

Guidelines: Notice of Official Service Address of Designated Representative or Sole Holder

Updated June 2, 2009

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If there is any conflict or inconsistency between these guidelines or the forms and a provision of the *Oil and Gas Act* (OGA) 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 *Oil and Gas Disposition Regulations* (OGDR), the designated representative or sole holder of a disposition must convey to the Minister, a *Notice of Official Service Address of Designated Representative or Sole Holder*. The notice 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 AN OFFICIAL SERVICE ADDRESS?

In relation to an oil and gas disposition, an official service address is the address used to communicate with the designated representative or sole holder of a disposition.

WHY IS NOTIFICATION NECESSARY?

Every designated representative or sole holder must have one official service address. 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 OGA or any regulations under it. These documents must be delivered to the designated representative at the official service address registered to the disposition. An official service address remains in effect until it is replaced by another notice. It is the responsibility of disposition holders to keep these records up to date with the branch.

Contact Information

 Hand Delivery	<p>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</p>
 Mail & Courier	
 Fax	
 E-mail	

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 Official Service Address of Designated Representative or Sole Holder** 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.

C. Official Service Address

Indicate one official service address to be used by the branch for communication with the designated representative or sole holder.

C. Official Service Address:		
Contact Name	Capacity	
Address		
Province/Territory	Postal Code	
Phone	Fax	E-mail

Contact Name

Indicate the person with which the branch should have contact.

Capacity

A person who acts on behalf of a designated representative or sole holder must indicate the capacity in which he or she is doing so.

Address/Province/Territory/Postal Code

Indicate the full street address and mailing address.

D Signature of sole holder or designated representative

A change of official service address must be authorized with a signature.

D. Signature of sole holder or designated representative:		_____ Y / M / D (Date)
Name (please print)		
Signature	Capacity	

Name

Enter the full legal name of the designated representative or sole holder. Please type or print legibly.

Date


Indicate the date the official service address came into effect.

Capacity

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


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="border: 2px solid red; padding: 10px; transform: rotate(-15deg); 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 style="font-size: small;">For department use only</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Date and Time Received:</td> <td style="width: 40%; padding: 5px;">Branch File #:</td> </tr> <tr> <td style="text-align: center; padding: 5px;"> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> Y M D </div> </td> <td style="padding: 5px;"></td> </tr> </table>	Date and Time Received:	Branch File #:	<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> Y M D </div>	
Date and Time Received:	Branch File #:				
<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> Y M D </div>					

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.

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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Print Form	Clear Form
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