

Guidelines: Notice of Designated Representative, Replacement, or Revocation

Updated September 18, 2012

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

AUTHORITY & MODES OF DELIVERY

OGA S.8 and 21

OGDR S.1 (Interpretation), 13, 14

According to the YOGA, and the *Oil and Gas Disposition Regulations* (OGDR), the holders of a disposition must designate a representative by giving notice to the Minister. Notice must also be given if a designated representative is to be replaced or revoked. The *Notice of Designated Representative, Replacement, or Revocation* may be delivered to Oil and Gas Resources branch by hand, courier, mail, fax, or e-mail. Notices are registered in the order they are received at the branch.

WHAT IS A DESIGNATED REPRESENTATIVE?

In relation to an oil and gas disposition, a designated representative is the person authorized to represent the holder or holders of a disposition. In respect to all matters arising under the disposition, holders are bound by the acts and omissions of the designated representative.

WHY DESIGNATE A REPRESENTATIVE?

Every disposition must have one designated representative. 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 the YOGA or any regulations under it. These documents must be delivered to the designated representative at the official service address registered to the disposition. The designation of a representative will remain in effect until

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 Fax: (867) 393-6262 Phone: (867) 667-3427 oilandgasdisposition@gov.yk.ca
 Mail & Courier	
 Fax	
 E-mail	

it is replaced or revoked. It is the responsibility of disposition holders to keep these records up to date with the Oil and Gas Resources branch.

WHEN THERE IS NO DESIGNATED REPRESENTATIVE

If a disposition has more than one holder and no representative has been designated, the Minister may designate one of the holders as a representative. If a sole holder of a disposition does not designate a representative, the sole holder is the designated representative.

FEES

OGA 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 Designated Representative, Replacement, or Revocation** 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.

INSTRUCTIONS FOR COMPLETING THE NOTICE



Yukon
Energy, Mines and Resources

NOTICE OF DESIGNATED REPRESENTATIVE, REPLACEMENT, OR REVOCATION

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

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 (type and number) being affected by this notice: _____

B. Reason for Notice:

Designation of representative
 Replacement of representative
 Revocation of representative

C. Full legal name of former or revoked designated representative.

Full name of former or revoked designated representative

D. Full legal name of new designated representative.

Full name of new designated representative, or sole holder

E. _____ Address attached.
_____ service address is already on file with Oil and Gas Resources do not resubmit.

F. Holders. To change the designated representative, all holders must sign the notice. If more space is required for signatures, copy this page. This Notice may be executed in counterparts, and all of the executed counterparts shall together constitute one Notice and shall have the same force and effect as if all the persons executing counterparts had executed the same Notice.

HOLDER'S FULL NAME

Printed Name
Capacity

Signature

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

YG(5349Q)F1 Rev. 05/2009


This Notice is submitted pursuant to the *Oil and Gas Act* S.8 and S.21 and the *Oil and Gas Disposition Regulations* S. 13 and 14.

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

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.

 <p>Branch File # _____</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</p> <p>Phone #: (867) 667-3427 Fax #: (867) 393-6262 E-mail: oilandgasdisposition@gov.yk.ca</p>	<p>NOTICE OF DESIGNATED REPRESENTATIVE, REPLACEMENT, OR REVOCATION</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date and Time Received: / / </td> <td style="padding: 2px; text-align: center;">Y M D</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Registration No. _____</td> </tr> <tr> <td style="padding: 2px;">Date Registered: / / </td> <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 designated representative can be registered for a disposition. Please submit a separate notice for each disposition affected by a change in designated representative.

<p>A. Disposition (type and number) being affected by this notice: _____</p>

B Reason for Notice.

This notice can be used to name a new designated representative, to replace an existing designated representative, or to revoke an existing designated representative. Choose one reason for the notice.

<p>B. Reason for Notice:</p> <p><input type="checkbox"/> Designation of representative</p> <p><input type="checkbox"/> Replacement of representative</p> <p><input type="checkbox"/> Revocation of representative</p>
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C Full name of former or revoked designated representative

If a disposition is having a representative designated for the first time, insert “Not applicable” or “N/A”. If the reason for the notice is to replace or revoke a designated representative, indicate the full legal name of the former representative. If a sole holder has acted as the designated representative and is now designating a new representative, insert the full legal name of the sole holder.

<p>C. Full legal name of former or revoked designated representative.</p> <p>_____</p> <p style="text-align: center; font-size: small;">Full name of former or revoked designated representative, or sole holder</p>

D Full name of new designated representative

Enter the full legal name for the new designated representative. Sole holders that are revoking the designated representative and are not designating a new one become the designated representative for the disposition. In this case, insert the full legal name of the sole holder.

<p>D. Full legal name of new designated representative.</p> <hr style="border: 0; border-top: 1px dashed black; margin: 10px 0;"/> <p style="text-align: center; font-size: small;">Full name of new designated representative, or sole holder</p>
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E Notice of Official Service Address Attached

If the official service address has changed, please submit the form entitled *Notice of Official Service Address of Designated Representative or Sole Holder*. This form is available online at www.gov.yk.ca/forms/o.html. If the official service address is already on file with Oil and Gas Resources, it is not necessary to resubmit.

<p>E. <input type="checkbox"/> Notice of Official Service Address attached. Note: if the official service address is already on file with Oil and Gas Resources do not resubmit.</p>

F Holders

All holders must sign this notice to bring it into effect. If more space is required, complete A to E on this form, and copy it for each signature.

Holder's Full Name

Indicate the full legal name of the holder.

Printed Name

Please type or print legibly.

Capacity

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


Signature

The signature of the person signing on behalf of the holder. Provide documentation demonstrating the person signing the notice is authorized to do so.

<p>F. Holders. To change the designated representative, all holders must sign the notice. If more space is required for signatures, copy this page. This Notice may be executed in counterparts, and all of the executed counterparts shall together constitute one Notice and shall have the same force and effect as if all the persons executing counterparts had executed the same Notice.</p>	
<hr/> <p>HOLDER'S FULL NAME</p>	
<hr/> <p>Printed Name</p>	<hr/> <p>Capacity</p>
<hr/> <p>Signature</p>	


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="text-align: center; font-size: large; color: red; font-weight: bold; transform: rotate(-15deg); border: 1px solid black; padding: 10px; 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>For department use only</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Date and Time Received: ____ / ____ / ____ Y M D</td> <td style="width: 50%; 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):

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.

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