**[ORGANIZATION EMBLEM OR LOGO]**

[NAME OF COMPANY]

[COMPLETE ADDRESS OF COMPANY]

[PHONE NUMBERS] [FAX NUMBERS]

[EMAIL ADDRESS] [WEBSITE]



**COMPLIANCE** 

**REPORT**

[DATE]

[FULL NAME]

[JOB TITLE]

[COMPLETE ADDRESS]

**Subject: Compliance Report**

Dear Mr./Ms. [SURNAME],

In compliance with the order set forth in [REGULATION] issued by [COMPLIANCE OR REGULATORY AGENCY], enclosed is the project’s Compliance Report for the period [DATE OF COVERAGE]. The enclosed document has been prepared by [COMPANY NAME] and represents the compliance for the project [PROJECT NAME].

If you have any questions, please contact me at [CONTACT NO.] or through email at [EMAIL ADDRESS].

Sincerely,

[FULL NAME]

[JOB TITLE]

[COMPANY NAME]

**Background**

[COMPANY NAME] has been given a concession by the [STATE OR COUNTRY] to develop and utilize small and sub-commercial deposits of natural gas within its territory. The [COMPLIANCE OR REGULATORY AGENCY], the implementing agency of [STATE OR COUNTRY] with respect to the utilization of natural wealth and resources, issued [REGULATION] requiring companies granted concession to develop and utilize small and sub-commercial deposits of natural gas within its territory to submit pertinent documents including those submitted during the application for concession for its periodic review. The companies required by [REGULATION] are given [N] days from the date of its publication to comply with the order.

**Overview of the Report**

This Compliance Report has been prepared in compliance with the pertinent section of [INSERT REGULATION] requiring the following to be submitted to [INSERT COMPLIANCE OR REGULATORY AGENCY] on or before [INSERT DATE]:

* The original application letter granting the concession to develop and utilize small and sub-commercial gas within the territory (Application Letter)
* A copy of the company’s articles of incorporation (Article of Incorporation)
* Updated map and technical description of the area desired to be explored duly signed by a licensed geodetic engineer (Map and Technical Description)
* Updated work program and budget timeline (Program and Budget)
* Endorsement from the local chief executive of the local government concerned (Endorsement)
* Official receipt representing the payment of the application fee (Application Fee)
* Certification issued by an independent public accountant on the current operating capital of the company which should not be less than the required minimum operating capital of [0.00 USD] (Operating Capital).

**Compliance**

In view of [COMPANY NAME]’s desire to be granted a renewed term for the concession to develop and utilize small and sub-commercial deposits of natural gas, the following are hereby submitted to comply with the requisite submittals as required by [REGULATION]:

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Status** | **Date of Compliance** | **Attached as** |
| 1. Application Letter | Complied |  | Exhibit “A” |
| 2. Articles of Incorporation | Complied |  | Exhibit “B” |
| 3. Map and Technical Description | Complied |  | Exhibit “C” |
| 4. Program and Budget | Complied |  | Exhibit “D” |
| 5. Endorsement | Complied |  | Exhibit “E” |
| 6. Application Fee | Complied |  | Exhibit “F” |
| 7. Operating Capital | Complied |  | Exhibit “G” |