

1. Cash

- Cash is defined as money, cheques, certified cheques, bank drafts, and money orders.
- Please ensure all cheques, certified cheques, bank drafts, and money orders are payable to:
 - **Government of Alberta**
- If paying by cheque, please include on the cheque:
 - For Security
 - Application Number (new dispositions only) or Disposition Number (amendment and/or renewal of an existing disposition)

Note: The department will *not* pay interest on security held for public land activities.

2. Irrevocable Letter of Credit or Letters of Guarantee

- An irrevocable letter of credit or letter of guarantee from a Chartered Bank, a Credit Union, a Trust Company or the Alberta Treasury Branch guaranteeing payment upon presentation to the issuer.
- An Automatic Renewal Clause should be added whenever possible for securities that are for a term of over 1 year.
- Partial withdrawals should be permitted.
- The Activity id should be referenced on the letter that the security covers.
- Please ensure all beneficiaries/assignees are payable to:
 - **Her Majesty the Queen in Right of Alberta as represented by the Minister of Environment and Parks**

3. Redeemable Term Deposits, Certificate of Deposit, Redeemable Guaranteed Investment Certificate

- Issued by a Chartered Bank, a Credit Union, a Trust Company, or Alberta Treasury Branches.
 - These must be in negotiable form and assigned to the **Her Majesty the Queen in Right of Alberta as represented by the Minister of Environment and Parks**, as to principal only. Assignment documents must be acknowledged as accepted by banks or financial institutions as issuer.

(Note: Mortgage Corporation Certificates are *not* acceptable as they are not pre-encashable prior to maturity.)

- Please ensure all **beneficiaries/assignees** are payable to: **Her Majesty the Queen in Right of Alberta as represented by the Minister of Environment and Parks.**

The **contact person** for questions regarding securities is:

Liz Michonski, Securities Clerk at 780 427-8291

E-mail: FSBaccounts@gov.ab.ca

Mary Burrows, Supervisor Systems and Accounts 780 422-5198

All securities should be *mailed* to the following address:

Department of Energy/Environment and Parks

Attention: Securities Clerk

Main Floor, South Petroleum Plaza

9915 – 108th Street

Edmonton, Alberta T5K 2G8