Syndicate Subscription Legal Plans

OIL & NATURAL GAS
CORPORATE CLIENT INTAKE QUESTIONNAIRE:

DEADLINES THAT COST ACREAGE AND MONEY: lease primary terms and continuous-operations clauses can expire without warning, election and preferential right periods under operating agreements run in days, and spills and releases must generally be reported immediately. Tell us any lease expiration, election deadline, or incident before completing the rest of this form.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for oil and gas businesses — operators and non-operators, mineral and royalty owners, midstream and processing companies, and drilling, well servicing, transportation, rental, and equipment contractors. Complete the sections that apply. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

[__] Legal Entity Name: ____

DBA / field or project names: ______________________ Year founded: ____________

Entity type:

- [__] Corporation
- [__] LLC
- [__] Partnership
- [__] Joint venture
- [__] Public company
- [__] Subsidiary of a parent
- [__] Foreign parent

State of formation: ____________________ EIN (last 4): _______

States / basins of operation: ______________ Syndicate Plan Member ID: ____________

Contact person & title: ________________________

Address: ____

City: ______________________ County: ___________ State: ___ Zip: _____

Phone: ________________________ Email: __________________________

Annual revenue: $ ____________________ Employees & contractors: _____________

PART 1 — YOUR BUSINESS

1.1 Type of business:

- [__] Operator
- [__] Non-operator / working interest owner
- [__] Mineral or royalty owner
- [__] Upstream exploration & production
- [__] Midstream gathering & transportation
- [__] Processing plant
- [__] Oil lease plant
- [__] Drilling contractor
- [__] Well servicing contractor
- [__] Roustabout, welding & pipeline services
- [__] Wireline, acidizing, perforating & logging
- [__] Instrument & electrical contractor
- [__] Tank cleaning & repair
- [__] High pressure cleaning services
- [__] Rental & equipment contractor
- [__] New & used equipment sales
- [__] Refurbishing contractor
- [__] Transportation contractor

1.2 Operations:

[__] Onshore [__] Offshore [__] Both

1.3 Describe your operations, assets, 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
[__] Business licenses & permits

Leases, Title & Royalties:

[__] Oil & gas lease negotiation & review
[__] Title examination, opinions & curatives
[__] Purchase, sale, lease & sublease agreements
[__] Purchase, sale & lease disputes
[__] Farmout & area of mutual interest agreements
[__] Assignments & preferential rights
[__] Division orders & royalty payments
[__] Royalty agreements & disputes
[__] Pooling, unitization & spacing
[__] Surface use & damage agreements

Operations & Contracts:

[__] Joint operating agreements
[__] Operator & non-operator issues
[__] Joint interest billing disputes
[__] Drilling & completion contracts
[__] Master service agreements
[__] Well servicing & workover contracts
[__] Equipment rental & sales agreements
[__] Gathering, processing & transportation
agreements
[__] Gas purchase & marketing agreements
[__] Transportation & trucking contracts

Regulatory, Environment & Permits:

[__] Drilling & operating permits
[__] Obtaining and defending permits
[__] Appeals of enforcement actions, fines & penalties
[__] Spill & release reporting
[__] Produced water & injection well compliance
[__] Flaring, venting & emissions requirements
[__] Plugging, abandonment & bonding
[__] Public land & tribal law matters
[__] Endangered species & habitat issues
[__] Water resources & strategy

Safety, Insurance & Disputes:

[__] Contractor indemnity & insurance review
[__] Workplace safety programs & citations
[__] Incident investigation support
[__] Personal injury & property damage claims

[__] Insurance coverage disputes
[__] Supply chain disputes
[__] Collections & lien rights
[__] Administrative action defense

Capital Markets & Finance:

[__] Capital markets consultation
[__] Private placement (Reg D / Reg A)
[__] Reserve-based & asset-backed lending
[__] Drilling program & investor offerings
[__] Exchange listing (OTC, Nasdaq, NYSE, international)
[__] Securities & blue sky compliance
[__] Reserve disclosure review
[__] Mergers, acquisitions & property divestitures
[__] Investor agreements & cap table
[__] Restructuring or bankruptcy

2.1 Describe your most urgent matter and objective: ______________________________

____

____

2.2 Deadline (lease, election, permit, hearing, closing): ______________________________

PART 3 — LEASES, TITLE & ROYALTIES

Lease / Unit / Property	County & State	Interest Type & %	Acres	Status

3.1 Are lease terms or continuous-operations deadlines approaching? [__] Yes [__] No

3.2 Have title opinions been obtained, and are curative items outstanding? [__] Yes [__] No

3.3 Are division orders executed and royalty payments current? [__] Yes [__] No

3.4 Royalties in suspense, or calculation or deduction disputes? [__] Yes [__] No

If yes, explain: ____

____

Royalty deduction and payment disputes are among the most common claims in this industry, and many states impose interest and penalties on late payments.

3.5 Are pooling, unitization, or forced pooling proceedings involved? [__] Yes [__] No

3.6 Are there surface owner, access, or damage disputes? [__] Yes [__] No

If yes, explain: ____

____

PART 4 — OPERATIONS, WELLS & AGREEMENTS

4.1 Producing wells: ____________________ Drilling / planned: ________ Shut-in or inactive: ____

4.2 Are you operator, non-operator, or both under joint operating agreements? [__] Yes [__] No

If yes, explain: ____

____

4.3 Are there pending elections, non-consent penalties, or preferential rights? [__] Yes [__] No

Elections under operating agreements usually must be made within a short period after the proposal or the interest can be penalized or lost.

4.4 Are joint interest billings disputed or unpaid? [__] Yes [__] No

4.5 Are farmout, area of mutual interest, or participation agreements in place? [__] Yes [__] No

4.6 Are gathering, processing, transportation, or marketing agreements current? [__] Yes [__] No

4.7 Are there production curtailments, takes, or imbalances to resolve? [__] Yes [__] No

If yes, explain: ____

____

PART 5 — PERMITS, ENVIRONMENT & ABANDONMENT

Permit / Obligation	Current	Pending	N/A
Drilling & completion permits	[__]	[__]	[__]
Operating permits & well classifications	[__]	[__]	[__]
Injection & disposal well authorizations	[__]	[__]	[__]
Air permits & emissions reporting	[__]	[__]	[__]
Water discharge & stormwater permits	[__]	[__]	[__]
Spill prevention & response plans	[__]	[__]	[__]
Federal or tribal land authorizations	[__]	[__]	[__]
Plugging & abandonment obligations	[__]	[__]	[__]
Bonding & financial assurance	[__]	[__]	[__]
Annual reports & production filings	[__]	[__]	[__]

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

If yes, explain: ____

____

5.2 Have you received notices of violation, penalties, or shut-in orders? [__] Yes [__] No

If yes, explain: ____

____

5.3 Are there idle, orphaned, or inactive wells requiring plugging? [__] Yes [__] No

5.4 Is produced water disposal, injection pressure, or seismicity an issue? [__] Yes [__] No

5.5 Are flaring, venting, or methane requirements affecting operations? [__] Yes [__] No

5.6 Is there known contamination or legacy liability on any lease? [__] Yes [__] No

PART 6 — CONTRACTORS, SAFETY & INSURANCE

Counterparty	Role (drilling, services, transport, rental)	Term	Annual Value $	Signed MSA?

6.1 Do master service agreements govern your contractor relationships? [__] Yes [__] No

6.2 Do they include indemnity, additional insured, and waiver terms? [__] Yes [__] No

Indemnity provisions in oilfield contracts are limited or void in some states unless supported by matching insurance. Terms should be reviewed state by state.

6.3 Have there been injuries, fatalities, blowouts, or equipment incidents? [__] Yes [__] No

6.4 Are safety programs, training records, and inspections current? [__] Yes [__] No

6.5 Insurance in place:

[__] General liability
[__] Control of well / operators extra expense
[__] Pollution liability
[__] Auto & trucking
[__] Workers' compensation
[__] Property & equipment
[__] Umbrella / excess

PART 7 — FINANCE, INVESTORS & CAPITAL MARKETS

Existing Debt / Investment	Lender or Investor	Amount $	Terms	Secured By

7.1 Capital sought: $ ______________________________ Purpose: ______________________________

7.2 Capital strategy:

[__] Drilling & completion capital
[__] Acquisition of leases or producing properties
[__] Midstream or facility construction
[__] Working capital & borrowing base
[__] Growth equity
[__] Public offering or listing
[__] Sale of assets or the company
[__] Not sure — need advice

7.3 Do you raise money from investors for drilling programs or working interests? [__] Yes [__] No

Selling fractional working interests, royalty interests, or drilling program units to passive investors is generally a securities offering requiring an exemption and proper disclosure.

7.4 Do you report reserves, with an engineering report available? [__] Yes [__] No

7.5 Do you have audited financial statements? [__] Yes [__] No

PART 8 — PEOPLE, DISPUTES, DOCUMENTS & CERTIFICATION

8.1 Employees: ______________________________ Contract workers: _______ States with workers: ____

8.2 Are field workers classified as employees or independent contractors? [__] Yes [__] No

If yes, explain: ____

____

8.3 Are day rate, overtime, or per diem pay practices reviewed? [__] Yes [__] No

8.4 Current disputes:

[__] Royalty or lease dispute
[__] Title or ownership dispute
[__] Joint interest billing dispute
[__] Contractor or service dispute
[__] Environmental enforcement
[__] Injury or property damage claim
[__] Surface owner claim
[__] 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. Do not send confidential geological or seismic data before a confidentiality agreement is signed.

[__] Formation & governance documents
[__] Ownership / cap table
[__] Financial statements & reserve reports
[__] Leases, assignments & division orders
[__] Title opinions & curative items
[__] Joint operating & farmout agreements
[__] Master service & drilling contracts
[__] Permits & regulatory filings
[__] Agency notices & correspondence
[__] Insurance policies & loan 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.