



Government
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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. 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 examples of completed ESTMA reports that meet the requirements of the Report Validation Checklist.

Basic requirements for link publishing	Individual and consolidated ESTMA report	Substituted ESTMA report
General requirements		
Report must be in: <input type="checkbox"/> English or French <input type="checkbox"/> Excel format <input type="checkbox"/> This order: 1. ESTMA cover page 2. Payments by Payee table 3. Payments by Project table 4. Audit opinion (if the attestation was completed "Through Independent Audit") <input type="checkbox"/> A web link to the ESTMA report is submitted to NRCan. (The submitted link must lead directly to the ESTMA report or a landing page where the ESTMA report and the reporting year are clearly identified.) <input type="checkbox"/> A web link to the original report filed in another jurisdiction is submitted to NRCan. (The submitted link must lead directly to the ESTMA report or a landing page where the ESTMA report and the reporting year are clearly identified.) <input type="checkbox"/> A web link to the ESTMA cover page is submitted to NRCan. (The submitted link must lead directly to the ESTMA cover page or a landing page where the cover page and the reporting year are clearly identified.) <input type="checkbox"/> A copy of the report in XLSX format is submitted to NRCan that is identical to the report posted on-line. <input type="checkbox"/> The currency of the report is identified. (It must be in Canadian dollars or the currency used by the Reporting Entity in consolidated financial statements.) <input type="checkbox"/> <u>Amended reports</u> : An explanation of the changes and the amendment version number are included in the report.	X X X X X X X X X	X X X X X X X

Attestation page		
<input type="checkbox"/> The reporting period spans the full financial year of the Reporting Entity. (An explanation for a shortened reporting period must be provided in the report.)	X	X
<input type="checkbox"/> The legal name is correct and identical to the one provided to NRCan during enrolment. If the legal name of the Entity changes following the enrolment, a legal document supporting the name change must accompany the report submission.	X	X
<input type="checkbox"/> The ESTMA ID number is correct and identical to the one provided by NRCan during enrolment (7-digits, e.g. E000000)	X	X
<input type="checkbox"/> Reporting Entity subsidiaries are listed in the proper section of the ESTMA cover page, with their correct legal names and ESTMA IDs and match what was provided to NRCan during enrolment. Non-reporting Entity subsidiaries are optional and can also be included in the ESTMA cover page in a separate section.	X	X
<input type="checkbox"/> The attestation language is unaltered, the desired box is checked, and the related information is provided: <ul style="list-style-type: none"> <input type="checkbox"/> full name of the director or officer of the 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 at the end of the ESTMA report.) 	X	X
Tables of payments organized by Payee and project		
<input type="checkbox"/> Information from the cover page is included in the proper section above both 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, the currency, exchange rate and method of conversion must be included in the Notes column or in the Additional Notes section.	X	
<input type="checkbox"/> If payments are made in-kind, the report must identify the payments amount and the method 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. Departments and agencies within that Payee are to be listed in the appropriate column provided in the revised reporting template available at the ESTMA website . (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 entered in the appropriate sections, even if there are no payments attributed to specific projects. (Notes explaining why no payments have been reported by a project can be included in a blank table.)	X	
Note: Payments should be, 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.		

Annex A - Example ESTIMA Report - Payments by Payee table											
Reporting Year	From: 2024-01-01		To: 2024-12-31		Currency of the <div>CAD</div>						
Reporting Entity Name	Company X Ltd.										
Reporting Entity ESTIMA Identification Number	E000001										
Subsidiary Reporting Entities (if necessary)											
Payments by Payee											
Country	Payee Name ¹	Departments, Agency, etc., within Payee that Received Payments ²	Taxes	Royalties	Fees	Production Entitlements	Bonuses	Dividends	Infrastructure Improvement Payments	Total Amount paid to Payee	Notes ³⁴
Country A	Government of province X	Agency X	300 000 \$	200 000 \$	250 000 \$				100 000 \$	850 000 \$	Royalties of 200 000 \$ paid in-kind - transfer of mining equipment valued at fair market value.
Country B	City of X		100 000 \$		100 000 \$	150 000 \$			100 000 \$	450 000 \$	100 000 \$ of deficiency deposits paid were refunded.
Country C	Government of country	Department X	500 000 \$	100 000 \$	200 000 \$		100 000 \$	100 000 \$		1 000 000 \$	Exchange rate as of the issuer's financial year end of 1 USD = 1.3878 CAD
Country D	ABC First Nation					100 000 \$		100 000 \$	300 000 \$	500 000 \$	300 000 \$ was paid to build a road for the community.
Additional Notes:											
¹ Enter the proper name of the Payee receiving the money (i.e. the municipality or, the province or, a national government or, etc.).											
² Optional field.											
³ When payments are made in-kind, the notes field must highlight which payment includes in-kind contributions and the method for calculating the value of the payment.											
⁴ Any payments made in currencies other than the report currency must be identified. The Reporting Entity may use the Additional Notes row or the Notes column to identify any payments that are converted, along with the exchange rate and primary method used for currency conversions.											
Annex A - Example ESTIMA Report - Payments by Project table											
Reporting Year	From: 2024-01-01		To: 2024-12-31		Currency of the <div>CAD</div>						
Reporting Entity Name	Company X Ltd.										
Reporting Entity ESTIMA Identification Number	E000001										
Subsidiary Reporting Entities (if necessary)											
Payments by Project											
Country	Project Name ¹	Taxes	Royalties	Fees	Production Entitlements	Bonuses	Dividends	Infrastructure Improvement Payments	Total Amount paid by Project	Note ²³	
Country A	Project A		200 000 \$		50 000 \$	75 000 \$			325 000 \$	Royalties of 200 000 \$ paid in-kind - transfer of mining equipment valued at fair market value.	
Country C	Project C			200 000 \$					200 000 \$	Exchange rate as of the issuer's financial year end of 1 USD = 1.3878 CAD	
Additional Notes:											
¹ Enter the project that the payment is attributed to. Some payments may not be attributable to a specific project, and do not need to be disclosed in the "Payments by Project" table.											
²³ When payments are made in-kind, the notes field must highlight which payment includes in-kind contributions and the method for calculating the value of the payment.											
³⁴ Any payments made in currencies other than the report currency must be identified. The Reporting Entity may use the "Additional Notes" row or the "Notes" column to identify any payments that are converted, along with the exchange rate and primary method used for currency conversions.											