



EXTEX OPERATING COMPANY
EXTEX PRODUCTION, INC
EXTEX PRODUCTION OFFSHORE, LLC

TRANSFER OF TRUST CHECKLIST

We want to inform you about the documentation requirements for two distinct scenarios related to Trust transfers and trustee updates at SBI West Texas. Ensuring the proper documentation is provided will help facilitate a seamless process. Please review the following details:

Ownership Transfer (Individual to Trust/Trust to Beneficiaries):

To transfer ownership from an individual account into a Trust (or vice versa) or to transfer ownership from a Trust to the beneficiaries, we kindly request the following documentation:

1. A copy of the deed that conveys the interest from the name of the individual account into the name of the trust (or vice versa) or a Copy of the Deed that conveys the mineral interest from the name of the Trust into the name of the beneficiaries.
2. Copy of the Trust or Memorandum / Certificate of Trust.
3. Tax identification number for the new owner(s) (W9 Form).

If the current owner/grantor has passed away, please include an additional copy of the Death Certificate and the above documentation.

Trustee Update (Interest Remains under Trust):

If you need to update the Trustee, but the interest will continue to be held under the name of the Trust, we require the following documentation:

1. Copy of the Trust or Memorandum / Certificate of Trust.
2. Death Certificate for the Trustee.
3. Updated tax identification number (W9 Form) if the tax identification number is changing.

Please ensure that all necessary documents are forwarded to us promptly.

Mail Documents to:

EXTEX OPERATING COMPANY
EXTEX PRODUCTION, INC
EXTEX PRODUCTION OFFSHORE, LLC
1616 SOUTH VOSS SUITE 400
HOUSTON, TX 77057

Email PDF Documents to:

**Place owner number and name in the subject line.*

For questions or concerns call Extex Operating Company's, Extex Production, Inc's, or Extex Production Offshore, LLC's Owner Relations Hotline at 713-953-0821 Ext 120 for frequently asked questions.

Email: Owner-relations@SBIWTXI.com
● 1616 S. Voss Rd Ste. 400, Houston, TX 77057
● Hotline: 713/953-0824 Ext 122