INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT OF HEIRSHIP

PLEASE READ INSTRUCTIONS BELOW BEFORE COMPLETING THIS FORM.

• This Affidavit of Heirship MUST be completed by someone other than an heir, who is familiar with the family history of the decedent, and who will obtain no benefit from the Estate.

• The person completing the form should read it carefully and answer the questions that are applicable, paying particular attention to the name(s) and address(es) of the heir(s) AND confirm if the decedent did or did not inherit the minerals. Failure to provide this information may delay processing. For your convenience, a W-9 Form is also enclosed.

• The Corroborating Affidavit (second signature) MUST be signed by a person other than the one making the foregoing affidavit and who is NOT a member of the family.

• This form must be signed in the presence of a Notary Public.

• The completed, fully executed and notarized Affidavit of Heirship needs to be recorded in the county/parish where the property/properties are located. Please call the applicable County Clerk office directly for additional information regarding the recordation process.

Once the Affidavit of Heirship has been recorded and returned to you, a copy of the recorded document must be furnished to our office via the following options:

Owner Relations Fax:  281-667-3522

Owner Relations Email:  leasecustomerservice@shell.com

Mailing address:
SHELL TRADING (US) COMPANY
ATTN: Division Order Department – Lease Crude
P O Box 4604
Houston, TX  77210-4604

**** PLEASE DO NOT SEND ORIGINALS TO OUR OFFICE. ****

Important: Since a recorded Affidavit of Heirship is being provided to our office, please note distribution will be made according to the descent and distribution laws of the state where the property/properties are located, NOT as per the terms of the Will.

NOTE: If ANY HEIRS of the decedent have died since his or her death, we require the same decedent requirements.