

Guidelines: Disposition Transfer Form & Transmittal Letter

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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 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


Mail & Courier


Fax


E-mail

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

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® 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.



**DISPOSITION TRANSFER FORM
TRANSMITTAL LETTER**

For department use only

Date Received:

/	/	/
D	M	Y

File Reference #:

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

Number of pages including transmittal letter:

Date: _____

From: _____
(Name)

_____ (Address)

Contact: _____

Phone #: _____

Fax #: _____

E-mail: _____

Enclosures:

Disposition Transfer Form in duplicate, with original signatures.

Indicate if digital geo-referenced file with associated metadata file has been:

included OR e-mailed

Filename: _____

Comments:

YG5275QTR 1-2008

Print Form

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.

Example

↓

E. Disposition (type and number) being transferred or affected by transfer: Permit 0099

Example

↓

E. Disposition (type and number) being transferred or affected by transfer: Special Discovery License 876

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

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

F. Description of location or part of location being transferred (attach if necessary): _____ <u>All of the disposition location</u> _____ _____

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): _____ <u>Grid 64-10-132-20 Sections 4-10, 24-30, 34-40</u> <u>Grid 64-00-132-20 Sections 2-10, 22-28, 32-38</u>

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.

G The current designated representative will remain in effect unless the following section is completed: The following new representative is designated for the disposition affected by this transfer. The new designated representative will replace any previous designated representative. Provide full name of individual or corporation.	
Previous designated representative _____ Signature _____ Printed Name _____ Capacity _____	New designated representative _____ Signature _____ Printed Name _____ Capacity _____
<input type="checkbox"/> Official Service Address form attached. Note: if your address is already on file, do not resubmit.	

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.

H. Transferor(s) Note: if more space is required for signatures, copy this page.

TRANSFEROR	% transferred	Client I.D.
Printed Name	Capacity	
Signature		
TRANSFEROR	% transferred	Client I.D.
Printed Name	Capacity	
Signature		

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.

I. Transferee(s) Note: if more space is required for signatures, copy this page.		
TRANSFEEE	% transferred	Client I.D.
Printed Name	Capacity	
Signature		
TRANSFEEE	% transferred	Client I.D.
Printed Name	Capacity	
Signature		

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.

	<p>DISPOSITION TRANSFER FORM TRANSMITTAL LETTER</p> <p style="font-size: small;">For department use only</p> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px; text-align: center;">Date Received:</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">File Reference #:</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px; text-align: center;"> <div style="display: flex; justify-content: space-around; font-size: x-small;"> D M Y </div> </td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> </table>	Date Received:	File Reference #:	<div style="display: flex; justify-content: space-around; font-size: x-small;"> D M Y </div>	
Date Received:	File Reference #:				
<div style="display: flex; justify-content: space-around; font-size: x-small;"> D M Y </div>					

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.

<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>	<p style="text-align: center; font-size: small;">Number of pages including transmittal letter:</p>
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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 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.c

a. Please ensure the file is clearly identified.

Enclosures:

Disposition Transfer Form in duplicate, with original signatures.

Indicate if digital geo-referenced file with associated metadata file has been:

included OR e-mailed

Filename: _____

Comments:

MINIMUM REQUIREMENTS FOR GEO-REFERENCED FILE

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