

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

885.002

ISSUING ORG. LAND AFFAIRS DIVISION/SAUDI ARAMCO AFFAIRS

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

SUBJECT HANDLING OF LAND CLAIMS

APPROVAL
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CONTENT:

This instruction outlines the procedure for handling land claims. The text includes:

1. Purpose
2. Sources
3. Procedure

1.0 PURPOSE:

The purpose of this instruction is to outline the origin of various land claims and explain the procedure to handle them.

2.0 SOURCES:

Land claims are discovered as a result of:

- 2.1 Field inspections of Company reservations.
- 2.2 Saudi Arab Government inquiries regarding areas within Company Reservations.
- 2.3 Implementation of Saudi Aramco's projects.
- 2.4 Review of current and future Saudi Aramco requirements.
- 2.5 Complaints from citizens.
- 2.6 Requests for issuance of title deeds submitted to Courts.

3.0 PROCEDURE:

When a claim is reported to Land Affairs, the following steps are usually followed (though not necessarily in the same order depending on the nature of the case):

- 3.1 Determine whether the claimed property falls within the Company reservation or any of its deeded land.
- 3.2 Request the claimant to present any document that proves his ownership to the claimed land.
- 3.3 Examine the ownership document(s) to determine:

* CHANGE

** ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☐

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3.3.1 the basis of the land ownership claim (i.e., purchase, grant, waqf, inheritance, revival, etc.);

3.3.2 whether or not the ownership document precedes the filing of the Reservation or the purchase date of the Company land;

3.3.3 whether it precedes the issuance of High Order No. 4/Z/11818, dated 23 April, 1979 directing all concerned parties to contact the Ministry of Petroleum and Mineral Resources before legal deeds are issued for lands that may be located within Saudi Aramco Reservations.

3.4 Land Affairs then verifies the validity of the document(s) through the Law Dept. or the issuing authority for authentication. If appropriate, Saudi Aramco will contest the title deed and ask the court to rescind it. When 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 Dept. to have its representative attend the Court hearing to defend the Company.

3.5 If the ownership document is valid, Land Affairs arranges a site visit to determine the exact location of the claimed land, its dimensions and physical status (e.g. extent of development such as cultivation, etc. and affected Company facilities).

3.6 The claimed area is then plotted on the appropriate Reservation map and Land Affairs writes to Facilities Planning Department requesting their comments regarding Saudi Aramco's present and future need for the claimed area.

3.7 If it is determined that the claimed land is required by the Company for present or future facilities, Land Affairs tries to settle the claim by convincing the claimant to swap the required land with another portion of the Reservation land if possible.

3.8 If the preceding alternative is not acceptable or practical, the Company will arrange to purchase the claimed land according to G.I. 885.003, "Acquisition of Land".

Approved by:

* Land Affairs Director

* CHANGE

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