Freehold Mineral Tax (FMT)

Query FMT

The Electronic Transfer System (ETS) is the interface that allows FMT clients to perform different tasks and download various reports. This guide provides information on how to use the Query FMT function within ETS.

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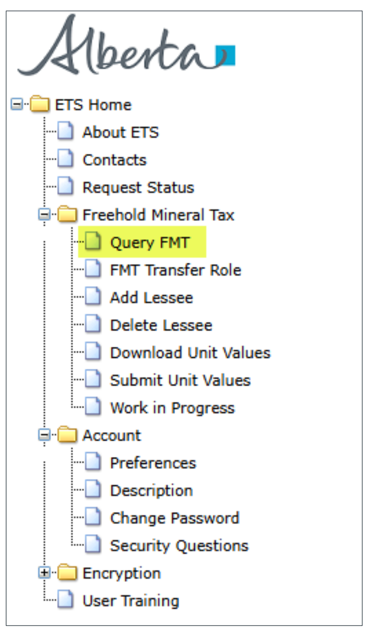
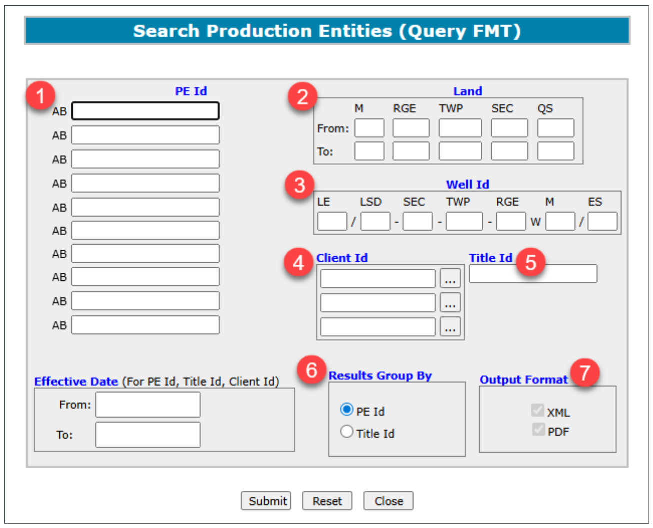
Introduction to Query FMT

In your ETS account, ‘Query FMT’ is found under the ‘Freehold Mineral Tax’ folder.



The Query FMT form is used to identify and search Production Entities (PE) and their related title and roles. You can query by:

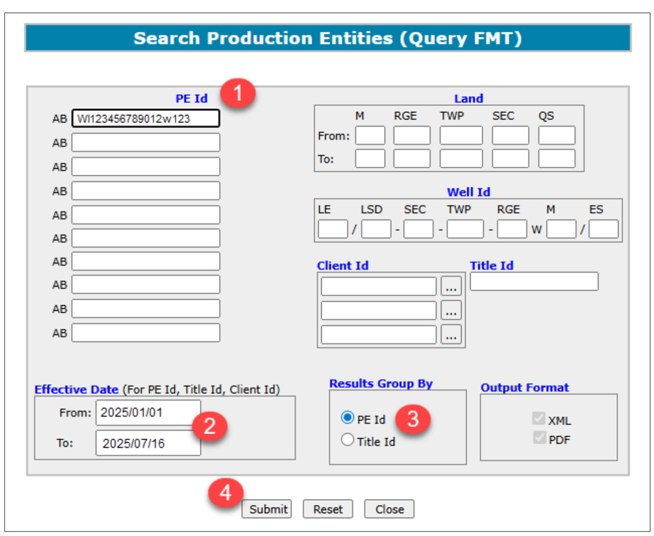
1. PE ID,
2. Land,
3. Well ID,
4. Client ID, or
5. Title ID.
6. Search results can be grouped by PE ID or Title ID depending on your role:
   - A Lessee or PE Admin can group their searches by PE ID.
   - A Payor can group their search by Title ID.
7. The output will be in PDF and XML formats.



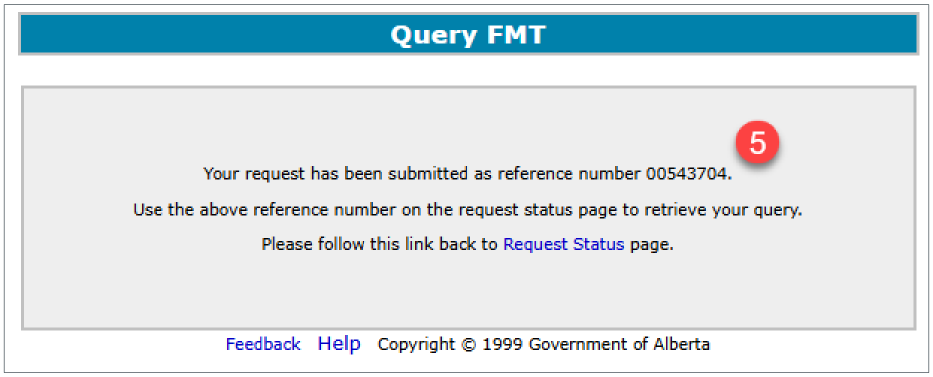
This form opens after clicking on ‘Query FMT.’

Query by PE ID

1. In the ‘PE Id’ section of the form, enter the full PE ID.
2. Enter the Effective Date range.
3. Under ‘Results Group By’, select ‘PE Id’ or ‘Title Id’.
4. Click ‘Submit’ to generate your report.



5. A reference number will display. Use this number to retrieve your report.



- A “No Records Found” message is often due to incorrect effective dates. Confirm that your effective date range is correct.
- Only Freehold particulars can be searched. Ensure the PE you are searching has a portion of Freehold Land associated to it. Querying Crown PEs will result in "No Records Found.”

Query by Land Key

Querying by Land will search within the boundaries of the Northwest coordinate and the Southeast coordinate. The boundaries **cannot** exceed a 3x3 Township Grid. When conducting a land search, search from the Northwest quadrant to the Southeast quadrant. The Northwest quadrant starts with Section 31, and the Southeast quadrant ends with Section 01.

Township Grid

31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
07	08	09	10	11	12
06	05	04	03	02	01

The same rule applies to a search within a quarter section. The quarter section boundaries **cannot** exceed a 3x3 grid. The Northwest quadrant starts with Legal Subdivision 13 and the Southeast quadrant ends with Legal Subdivision 1.

Quarter Section

13	14	15	16
12	11	10	9
5	6	7	8
4	3	2	1

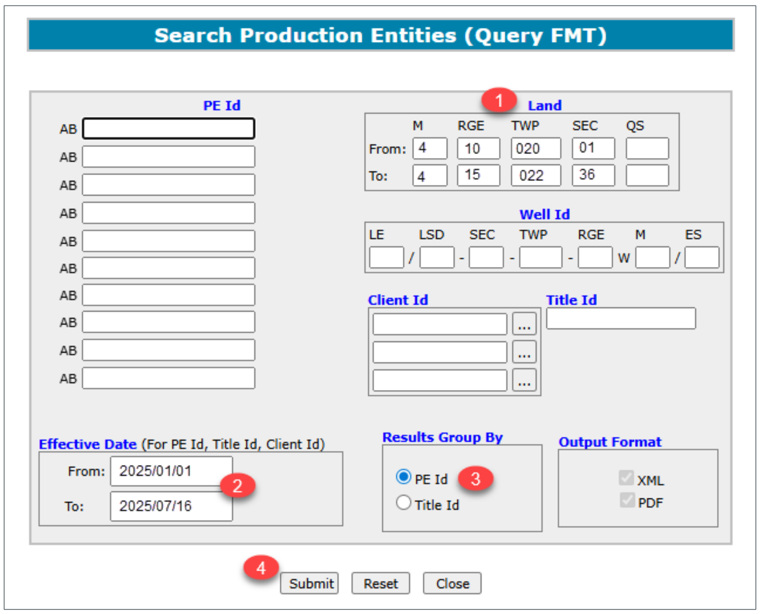
You may search across multiple ranges, multiple townships or multiple sections, but you may not search across multiple Meridians.

All land searches require you to enter the minimum of:

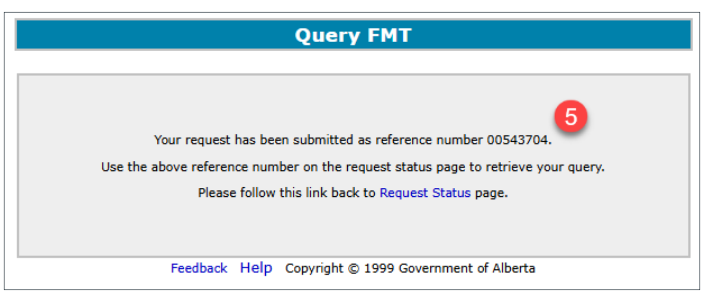
- Meridian (M)
- Range (RGE)
- Township (TWP)
- "From" for the NW Corner, and
- "To" for the SE Corner.

To begin your search,

1. In the ‘Land’ section of the form, enter the Land location M-RGE-TWP-SEC-QS.
2. Enter the Effective Date range.
3. Under ‘Results Group By’, select ‘PE Id’ or ‘Title Id’.
4. Click ‘Submit’ to generate your report.



5. A reference number will display. Use this number to [retrieve your report](#).

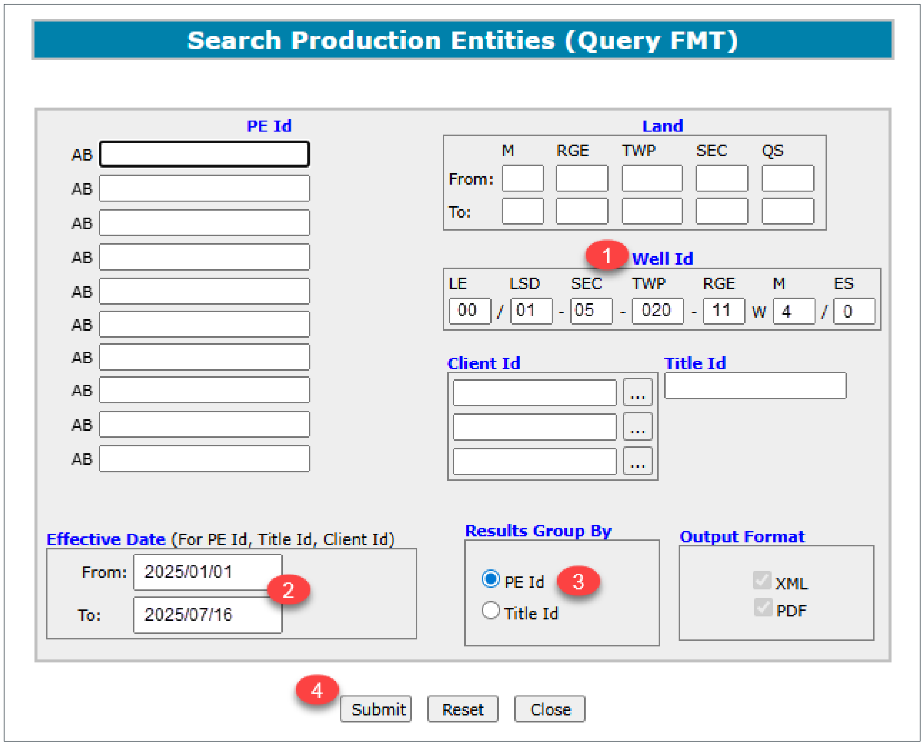


- Use this search to identify if you have an interest in an area.
- If you are not associated with the specified land keys as a Payor, Lessee, or PE Administrator, the search will display "No Records Found".
- Reminder for Step 3: A Lessee or PE Admin can only group their searches by PE ID. A Payor can group their search by Title ID.

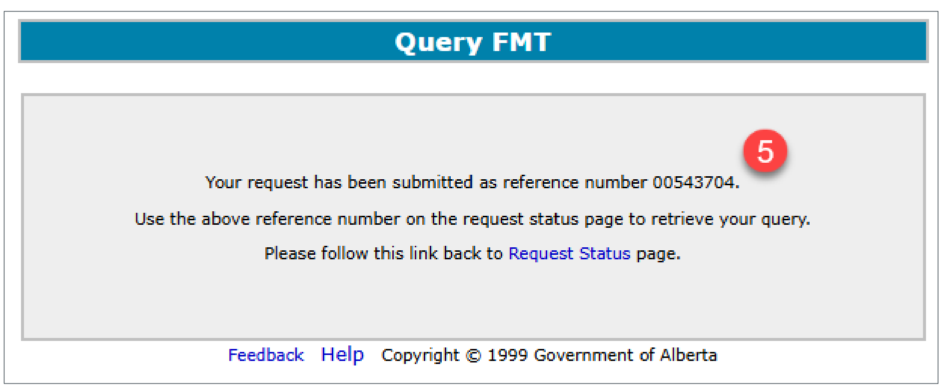
Query by Well ID

This feature is similar to using the Query by PE ID.

1. In the ‘Well Id’ section of the form, enter the 13-digit Well ID LE-LSD-SEC-TWP-RGE-M-ES.
2. Enter the Effective Date range.
3. Under ‘Results Group By’, select ‘PE Id’ or ‘Title ID’.
4. Click ‘Submit’ to generate your report.



5. A reference number will display. Use this number to retrieve your report.



- The event sequence in this query only requires a single digit, which is the second digit in the Well event field, whereas the ‘PE Id’ field requires two digits.
- When searching by Unit Well ID (UWI), it is unnecessary to enter the first '1' in the Well ID number. This is auto populated.

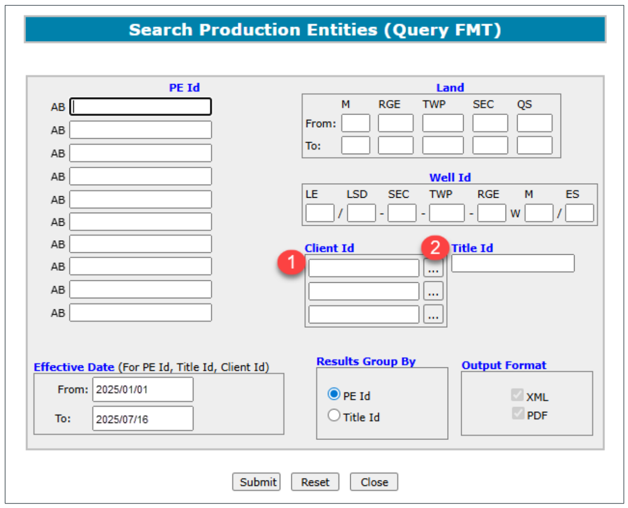
Query by Client ID

A Client is an entity in the Payor, Lessee or PE Administrator role.

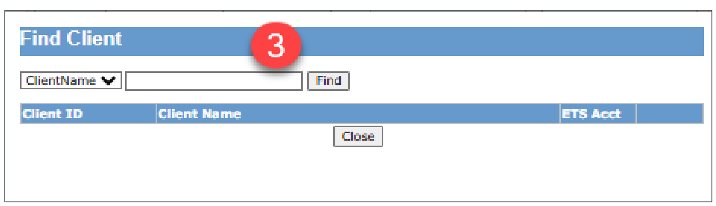
When searching for PEs or Titles, an entity can be in any role. The entity can specify any Client ID not associated with their ETS account, but which must be in a Payor, PE Admin, or Lessee role.

To begin your search,

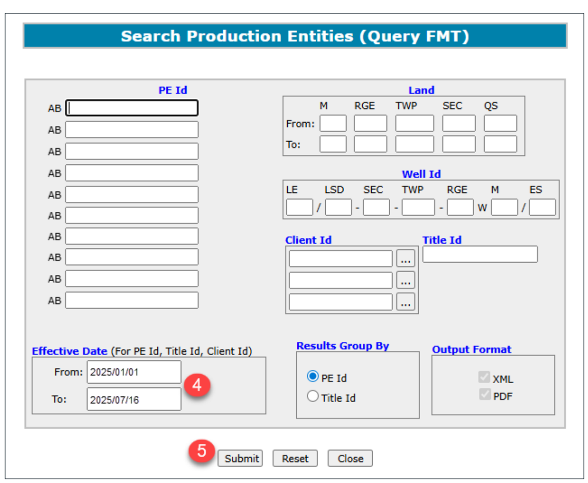
1. In the ‘Client Id’ section of the form, enter the 4-digit Client Business Associate (BA) ID.
2. If you do not know the BA ID, click on the 3 dots beside the ‘Client Id’ field to search by Client Name.



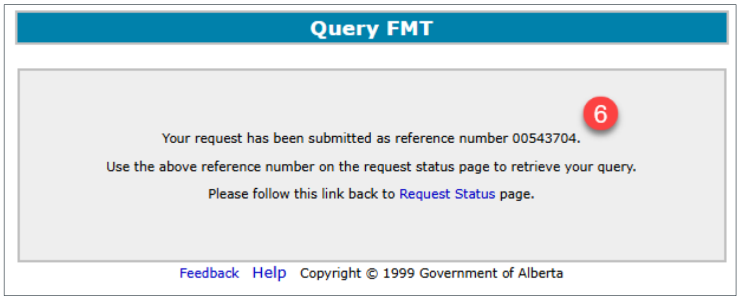
3. Enter at least 4 characters of the Client Name, click ‘Find’, and select the applicable client.



4. Enter the Effective Date range.
5. Click ‘Submit’ to generate your report.
   - If the client search has less than 700 records, the results will be returned immediately.
   - If there are more than 700 records, the results will be available the following day.



6. A reference number will display. Use this number to [retrieve your report](#).

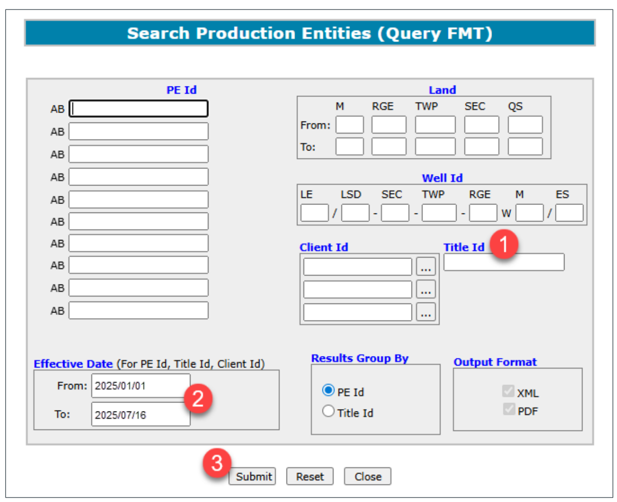


- If you have a business partner, you can enter the partner's ID in the 'Client Id' field. This will return only items for which you have in common with that ID.
- A Client may also search their own ID to view the properties for which they have a role on the FMT system.

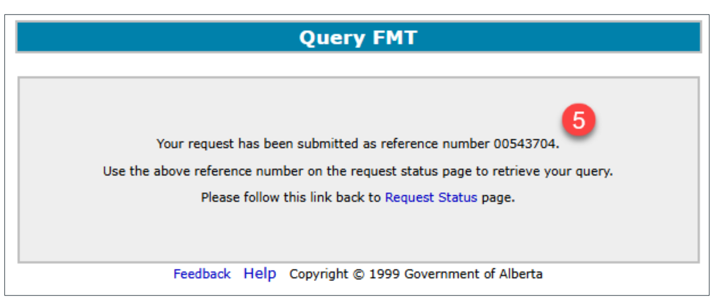
Query by Title ID

This query will return titles where you are listed as a Payor, PE Administrator or Lessee.

1. Enter the Title ID. If you know the UWI or PE, you may also enter the Well ID or PE ID within a title to narrow your results.
2. Enter the Effective Date range. If the effective date is unknown, enter January 1 of the first non-statute barred year in the 'From' field and use the current date in the 'To' field.
3. Click 'Submit' to generate your report.



4. A reference number will display. Use this number to [retrieve your report](#).



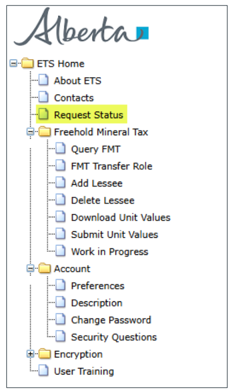
Tips on Entering Effective Dates

Each role in ETS is assigned an effective date. To avoid the ‘No Records Found’ message, ensure your effective dates are correct.

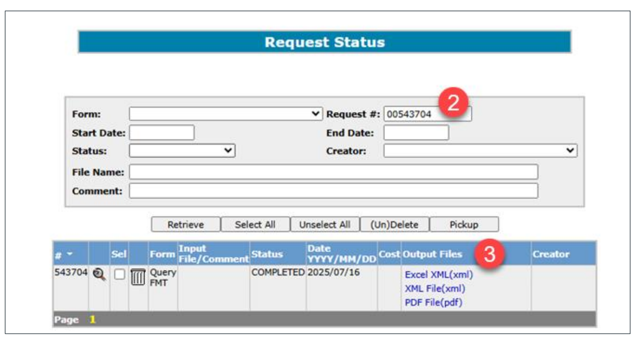
- The ‘From’ date field defaults to January 1 of the current year. Any date between January 1st of the current year minus 4 years can be entered.
- The ‘To’ field defaults to current date but can be changed to narrow your results.
- When searching by PE ID, Client ID, and Title ID, the Effective Date range must be entered.
- PEs, Clients, and Titles that are active within any portion of the date range will appear in results.

Retrieve your Report

1. Click ‘ETS Home’ then ‘Request Status’.



2. In the ‘Request #’ field, enter the reference number generated by your query and click ‘Retrieve’.
3. Under ‘Output Files’, select a file type.



4. Your report will open.