

Critical Acquisition & Divestiture Help When You Need It



TAB

Volatile energy markets mean more buying and selling of energy assets. During times of acquisition and divestiture (A & D), having access to the right information is critical. TAB can help to ensure your records and information are properly organized and managed, before, during and after the sale or divestment of your asset.

The Role of Records in an Acquisition or Divestiture

Records play a key role in an acquisition or divestiture. Diligent information management is a critical piece of the buying and selling process. Mismanaged information can be a huge liability, opening both parties to increased risk and impeding the transaction.



Managed correctly, information becomes an asset, minimizing risk, making the process smoother and shortening the time to ROI.

TAB manages information risk across three areas:



Business – Ensuring access to ALL required information, providing ONLY required information, providing prospective buyers with timely and easy access.

Legal – Ensuring due diligence does not compromise existing access, providing environmental reports, documentation on operational assets, joint ventures.

IT – Ensuring data integrity, information access during the transaction and smooth information integration.

TAB'S A & D ENERGY EXPERTISE SAVES TIME, MINIMIZES RISKS AND REDUCES COSTS

Understanding the unique challenges facing energy companies and the specialized document requirements for operational energy files is what TAB does best. Our Subject Matter Experts at TAB's Record Centre in Calgary will work closely with your team to help navigate all of your information management requirements during this time of transition.

Here are five ways TAB helps energy companies with corporate acquisitions and divestitures:

- 1 Assistance during the due diligence process with physical and electronic records**
- Conducting a records inventory assessment
 - Auditing and sanitizing records collections
 - Identifying vital records for retention

- 2 Integrating new records into your existing active records collection**
- Establishing a standard classification system and filing structure for physical and electronic records
 - Creating a file standard for physical and electronic records
 - Conducting document level file conversions to meet standards
 - Imaging paper-based records
 - Training your staff on new formats and standards

- 3 Conducting on-site field office file audits when selling assets**
- Retaining all proprietary information, including originally signed documents, long-term forecasting and original environmental assessments
 - Purging all duplicate documents and expired records
 - Preparing all pertinent operational documents for transfer, including construction and maintenance, copies of environmental assessments

- 4 Preparing records for the disposition process**
- Consolidating collections by gathering appropriate records from different locations
 - Purging your information of all proprietary and private information
 - Creating digital copies for a secure data room

- 5 Set up a virtual data room to ensure data is readily available and easy to find**



“We had to continue to access our files during this three-month transition period and needed a business partner to provide active file services for our physical and electronic records, offer cloud access to our electronic files, and have storage capabilities for our inactive files. TAB Canada was able to do all three.”

- Kevin Bolton, Vice-President of Land for Heritage Royalty

Why TAB makes good business sense

TAB is your trusted business partner during an acquisition or divestiture. If you are looking to streamline the acquisition or divestiture process, manage costs and meet all regulatory requirements, let's start a conversation. To learn more about TAB's acquisition and divestiture expertise, visit energy.tab.ca or email enquiries@tab.com.