

Extractive Sector Transparency Measures Act

Report Validation Checklist

This checklist has been developed to help businesses and the public understand the basic criteria that must be met before Natural Resources Canada (NRCan) proceeds with publishing a link to an [Extractive Sector Transparency Measures Act](#) (ESTMA or “the Act”) individual, consolidated, or substituted report on the NRCan website. It is not intended to provide assurance that Reporting Entities have met their legal obligations for annual reporting under the ESTMA or to replace legal advice. For the purposes of interpreting and applying the law, users are encouraged to consult the official version of the Act, as well as the [Technical Reporting Specifications](#) and [Guidance](#) available on the ESTMA [website](#). NRCan may amend the checklist as required, and will make reasonable efforts to inform Reporting Entities of changes.

See [Annex A](#) for an example of a completed ESTMA report that aligns with the requirements of the Report Validation Checklist.

Basic Requirements for Link Publishing	Individual & Consolidated ESTMA Report	Substituted ESTMA Report
General Requirements:		
Report must be: <ul style="list-style-type: none"> <input type="checkbox"/> English or French <input type="checkbox"/> Machine readable PDF/Excel format (see ESTMA FAQs for how to create a machine readable PDF) <input type="checkbox"/> In the exact following order: <ol style="list-style-type: none"> 1. ESTMA cover page 2. Payments by Payee table 3. Payments by Project table 4. Audit opinion (if applicable, not mandatory) 	X X X	X
<input type="checkbox"/> Functional web link to the ESTMA Report is submitted to NRCan (the submitted link must lead directly to the ESTMA report)	X	
<input type="checkbox"/> Functional web link to the to the original Report filed in another jurisdiction is submitted to NRCan (the submitted link must lead directly to the ESTMA report and not to a landing page)		X
<input type="checkbox"/> Functional web link to the ESTMA cover page is submitted to NRCan (the submitted link must lead directly to the ESTMA report and not to a landing page)		X
<input type="checkbox"/> Electronic copy of Report submitted to NRCan is identical to Report posted online	X	X
<input type="checkbox"/> Currency of the Report is identified (must be in CAD or the currency used by the Reporting Entity in consolidated financial statements)	X	X
<input type="checkbox"/> <u>For Amended Reports</u> : explanation of the changes and the amendment version number are included in the Report	X	X

Attestation Page:		
<input type="checkbox"/> Reporting period spans the full financial year of the Reporting Entity (an explanation must be provided within the report for a shortened reporting period)	X	X
<input type="checkbox"/> Legal name is correct and identical to the one provided to NRCan via the ESTMA Contact Form during enrolment	X	X
<input type="checkbox"/> ESTMA ID number is correct and identical to the one provided to NRCan via the ESTMA Contact Form during enrolment (7-digit # e.g. E000000)	X	X
<input type="checkbox"/> Subsidiaries are listed in the proper section of the ESTMA cover page, with their correct legal names and ESTMA IDs as per what was provided to NRCan via the ESTMA Contact Form during enrolment	X	X
<input type="checkbox"/> Attestation language is unaltered, the desired box is checked and the related information is provided: <input type="checkbox"/> Full name of Director or Officer of Reporting Entity <input type="checkbox"/> Position Title <input type="checkbox"/> Attestation date <input type="checkbox"/> If applicable, the date and web link for the independent audit (the audit report may be included in the report following the project table)	X	X
Payments by Payee and Project Tables:		
<input type="checkbox"/> Information carried over from the cover page is properly included in the proper section above <u>both</u> the Payee and Project tables (i.e., Reporting Year, Entity Name, ESTMA ID and Subsidiaries)	X	
<input type="checkbox"/> Payments must be reported on a cash basis, there must not be any mention of accruals, and the Report must not include negative payments or refunds	X	
<input type="checkbox"/> If reported payments were made in a currency other than the currency of the Report, (1) the currency, (2) exchange rate and (3) method of conversion must be included in the “notes” column or below the table (see Annex A)	X	
<input type="checkbox"/> If payments are made in-kind, the Report identifies which payments and the methodology for calculating the value in the “notes” column of that payment line (see section 2.3.5 of the Technical Reporting Specifications for details on in-kind payments)	X	
<input type="checkbox"/> The full value of the payment is included in the Report (i.e., payments are not abbreviated) (see Annex A)	X	
<input type="checkbox"/> <u>For the Payee Table:</u> Payee Names are listed in the Payee column based on the level of government receiving the payment (e.g., “Government of Canada”). Additional details on department or agency (if provided, not mandatory) are either included next to the main Payee name (e.g., “Government of Canada – Natural Resources Canada”) or in the “notes” section (see Annex A)	X	
<input type="checkbox"/> <u>For the Project Table:</u> the Project table <u>must be</u> included in the Report with the cover page information carried over in the appropriate sections, even if there are no payments attributed to specific projects (notes explaining why no payments have been reported by project can be included in blank tables)	X	
<p>N.B.: Payments should, but are not required to, be rounded to the nearest \$10,000. Total amounts in the Payments by Project table do not have to balance with the totals in the Payments by Payee table.</p>		

Annex A – Example of a Completed ESTMA Annual Report

Reporting Year

From: 2016-01-01 To: 2016-12-31

Reporting Entity Name

Company X Ltd.

Reporting Entity ESTMA
Identification Number

E000001

Subsidiary Reporting
Entities (if necessary)

Sub Reporting Entity 1 E000002, Sub Reporting Entity 2 -E000003

Payments by Payee

Country	Payee Name	Taxes	Royalties	Fees	Production Entitlements	Bonuses	Dividends	Infrastructure Improvement Payments	Total Amount paid to Payee	Notes
Country A	Government of Province X	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	Payments made in-kind
Country B	Regional Municipality of X	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	\$150,000 of deficiency deposits paid were refunded
Country C	Government of Country X - Department X	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	Exchange rate prevailing at time of payment 1 CAD = 1.0059 AUD
Country D	Government of Country X	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	Payments were made to Department Y. Exchange rate prevailing at time of payment 1 USD = 1.2878 CAD
Country E	ABC First Nation	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	Exchange rate prevailing at time of payment 1 USD = 1.2878 CAD

Payments by Project

Country	Payee Name	Taxes	Royalties	Fees	Production Entitlements	Bonuses	Dividends	Infrastructure Improvement Payments	Total Amount paid to Payee	Notes
Country C	Project A	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	Exchange rate prevailing at time of payment 1 CAD = 1.0059 AUD
Country E	Project B	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	Exchange rate prevailing at time of payment 1 USD = 1.2878 CAD

Note: All payments are reported in CAD