

**SCHEDULE C**

Exhibit - I

Contract No. 4400015677

RFX No.

**CONTRACTOR PERSONNEL TIMESHEET**



Sector	ITC	Org. Code Title		Contract No.	4400015677	Serv. Order #	
Department	ITC Services Department	Org. Code Number		Contract Title	ITC MANPOWER CONTRACT		
Oper. Area	Central - Riyadh	Cost Object No.		Contractor Name	SAUDI BUSINESS MACHINES LIMITED (SBM)		
Vacation Days	30	Vacation Approved	0	Vacation Quota Balance	30		

Contractor's Employee		Item / Job Code No.	Job Title	Type	Month :			May												Year :			2022												Total
ID Number	Name				5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31
2169427230	Syad I. Zabih	1007	Engineering Aide B	Regular	H	H	H	H	H	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	144
				Offshore																															0
				Overtime																															0
				Totals	0	0	0	0	0	0	0	8	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8

**NOTES:**

- The Form is to be approved by Division Manager or Above.
- Fill the pre-approved overtime from the authorized person according to the Company Rules.
- Original Soft/Hard copy of the Form is accepted.
- Attach Medical report in case of Sick Leave along with approved sick leave form.
- Attach official report copy for (Marriage / Newborn / Death) with proof certification.
- Any erasure/correction in the Form will render it invalid. (Except SEC authorized Personnel).

**Filling Instructions**

- Fill in Actual Working Hours only.
- Highlight Weekends - Holidays - Saudi National Day.

Symbol	Represent
X	Weekends
H	Holidays
V	Vacations
L	Leave Without Pay
E	Emergency Leave
S	Sick Leave
M	Marriage
NB	Newborn
D	Death
Z	Leave Without Permission

Contractor's Employee	
Name :	Syad I. Zabih
Title :	Engineering Aide B
Badge #	2169427230
Division:	ITC Department
Department:	ITC Services
Phone #	503289785
Email :	Syaed989we@gmail.com
Signature :	

Company Approval	
Name :	Mubarak F. Alshaibani
Title :	ITC Services Department Manager
Badge #	60467
Division:	ITC Services Department
Department:	ITC Services
Phone #	79461
Email :	MFShaibani@se.com.sa
Signature :	