

STATE OF WEST VIRGINIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION - OFFICE OF OIL AND GAS
SURETY BOND FOR OIL AND GAS WELL, LIQUID INJECTION AND WASTE DISPOSAL WELL(S)

INSTRUCTIONS FOR BOND PREPARATION

1. IF THE PRINCIPAL (OPERATOR) IS AN INDIVIDUAL OR PARTNERSHIP:

Complete the bond lines 1 through 14. (See Item 4 below for instructions.)

Have a Notary complete the applicable section of acknowledge titled "**Acknowledgement by Principal if Individual or Partnership**", on the back of the bond.

2. IF THE PRINCIPAL (OPERATOR) IS A CORPORATION:

Complete the bond lines 1 through 15. (See Item 4 below for instructions.)

Have a Notary complete the applicable section of acknowledgement titled "**Acknowledgement by Principal if Corporation**", on the back of the bond.

Affix corporate seal where requested on the face of the bond.

3. SURETY:

Complete the applicable portion of the bond.

Have a Notary complete the applicable section of the acknowledgement titled, "**Acknowledgement by Surety**", on the back of the bond.

Attach a **Power of Attorney** to bond if the surety signatory is an attorney in fact.

Affix a raised surety seal to the bond and the Power of Attorney.

4. LINE NUMBER INSTRUCTIONS:

Complete **lines 1 & 2** with the principal's (operator's) name and complete address including zip code.

Complete **lines 3 & 4** with the surety's name and complete address including zip code.

Complete **line 5** with the amount of the bond (\$5,000 or \$50,000).

Lines 6-9 for single well bonding only and are not on Form OP-8

Complete **line 6** with the Watershed for which the well is located.

Complete **line 7** with the District for which the well is located.

Complete **line 8** with the County for which the well is located.

Line Number Instructions (con't)

Complete **line 9** with the API Number

Complete **line 10** with the amount of bond

Complete **line 11** with the effective date of bond

Complete **line 12** with the date the bond was executed (signed).

Complete **line 13** by entering the name of the principal (company).
(same as line 1)

Line 14 is for the principal's signature. If the principal is an individual, affix signature and indicate position. If the Principal is a corporation, President or Vice-President must sign the bond and underline the appropriate title. If the bond is signed by anyone other than the President or Vice-President, please affix a copy of the resolution authorizing the individual to bind the company.

Line 15 is for corporations only. If the principal is a corporation please affix the raised corporate seal. If the principal has not adopted a corporate seal, one may be drawn by printing the name of the company and the word "SEAL" and circling them.

Complete **line 16** by typing in the name of the surety company (same as line 3).

Line 17 should be signed by the **Attorney in Fact**.

Complete **line 18** by affixing the raised surety seal.

Complete **line 19** if the attorney of fact is a non-resident, the bond must be counter-signed by a registered West Virginia agent.

Complete **lines 20 and 21** with appropriate address and telephone number for the resident agent.

ACKNOWLEDGEMENT PREPARATION INSTRUCTIONS

1. If the principal is an individual or partnership, have a notary complete lines **22** through **29**. Surety must have a notary complete lines **40** through **46**.
2. If the principal is a corporation, have a notary complete line **30** through **39**. Surety must have a notary complete line **40** through **46**.

Notaries:

1. Acknowledgement by principal if individual or partnership:

- (22) Enter name of state.
- (23) Enter name of county.
- (24) Enter name of the Notary Public witnessing the transactions.
- (25) Enter the name of the principal (person signing the bond, same as line 13).
- (26) Notary enters the date the bond was witnessed/acknowledged.
- (27) Affix Notary seal.
- (28) Notary affixes their signature here.

(29) Notary enters commission expiration date.

Notaries (con't.)

Knowledgement by Principal if Corporation

- (30) Enter name of state.
- (31) Enter name of county.
- (32) Enter name of the Notary Public witnessing the transactions.
- (33) Enter the name of the Corporate Officer signing the bond (same as line 14).
- (34) Enter Title of Corporate Officer signing the bond.
- (35) Enter the name of the corporation (same as line 13).
- (36) Notary enters the date the bond was witnessed/acknowledged.
- (37) Affix Notary seal.
- (38) Notary affix their signature here.
- (39) Notary enters commissions expiration date.

C. Acknowledge by Surety

- (40) Enter name of state.
- (41) Enter name of county.
- (42) Enter name of the Notary Public witnessing the transactions.
- (43) Enter the name of the person having power of attorney to bind the surety company.
- (44) Enter title of the person signing for surety company.
- (45) Enter the name of the surety company (same as line 3).
- (46) Notary enters the date the bond was witnessed/acknowledged.
- (47) Affix Notary seal.
- (48) Notary must affix their signature here.
- (49) Notary enters commission expiration date.

POWER OF ATTORNEY INSTRUCTIONS

The **Power of Attorney** for surety company must be attached and it must certify that it was in full force and effect on the bearing date indicated on the face of the bond, also the corporate seal must be affixed to the Power of Attorney.

- A. Name of attorney in fact must be listed.
- B. Bond must not exceed any limitations of Power of Attorney.
- C. Certificate date, preferably the bearing date of the bond, but no later than the bond.
- D. Signature of the authorizing official must be affixed (may be facisimile).
- E. Affix a raised corporate seal for surety.

