

Guidelines: Notice of Assignment or Partial Assignment of a Registered Security Interest

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

AUTHORITY & MODES OF DELIVERY

OGA S.55

The *Notice of Assignment or Partial Assignment of a Registered Security Interest* (Notice of Assignment) is a statutory notice. Pursuant to the *Oil and Gas Act* (OGA), and the *Oil and Gas Disposition Regulations* (OGDR), a Notice of Assignment 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 NOTICE OF ASSIGNMENT?

OGA S.56

A Notice of Assignment may be submitted to OGR when a secured party transfers by way of assignment all or part of a security interest to another secured party.

A Notice of Assignment is one in a series of statutory notices 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 NOTICE OF ASSIGNMENT?

A secured party or an agent of a secured party may submit for registration a statutory notice in respect of an oil and gas disposition. Secured parties are not required to register statutory 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 *Notice of Assignment or Partial Assignment of a Registered Security Interest*.

LIST OF FORMS

In order to be processed, the **Notice of Assignment or Partial Assignment of a Registered Security Interest** 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 NOTICE OF ASSIGNMENT



Energy, Mines and Resources

NOTICE OF ASSIGNMENT OR PARTIAL ASSIGNMENT OF A REGISTERED SECURITY INTEREST

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 type and number. (Submit one notice for each disposition affected by the assignment.)

B. Registration number of security/statutory notice to which the assignment relates. (Submit one notice per registration number.)

This is a full assignment This is a partial assignment

C. Full name of assignor.

D. Full name of assignee.

E. Address for service of secured party (assignee).

Full name _____ different from D.

Address, Suite, Box Number _____

Province/Territory or State _____

Country _____

Postal Code _____

Phone Number _____

Fax Number _____

E-mail Address _____

F. Registration fee of \$50.00 is enclosed.

G. Signature of secured party (assignee) or agent.

Signature _____

Name (print or type) _____

Capacity _____

H. Dated

this _____ day of _____

I. 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(E495EQ)F1 Rev. 05/2008

This Statutory 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. Items are registered in the order they arrive at OGR.

 Energy, Mines and Resources	NOTICE OF ASSIGNMENT OR PARTIAL ASSIGNMENT OF A REGISTERED SECURITY INTEREST	
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 type and number

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

A. Disposition type and number. (Submit one notice for each disposition affected by the assignment.)

B Registration number of original security/statutory notice and type of assignment

The security notice to which this Notice of Assignment applies will have been issued a registration number by Oil and Gas Resources. Enter that number, submitting one form for every security notice affected by the assignment.

Indicate whether this is a full or partial assignment.

B. Registration number of security/statutory notice to which the assignment relates. (Submit one notice per registration number.)

This is a full assignment This is a partial assignment

C Full name of assignor

The assignor is the secured party that is assigning the security interest. Indicate the full legal name.

C. Full name of assignor.

D Full name of assignee

The assignee is the party being assigned the security interest. Indicate the full legal name.

D. Full name of assignee.

E Address for service of secured party

Indicate the address for service of the assignee. 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.

E. Address for service of secured party (assignee).

Full name of agent of secured party if different from D.

Street Address, Suite, Box Number

City

Province/Territory or State

Country

Postal Code

Phone Number

Fax Number

E-mail Address

F Registration fee.

A Notice of Assignment 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.

F. Registration fee of \$50.00 is enclosed.

G Signature

Include the signature and full name of the secured party (assignee), or the agent. An original signature is required. Include the capacity in which the signer is acting.

G. Signature of secured party (assignee) or agent.	
<hr/> <p style="text-align: center;">Signature</p> <hr/>	
Name (print or type)	Capacity

H Dated

Indicate the date the Notice of Assignment is being submitted.

H. Dated this _____ day of _____	I. 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.
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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.

Yukon Energy, Mines and Resources		OIL AND GAS TRANSMITTAL LETTER	
For department use only			
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: <hr/> Y M D	Branch File #: <hr/>
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): <hr/> <hr/> <hr/>			
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 closures):			
Comments:			
YG(5446Q)FI 01/2008		Print Form	Clear Form

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

Above the Line

This area will be completed by staff at Oil and Gas Resources.

 Energy, Mines and Resources	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 #: _____

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): _____ _____ _____
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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**