



CIRCULAR

TO

ALL PETROLEUM COMPANIES OPERATING IN THE
REPUBLIC OF TRINIDAD AND TOBAGO.

SUBJECT

**UPDATE TO INFORMATION REPORTING REQUIREMENTS OF
THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES**

The Ministry of Energy and Energy Industries is in the transition stage of preparation for the external launch of the Upstream I subproject of the Energy Data Hub, a petroleum information system that has been developed by the Ministry, which will require online data submission by operating companies for specified data and information. This transition stage is due to begin January 01, 2006 and will continue until further notice.

The transition stage involves the following changes in data submission to the Ministry:

1. Use of revised standard reporting forms for drilling, workover and production in Excel format i.e. DRL2, DRL3, DRL4, DRL5, WO1, WO2, WO3, PROD2, PROD3.
2. Submission of data on these revised forms using standards listed in the latest version of the Ministry of Energy and Energy Industries' Naming Conventions and Standard Codes Document.
3. New bulk loading formats (Excel format) for the submission of PROD1 and PROD4 where applicable.
4. New bulk loading formats (Excel format) for submission of the following data where submitted as attachments to the standard forms:
 - a. Directional Surveys
 - b. Checkshot Surveys
 - c. Mud Properties
 - d. Cementation
 - e. Events
 - f. Time Allocation and Costs
 - g. Downhole Facilities
 - h. Tests / DST
 - i. Cores and Samples



Please note that copies of these forms, formats, instructions and naming conventions and codes have already been presented to, and discussed with, the data management personnel in your company.

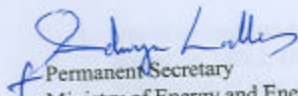
The aforementioned data items must be submitted in:

- a) digital 'soft' copy to the following email address for drilling, workover and production data: upstreamdata@energy.gov.qa
- b) durable medium, that is, printed copies of the forms with authorized signatures are to be submitted to the Ministry using the existing procedures for submission of 'hard' copies of the forms. Facsimile copies are not considered durable.

With the exception of these changes above, all existing information requirements as detailed in the attached copy of a circular to petroleum companies dated December 11, 1997, remains valid and applicable.

We look forward to your co-operation.

Sincerely,


Permanent Secretary
Ministry of Energy and Energy Industries
November 25, 2005

1. The following information shall be submitted to the Ministry:
 2. The following information shall be submitted to the Ministry:
- a. Drilling Reports
 - b. Completion Reports
 - c. Well Properties
 - d. Completion
 - e. Drives
 - f. Time Allocation and Costs
 - g. Downhole Services
 - h. Workovers
 - i. General Reports