

STATE OF MONTANA OIL & GAS LEASE ASSIGNMENT INSTRUCTIONS

- Assignment must be done through the Department of Natural Resources office on State of Montana assignment form. We do not recognize county assignments, with few exceptions on a case to case basis if due diligence cannot produce someone from a failed company.
- Assignment is to be submitted in Triplicate with original signatures and notaries on all three with an accompanying \$25 filing fee per lease. One original remains in our lease file, one is executed for the assignor and one for the assignee. If either of the parties does not wish an executed assignment returned to them, two originals are acceptable. We will not approve copies.
- Assignment form size cannot be altered. Form must remain 8½ X 14.
- Assignee MUST be qualified to do business in the State of Montana and registered with the Secretary of State. Further information on how to register can be found on the State of Montana website at www.mt.gov query business eGovernment services.
- If less than 100% of the lease is assigned a designated agent must be named on the form, this can be any of the companies holding working interest in that lease.
- There can only be one assignor listed on an assignment but one assignor can assign to multiple assignees on one form. If this is done copies of the Assignee's Acceptance of Obligations and Assignee's Acknowledgement can be made and attached for each company. Percentages assigned and retained must be clearly explained and in the case of multiple assignees this can be done on a attached sheet or in a cover letter.
- Approval of Assignment must remain at the bottom of the first page in its entirety.
- Be sure address of assignee is included either on the form or in the cover letter.
- For further information or questions please call (406) 444-4596.