

COLORADO OIL AND GAS CONSERVATION COMMISSION (COGCC)

DESIGNATION OF AGENT  
FORM 1A INSTRUCTIONS

Introduction:

Any party/person(s) may be designated to act as an agent of a registered and bonded owner/operator of a lease or well, provided the operator has filed a Designation of Agent, Form 1A bestowing that authority unto that party/person(s). Designated party/person(s) have signature authority on COGCC required reports or logs, and will be a point of contact for any discrepancies on submitted documents or logs. The designation remains in effect until written notice is provided by the owner/operator to terminate the authority of that designated agent or representative. It is the responsibility of the owner/operator to maintain their agent/contact lists by submitting any deletions of designated agents or changes in designated agent's information, including changes to their company name, address, telephone, or fax numbers on a new Designation of Agent, Form 1A.

Step-by-Step instructions for completing a Form 1A are as follows:

Section 1:

Agent Information section designates agents other than employees of the registered and bonded owner/operator -

This section **does not** need to be completed for authorizing employees of the Authorizing owner/operator of the lease/well.

Complete this section when authorizing persons who are employed by an Agent Company.

The individual from that Agent Company is entered here and needs to include identification as whether this is a Principle Agent Addition, Modification to previously submitted information or is notification to Delete this individual or Agent Company as having authority for the registered and bonded owner/operator.

Authorization of this Principle Agent would then appoint and designate this person to submit COGCC required forms and logs, and to accept and to be served with notices from the COGCC.

FORM <b>1A</b> Rev 12/04	State of Colorado <b>Oil and Gas Conservation Commission</b> 1120 Lincoln Street, Suite 801, Denver, Colorado 80203 (303)894-2100 Fax:(303)894-2109	FOR OGCC USE ONLY
<b>DESIGNATION OF AGENT</b>		
Any party acting as an agent of an owner(s) of the lease or well shall have a valid Form 1A on file with the Commission. Individual access to online form submission will not be activated until this form is received, via mail or fax, at the address above. This designation shall remain in effect until written notice is provided by the owner to terminate the agent or representative. Approved persons to submit documents as employees of the company should be listed on Form 1A, no agent information required.		
Agent Company Name:		
Address:		City: State: Zip:
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:
Phone:	Fax:	Email:
Action: <input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete		

**Section 2:**

**Designated as Representative's of the owner/operator -**

As indicated on the form "The below listed names are authorized to sign on behalf of the Designated Agent", Printed Name (Representatives) and Signature required for all Authorized Signers. Use this section to designate employees of the Authorizing registered and bonded owner/operator.

The below listed individuals are designated as representatives, authorized to sign and submit forms on behalf of the operator:

Print Name	Signature	Title	Action : <input type="checkbox"/> Add
Phone	Email	Forms Authorized to Submit (ALL or Form #s)	<input type="checkbox"/> Modify
			<input type="checkbox"/> Delete
Print Name	Signature	Title	Action : <input type="checkbox"/> Add
Phone	Email	Forms Authorized to Submit (ALL or Form #s)	<input type="checkbox"/> Modify
			<input type="checkbox"/> Delete
Print Name	Signature	Title	Action : <input type="checkbox"/> Add
Phone	Email	Forms Authorized to Submit (ALL or Form #s)	<input type="checkbox"/> Modify
			<input type="checkbox"/> Delete

**Section 3:**

**Registered Operator Authorization -**

**Authorizing Company:** Fill in full name of Registered Operator/Individual (same as company shown on Registration for Oil and Gas Operations, Form 1.

**OGCC Operator Number:** Enter here from front of Registration for Oil and Gas Operations, Form 1. If Operator Number has not been assigned, leave blank.

**Approval Date:** This is the representative date of the effective date of Designation (MM/DD/YYYY)

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):

**Authorizing Individual's Printed Name, Signature and Title of the Officer:**

Provide printed name of the Officer of Authorizing Company, that individual's signature is required along with the individual's title.