

"ITC Billing Contractor" Data Sheet Industry Services Delivered by Petrotranz

Petrotranz has been contracted by Industry as the ITC Billing Contractor to provide the following services as per the ITC Invoicing Contractor Agreement. Petrotranz reports directly to the ITC Executive.

ITC Invoicing Contractor Specified Services , include:

a) Monthly Invoices

- Prepare and distribute monthly invoices in pdf format to all shippers of crude oil on all feeder pipelines and through selected terminals in western Canada using reasonable efforts within two business days after the receipt of all receipt volume information from feeder pipeline operators and selected terminal operators (the second business day after Shipper Balance Date as set forth by the Alberta Petroleum Marketing Commission)

b) Monthly monitoring of payments

- Collection procedures as required
- Monthly AR report will be required from CAPP or more often as requested by Petrotranz

c) Quarterly Reports to ITC

- Total monthly invoiced amounts
- Total monthly collected amounts
- Year-to-date invoiced amounts
- Year-to-date collected amounts
- Aged receivables

d) Records Retention

- All financial records retained in accordance with Revenue Canada's tax record retention rules and regulations