



Ownership Change Requirements

Bayou State Oil Corporations requirements to effect change of ownership and payments records are:

- 1.) Changes in payment of proceeds must be accomplished by providing **BAYOU STATE OIL COPORATION** 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 Parish where the property is located. A copy must contain a legible registry number or certification which proves recordation. In Louisiana all conveyances are by Authenticated Act, which is a conveyance signed in the presence of two witnesses and the vendor and Notary Public. The exceptions are Court Orders or Judgments. All property descriptions should correctly describe the property or type of interest being conveyed.
- 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 Bayou State Oil Corporation.
- 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:

Bayou State Oil Corporation
Attn: Division Order Dept.
P. O. Box 7886
Shreveport, La. 71137