

Guidelines: Surrender Form & Transmittal Letter

Issued: July 17, 2006

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MODES OF DELIVERY

Surrender forms may be delivered to the Oil & Gas Management Branch via: hand delivery, mail, courier, fax, or e-mail. Documents received via fax and e-mail will be treated as originals. Sending a paper copy is not required. Forms are required to have original signatures. The Oil and Gas Management Branch reserves the right to request the original copy with original signatures of a faxed or e-mailed document.

Modes of Delivery

 Hand Delivery	Rights Disposition Manager Oil & Gas Management Branch Department of Energy, Mines and Resources #300, 211 Main Street Whitehorse, Yukon, Y1A 2B2
 Mail & Courier	Fax: (867) 393-6262 Phone: (867) 667-3427
 Fax	oilandgasdisposition@gov.yk.ca
 E-mail	

AUTHORITY

A surrender of a disposition may be completed pursuant to the *Oil and Gas Act*, and under the *Oil and Gas Disposition Regulations*. Disposition holders may surrender entire dispositions, or a part of the disposition location. A partial surrender requires the consent of the Minister.

FEES

There is no fee to surrender all or part of a disposition.

LIST OF FORMS AND DATA

- A surrender form is required.
- A surrender form transmittal letter is recommended.
- If submitting a partial surrender, a digital geo-referenced file with associated metadata is requested.

ONLINE FORMS

The Surrender Form is posted online at:

http://www.gov.yk.ca/forms/files/yg5306_e.pdf.

The address for the Surrender Form Transmittal letter is:

http://www.gov.yk.ca/forms/files/yg5313_e.pdf

Online forms contain interactive fields. Information is entered by pointing and clicking to locate the insertion point, and typing the information. Use the tab key or the mouse to move to the next entry field.

Note: If you wish to save or e-mail the form, you require a copy of *Adobe® Acrobat® Standard*, or *Adobe® Acrobat® Professional* installed on your computer. If you are using *Adobe® Reader®*, you will be able to print the completed form however you will not be able to save it.

INSTRUCTIONS FOR COMPLETING THE FORM

Above the Line

This area will be completed by the Oil and Gas Management Branch.

The screenshot shows the top portion of a form titled "SURRENDER FORM" with "page 1 of 2" in the top right corner. On the left is the Yukon logo and the text "Energy, Mines and Resources Oil and Gas Management Branch". Below this is a field for "Department File #". To the right of this field is a box containing "Registration #:" followed by a line, and "Date Received:" followed by fields for "D", "M", and "Y". Further right is another box containing "Signature for Minister: Energy, Mines and Resources" and "Date Accepted:" followed by fields for "D", "M", and "Y". At the bottom of the form, there is a small instruction: "DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY."

A The disposition identified...

This section describes the parameters of the surrender.

- A. The disposition identified in **section D** is hereby surrendered by the holder(s) of this disposition to the extent indicated by this Surrender and in accordance with the tenor of this Surrender.
- B. This Surrender may be executed in separate counterparts, and all of the executed counterparts shall together constitute one Surrender and shall have the same force and effect as if all of the persons executing such counterparts had executed the same Surrender.
- C. This Surrender has been executed by the authorised representatives of the surrenderor(s) and the surrenderee(s).

B This Surrender may be executed in separate counterparts...

The surrender form may be copied and dispersed for original signatures. All the counterparts together comprise the one surrender form. It is the responsibility of the holder(s) to ensure all counterpart signatures are included with the surrender form.

C This Surrender has been executed... (Legal Authority)

The holder(s) has (have) the legal authority to execute this document.

D Disposition (type and number)...

Insert the full name and number assigned to the disposition. A separate surrender form is required for each disposition being surrendered.

Example
↓

D Disposition (type and number) being surrendered or affected by surrender. <u>Permit 0099</u>
--

Example
↓

D Disposition (type and number) being surrendered or affected by surrender. <u>Special Discovery License 876</u>
--

E Description of location or part...

- Indicate if you are surrendering all of the disposition location;

E Description of location or part of location being surrendered (attach an additional page if necessary). <u>All of the disposition location</u>

OR

- Provide a legal description of the location being surrendered using the Yukon land description system described in the *Oil and Gas Disposition Regulations S. 2, 3, & 4*. In addition, please provide a digital geo-referenced file with associated metadata for the location being surrendered. See **Minimum Requirements for Geo-referenced File** in these guidelines.

E Description of location or part of location being surrendered (attach additional page if necessary): <u>Grid 64-10-132-20 Section 4-10, 24-30, 34-40;</u> <u>Grid 64-00-132-20 Sections 2-10, 22-28, 32-38;</u>

F Rental payment attached?

Rent is payable for the next year of the term if the surrender form is received at the Oil and Gas Management Branch on or after the rental anniversary date. The surrender will not be accepted if there is an outstanding rental payment.

F Rental payment attached? <input type="checkbox"/> Yes <input type="checkbox"/> No


Above the Line Page 2

This area will be completed by the Oil and Gas Management Branch.

G Holders

All holder(s) must sign the surrender form. The surrender may be executed in separate counterparts as indicated in **B**, or photocopied to accommodate more signatures. It is the responsibility of the holder(s) to ensure all counterpart signatures are included with the surrender form.

A letter indicating whether a surrender is accepted or rejected will be sent: to the surrenderor(s) or the agent.



Department File # _____

SURRENDER FORM
page 2 of 2

DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY.

G. Holders

HOLDER'S FULL NAME	Client I.D.
Printed Name	Capacity
Signature	
HOLDER'S FULL NAME	Client I.D.
Printed Name	Capacity
Signature	
HOLDER'S FULL NAME	Client I.D.
Printed Name	Capacity
Signature	
HOLDER'S FULL NAME	Client I.D.
Printed Name	Capacity
Signature	

Copy this page if more space is required for signatures.

Oil and Gas Act Section 28(1) and Oil and Gas Disposition Regulation Section 23


Y:\System\Q\Forms\000000

Print Form
Clear Form

INSTRUCTIONS FOR COMPLETING THE TRANSMITTAL LETTER

Date Received and File Reference

This area will be completed by the Oil and Gas Management Branch.

	<p>SURRENDER FORM TRANSMITTAL LETTER</p> <p style="font-size: small;">For department use only</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center; font-size: x-small;">Date Received:</td> <td style="width: 40%; text-align: center; font-size: x-small;">File Reference #:</td> </tr> <tr> <td style="text-align: center; font-size: x-small;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; border-bottom: 1px solid black;">D</td> <td style="width: 33%; text-align: center; border-bottom: 1px solid black;">M</td> <td style="width: 33%; text-align: center; border-bottom: 1px solid black;">Y</td> </tr> </table> </td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Date Received:	File Reference #:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; border-bottom: 1px solid black;">D</td> <td style="width: 33%; text-align: center; border-bottom: 1px solid black;">M</td> <td style="width: 33%; text-align: center; border-bottom: 1px solid black;">Y</td> </tr> </table>	D	M	Y	
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D	M	Y						

To

The surrender form may be delivered to the Oil & Gas Management Branch via: hand delivery, mail, courier, fax, or e-mail. Documents received via fax and e-mail will be treated as originals. Sending a paper copy is not required.

<p>To: Rights Disposition Manager Suite 300-211 Main Street Whitehorse, Yukon, Y1A 2B2 Phone #: (867) 667-3512 Fax #: (867) 393-6262 E-mail: oilandgasdisposition@gov.yk.ca</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Number of pages including transmittal letter: </div>
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Date

Enter the date you are sending the surrender form.

From, Contact, Phone#, Fax#, E-Mail

Fill in the name and address(es) of the surrenderor(s), or the agent. If you wish the Oil and Gas Management Branch to direct inquiries to a specific person concerning this surrender, include that person's name, phone and fax numbers, and e-mail address.

Enclosures

If requesting a partial surrender, please include the digital geo-referenced file with associated metadata. These files may be saved on a CD and mailed to the Oil and Gas Management Branch, or submitted by e-mail to: oilandgasdisposition@gov.yk.ca. Please ensure the file is clearly identified.

<p>Enclosures:</p> <p><input type="checkbox"/> Disposition Transfer Form in duplicate, with original signatures.</p> <p style="text-align: center;">Indicate if digital geo-referenced file with associated metadata file has been:</p> <p><input type="checkbox"/> included OR <input type="checkbox"/> e-mailed</p> <p>Filename: _____</p> <p>Comments:</p>

MINIMUM REQUIREMENTS FOR GEO-REFERENCED FILE

The Oil and Gas Management Branch requests that for partial surrenders, the geo-referenced file with associated metadata be submitted using the following guidelines:

Datum

Preferred: NAD83 CRSC

Acceptable: NAD83 and WGS84

Unacceptable: NAD27 is no longer used by the Oil and Gas Management Branch.

Projections

Preferred: Yukon Albers

Acceptable: Unprojected (Lat, Long) and UTM

Acceptable File Types

ESRI Personal Geographic Database (PGD) with Metadata Record

ESRI Shape with Projection and Metadata Record

ESRI Coverage with Metadata Record

AutoCAD DWG/DXF, with Metadata Record

MicroStation DGN, with Metadata Record

Metadata

A minimum acceptable metadata record will contain:

- File Name
- Name of Organization
- Contact Name and Number
- Data Abstract
- Datum
- Projection
- Accuracy
- Date

Comments

As required.