



## Ownership Changes

### General Information

All changes of ownership must be filed of record. When a certified copy of the recorded document effectuating the change in ownership is available, please scan and email a copy of the document to [ownerrelations@dunnexploration.com](mailto:ownerrelations@dunnexploration.com) or you may mail a copy of the document to:

Dunn Exploration Company, LLC  
 ATTN: Owner Relations  
 1240 N. Post Oak Road, Suite 200  
 Houston, Texas 77055

Please also include a completed and signed IRS Form W-9 with the social security or tax identification number of the new owner with the recorded change of ownership documents.

### Ownership Change Required Documents

The following are common changes in ownership and ownership status situations along with the documentation that Dunn Exploration Company, LLC will need to effectuate the change in ownership:

Type of Ownership Change	Required Documents
Name change due to marriage or divorce	<ul style="list-style-type: none"> <li>• Copy of Marriage Certificate or Divorce Decree reinstating maiden name or another prior name</li> <li>• Signed IRS Form W-9 with updated name</li> </ul>
Legal name change	<ul style="list-style-type: none"> <li>• Court order evidencing name change</li> <li>• Signed IRS Form W-9 with updated name</li> </ul>
Company or Corporation changes its name	<ul style="list-style-type: none"> <li>• Certificate of Name Change and Tax ID Number</li> <li>• Signed IRS Form W-9 with updated name and information</li> </ul>
Company or Corporation name change due to merger	<ul style="list-style-type: none"> <li>• Certificate of Merger including Tax ID Number</li> <li>• Signed IRS Form W-9 with updated name and information</li> </ul>
Appointment of Attorney-In-Fact	<ul style="list-style-type: none"> <li>• Copy of Power of Attorney</li> </ul>
Appointment of Agent or Agency	<ul style="list-style-type: none"> <li>• Copy of Agency Agreement</li> </ul>
Creation of Trust Creation of Trust (continued)	<ul style="list-style-type: none"> <li>• Trust Agreement</li> </ul>

	<ul style="list-style-type: none"> <li>• Conveyance Document transferring interest(s) to the trust</li> </ul>
Termination of Trust	<ul style="list-style-type: none"> <li>• Dissolution of Trust</li> <li>• Conveyance Document transferring interest(s) to applicable beneficiary(ies)</li> </ul>
Changes in Trustee	<ul style="list-style-type: none"> <li>• Trust Agreement</li> <li>• Copy of the instrument appointing the successor trustee (often a death certificate or appointment of trustee)</li> </ul>
Death of Owner	<ul style="list-style-type: none"> <li>• Death Certificate</li> <li>• Last Will &amp; Testament</li> <li>• Judgement of Possession</li> <li>• Conveyance Document to heirs/beneficiaries or Trust, if applicable</li> <li>• Signed IRS Form W-9 for each heir/beneficiary or Trust with current address</li> </ul>
Transfer an interest	<ul style="list-style-type: none"> <li>• Conveyance Document transferring the interest</li> <li>• Signed IRS Form W-9 with new owner name and address</li> </ul>
Ownership change due to divorce	<ul style="list-style-type: none"> <li>• Complete divorce decree and recorded conveyances, where needed</li> </ul>

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