

**COLORADO OIL AND GAS CONSERVATION COMMISSION (COGCC)**

**DESIGNATION OF AGENT: FORM 1A INSTRUCTIONS**

**October 12, 2014**

**Introduction**

An operator must submit a Designation of Agent, Form 1A to bestow the authority to sign and submit documents to the COGCC upon employees as well as on any company/individual designated as an agent of the operator. (See Rule 302.b)

**NOTE:** The Form 17 and the Form 42 do not require submittal by a Designated Agent.

**Designation of Principal Agent**

At the time of registration, an oil and gas operator must submit an original Form 1A to designate the "Principal Agent." An operator can have only one Principal Agent at any time.

The Principle Agent is the individual who serves as the representative of the operator, to be served with and to accept all official notices from the Oil and Gas Conservation Commission, or from other persons authorized under the Oil and Gas Conservation Act of the State of Colorado. The Principle Agent also has signature authority on COGCC documents. The Principal Agent can be an employee of the registering oil and gas operator or an employee of a third party Agent Company, such as a consultant or a contractor. Please note that if a third party Agent Company is chosen as the Principal Agent, all mail and notices will be directed to their address.

**Name of Principal Agent Section:**

A Principle Agent serves as the representative of the operator, to accept and be served with notices from the Oil and Gas Conservation Commission, or from other persons authorized under the Oil and Gas Conservation Act of the State of Colorado. Furthermore, the Principle Agent agrees to immediately report in writing, all changes of address of the agent, and any termination of the agent's authority, and in the latter case, the designation of a new agent or agents shall be immediately made.			
Name of Principal Agent:	Signature of Principal Agent:	Title of Principal Agent:	Action: <input type="checkbox"/> Add
Phone:	Fax:	Email:	<input type="checkbox"/> Modify
			<input type="checkbox"/> Delete

The "Name of Principal Agent" section must be completed for the Principal Agent, checking the "Add" box in the "Action" section for the initial designation. ALL the information is required: printed name, signature, title, direct phone number, and a valid email address; the fax number is optional.

After the initial Principal Agent designation, subsequent forms should not have the Principal Agent section completed, except to make changes (See Changes on page 4 of this document.)

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Agent Company Name and Address Section:

Agent Company Name:			
Address:	City:	State:	Zip:

If the Principal Agent is not an employee of the registering oil and gas operator, but is an employee of a third party Agent Company, the “Agent Company Name and Address” section must be completed for that third party company in this section of the form.

If the Principal Agent is an employee of the registering oil and gas operator, the “Agent Company Name and Address” section is left blank on the Form 1A.

**Designation of Agents**

**Operator Employee:** An employee of the operator is authorized to sign and submit forms and documents to the COGCC by being listed on a Form 1A. This individual is referred to as a Designated Agent.

**NOTE:**

Operator employee Designated Agents and third party Designated Agents cannot be listed on the same Form 1A.

On a Form 1A submitted to designate the operator’s employee(s) as agent(s), both the “Agent Company Name and Address” section and the “Name of Principal Agent” section should not be completed (should be left blank).

**Name of Designated Agent Section**

The below listed individuals are designated as representatives, authorized to sign and submit forms on behalf of the operator:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	Action : <input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete
Print Name	Signature	Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Email	Forms Authorized to Submit (ALL or Form #s)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

The “Name of Designated Agent” section must be completed for each operator employee being designated as an Agent, checking the “Add” box in the “Action” section for the initial designation. ALL the information is required: printed name, signature, title, direct phone number, a valid email address, and authorized form numbers.

There is no limit to the number of employee Designated Agents an operator may have, but multiple Form 1A’s may be required to list all the individuals, as only 3 people can be listed on each form.

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**Third Party Agent Company Employee:** An employee of a third party Agent Company is authorized to sign and submit forms and documents to the COGCC on behalf of the operator by being listed on a Form 1A. This individual is referred to as a Designated Agent.

A Form 1A submitted to designate an employee of a third party Agent Company as agent must have the “Agent Company Name and Address” section completed. The “Name of Principal Agent” section should not be completed (should be left blank).

**NOTE:** Third party Designated Agents and operator employee Designated Agents cannot be listed on the same Form 1A. Third party Designated Agents from multiple third party Agent Companies cannot be listed on the same Form 1A. A separate Form 1A must be submitted for employees of each third party Agent Company.

**Name of Designated Agent Section**

The below listed individuals are designated as representatives, authorized to sign and submit forms on behalf of the operator:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	Action :
Print Name	Signature	Title	<input type="checkbox"/> Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Modify
Phone	Email	Forms Authorized to Submit (ALL or Form #s)	<input type="checkbox"/> Delete

The “Name of Designated Agent” section must be completed for each third party employee being designated as an Agent, checking the “Add” box in the “Action” section for the initial designation. ALL the information is required: printed name, signature, title, direct phone number, a valid email address, and authorized form numbers.

There is no limit to the number of third party Designated Agents an operator may have, but multiple Form 1A’s may be required to list all the individuals, as only 3 people can be listed on each form.

**Authorization**

At the time of the operator’s initial registration, an officer (a vice president, president, or chairman) of the registering company must sign the Form 1A to authorize the agents designated on the form. A manager or supervisor can sign subsequent Form 1As authorizing updates and changes.

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**Authorization Section**

Pursuant to the Rules and Regulations, and Rules of Practice and Procedure of the Oil and Gas Conservation Commission of the State of Colorado, the below-signed producer, operator, transporter, refiner, gasoline or other extraction plant operator, or initial purchaser who is conducting oil and gas operations in the State of Colorado, does hereby designate the above-listed Agent Company and/or representative(s) as authorized to sign on behalf of the operator.		
Authorizing Company Name:	OGCC Operator Number:	Approval Date:
Print Authorizing Name:	Authorizing Signature:	Authorizing Title (must be an officer):

The information in the "Authorization" section must be provided as outlined below:

1. The Authorizing Company Name is the name of the registering operator.
2. COGCC staff will assign and enter the OGCC Operator Number on the Form 1A(s) submitted at the time of initial registration.
3. Subsequent Form 1A's submitted for updates and changes (see below) must include the Operator Number.
4. The Authorizing Officer, Manager, or Supervisor enters the Approval Date.
5. The Form 1A(s) submitted with the initial designation(s) for a registering operator must be a hard copy with the original signature.
6. A subsequent Form 1A submitted for updates and changes (see below) may be an electronic copy of a signed form.

**Changes**

All Form 1A designations remain in effect until written notice is provided by the operator to terminate the authority of that designated agent or representative. This written notice is always a new Form 1A.

A new Form 1A must be submitted immediately to report a change to any of the information on a previously approved Form 1A. (See Rule 302.b)

It is the responsibility of the operator to maintain their agent lists by submitting any deletions of designated agents or changes in designated agent's information, including changes to their name, telephone number, or email address. The designation of a new Principal Agent must occur simultaneously with the termination of the current Principal Agent's authority. A third party Principle Agent or Agent Company agrees to immediately submit a Form 1A to report all changes of address of the third party Agent Company.

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Action Section:

Action :
<input type="checkbox"/> Add
<input type="checkbox"/> Modify
<input type="checkbox"/> Delete

Check the appropriate box in the "Action" section associated with the particular agent for which a change is being submitted.

The below listed individuals are designated as representatives, authorized to sign and submit forms on behalf of the operator:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	Action : <input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete
Print Name	Signature	Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Email	Forms Authorized to Submit (ALL or Form #s)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**NOTE:** When deleting an individual, the person's name and email address must be provided.

An officer, manager, or supervisor of the Authorizing Company can sign a subsequent Form 1A to authorize updates and changes.

**Submittal**

Submit the completed and signed Form 1A to:

Colorado Oil & Gas Conservation Commission (or COGCC)  
ATTN: FINANCIAL ASSURANCE DEPARTMENT  
1120 Lincoln Street, Suite 801  
Denver, CO 80203

Contact Numbers: Main Office: 303-894-2100  
Fax: 303-894-2109

Financial Assurance Supervisor: Martha Ramos  
Extension 5123, Martha.Ramos@state.co.us

Financial Assurance Analyst: Deborah Lutz  
Extension 5185, Debbie.Lutz@state.co.us