

H-3106-1 - TRANSFERS BY ASSIGNMENT, SUBLEASE, OR OTHERWISE

Format of Fact Sheet Providing Information and Procedures
for Preparation and Filing of Mass Transfers
Under 43 CFR 3106.4-3

SUGGESTED PROCEDURES FOR FILING MASS ASSIGNMENTS AND TRANSFERS
FOR FEDERAL OIL AND GAS LEASES

For Federal oil and gas leases under the jurisdiction of each Bureau of Land Management Office, file the following:

1. BLM-approved Form 3000-3 (Assignment of Record Title) and/or Form 3000-3a (Transfer of Operating Rights) completed and manually signed in original triplicate. In Item 2 on the form, provide a cross-reference to an attached exhibit which will describe the lease interests being conveyed.
2. An exhibit listing all the leases for which record title is being assigned and a separate exhibit listing all the leases for which only the operating rights are being transferred. For each lease, the exhibit is to provide the information described in Section 3, below. Attach three copies of the appropriate exhibit to the corresponding BLM form which has been completed as described in Section 1, above.
3. For each lease involved in the mass assignment of record title or mass transfer of operating rights (sublease) identify in the exhibit:
 - a. Serial number of lease.
 - b. Type and percent of interest conveyed, specifying:
 - 1) record title; or
 - 2) operating rights/working interests (sublease); or
 - 3) overriding royalty/production payment.
 - c. Land description affected by the assignment/transfer (if less than entire lease interest is being conveyed*).
4. Submit a \$25 filing fee for each separate assignment or transfer for each lease as identified in Section 3, above.
5. For each separate lease case file in the State Office, provide a single copy of the BLM form with an attached copy of the specific page of the exhibit containing the line item information pertaining to each individual lease.

NOTE: If your firm also desires to receive a copy of each lease assignment/transfer when processing is completed by the State Office, you need to provide a second copy of the BLM form with the attached specific exhibit page for each lease.

ATTENTION: For leases with drilling operations and/or production, evidence of bond coverage must be furnished in accordance with 43 CFR 3104.2, either through submission of a proper bond or consent of the surety.

* **NOTE:** If 100 percent of the record title of the entire area encompassed within the lease is being conveyed, no legal land description is required in accordance with 43 CFR 3106.5.

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SUGGESTED PROCEDURES FOR FILING MASS TRANSFERS FOR OVERRIDING ROYALTY
INTERESTS FOR FEDERAL OIL AND GAS LEASES

For overriding royalty interest or production payment transfers (ORI), file the following with each Bureau of Land Management State Office for Federal oil and gas leases under the jurisdiction of that State Office:

1. No official BLM form is required for the filing of an ORI. However, either the BLM-approved Form 3000-3 (Assignment of Record Title) or Form 3000-3a (Transfer of Operating Rights) may be used. If a BLM form is used, it is to be completed, manually signed, and dated. If a non-BLM format is used, it must be accompanied by (or have within its text) a statement manually signed by the transferee as to his/her qualifications in accordance with 43 CFR 3102. With the single copy of the ORI transfer, attach an exhibit listing the information indicated in item 2, below for all the involved leases within that State Office jurisdiction. In addition, for each lease case file in the State Office, provide a single copy of the transfer with an attached copy of the specific page of the exhibit containing the line item information pertaining to each individual lease.

NOTE: If your firm also desires to receive a copy of each lease ORI when processing is completed by the State Office, you need to provide a second copy of the ORI transfer and its attached exhibit page for each lease.

2. For each lease involved in the mass transfer/assignment of ORI, identify:
 1. Serial number of lease.
 2. Type and percent of ORI interest conveyed.
 3. Type and percent of ORI interest previously reserved or conveyed.
 4. Land description, specific depth, formation, etc., affected by ORI, if less than the entire lease area.
3. Submit a \$25 filing fee for each transfer/assignment for each lease as identified in 2, above.