



MISSION CREEK
RESOURCES, LLC

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 Owner Relations at (346) 224-2400. Documents can be emailed to info@missioncreekresources.com or mail to Mission Creek Resources, LLC, 25511 Budde Road, #601 The Woodlands TX 77380.

	Situation	A copy of the following document(s) is required:
Address Change	Address Change form found on www.missioncreekresources.com website under the Owner Relations tab.	Address Change request must include your owner number, old address, new address and signature. Send your completed Address Change form as follows: <ul style="list-style-type: none">• Mail• Email: info@missioncreekresources.com
Name Change	Marriage, Divorce, etc.	<ul style="list-style-type: none">• Marriage Certificate• Certified Divorce Decree reinstating maiden name• Other official documentation affecting name change, i.e. Certified Court Order
	Company or Corporation	<ul style="list-style-type: none">• Certificate of Name Change including Tax Identification Number
	Merger or Company or Corporation	<ul style="list-style-type: none">• Certificate of Merger including Tax Identification Number
	Appointment of AIF (Attorney in Fact)	<ul style="list-style-type: none">• Copy of AIF/Power of Attorney Document
Convey/Transfer Interest	Sale of an Interest	<ul style="list-style-type: none">• Assignment/Conveyance filed of record in the County/Parish where the property is located
Ownership Change Due to Divorce	Divorce	<ul style="list-style-type: none">• Recorded copy of final Divorce Decree including Settlement Agreement, and, if appropriate,• Recorded Assignment/Conveyance
Trusts/Partnerships	Creation of a Trust or Partnership	<ul style="list-style-type: none">• Trust or Partnership Agreement, and, if appropriate,



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		<ul style="list-style-type: none"> Recorded document conveying the interest in property to a Trustee of a Trust or Partnership (Conveyance must name Trustee)
	Termination of a Trust or Partnership	<ul style="list-style-type: none"> Dissolution of Trust/Partnership and, if appropriate, Recorded Conveyance to beneficiary
	Change in Trustee	<ul style="list-style-type: none"> Copy of Trust/Partnership Agreement Naming or Appointing a Successor Trustee Copy of Resignation of trustee and Acceptance by Successor Trustee

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Estate Proceedings	Owner died with a Will (testate) & Probate Proceedings are being conducted in a 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 of 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 Heir' names, addresses, and SSN's
	Owner died with a Will (testate) & Probate proceedings are being conducted in a state other than where the property is located	<ul style="list-style-type: none"> Ancillary Probate Proceedings opened in state where property is located or Laws of Descent and Distribution will apply if an Affidavit of Heirship is used to distribute mineral interest. (contact owner relations to discuss whether a monetary threshold applies)
	Owner died without a Will (intestate)	<ul style="list-style-type: none"> Death Certificate Letters of Administration (if applicable)



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	Note: Laws of Descent & Distribution Apply	<ul style="list-style-type: none">• Affidavit of Heirship recorded in the County where the property is located and signed by disinterested third party (contact owner relations to discuss whether a monetary threshold applies)• Evidence debts and taxes have been paid• Heirs' names, addresses, and SSN's
Bankruptcy	Chapter 11	<ul style="list-style-type: none">• Plan of Reorganization
	Chapter 7	<ul style="list-style-type: none">• Order confirming the Plan of Reorganization• Recorded Conveyance (as appropriate)• Order naming Trustee of Bankruptcy Estate