

**APPROVAL AND CONSENT TO ASSIGNMENT OF OIL & GAS  
LEASE REQUIREMENT.**

Paragraph #14 of the State of Oklahoma Oil and Gas Mining Lease states: **"No transfer or assignment of this lease or any part thereof shall be valid or convey any right to the assignee without the consent in writing of the Commissioners of the Land Office."**

Submit a fully executed copy of the assignment which reflects the corporate seal (if any), and the notary seal. Corporate seals are not required for companies incorporated in the State of Oklahoma. On any copies presented to this office, all seals and signatures must be identifiable and legible. We **do not require** the original assignment. If the original document is received, we will make a copy for our files and return the original to you when the Consent to Assignment document(s) are mailed. Only those exhibit pages of the assignment containing reference to Commissioners of the Land Office (CLO) leases need to be attached to the assignment. The CLO staff prepares the Consent to Assignment documents, not the assignor or the assignee.

We **do not require** approval of an assignment of overriding royalty, production payments, or any other conveyance that does not transfer working interest or leasehold interest title. The CLO **does require** Consent to Assignment on conveyances of well bore-only interests or conveyances that are vertically or horizontally limited. If the assignor **does not** appear on record in our files, it will be necessary to provide the intervening assignment(s), name change document(s), or merger document(s) to create an unbroken chain of title. There isn't a fee to file name changes or mergers; however transfer fees will apply to any assignment submitted for "Consent to Assignment".

We require a \$25.00 transfer fee for **each assignment of each lease**. For example, an assignment with 4 (four) CLO leases on the Exhibit "A" would require a transfer fee of \$100.00. The transfer fee is not computed on the basis of how many assignees are listed in an assignment. Please make your check for Consent to Assignment fees payable to "**Commissioners of the Land Office**."

**Effective 1<sup>st</sup> January, 2014 we have implemented certain procedural changes in the approval process of consent to assignment. The consent to be approved will be mailed to the assignor or the assignee whoever submits the request, for both the parties to execute Section-B of the consent and return to this office. On receipt, the Commissioners of the Land Office will execute Section C and the final approval document will be mailed to the party requested the consent.**

Assignees in CLO oil and gas mining leases granted prior to May 11, 1998, must obtain and maintain a \$10,000 Surety Performance Bond. Said bond must be posted on our Form No. 7-4. CLO Form No. 7-4, which replaces all previous versions of Form 104, is available upon request.

If you have any questions regarding Consent to Assignment requirements, please call Philip Varghese with the CLO at (405) 521-4105 or e-mail to: [Philip.Varghese@clo.ok.gov](mailto:Philip.Varghese@clo.ok.gov) at 204 N. Robinson, Suite 900, Oklahoma City, OK 73102.