



THE NEWFOUNDLAND AND LABRADOR OFFSHORE AREA

REGISTRATION SYSTEM

GUIDELINES

Table of Contents

| | |
|--|----|
| Introduction | 1 |
| Registrable Interests | 1 |
| Registrable Instruments | 1 |
| Non-Registrable Documents..... | 2 |
| Payment of Fees | 2 |
| Registration of a Transfer | 2 |
| Registration of a Security Notice, Discharge, Assignment of a Security Interest, or Postponement | 2 |
| Notice of Potential Transfer, Assignment or Other Disposition of an Interest..... | 3 |
| Surrender of an Interest (or part of an Interest)..... | 3 |
| Address for Service | 3 |
| Appointment of Representative | 3 |
| Public Access to Office of the Registrar | 3 |
| | |
| Form #1 Transfer Of An Exploration Licence, Significant Discovery Licence Or Production Licence..... | 4 |
| Form #2 Transfer Of A Share In An Exploration Licence | 6 |
| Form #3 Transfer Of An Undivided Share In A Significant Discovery Licence Or Production Licence | 8 |
| Form #4 Security Notice..... | 10 |
| Form #5 Discharge Of Security Notice | 12 |
| Form #6 Discharge Of A Postponement..... | 14 |
| Form #7 Postponement Of Security Notice..... | 16 |
| Form #8 Postponement Of An Operator's Lien | 18 |
| Form #9 Assignment Of A Security Interest | 20 |
| Form #10 Surrender Of Interest | 22 |
| Form #11 Appointment Of Representative..... | 24 |
| Form #12 Demand For Information | 26 |
| Form #13 Notice To Take Proceedings | 28 |
| Form #14 Notice Of Change Of Address For Service..... | 30 |
| Form #15 Notice Of Disposition And Summary | 32 |

Newfoundland Offshore Area Registration Regulations
(Government of Canada)

Introduction

The *Canada-Newfoundland Atlantic Accord Implementation Act* ("C-NAAIA") and the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act* ("C-NLAAINLA"), administered by the Canada-Newfoundland and Labrador Offshore Petroleum Board ("Board"), were implemented to enable the Board to regulate and administer all petroleum operations, including the mandate to administer the registration of interests in petroleum, in relation to the Newfoundland and Labrador offshore area. Under the C-NAAIA and the C-NLAAINLA ("Acts"), the *Newfoundland Offshore Area Registration Regulations* and the *Offshore Area Registration Regulations* ("Regulations") were promulgated to complete that mandate.

Under the Acts and Regulations the Board is required to establish and maintain a registration system which, under the direction of the Registrar, will allow for the registration and retrieval of information respecting "interests" and "instruments" as defined by the Acts.

These Guidelines are designed to assist the public in understanding how the registration system works by providing information on the following topics:

- Registrable Interests
- Registrable Instruments
- Non-Registrable Documents
- Payment of Fees
- Registration of a Transfer
- Registration of a Security Notice, Discharge, Assignment of a Security Interest, or Postponement
- Notice of Potential Transfer, Assignment or Other Disposition of an Interest
- Surrender of an Interest (or part of an Interest)
- Address for Service
- Appointment of Representative
- Public Access to the Office of the Registrar.

In addition, the Guidelines include the required forms together with instructions for the preparation of such forms for registration. Also included is a copy of the Regulations with a fee schedule.

Any questions or documents relating to the registration system for lands under the jurisdiction of the C-NAAIA and C-NLAAINLA should be directed or submitted to:

Office of the Registrar
Canada-Newfoundland and Labrador Offshore
Petroleum Board
Fifth Floor, TD Place
140 Water Street
St. John's, NL
A1C 6H6

Telephone: (709) 778-1400
Telecopier: (709) 778-1473

N.B.: Because the substance of the provisions under the C-NAAIA and the C-NLAAINLA are the same, citations will be given for the C-NAAIA unless otherwise provided.

Registrable Interests

Registrable interests include an Exploration Licence, Significant Discovery Licence and Production Licence.

The following is an overview of the registration process for a registrable interest:

- Three (3) originals of the interest will be signed by the Chairman of the Board who will forward them to the Registrar;
- Upon receipt, the Registrar will assign a registration number to the interest and create an interest abstract (described below);
- Once the interest has been registered, an original will be forwarded to the interest owner's representative.

The abstract will be maintained in a book known as the Register which provides a summary of information relating to the interest, including notations respecting matters which may affect the interest such as the registration of an instrument (Regulations section 5 and paragraph 6(4)(b)).

Registrable Instruments

Instruments are documents notifying the Registrar (and the public) of the transfer of interest ownership (in whole or in part) or of the establishment or variation of a security arrangement relating to the registered interest. Specifically, registrable instruments are Transfers, Security Notices, Discharge of a Security Notice, Discharge of a Postponement, Postponement of a Security Notice, Postponement of an Operator's Lien, and Assignment

of a Security Interest (C-NAAIA subsection 102(1)). The following is an overview of the registration process for a registrable instrument:

- The document received by the Registrar will be time stamped and noted in a book known as the Daybook and will be reviewed for completeness, format, the provision of fees, and to ensure that it complies with the legislation;
- If acceptable, a registration number will be assigned, a summary notation of the instrument recorded on the relevant interest abstract, and the address for service records updated if required. If the document is not acceptable, the Registrar will record its non-acceptance in the Daybook and notify the submitting party accordingly;
- A letter of acknowledgement will be sent upon registration of the instrument. If the instrument has been submitted in duplicate, a registered copy will be returned with a letter of acknowledgement.

Registration of instruments in the proper form is effective (and priority of rights established) at the date and time the instrument is registered by the Registrar. The exception to this rule is with respect to "transitional instruments"; those instruments whose underlying transaction took place prior to the proclamation of the registration provisions under the Acts. These instruments must have been submitted to the Registrar within 180 days of the proclamation of these provisions (no later than November 16, 1988), and must have been accompanied by a statutory declaration attesting to the date the transaction actually took place. The priority of rights was established for those instruments from that date.

Non-Registrable Documents

There are several other types of documents which are not registrable but which are nonetheless recorded by the Registrar. These documents include surrenders, notices for change of representative and address, Board orders, court orders, etc. Upon receipt, these documents will be noted on the relevant interest abstract which allows the Registrar (and the public) to have an up-dated chronological picture of transactions affecting each interest.

Payment of Fees

The Regulations (section 14) require the payment of fees with respect to providing an assortment of services including the:

- registration of instruments;

- issuance of an Exploration Licence;
- processing of certain licence applications;
- photocopying and furnishment of certain documents;
- inspection of the Register, Daybook, or any instrument or interest; and
- other miscellaneous services.

All such fees should be made payable to the Receiver General and should be paid at the time such service is rendered.

Registration of a Transfer

Either the transferor, transferee or the representative may submit transfer documents to the Registrar's office for registration. Only transfers in which the transferor is a registered interest holder for that particular interest are acceptable for registration.

Except for the case of an Exploration Licence, the ownership or transfer of a share in an interest is restricted to an undivided share in the interest. In the case of an Exploration Licence, the ownership or transfer of a share may be with respect to either an undivided or divided share in the interest. For a share in an interest to be undivided, it must be homogeneous with respect to the entire land description and rights provided by the particular interest. If the share relates to only a portion of the lands or the rights comprising the interest, it is considered a divided share in that interest.

Transfer documents and the appropriate fees should be submitted in person or by mail. Transfer documents include:

- Form #1, Transfer of an Exploration Licence, Significant Discovery Licence or Production Licence;
- Form #2, Transfer of a Share in an Exploration Licence;
- Form #3, Transfer of an Undivided Share in a Significant Discovery Licence or Production Licence;

Registration of a Security Notice, Discharge, Assignment of a Security Interest, or Postponement

Prescribed forms for the registration of either a Security Notice, Discharge, Assignment of Security Interest, or a Postponement must be sent to the Registrar by the secured party. The Registrar is

responsible for registering and recording these documents in the appropriate interest records. Note that if any instrument constitutes an agreement or arrangement which results, or may result, in a transfer, assignment or other disposition of an interest, then a notice must be given to the Board accordingly (C-NAAIA section 103).

Forms for the above instruments should be filed in person or by mail. These forms include:

- Form #4, Security Notice;
- Form #5, Discharge of Security Notice;
- Form #6, Discharge of a Postponement;
- Form #7, Postponement of Security Notice;
- Form #8, Postponement of an Operator's Lien;
and
- Form #9, Assignment of a Security Interest.

Notice of Potential Transfer, Assignment or Other Disposition of an Interest

Interest holders of an Exploration Licence, Significant Discovery Licence or Production Licence, are required to notify the Board of any agreement or arrangement which results, or could potentially result, in a transfer, assignment or other disposition of the interest or share therein (C-NAAIA section 103). The form of such a notice together with a summary of the arrangement or agreement should be submitted to the Board using Form #15.

Surrender of an Interest (or part of an Interest)

An interest owner may surrender an interest (or portion thereof) by sending a Notice of Surrender to the Registrar for each related interest. The Notice of Surrender must describe all the lands surrendered, the particular interest which is being surrendered and must be executed by each interest holder (Regulations section 12). Although not a registrable document, the Registrar will record the surrender in the appropriate interest records.

The Notice of Surrender must be submitted by mail or in person using Form #10.

Address for Service

An Address for Service is included as part of the form for all interests and instruments when filed for registration. This address will be used for any future correspondence or demands for information relating

to the particular instrument (C-NAAIA subsection 106(2), subsection 108(2)).

The interest representative or secured party must notify the Registrar immediately of any change of address for service using Form #14 in order that the appropriate address records may be adjusted (C-NAAIA subsection 108(3); Regulations subsection 13(2)).

Appointment of Representative

Where there is more than one interest holder, a representative must be appointed for the licence (C-NAAIA subsection 53(1); Regulations section 13). In the event of a change of representative, the interest holders must notify the Registrar of the new representative's name and address.

Form #11 relates to the appointment of a representative and must be signed by each interest holder and submitted by mail or in person and include, where applicable, the purpose of the appointment.

Public Access to Office of the Registrar

Any person may, upon request and payment of the prescribed fee, inspect the Daybook (record of instruments), the Register (record of interest abstracts), and any interest or instrument registered by the Registrar. The public is also entitled to receive certified exact copies of interests, interest abstracts and instruments upon payment of the prescribed fee. Requests for copies may be made in person or by mail to:

Office of the Registrar
Canada-Newfoundland and Labrador
Offshore Petroleum Board
Fifth Floor, TD Place
140 Water Street
St. John's, NL
A1C 6H6

Telephone: (709) 778-1400
Telecopier: (709) 778-1473

The Office of the Registrar will be open from 9:00 A.M. to 4:00 P.M. Monday to Friday with the exception of statutory holidays.

FORM #1
TRANSFER OF AN EXPLORATION LICENCE,
SIGNIFICANT DISCOVERY LICENCE
OR PRODUCTION LICENCE

BETWEEN

(the "Transferor"(s))

and

(the "Transferee"(s))

1. The Transferor(s), being the interest owner of _____ No. _____, dated
2. _____, hereby transfers this interest to the Transferee(s) as described in the attached Schedule "A".
3. The Transferee(s) hereby accept(s) this transfer.
4. This transfer is submitted for registration pursuant to section 110 of the *Canada-Newfoundland Atlantic Accord Implementation Act* and section 106 of the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act*.
5. The address for service is:

Dated this _____ day of _____, 20__.

(Legal Name of Transferor)

per

(Name & Title of Signatory)

(Legal Name of Transferee)

per

(Name & Title of Signatory)

Form # 1 – Instructions

1. This form is intended to be used when the entire interest of all interest holders is being transferred.
2. Insert the full name, place of residence and occupation or, if a corporation, the full legal name and address of the Transferor(s) and Transferee(s).
3. Give details of the share(s) held by the Transferor(s) and Transferee(s), the share(s) being transferred, the resulting share(s) and the detailed land description in the attached Schedule “A”.
4. Insert the address for service for each party.
5. This transfer document must be dated and signed by all Transferors and Transferees indicating their legal names together with the name and title of their respective signatories.
6. The appropriate fees required according to section 14 of the Regulations must be submitted with the transfer, payable to “The Receiver General”.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #2
TRANSFER OF A SHARE IN AN EXPLORATION LICENCE

BETWEEN

(the "Transferor"(s))

and

(the "Transferee"(s))

1. The Transferor(s), being the holder(s) of a share (or shares) in Exploration Licence No. _____ dated _____, hereby transfer(s) a share (or shares) in this interest to the Transferee(s) as described in the attached Schedule "A".
2. The Transferee(s) hereby accept(s) this transfer.
3. This transfer is submitted for registration pursuant to section 110 of the *Canada-Newfoundland Atlantic Accord Implementation Act* and section 106 of the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act*.
4. The address for service is:

Dated this _____ day of _____, 20__.

(Legal Name of Transferor)

per

(Name & Title of Signatory)

(Legal Name of Transferee)

per

(Name & Title of Signatory)

Form # 2 – Instructions

1. This form is intended to be used when all or a portion of either an undivided or divided share (i.e., pursuant to s.66 of the C-NAAIA) in an Exploration Licence is being transferred.
2. Insert the full name, place of residence and occupation or, if a corporation, the full legal name and address of the Transferor(s) and Transferee(s).
3. Give details of the share(s) held by the Transferor(s) and Transferee(s), the share(s) being transferred, the resulting share(s) and the detailed land description in the attached Schedule “A”.
4. Insert the address for service for each party.
5. This transfer document must be dated and signed by all Transferors and Transferees indicating their legal names together with the name and title of their respective signatories.
6. The appropriate fees required according to section 14 of the Regulations must be submitted with the transfer, payable to “The Receiver General”.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #3
TRANSFER OF AN UNDIVIDED SHARE IN A
SIGNIFICANT DISCOVERY LICENCE
OR PRODUCTION LICENCE

BETWEEN

(the "Transferor"(s))

and

(the "Transferee"(s))

1. The Transferor(s), being the holder(s) of an undivided share (or shares) in No. _____ dated _____, hereby transfer(s) an undivided share (or shares) in this interest to the Transferee(s) as described in the attached Schedule "A".
2. The Transferee(s) hereby accept(s) this transfer.
3. This transfer is submitted for registration pursuant to section 110 of the *Canada-Newfoundland Atlantic Accord Implementation Act* and section 106 of the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act*.
4. The address for service is:

Dated this _____ day of _____, 20__.

(Legal Name of Transferor)

per

(Name & Title of Signatory)

(Legal Name of Transferee)

per

(Name & Title of Signatory)

Form # 3 – Instructions

1. This form is intended to be used when all or a portion of an undivided share of a Significant Discovery Licence or Production Licence is being transferred.
2. Insert the full name, place of residence and occupation or, if a corporation, the full legal name and address of the Transferor(s) and Transferee(s).
3. Give details of the share(s) held by the Transferor(s) and Transferee(s), the share(s) being transferred, the resulting share(s) and the detailed land description in the attached Schedule “A”.
4. Insert the address for service for each party.
5. This transfer document must be dated and signed by all Transferors and Transferees indicating their legal names together with the name and title of their respective signatories.
6. The appropriate fees required according to section 14 of the Regulations must be submitted with the transfer, payable to “The Receiver General”.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #4
SECURITY NOTICE

To the Registrar:

1. _____, (the "Secured Party"), hereby gives notice of the security interest as described in the attached Schedule "A" and requests that this security notice be registered and the particulars entered in the abstract of the related interest(s).
2. The Secured Party's address for service is:

Dated this _____ day of _____, 20__.

(Legal Name of Secured Party)

per

(Name & Title of Signatory)

Form # 4 – Instructions

1. Insert the proper legal name of the Secured Party.
2. Provide the following information in Schedule “A” to be attached:
 - (a) a description of the nature of the security created having regard to the definition of “security interest” pursuant to subsection 102(1) of the C-NAAIA;
 - (b) a description of the documents giving rise to the security notice including the date at which and the person from whom the security interest was acquired;
 - (c) the type and number of the interest, or share in the interest, which is subject to the security interest.
3. The appropriate fees required according to section 14 of the Regulations must be submitted with the transfer payable to “The Receiver General”.
4. Insert Secured Party’s address for service.
5. This document must be dated and signed indicating the legal name of the secured party together with the name and title of the signatory.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #5
DISCHARGE OF SECURITY NOTICE

To the Registrar:

1. _____, being the Secured Party under the security notice dated _____ and registered as No. _____ hereby gives notice that the above mentioned security notice is wholly discharged and withdrawn;

- or -

_____, being the secured party under the security notice dated _____ and registered as No. _____ hereby gives notice that the above mentioned security notice is partially discharged and the security notice withdrawn as to the following portion of the offshore area;

(describe the lands no longer subject to the security notice)

2. The Secured Party's address for service is:

Dated this _____ day of _____, 20__.

(Legal Name of Secured Party)

per

(Name & Title of Signatory)

Form # 5 – Instructions

1. Complete either paragraph as may be appropriate.
2. The appropriate fees required according to section 14 of the Regulations must be submitted with the discharge and made payable to “The Receiver General”.
3. Insert Secured Party’s address for service.
4. This document must be dated and signed indicating the legal name of the secured party together with the name and title of the signatory.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #6
DISCHARGE OF A POSTPONEMENT

To the Registrar:

1. _____, being the (Secured Party under the postponement of security notice or holder of an operator's lien under the postponement of the operator's lien) dated _____ and registered as No. _____ hereby gives notice that the above mentioned postponement is wholly discharged and withdrawn;

- or -

_____, being the (Secured party under the postponement of security notice or holder of an operator's lien under the postponement of the operator's lien) dated _____ and registered as No. _____ hereby gives notice that the above mentioned Postponement is partially discharged and withdrawn as to the following portion of the offshore area;

(describe the lands no longer subject to the Postponement)

2. The Secured Party's/holder's of the operator's lien address for service is:

Dated this _____ day of _____, 20__.

(Legal Name of Secured Party)

per

(Name & Title of Signatory)

Form # 6 – Instructions

1. Complete either paragraph as may be appropriate indicating whether the party is a Secured Party under the postponement of a security notice or a holder of an operator's lien under the postponement of an operator's lien.
2. The appropriate fees required according to section 14 of the Regulations must be submitted with the discharge and made payable to "The Receiver General".
3. Insert Secured Party's/holder's of the operator's lien address for service.
4. This document must be dated and signed indicating the legal name of the Secured Party/holder of the operator's lien together with the name and title of the signatory.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #7
POSTPONEMENT OF SECURITY NOTICE

To the Registrar:

1. _____, being the Secured Party under security notice dated _____ and registered as No. _____, hereby agrees to the postponement of that security notice as to all portions of the offshore area described therein;

- or -

_____, being the Secured party under security notice dated _____ and registered as No. _____, hereby agrees to the postponement of that security notice as to the following portion of the offshore area only;

(describe the lands)

2. The Secured Party's address for service is:

Dated this _____ day of _____, 20__.

(Legal Name of Secured Party)

per

(Name & Title of Signatory)

Form # 7 – Instructions

1. Complete either paragraph as may be appropriate.
2. The appropriate fees required according to section 14 of the Regulations must be submitted with the postponement and made payable to “The Receiver General”.
3. Insert Secured Party’s address for service.
4. This document must be dated and signed indicating the legal name of the Secured Party together with the name and title of the signatory.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #8
POSTPONEMENT OF AN OPERATOR'S LIEN

To the Registrar:

1. _____, being the holder of an operator's lien with respect to the interest described as _____ No. _____, hereby agrees to the postponement of that operator's lien as to all portions of the offshore area respecting the above interest;

- or -

_____, being the holder of an operator's lien with respect to the interest described as _____ No. _____, hereby agrees to the postponement of that operator's lien as to the following portion of the offshore area only;

(describe the lands)

2. The Secured Party's address for service is:

Dated this _____ day of _____, 20__.

(Legal Name of Holder)

per

(Name & Title of Signatory)

Form # 8 – Instructions

1. Complete either paragraph as may be appropriate.
2. The appropriate fees required according to section 14 of the Regulations must be submitted with the postponement and made payable to “The Receiver General”.
3. Insert the address for service for the holder of the operator’s lien.
4. This document must be dated and signed indicating the legal name of the holder of the operator’s lien together with the name and title of the signatory.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #9
ASSIGNMENT OF A SECURITY INTEREST

To the Registrar:

1. _____, being the Secured Party under security notice dated _____ and registered as No. _____, hereby gives notice of the assignment of the security interest claimed therein to _____

(legal name of assignee(s))

2. The addresses for service for the Secured Party and assignee(s) are:

Dated this _____ day of _____, 20__.

(Legal Name of Secured Party)

per

(Name & Title of Signatory)

Form # 9 – Instructions

1. Complete the required information.
2. The appropriate fees required according to section 14 of the Regulations must be submitted with the assignment and made payable to “The Receiver General”.
3. Insert address for service for both assignor(s) and assignee(s).
4. This document must be dated and signed indicating the legal name of the assignor together with the name and title of the signatory.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #10
SURRENDER OF INTEREST

To the Registrar:

1. _____, being the interest owner of _____ No. _____, hereby
surrenders this interest with respect to all of the offshore area subject thereto.

- or -

2. _____, being the interest owner of _____ No. _____, dated _____,
hereby surrenders this interest with respect to that portion of the offshore area hereinafter described:

(insert description of lands to which the surrender relates)

Dated this _____ day of _____, 20__.

(Legal Name(s) of Interest Owner)

per

(Name & Title of each Signatory)

Form # 10 – Instructions

1. This form is to be completed for each interest with respect to which lands are being surrendered.
2. Complete either paragraph indicating the respective interest/land description as appropriate.
3. This document must be dated and signed by each holder of the shares being surrendered indicating the respective legal names, together with the name and title of each signatory.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #11
APPOINTMENT OF REPRESENTATIVE

To the Registrar:

1. _____, being all of the holders of shares in _____ No. _____, dated _____, hereby appoint _____, to act as representative of the interest owner of this interest (for all purposes or for the following purposes) of the *Canada-Newfoundland Atlantic Accord Implementation Act* and the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act*.

(insert description of the purposes of the appointment where applicable)

2. The representative's address for service is:
3. The representative hereby accepts the foregoing appointment.

Dated this _____ day of _____, 20__.

(Legal Name(s) of Holder(s))

per

(Name & Title of each Signatory)

(Legal Name of Representative)

per

(Name & Title of Signatory)

Form # 11 – Instructions

1. Complete the required information indicating the appropriate choice respecting the purpose of the appointment.
2. Insert the representative's address for service.
3. This document must be dated and signed by every holder of the shares and the representative.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #12
DEMAND FOR INFORMATION

To:

(insert name of Secured Party and address for service)

1. Take notice that the undersigned, being a person described in paragraph ____ of subsection 113(1) of the *Canada-Newfoundland Atlantic Accord Implementation Act* and paragraph ____ of subsection 109(1) of the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act* hereby makes this demand for information in respect of the security notice dated _____ and registered as No. _____ requiring you to:
 - a) inform the undersigned, within fifteen days after service of this demand for information, of the place where the documents specified in the said security notice or copies thereof are located and available for examination, and of the normal business hours during which the examination may be made, and
 - b) make such documents or copies thereof available for examination during normal business hours at that place by the undersigned, or by a person authorized by the undersigned, within a reasonable period after service of this demand for information.

2. Take further notice that this demand for information may be complied with by mailing or delivering to the undersigned at the following address within fifteen days of the date of service of this demand for information, a true copy of the documents referred to above:

Dated this _____ day of _____, 20__.

(Legal Name of person making demand for
information)

per

(Name & Title of Signatory)

Form # 12 – Instructions

1. Complete the required information including the address for service of the person making the demand for information.
2. The legal name of the person making the demand for information would include a corporate entity where applicable.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #13
NOTICE TO TAKE PROCEEDINGS

To:
(insert name of Secured Party and address for service)

Take notice that pursuant to section 114 of the *Canada-Newfoundland Atlantic Accord Implementation Act* and section 110 of the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act*, the registration of the security notice dated _____ and registered as No. _____ of which you are the Secured Party, shall be cancelled after the expiration of sixty days (or such other period as the court may order) next ensuring the date on which this notice is served upon you, unless before the expiration of such period you commence proceedings in the court to substantiate the security interest claimed in the security notice.

Dated this _____ day of _____, 20__.

(Legal Name of person give Notice)

per

(Name & Title of Signatory)

Form # 13 – Instructions

1. Complete the required information.
2. The legal name of the person giving the notice would include a corporate entity where applicable.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #14
NOTICE OF CHANGE OF ADDRESS FOR SERVICE

1. Take notice that the address for service of _____ is changed as follows:
(addressee)

from

(FULL NAME AND PREVIOUS ADDRESS)

to

(FULL NAME AND NEW ADDRESS)

This change of address for service is filed pursuant to subsection 108(3) of the *Canada-Newfoundland Atlantic Accord Implementation Act* and subsection 104(3) of the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act* and shall apply to the following instruments:

Dated this _____ day of _____, 20__.

Signature of Addressee
(full name and address)

Form # 14 – Instructions

1. Complete the required information.
2. The instruments to which such notice is to apply should be identified by their respective dates and registration numbers.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

FORM #15
NOTICE OF DISPOSITION AND SUMMARY

To the Canada-Newfoundland and Labrador Offshore Petroleum Board:

1. This notice and summary are provided pursuant to section 103 of the *Canada-Newfoundland Atlantic Accord Implementation Act* and section 98 of the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act*.

_____, being the holder (“the holder”) of the interest(s) referred to below or share(s) therein, hereby gives notice that an agreement or arrangement that results or may result in a disposition of the interest(s) or share(s) therein, has been entered into by the Holder.

2. A summary of the terms and conditions of such agreement or arrangement is as follows:

| | |
|-----------------------------------|--|
| Date of Agreement: | State the date upon which the agreement is dated (not necessarily the effective date) |
| Grantor: | Provide the name and address of the Holder who is identified as the transferor, optionor, farmor, etc. depending upon the nature of the agreement. |
| Grantee(s): | Same as above with respect to the transferee(s), optionee(s), farmee(s), etc. |
| Interest: | Provide the interest(s) no. and a description of the land and petroleum rights affected by the agreement. |
| Type of Agreement: | Describe the nature of the transaction. |
| Percentage of Interest Granted: | State the % of each interest or share granted by the Grantor to the Grantee(s). |
| Future Options by The Grantee(s): | Describe where applicable the % involved, condition of the option, right of reacquisition, residual right of the Grantor, and other details describing such options. |
| Consideration: | Describe the conditions/obligations etc. placed upon the Grantee(s) as consideration. |
| Effective Date: | State the date upon which the disposition is intended to be effective. |
| Other Benefits: | Describe other benefits accruing to either the Grantor or Grantee(s) if applicable. |
| Other Terms | Describe other terms and conditions in the agreement not included above. |

3. Copy of Agreement Available From: State name and address of person from whom a copy may be requested.

Dated this _____ day of _____, 20__.

(Legal Name of the Holder)

per _____
(name and Title of Signatory)

Form #15 – Instructions

1. Note that this Form must be submitted with respect to any agreement or arrangement which gives rise to a potential or actual disposition of interest.
2. Since the required information may vary depending upon the circumstances, the interest holder(s) may wish to contact the Office of the Registrar respecting the completion of information required under this form.

N.B.: Parties are encouraged to submit a draft form for review by the Registrar prior to having such forms executed by the appropriate parties. This will allow adjustments to be made in advance thereby reducing the number of forms rejected because of irregularities or error.

**Newfoundland Offshore Area
Registration System
Guidelines**

January 1994