

# SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

## GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

885.004

ISSUING ORG. LAND AFFAIRS DIVISION/SAUDI ARAMCO AFFAIRS

ISSUE DATE  
04/19/2005REPLACES  
02/21/2001

SUBJECT HANDLING OF TITLE DEED REQUESTS

APPROVAL  
KADPAGE NO.  
1 OF 1

### CONTENT:

This instruction establishes the methods for settling title deed requests. The text includes:

1. Purpose
2. Sources
3. Procedure

#### 1.0 PURPOSE:

The purpose of this instruction is to explain the procedure followed in reviewing title deed requests submitted by courts for lands which may fall within Saudi Aramco Reservations.

#### 2.0 SOURCES:

Sharia'h Courts in the Kingdom channel the title deed requests to Saudi Aramco through Ministry of Petroleum and Mineral Resources (MinyPet).

#### 3.0 PROCEDURE:

- 3.1 Land Affairs Division reviews the title deed requests to determine whether or not the subject property falls within the Company's Reservations and its impact on existing or proposed facilities or needs.
- 3.2 If a property to be deeded falls outside the reservations the Company advises the Ministry of Petroleum and Mineral Resources that we have no say over it.
- 3.3 If a property falls within the reservations but does not impact existing or proposed Company facilities, Saudi Aramco advises MinyPet in writing that it does not object to the issuance of the title deed.
- 3.4 If the said property conflicts with existing or proposed facilities, the Company objects to the issuance of a title deed through MinyPet.
- 3.5 If the matter is referred to the courts and the Company is summoned to attend a court hearing, Land Affairs will prepare a copy of the land claim file and forward it with its request to the Law Department to have its representative attend the Court hearing to defend the Company. Usually, a representative from Land Affairs attends the Court hearings with the Law Department representative. The issue is then treated as a claim case and will be handled according to G.I. No. 885.002, "Handling of Land Claims".

Approved by:

\* Land Affairs Director

\* CHANGE

\*\* ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐