

Online Submission Tool: Interest Assignment

Disclaimer

The materials in this reference guide are for demonstration purposes only. The forms are subject to change at any time without notice. Use of outdated forms may result in transactions being rejected or delayed.

Always go to the Information Services Corporation (ISC) of Saskatchewan website to download the most recent versions of the forms.

Information Services Corporation (ISC) of Saskatchewan will not be responsible for loss resulting from the use of outdated forms.

The characters and events depicted in this reference guide are fictional. Any similarity to real events or persons (whether living or deceased) is unintentional.

Copyright © 2012 by Information Services Corporation (ISC) of Saskatchewan.

All rights reserved. No part of this publication may be copied, reproduced, translated or reduced to any electronic medium or machine-readable form, in whole or part, without prior written permission of Information Services Corporation (ISC) of Saskatchewan.

While every reasonable precaution has been taken in the preparation of this reference guide, the authors and publishers assume no responsibility for errors or omissions or for uses made of the material contained herein and the decisions based on such use. Neither the authors nor the publishers make any images, warranties or guarantees of any kind, either expressed or implied. Neither the authors nor the publishers shall be liable for any indirect, special, incidental, or consequential damages arising out of the use or inability to use the contents of this book whether the publisher has been advised of the use of this publication or not.

Revision History

Version #	Revision Date	Summary of Changes	Pages Changed

Table of Contents

Overview1
Objectives1
What Is Interest Assignment?2
Interest Assignment – The Basics
Step-By-Step Reference5
Step 1: Create a New Packet or Select an Existing Packet 5
Step 2: Create New or Select Existing Transaction7
Step 3: Select Assignment Type and Enter Appropriate Number8
Step 4: Complete Interest Assignment Details11
Step 5: Request a Title Print (optional)28
Step 6: Add Authorizations and Attachments
Step 7: Save and Validate Application, Create Summary Report, and Submit Packet29
Notables 32

Overview

This module will provide you with information to assign interests or shares using the Online Submission Tool.

Objectives

As a result of this module you will:

- Be able to complete an application to assign an interest(s).
- Be able to upload authorizations and attachments and link them to applications.

What Is Interest Assignment?

Assigning an interest changes the holder of an existing interest. In assigning an interest, only the holder information will change. The original substantive information, such as value, expiry date, or attachments will not change.

Interests may be assigned by:

- Interest register number (full or partial)
- Interest number
- Share number

Interest assignments require authorization by the holder of the interest. Authorization is examined at the time of registration to ensure that the proper signatures and jurats are completed.

Interest Assignment - The Basics

The following provides a brief high-level description of the steps needed to assign an interest. For detailed instructions, refer to the step-by-step instructions.

- 1. Create a new packet or select an existing packet
 - You may choose to add this transaction to an existing packet or create a new packet for the transaction.
- 2. Create new or select existing transaction
 - Select transaction type and click **Create** or **Select** from an existing transaction.
- 3. Select assignment type and enter appropriate number
 - Enter interest register
 number, interest number, or
 share number depending on
 the assignment type selected.
- 4. Complete interest assignment details
 - Select interest(s) or share(s) to be assigned.
 - Setup new share and holder information.

Note: The minimum <u>mineral</u> fraction is 1/20 per commodity per parcel.

- 5. Request a title print (optional)
 - Use the Request Title Print function if you want to order a copy of the title as it will

appear once the transaction is registered.

- 6. Add authorizations and attachments
 - The Manage Authorization & Attachments area will allow you to link the necessary supporting documentation to the transaction.
- 7. Save and validate application, create summary report, and submit the packet
 - Once you are satisfied the transaction you have created is complete, it is time to validate the transaction. If all transactions in the packet have been completed and successfully validated, you are ready to create a summary report and submit the packet.

Note: A summary report must be created after validation and prior to submitting the packet.

Note: You should save your work as you go through your application.

Step-By-Step Reference

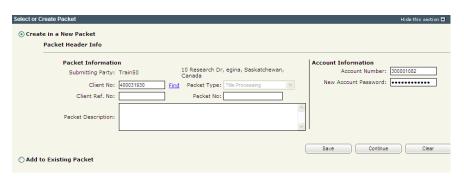
The following provides detailed instructions that will guide you through successfully submitting your interest assignment transaction.

Step 1: Create a New Packet or Select an Existing Packet

You may create a new packet or you may include the interest assignment in an existing packet.



 Select the Create in a New Packet or Add to Existing Packet radio button. The system will open the Select or Create Packet screen.



- 2. If the packet is to be submitted under a different client number, enter the new **Client No:** and click the **Find** link. The system will display the name and address of the new submitting party.
- The account information can be changed if this packet is to be charged to a different account.
 Enter the Account Number and Account
 Password for that account.
- Enter an optional Packet Description to help you identify the packet in the Packets List.

5. Click **Save** or **Continue**. The system will generate a packet number and refresh the screen allowing you to carry on with the transaction.

Note: If you entered a client reference during login, it is carried forward to this field. You can change or remove it if required. This number is for your information and is another way to distinguish this packet from others. The Client Ref. No. will appear on your ISC invoice for this packet.

Note: To continue working on an existing packet, select the **Add to Existing Packet** radio button. See the OLS **Common Elements**module for details on using this option.

Step 2: Create New or Select Existing Transaction

At this point, the system allows you to create an interest assignment transaction or select an existing transaction to continue working on a previously created transaction.



To create a new transaction, select the Interest
 Assignment radio button and click Create. The system will open the New Interest Assignment screen.

Note: To continue working on an existing transaction, select the transaction from the **Select Existing Interest Transaction** drop down and click **Select**. The system will open the **Interest Assignment** screen.

Step 3: Select Assignment Type and Enter Appropriate Number

Each of the following options will present a list of all interests and shares contained within an interest register. The interest number and share number options will pre-select the supplied interest or share from the entire list. Additional interests or shares may be selected if required.



- Enter an optional Interest Assignment
 Description. This description will be used to identify this transaction in this packet.
- 2. Select the appropriate type of assignment from the drop down box. The options are:
 - O Full by Interest Register –
 Retrieve interest(s) and
 assign <u>all</u> existing interests to
 a new holder(s). This will
 result in all interests under
 the Interest Register having
 the <u>same</u> specified share and
 holder structure.
 - Retrieve interest Register –
 Retrieve interest(s) and
 assign one or more interest(s)
 to a new holder(s). This will
 result in selected interests
 under the interest register
 having the newly specified
 share and holder structure.
 The new share and holder
 structure may be the <u>same</u> or
 <u>different</u> for each interest.
 - Interest Number Retrieve interest(s) and assign one or

more interest(s) to a new holder(s). This will result in selected interests under the Interest Register having the newly specified share and holder structure. The new share and holder structure may be the <u>same</u> or <u>different</u> for each interest.

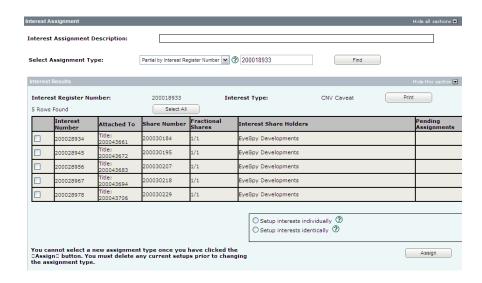
Note: If only one interest is to be assigned and the interest number is known, this is the most preferred option.

o Share Number – Retrieve interest(s) by share number and assign one or more share(s) to a new holder(s). This will result in selected share(s) for the interest(s) under the Interest Register having the newly specified share and holder structure. The new share and holder structure may be the same or different for each share under the interest.

Note: Optionally, enter a client number to pre-select all shares held by that client.

- Enter the Interest Register Number, Interest
 Number, or Share Number as appropriate.
- 4. Click **Find**. The **Interest Results** screen appears.

Information Services Corporation



Note: Refer to the specific assignment section in step 4 for the specific **Interest Results** screen that appears.

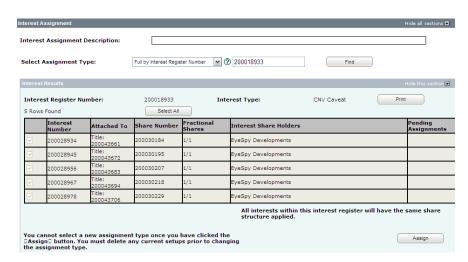
Step 4: Complete Interest Assignment Details

In the previous step, you chose to assign the interest in one of the following manners:

- Full by interest register
- Partial by interest register
- Interest number
- Share number

The following sections describe the specific steps needed to complete the interest assignment details by these methods.

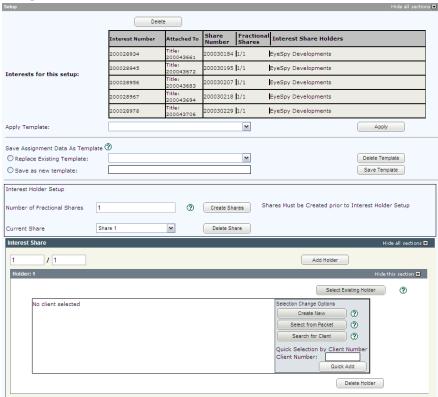
Assign - Full by Interest Register Number



- 1. The system will pre-select all interest numbers under the interest register.
 - All interests will be assigned with the <u>same</u> share and holder structures.
- 2. Click **Assign**. The list of interests under the interest register number is displayed.

Note: Once **Assign** has been clicked, all interests will be indicated as "Selected" and highlighted in blue under the Pending Assignments column.

Setup Interests



 Enter the number of Fractional Shares and click Create Shares.

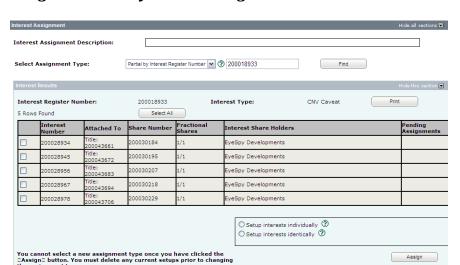
Note: The minimum <u>mineral</u> fraction is 1/20 per commodity per parcel.

2. For each share listed in the **Current Share**: drop down, enter the fractional share and specify the share holder(s).

Note: If you wish to delete the setup, click **Delete**.

Note: The total of all fractional shares must add up to 1/1.

Note: A template may also be used to setup the number of fractional shares and the holder(s). See to the OLS **Common Elements** module for more details.

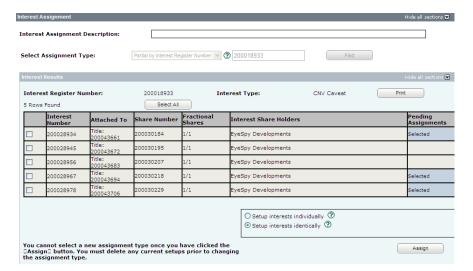


Assign - Partial by Interest Register Number

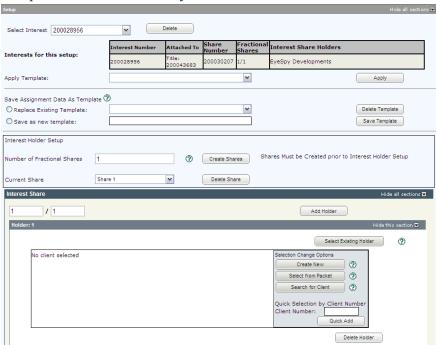
- Select interest(s) to be assigned by clicking the check box to the left of the interest number.
 - be assigned with <u>different</u>
 share and holder structures,
 select them all and proceed
 to step two to setup
 individually.
 - o If one or more interests will be assigned with the <u>same</u> share and holder structures, select them all and proceed to step two to setup identically.
- 2. Identify how you would like to setup the interest(s) by clicking one of the radio buttons.
 - Setup Interests Individually –
 This option allows you to
 setup each interest with its
 own unique share and holder
 structure.
 - Setup Interests Identically –
 This option allows you to use

the same setup data for a group of new interests. New interests created in this manner can still be opened individually and edited without affecting the other new interests in the group.

3. Click **Assign**. The specified interest(s) will be indicated as "Selected" and highlighted in blue under the Pending Assignments column.



Setup Interests Individually



 Select the interests one at a time from the Select Interest drop down list displayed in the Setup section.

Note: If you wish to delete a setup, select the interest from the drop down and click **Delete**.

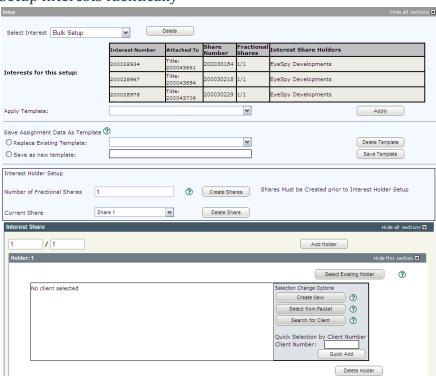
Enter the number of fractional shares and clickCreate Shares.

Note: The minimum <u>mineral</u> fraction is 1/20 per commodity per parcel.

3. For each share listed in the **Current Share:** drop down, enter the fractional share and specify the share holder(s).

Note: The total of all fractional shares must add up to 1/1.

Note: A template may also be used to setup the number of fractional shares and the holder(s). See the OLS **Common Elements** module for more details.



Setup Interests Identically

No selection of individual interest(s) is required.
 The term "Bulk Setup" will appear in the Select
 Interest drop down list displayed in the Setup section.

Note: If you wish to delete the setup, select the interest from the **drop down** and click **Delete**.

Note: When you click **Save**, an individual setup will be created for each interest. This will be reflected in the **Select Interest** drop down list.

Enter the number of fractional shares and clickCreate Shares.

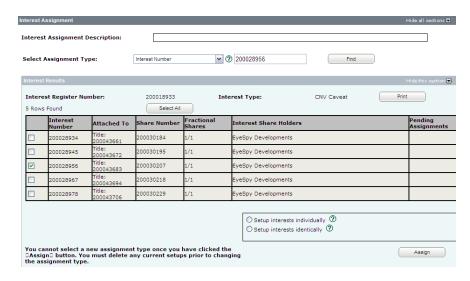
Note: The minimum <u>mineral</u> fraction is 1/20 per commodity per parcel.

3. For each share listed in the **Current Share:** drop down, enter the fractional share and specify the share holder(s).

Note: The total of all fractional shares must add up to 1/1.

Note: A template may also be used to setup the number of fractional shares and the holder(s). See the OLS **Common Elements** module for more details.



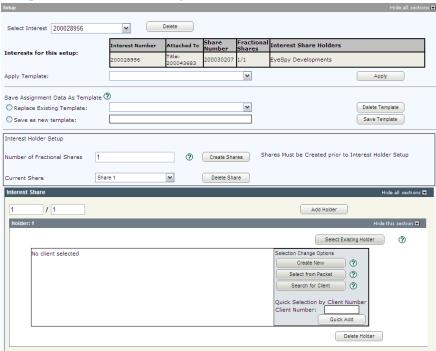


- The interest number entered in the previous step will be pre-selected in the list. If desired, select additional interest(s) to be assigned by clicking the check box to the left of the interest number.
 - o If one or more interests will be assigned with <u>different</u> share and holder structures, select them all and proceed to step two to setup individually.
 - o If one or more interests will be assigned with the <u>same</u> share and holder structures, select them all and proceed to step two to setup identically.

- 2. Identify how you would like to setup the interest(s) by clicking one of the radio buttons.
 - Setup Interests Individually –
 This option allows you to
 setup each interest with its
 own unique share and holder
 structure.
 - O Setup Interests Identically –
 This option allows you to use
 the same setup data for a
 group of new interests. New
 interests created in this
 manner can still be opened
 individually and edited
 without affecting the other
 new interests in the group.
- 3. Click **Assign**.

Note: Once **Assign** has been clicked, the specified interest(s) will be indicated as "Selected" and highlighted in blue under the Pending Assignments column.

Setup Interests Individually



 Select the interests one at a time from the Select Interest drop down list displayed in the Setup section.

Note: If you wish to delete a setup, select the interest from the drop down and click **Delete**.

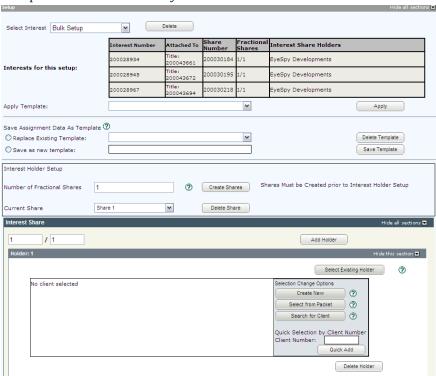
Enter the number of fractional shares and click
 Create Shares.

Note: The minimum <u>mineral</u> fraction is 1/20 per commodity per parcel.

3. For each share listed in the **Current Share:** drop down, enter the fractional share and specify the share holder(s).

Note: The total of all fractional shares must add up to 1/1.

Note: A template may also be used to setup the number of fractional shares and the holder(s). See the OLS **Common Elements** module for more details.



Setup Interests Identically

No selection of individual interest(s) is required.
 The term "Bulk Setup" will appear in the Select
 Interest drop down list displayed in the Setup section.

Note: If you wish to delete the setup, select the interest from the drop down and click **Delete**.

Note: When you click **Save**, an individual setup will be created for each interest. This will be reflected in the **Select Interest** drop down list.

Enter the number of fractional shares and click Create Shares.

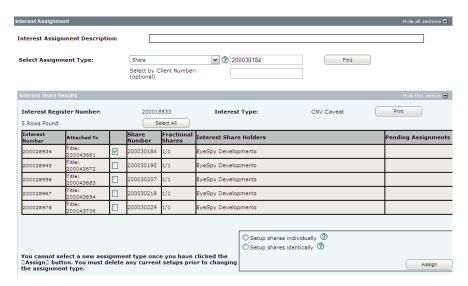
Note: The minimum <u>mineral</u> fraction is 1/20 per commodity per parcel.

 For each share listed in the Current Share: drop down, enter the fractional share and specify the share holder(s). Note: The total of all fractional shares must add up to 1/1.

Note: A template may also be used to setup the number of fractional shares and the holder(s). See the OLS **Common Elements** module for more details.

OLS: Interest Assignment Version 3.0

Assign - Share Number



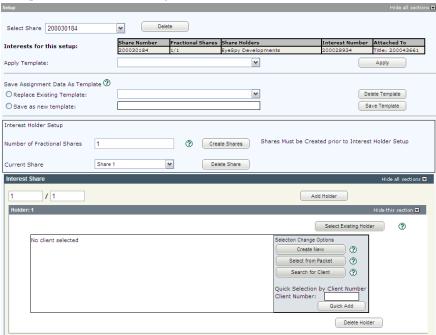
- The share number entered in the previous step will be pre-selected in the list. If desired, select additional shares(s) to be assigned by clicking the check box to the left of the share number.
 - o If one or more shares will be assigned with <u>different</u> share and holder structures, select them all and proceed to step two to setup individually.
 - o If one or more shares will be assigned with the <u>same</u> share and holder structures, select them all and proceed to step two to setup identically.
- 2. Identify how you would like to setup the share(s) by clicking one of the radio buttons.
 - Setup Shares Individually –
 This option allows you to
 setup each share with its own
 unique share and holder
 structure.

O Setup Shares Identically –
This option allows you to use
the same setup data for a
group of new shares. New
shares created in this manner
can still be opened
individually and edited
without affecting the other
new shares in the group.

3. Click **Assign**.

Note: Once **Assign** has been clicked, the specified share(s) will be indicated as "Selected" and highlighted in blue under the Pending Assignments column.

Setup Shares Individually



 Select the shares one at a time from the Select Share drop down list displayed in the Setup section.

Note: If you wish to delete a setup, select the share from the drop down and click **Delete**.

Enter the number of fractional shares and click
 Create Shares.

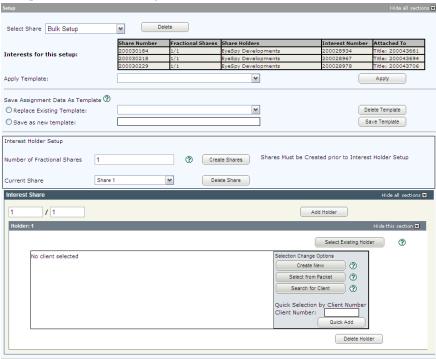
Note: The minimum <u>mineral</u> fraction is 1/20 per commodity per parcel.

3. For each share listed in the **Current Share:** drop down, enter the fractional share and specify the share holder(s).

Note: The total of all new fractional shares must be equal to the original fractional share total.

Note: A template may also be used to setup the number of fractional shares and the holder(s). See the OLS **Common Elements** module for more details.

Setup Shares Identically



No selection of individual share(s) is required.
 The term "Bulk Setup" will appear in the "elect
 Share drop down list displayed in the Setup
 section.

Note: If you wish to delete the setup, select the share from the drop down and click **Delete**.

Note: When you click **Save**, an individual setup will be created for each share. This will be reflected in the **Select Share** drop down list.

Enter the number of fractional shares and click
 Create Shares.

Note: The minimum <u>mineral</u> fraction is 1/20 per commodity per parcel.

3. For each share listed in the **Current Share:** drop down, enter the fractional share and specify the share holder(s).

Note: The total of all new fractional shares must be equal to the original fractional share total.

Note: A template may also be used to setup the number of fractional shares and the holder(s). See the OLS **Common Elements** module for details on using templates.

Step 5: Request a Title Print (optional)

If you request title prints for this transaction, you will receive and be charged for each title print for every title affected by the interest register number. See the OLS **Common Elements** module for details on completing this step.

Step 6: Add Authorizations and Attachments

Authorizations and attachments are documents that form part of the packet and are added to the packet prior to submission. The OLS tool has the ability to upload documents as well as store and retrieve documents for future use.

See the OLS **Common Elements** module for details on completing this step.

Step 7: Save and Validate Application, Create Summary Report, and Submit Packet

Validate Application

You should **Validate** your application when you are satisfied that all required elements are correct. If errors are encountered during the validation, a pop-up message box will be displayed and the screen will be repositioned to the **Validation Errors** section.

Note: If you have multiple applications in your packet, validate each application prior to submitting the packet.

Each transaction type has a specific number of applications that will determine whether a packet will be validated online.

Generally, application validation will take a couple of minutes, however it could take longer for packets with a very large number of applications, setups, or interests affecting a large number of titles.

Note: If you exceed the maximum number of applications within your packet or if your transaction contains more than the system allotted attached items, validation will take place off-line. The maximum number of items in an OLS application group before validation is done offline is:

Application Type	Maximum	Item Type
Title Transfer	15	Applications
Transform	100	Applications
Interest Registration	100	Interests
Interest Discharge	15	Interests
Transmission	15	Titles
Surviving Joint Tenant	15	Titles
Alternate Authority	15	Titles/Interests
Commodity Split	100	Applications
Interest Assignment	100	New Shares
Interest Amendment	100	New Interests
Judgment Registration	101	Interests

When offline, the OLS system performs an automated check of the assembly of each application within the packet to ensure that all requirements of ISC's business rules are met. Once the offline validation has been completed, notification of a successful or of a failure of offline validation will be sent to the user's notifications field on the OLS homepage and the packet will be returned to "Draft" status.

Generally, the validation process will take a couple of minutes, however it could take longer for transactions with a very large number of applications, setups or interests affecting a large number of titles. The packet status will change to "Being Validated" while validation is being performed. You will not be able to open or work on the packet until the offline validation has completed.

Create Summary Report

For this application, create the summary report from within this application. For a multi-application packet, click **View Packet Content** to create the full summary report for all applications within the packet.

Submit Packet



1. Click **Submit Packet**. The system will display the following confirmation screen. This page contains information from the packet header and an estimate of the fees for this packet.

Information Services Corporation



 Once you have verified the accuracy of the information, click OK to submit the packet. The system takes you to the All Packets view of the Packet Management tab. The packet status will change from "Draft" to "Pending Submit."

Note: If you need a copy of this confirmation report, you may print it from here.

Note: Clicking Cancel only cancels submission of the packet.

Notables

- If only one interest is to be assigned and the interest number is known, assigning by interest number is the most efficient option.
- Optionally, enter a client number to pre-select all shares held by that client.
- Once Assign has been clicked, all interests will be indicated as "Selected" and highlighted in blue under the Pending Assignments column.
- If you wish to delete the setup, click **Delete**.
- The minimum mineral fraction is 1/20 per commodity per parcel.
- The total of all fractional shares must add up to 1/1.
- A template may also be used to setup the number of fractional shares and the holder(s).
 See the Common Elements module for more details.
- When you click Save, an individual setup will be created for each interest. This will be reflected in the Select Interest drop down list