

Form PTD3

Application to register the transfer of a petroleum title

Petroleum (Onshore) Act 1991

February 2018 | v2.3

More information

For help with lodging this application, or for more information about resource authorities in New South Wales, contact:

Division of Resources and Energy

Titles Customer Assistance Line

Phone +61 2 4931 6500

titles.services@industry.nsw.gov.au

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The information contained in this publication is based on knowledge and understanding at the time of writing. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Planning and Environment or the user's independent advisor.

Privacy statement

This information is collected by the NSW Department of Planning and Environment for the purposes of assessing an application for or associated with a title as required by the *Petroleum (Onshore) Act 1991* or *Petroleum (Onshore) Regulation 2016*.

This information may also be used by the department to confirm applicant details in the event that subsequent applications are made, and may also be used to establish and maintain databases to assist the department with its work generally.

Except for purposes required by law, the information will not be accessed by any third parties in a way that would identify the person without the consent of that person.

You may apply to the department to access and correct any information the department holds if that information is inaccurate, incomplete, not relevant or out of date.

When to use this form

Complete this form if you are applying to register the transfer of a petroleum title/s in New South Wales. This includes exploration licences, assessment leases and production titles.

Either the transferor or the transferee can lodge this application.

This form has been prepared in accordance with the requirements of [Section 96A](#) of the Petroleum (Onshore) Act 1991.

This form and its associated templates are approved in accordance with the requirements of [Part 3](#) of the *Petroleum (Onshore) Act 1991* and [Part 2](#) of the *Petroleum (Onshore) Regulation 2016*. The information requested in this form may not be specifically referenced in the *Petroleum (Onshore) Act 1991* or the *Petroleum (Onshore) Regulation 2016* however its inclusion in the approved form validates the authority of the NSW Department of Planning and Environment (the department) to request it.

Important notes

The application to register the transfer will not be receipted unless all information required to be submitted with the application is included. This includes the provision of evidence that the required security deposit from the transferee is in place.

If this application is lodged by any party other than the applicant/s (ie. an agent), the department may seek confirmation of that authority and any limits of that authority given to that other party by the applicant ([Section 97F](#) of the *Petroleum (Onshore) Act 1991* and [Clause 34](#) of the *Petroleum (Onshore) Regulation 2016*). The agent will need to complete the declaration at the end of this form and supply evidence of their appointment, if not already supplied to the department.

The transferor remains liable for any rent and levy up until the transfer is registered.

How to submit this form

- **By email:** Send an electronic copy of the form including any attachments and proof of payment to titles.services@industry.nsw.gov.au
- **By mail:** Mail your form, attachments and proof of payment to Division of Resources and Energy, Titles Services, PO Box 344, Hunter Region Mail Centre NSW 2310.
- **In person:** Submit your application in person at the Division of Resources and Energy's Titles Services office, 516 High Street, Maitland, New South Wales. Office hours are 9.30am to 4.30pm.

How this application will be processed

The transfer registration only takes effect once this application is receipted (see [Section 96A\(3\) of the Petroleum \(Onshore\) Act 1991](#)).

Receipting will occur when the application is fully submitted. The Secretary (or delegate) will then register the transfer.

1 Title/s information

Type – PAL, PEL, PPL, PSPA	Number	Act
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

2 Current title holder/s details

Provide the full name of the current title holder/s (ie transferor) and if applicable, the ACN or ARBN (for foreign companies).

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>

Additional title holders

Provide the full name and if applicable, the ACN or ARBN (for foreign companies) of additional authority holders.

<input type="text"/>

3 Transferee/s details

Provide the full name and address of transferees and, if applicable, the ACN or ARBN (for foreign companies).

Name	<input type="text"/>
ACN/ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above <input type="checkbox"/> Enter here if different

Name	<input type="text"/>
ACN/ARBN	<input type="text"/>

Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above <input type="checkbox"/> Enter here if different
Name	<input type="text"/>
ACN/ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above <input type="checkbox"/> Enter here if different

Additional transferees

Provide the full name, ACN or ARBN (for foreign companies), registered street address and postal address details of additional transferees.

<input type="text"/>

4 Contact for this application

Any correspondence in relation to this application will be sent to the holder and a copy provided to the transferee.

4.1 Holder contact details

Holder contact name	<input type="text"/>
Position held	<input type="text"/>
Company	<input type="text"/>
Postal address	<input type="text"/>
Phone (inc. area code)	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

4.2 Transferee contact details

Transferee contact name	<input type="text"/>
Position held	<input type="text"/>
Company	<input type="text"/>
Postal address	<input type="text"/>
Phone (inc. area code)	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

5 Security deposit

Provide the required security deposit in an approved form. For more information about the approved form, refer to the letter that accompanied the transfer approval.

Total security deposit lodged

\$

Check one of the boxes below to indicate how the security deposit is being provided.

- I have provided/I am providing with this application form a new security deposit as a security certificate.*
- I have provided/I am providing with this application form a new security deposit in cash, cheque or by direct deposit.*
- The transferor has authorised the cash security to remain with the authority (refer to Question 10 on the [PTD2 transfer approval application](#)).

*If selected the new security deposit must be included with or prior to this application. If the security deposit was lodged prior to this application, evidence of the security deposit must be included with this application.

Payment amount	\$
Type of card	Select card type...
Cardholder's name:	
Card number:	
Expiry date (mm/yy):	mm / yy

6 Checklist of items to be included with this application

Item

For agents only – evidence of appointment as agent, if this has not been previously supplied to the division

Question 8

7 Declaration

This form should be signed by either the transferor, transferee, their respective authorised representative or agent.

I/We declare that the information provided in this application is true and correct. I/We understand that under [Part 5A](#) of the *Crimes Act 1900*, that knowingly giving false or misleading information is a serious offence; and under [Section 125D](#) of the *Petroleum (Onshore) Act 1991* any person who provides information that the person knows to be false or misleading is guilty of an offence, for which they may be subject to prosecution.

Applicant/s

Name	
Position/title	
Date	
Signature	

Name	
Position/title	
Date	
Signature	

Name	
Position/title	
Date	
Signature	

OR

Agent authorised to act for this applicant/s

Provide evidence of appointment if this has not been previously supplied to the department.

Name	
Position/title	
Date	
Signature	

Office use only

Application received:

Time: Date:

Received under delegation from the Secretary

Name
Signature

Document control

Authorised by: Director Titles Services

RM8 Reference: PUB16/271 (V15/5289#14)

Amendment schedule

Date	Version #	Amendment
March 2016	2.0	Components updated (Forms project), new template
31 May 2016	2.1	Minor text and formatting revisions, new RM8 reference
1 April 2017	2.2	Update legislation, hyperlinks, bank details, project codes, dept name and clarify security requirements
1 February 2018	2.3	Update to DPE colours & removal of fees