



Guidelines for Best Practice

for
Managing Information
Transfer at the Time of
Asset Sales

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**Voluntary Guidelines for Best Practices for managing
the transfer of information at the time of the sale and
purchase of equity and producing assets on the UKCS**

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Appendices:

- A Contextual Framework for the Guidelines
- B Licence Area & Objects List
- C Information Checklist
- D Checklist of Costs
- E Glossary of Terms and Abbreviations Used

Whilst every effort has been made to ensure the accuracy of the information contained in this publication, neither CDA, Oil & Gas UK nor any of their members, will assume liability for any use made thereof.

These guidelines set out what is generally regarded in industry as good practice and although their use is advocated, they are not mandatory.

Note on Release 2.0:

The following key changes have been made in this second release:

- 1) References to the **DTI** have been amended to read **DECC**
- 2) References to **UKOOA** have been amended to read **Oil & Gas UK**
- 3) References to **UKDEAL** and **DEAL** have been changed to **UKOilandGasData**

1. Introduction

- 1) These Guidelines were originally published in 2006 subsequent to a consultation process involving representatives from **Oil & Gas UK**¹, Oil & Gas UK members, CDA, CDA Members and DECC².
- 2) This is the second published release of the Guidelines and it is important that CDA receives feedback from experiences in its use (see Section 5 below).
- 3) These Guidelines are published in PDF format but are available on request from [CDA](#) in *Microsoft Word* format to allow the forms in the appendices to be modified for particular use.
- 4) A [List of Abbreviations](#) and a [Glossary of Terms Used](#) are provided for convenience. Terms explained in the glossary are shown in **bold** type.

2. Purpose

- 1) The Guidelines set out a generic framework (Section 6) for the sale and purchase of assets as context for information management events and actions.
- 2) The Guidelines are intended for sellers and buyers alike and offer a common framework for sound and cost-effective information management practices.

3. Principles of the Guidelines

- 1) Both parties (the seller and the buyer) should work together in good faith and in an inter-disciplinary way to reduce the total effort, time and costs involved in identifying, preparing and transferring the information associated with asset sales and to safeguard both parties' regulatory and statutory obligations, as appropriate.
- 2) Both parties are made aware of the **Commercial Code of Practice** under which it has been agreed that commercial negotiations should be conducted to promote co-operative value generation.

4. Scope of the Guidelines

- 1) These Guidelines are designed principally for transactions involving the sale and purchase of UKCS assets which involve a **Licence Assignment**.
- 2) These Guidelines are particularly relevant to transactions in which operatorship changes hands. It is generally the operator that assumes (non-exclusive) responsibility for the retention and management of the key collections of information for an asset – when the identity of the operator changes then provision for transfer of this key information becomes most critical.
- 3) Appendix C: [Information Checklist](#) lists the generic types of information included in the scope of these Guidelines.

¹ Known at the time as UKOOA

² Called DTI at the time

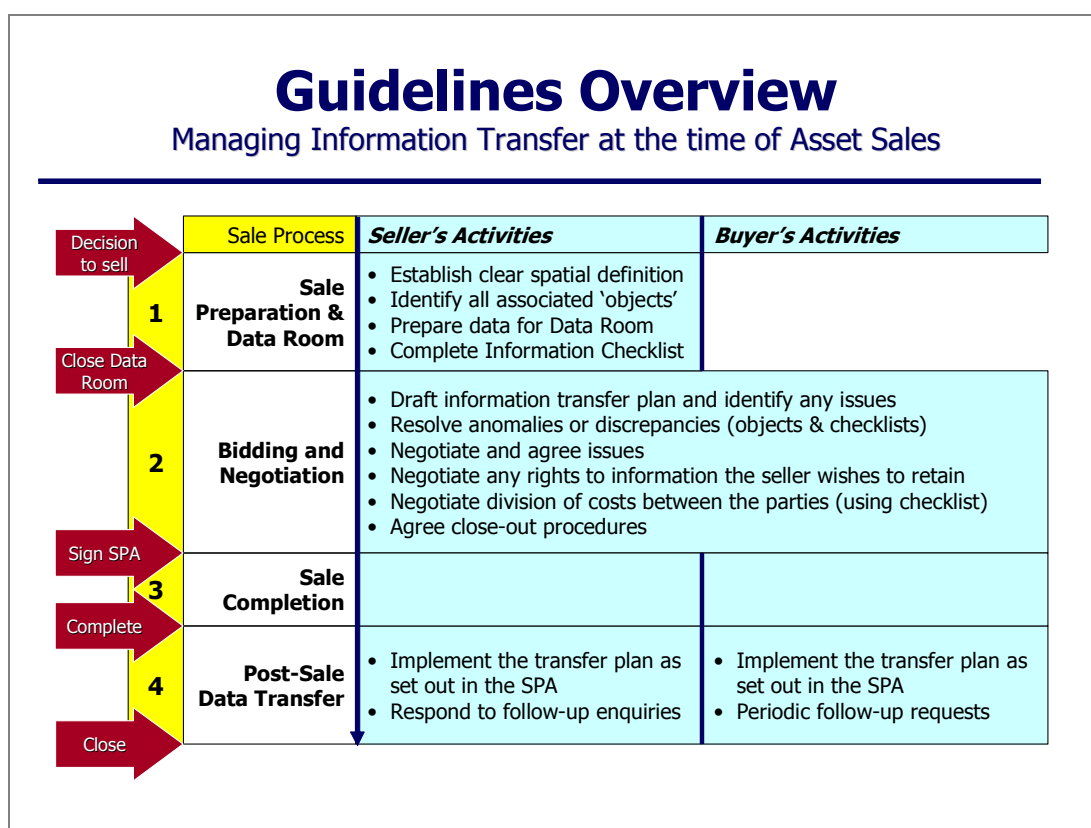
5. Feedback on the Guidelines

- 1) The relevance of these Guidelines, and their continuous improvement, depends upon feedback on their use from the experiences of sellers and buyers (both positive and negative).
- 2) Some prompts for users' comments and observations have been provided below:
 - a) Are the Guidelines clear or are some areas vague, ambiguous or contradictory?
 - b) Has the generalised sale and purchase transaction been correctly represented?
 - c) What are the principal strengths of the Guidelines and their greatest value to you?
 - d) What are the main weaknesses of the Guidelines?
 - e) For which type of asset sale do you believe the Guidelines to be most effective and relevant (for example: producing assets; sales involving change of operatorship; older assets).
 - f) For which type of asset sale do you believe the Guidelines to be the least effective?
 - g) Do the Guidelines help you to understand better your obligations (whether as seller or buyer) to DECC with respect to **Licence Data**? If so, what benefits do you see for your company?
 - h) In what ways does the compilation of a List of **Objects** (Appendix B) help or hinder (or perhaps help *and* hinder) the sale process from the perspective of: (1) the seller; and (2) the buyer?
 - i) How practical is the process outlined in Appendix A? How could it be improved?
 - j) What are your experiences (whether as seller or buyer) of using the Information Checklist (Appendix C)? Is it useful? What level of detail do you believe is most relevant?
 - k) How (in general) could the Guidelines be improved?
 - l) On balance, do the Guidelines have a net positive or negative effect on the efficiency of the overall asset sale process in your company?
- 3) Comments, queries, and observations regarding these guidelines (in confidence if requested) may be sent at any time by email to [CDA](#) and will be most gratefully received.

6. The Asset Sale Business Process – a Frame of Reference

6.1 Overview

- 1) This section describes a generalised (and simplified) four-stage ‘life cycle’ of business processes for a typical asset sale as a frame of reference within which the Guidelines operate.
- 2) These four stages are used in Appendix A: [Contextual Framework for the Guidelines](#) to describe the information management actions expected of the seller and buyer under the Guidelines.



6.2 Stage 1: Sale Preparation and Data Room

- 1) Sale preparation is initiated by a decision to sell or to explore the possibility of the sale of an asset.
- 2) Sale preparation should include a review of the associated **Objects** (wells, seismic surveys etc – see Section 7.2). This work is frequently a pre-requisite for the establishment of a **Data Room**.
- 3) The seller (or the seller's agent) will often create an **Information Memorandum** to market the asset.
- 4) The seller will usually prepare a **Data Room** (which may be real and/or virtual and which may include physical and/or digital information).
- 5) The seller may need to review any requirement first to obtain consent (from co-venturers or third parties) to disclose information to a potential buyer.

- 6) The seller will require potential buyers to execute a **Confidentiality Agreement** prior to providing a copy of the **Information Memorandum** or permitting access to the **Data Room**.
- 7) The seller may host 'Q&A' sessions and various Management Presentations to prospective buyers and these may include the provision of additional information in various forms.
- 8) The **Data Room** remains open for a given period of time.

6.3 Stage 2: Bidding and Negotiation

- 1) The seller will receive and review bids from interested buyers for a given period after the **Data Room** has closed.
- 2) Procedures vary, but a selected bid would tend to crystallize after an initial period of bid clarification.
- 3) A draft **Sale and Purchase Agreement (SPA)** is usually supplied by the seller and would generally be supported by the seller's procedures for offer.
- 4) The parties may proceed directly to a **SPA** or the initial sale terms may first be agreed and recorded in a **Heads of Agreement**, a **Memorandum of Understanding** or in a non-binding proposal letter. Less formal methods may include simple verbal agreement, a handshake or an email.
- 5) The **SPA** is negotiated, agreed and signed (executed).

6.4 Stage 3: Sale Completion

- 1) There is a period between the signature of the **SPA** and the actual legal date on which the asset changes hands (the **Completion Date**) (although in some cases, the second can follow immediately from the first).
- 2) The **SPA** includes a reference to an **Effective Date** (a date typically falling before the **SPA** signature date). During the period between the **Effective Date** and the **Completion Date** the seller is required to notify the buyer of any material changes in relation to the asset being sold. During this period too, the seller passes crucial operational information to the buyer.
- 3) The seller gives notice of the sale transaction to its co-venturers to obtain the consents required under the Joint Operating Agreement.
- 4) During this period, completion documentation is prepared by the seller and is circulated for approval to the buyer and to other parties including existing licensees and the DECC.
- 5) During this period the buyer will conclude the **due diligence** process (which involves validating the financial, operational and other statements made by the seller with respect to the asset being sold) and which will not conclude until all the **Conditions Precedent** are met and the deal is completed.
- 6) It is usually during this period, once all **Conditions Precedent** have been met, that the consideration (payment) is effected by the buyer to the seller (however the arrangements for the timing of the payment vary considerably and may include post-completion adjustments, staged payments and a variety of other negotiated settlements).
- 7) The completion documentation usually comprises an **Execution Deed** (in accordance with the **Master Deed** – see <http://www.logic-oil.com/master-deed/documents>) and any other documentation required to effect the formal transfer of the asset (e.g. transfer of operatorship agreement and the trust deed).

6.5 Stage 4: Post-Sale Information Transfer

The execution of completion documentation triggers a series of events.

- 1) Certified copies of the sale documentation are circulated to the relevant parties.
- 2) DECC is informed of completion as are other tasks required to be done by law, regulation, code of conduct, under the **SPA**, etc.
- 3) Information data transfer is arranged and undertaken.

7. Information Selection and Associated Issues

This section describes the recommended approach to be taken by the seller (and in some cases the buyer) to determine what information is relevant to the asset being sold and to identify any possible associated issues.

7.1 Spatial Definition of the Asset

- 1) The seller should provide a map at the appropriate scale showing the boundaries of the asset being sold.
- 2) The seller should provide a set of co-ordinates (specifying the applicable datum and projection) that identify the boundary of the polygon (or polygons) bounding the asset.
- 3) The spatial description of the asset interest being sold must correspond to a recognised **Licence Area** (a unique production or exploration licence, a licence block, part-block, sub-area or a field determination boundary). It is not sufficient for example simply to identify the asset by a field name since there may be some ambiguity as to the spatial extent of the field.
- 4) Since many obligations to DECC are attached to a specific **Licence Area**, it is crucial that the area is correctly and accurately identified.

7.2 Defining the Objects Associated with the Licence Area

- 1) The seller should provide a list of the following ‘**Objects**’ that belong directly to the asset/**Licence Area** being sold:
 - a) Wells
 - b) Seismic Surveys
 - c) Surface and sub-sea Infrastructure
 - d) Other **Objects**
- 2) The seller should discriminate very clearly between those **Objects** for which information will:
 - a) only be available for viewing (in a **Data Room** for example);
 - b) the buyer can expect would be transferred with the sale; and
 - c) the buyer would not be entitled to receive.
- 3) The seller should provide sufficient details for each of the **Objects** listed (including geographic co-ordinates) to enable them to be identified unambiguously.
- 4) Appendix B: [Objects List](#) suggests the minimum attributes of wells, seismic surveys and other **Objects** that should be provided by the seller.
- 5) The seller must remember that a well is not necessarily related to the **Licence Area** simply because it is spatially located within the **Licence Area**. Any wells drilled under an older licence which happens to underlie the **Licence Area** in question are associated with that older licence and would be excluded from the sale (since neither rights nor obligations would apply to the seller).

- 6) Whilst it is reasonably straightforward to establish which wells are associated with the **Licence Area** this unfortunately is generally not the case for seismic surveys. Practically, the seller must above all establish that it does indeed 'own' the surveys to be included in the asset sale (see Section 7.7 for guidance on this) and then must ensure that the transfer of the 'ownership' of such surveys (and by implication, the obligations for the preservation and release of such surveys) is recorded in **UKOilandGasData** as having been passed to the buyer.³

7.3 Information Types Included with the Sale

The parties should agree the broad scope of the information that will be associated with the sale by completing a copy of Appendix C: [Information Checklist](#).

7.4 Information Types Excluded from the Sale

The seller should advise the buyer (through Appendix C: [Information Checklist](#)) of any significant information that would be excluded from the sale.

7.5 Media and Formats

- 1) For the significant information types (for example seismic tapes) the parties should agree medium standards in which the information will be made available to the buyer (using Appendix B as a checklist).
- 2) The parties will agree on the file formats of significant digital information types (using Appendix B as a checklist).
- 3) The use of CDA is a very efficient mechanism for the transfer of key well and seismic data and its use removes media and formats as an issue (refer also to paragraph 4a in Section 8.1).

7.6 Catalogues of Information

- 1) It may not always be practical for the seller to provide a complete catalogue of the information being passed across with the sale however the seller must advise the buyer of the extent and quality of the catalogues available.
- 2) The parties will agree on the extent and format of the catalogue information to be made available with the information passing with the sale.

7.7 Information Rights

- 1) The continuing rights to the information passed with the sale (if any) should be agreed between the parties within the terms of the **SPA**.
- 2) It is recommended that seller establish clear provenance for all and any information to be included with the sale and notify the buyer in advance of any rights held by third parties to any information (this matter is usually covered by warranty and indemnity provisions in the **SPA**).
- 3) By way of example, the provenance of seismic data may include one (or more) of the following methods of acquisition by the seller:

³ A process whereby survey and well ownership can be transferred (with DECC's endorsement).

- a) directly, as an operator or co-venturer in a production licence
 - b) directly, under an exploration licence
 - c) as 'courtesy' data from another licensee
 - d) under licence as 'spec' data from a seismic contractor
 - e) under licence from another licensee via the **DECC/Oil & Gas UK** Seismic Data Release Guidelines
 - f) from another licensee as part of a seismic trade/exchange
 - g) as part of a Group Shoot
 - h) by other or unknown means
- 4) The picture for other data types can be similarly complex and the parties must be absolutely clear that the seller either has the right or subsequently obtains the right to pass data with the sale without breaching any third party **IPR**.

7.8 Missing and Poor Quality Information

- 1) It is inevitable in many cases that the seller will be unable to locate information which ought to be passed to the buyer at the time of sale.
- 2) Similarly, some information will prove to be of poor quality, perhaps even to the extent that it is unusable.
- 3) It is recommended that both parties agree on how such eventualities will be addressed, including the following specific undertakings:
 - a) an undertaking by the seller that it will use its reasonable endeavours to trace any missing or poor quality information from other sources (affiliates and co-venturers for example);
 - b) an undertaking by the seller that it will pass to the buyer any relevant information which comes to light, post-sale; and
 - c) an undertaking from the buyer that it will return any information received in error with the sale.
- 4) No formal arrangement exists whereby a licensee can advise DECC that it is unable to meet its obligations with respect to **Licence Data** owing to the data being missing. However the following approach has been discussed with DECC representatives and has been accepted in principle. It is provided here for guidance purposes:
 - a) The seller will identify (all) previous asset (licence) owners (CDA and DECC can help trace these companies if necessary);
 - b) Previous licensees will be requested by the seller to use reasonable endeavours to locate the data concerned. If necessary, the request to previous licensees can be escalated through DECC (and possibly through CDA and Oil & Gas UK);
 - c) Other possible sources of the missing data will also be explored by the seller (with Oil & Gas UK, CDA and DECC help, on request), including: (1) DECC (Keyworth hardcopy collection); (2) the DECC's Data Release Agents; (3) well and seismic trade partners; and (4) the Oil & Gas UK and CDA member community at large. If found, these parties will be asked to agree to pass (a copy of) the missing data to the seller (or the buyer, as appropriate); and
 - d) If all attempts to locate the missing data fail, then after a reasonable time, the data will be deemed permanently 'lost' and DECC will acknowledge this fact (ideally in writing) but the seller (and buyer) will agree to keep a watching brief in case the missing data resurfaces at some point in the future.

7.9 Obligations to DECC

- 1) It is recommended that both parties arrive at a clear understanding of any obligations to DECC with respect to the retention and provision of information attached to the asset being sold.
- 2) Equally, both parties need to be clear about the extent to which such obligations pass to the buyer or remain with the seller in connection with the sale. The key obligations to DECC which will pass from the seller to the buyer with the asset sale include:
 - a) The retention (in perpetuity) of all **Licence Data** associated with the asset;
 - b) The retention (for the prescribed period) of **Samples** associated with the asset;
 - c) The provision to DECC of **Licence Data** and **Samples** associated with the asset;
 - d) The maintenance of well and seismic survey headers on UKOilandGasData.com for those **Objects** associated with the asset (in accordance with PON9);
 - e) The provision of **Licence Data** to DECC's Release Agents for the purpose of publication ('release') (or the submission to the CDA Well DataStore for this purpose);
 - f) The publication ('release') of release-age seismic data under the DECC/Oil & Gas UK *Seismic Data Release Guidelines*;
 - g) Compliance with any relevant aspects of the Infrastructure Code of Practice ('ICOP') for those infrastructure **Objects** associated with the asset; and
 - h) Compliance (where appropriate) with the Fallow Process and various other industry processes and initiatives, whether mandatory or voluntary in nature.
- 3) The seller and the buyer must be clear as to whether any obligations to DECC for wells or seismic surveys associated with relinquished parts of the **Licence Area** remain with the seller or are passed to the buyer. It is difficult to state a general rule for such cases since much depends on precisely what **Licence Area** is being sold implicitly (or explicitly) with the asset(s) in question.
- 4) The **SPA** (or processes and procedures set out in the **SPA**) should identify where licence obligations to DECC lie with respect to any information that is not passed to the buyer either because it is overlooked, unavailable or lost (see also Section 7.8 above).
- 5) These Guidelines recommend that the seller and the purchaser jointly advise the administrators of the UKOilandGasData website (UKOilandGasData.com) of the **Objects** being passed from the seller to the buyer with the transaction. This can be achieved by providing a copy of Appendix B to the CDA Helpdesk (contact details are available on the **UKOilandGasData** website) together with: (a) details of the parties involved; and (b) the **Effective Date** of the transfer.

8. Managing the Transfer Process

8.1 Planning the Transfer of Information

- 1) It is acknowledged that there are sensitivities and matters of commercial confidence involved in the sale and purchase of most assets. It is recommended however that both parties involve their respective information management specialists in the planning aspects of the transaction at the earliest opportunity.
- 2) As soon as possible, the parties should agree a prioritized programme of information transfer and should work together to identify any issues to be resolved (using Section 7 for guidance).
- 3) The scope of the discussions between the seller and buyer should include the negotiation and agreement of the following matters:
 - a) agreement and a mutual understanding of the Licence Area in question and the **Objects** that pertain;
 - b) any significant media and format issues;
 - c) the extent to which information catalogues will be made available and their form;
 - d) transfer of access rights in lieu of physical transfer;
 - e) checking procedures and party roles;
 - f) procedures for dealing with missing and poor quality information;
 - g) any regulatory matters that relating to the information that may arise from DECC and the steps to address them;
 - h) any continuing rights the seller wishes to retain in any of the information being transferred; and
 - i) the division of costs associated with the transfer of information between the parties (see Section 8.3 below).
- 4) The parties need to recognize any situations where there will not be a physical transfer of information but instead access rights (or entitlement) will be transferred from the seller to the buyer :
 - a) Transfer of digital well information may be effected via the **CDA DataStore** but procedures for completeness checking and change of ownership need to be followed and should recognize the implications of either the seller or the buyer not being a **CDA** member.
 - b) Many companies store their **Samples** offsite with a commercial provider. Regardless of whether or not there is a physical transfer of this material from the seller to the buyer, both parties should agree between themselves and with the storage provider on the list of the material related to the sale. Both parties also need to ensure that the correct commercial agreements are in place between the buyer and the receiving storage provider and that the timing of the transaction is agreed with all parties concerned.

8.2 Close-Out of Information Transfer

- 1) The onus is on the buyer to check that all agreed information is passed across with the sale. It is therefore in the interest of the buyer to negotiate into the **SPA** any

provisions it sees fit in respect of information checking, transfer delays, missing or poor quality information.

- 2) The consequences of any discrepancies in the information transferred would be subject to the terms negotiated and agreed in the **SPA** that is executed.
- 3) The seller should co-operate with the buyer to agree a formal close-out process to reconcile information received by the buyer against that expected from the seller as part of the sale (including the form and content of the **Transfer Record**).
- 4) The seller and buyer should agree terms under which the seller will be required to respond to any follow-up enquiries from the buyer for a specified period of time, post the close-out date.
- 5) The buyer and the seller should agree a **Transfer Record**, listing the information that was actually transferred and noting any material discrepancies.

8.3 Liability for Costs

- 1) It is not the intention of these Guidelines to stipulate where liability for costs resides – this is a matter for the **SPA** – however the Guidelines do urge the parties to agree on their allocation as early in the process as possible.
- 2) Appendix D: [Checklist of Costs](#) may be used for negotiation and agreement on material items of cost (such as tape copy/reformat and commercial storage expenses).

Appendix A: Contextual Framework for the Guidelines

This appendix brings together Sections 6, 7 and 8 into a single frame of reference.

<i>Business Process</i>	<i>Seller</i>	<i>Buyer</i>	<i>Comment</i>
Stage 1: Sale Preparation and Data Room	1) Establish a clear spatial definition of the asset (a set of co-ordinates identifying the polygon boundary) and the Licence Area (or areas) it represents	X	<p>The Data Room will include all information which the seller believes is necessary to ‘show’ the asset to its best advantage. The seller must however make it very clear to prospective buyers which Licence Area is ‘for sale’ and which Objects (wells, seismic surveys, infrastructure etc) actually ‘belong’ to the asset and any others provided only for contextual purposes.</p> <p>Nor can it be assumed that the seller is able to pass all information for Object with the sale (there may for example be reports on wells which belong to the asset but for which IPR is held by third parties). Discriminating between the information in this way is not always simple, but this exercise will simplify the actual sale and will mitigate the risk of charges of breach of IPR and licence.</p>
	2) List (unambiguously) the Objects (wells, seismic surveys, infrastructure etc) associated with the asset considered for sale		
	3) Complete Appendix B: <i>Objects List</i> and make available to potential buyers in the Data Room		
	4) Complete Appendix C: <i>Information Checklist</i>		
	5) Assemble information for the Data Room ; including copies of Appendix B: <i>Objects List</i> and Appendix C: <i>Information Checklist</i>		
Stage 2: Bidding and Negotiation	1) Work with the buyer to resolve any anomalies or discrepancies in Appendix B: <i>Objects List</i> and Appendix C: <i>Information Checklist</i>	Review Appendix C: <i>Information Checklist</i> in the context of Appendix B: <i>Objects List</i> and resolve any issues and anomalies with the seller.	The buyer and seller need to arrive at a common understanding of what Objects belong to the asset in question and what information types will be transferred with the sale. This process will flush out any anomalies and inconsistencies for early resolution.
	2) Negotiate and agree the following other matters with the buyer: <ul style="list-style-type: none"> • any significant media and format issues • the extent to which information catalogues will be made available and their form • transfer of access rights in lieu of physical transfer • checking procedures and party roles • procedures for dealing with missing and poor quality information 		<p>Constructive dialogue will help both parties reach agreement on some practical and procedural matters and to budget appropriately for relevant time and cost elements.</p> <p>For example, cores and Samples held in commercial storage may not need to physically move (this is expensive) but could simply be transferred by the seller to an account in the name of the buyer.</p>

<i>Business Process</i>	<i>Seller</i>	<i>Buyer</i>	<i>Comment</i>
	3) Identify and agree the position on any regulatory matters relating to the information which may arise from DECC and the steps to address them		The matter of Licence Data obligations to DECC can be raised and resolved as a discrete matter.
	4) Negotiate any continuing rights the seller wishes to retain in any of the information being transferred.		Some sellers wish to retain a 'licence to use' certain information whose title is transferred with the sale. This would be the appropriate time to raise and conclude such matters.
	5) Advise the buyer of any third party rights in any of the data to be transferred and for which the buyer needs to make separate third party arrangements (e.g. spec seismic data)	Work with the seller to recognize and resolve any third party rights in any of the data to be transferred and make separate third party arrangements as appropriate (e.g. spec seismic data).	It is important that any third party rights are recognised in any data that the buyer wishes to continue to use after the sale. These matters are often complicated but must be resolved early on if later (IPR) problems are to be avoided.
	6) Negotiate and agree the division of costs associated with the transfer of information between the parties by reference to Appendix D: <i>Checklist of Costs</i>		Although not necessarily material in the context of the asset sale itself, the cost for example of transcribing digital tapes and of transferring core material can be very significant and liabilities should be understood and agreed before the sale is concluded.
	7) Negotiate and agree information transfer close-out procedures with the buyer (including the form and content of the Transfer Record).		Formal close out procedures are required to record what information has been passed (as opposed to what information was expected). Early agreement on close-out procedures will help avoid misunderstandings later on.
	8) Agree a prioritized programme of information transfer and identify any issues involved.		Planning between Information managers from both sides should start at the earliest possible point in the process and will help achieve an efficient transfer.
Stage 3: Sale Completion	1) All predicable issues relating to the information to be transferred have been discussed and agreed.		
	2) Advise UKOilandGasData of the asset sold and of the Objects attached.		
Stage 4: Post-Sale Information Transfer	1) Work with the other party's nominated IM specialist to implement the agreed programme of information transfer within the terms set out in the SPA		
	1) Respond to information follow-up enquiries from the buyer for an agreed period after the close-out date.	Request clarification from the seller about the information associated with the sale, for an agreed period after the close-out date.	

Appendix B: Licence Area & Objects List

(For illustration purposes only)

LICENCE AREA						Table B.1
Licence Number	Block or Part-Block	Sub-area Name (if relevant)	Start Date	Licence Area Operator	Remarks	
P0110	22/14a	22/14a Rest of Block Excluding Everest	21 Nov 1997	Amerada Hess Limited	<u>Illustration only</u>	

WELLS BELONGING TO THE ASSET							Table B.2
Well Number (PON12 format)	Well Number Alias	Spud Date	Completion Date	Well Owner	Well Status	Fallow Status	

SEISMIC SURVEYS BELONGING TO THE ASSET **Table B.3**
 (The surveys listed must not include any for which the IPR is not held by the seller)

Survey Name	Survey Name Alias	Survey Name (CS9)	Type (2D/3D)	Acquisition Contractor Name	Year Shot	Current Survey Owner	Area of Survey (Area, Quad(s) or Block(s))

INFRASTRUCTURE BELONGING TO THE ASSET **Table B.4**

Type	Name	Description	
Communications	Comms. Line 23	Fibre trunking	<u>Illustration only</u>
	Further discussion between the parties will be required to make this table useful and relevant		

Appendix C: Information Checklist

(Preliminary version, for illustration purposes only)

This appendix provides a generic checklist of the information types that will be included or excluded from the sale.

The checklist is **not intended to be a catalogue** of the information items to be transferred but simply a reference list of possible information *types* which could be pertinent to a sale.

It is recommended that the tables below be **converted to Excel Spreadsheets** for actual use. Obviously, the parties are at liberty to modify the table content in any way they wish – the tables are provided here **for illustrative purposes only**.

It is for the seller and the buyer to decide whether they wish to use the Information Checklist. If they agree to use it, they may do so at **several optional levels**, for example:

- a) Table C.0 only and to ignore the more detailed tables C.1 to C.8
- b) Some or all of the detailed tables but may restrict their use to the 'Undifferentiated' Data Group level (column 1) only.
- c) The detailed tables may be used either as checklists for each asset (or class of Object) or as a generalised aggregated list representative of all assets or classes of Objects.

The following categories have been used (this list itself serves as a higher-level catalogue):

INVENTORY OF INFORMATION TYPES & CATALOGUES USED			Table C.0
Information Category	Table		Remarks
Contracts & Legal Records	C.1	<input type="checkbox"/>	
Financial Information	C.2	<input type="checkbox"/>	
Exploitation Information	C.3	<input type="checkbox"/>	
HSE Records	C.4	<input type="checkbox"/>	
Human Resources Records	C.5	<input type="checkbox"/>	
Production, Operations and Project Information	C.6	<input type="checkbox"/>	
Seismic Data	C.7	<input type="checkbox"/>	
Well Data	C.8	<input type="checkbox"/>	

CONTRACTS & LEGAL RECORDS		Table C.1			
Data Group	Data Set	All Assets	[Asset 1]	[Asset 2]	[Asset 3]
Contracts & Procurement	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Prequalification documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tender documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Purchase & Service Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Original signed contracts and associated correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Correspondence Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original Agreements	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	JOAs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lifting and allocations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Product sales agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Documentation	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCIAL INFORMATION	Table C.2
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Data Group	Data Set	All Assets	[Asset 1]	[Asset 2]	[Asset 3]
Accounts Payable					
Corporate Finance					
Corporation Tax Files					
General Accounting					
Operations Accounting					
PRT Files					
Tax					
Treasury Files					
VAT Files					

EXPLOITATION INFORMATION		Table C.3			
Data Group	Data Set	All Assets	[Asset 1]	[Asset 2]	[Asset 3]
Reserves	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Reserves audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reserves correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reserves annual reports and SEC information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Field development plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PVT data	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Production and pressure data (field)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PVT data (field)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Studies	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Geochemical Studies & Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reservoir studies, forecasts and performance reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STOIIP	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Field STOIIPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Minutes	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Technical Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Operating Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HSE INFORMATION	Table C.4
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Data Group	Data Set	All Assets	[Asset 1]	[Asset 2]	[Asset 3]
Accident s	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Accident Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accident register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit Reports	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Files	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Files	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Oil in Water records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EU ETS Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SEPA Hazardous Waste Consignments & Transfer Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EEMS Returns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Overboard Sand/Scale Discharges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	COSHH Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HUMAN RESOURCES INFORMATION		Table C.5			
Data Group	Data Set	All Assets	[Asset 1]	[Asset 2]	[Asset 3]
Employee Files	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	References	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Medical Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Compensation & Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contracts of Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disciplinary Matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension Scheme	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefit Files	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll records	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Leave Records	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sickness Absence records	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRODUCTION & OPERATIONS INFORMATION					Table C.6
Data Group	Data Set	All Assets	[Asset 1]	[Asset 2]	[Asset 3]
Operations	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Anomaly/Corrosion Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	As-built Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chemical Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Daily Operations Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design and Vendor Dossiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspection Isometrics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspection records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inventories/Stock Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Material release Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modification/Change Requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Offshore Work permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Passenger Lists (POB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pipeline Survey Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Process Optimization Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Risk Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shipping Manifests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Temporary Repair Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vessel Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Production	Undifferentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:				
	Annual Field Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Budget & Life of Field Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Correspondence Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Production and Pressure Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Production Engineering Final Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Production Flow Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sand Control/Strength Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SEISMIC DATA BY SURVEY (check box <input type="checkbox"/> if data type is expected to be included or <input checked="" type="checkbox"/> if to be specifically excluded from the data transfer)						Table C.7
Data Group	Data Set	Survey Name (CS-9) →	All Surveys	[Survey 1]	[Survey 2]	[Survey 3]
Field Data	Undifferentiated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:					
	Raw Trace Data		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Raw Navigation Data		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Navigation Data (Formatted Positions)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observers' Seismic Log		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Acquisition Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observers' Navigation Log		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Seismic QC Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Navigation QC Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Navigation Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Navigation Base Map		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bathymetry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gravity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magnetic		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stack	Undifferentiated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:					
	Raw Seismic Trace		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Final Seismic Trace		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stack Velocities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migration	Undifferentiated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:					
	Raw Seismic Trace		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Final Seismic Trace		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Processing Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Migration Velocities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WELL DATA BY WELL (check box if data type is expected to be included or if to be specifically excluded from the data transfer) Table C.8

<i>Data Group</i>	<i>Data Set</i>	<i>Well Name</i> →	<i>All Wells</i>	<i>[Well 1]</i>	<i>[Well 2]</i>	<i>[Well 3]</i>	<i>[Well 4]</i>	<i>[Well 5]</i>	<i>[Well 6]</i>	<i>[Well 7]</i>	<i>[Well 8]</i>	<i>[Well 9]</i>
Well Samples	Undifferentiated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:											
	Conventional cores		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Core plugs, chips and sidewall		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ditch Cuttings (unwashed)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ditch Cuttings (washed & dried)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Oil, fluid or gas samples		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pressurised samples		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Slides		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Well Reports	Undifferentiated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:											
	Pre-drilling Reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drilling Reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Core Reports & Descriptions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Engineering Reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Geological Reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Geophysical Well Reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Test Reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Single-Well Reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Well Logs	Undifferentiated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiated:											
	Acoustic/Sonic/Velocity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Biostratigraphic		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Caliper		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Composite/Completion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Density		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inclinometry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lithological/Mud log		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Natural Gamma Ray		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Neutron		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nuclear Magnetic Resonance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resistivity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spontaneous Potential		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Logs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix D: Checklist of Costs

(Preliminary version, for illustration purposes only)

The table below is a generic checklist to assist with allocating the costs of information transfer between the buyer and the seller.

The parties may find it easier to convert the table into an *Excel* spreadsheet

Element of Cost	Liability		Effective Date	Comments
	Seller	Buyer		
CDA Annual Well Fees	<input type="checkbox"/>	<input type="checkbox"/>		
Commercial storage costs	<input type="checkbox"/>	<input type="checkbox"/>		
Tape Transcription costs	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

Appendix E: Glossary of Terms and Abbreviations Used

BGS	<i>British Geological Survey</i>
CDA	<i>Common Data Access Limited</i> (an Oil & Gas UK subsidiary) (website: cdal.com)
Commercial Code of Practice	refers to the <i>UK Continental Shelf Oil and gas Industry Licence-holder Commercial Code of Practice</i> (Follow link: Commercial Code of Practice)
Completion Date	means the date on which all the paperwork is signed/executed that actually effects the transfer of legal and beneficial interests/ownership rights.
Conditions Precedent	are those conditions which must be met before Completion Date .
CP	see Conditions Precedent
Data Room	means either a physical location or a virtual site in which information related to the asset for sale is made available in confidence to prospective buyers).
Due Diligence	the process by which the buyer investigates the records of the seller to support its value of the asset being purchased through the SPA .
Economic Date	see Effective Date
Effective Date	(sometimes called the Economic Date) is the date from which stipulated legal and beneficial interests/ownership rights are valid (or 'effective').
Execution Deed	means the First Annex to Schedule 2 of the Master Deed or an alternative document substantially in the same form.
Heads of Agreement	means an outline of the principal non-standard terms to be included in the SPA .
Information	refers to information, data, documents and records; whether physical (e.g. cores, samples, paper, film) or digital (whether held on media or within computer networks or similar).
Information Memorandum	means a document detailing the asset(s) for sale and related statutory information
IPR	see Intellectual Property Rights
Intellectual Property Rights	the rights attached to "a product of the intellect" that has commercial value, including copyrighted property such as literary or artistic works, and ideas, such as patents, business methods and processes.
Licence Assignment	refers to the consent required from the Secretary of State for any transfer of licence interest (in compliance with the Model clauses attached to each licence). (Follow link: Assignment)
Licence Area	a description of the area (which either <i>is</i> the asset being sold or in which the asset falls) expressed in terms of a unique production or exploration licence,

	a licence block, part-block, sub-area or a field determination boundary.
Licence Data	the information about the geology of the licensed area which (under the terms of the Petroleum Act 1998, and the licences granted thereunder) licensees are obliged to hold.
Master Deed	means the deed developed by Oil & Gas UK , DECC and a number of other interested organisations to expedite the transfer of UKCS offshore licence interests and other agreements relating to associated assets and infrastructure. (Follow link: Master Deed)
Memorandum of Understanding	means an informal record, document, or instrument that serves as the basis of a future contract.
Object	means a feature such as a well, seismic survey or piece of infrastructure which is associated with the asset being sold and to which Information pertains.
Oil & Gas UK	<i>The UK Oil and Gas Industry Association</i> trading as Oil & Gas UK (and formerly known as UKOOA)
Oil & Gas UK Exploration Forum	refers to the Membership Representation Team within Oil & Gas UK concerned with exploration matters and chaired by the Oil & Gas UK Operations Director.
Samples	include well cores and cuttings, portions of sea bed samples and/or cores from boreholes penetrating below the sea bed.
SPA	Sale and Purchase Agreement
Sale and Purchase Agreement	means the legal agreement between the seller and the buyer for the sale and purchase of an asset or assets.
Transfer Record	is the formal record of the information passed from the seller to the buyer in association with the sale, including any material discrepancies (e.g. missing or poor quality information).
UKOilandGasData	website operated by Schlumberger on behalf of CDA (website: UKOilandGasData.com) (<i>formerly</i> known as DEAL).