



Syndicate Subscription Legal Plans

ENERGY INDUSTRY CORPORATE CLIENT INTAKE QUESTIONNAIRE:

TIME-CRITICAL ITEMS: spills and releases generally must be reported immediately; lease, pooling, and continuous-operations deadlines can forfeit acreage; and regulatory filings, rate cases, and market reports run on fixed calendars. Tell us any live deadline before completing the rest of this form.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for energy businesses — oil, natural gas and petroleum products, fuel distribution, nuclear, electric utilities, independent power producers and cooperatives, fuel cell technologies, wholesale market participants, and commercial and industrial energy management. Complete the sections that apply. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

☐ Legal Entity Name: _____

DBA / trade names: _____ Year founded: _____

Entity type:

☐ Corporation

☐ LLC

☐ Partnership

☐ Cooperative

☐ Public company

☐ Subsidiary of a parent

☐ Foreign parent

State of formation: _____ EIN (last 4): _____

States of operation: _____ Contact person & title: _____

Syndicate Plan Member ID: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Annual revenue: \$ _____ Employees: _____

PART 1 — YOUR BUSINESS

1.1 Type of business:

☐ Oil & gas exploration and production

☐ Midstream gathering, processing & pipelines

☐ Refining & petroleum products

☐ Fuel distribution & diesel

☐ Natural gas marketing & LNG

☐ Electric utility

☐ Independent power producer

☐ Electric cooperative

☐ Nuclear

☐ Fuel cell technologies

☐ Wholesale market participant

☐ Energy trading & hedging

☐ Commercial & industrial energy management ☐ Oilfield or energy services

1.2 Operations:

☐ Onshore

☐ Offshore

☐ Both



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1.3 Describe your assets, operations, and current stage: _____

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

- | | |
|--|--|
| ☐ Formation or incorporation | ☐ Entity conversion / restructuring |
| ☐ Operating agreement / bylaws | ☐ Corporate resolutions |
| ☐ Annual reports & business filings | ☐ Foreign qualification |
| ☐ International incorporation | ☐ Licenses & permits |

Assets, Land & Project Contracts:

- | | |
|--|---|
| ☐ Mineral & surface leases | ☐ Royalty & working interest matters |
| ☐ Joint operating & development agreements | ☐ Drilling, service & construction contracts |
| ☐ Gathering, processing & transportation agreements | ☐ Power purchase agreements |
| ☐ Fuel supply & offtake agreements | ☐ Storage & terminal agreements |
| ☐ Site acquisition, easements & rights of way | ☐ Power plant siting & land use |

Regulatory & Markets:

- | | |
|---|---|
| ☐ Federal energy regulatory filings | ☐ State utility commission & rate matters |
| ☐ Certificates & franchise authority | ☐ Wholesale market participation & tariffs |
| ☐ Market conduct & reporting obligations | ☐ Pipeline safety & transport rules |
| ☐ Nuclear licensing & oversight | ☐ Greenhouse gas emission compliance |
| ☐ Carbon markets & attributes | ☐ Administrative action defense |

Environment, Safety & Decommissioning:

- | | |
|--|---|
| ☐ Air, water & waste permits | ☐ Spill prevention & release reporting |
| ☐ Remediation & legacy liability | ☐ Process safety & facility security |
| ☐ Plugging, abandonment & decommissioning | ☐ Offshore lease & operating requirements |
| ☐ Water use & disposal | ☐ Environmental diligence for transactions |

Commercial, IP & Disputes:

- | | |
|--|---|
| ☐ Supply chain & vendor contracts | ☐ Trading agreements & hedging documentation |
| ☐ Warranty & performance claims | ☐ Patents & freedom to operate |
| ☐ Trademarks & brand protection | ☐ Import, export & tariffs |
| ☐ Supply chain disputes | ☐ Insurance & risk management |



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Capital Markets & Finance:

- ☐ Capital markets consultation ☐ Private placement (Reg D / Reg A)
- ☐ Reserve-based or asset-backed lending ☐ Project & equipment finance
- ☐ Exchange listing (OTC, Nasdaq, NYSE, international) ☐ Securities & blue sky compliance
- ☐ Mergers, acquisitions & divestitures ☐ Investor agreements & cap table
- ☐ Restructuring or bankruptcy

2.1 Describe your most urgent matter and objective: _____

2.2 Deadline (filing, lease, hearing, closing): _____

PART 3 — ASSETS & OPERATIONS

Asset / Facility	Location (state / basin / service area)	Type	Capacity or Production	Interest Held

3.1 Are lease terms or continuous-operations deadlines approaching? ☐ Yes ☐ No

3.2 Are there royalty owner disputes, unpaid suspense funds, or division order issues? ☐ Yes ☐ No

If yes, explain: _____

3.3 Are you operator or non-operator under joint operating agreements? ☐ Yes ☐ No

If yes, explain: _____

3.4 Are there title defects, curative items, or surface use conflicts? ☐ Yes ☐ No

If yes, explain: _____

3.5 Are any assets subject to decommissioning, plugging, or bonding obligations? ☐ Yes ☐ No



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PART 4 — REGULATORY & MARKET STATUS

Item	Current	In Process	N/A
Federal energy regulatory authorizations (rates, certificates, market-based authority)	☐	☐	☐
State utility commission approvals or rate filings	☐	☐	☐
Franchise or service territory rights	☐	☐	☐
Wholesale market registration & reporting	☐	☐	☐
Pipeline safety program & inspections	☐	☐	☐
Nuclear licensing & decommissioning funding	☐	☐	☐
Greenhouse gas reporting or trading programs	☐	☐	☐
Air, water & waste permits	☐	☐	☐
Emergency response & preparedness plans	☐	☐	☐

4.1 Are there pending agency proceedings, investigations, or notices of violation? ☐ Yes ☐ No

If yes, explain: _____

4.2 Do you sell power, capacity, gas, or attributes into organized markets? ☐ Yes ☐ No

4.3 Do you trade commodities or use hedging instruments? ☐ Yes ☐ No

Energy trading and market reporting are supervised by federal regulators with significant penalties for inaccurate reporting or manipulative conduct.

PART 5 — ENVIRONMENT, SAFETY & COMMUNITY

5.1 Have there been spills, releases, or exceedances in the last three years? ☐ Yes ☐ No

If yes, explain: _____

5.2 Is there known contamination, legacy liability, or ongoing remediation? ☐ Yes ☐ No

5.3 Have there been worker injuries, fatalities, or process safety incidents? ☐ Yes ☐ No

If yes, explain: _____

5.4 Are there methane, flaring, or emissions reduction requirements applicable? ☐ Yes ☐ No

5.5 Community, landowner, or tribal issues affecting operations? ☐ Yes ☐ No

If yes, explain: _____

5.6 Are financial assurance, bonding, or trust funding obligations outstanding? ☐ Yes ☐ No



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PART 6 — CONTRACTS & COUNTERPARTIES

Key Counterparty	Agreement Type	Term	Annual Value \$	Signed?

6.1 Do contracts address force majeure, curtailment, and change in law? ☐ Yes ☐ No

6.2 Are there credit support, collateral, or netting arrangements with counterparties? ☐ Yes ☐ No

6.3 Are any counterparties in default, bankruptcy, or renegotiation? ☐ Yes ☐ No

If yes, explain: _____

6.4 Do you rely on standard industry forms, or negotiated agreements? ☐ Yes ☐ No

If yes, explain: _____

PART 7 — FINANCE & CAPITAL MARKETS

Existing Debt / Facility	Lender or Investor	Balance \$	Maturity	Collateral

7.1 Capital sought: \$ _____ Purpose: _____

7.2 Capital strategy:

☐ Development or drilling capital

☐ Acquisition financing

☐ Working capital / borrowing base

☐ Project or equipment finance

☐ Growth equity

☐ Public offering or listing

☐ Sale of assets or the company

☐ Restructuring

☐ Not sure — need advice

7.3 Would a deal need regulatory approvals or assignment consents? ☐ Yes ☐ No

7.4 Do you have reserve reports, audited financials, and a financial model? ☐ Yes ☐ No

PART 8 — PEOPLE, DISPUTES, DOCUMENTS & CERTIFICATION

8.1 Employees: _____ Contractors: _____ States with workers: _____

8.2 Is any part of the workforce unionized? ☐ Yes ☐ No

8.3 Is immigration sponsorship needed for technical personnel? ☐ Yes ☐ No



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8.4 Current disputes:

- | | |
|---|---|
| ☐ Contract or supply dispute | ☐ Royalty or landowner dispute |
| ☐ Regulatory enforcement | ☐ Environmental claim |
| ☐ Personal injury or property damage claim | ☐ Joint venture or partner dispute |
| ☐ Collections | ☐ None |

8.5 Is a non-disclosure agreement required before documents are shared? ☐ Yes ☐ No

Please provide the following, if applicable. Check each item available.

- | | |
|---|--|
| ☐ Formation & governance documents | ☐ Ownership / cap table |
| ☐ Financial statements & reserve reports | ☐ Leases, easements & title documents |
| ☐ Operating, purchase & transport agreements | ☐ Permits & regulatory authorizations |
| ☐ Environmental reports & assessments | ☐ Agency correspondence & notices |
| ☐ Insurance policies & bonds | ☐ Loan & investor documents |

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the business named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this engagement.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Title: _____

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Your information will be reviewed within one hour.