work In Progress**
- Agreement Management
- Transfers
- Account
- Encryption
- User Training

1. Select the  
**Request  
Number**

### Work in Progress

<b>Type:</b>	<input type="text" value="PNG Continuation-Expiry Reir"/>	<b>Request Number:</b>	<input type="text" value="544057"/>
<b>Start Date:</b>	<input type="text"/>	<b>End Date:</b>	<input type="text"/>
<b>Application #:</b>	<input type="text"/>	<b>Agreement #:</b>	<input type="text" value="004 9999999999"/>
<b>Status:</b>	<input type="text" value="v"/>		
<b>Comment:</b>	<input type="text"/>		

Find

Close

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
544057	Expiry Reinstatements	Processing	202507300003	004 9999999999	Report: Pdf	2025/07/30 18:50:39	EN0000_John



## Expiry Reinstatement – Withdraw (continued)

The **Administration Information** screen will populate displaying the **Company Information** and the **Agreement Information** to reinstate. Click on the **Withdraw** button at the bottom of the screen.

**Expiry Reinstatements Request 544057**

Status: **Processing (Submitted)**

Submitted: 2025/07/30

[Expiry Reinstatement Document](#)

Administration Information

**Company Information**

Company Name:

Creator:

Comment:

**Contact Information**

First Name:

Last Name:

Phone:  Ext:

Fax:

Email:

Reinstatement Information

**Agreement Information**

Agreement Number:

ExpiryDate:

Designated Representative:

**Documentation**

Attach Reinstatement Letter:  No file chosen

**File**  
 RS44057.REINSTATELETTER.001.PDF

Attach Geological Information - see technical guidelines

No file chosen

Uploaded Files

File Name
Expiry Reinstatement Data.pdf

☒ Cheque will be sent concurrently with this request  
Penalty must be paid in full

2. Click  
**Withdraw**

## Expiry Reinstatement – Withdraw (continued)

A Message box will populate confirming the **Withdrawal** of your **Expiry Reinstatement** application. To proceed click the **Ok** button.

**Expiry Reinstatements Request 544057**

Status: **Processing (Submitted)**
Submitted: 2025/07/30
[Expiry Reinstatement Document](#)

**Administration Information**

**Company Information**

Company Name:

Creator:

Comment:

**Contact Information**

First Name:

Are you sure you want to withdraw the request?  
This action will delete the request (544057) from Alberta Energy and Minerals's records. Do you wish to continue?

OK
Cancel

Agreement Number:

ExpiryDate:

Designated Representative:

**Documentation**

Attach Reinstatement Letter:  No file chosen

**File**

RS44057.REINSTATELETTER.001.PDF

**Attach Geological Information - see technical guidelines**

No file chosen

**Uploaded Files**

File Name
Expiry Reinstatement Data.pdf

☒ Cheque will be sent concurrently with this request

Penalty must be paid in full

Save
Withdraw
Close

3. Click **OK**

## Expiry Reinstatement – Withdraw (continued)

Once you select **Ok**, the **Administration Information** screen will populate with the **Status** of **Client Withdrawn**. All information has been deleted from Alberta Energy & Mineral's records. Select **Close**, you will be taken back to **Work In Progress**.

**Expiry Reinstatements Request 544057**

Status: **Client Withdrawn**
Submitted: Expiry Reinstatement Document

**Administration Information**

**Company Information**

Company Name: ABC Company

Creator: EN0000\_John

Comment: M1234

**Contact Information**

John Doe

First Name: John

Last Name: Doe

Phone: (999) 999-9999 Ext:  

Fax: ( ) -

Email: ABCCompany@hotmail.com

**Reinstatement Information**

**Agreement Information**

Agreement Number: 004 9999999999

ExpiryDate: 2025/06/04

Designated Representative: ABC Company

**Documentation**

Attach Reinstatement Letter: Choose File No file chosen Add Document

**File**

RS44057.REINSTATELETTER.001.PDF

**Attach Geological Information - see technical guidelines**

Choose File No file chosen Load...

**Uploaded Files**

File Name
Expiry Reinstatement Data.pdf

☒ Cheque will be sent concurrently with this reinstatement

Penalty must be paid in full

Close



Please note: By selecting the **Reinstatement Document** a PDF electronic version of your form will populate.

4. Select  
**Close**

# Expiry Reinstatement – Withdraw (continued)

The **Work in Progress** screen will confirm the **Expiry Reinstatement** has been **Client Withdrawn**.

Work in Progress

Type:

PNG Continuation-Expiry Reir ▾

Request Number:

Start Date:

2025/07/02

End Date:

2025/08/01

Application #:

Agreement #:

Status:

▾

Comment:

Find

Close

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
544057	Expiry Reinstatements	Client Withdrawn	202507300003	004 9999999999	Report: Pdf	2025/08/01 08:45:52	EN0000 John

## Resources

[ETS Support and Online Learning](#) provides access to relevant guides, courses and other information.

If you have questions, please contact [PNGContinuations.Energy@gov.ab.ca](mailto:PNGContinuations.Energy@gov.ab.ca) or the PNG Tenure Help Line at (780) 644-2300.

# Congratulations!

You have completed the **ETS – PNG Continuation: Expiry  
Reinstatement  
Online Training Course**

To access **Courses, Guides** and **Forms** for all your ETS Business please see  
[ETS Support and Online Learning](#).

If you have any comments or questions on this training course,  
please contact:

Crown Agreement Management

Helpdesk: (780) 644-2300

Email inquires: [PNGContinuations.Energy@gov.ab.ca](mailto:PNGContinuations.Energy@gov.ab.ca)

