



# Petroleum Division

## GUIDELINES FOR COMPLETION OF STATE DEED (DEED FOR GRANT OF PETROLEUM TITLE) BY NATIVE TITLE PARTIES AND GRANTEE PARTIES

*Please read these guidelines before attempting to complete the Deed as errors may render the Deed invalid or may result in the Government party declining to execute the Deed*

- The Minister for Mines and Petroleum (or his delegated representative) will execute the Deed only in the form as supplied to the parties by the Department of Mines and Petroleum (DMP) and after execution by all other parties to the Deed. In exceptional circumstances, if the parties need to alter the basic document, then they should discuss the desired alterations with DMP before altering or signing the Deed.
- Multiple native title claimants or titles can be entered on the schedule to the Deed.
- Only the applicant(s) for the petroleum title (the grantee party), the registered native title claimant(s) and or the prescribed body corporate or those duly authorised by a power of attorney can sign the Deed.
- All parties must sign in accordance with their governing Articles of Association, except for individuals, who must follow the directions contained within the Deed.
- Signatures of all registered claimants for each native title claim and persons authorised to execute the Deed on behalf of the native title holders.
- All signatures must be witnessed by an independent party to the document.
- All pages are to be initialled by all parties to the Deed in the spaces provided.
- In cases where any of the applicants for the registered native title claim are deceased, a certified copy of the death certificate for each deceased applicant should be provided at the time of lodgement of the Deed at DMP.
- Do not fill in the date on the front cover page nor in clause 1 of the schedule. This will be filled in with the date on which the Minister for Mines and Petroleum (or his delegated representative) signs the Deed.
- Any changes or alterations must be initialled by all parties to the Deed.
- This proforma Deed itself, has been designed to be submitted as an original document, but in the event of this Deed being re-typed, every care should be taken to avoid errors.
- It is important to forward the Deed to the DMP, Petroleum Division, for execution as soon as possible after all other parties have signed it as the Deed is not operative until it is executed by the Minister for Mines and Petroleum (or his delegated representative).
- Forward at least one single unbound signed Deed to:

Department of Mines and Petroleum  
Petroleum Division  
Level 11, 100 Plain Street  
EAST PERTH WA 6004

If you have any queries in relation to the completion of this Deed or require further copies (via email) please contact the Petroleum Division on telephone (08) 9222 3813, facsimile (08) 9222 3799 or mail.

Prepared by the  
Department of Mines and Petroleum  
Petroleum Division