

## Guidelines: Security Notice

Updated October 14, 2008

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### 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](mailto:oilandgasdisposition@gov.yk.ca)

### AUTHORITY & MODES OF DELIVERY

#### OGA S.55

The *Security Notice* is a statutory notice. Pursuant to the *Oil and Gas Act* (OGA), and the *Oil and Gas Disposition Regulations* (OGDR), a security notice in respect of a security interest may be submitted to the Division Head for registration. Statutory notices may be delivered to Oil and Gas Resources (OGR) by hand, courier, or mail. Statutory notices are registered in the order they are received at the OGR office.

### WHAT IS A SECURITY NOTICE?

#### OGA S.56, 57, 60

A *Security Notice* is the document used to register a security interest in relation to a specific disposition. The registration of a security notice does not restrict or affect the power of the Commissioner, Minister, or Division Head, or any provision of the *Oil and Gas Act* or any of its regulations. A *Security Notice* is one in a series of statutory notices in respect of a security interest, that can be registered with Oil and Gas Resources. 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.

### 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.

## WHO CAN REGISTER A SECURITY NOTICE?

A secured party or an agent of a secured party may submit for registration a security notice in respect of an oil and gas disposition. Secured parties are not required to register security notices with OGR.

## 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 a \$50.00 fee to register a security notice.

## LIST OF FORMS

In order to be processed, the **Security Notice** should include an **Oil and Gas Transmittal Letter** from the secured party or agent. Interactive versions of both forms are 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 SECURITY NOTICE



Energy, Mines and Resources

## SECURITY NOTICE

Branch File # \_\_\_\_\_

Registration #: \_\_\_\_\_  
 Date and Time Received: Y / M / D

Signature of Division Head  
 Date: Y / M / D

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

**A. Disposition.** The secured party hereby gives notice that it has a security interest affecting the following disposition (type and number.) Submit one notice for each disposition affected by the security interest.

**B. Full name of secured party.**

**C. Description of security instrument.** Describe the general nature of the security interest arising under the security instrument (for example, a bank assignment under the *Bank Act*, a debenture, a mortgage, etc.)

Dated Y / M / D Expiry date (optional) Y / M / D

**D. Address for service of secured party.**

Full name of Agent of secured party \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Province/Territory or State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Available online at [www.gov.yk.ca/forms/o.html](http://www.gov.yk.ca/forms/o.html)

**E.**  Registration fee of \$50.00 is enclosed.

**F. Signature of secured party or agent.**

Signature \_\_\_\_\_  
 Name (print or type) \_\_\_\_\_ Capacity \_\_\_\_\_

**G. Dated**  
 this \_\_\_\_\_ day of \_\_\_\_\_

**H. 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(5496EQ)F1 Rev. 05/2008


This Security Notice is issued pursuant to the *Oil and Gas Act* and the *Oil and Gas Disposition Regulations*.

**Print Form** **Clear Form**

**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 OGR. The sender will be notified of the registration number. Keep this number on record. It will be needed if other statutory notices are submitted that refer to the original security notice.

	<b>SECURITY NOTICE</b>
Branch File # _____	
Registration #: _____	Signature of Division Head
Date and Time Received: Y / M / D	Date: Y / M / D
<b>DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY.</b>	

**A Disposition**

Insert the full name and number assigned to the disposition. A separate security notice is required for each disposition to which the notice applies.

A. Disposition. The secured party hereby gives notice that it has a security interest affecting the following disposition (type and number.) Submit one notice for each disposition affected by the security interest.

\_\_\_\_\_

**B Full name of secured party.**

Insert the full legal name of the secured party.

B. Full name of secured party.

\_\_\_\_\_

**C Description of Security Instrument**

Complete the description of the security instrument. The expiry date is optional. Do not attach the original nor a copy of the security instrument.

C. Description of security instrument. Describe the general nature of the security interest arising under the security instrument (for example, a bank assignment under the *Bank Act*, a debenture, a mortgage, etc.)

\_\_\_\_\_

Dated Y / M / D      Expiry date (optional) Y / M / D

**D Address for service**

The address for service is the address Oil and Gas Resources will use to contact the secured party or the agent of the secured party. If an agent is acting for the secured party, indicate the full legal name, and complete the entry fields with the address of the agent.

D. Address for service of secured party.			
_____			
Full name of Agent of secured party if different from B.			
_____			
Street Address, Suite, Box Number			
_____	_____	_____	_____
City	Province/Territory or State	Country	Postal Code
_____	_____	_____	
Phone Number	Fax Number	E-mail Address	

**E Registration Fee**

A security notice will not be registered if the fee is not submitted. Payment can be made via certified cheque, bank draft or money order payable to the Government of Yukon.

E. <input type="checkbox"/> Registration fee of \$50.00 is enclosed.
----------------------------------------------------------------------

**F Signature**

Include the signature and full name of the secured party, or the agent. An original signature is required. Indicate the capacity in which the signatory is acting.

F. Signature of secured party or agent.	
_____	
Signature	
_____	_____
Name (print or type)	Capacity


**G Dated**

Indicate the date the security notice is being submitted.

G. Dated
this _____ day of _____
H. Disclaimer. If there is any conflict or inconsistency between this form or the Guidelines and a provision of the <i>Oil and Gas Act</i> or any regulations under it, the latter provision prevails.
YG(5496EQ)F1 Rev. 05/2008
This Security Notice is issued pursuant to the <i>Oil and Gas Act</i> and the <i>Oil and Gas Disposition Regulations</i> .
<b>Print Form</b> <b>Clear Form</b>


# 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: 2px;">           _____            Y     M     D         </td> <td style="padding: 2px;">           _____         </td> </tr> </table>	Date and Time Received:	Branch File #:	_____ Y     M     D	_____			
Date and Time Received:	Branch File #:							
_____ 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="width: 50%; 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:	
Name of Contact Person:	Capacity of Contact Person:							
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:								
<small>YG(5446Q)F1 01/2008</small> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px 10px;">Print Form</span> <span style="border: 1px solid black; padding: 2px 10px;">Clear Form</span> </div>								

**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:
------------------------------------------	------------	------------------------

**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.

<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**