

Guidelines: Notice of Official Service Address of Designated Representative or Sole Holder

Updated August 3, 2011

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If there is any conflict or inconsistency between these guidelines or the forms and a provision of Yukon's *Oil and Gas Act* (YOGA) or any regulations under it, the latter provision prevails.

AUTHORITY & MODES OF DELIVERY

YOGA S.8 and 21

OGDR S.1 (Interpretation), 13, 14

According to the *Oil and Gas Disposition Regulations* (OGDR), the designated representative or sole holder of a disposition must convey to the Minister, a *Notice of Official Service Address of Designated Representative or Sole Holder*. The notice may be delivered to Oil and Gas Resources by hand, courier, mail, fax, or e-mail. Notices are registered in the order they are received at the branch.

WHAT IS AN OFFICIAL SERVICE ADDRESS?

In relation to an oil and gas disposition, an official service address is the address used to communicate with the designated representative or sole holder of a disposition.

WHY IS NOTIFICATION NECESSARY?

Every designated representative or sole holder of oil and gas rights must have one official service address. From time to time staff at Oil and Gas Resources may have contact with disposition holder(s) via the designated representative to provide notices and documents that are required or authorized according to YOGA or any regulations under it. These documents must be delivered to the designated representative at the official service address registered to the disposition. An official service address remains in effect until it is replaced by another notice. It is the responsibility of disposition holders to keep these records up to date with the branch.

Contact Information

 Hand Delivery	<p>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 Fax: (867) 393-6262 Phone: (867) 667-3427 oilandgasdisposition@gov.yk.ca</p>
 Mail & Courier	
 Fax	
 E-mail	

In relation to a well license, in accordance with the *Oil and Gas Licence Administration Regulations* sections 9 and 10, when a licensee is ineligible to hold a licence by reason of the dissolution of the licensee as a corporation, notice shall be given at the Official Service Address or at the last known address of that licensee in spite of its dissolution.

FEES

YOGA S.57
OGDR S.56, Schedule 1

There are no fees to register this notice.

LIST OF FORMS

In order to be processed, the **Notice of Official Service Address of Designated Representative or Sole Holder** 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>.

Online forms contain interactive fields. To navigate and complete the form, use the tab key, or place the insertion point with a click of the mouse, and key the information in. 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.

Above the Line

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

The date the notice is received is the date of registration. Documents are registered in the order they arrive at the branch. The sender will be notified of the registration number. Keep this number on record.

	NOTICE OF OFFICIAL SERVICE ADDRESS OF DESIGNATED REPRESENTATIVE OR SOLE HOLDER					
Branch File # _____						
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date and Time Received: / /</td> </tr> <tr> <td style="padding: 2px; text-align: center;">Y M D</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Registration No. _____</td> </tr> <tr> <td style="padding: 2px;">Date Registered / /</td> </tr> <tr> <td style="padding: 2px; text-align: center;">Y M D</td> </tr> </table>	Date and Time Received: / /	Y M D	Registration No. _____	Date Registered / /	Y M D
Date and Time Received: / /						
Y M D						
Registration No. _____						
Date Registered / /						
Y M D						
DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY.						

A Disposition

Insert the full name and number assigned to the disposition. Only one official service address can be registered for a designated representative or sole holder. Please submit a separate notice for each disposition affected by a change in official service address.

A. Disposition (type and number) being affected by this notice: _____
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B Full name of sole holder or designated representative

Indicate the full legal name.

B. Full name of sole holder or designated representative:	
_____ Name	_____ Sole Holder Client I.D.

C. Official Service Address

Indicate one official service address to be used by the branch for communication with the designated representative or sole holder.

C. Official Service Address:		
Contact Name	Capacity	
Address		
Province/Territory	Postal Code	
Phone	Fax	E-mail

Contact Name

Indicate the person with which the branch should have contact.

Capacity

A person who acts on behalf of a designated representative or sole holder must indicate the capacity in which he or she is doing so.

Address/Province/Territory/Postal Code

Indicate the full street address and mailing address.

D Signature of sole holder or designated representative

A change of official service address must be authorized with a signature.

D. Signature of sole holder or designated representative:		_____ Y / M / D (Date)
Name (please print)		
Signature	Capacity	

Name

Enter the full legal name of the designated representative or sole holder. Please type or print legibly.

Date

Indicate the date the official service address came into effect.

Capacity

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

INSTRUCTIONS FOR COMPLETING THE OIL AND GAS TRANSMITTAL LETTER

Including an oil and gas transmittal letter will provide contact information. Any number of forms can be submitted with one transmittal letter.

		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) 667-3427 Fax #: (867) 393-6262 E-mail: oilandgasdisposition@gov.yk.ca		For department use only	
		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 signatures):			
<div style="border: 2px solid red; padding: 10px; transform: rotate(-15deg); display: inline-block;"> Available online at www.gov.yk.ca/forms/o.html </div>			
Comments:			
YG(5446Q)F1 01/2008			
<input type="button" value="Print Form"/>		<input type="button" value="Clear Form"/>	

Above the Line

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

 <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>OIL AND GAS 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%; padding: 5px;">Date and Time Received: ____ / ____ / ____ Y M D</td> <td style="width: 40%; padding: 5px;">Branch File #: </td> </tr> </table>	Date and Time Received: ____ / ____ / ____ Y M D	Branch File #:
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):
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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):
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>

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:

YG(5446Q)F1 01/2008

Print Form	Clear Form
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