

# ORGANIZATION REPORT

**READ INSTRUCTIONS ON BACK**

<b>1.</b>	<b>Purpose of Filing</b>	<input type="checkbox"/> New Filing <input type="checkbox"/> Annual Refiling <input type="checkbox"/> Change of Officers/Resident Agent <input type="checkbox"/> Address Correction		<b>2. RRC Operator No. (if assigned)</b>
<b>3. ORGANIZATION</b>	Name of entity: (If the name of the organization has changed, see Instructions on back)			
	Mailing Address:		Street Address:	
	Organization Phone Number:		Emergency (after hours) Phone Number:	
<b>5. TEXAS RESIDENT AGENT</b>	<b>4. Plan of Organization</b> (select one)			
	<input type="checkbox"/> A. Corporation <input type="checkbox"/> B. Limited Partnership <input type="checkbox"/> C. Sole Proprietorship <input type="checkbox"/> D. Partnership <input type="checkbox"/> E. Trust <input type="checkbox"/> F. Joint Venture <input type="checkbox"/> G. Estate <input type="checkbox"/> H. Ltd Liability Co. (LLC) <input type="checkbox"/> I. Other (specify):			
	Name of Texas Resident Agent:			
Street Address		Mailing Address		
A Texas Resident Agent is required for any foreign or nonresident organization pursuant to Statewide Rule 1(a)(4)(D).				
<b>6. Attachments:</b>				
P-5O - Officer Listings: Information for each controlling entity of the organization as required by Statewide Rule 1(a)(4)(C). P-5A - Agent Listings: (optional) - Designation of non-employee agents authorized to sign certain Forms P-4 and P-5 pursuant to Statewide Rule 1(a)(4)(E). Filing Fee: Required for all "New Filing" and "Annual Refiling" submissions. See instructions on back. Financial Assurance: If the operator is required to maintain financial assurance, the Organization Report will not be approved until it is in place.				
<b>7. Reorganization</b> <input type="checkbox"/> Check here if this is a reorganization of an existing registrant. If checked, provide the current name and RRC P5 Number:				
<b>8. Comments:</b> (optional)				
<p>Organization reports for operators of inactive wells: The Commission may not approve the P-5 Organization Report for an operator of one or more inactive wells unless the operator has complied with Commission rules and Texas statutes concerning the approval of plugging extensions for such inactive wells, including disconnection of electrical service and any required surface equipment removal.</p> <p>Organization reports for operators with outstanding enforcement orders/judgments: The Commission may not approve the P-5 Organization Report for an operator if that operator is the subject of a final and unappealable order related to a violation of a Commission rule, order, license, permit, or certificate relating to safety or the prevention or control of pollution. Organization Reports for organizations with officers who are subject to such outstanding orders through their involvement with other organizations similarly may not be approved.</p> <p>If the organization has used, or reported use of, a well for which the Certificate of Compliance has been canceled, the Commission may refuse to approve an Organization Report until the operator has paid any required reconnect fees and the Certificate of Compliance has been reissued for the well.</p> <p>An organization must file an amended Organization Report within 15 days after a change in any information required to be reported in the Organization Report.</p>				
				<b>FOR RRC USE ONLY</b>
Signature _____		Title _____		Approved by _____
Filer's Name (Printed) _____		Filer's Telephone Number _____		Remarks _____
Email Address (OPTIONAL - SEE INSTRUCTIONS FOR IMPORTANT INFORMATION) _____			Date _____	
Certificate: I declare under penalties prescribed in Sec. 91.143, Texas Natural Resources Code, that I am authorized to make this report, that this report was prepared by me or under my supervision and direction, and that data and facts stated therein are true, correct, and complete, to the best of my knowledge.				

# INSTRUCTIONS

## Organization Report (Form P-5)

**REFERENCES:** Oil & Gas Statewide Rules 1 (*Organization Report; Retention of Records; Notice Requirements*), 14 (*Plugging*), 15 (*Inactive Wells and Surface Equipment Requirements*), and 78 (*Fees, Performance Bonds and Alternate Forms of Financial Security Required To Be Filed*); and Pipeline Safety Statewide Rule 58 (*Organization Report*). The Railroad Commission's rules may be found on our website at <http://www.rrc.state.tx.us/rules/rule.php>.

**WHO MUST FILE FORM P-5:** Any entity performing operations within the jurisdiction of the Commission's Oil & Gas Division in accordance with Oil and Gas Statewide Rule 1; and each gas and/or liquids company and each master meter operator performing operations within the jurisdiction of the Commission's Safety Division in accordance with Pipeline Safety Statewide Rule 58. (Master meter operators filing solely as required by the Safety Division, see "Special Instructions For Master Metered System Operators" section below.)

### WHEN TO FILE FORM P-5:

- **INITIAL FILING** – Your initial Organization Report must be filed prior to beginning operations within the Commission's jurisdiction.
- **RENEWAL FILINGS** – Your Organization Report must be refiled annually. The Commission will notify you before your refiling date by mailing you computer-generated Organization Report forms pre-printed with the information currently shown on your Organization Report record. Review the information carefully, update as needed, and then sign and submit the Organization Report renewal to the Commission.
- **CHANGES** - If any information provided on your organization report changes, you must submit a revised organization report within fifteen (15) days of the change, except as noted below:
  - ADDRESS CHANGES - If the only change is to the organization's address or telephone number, then you may update that information by sending a signed letter to the P-5 Financial Assurance Unit. No other information may be updated by letter.
  - ORGANIZATION NAME CHANGE – If the name of the organization has changed (due to reorganization or change in the form of business), you must file a new Organization Report in the new name and obtain a new operator number. A new filing submitted for this purpose should reference the prior name by entering that information in Item No. 7.

### SPECIFIC ITEMS ON FORM P-5

- No. 1: Check the proper block to show the purpose of filing. More than one block may be checked.
- No. 2: Your permanent RRC operator number is assigned after the initial filing of your P-5. Your operator number will be required on most reports and forms you file with the Commission.
- No. 3: "Name of Entity": For new filings, enter the full name of your organization. If you are required to register with the Texas Secretary of State, your name shown in Box 3 on the Organization Report should exactly match your name as shown on your Secretary of State registration, including punctuation. (Due to space limitations, the Commission may abbreviate your name for entry into Commission systems.)
- No. 4: Check the appropriate plan of organization on all filings. Select only one plan of organization.
- No. 5: If you are a foreign or non-resident organization (i.e., your organization is located outside of the State of Texas as indicated by the street address in No. 3), you must designate and maintain a Texas resident agent within the state. A Texas Resident Agent with an address different from that of the organization may also be designated as an alternative to providing separate addresses for the officers on Form P-5O (Organization Report Officer Listing).
- No. 7: If you have reorganized and changed your organization name, check the box and provide the previous name and operator number.

**SPECIAL INSTRUCTIONS FOR MASTER METERED SYSTEM OPERATORS:** If the operation of one or more master metered systems is the only activity for which the Organization Report is being filed, then you should note that in Item No. 8 (Remarks), and observe the following requirements:

- The required filing fee for New Filings and Annual Renewals is \$225.00.
- No financial assurance is required for master meter operators.
- The Organization Report must be filed in the name of the legal entity operating the master meter.
- The system manager(s) must be identified among the officers on Form P-5O.
- A listing of all systems for which the filing entity is responsible must be attached to the Organization Report filing.

**FILING FEE:** Except as noted above, the filing fee for a New Filing (the initial Organization Report filed by an entity) is \$300.00. The filing fee for an Annual Renewal of an entity's Organization Report will be based on the activities in which the organization is engaged, and may be up to \$1,350.00. See Rule 78. (There is no filing fee for an Organization Report filed solely to update officers, agents and/or addresses.)

**FINANCIAL ASSURANCE:** Most Commission regulated activities, including the operation of wells and pipelines, will require the operator to file and maintain some form of financial assurance (such as a bond, letter of credit, or cash deposit) in varying amounts. If the filing operator is required to maintain financial assurance, any renewal documentation for the financial assurance must be on file for the period covered by the P-5 Organization Report (plus any additional period following expiration of the Organization Report that may be required by your financial assurance documents) before the Organization Report renewal can be approved and processed.

**EMAIL ADDRESS:** YOU ARE NOT REQUIRED TO PROVIDE AN EMAIL ADDRESS when completing and filing this form. Please be aware that information provided to any governmental body may be subject to disclosure pursuant to the Texas Public Information Act or other applicable federal or state legislation. IF YOU PROVIDE AN EMAIL ADDRESS, YOU AFFIRMATIVELY CONSENT TO THE RELEASE OF THAT EMAIL ADDRESS TO THIRD PARTIES. Other departments within the Railroad Commission also may use the email address you provide to communicate with you.

**Mail to:** Railroad Commission of Texas  
P-5 Financial Assurance Unit  
P O Box 12967  
Austin, Texas 78711-2967

# ORGANIZATION REPORT OFFICER LISTING

(File as attachment to Form P-5 Organization Report)

Page \_\_\_\_ of \_\_\_\_

1. Current operator name exactly as shown on P-5 Organization Report	PURSUANT TO Oil & Gas Statewide Rule 1(a)(4)(C), information must be provided "for each officer, director, general partner, owner of more than 25% ownership interest, or trustee (hereinafter controlling entity) of the organization."
2. RRC Operator No. (if assigned)	

**Instructions:**

Attach as many sheets as are needed to identify all required officers.

**Full Legal Name:** The entity's or individual's full legal name. Please do not use initials.

**ID Number:** If the filing organization is a Sole Proprietorship (i.e., an individual), you must provide the owner's social security number. Otherwise, you may provide (at your choice) the officer's social security number, driver's license number, or Texas State Identification number. (Note: The Railroad Commission considers such ID numbers to be confidential information.)

**Addresses:** You must provide an address for each officer that is different from the address for the organization UNLESS: 1) you have shown a Texas Resident Agent on your Organization Report, and that agent has an address different from that of the organization; or 2) the organization is being operated out of the officer's home.

If an entity is identified as an officer on this form, you must also identify each officer of that entity.

<b>3. OFFICERS</b>	Full Legal Name:	Title:
	Street Address: <input type="checkbox"/> Check here if operating out of this officer's home.	Mailing Address (if different from Street Address)
	<input type="checkbox"/> Driver's Lic. <input type="checkbox"/> State ID <input type="checkbox"/> Social Security No.   State (if not SSN):	Number:
	Full Legal Name:	Title:
	Street Address: <input type="checkbox"/> Check here if operating out of this officer's home.	Mailing Address (if different from Street Address)
	<input type="checkbox"/> Driver's Lic. <input type="checkbox"/> State ID <input type="checkbox"/> Social Security No.   State (if not SSN):	Number:
	Full Legal Name:	Title:
	Street Address: <input type="checkbox"/> Check here if operating out of this officer's home.	Mailing Address (if different from Street Address)
	<input type="checkbox"/> Driver's Lic. <input type="checkbox"/> State ID <input type="checkbox"/> Social Security No.   State (if not SSN):	Number:
	Full Legal Name:	Title:
	Street Address: <input type="checkbox"/> Check here if operating out of this officer's home.	Mailing Address (if different from Street Address)
	<input type="checkbox"/> Driver's Lic. <input type="checkbox"/> State ID <input type="checkbox"/> Social Security No.   State (if not SSN):	Number:

# ORGANIZATION REPORT NON-EMPLOYEE AGENT LISTING

1. Current operator name exactly as shown on P-5 Organization Report	<b>PURSUANT TO Oil &amp; Gas Statewide Rule 1(a)(4)(E)</b> , the organization must provide the name of any non-employee agent that the organization authorizes to act for the organization in signing Oil and Gas Division certificates of compliance which initially designate the operator or change the designation of the operator. Organizations may designate non-employee agents to execute subsequent organization reports. <b>That designation shall be authorized by the organization and not by a non-employee agent.</b>
2. RRC Operator No. (if assigned)	

**Instructions:**

DO NOT USE THIS FORM TO DESIGNATE A TEXAS RESIDENT AGENT. (Your Texas Resident Agent is identified on Form P-5 to which this is attached.) This Form P-5A must ONLY be used if you have designated a non-employee agent with authority to sign operator-change Forms P-4 and/or P-5 renewals. If you have not designated any non-employee agents for that purpose, then you should not file Form P-5A.

THIS FORM MAY BE FILED AT ANY TIME. If a change in an organization's representation has occurred, a revised Non-Employee Agent Listing may be filed at any time to update the commission's records.

IF ANY NON-EMPLOYEE AGENTS LISTED ON THIS FORM ARE NOT CURRENTLY DESIGNATED ON YOUR ORGANIZATION REPORT RECORD, THEN THIS FORM P-5A MUST BE SIGNED BY A DULY AUTHORIZED COMPANY OFFICER OR EMPLOYEE. (If no changes have been made to the information on this form and it is being filed in connection with the annual renewal of the organization's P-5, then a previously designated non-employee agent listed below may sign it.)

EMAIL ADDRESS: YOU ARE NOT REQUIRED TO PROVIDE AN EMAIL ADDRESS when completing and filing this form. Please be aware that information provided to any governmental body may be subject to disclosure pursuant to the Texas Public Information Act or other applicable federal or state legislation. IF YOU PROVIDE AN EMAIL ADDRESS, YOU AFFIRMATIVELY CONSENT TO THE RELEASE OF THAT EMAIL ADDRESS TO THIRD PARTIES. Other departments within the Railroad Commission also may use the email address you provide to communicate with you.

<b>3. DESIGNATED NON-EMPLOYEE AGENTS (authorized to file operator-change Forms P-4 and renewal Forms P-5.)</b>	Agent's Name: _____	Mailing Address (if different from Street Address) _____
	Street Address: _____	Mailing Address (if different from Street Address) _____
	Agent's Name: _____	Mailing Address (if different from Street Address) _____
	Street Address: _____	Mailing Address (if different from Street Address) _____
	Agent's Name: _____	Mailing Address (if different from Street Address) _____
Street Address: _____	Mailing Address (if different from Street Address) _____	
Agent's Name: _____	Mailing Address (if different from Street Address) _____	
Street Address: _____	Mailing Address (if different from Street Address) _____	

Signature _____ Title _____ Filer's Name (Printed) _____ Filer's Telephone Number _____ Email Address (OPTIONAL - SEE INSTRUCTIONS FOR IMPORTANT INFORMATION) _____ Date _____ Certificate: I declare under penalties prescribed in Sec. 91.143, Texas Natural Resources Code, that I am authorized to make this report, that this report was prepared by me or under my supervision and direction, and that data and facts stated therein are true, correct, and complete, to the best of my knowledge.	<b>FOR RRC USE ONLY</b> Approved by _____ Remarks _____
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