



Documentation Requirements for Ownership Changes and Other Events

Please see below for documentation necessary to process changes in Ownership. If you have any questions, please contact our owner relations hotline at 832.939.8958 or email: owner-relations@prolinenergy.com

	Situation	A copy of the following documents is required
Address Changes	Address Changes	<ul style="list-style-type: none"> -Send your completed change of address request form by any of the methods below -Fax (must include signature) -mail
	Name Change	Due to Marriage, Divorce, etc. <ul style="list-style-type: none"> -Change of Name form -Marriage certificate or certified -Divorce decree reinstalling maiden name -Other official documentation affecting name change, i.e. Certified Court Order
	Company or Corporation	-Certified Name Changes including Tax Identification Number
	Merger of Company or Corporation	<ul style="list-style-type: none"> -Certificate of Merger including -Tax Identification Number
	Appointment of AIF (Attorney in Fact)	-Copy of AIF/Power of Attorney Document
Sale of Interest	Sales of an Interest	-Assignment/Conveyance filed of record in the county/parish where the property is located
Ownership Change Due to Divorce	Owners Divorce	<ul style="list-style-type: none"> -Recorded copy of final Divorce Decree including Settlement Agreement, AND, If appropriate, -Recorded Assignment, /Conveyance

Proline Energy Resources Inc.

P.O. Box 20134. Sugarland, TX 77496 | owner-relations@prolinenergy.com



Trusts/Partnership

Trust or Partnership is created	<ul style="list-style-type: none"> -Trust or Partnership Agreement, AND, if appropriate, -Recorded document conveying the interest in property to a trustee of a trust or partnership (conveyance MUST name Trustee)
Trust or Partnership is terminated	<ul style="list-style-type: none"> Dissolution of Trust or Partnership AND, if Appropriate, -recorded conveyance to beneficiary
Changes in Trustee	<ul style="list-style-type: none"> -Copy of Trust/Partnership Agreement, if not already in our files OR relevant pages of agreement (That name Trust, Trustee, and/or Successor Trustees) -Copy of resignation of Trustee and Acceptance by Successor Trustee

Estate Proceedings

Owner died with a will (testate) and Probate proceedings are being conducted in the state where the property is located	<ul style="list-style-type: none"> -Death Certificate -Order Admitting Will to Probate in County/Parish of property -Letters Testamentary -Last Will and Testament -Evidence debts and taxes have been paid -Final Decree of Distribution or Judgement of Possession in County/Parish of Property
---	---

Proline Energy Resources Inc.

P.O. Box 20134. Sugarland, TX 77496 | owner-relations@prolinenergy.com



Estate Proceedings Continued

Owner died with a will (testate) and Probate proceedings are being conducted in the state OTHER than where the property is located
Owner died without a will (intestate) NOTE: Laws of Descent & Distribution will Apply

- Ancillary Probate Proceedings opened in the state where property is located OR
- If monetary threshold is not exceeded.
- Death Certificate
- Letters of Administration (If applicable)
- Affidavit of Heirship recorded in the county where the property is located and signed by disinterested third party
- Executed W-9 for all heirs

If you have any questions, please contact our owner relations hotline at 832-939-8958 or email: owner-relations@prolineenergy.com.

Proline's Fax Number: 832-886-4257

Mailing Address:

Proline Energy Resources, Inc.
P.O BOX 20134
Sugar Land, TX 77496

Physical Address:

Proline Energy Resources, Inc.
4645 Sweetwater Blvd, Suite 500
Sugar Land, TX 77479

Proline Energy Resources Inc.

P.O. Box 20134. Sugarland, TX 77496 | owner-relations@prolineenergy.com