

Blake Production Company Inc
1601 NW Expressway, Suite 777
Oklahoma City, OK 73118
(405)286-9800

THIS INFORMATION IS FURNISHED TO GUIDE YOU IN SIGNING AND RETURNING YOUR DIVISION ORDER AND TO PROVIDE INFORMATION FOR YOUR FUTURE REFERENCE

Enclosed are two (2) copies of the Division Order. Please SIGN, complete and return one COPY to our office. Keep the other COPY for your file, along with this reference sheet.

If you would like to be set up with payment via **Direct Deposit**, please complete the included Direct Deposit Application Form and return along with a VOIDED Check.

SIGNING AND RETURNING YOUR DIVISION ORDER

- Verify your decimal interest and payment address
- Sign the Division Order as follows:

INDIVIDUAL: Sign your name exactly as shown. All individual signatures must be witnessed by at least one person, NOT related to the party signing.

CORPORATIONS: Signature of the President or Vice President must be attested by the Corporate Secretary, Corporate Seal affixed and title of signatory party shown.

PARTNERSHIPS: All partners must sign unless signed by the General or Managing Partner. Only a General Partner may sign for Limited Partnerships. In either case, a copy of the authority to sign must accompany the Division Order.

SECOND PARTY: Signatures by an Agent, Attorney-in-Fact, Guardian, Estate Representative or Trustee MUST be accompanied by documentation whereby said party has been GIVEN THE AUTHORITY to sign on behalf of the owner.

- **PROVIDE SOCIAL SECURITY OR TAX IDENTIFICATION NUMBER:** Failure to provide this number will subject you to back-up withholding from your checks at the current rate imposed by the IRS.
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IF YOU MOVE / ADDRESS CHANGE

You should notify us in writing as soon as possible when your address changes. Please sign your letter and include your social security number or owner number (for verification purposes). For your protection we will not accept address changes by telephone.

NAME CHANGES

When an individual's name changes because of marriage, divorce, etc. furnish: a Copy of marriage certificate, divorce decree or other document effecting name change.

SALE/TRANSFER OF YOUR INTEREST

For a full or partial conveyance of a mineral, royalty, overriding royalty or working interest, please contact OwnerRelations@BlakeProduction.com to facilitate that transfer of ownership within our wells.

WHEN AN OWNER DIES

Title to real property owned by the deceased party passes one of two ways — either by testate succession or by intestate succession. Testate is with a probated last Will and Testament while intestate is without a Will. In the absence of a Will, or if the Will has not been probated, title to real property passes according to the Laws of Descent and Distribution for the State in which the wells are located, rather than in the state of residence.

TO BEGIN THE PROCESS OF TRANSFERRING INTEREST TO THE HEIRS, PLEASE PROVIDE:

- DEATH CERTIFICATE
- CONTACT INFORMATION FOR THE PERSON HANDLING THE ESTATE, INCLUDING NAME, ADDRESS, TELEPHONE NUMBER(S) AND EMAIL ADDRESS IF AVAILABLE.

We will review the account and contact this person concerning any other documentation that will be needed to update our records.