

GENERAL INSTRUCTION MANUAL

ISSUING ORG. PUBLIC RELATIONS DEPARTMENT

ISSUE DATE
10/10/2006REPLACES
NEW

SUBJECT CORPORATE SPONSORSHIP

APPROVAL
ZMSPAGE NO.
1 OF 3**CONTENT**

This instruction sets forth definitions, procedures and inter-departmental responsibility in the review and approval of Saudi Aramco sponsorships. The text includes:

1. Introduction
2. Definition
3. Purpose
4. Conditions
5. Responsibilities
6. Approvals

1. Introduction

- 1.1 With a view towards meeting Corporate objectives, Saudi Aramco may be required to sponsor certain groups, events, individuals, and organizations – in or out of the Kingdom.
- 1.2 Public Relations Department (PRD) is responsible to review and endorse all proposed sponsorships.
- 1.3 The scope of this G.I. is limited to sponsorships only (as defined in Section 2.0 below) and does not include donations or support to self directed groups under Community Services. Donations are covered in the Saudi Aramco Donations Program.

2. Definition

- 2.1 Sponsorship is defined as financial or logistical support provided by Saudi Aramco to outside organizations (legally registered with the applicable authority) in exchange for image promotions (generally through prominent display of Company name, logo, and messages).
- 2.2 Examples of sponsorship include financial or in-kind assistance such as for meals during major events, conferences, seminars, publications such as books, awards, charity events, etc.
- 2.3 The sponsorship can be in- or out-of-Kingdom.

3. Purpose

- 3.1 The purpose of this G.I. is to :
 - 3.1.1 Ensure that all sponsorships meet with established Corporate criteria, as included in 4.1 below.

GENERAL INSTRUCTION MANUAL

ISSUING ORG. PUBLIC RELATIONS DEPARTMENT

ISSUE DATE 10/10/2006
REPLACES NEW

SUBJECT CORPORATE SPONSORSHIP

APPROVAL ZMS
PAGE NO. 2 OF 3

3.1.2 Monitor Company-wide sponsorships.

4. Conditions

4.1 Sponsorship requests must meet the following conditions:

- 4.1.1 Be related to the mission and core business of the Company.
- 4.1.2 Offer an opportunity to showcase Company professionalism, achievements, and corporate social responsibility.
- 4.1.3 Must be related to, organized, or proposed by a reliable entity.
- 4.1.4 Funds should be available.

5. Responsibilities5.1 **Company organizations**

- 5.1.2 Plan and fund for all sponsorships proposed by the concerned Company organization.
- 5.1.3 Forward a memo to the Sponsorship Coordinator, Public Relations Department, Dhahran, signed by the respective Department Head (or higher) requesting review and endorsement of the sponsorship.
- 5.1.4 All relevant documents supporting the sponsorship ***must*** be attached to the memo. Documents could include brochures, a letter from the organizers, print outs from the web, etc.
- 5.1.5 The memo should briefly indicate the recommended sponsorship, cost, and the potential benefit to the Company.
- 5.1.6 The Sponsorship Coordinator will review the request based on the conditions mentioned in 4.1 and respond to the requesting Company organization appropriately.
- 5.1.7 If approved, the requesting organization will take necessary action to pay for the sponsorship.
- 5.1.8 Charge all sponsorships expenses to the requesting organization's cost center or internal order and Cost Element 7408100.
- 5.1.9 Payments will be made by processing Payment Authorization Form SA-60 which will be approved by the Department Head or higher. Payments above SR 100,000 will be approved by Executive Management of the respective organization. A copy of the endorsement received from Public Relations Department should be attached to the SA-60.
- 5.1.10 All material (audio-visuals, logos, posters, banners, presentations, etc.) to be used by the sponsored entity should be first routed through Public Relations Department for review and approval. Refer to G.I. 850.003, 850.004, and 850.006 for additional information.

GENERAL INSTRUCTION MANUAL

850.010

ISSUING ORG. PUBLIC RELATIONS DEPARTMENT

ISSUE DATE
10/10/2006REPLACES
NEW

SUBJECT CORPORATE SPONSORSHIP

APPROVAL
ZMSPAGE NO.
3 OF 3**5.2 Public Relations Department**

- 5.2.1 Receive requests from Company organizations for review and endorsement.
- 5.2.2 The Sponsorship Coordinator will review the request based on the conditions mentioned in 4.1.
- 5.2.3 Respond to the requesting Company organization appropriately in writing.
- 5.2.4 The Sponsorship Coordinator will maintain a log of all requests received, reviewed, endorsed, and declined.
- 5.2.5 Ensure that all sponsorship payments are made to GL Account 7408100.

5.3 Operations Accounting Department

- 5.3.1 Reject and return Payment Authorization Form to the originating organization if there is no sponsorship endorsement from Public Relations Department. Exceptions are those Payment Authorization Forms originated by Public Relations Department.

6. Approvals

- 6.1 All requests directed to PRD must be signed by the requesting organization's department head.
- 6.2 All Payment Authorizations (SA-60) initiated by the requesting organization must be approved by a Department Head or higher.
- 6.3 If the sponsorship amount is more than SR 100,000 the payment authorization (SA-60) should be approved by Executive/Corporate Management.

Approved:

Ziyad M. Alshiha, Manager
Public Relations Department

Farhan W. Al Jabir, Manager (A)
Operations Accounting Department