

Guidelines: Disposition Transfer Form & Transmittal Letter

Updated July 24, 2008

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Contact Information

 Hand Delivery	Rights and Royalties Manager Government of Yukon Department of Energy, Mines and Resources Oil and Gas Resources Suite 300, 211 Main Street Whitehorse, Yukon, Y1A 2B2
 Mail & Courier	Fax: (867) 393-6262 Phone: (867) 667-3427
 Fax	Phone: (867) 667-3427
 E-mail	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 amendments to those regulations dated February, 2008. For a complete list of oil and gas legislation and regulations, visit yukonoilandgas.com and choose the link for Legislation.

WHAT IS A TRANSFER?

A disposition transfer changes the ownership of an oil and gas disposition. There are two ways that a disposition can be transferred. The Minister has the authority to transfer a disposition if a holder is ineligible. However, most disposition transfers occur at the discretion of the holder(s). Disposition holders may transfer entire dispositions, or a part of the disposition Location. Transfers of part of a Location are accepted on Yukon oil and gas Leases. The Minister shall not accept a partial transfer of an oil and gas Permit.

Transfers can be registered with Oil and Gas Resources (OGR). Holders have no legal obligation to register a transfer, however it is highly recommended. Transfers are registered in the order they arrive at the OGR office. A transfer will not be registered if one or more of the transferor(s) or transferee(s) is in default of payment of any debt owing to the Government of Yukon.

MODES OF DELIVERY

Disposition transfer forms may be delivered to Oil and Gas Resources 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. Oil and Gas Resources reserves the right to request the original copy with original signatures of a faxed or e-mailed document.

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
Issuance of a disposition as a result of a partial transfer of a Yukon oil and gas Lease.	\$500.00

LIST OF FORMS AND DATA

In order to be processed, the **Disposition Transfer Form** should include an **Oil and Gas Transmittal Letter**. Interactive versions of both forms are available online at <http://www.gov.yk.ca/forms/o.html>.

Although optional, a digital geo-referenced file with associated metadata is requested.

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 DISPOSITION TRANSFER FORM

Yukon
Energy, Mines and Resources

DISPOSITION TRANSFER FORM
page 1 of 2

Branch File # _____

Registration #: _____

Date and Time Received: Y / M / D

Signature of Division Head _____

Date: Y / M / D

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

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.

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).

E. Disposition (type and number). Submit one form for each disposition affected by the Transfer.

F. Description of Location or part of Location being transferred (attach if necessary): _____

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	New designated representative
Signature _____	Signature _____
Printed Name _____	Printed Name _____
Capacity _____	Capacity _____

Notice of Official Service Address of Designated Representative or Sole-Holder is attached.

This Disposition Transfer is submitted pursuant to the Oil and Gas Act S.52, the Oil and Gas Disposition Regulations S.24, 46, 50 and 51, and the Oil and Gas Transfer Regulations S.5, 10, 11.

10/27/2019 Rev. 02/018 the form is available in French
10/27/2019 Rev. 02/018 the form is available in French
ajoutement disponible en français

Yukon
Energy, Mines and Resources

DISPOSITION TRANSFER FORM
page 2 of 2

Registration # _____

Branch File # _____

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

H. Transferor(s) Note: if there is more than one transferor, copy this page.

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

I. Transferee(s) Note: if there is more than one transferee, copy this page.

TRANSFEEE	% Transferred	Client I.D.
Printed Name	Capacity	
Signature		
Address		
Province/Territory	Postal Code	
Phone	Fax	E-mail

10/27/2019 Rev. 02/018 the form is available in French
ajoutement disponible en français

Above the Line Page 1 of 2

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

Yukon
Energy, Mines and Resources

DISPOSITION TRANSFER FORM
page 1 of 2

Branch File # _____

Registration #: _____

Date and Time Received: Y / M / D

Signature of Division Head _____

Date: Y / M / D

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

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.
- 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.

A separate form is required for each disposition affected by the transfer. A form indicating more than one disposition will be rejected.

Example

E. Disposition type and number. Submit one form for each disposition affected by the transfer.

Permit 0099

Example

E. Disposition type and number. Submit one form for each disposition affected by the 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;

OR

- Provide a legal description of the Location being transferred 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 for the Location being transferred.

See: **Minimum Requirements for Geo-referenced Files** in these guidelines.

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

Examples

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.

When a new designated representative is named, submit a *Notice of Official Service Address of Designated Representative or Sole Holder*. This form can be found online at: <http://www.gov.yk.ca/forms/o.html>.

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.

<p>Previous designated representative</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Capacity</p> <p>_____</p>	<p>New designated representative</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Capacity</p> <p>_____</p> <p><input type="checkbox"/> Notice of Official Service Address of Designated Representative or Sole Holder is attached.</p>
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Above the Line Page 2 of 2

This area will be completed by Oil and Gas Resources.

<p>Yukon Energy, Mines and Resources</p>	<p style="text-align: right;">DISPOSITION TRANSFER FORM page 2 of 2</p>
<p>Registration # _____</p> <p>Branch File # _____</p> <p style="text-align: center; font-size: small;">DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY</p>	

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 there is more than one transferor, copy this page.

<p style="text-align: center;">TRANSFEROR</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Signature</p> <p>_____</p>	<p style="text-align: center;">%</p> <p style="text-align: center;">% Transferred</p> <p>_____</p> <p>Capacity</p> <p>_____</p>	<p style="text-align: center;">Client I.D.</p> <p>_____</p>
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Transferor

- The name of the transferor must be set out in full.
- The transferor must be a valid corporation under the Yukon *Business Corporations Act*. In rare cases companies are: incorporated under the *Bank Act* (Canada), licensed under the Yukon *Insurance Act*, or approved by the Minister.
- Documentation demonstrating valid registration as a corporation under one of these Acts, or Ministerial approval, must be provided.

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, Oil and Gas Resources 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. Provide documentation demonstrating the person signing the transfer form is an authorized representative 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) Note: if there is more than one transferee, copy this page.		
TRANSFeree	% Transferred	Client I.D.
Printed Name	Capacity	
Signature		
Address		
Province/Territory	Postal Code	
Phone	Fax	E-mail

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.

Transferee

- The name of the transferee must be set out in full.
- The transferee must be a valid corporation under the Yukon *Business Corporations Act*. In rare cases companies are: incorporated under the *Bank Act* (Canada), licensed under the Yukon *Insurance Act*, or approved by the Minister.
- Documentation demonstrating valid registration as a corporation under one of these Acts, or Ministerial approval, must be provided.

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, Oil and Gas Resources 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 Corporate Affairs Registration System (CARS) database.

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.

Signature

The signature of the person signing on behalf of the transferee. Provide documentation demonstrating the person signing the transfer form is an authorized representative of the transferor.

Address, Phone, Fax, E-mail

Provide contact information for every transferee.

INSTRUCTIONS FOR COMPLETING THE OIL AND GAS TRANSMITTAL LETTER

The *Oil and Gas Transmittal Letter* is available online at <http://www.gov.yk.ca/forms/o.html>.

Including it will provide useful contact information.

Any number of forms can be submitted with one transmittal letter.

	<p>OIL AND GAS TRANSMITTAL LETTER</p>			
<p>To: Rights and Royalties Manager Oil and Gas Resources Department of Energy, Mines and Resources Suite 300, 211 Main Street Whitehorse, Yukon, Y1A 2B2 Phone #: (867) 667-3427 Fax #: (867) 393-6262 E-mail: oilandgasdisposition@gov.yk.ca</p>	<p style="text-align: center; font-size: small;">For department use only</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Date and Time Received: ____ / ____ / ____ Y M D</td> <td style="width: 40%; padding: 2px;">Branch File #: </td> </tr> </table>	Date and Time Received: ____ / ____ / ____ Y M D	Branch File #: 	
Date and Time Received: ____ / ____ / ____ Y M D	Branch File #: 			
This submission refers to disposition #:	Date sent:	Total # of pages sent:		
Name of sender (full business name): 				
Indicate capacity of sender (holder, secured party, designated representative, or agent): 				
Mailing address of sender (number, street, city, province, territory, or state, country, zip or postal code): 				
Name of Contact Person:	Capacity of Contact Person:			
Contact phone number:	Contact fax number:			
Contact e-mail address: 				
Attachments: (List the name of the form or the type of notice, along with required fees, court order, and other enclosures): 				
Comments: 				
Y034482/F1 01/2009				
<table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px 10px;">Print Form</td> <td style="border: 1px solid black; padding: 2px 10px;">Clear Form</td> </tr> </table>			Print Form	Clear Form
Print Form	Clear Form			

Above the Line

This area will be completed by staff at Oil and Gas Resources.

		OIL AND GAS TRANSMITTAL LETTER	
To: Rights and Royalties Manager Oil and Gas Resources Department of Energy, Mines and Resources Suite 300, 211 Main Street Whitehorse, Yukon, Y1A 2B2 Phone #: (867) 567-3427 Fax #: (867) 393-6262 E-mail: oilandgasdisposition@gov.yk.ca		For department use only	
		Date and Time Received: Y / M / D	Branch File #:

Disposition, Date Sent, Total pages

Indicate the disposition(s), date sent, and total number of pages included in the submission. If more room is needed to indicate dispositions, use the comment box at the bottom of the form.

This submission refers to disposition #:	Date sent:	Total # of pages sent:
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Name of sender.

The name of the sender is the full legal name of the company.

Name of sender (full business name):

Capacity of sender.

The sender can be a disposition holder, secured party, designated representative, or an agent.

Indicate capacity of sender (holder; secured party; designated representative; or agent):
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Mailing address.

Indicate full mailing address of sender.

Mailing address of sender (number; street; city; province, territory, or state; country; zip or postal code):
_____ _____ _____

Contact information.

If you wish Oil and Gas Resources to direct inquiries to a specific person, indicate his or her contact information here.

Name of Contact Person:	Capacity of Contact Person:
Contact phone number:	Contact fax number:
Contact e-mail address:	

List of attachments.

List the names of the items being submitted. Use additional copies of the transmittal letter if more space is required.

Attachments: (List the name of the form or the type of notice; along with required fees; court order; and other enclosures):

Comments.

Use the comment box for any special instructions or notes regarding the submission. Use additional copies of the transmittal letter if more space is required.

Comments:

MINIMUM REQUIREMENTS FOR GEO-REFERENCED FILES

Although optional, Oil and Gas Resources requests a 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 Oil and Gas Resources.

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.