

# SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

## GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

885.001

ISSUING ORG. LAND AFFAIRS DIVISION/SAUDI ARAMCO AFFAIRS

ISSUE DATE

04/19/2005

REPLACES

02/21/2001

SUBJECT REMOVAL OF ENCROACHMENTS

APPROVAL

KAD

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### CONTENT:

This instruction describes the nature of encroachments, sources of information about encroachments and the steps followed by Land Affairs Division\* to handle encroachments. Encroachment is the unauthorized use of Saudi Aramco reserved or deeded lands. The text includes:

1. Purpose
2. Sources
3. Procedures

#### 1.0 PURPOSE:

The purpose of this instruction is to outline the origin of various encroachments and the actions that must be taken to remove encroachments from Company lands and rights-of-ways.

#### 2.0 SOURCES:

Normal sources of discovering encroachments:

- 2.1 Observed during routine inspection of Company lands by Land Affairs personnel.
- 2.2 Reported by various Saudi Aramco departments during survey, planning or implementation of Company project.
- 2.3 Reported by government agencies.

#### 3.0 PROCEDURE:

- 3.1 Land Affairs personnel inspect the encroachment, determine its type, if necessary make a sketch of its size and location and plot this information on a LAD working map.
- 3.2 The encroacher will be requested to remove the encroachment within a reasonable period of time depending on the type of the encroachment. If he is cooperative, Land Affairs will follow up until encroachment is completely removed.
- 3.3 If the encroacher claims ownership of the area, he is requested to present legal ownership documents. Then the matter will be treated as a claim case and will be handled according to G.I. No. 885.002, "Handling of Land Claims".

\* CHANGE

\*\* ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☐

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- 3.4 If the encroacher does not have ownership documents and refuses to remove his encroachment, the matter will be reported to the concerned Amirate. Land Affairs personnel continue to follow on this matter until the encroachment is eliminated. In some instances the Company provides equipment and labor to the Encroachment Committee to help expedite the process, especially in critical areas.
- 3.5 If an encroachment proves to be too complex to resolve in a reasonable time period, Land Affairs pursues the issue with several Government agencies at different levels.
- 3.6 If a cleared encroachment was originally reported to Land Affairs by a Saudi Aramco department, Land Affairs will thus inform the concerned department in writing.

Approved by:

\* Land Affairs Director

\* CHANGE

\*\* ADDITION

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COMPLETE REVISION ☐