

Guidelines: Oil and Gas Transmittal Letter

Updated September 16, 2009

An *Oil and Gas Transmittal Letter* is recommended when a submission is made to Oil and Gas Resources. It provides useful contact information, and one transmittal letter can be used to submit multiple documents sent by the same contact person.

Rights Management forms and guidelines can be accessed online at http://www.emr.gov.yk.ca/oilandgas/guidelines_for_ms.html.

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.

MODES OF DELIVERY

Forms may be delivered to Oil and Gas Resources via: hand delivery, mail, courier, fax, or e-mail. Check the guidelines for individual forms for delivery instructions.

Contact Information



Hand Delivery



Mail & Courier



Fax



E-mail

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

INSTRUCTIONS FOR COMPLETING THE OIL AND GAS TRANSMITTAL LETTER

One transmittal letter can be used as a cover for multiple forms when one person is the contact regarding the submissions.

	<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: 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 #:			
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 enclosures):				
<div style="border: 2px solid red; padding: 10px; transform: rotate(-15deg); color: red; font-weight: bold; font-size: 1.2em;"> Available online at www.gov.yk.ca/forms/o.html </div>				
Comments:				
YG(5448C)F1 01/2008				
<table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 5px 15px;">Print Form</td> <td style="border: 1px solid black; padding: 5px 15px;">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.

 <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;">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: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-around; width: 100%;"> Y M D </div> </td> <td style="width: 40%; padding: 5px;"> Branch File #: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> </td> </tr> </table>	Date and Time Received: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-around; width: 100%;"> Y M D </div>	Branch File #: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
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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):

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:

YG(5446Q)F1 01/2008

Print Form	Clear Form
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