

# Guidelines: Court Orders and Judgments of the Supreme Court Affecting the Registration of a Statutory Notice

Updated October 14, 2008

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## AUTHORITY & MODES OF DELIVERY

OGA S.56(2), 57(1), 60  
 OGDR S.55

Court orders and judgments of the Supreme Court may be submitted that direct the Division Head to act in relation to the registration of any statutory notice. The court order or judgment must be a certified copy in order to be registered with Oil and Gas Resources (OGR).

Court orders and judgments may be delivered to OGR by hand, courier, or mail, and are registered in the order they are received at the OGR office.

## WHAT IS A STATUTORY NOTICE?

OGA S.56, 57, 60

In the context of these guidelines, a statutory notice is a document that refers to a security interest, or information regarding a secured party.

The following statutory notices can be found online: • *Security Notice*, • *Change of Address for Service of Secured Party*, • *Notice of Assignment or Partial Assignment of a Registered Security Interest*, • *Notice of Discharge or Partial Discharge of a Security Interest*, • *Notice of Postponement of a Registered Security Notice*, and the • *Notice of Discharge or Partial Discharge of a Registered Postponement*. Authorized parties may also register a certified copy of an order or judgment of the Supreme Court in relation to a security notice.

### 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	<a href="mailto:oilandgasdisposition@gov.yk.ca">oilandgasdisposition@gov.yk.ca</a>

## WHAT IS A SECURITY INTEREST?

### OGA S.1(1) Interpretation

Security interest means an interest in or charge on collateral which secures the payment of an indebtedness arising from an existing or future loan or advance, a bond or debenture of a corporation, or the performance of obligations by a guarantor under a guarantee in respect of all or any part of an advance, bond or debenture.

## WHAT IS A SECURED PARTY?

### OGA S.1(1) Interpretation

A secured party means a person who has a security interest; generally, a person who has made a loan to a holder of an oil and gas disposition, and holds the disposition or a part thereof as collateral.

## WHAT IS A SECURITY INSTRUMENT?

### OGA S.1(1) Interpretation

A security instrument is the contract or legal instrument that creates the security interest. The details of the security instrument are not released to Oil and Gas Resources.

## FEES

### OGA S.57

### OGDR S.56, Schedule 1

There is no fee to register a court order or judgment of the Supreme Court.


## LIST OF FORMS

In order to be processed, a **court order or judgment of the Supreme Court** should include an **Oil and Gas Transmittal Letter** from the sender. An interactive version of this transmittal letter is available online at <http://www.gov.yk.ca/forms/o.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.


# 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.

	<b>OIL AND GAS TRANSMITTAL LETTER</b>															
<b>To: Rights and Royalties Manager</b> <b>Oil and Gas Resources</b> <b>Department of Energy, Mines and Resources</b> <b>Suite 300, 211 Main Street</b> <b>Whitehorse, Yukon, Y1A 2B2</b> <b>Phone #: (867) 667-3427</b> <b>Fax #: (867) 393-6262</b> <b>E-mail: oilandgasdisposition@gov.yk.ca</b>	For department use only <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date and Time Received:</td> <td style="padding: 2px;">Branch File #:</td> </tr> <tr> <td style="text-align: center; padding: 5px;"> <table style="margin: auto;"> <tr> <td style="border: none;">—</td> <td style="border: none;">/</td> <td style="border: none;">—</td> <td style="border: none;">/</td> <td style="border: none;">—</td> </tr> <tr> <td style="border: none; text-align: center;">Y</td> <td style="border: none; text-align: center;">M</td> <td style="border: none; text-align: center;">D</td> <td colspan="2"></td> </tr> </table> </td> <td style="width: 150px;"></td> </tr> </table>	Date and Time Received:	Branch File #:	<table style="margin: auto;"> <tr> <td style="border: none;">—</td> <td style="border: none;">/</td> <td style="border: none;">—</td> <td style="border: none;">/</td> <td style="border: none;">—</td> </tr> <tr> <td style="border: none; text-align: center;">Y</td> <td style="border: none; text-align: center;">M</td> <td style="border: none; text-align: center;">D</td> <td colspan="2"></td> </tr> </table>	—	/	—	/	—	Y	M	D				
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Y	M	D														
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):																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Name of Contact Person:</td> <td style="padding: 2px;">Capacity of Contact Person:</td> </tr> <tr> <td style="padding: 2px;">Contact phone number:</td> <td style="padding: 2px;">Contact fax number:</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Contact e-mail address:</td> </tr> </table>			Name of Contact Person:	Capacity of Contact Person:	Contact phone number:	Contact fax number:	Contact e-mail address:									
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Contact phone number:	Contact fax number:															
Contact e-mail address:																
<b>Attachments:</b> (List the name of the form or the type of notice; along with required enclosures): <div style="text-align: center; margin-top: 20px; color: red; font-weight: bold; transform: rotate(-15deg); border: 1px solid black; padding: 5px;">           Available online at <a href="http://www.gov.yk.ca/forms/o.html">www.gov.yk.ca/forms/o.html</a> </div>																
Comments:																
YG(5446Q)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												
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**Above the Line**

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

 <b>To: Rights and Royalties Manager</b> 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 #:  

**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):
_____
_____
_____

**Contact information**

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

<b>Name of Contact Person:</b>	<b>Capacity of Contact Person:</b>
<b>Contact phone number:</b>	<b>Contact fax number:</b>
<b>Contact e-mail address:</b>	

**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**