

Guidelines: Designation or Amendment of Royalty Agent

Updated February 10, 2011

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AUTHORITY & MODES OF DELIVERY

These guidelines were prepared according to Yukon's *Oil and Gas Act* (YOGA), and

its regulations. If there is any conflict or inconsistency between these guidelines or the form and a provision of YOGA or any regulations under it, the latter provision prevails.

A Designation or Amendment of Royalty Agent form may be delivered to Oil and Gas Resources by hand, courier, mail, fax, or e-mail.

THE FORM IS MULTI-PURPOSE

The form, *Designation or Amendment of Royalty Agent* may be used to designate a new royalty agent; indicate a new address for a royalty agent; replace one royalty agent with another; or to revoke the royalty agent and return the responsibility to the royalty client.

FEES

There are no fees pertaining to the submission and administration of this form.

WHAT IS A ROYALTY AGENT?

A royalty agent is a person who has the authority to submit the royalty return and royalty payable on behalf of the royalty client.





WHO HAS THE AUTHORITY TO DESIGNATE A ROYALTY AGENT?

It is the responsibility of the royalty client to designate a royalty agent. If no royalty agent is designated, the royalty client fulfills the responsibilities pertaining to the payment of royalty.

WHAT IS A ROYALTY CLIENT?

The person who is the holder of an oil and gas disposition is the royalty client in relation to the share of the crude oil, gas, or field condensate that is proportionate to the percentage of the holder's specified undivided interest.

RESPONSIBILITIES OF ROYALTY AGENTS

A royalty agent acts as a contact with Oil and Gas Resources on topics relating to a client's royalty account. The agent is responsible for the submission of the Yukon Royalty Return and may make payments on behalf of a royalty client.

Yukon Royalty Return and Royalty Payable

The royalty agent must verify royalty returns for each production month according to instructions issued by the Division Head, and the *Oil and Gas Royalty Regulations*. Agents are responsible to make payment on or before the due date.

Recalculation of Royalty

A royalty agent has the authority to apply for recalculation of royalty, and appeal a recalculation of royalty, and will receive notice from the Division Head of recalculations.

LIST OF FORMS

The **Designation or Amendment of Royalty Agent**, is provided as a Microsoft® Word interactive form. In order to be processed, the submission should include an **Oil and Gas Transmittal Letter**; which is available as a PDF. Interactive versions of both forms are available online at http://www.emr.gov.yk.ca/oilandgas/guidelines_forms.html.



INSTRUCTIONS FOR COMPLETING THE FORM

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 enter the information. Note: This form is available as a Microsoft® Word document.

ne	rgy, Mines and Resources DESIGNATION OR AMENDMEN OF ROYALTY AGEN
Bra	anch File #: Date Received:/ /
	DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY. To complete the form double-click on entry fields, or tab from previous entry field and start typing.
A.	Royalty client.
	Full legal name of royalty client
В.	Reason(s) for this submission:
	☐ Designation of royalty agent ☐ Replacement of royalty agent
	☐ Change of address of royalty agent ☐ Revocation of royalty agent
С.	Full legal name of replaced or revoked royalty agent. Leave blank if not applicable.
D.	Full legal name of new royalty agent. Leave blank if the royalty agent is being revoked.
Ε.	Address of royalty agent.
	Address of royalty agent
	City / Town Territory / Province Postal Code
	Telephone Facsimile
	E-mail address
	Contact Name Title
F.	Authorization.
	Printed name of person signing for royalty client Capacity or title of person signing this form
	Signature
	Date: (YYYY/MM/DD) / /
3.	Disclaimer: If there is any conflict or inconsistency between this form or the Guidelines and a



Above the Line

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

YUKON Energy, Mines and Resources	DESIGNATION OR AMENDMENT OF ROYALTY AGENT			
Branch File #:	Date Received:/ _/			
DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY. To complete the form double-click on entry fields, or tab from previous entry field and start typing.				

Royalty client.

Indicate the full legal name of the royalty client.

A.	Royalty client.
	Full legal name of royalty client

B Reason for Notice.

This form can be used to name a new royalty agent, to indicate a change of address for a royalty agent, to replace an existing royalty agent, or to revoke the designation of a royalty agent.

В.	Reason(s) for this submission:	
	Designation of royalty agent	☐ Replacement of royalty agent
	☐ Change of address of royalty agent	☐ Revocation of royalty agent



C Full legal name of replaced or revoked royalty agent.

If a royalty client is designating a royalty agent for the first time, leave this field blank. If the reason for the form is to replace or revoke a royalty agent, indicate the full legal name of the former royalty agent.

C.	Full legal name of replaced or revoked royalty agent. Leave blank if not applicable.

D Full legal name of new royalty agent.

Enter the full legal name of the new royalty agent. Royalty clients that are revoking the royalty agent and are not designating a new one, become responsible for the reporting and payment of royalty. If a royalty agent is being revoked, leave this field blank.

D.	Full legal name of new royalty agent. Leave blank if the royalty agent is being revoked.

E Address of royalty agent.

This area may be used to indicate the address and contact information for a new royalty agent, or to change the address of an existing royalty agent.

E.	Address of royalty agent.		
	Address of royalty agent		
	City / Town	Territory / Province	Postal Code
	Telephone	Facsimile	
	E-mail address		
	Contact Name	Title	



F Royalty Client

A person in authority with the royalty client must sign the form.

F.	Authorization.			
	Printed name of person signing for royalty client Capa	city or title of person signing this form		
	Signature			
G.	G. Date: (YYYY/MM/DD) / /			
Н.	d. Disclaimer: If there is any conflict or inconsistency between provision of the Oil and Gas Act or any regulations under it			
	Designation or Amendment of Royalty Agent form developed by Oi	l and Gas Resources. 2011-02-03		

Printed Name of person signing

Please type or print legibly.

Capacity or title of person signing this form

A person who signs on behalf of a royalty client must indicate the capacity in which he or she is signing.

Signature

The signature of the person signing on behalf of the royalty client.

J Date

Indicate the date the form is being initiated.



INSTRUCTIONS FOR COMPLETING THE OIL AND GAS TRANSMITTAL LETTER

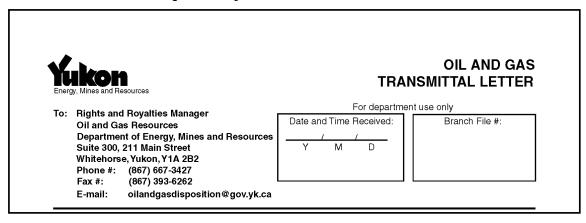
Including an oil and gas transmittal letter will provide contact information. Any number of forms can be submitted with one transmittal letter.

Energy, Mines and Resources		TRA	OIL AND GAS NSMITTAL LETTER
Fo: Rights and Royalties Manager Oil and Gas Resources Department of Energy, Mines and Ro Suite 300, 211 Main Street Whitehorse, Yukon, Y1A 2B2 Phone #: (867) 667-3427 Fax #: (867) 393-6262 E-mail: oilandgasdisposition@g	esources	For departme te and Time Received: / / Y M D	nt use only Branch File #:
This submission refers to disposition	n #:	Date sent:	Total # of pages sent
Name of sender (full business name):			<u> </u>
Indicate capacity of sender (holder; secu	red party; designate	d representative; or agent):	
Mailing address of sender (number; stree	t; city; province, terri	tory, or state; country; zip or post	,
Out to the least of the least o		0	
Contact phone number: Contact e-mail address:		Contact fax nur	nber:
Contact phone number: Contact e-mail address: Attachments: (List the name of the form or the	type of notice; along	with reguler yk.cal	(Orma)
Comments:			



Above the Line

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



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:

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:			
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