



Online Submission Tool: Interest Assignment

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Revision History

Version #	Revision Date	Summary of Changes	Pages Changed
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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 mineral 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.



The screenshot shows a web interface titled "Select or Create Packet" with a "Hide this section" link. It contains two radio buttons: "Create in a New Packet" and "Add to Existing Packet".

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



The screenshot shows the "Select or Create Packet" screen with the "Create in a New Packet" radio button selected. The form is titled "Packet Header Info" and is divided into two main sections: "Packet Information" and "Account Information".

Packet Information:

- Submitting Party: Train50 10 Research Dr, Regina, Saskatchewan, Canada
- Client No: 400031930 [Find](#) Packet Type: Title Processing
- Client Ref. No: Packet No:
- Packet Description:

Account Information:

- Account Number: 300001082
- New Account Password:

Buttons: Save, Continue, Clear

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.
3. 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.
4. 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.

Select or Create Transaction for Packet 200080291 Hide this section

New Interest Transaction:

Select Transaction Type Interest Registration Interest Discharge Interest Amendment Interest Assignment
 Judgment Registration

Create

Select Existing Interest Transaction:

Select

View Packet Content Create Summary Report Add Interest Submit Packet Cancel Packet

1. 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.



1. 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:
 - **Full by Interest Register** – Retrieve interest(s) and assign all existing interests to a new holder(s). This will result in all interests under the Interest Register having the same specified share and holder structure.
 - **Partial by 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 same or different 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 same or different for each interest.

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

- **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.

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

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Interest Assignment Hide all sections ▾

Interest Assignment Description:

Select Assignment Type: Partial by Interest Register Number ▾ 200018933 Find

Interest Results Hide this section ▾

Interest Register Number: 200018933 **Interest Type:** CNV Caveat Print

5 Rows Found Select All

	Interest Number	Attached To	Share Number	Fractional Shares	Interest Share Holders	Pending Assignments
<input type="checkbox"/>	200028934	Title: 200043661	200030184	1/1	EyeSpy Developments	
<input type="checkbox"/>	200028945	Title: 200043672	200030195	1/1	EyeSpy Developments	
<input type="checkbox"/>	200028956	Title: 200043683	200030207	1/1	EyeSpy Developments	
<input type="checkbox"/>	200028967	Title: 200043694	200030218	1/1	EyeSpy Developments	
<input type="checkbox"/>	200028978	Title: 200043706	200030229	1/1	EyeSpy Developments	

Setup interests individually ?
 Setup interests identically ?

You cannot select a new assignment type once you have clicked the **Assign** button. You must delete any current setups prior to changing the assignment type.

Assign

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

Interest Assignment
Hide all sections ▾

Interest Assignment Description:

Select Assignment Type: Full by Interest Register Number ▾ 200018933 Find

Interest Results
Hide this section ▾

Interest Register Number: 200018933 Interest Type: CNV Caveat Print

5 Rows Found Select All

Interest Number	Attached To	Share Number	Fractional Shares	Interest Share Holders	Pending Assignments
<input checked="" type="checkbox"/>	200028934 Title: 200043661	200030184	1/1	EyeSpy Developments	
<input checked="" type="checkbox"/>	200028945 Title: 200043672	200030195	1/1	EyeSpy Developments	
<input checked="" type="checkbox"/>	200028956 Title: 200043683	200030207	1/1	EyeSpy Developments	
<input checked="" type="checkbox"/>	200028967 Title: 200043694	200030218	1/1	EyeSpy Developments	
<input checked="" type="checkbox"/>	200028978 Title: 200043706	200030229	1/1	EyeSpy Developments	

All interests within this interest register will have the same share structure applied.

You cannot select a new assignment type once you have clicked the Assign button. You must delete any current setups prior to changing the assignment type. Assign

1. The system will pre-select all interest numbers under the interest register.
 - All interests will be assigned with the same 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

Interest Number	Attached To	Share Number	Fractional Shares	Interest Share Holders
200028934	Title: 200043661	200030184	1/1	EyeSpy Developments
200028945	Title: 200043672	200030195	1/1	EyeSpy Developments
200028956	Title: 200043683	200030207	1/1	EyeSpy Developments
200028967	Title: 200043694	200030218	1/1	EyeSpy Developments
200028978	Title: 200043706	200030229	1/1	EyeSpy Developments

1. Enter the number of **Fractional Shares** and click **Create Shares**.

Note: The minimum mineral 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

Interest Assignment Hide all sections ▾

Interest Assignment Description:

Select Assignment Type: Partial by Interest Register Number ▾

Interest Results Hide this section ▾

Interest Register Number: 200018933 Interest Type: CNV Caveat

5 Rows Found

Interest Number	Attached To	Share Number	Fractional Shares	Interest Share Holders	Pending Assignments
<input type="checkbox"/> 200028934	Title: 200043661	200030184	1/1	EyeSpy Developments	
<input type="checkbox"/> 200028945	Title: 200043672	200030195	1/1	EyeSpy Developments	
<input type="checkbox"/> 200028956	Title: 200043683	200030207	1/1	EyeSpy Developments	
<input type="checkbox"/> 200028967	Title: 200043694	200030218	1/1	EyeSpy Developments	
<input type="checkbox"/> 200028978	Title: 200043706	200030229	1/1	EyeSpy Developments	

Setup interests individually ?
 Setup interests identically ?

You cannot select a new assignment type once you have clicked the button. You must delete any current setups prior to changing the assignment type.

1. Select interest(s) to be assigned by clicking the check box to the left of the interest number.

- If one or more interests will be assigned with different share and holder structures, select them all and proceed to step two to setup individually.
- If one or more interests will be assigned with the same 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.

Interest Assignment
Hide all sections ▾

Interest Assignment Description:

Select Assignment Type: Partial by Interest Register Number ▾ Find

Interest Results
Hide all sections ▾

Interest Register Number: 200018933 **Interest Type:** CNV Caveat Print

5 Rows Found Select All

Interest Number	Attached To	Share Number	Fractional Shares	Interest Share Holders	Pending Assignments
<input type="checkbox"/>	200028934 <small>Title: 200043661</small>	200030184	1/1	EyeSpy Developments	Selected
<input type="checkbox"/>	200028945 <small>Title: 200043672</small>	200030195	1/1	EyeSpy Developments	
<input type="checkbox"/>	200028956 <small>Title: 200043683</small>	200030207	1/1	EyeSpy Developments	
<input type="checkbox"/>	200028967 <small>Title: 200043694</small>	200030218	1/1	EyeSpy Developments	Selected
<input type="checkbox"/>	200028978 <small>Title: 200043706</small>	200030229	1/1	EyeSpy Developments	Selected

Setup interests individually ?
 Setup interests identically ?

You cannot select a new assignment type once you have clicked the **Assign** button. You must delete any current setups prior to changing the assignment type.

Assign

Setup Interests Individually

1. 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**.

2. Enter the number of fractional shares and click **Create Shares**.

Note: The minimum mineral 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

Select Interest: **Bulk Setup**

Interest Number	Attached To	Share Number	Fractional Shares	Interest Share Holders
200028934	Title: 200043661	200030184	1/1	EyeSpy Developments
200028967	Title: 200043694	200030218	1/1	EyeSpy Developments
200028978	Title: 200043706	200030229	1/1	EyeSpy Developments

Apply Template:

Save Assignment Data As Template Replace Existing Template:
 Save as new template:

Interest Holder Setup

Number of Fractional Shares: Shares Must be Created prior to Interest Holder Setup

Current Share:

Interest Share

/

Holder: 1

No client selected

Selection Change Options

Quick Selection by Client Number

Client Number:

1. 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.

2. Enter the number of fractional shares and click **Create Shares**.

Note: The minimum mineral 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.

Assign - Interest Number

Interest Assignment
Hide all sections ▾

Interest Assignment Description:

Select Assignment Type:

Interest Results
Hide this section ▾

Interest Register Number: 200018933 Interest Type: CNV Caveat

5 Rows Found

	Interest Number	Attached To	Share Number	Fractional Shares	Interest Share Holders	Pending Assignments
<input type="checkbox"/>	200028934	Title: 200043661	200030184	1/1	EyeSpy Developments	
<input type="checkbox"/>	200028945	Title: 200043672	200030195	1/1	EyeSpy Developments	
<input checked="" type="checkbox"/>	200028956	Title: 200043683	200030207	1/1	EyeSpy Developments	
<input type="checkbox"/>	200028967	Title: 200043694	200030218	1/1	EyeSpy Developments	
<input type="checkbox"/>	200028978	Title: 200043706	200030229	1/1	EyeSpy Developments	

Setup interests individually ?
 Setup interests identically ?

You cannot select a new assignment type once you have clicked the button. You must delete any current setups prior to changing the assignment type.

1. 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.
 - If one or more interests will be assigned with different share and holder structures, select them all and proceed to step two to setup individually.
 - If one or more interests will be assigned with the same 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**.

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

1. 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**.

2. Enter the number of fractional shares and click **Create Shares**.

Note: The minimum mineral 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

Select Interest: **Bulk Setup** [Delete]

Interest Number	Attached To	Share Number	Fractional Shares	Interest Share Holders
200028934	Title: 200043661	200030184	1/1	EyeSpy Developments
200028945	Title: 200043672	200030195	1/1	EyeSpy Developments
200028967	Title: 200043694	200030218	1/1	EyeSpy Developments

Apply Template: [Dropdown] [Apply]

Save Assignment Data As Template ?

Replace Existing Template: [Dropdown] [Delete Template]

Save as new template: [Dropdown] [Save Template]

Interest Holder Setup

Number of Fractional Shares: [Create Shares] Shares Must be Created prior to Interest Holder Setup

Current Share: [Delete Share]

Interest Share

1 / 1 [Add Holder]

Holder: 1 [Hide this section]

[Select Existing Holder] ?

No client selected

Selection Change Options

[Create New] ?

[Select from Packet] ?

[Search for Client] ?

Quick Selection by Client Number

Client Number: [Quick Add]

[Delete Holder]

1. 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.

2. Enter the number of fractional shares and click **Create Shares**.

Note: The minimum mineral 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.

Assign - Share Number

Interest Assignment
Hide all sections ▾

Interest Assignment Description:

Select Assignment Type: Share ▾ Find

Select by Client Number:
(optional)

Interest Share Results
Hide this section ▾

Interest Register Number: 200018933 Interest Type: CNV Caveat Print

5 Rows Found Select All

Interest Number	Attached To	Share Number	Fractional Shares	Interest Share Holders	Pending Assignments
200028934	Title: 200043661	<input checked="" type="checkbox"/> 200030184	1/1	EyeSpy Developments	
200028945	Title: 200043672	<input type="checkbox"/> 200030195	1/1	EyeSpy Developments	
200028956	Title: 200043683	<input type="checkbox"/> 200030207	1/1	EyeSpy Developments	
200028967	Title: 200043694	<input type="checkbox"/> 200030218	1/1	EyeSpy Developments	
200028978	Title: 200043706	<input type="checkbox"/> 200030229	1/1	EyeSpy Developments	

Setup shares individually ?

Setup shares identically ?

You cannot select a new assignment type once you have clicked the Assign button. You must delete any current setups prior to changing the assignment type.

Assign

1. 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.
 - If one or more shares will be assigned with different share and holder structures, select them all and proceed to step two to setup individually.
 - If one or more shares will be assigned with the same 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.

- 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

1. 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**.

2. Enter the number of fractional shares and click **Create Shares**.

Note: The minimum mineral 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

Interests for this setup:

Share Number	Fractional Shares	Share Holders	Interest Number	Attached To
200030184	1/1	EyeSpy Developments	200028934	Title: 200043661
200030218	1/1	EyeSpy Developments	200028967	Title: 200043694
200030229	1/1	EyeSpy Developments	200028978	Title: 200043706

1. 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.

2. Enter the number of fractional shares and click **Create Shares**.

Note: The minimum mineral 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:

<i>Application Type</i>	<i>Maximum</i>	<i>Item Type</i>
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.

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This packet will be submitted for data validation. You will be notified on the OLS Home page if there are any validation errors, otherwise the packet will be submitted to the queue for processing.

Packet Header Info

Packet Information		Account Information
Submitting Party: Train50	10 Research Dr, Regina, Saskatchewan, Canada	Account Number: <input type="text" value="800001082"/>
Client No: 400031930	Packet Type: Title Processing	
Client Ref. No:	Packet No: 200080268	
Packet Description:		
Status: Draft	Expiry Date: 11-Jan-2013	

Packet Confirmation Date:
This information is being provided for information purposes only. The date may not reflect the actual date of submission, because submission does not occur until you have continued submission of this packet by clicking on the button.

Confirmation Date: Thursday, July 12, 2012 2:13:06 PM

Estimated Fees:
(Note - Final cost will be determined at registration, this is an estimate only.)

Total estimated fees for the packet are: \$50.00

Continue submission of this packet?

2. 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