



### **Ownership Change Requirements**

FX Energy Group requirements to effect change of ownership and payments records are:

- 1.) Changes in payment of proceeds must be accomplished by providing FX Energy Group a recorded document (such as a mineral deed, deed, assignment or sublease).
- 2.) Conveyances in which an Agent or Attorney in Fact represents owner, a recorded copy of the Power of Attorney must be provided.
- 3.) In a document in which a Minor is being represented by his/her Guardian, Tutor or Tutrix, then proof of Authority to Act by Guardian, Tutor or Tutrix (Court Order or Judgment) must be provided along with the Conveyance or transfer of interest.
- 4.) All conveyances must be recorded in the County/Parish where the property is located. A copy must contain legible registry number or certification which proves recordation. All property descriptions should correctly describe the property or type of interest being conveyed. All names of conveyances will need to be accurate and match the current record title ownership name. If you have any questions about this requirement please contact us at [ownerrelations@fx-energy.com](mailto:ownerrelations@fx-energy.com).
- 5.) An Effective date should be included in all Conveyances, Deeds, Assignments or Subleases. In the event there is no effective date, then the effective date shall be either the date of recordation or date of receipt of said transfer of interest to FX Energy Group.
- 6.) If a transfer of interest involves a Trust, a copy of the trust agreement must be accompanied by a recorded conveyance document from the trustor to the trust, in which the conveyance clearly describes the property being transferred to the Trust. Property should be conveyed to a Trust prior to the death of a person, in order to avoid a Succession or Probate proceeding in Louisiana.
- 7.) A copy of the Divorce Decree must be accompanied by a recorded conveyance document covering community property.
- 8.) Individual name changes must be accompanied by supporting legal documents (Marriage Certificates, Divorce Decree, etc.)
- 9.) In the event of Corporation Merger, Corporation name changes, Dissolution of Partnerships, etc. supporting legal documentation is required.
- 10.) A current mailing address, Social Security Number or Tax ID is required for all owners and must be provided.

Upon receipt of the required information, division orders will be issued for the owner(s) to sign and return. Please send requested documentation or direct any questions you may have to:

**FX Energy Group**  
**Attn: Division Order Dept.**  
**313 Main St., Unit 309**  
**Canadian, TX. 79014**



## Common Changes and Documentation Required

**Individual Name Change-** Marriage certificate, divorce decree reinstating surname at birth or other legal document of name change

**Divorce-** Divorce decree with settlement agreement and any recorded conveyance

**Appointment of Attorney-in-Fact-**Power of attorney

**Sale of Interest-** Conveyance document filed of record in the county where the property is located

**Creation or Dissolution of Trust or Partnership-** Instrument appointing successor trustee

**Merger-** Certificate of merger with Tax ID and [W-9](#)

**Entity Name Change-** Certificate of name change with Tax ID and [W-9](#)

**Death of Owner – No will** Death certificate, letters of administration and recorded final decree of distribution or recorded affidavit of death and heirship filed in the county where the property is located

**Death of Owner – Will probated in state where property is located** Death certificate, letters testamentary and recorded final decree of distribution

**Death of Owner – Will probated out of state where property is located** Death certificate, letters testamentary, recorded final decree of distribution and documentation of ancillary probate proceedings opened in all affected states

### **Bankruptcy – Chapter 7**

Recorded conveyance, if applicable, and order naming trustee of bankruptcy estate

### **Bankruptcy – Chapter 11**

Plan of reorganization and order confirming the plan of reorganization