



Please Review All Information Thoroughly ***PETROTX Operating, LLC Ownership Change Requirements***

The following information is provided as a guideline to mineral owners who need to make changes related to their interests in order to continue receiving payments. This document does not cover all potential transactions, and PETROTX Operating, LLC reserves the right to require additional or alternate documentation at its discretion. If you have questions regarding any transaction or desired change to your account, please direct your questions to PETROTX's Division Order Department, whose contact information can be found below.

GENERAL INFORMATION:

A written request is required for all changes to your account. Account changes will not be made based upon telephone conversations. All documents should be sent to the address found below.

Current mailing address and Tax ID or Social Security numbers must be provided for all new owners. All payees are required to provide a SSN (social security) or Tax ID (identification) number.

Upon receipt of the required documentation, amended division orders may be issued for new owners to sign and return. Please note the following general guidance for documents submitted to PETROTX:

- All documents provided to PETROTX must be copies and clearly legible as to all parts of the document, including dates, names, and other details.
- Any agreement executed by a person acting as an agent, attorney-in-fact, guardian, or any other fiduciary capacity must be accompanied by a copy of the appropriate authority document for that person such as a Power of Attorney, Letter of Guardianship, or other form of Agency Agreement.
- PETROTX will not accept un-recorded real property documents such as assignments, deeds, and affidavit of heirship forms, etc., as form of updating change in ownership. If PETROTX receives un-recorded documents, no changes will be made to the primary account until recorded copies are received by PETROTX.
 - Recorded deeds are required to transfer royalty and mineral interests; while recorded assignments are required to transfer overriding and working interests.
 - All conveyances must be recorded in all counties or parishes where the property(ies) being transferred are located.
 - All conveyances must contain the correct legal description of the property(ies) being transferred. ○ All conveyances provided to PETROTX must contain a legible registry number or volume and page number indicating the place of recordation
- For any actions taken by a guardian of a minor child or person, provide a copy of the document appointing the guardian along with a copy of the court order authorizing the sale of the property (further restrictions or requirements may apply to transactions involving minors).
- Any transfer being made to or by a trust must be accompanied by a copy of the pertinent parts of the Trust Agreement. The pertinent parts of the agreement should show the execution of the agreement as well as the authority of the trustee to undertake the actions at hand.

SPECIFIC CHANGES TO YOUR ACCOUNT:

<i>Situation</i>	<i>Copy of the Following Documentation Required</i>
<i>Add someone to my account</i>	Copy of a recorded conveyance document establishing joint tenancy/ownership. All signatures must be signed in the presence of and acknowledged by a Notary Public.
<i>Address or Bank Change</i>	Submit change request in writing with your signature and last 4 digits of your social security or tax identification number.
<i>Notification of Death of an Owner</i>	Written notification of death. PetroTX will place royalties in suspense upon receipt of this notice. <i>(please provide notice as soon as possible).</i>
<i>Individual Name Change</i>	Copy of Marriage Certificate, Divorce Decree reinstating maiden name or other document affecting name change

	along with a notation of your owner number (<i>a revised W-9 Form will need to be submitted</i>).
Company or Corporation Name Change	Copy of Certificate of Name Change including Tax ID (<i>a revised W-9 Form will need to be submitted</i>).
Change of Social Security Number or Tax ID	Please resubmit a revised W-9 Form (<i>for changes affecting ownership, additional documentation may be required</i>
Sale of an Interest (Conveyance)	Copy of a recorded conveyance document. All signatures must be signed in the presence of and acknowledged by a Notary Public.
Ownership Change due to Divorce	Copy of complete Divorce Decree including settlement agreement and copy of recorded conveyance documents covering the property (<i>unless otherwise covered by specific state laws</i>).
Ownership by Trusts or Partnerships	Copy of Trust agreement; Copy of Partnership Agreement; Pertinent Trust pages (sig. pages, memo of trust, certificate of trust); Recorded document conveying the interest in property to the Trust or Partnership.
Distribution from Trusts or Partnerships	Copy of Dissolution of Trust or Partnership (<i>if applicable</i>); Recorded conveyance documents to beneficiaries.
Changes in Trustee	Copy of Instrument appointing successor trustee; Death Certificate of original Trustee (<i>if applicable</i>).
Estate Proceedings	
<p>Note: Some states will not accept recordation of foreign probate; In this case, copies of ancillary probate proceedings should be submitted to that state and copy of the ancillary probate proceedings should be provided to PetroTX (<i>Ancillary probate refers to a probate proceeding that is required in addition to the primary probate proceeding that will take place in your home state. Typically, ancillary probate will be necessary because you own a piece of real estate that is located outside of your home state</i>).</p>	
Owner died with a Will (testate) Probate proceedings conducted in the state where the property is located	Copy of Death Certificate; Order Admitting Will to Probate; Letters Testamentary; Last Will and Testament; Texas - Evidence of payment of debts and taxes Final Decree of Distribution or Louisiana - Judgment of Possession
Owner died with a Will (testate) Probate proceedings conducted in a state other than the state where the property is located	Copy of Death Certificate; Order Admitting Will to Probate; Letters Testamentary; Last Will and Testament; Documentation of ancillary probate proceedings (<i>where applicable</i>), or an Affidavit of Heirship. Note: An Affidavit of Heirship does not transfer title.
Owner died (no will)	Copy of Death Certificate; Affidavit of Heirship (<i>completed by a non-heir and filed of record in the county/ parish which the property is located</i>). Note: An Affidavit of Heirship does not transfer title.
Change in a Joint Tenancy (JTWROS)	Copy of Death Certificate of joint tenant (<i>If title is held by joint tenants with rights of survivorship or as tenants by the entirety, only a death certificate is required to transfer title to the survivor</i>).

****Please Do Not Send Original Documents (Copies Only Please) Originals Will Not Be Returned****

All documents and questions should be sent to:

PETROTX Operating, LLC

Division Order Department

900 Rockmead Dr. #220, Kingwood, TX 77339

Phone: 281-312-1025

Email: RoyaltyRelations@PetroTX.com

Laws of agency preclude us from providing forms for conveying real property interests. However, you may contact an attorney, Legal Aid Society, or the local Bar Association for assistance in handling these matters.