

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL

GI NUMBER 850.001 Approved

ISSUING ORG. GOVERNMENT AFFAIRS

ISSUE DATE * 01/13/2005	REPLACES 01/13/2001
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SUBJECT CONTROL OF COMPANY SPONSORED VISITORS

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CONTENT:

This instruction sets forth definitions, procedures and interdepartmental responsibility for arranging and controlling Company visitors. The text includes:

1. Definitions
2. Sponsorship Procedures and Approvals for Visits
3. Visitors Office - Processing and Services
4. Emanating Office - Processing Visitor for Travel

1.0 DEFINITIONS

- 1.1 Company Sponsored Visitor(s): An individual or a group, except as noted below, whose visit to Saudi Aramco facilities in Saudi Arabia has been approved by a member of management as specified in paragraph 1.2 and in accordance with the procedures included in this instruction.

- 1.1.1 Members of the Royal Family, Saudi Arab Government officials and representatives of foreign governments and others who are referred by or are guests of the Saudi Arab government will be considered as Company sponsored and processed in accordance with this instruction following advance clearance of Vice President, Saudi Aramco Affairs, or General Manager, Government Affairs.

- 1.2 Sponsor & Approving Authority: A member of Saudi Aramco management in Saudi Arabia at or above the level of department manager who extends an invitation or who approves a proposed visit on behalf of his function and assumes responsibility for the visitor and his program. (Refer to paragraph 2.)

- 1.2.1 In the event the purpose of a visit is so general in nature that it is not clear which member of management will be the sponsor, or the purpose is not specifically determined before a visitors arrival, the Vice President, Saudi Aramco Affairs, will determine the sponsor after consulting with appropriate members of Executive and General Management.

- 1.3 Exclusions from these Instructions: Saudi Aramco and service organizations personnel and their eligible dependents entitled to permanent residency in Saudi Arabia, personal guests of employees, non-resident students on vacation and temporary transferees on the Saudi Aramco payroll. (Refer to the Industrial Relations Manuals for pertinent regulations.)

2.0 SPONSORSHIP PROCEDURES AND APPROVALS FOR VISITS

- 2.1 Proponent of visit will prepare Form 655, Visitor Data Sheet, for request and approval of visit and obtain the following as applicable.

- 2.1.1 Saudi Aramco Affairs clearance if required, as explained in paragraph 1.1.1 above.

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- 2.1.2 Sponsors approval signature.
- 2.2 After approval, Form 655 will be submitted to the Visitors Office, Dhahran, for further handling.
- 2.3 Form 655 will be required by the Visitors Office in advance of visitors arrival to ensure lodging accommodations.
 - 2.3.1 If in-camp housing is not available, accommodations will be arranged in a local hotel (by the proponent).
- 2.4 Time permitting, requests for and details of processing an expected visitor will be by letter from the sponsor to the office from which the visit emanates; otherwise requests may be by fax to the office concerned.
- 2.5 Relative to other procedures in handling visitors, sponsor will:
 - 2.5.1 Reissue Form 655 to effect change in Account or Job Order Number to be charged.
 - 2.5.2 If meals are not provided at visitors assigned housing, arrange per diem allowance or special meals, as applicable, if food is to be provided at Company expense.
 - 2.5.3 Obtain special identification badge from Industrial Security for either of the following reasons and reclaim it upon visitors departure:
 - 2.5.3.1 Visit to outlying areas or vital facilities.
 - 2.5.3.2 Extra identification to preclude any identification problems.
 - 2.5.4 Program necessary appointments and tours.
 - 2.5.5 Arrange necessary surface and air transportation within Saudi Arabia.
 - 2.5.6 In advance of moves of visitor between location in Saudi Arabia, arrange housing accommodations with:
 - 2.5.6.1 Housing Office if receiving area is Ras Tanura, Abqaiq, Udhailiyah or Yanbu.
 - 2.5.6.2 Visitors Office if in Dhahran.
 - 2.5.6.3 Saudi Aramco representative at other locations, as appropriate.
 - 2.5.7 Arrange revalidation/reconfirmation of airline reservation with Air Traffic Unit or the airline.

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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- 2.5.8 Arrange taxi or other transportation from assigned housing to the airport in advance of visitors departure.

3.0 PROCESSING & SERVICES BY VISITORS OFFICE

Upon receipt of an approved Form 655, the Visitors Office will:

- 3.1 Verify form for completeness and accuracy.
- 3.2 Assign a Control number.
- 3.3 Originate Form 6488, Visitor Data Card.
- 3.4 Reserve appropriate housing.
- 3.5 Sign and distribute copies of Form 655 as designated thereon.
- 3.6 Obtain Visitor Temporary Identification, Form 6163, from Industrial Security and deliver it to sponsor or visitor.
 - 3.6.1 Visitor Temporary Identification will be reclaimed from the visitor upon departure either by the housing facility at checkout or by the sponsor.
- 3.7 Visitors Office will perform the following services upon specific request of the sponsor's Executive Management and concurred by Saudi Aramco Affairs Executive Management if the visitor is staying in Executive Guest facilities:
 - 3.7.1 Assist arriving visitor through immigration and customs at King Fahd International Airport, Dammam or Bahrain causeway.
 - 3.7.2 Provide suitable transportation between airport and assigned housing.

4.0 EMANATING OFFICE

Upon receipt of request and notice of visitor, the office from which the visit will emanate will commence processing of visitor and provide the following:

- 4.1 Arrange appropriate transportation.
- 4.2 Inform sponsor of any development which may change or supplement details on existing Form 655.
- 4.3 Advise visitor of Saudi Arab Government regulations regarding contraband articles.

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- 4.4 At time of visitors departure en route to Saudi Arabia, cable ETA Dhahran, flight number and other pertinent particulars to sponsor.

APPROVED:

K. I. Abubshait, General Manager
Government Affairs

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