

These instructions should not be submitted with the Transfer Form

GENERAL INSTRUCTIONS

- ◆ The Department may reject any form that has been substantially altered with respect to either format or content.
- ◆ The form is available at <http://www.energy.gov.ab.ca/> for download from the Department's web site. For further options call the Transfers and Encumbrances in Edmonton [(780) 427-7425].
- ◆ Transfers that are submitted on one of the forms from the repealed *Forms Regulation* and dated after January 1, 1998 may be rejected. Transfers may also be rejected if they do not comply with this Guide, or with the *Crown Minerals Registration Regulation*.
- ◆ The form may be mailed or delivered to either the Edmonton or Calgary office of the Department. The registration of the document will be effective as of the date on which the registration number was assigned by the Transfer Office in Edmonton.
- ◆ With your transfer please enclose a completed Transfer Transmittal Letter.

PARTS A and D

- ◆ Set out the full names of the transferor(s) and the transferee(s).

PART B

- ◆ Specify the percentage undivided interest being **transferred** by the transferor(s) in the agreement(s) affected by the transfer. If the percentage **held** is stated, then the transfer will not be accepted unless this whole amount is being transferred.
- ◆ If there is more than one transferor, set forth the percentage undivided interest being transferred by each of them in each of the agreements affected by the transfer.
- ◆ If this transfer form affects more than one agreement, the undivided interest being transferred by each transferor must be the same in each agreement.
- ◆ In the case of a transfer of a part of a location, the transfer must set out all the registered holders of the agreement as transferors, (ie: the undivided interests must total 100%).

PARTS C and F

- ◆ This information is optional but, if provided, will reduce processing time.
- ◆ The Department's LSAS client ID is available on any Crown minerals search where the client is a registered holder.

PART E

- ◆ Specify the percentage undivided interest being transferred to the transferee(s) in the agreement(s) affected by the transfer.
- ◆ If there is more than one transferee, set forth the percentage undivided interest being transferred to each transferee in each of the agreements affected by the transfer.
- ◆ Percentage undivided interests must be described in decimals to a maximum of seven places, eg: 1.1234567%.
- ◆ If this transfer form affects more than one agreement, the percentage undivided interest being transferred to each transferee must be the same in each agreement.
- ◆ In the case of a transfer of a part of a location, the undivided interest(s) of the transferee(s) must total 100%.

PART G

- ◆ Describe by type and number the agreement(s) affected by the transfer.
- ◆ Agreement numbers should be shown in numerical order (lowest to highest). If there are too many to list on the form, they may be set out on a Schedule attached to the form.

PART H

- ◆ If part of the location of an agreement is being transferred, describe it by meridian, range, township, section and portion, eg: M4 R14 T24: 12SW.
- ◆ A separate transfer form must be prepared for each agreement.
- ◆ An issuance fee of \$625.00 for each new agreement must be included with the transfer.
- ◆ Part I(2) must be completed to show the service address for the new agreement.

PART I

- ◆ Complete section 1 if a new or replacement representative is being designated for the entire agreement being transferred. The current designated representative will remain in effect unless this part is completed.
- ◆ Complete section 2 if a representative is being designated for a new agreement to be issued as a result of the transfer of part of a location.
- ◆ The signatures of all lessees are no longer required; however, it is your responsibility to advise all lessees that all future correspondence will be addressed to the representative.
- ◆ Provide the full name of the party being designated as representative. Do not include the mailing address, as the Department will use the address in its records.
- ◆ If the representative is a new client to the Department, submit a *Notice of Official Service Address* to the Client Registry.

PART J

- ◆ This clause must be included, as it indicates that the transfer is a binding agreement.

PART K

- ◆ The counterpart documents must all be submitted by one person at the same time. Counterparts submitted separately to the Department will be returned.

PART L

- ◆ The transfer form must be dated.
- ◆ The names of the transferors and the transferees must be the names by which they were known on the date of the transfer.

PART M

- ◆ A party appearing as both transferor and transferee may indicate that the one execution is in both capacities.
- ◆ Corporate seals, witnesses and affidavits of execution are not required. A person who signs on behalf of a transferor or transferee must indicate the capacity in which he or she is signing.

PART N

- ◆ A party appearing as both transferor and previous designated representative, or transferee and new designated representative, may indicate that the one execution is in both capacities.
- ◆ If the signature of the previous designated representative or the new designated representative cannot be obtained, all lessees must sign the Transfer Form and indicate the capacities in which they signed.