

GENERAL INSTRUCTION MANUAL

ISSUING ORG. PUBLIC RELATIONS DEPARTMENT

SUBJECT DUBBING SERVICES

G. I. Number 0850.005 **Approved**ISSUE DATE
07/26/2004REPLACES
NEWApproval
AIIPAGE NO.
1 OF 2**Content:**

This instruction sets forth definitions, procedures and interdepartmental responsibility for following the Media Production Division Guidelines. The text includes:

1. Introduction
2. Purpose
3. Conditions
4. Procedure
5. Responsibilities

1.0 Introduction

- 1.1** The Public Relations Department (PRD)'s Media Production Division (MPD) is charged with providing dubbing services to other departments and subsidiaries. This document identifies dubbing services and how they are requested.
- 1.2** Dubbing is defined as producing a sound track to be used with requested archived materials.

2.0 Purpose

- 2.1** The main goals of the Media Production Division's Service Request processes are the following:

- 2.1.1 Provide dubbing services as requested in support of Saudi Aramco's business lines.
- 2.1.2 Dubbing services include the providing of copies for outside organizations, assuming specific use and acknowledgement criteria are met:

3.0 Conditions

- 3.1** Written guidelines for the majority of requested services from the Media Production Division can be found at the following URL, Library and Archives at http://prd/PRD_Internal_Procedures/MPD%20Procedures/Library_And_Archives.pdf

4.0 Procedures

- 4.1** All requests for library/archive footage must be directed to the PRD Manager in writing and coordinated through the Media Relations Unit.
- 4.2** The PRD Manager will determine suitability and merit of request. Concurrence from SAA Area Admin head may be solicited.
- 4.3** If the request is approved for an outside organization then the dubbing agreement must acknowledge Saudi Aramco as the copyright holder and producer of materials. The requesting organization agrees that all materials must not be sold, copied, distributed, or modified without prior Company approval.
- 4.4** The PRD Manager may solicit input from the Law Department as necessary in developing specific dubbing agreements. This is to ensure the materials end use does not misrepresent or degrade the Company's image, reputation, or Public Relations efforts.
- 4.5** The PRD Manager will direct MPD to proceed with dubbing tasks after all of the above criteria are met.

5.0 Responsibilities

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

ISSUING ORG. PUBLIC RELATIONS DEPARTMENT

SUBJECT DUBBING SERVICES

G. I. Number **Approved**
0850.005

ISSUE DATE
07/26/2004

REPLACES
NEW

Approval
AII

PAGE NO.
2 OF 2

- 5.1** The Public Relations Department is responsible for ensuring that all dubbing services are of high-quality and for an appropriate purpose.
- 5.2** The Proponent is responsible for acknowledging Saudi Aramco as the source and owner of the materials provided.
- 5.3** The Proponent agrees to use the materials in a manner that will not harm the image and reputation of Saudi Aramco, the Kingdom of Saudi Arabia, or the use of hydrocarbons as the fuel of choice.

**Abdulla Al Isa, Manager,
Public Relations Department**

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☒