

Guidelines: Disposition Surrender

Updated November 30, 2009

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This document provides guidelines for the full surrender or partial surrender of an oil and gas disposition.

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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
 Fax	Phone: (867) 667-3427
 E-mail	oilandgasdisposition@gov.yk.ca

AUTHORITY

A surrender of a disposition may be completed pursuant to Yukon's *Oil and Gas Act*, and under the *Oil and Gas Disposition Regulations*. If there is any conflict or inconsistency between these guidelines, or the *Surrender Form*, and a provision of the *Oil and Gas Act* or any regulations under it, the latter provision prevails.

ABOUT DISPOSITION SURRENDERS

A surrender is the relinquishment of a disposition, in whole or in part, to the Government of Yukon. All surrenders are reviewed by Oil and Gas Resources and approved by the Minister. Holders must be free of indebtedness to the Crown. Royalties and rentals owing must be paid in full. Any wells on the disposition must be dealt with in accordance with the *Oil and Gas Act* and the instructions of the Chief Operations Officer.

MODES OF DELIVERY

Surrender 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

There is no fee to surrender all, or part of a disposition.

LIST OF FORMS AND DATA

In order for a surrender to be processed, the completed *Surrender Form* is required, and an *Oil and Gas Transmittal Letter* is recommended. If submitting a partial surrender, 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.

MINIMUM REQUIREMENTS FOR GEO-REFERENCED FILES

Oil and Gas Resources requests that for partial surrenders, the 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.

THE SURRENDER FORM

Rights Management forms and guidelines can be accessed online from the Rights Management page at http://www.emr.gov.yk.ca/oilandgas/guidelines_forms.html, or from the Government of Yukon main page.



Branch File #: _____

DO NOT WRITE ABOVE THIS LINE

H. Holders

LEGAL NAME OF HOLDER	
Printed Name	
Signature	
LEGAL NAME OF HOLDER	
Printed Name	
Signature	

Copy this page if more space is required for signatures.

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SURRENDER FORM
page 1 of 2

Branch File #: _____

Record # _____	Signature for Minister: Energy, Mines and Resources _____
Date received: Y / M / D	Date: Y / M / D
Time received: _____	Date: Y / M / D

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

A. The disposition identified in **section D** is hereby surrendered by the holder(s) of this disposition to the extent indicated by this Surrender and in accordance with the tenor of this Surrender.

B. This Surrender may be executed in separate counterparts, and all of the executed counterparts shall together constitute one Surrender and shall have the same force and effect as if all of the persons executing such counterparts had executed the same Surrender.

C. This Surrender has been executed by the authorised representatives of the surrenderor(s) and the surrenderee(s).

D. Disposition (type and number) being surrendered. Submit one form for each disposition being surrendered.


E. Description of disposition being surrendered (attach an additional page if necessary):

F. Rental fees attached? Yes No Not Applicable

G. Disclaimer. If there is any conflict or inconsistency between this form or the document entitled *Guidelines: Disposition Surrender* and a provision of the *Oil and Gas Act* or any regulations under it, the latter provision prevails.

Oil and Gas Act Section 28(1) and Oil and Gas Disposition Regulations Section 23

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Branch File #: _____

DO NOT WRITE ABOVE THIS LINE

H. Holders

LEGAL NAME OF HOLDER	
Printed Name	
Signature	
LEGAL NAME OF HOLDER	
Printed Name	
Signature	

Copy this page if more space is required for signatures.

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SURRENDER FORM
page 1 of 2

Branch File #: _____

Record # _____	Signature for Minister: Energy, Mines and Resources _____
Date received: Y / M / D	Date: Y / M / D
Time received: _____	Date: Y / M / D

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

A. The disposition identified in **section D** is hereby surrendered by the holder(s) of this disposition to the extent indicated by this Surrender and in accordance with the tenor of this Surrender.

B. This Surrender may be executed in separate counterparts, and all of the executed counterparts shall together constitute one Surrender and shall have the same force and effect as if all of the persons executing such counterparts had executed the same Surrender.

C. This Surrender has been executed by the authorised representatives of the surrenderor(s) and the surrenderee(s).

D. Disposition (type and number) being surrendered. Submit one form for each disposition being surrendered.

E. Description of disposition being surrendered (attach an additional page if necessary):

F. Rental fees attached? Yes No Not Applicable

G. Disclaimer. If there is any conflict or inconsistency between this form or the document entitled *Guidelines: Disposition Surrender* and a provision of the *Oil and Gas Act* or any regulations under it, the latter provision prevails.

Oil and Gas Act Section 28(1) and Oil and Gas Disposition Regulations Section 23

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Available online at www.gov.yk.ca/forms/o.html

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INSTRUCTIONS FOR COMPLETING THE SURRENDER FORM

Above the Line

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

The thumbnail shows the top portion of the 'SURRENDER FORM' (page 1 of 2). It includes the Yukon logo and 'Energy, Mines and Resources'. Below the logo is a line for 'Branch File #'. A box contains 'Record #' and 'Date received:' with fields for Year (Y), Month (M), and Day (D). Below that is 'Time received:' with similar fields. To the right is a line for 'Signature for Minister: Energy, Mines and Resources' and another 'Date:' field with Y, M, D boxes. At the bottom of the form, it says 'DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY.'

A The disposition identified...

This section describes the parameters of the surrender.

B This Surrender may be executed in separate counterparts...

The surrender form may be copied and dispersed for original signatures. All the counterparts together comprise the one surrender form. It is the responsibility of the holder(s) to ensure all counterpart signatures are included with the surrender form.

- A. The disposition identified in section D is hereby surrendered by the holder(s) of this disposition to the extent indicated by this Surrender and in accordance with the tenor of this Surrender.
- B. This Surrender may be executed in separate counterparts, and all of the executed counterparts shall together constitute one Surrender and shall have the same force and effect as if all of the persons executing such counterparts had executed the same Surrender.
- C. This Surrender has been executed by the authorised representatives of the surrenderor(s) and the surrenderee(s).

C This Surrender has been executed by the authorised representative...

Disposition holders have the legal authority to execute this document.

D Disposition (type and number)...

Insert the full name and number assigned to the disposition.

A separate surrender form is required for each disposition being surrendered.

Examples

D. Disposition (type and number) being surrendered. Permit 0099
Submit one form for each disposition being surrendered.

D. Disposition (type and number) being surrendered. Special Discovery Licence 876
Submit one form for each disposition being surrendered.

E Description of location or part...

Disposition holders may surrender the entire disposition (full surrender), or a part of the disposition location (partial surrender).

If applying for a full surrender, indicate that **all of the disposition location** is being surrendered, **OR**

If applying for a partial surrender, **provide a legal description** of the location being surrendered 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 with associated metadata for the location being surrendered. See **Minimum Requirements for Geo-referenced Files** in these guidelines.

Full Surrender

E. Description of location or part of location being surrendered (attach an additional page if necessary):

All of the disposition location.

Partial Surrender

E. Description of location or part of location being surrendered (attach an additional page 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

F Rental fees attached?


Rentals apply to leases, and also to permits in their second terms. The rental is payable for the next year of the term if the surrender form is received at Oil and Gas Resources on or after the rental anniversary date. The surrender will not be accepted if there is an outstanding rental payment.

F. Rental fees attached? Yes No Not Applicable

G. Disclaimer. If there is any conflict or inconsistency between this form or the document entitled *Guidelines: Disposition Surrender* and a provision of the *Oil and Gas Act* or any regulations under it, the latter provision prevails.

Above the Line Page 2

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

	<p>SURRENDER FORM page 2 of 2</p>
<p>Branch File # _____</p>	
<p><small>DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY.</small></p>	

G Holders

Indicate the holders' full legal names.

All holders must sign the surrender form. The surrender may be executed in separate counterparts as indicated in **B**, or photocopied to accommodate more signatures.

It is the responsibility of the holders to ensure all counterpart signatures are included with the surrender form.

H. Holders	
LEGAL NAME OF HOLDER	Client I.D.
Printed Name	Capacity
Signature	
LEGAL NAME OF HOLDER	Client I.D.
Printed Name	Capacity
Signature	
LEGAL NAME OF HOLDER	Client I.D.
Printed Name	Capacity
Signature	
LEGAL NAME OF HOLDER	Client I.D.
Printed Name	Capacity
Signature	
<p>Copy this page if more space is required for signatures.</p>	
<p><small>YQ(S)565/F2 10/2009</small></p>	
<p><small>Oil and Gas Act Section 28(1) and Oil and Gas Disposition Regulations Section 23</small></p>	