

## **Guidelines:**

# **Disposition Transfer Form & Transmittal Letter**

Issued: July 17, 2006

## **Contents**

| Modes of Delivery                                  | 1 |
|--|---|
| Authority  | 1 |
| Fees   | 1 |
| List of Forms and Data                             | 1 |
| Online Forms                                       | 2 |
| Instructions for Completing the Form               | 3 |
| Instructions for Completing the Transmittal Letter |   |
| Minimum Requirements for Geo-referenced File       |   |

## MODES OF DELIVERY

Disposition transfer 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 Rights Disposition Manager
Oil & Gas Management Branch
Department of Energy,
Mines and Resources
#300, 211 Main Street
Whitehorse, Yukon,
Y1A 2B2

Fax: (867) 393-6262

Phone: (867) 667-3427

oilandgasdisposition@gov.yk.ca
E-mail

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.

## **AUTHORITY**

A disposition transfer may be completed pursuant to the *Oil and Gas Act*, the *Oil and Gas Disposition Regulations*, and the *Oil and Gas Transfer Regulations*. Disposition holders may transfer entire dispositions, or a part of the disposition location. Transfers of part of a location are rare and only allowed on Yukon leases. The Minister shall not accept a partial transfer of a permit.

## **FEES**

The fee structure for transfers is set as follows:

| Type of Transfer                                 | Fee      |
|--|----------|
| Whole of a disposition.                          | no fee   |
| A specified undivided interest in a disposition. | no fee   |
| Part of the location contained in a disposition. | \$500.00 |

## LIST OF FORMS AND DATA

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



## **ONLINE FORMS**

The Disposition Transfer Form is posted online at:

## http://www.gov.yk.ca/forms/files/yg5275\_e.pdf.

The Disposition Transfer Form Transmittal Letter can be found at:

## http://www.gov.yk.ca/forms/files/yg5323\_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  $Adobe^{\mathbb{R}}$   $Acrobat^{\mathbb{R}}$  Standard, or  $Adobe^{\mathbb{R}}$   $Acrobat^{\mathbb{R}}$  Professional installed on your computer. If you are using  $Adobe^{\mathbb{R}}$   $Reader^{\mathbb{R}}$ , you will be able to print the completed form however you will not be able to save it.

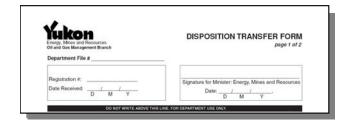
| Energy, M<br>Oil and Ga | <b>CON</b><br>not and Pascurea<br>is Nan-germent Branch  | TRA            | N TRANSFER FORM ANSMITTAL LETTER sent use only File Reference #: |
|-------------------------|--|----------------|--|
| То:                     | Rights Disposition Manager<br>Suite 300-211 Main Street<br>Whitehorse, Yukon, Y1 A 2B2<br>Phone #: (867) 667-3512<br>Fax #: (867) 393-6262<br>E-mail: oilandgasdisposition | n@gov.yk.ca    | Number of pages including transmittal letter:                    |
| Date:                   |  |                |  |
| From:                   |  | (Name)         |  |
| Contac                  |  | (Address)      |  |
|                         | #:   |                |  |
| Fax #:                  |  |                |  |
| E-mail                  |  |                |  |
| Enclo                   | SUPS: Disposition Transfer Form in duplic  |                | ile has been:  |
|                         | included OR = e-mailed   |                |  |
| Comm                    | Hisname:   |                |  |
| YGjessaGjFr             | Taboo Print F.   | orm Clear Form |  |



## INSTRUCTIONS FOR COMPLETING THE FORM

## Above the Line Page 1 of 2

This area will be completed by the Oil and Gas Management Branch. The effective date of the transfer will be the day the transfer is received at the Oil and Gas Management Branch.



#### A The disposition identified...

This section sets out the part of the disposition to which the transfer applies.

- A. The disposition identified in section E is hereby transferred by the transferor(s) to the transferee(s) to the extent indicated by this Transfer and in accordance with the tenor of this Transfer.
- B. This Transfer is supported by valuable consideration passing from the transferee(s) to the transferor(s).
- C. This Transfer may be executed in separate counterparts, and all of the executed counterparts shall together constitute one Transfer and shall have the same force and effect as if all of the persons executing such counterparts had executed the same Transfer.
- D. This Transfer has been executed by the authorized representatives of the transferor(s) and the transferee(s).

#### B This Transfer is supported by valuable consideration...

This clause indicates that the transfer is a binding agreement.

#### C This Transfer may be executed in separate counterparts...

The disposition transfer form may be copied and dispersed for original signatures. All the counterparts together comprise the one transfer. The counterpart copies must be submitted all together. Counterparts submitted separately will be returned. It is the responsibility of the holder(s) to ensure all counterpart signatures are included with the transfer form.

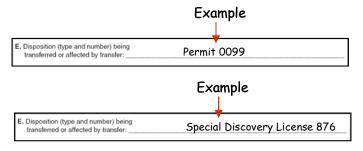
#### D This Transfer has been executed...

This clause indicates that only an authorized representative of the transferor or

transferee has the legal authority to execute the transfer.

## E Disposition (type and number) being transferred or affected by transfer...

Indicate if you are transferring all of the disposition location.





# F Description of location or part of location being transferred...

 Indicate if you are transferring all of the disposition location;

#### OR

 Provide a legal description of the location being transferred using the Yukon land description

| F. | Description of location or part of location being transferred (attach if necessary):  All of the disposition location |
|----|---|
|    |   |
| F. | Description of location or part of location being transferred (attach if necessary):                                  |
|    | Grid 64-10-132-20 Sections 4-10, 24-30, 34-40   |
|    | Grid 64-00-132-20 Sections 2-10, 22-28, 32-38   |

system described in the *Oil and Gas Disposition Regulations S. 2, 3, & 4.* In addition, please provide a digital geo-referenced file for the location being transferred. See: **Minimum Requirements for Geo-referenced Files** in these guidelines.

## G The current designated representative will remain in effect...

If this section is not filled in, the current designated representative remains in effect.

Naming a new designated representative replaces the previous designated representative. All holder(s) must sign the form to change the designated representative.

A letter indicating whether a transfer is accepted or rejected will be sent: to the transferor(s) and transferee(s) or the agent.



Submit a Notification of Official Service Address only if one is not on file with the Oil and Gas Management Branch. The official service address will already be on file if the new designated representative is:

- already acting in this capacity for another disposition or
- is an existing disposition holder.



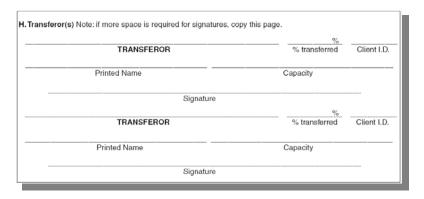
## Above the Line Page 2 of 2

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



#### H Transferor(s)

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



#### **Transferor**

- The name of the transferor must be set out in full.
- The transferor must be a corporation registered under the *Business Corporations Act*.
- In rare cases companies are: incorporated under the *Bank Act*, licensed under the *Insurance Act*, or approved by the Minister. Evidence of eligibility must be provided by companies when they submit a transfer.

## Percentage Transferred (% transferred)

- If there is more than one transferor or more than one transferee, the specified undivided interest being transferred must be set out by each of them on the disposition transfer form.
- The percentage being transferred must be a specified undivided interest, expressed in decimal form to no more than seven decimal places.
- If less than 1% of the disposition is being transferred, the Oil and Gas Management Branch is required to obtain the consent of the Minister.

#### Client I.D.

The client identification number is the corporate access number assigned by Yukon Corporate Affairs and recorded in the Yukon Corporate Affairs Registration System (CARS) database.

#### Signature

The signature of the person signing on behalf of the transferor.



#### **Printed Name**

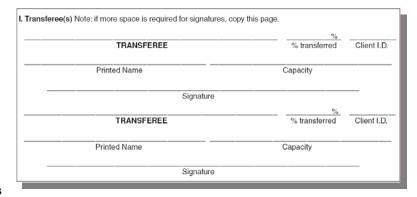
Please type or print legibly.

#### Capacity

A person who signs on behalf of a transferor must indicate the capacity in which he or she is signing.

#### I Transferee(s)

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



## Percentage Transferred (% transferred)

- If there is more than one transferor or more than one transferee, the specified undivided interest being transferred must be set out by each of them in each disposition.
- The percentage being transferred must be a specified undivided interest, expressed in decimal form to no more than seven decimal places.
- If less than 1% of the disposition is being transferred, the Oil and Gas Management Branch is required to obtain the consent of the Minister .

## Client I.D.

The client identification number is the corporate access number assigned by Corporate Affairs and recorded in the Corporate Affairs Registration System (CARS) database.

#### Signature

The signature of the person signing on behalf of the transferee.

#### **Printed Name**

Please type or print legibly.

#### Capacity

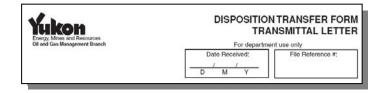
A person who signs on behalf of a transferee must indicate the capacity in which he or she is signing.



## INSTRUCTIONS FOR COMPLETING THE TRANSMITTAL LETTER

#### Date Received / File Reference #

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



Number of pages including

transmittal letter:

#### To

The disposition transfer 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.

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

#### **Date**

Enter the date you are sending the disposition transfer form.

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

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

| Date:    |           |
|----------|-----------|
| From:    | (Name)    |
|          | (Address) |
| Contact: |           |
| Phone #: |           |
| Fax #:   |           |
| E-mail:  |           |



#### **Enclosures**

If requesting a partial transfer, please include the digital georeferenced file with associated metadata. These files may be saved on a CD and mailed to the Oil and Gas Management Branch, or submitted by email to:

| Enclosures:  Disposition Transfer Form in duplicate, with original signatures. |   |  |  |  |  |
|--|---|--|--|--|--|
|  | Indicate if digital geo-referenced file with associated metadata file has been: |  |  |  |  |
|  | included OR   |  |  |  |  |
|  | Filename:   |  |  |  |  |
| Comments:  |   |  |  |  |  |
|  |   |  |  |  |  |
|  |   |  |  |  |  |

oilandgasdisposition@gov.vk.c

a. Please ensure the file is clearly identified.

## MINIMUM REQUIREMENTS FOR GEO-REFERENCED FILE

The Oil and Gas Management Branch requests that for partial transfers, the georeferenced 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.