

SCHEDULE C

Exhibit - I

Contract No. 44000-----
RFX No. _____

CONTRACTOR PERSONNEL TIMESHEET

Sector	ITC	Org. Code Title	ITNWOMG	Contract No.	4400015677	Serv.Order #			
Department	ITC Network Operations Department	Org. Code Number	606022601	Contract Title	ITC MANPOWER CONTRACT				
Oper. Area	Central Operation Area	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 :		March												Year :		2022												Total Hours
					3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29
2003882137	Abdul hamed I. El-topjy	1049	IT Infrastructure Operations and Maintenance	Regular	8	8	8	XX	XX	8	8	8	8	XX	XX	8	8	8	8	XX	XX	8	8	8	8	XX	XX	8	8	8	8	184	
				Offshore																											0		
				Overtime																											0		
				Totals	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	184		

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 :	Abdul Hamed Ismael Eltopjy
Title :	IT Infrastructure Operations and Maintenance
Badge #	
Division:	
Department:	ITC Network Operations Department
Phone #	0114086619 -- 0509574550
Email :	AlTopjy@se.com.sa
Signature :	

Company Approval	
Name :	Salem M. AlGhtany
Title :	ITC Network Operations Department Manager
Badge #	52817
Division:	
Department:	ITC Network Operations Department
Phone #	011-408-6200
Email :	SMGhtany@se.com.sa
Signature :	

CONTRACTOR PERSONNEL TIMESHEET

Sector	ITC	Org. Code Title		Contract No.	4400015677		
Department	Planning & Projects	Org. Code Number		Contract Title	ITC Manpower Supply Contract		
Oper. Area	Jeddah - HQ	Cost Object No.		Contractor Name	SBM		
Vacation Days	30	Vacation Approved	0	Vacation Quota Balance	30	Serv.Order #	

Contractor's Employee		Item / Job Code No.	Job Title	Type	Month : March												Year : 2022												Total Hours				
ID Number	Name				3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29
1017793090 800307	Ahmad A. Faloudah	786	Project Manager I	Regular	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	184
				Offshore	0	0	0	X	X	0	0	0	0	0	X	X	0	0	0	0	X	X	0	0	0	0	X	X	0	0	0	0	0
				Overtime						1	1	1	1	1				3								1							10
				Totals	8	8	8	0	0	9	9	9	9	9	0	0	8	8	11	8	8	0	0	8	8	8	9	8	0	0	8	9	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 :	Ahmad A. Faloudah
Title :	Project Manager I
Badge #	1017793090
Division:	Project Execution
Department:	ITC Planning & Projects
Phone #	012-6538381
Email :	afaloudah@se.com.sa
Signature :	

Company Approval	
Name :	Abdullah M. Al-Talhah
Title :	Division Manager
Badge #	
Division:	Project Execution
Department:	ITC Planning & Projects
Phone #	013-8586262
Email :	AMTALHAH@se.com.sa
Signature :	



CONTRACTOR PERSONNEL TIMESHEET

Sector	IT & Communications	Org. Code Title		Contract No.	4400015677	Serv.Order #	
Department	Planning & Project Department	Org. Code Number		Contract Title	ITC MANPOWER CONTRACT		
Oper. Area	Eastern Operating Area	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 :		March												Year :		2022												Total Hours	
ID Number	Name				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
2021098138	Ghandi S. Naser	964	Project Manager I	Regular	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	184
				Offshore																													0	
				Overtime																													0	
				Totals	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	184

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 :	Ghandi S. Naser
Title :	IT Projects Engineering Analyst I
Badge #	2021098138
Division:	Execution Division
Department:	Planning & Project Department
Phone #	03- 8586421
Email :	GSNaser@se.com.sa
Signature :	

Company Approval	
Name :	Abdullah M. Al-Talhah
Title :	Division Manager
Badge #	67825
Division:	Execution Division
Department:	Planning & Project Department
Phone #	03-8586262
Email :	AMTALHAH@se.com.sa
Signature :	

SCHEDULE C

Exhibit - I

Contract No.

4400015677

RFX No.



CONTRACTOR PERSONNEL TIMESHEET

Sector	ITC	Org. Code Title	ITNWOMG	Contract No.	4400015677	Serv.Order #	
Department	ITCNWOD	Org. Code Number	606022601	Contract Title	ITC MANPOWER CONTRACT		
Oper. Area	COA	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 :		March												Year :		2022												Total Hours
ID Number	Name				1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29
2331182788	HANI MOHAMMED AHMED WAHBAH	1054	Database Administrator	Regular	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	184	
				Offshore																												0	
				Overtime																											0		
				Totals	8	8	8	0	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	184	

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 :	HANI MOHAMMED AHMED WAHBAH
Title :	Database Administrator
Badge #	2331182788
Division:	Communication Division
Department:	ITCNWOD
Phone #	114086403
Email :	HMWahbah@se.com.sa
Signature :	

Company Approval	
Name :	Ahmed A. Al-Rahiani
Title :	Division Manager
Badge #	78421
Division:	Communication Division
Department:	ITCNWOD
Phone #	114086508
Email :	AARAHIANI@SE.COM.SA
Signature :	

CONTRACTOR PERSONNEL TIMESHEET

Sector	ITC	Org. Code Title		Contract No.	4400015677	Serv.Order #	
Department	IT Systems Operation Department	Org. Code Number		Contract Title	ITC MANPOWER CONTRACT		
Oper. Area		Cost Object No.		Contractor Name	SAUDI BUSINESS MACHINES LIMITED (SBM)		
Vacation Days	30	Vacation Approved	12	Vacation Quota Balance	18		

Contractor's Employee		Item /Job Code No.	Job Title	Type	Month : MARCH												Year : 2022												Total Hours				
ID Number	Name				1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29
Kokulu Prabhakar Rao	Kokulu Prabhakar Rao	963	Senior Project Manager	Regular																													0
				Offshore	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	V	V	V	V	V	V	V	V	V	V	8	8	120
				Overtime																												0	
				Totals	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	0	0	0	0	0	0	0	0	8	8	120

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 :	Prabhakar Rao Kokulu
Title :	Sr. Project Manager
Badge #	
Division:	
Department:	IT Systems Operation Department
Phone #	0091-9515711702
Email :	prkokulu@se.com.sa
Signature :	

Company Approval	
Name :	Abdullah S Al-Shahrani
Title :	Dep. Manager, Utility & Smart Solutions
Badge #	64858
Division:	
Department:	Dep. Manager, Utility & Smart Solutions
Phone #	966118079800
Email :	AShahrani@se.com.sa
Signature :	

Application for ANNUAL VACATION / TRAVEL REQUEST Form

Date of Preparation:	23-06-2022	Service Order No.:	
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED	Contract No.:	4400015677

Personnel Information

Employee Name:	Kokolu Prabhakar Rao	Emp. Badge No.:	
Nationality:	Indian	Phone# in KSA:	
Phone# Out KSA:	0091-9515711702	E-mail:	prkokolu@se.com.sa
Division Name:	Operating Systems Support Division	Department Name:	IT Systems Operation Department

Vacation Information

Vacation Days Credit	30	Requested No. of Days (Vacation)	10
Vacation Leave Without Pay	0	Balance (Leave Credit)	20
TOTALS Vacation Days		10	
Last Approved Vacation Start Date:		Return Date From Last Approved Vacation:	
Vacation Start Date :	17-03-2022	Vacation Finish Date :	28-03-2022
Last Day of Work :	16-03-2022	Return To Work Date:	29-03-2022

Travel Information

Travel FROM:	India, HYD	Travel TO:	India, VNR
Departure Date :	17/03/2022	Return Date :	28/03/2022
Airline Company:		Ticket Price (SR):	0.00

NOTE: An Economic Class Traveling Ticket As Per SEC COMPANY Actual Announced price. (Check The Ticket Price First Before Manager Approve)
Attach A Copy of The Travel Agency /Airlines Bill.
The Ticket Will Be Paid One Time In A Year

Reason For Travel :
cousins son's Marriage

Employee Signature

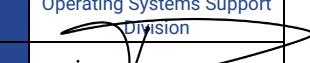
Signature



Date

23-06-2022

Division Manager

Name	Mohammed Ali Almania
Badge#	81954
Division	Operating Systems Support Division
Signature	
Date	23-06-2022

Department Manager

Name	Abdullah S. -Shahrani
Badge#	64858
Department	Utility & Smart Solutions
Signature	
Date	23-06-2022

CONTRACTOR PERSONNEL TIMESHEET

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

Contractor's Employee		Item /Job Code No.	Job Title	Type	Month : March												Year : 2022												Total Hours			
ID Number	Name				1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28
2187929803	Muhammad Nasir Muhammad Mansha	1040	Network Engineer	Regular	8	8	8	x	x	8	8	8	8	8	x	x	8	8	8	8	8	x	x	8	x	v	v	v	v	v	v	120
				Offshore																											0	
				Overtime																											0	
				Totals	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	0	0	0	0	0	120	

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 :	Muhammad Nasir Muhammad Mansha
Title :	Network Engineer
Badge #	2187929803
Division:	ITC Network Operation Division
Department:	ITC Network Operation Department
Phone #	507962896
Email :	mnasir@se.com.sa
Signature :	

Company Approval	
Name :	Fares B. Al-Shatry
Title :	Division Manager
Badge #	60458
Division:	ITC Network Operation Division
Department:	ITC Network Operation Department
Phone #	114086115
Email :	faresb@se.com.sa
Signature :	

Application for ANNUAL VACATION / TRAVEL REQUEST Form

Date of Preparation:	13/03/2022	Service Order No:	
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED	Contract No.:	4400015677

Personnel Information

Employee Name:	Muhammad Nasir Muhammad Mansha	Emp. Badge No.:	2187929803
Nationality:	Pakistan	Phone# in KSA:	00966507962896
Phone# Out KSA:	00923006496668	E-mail:	mnasir@se.com.sa
Division Name:	ITC Network Operation Division	Department Name:	ITC Network Operation Department

Vacation Information

Vacation Days Credit	30	Requested No. of Days (Vacation)	30
Vacation Leave Without Pay	0	Balance (Leave Credit)	0
TOTALS Vacation Days		30	
Last Approved Vacation Start Date:		Return Date From Last Approved Vacation:	
Vacation Start Date :	20/03/2022	Vacation Finish Date :	21/04/2022
Last Day of Work :	17/03/2022	Return To Work Date:	24/04/2022

Travel Information

Travel FROM:	ABHA	Travel TO:	LAHORE
Departure Date :	20/03/2022	Return Date :	21/04/2022
Airline Company:	SAUDIA Airlines	Ticket Price (SR):	1,800.00
NOTE:	An Economic Class Traveling Ticket As Per SEC COMPANY Actual Announced price. <i>(Check The Ticket Price First Before Manager Approve)</i> Attach A Copy of The Travel Agency /Airlines Bill. The Ticket Will Be Paid One Time In A Year		

Reason For Travel :-

Annual Vocation - Since 4 years I did't travelled and did't see my family(Because of COVID restrictions & work responsibilities (NO replacement).

Employee Signature

Signature

Date

13/03/2022

Team Leader

Name	Rayan M. Al-Sabhan
Badge#	1097095788
Division	TC Network Operation Division
Signature	
Date	13/3/2022

Division Manager

Name	Fares B. Al-Shatry
Badge#	60458
Department	ITC Network Operation Division
Signature	
Date	14 - 03 - 2021

CONTRACTOR PERSONNEL TIMESHEET

Sector	IT and Communications	Org. Code Title	ITC Services Department	Contract No.	4400015677	Serv.Order #	
Department	IT Services Department	Org. Code Number	6021001	Contract Title	ITC MANPOWER CONTRACT		
Oper. Area	Western	Cost Object No.	606021001	Contractor Name	SAUDI BUSINESS MACHINES LIMITED (SBM)		
Vacation Days	30	Vacation Approved	0	Vacation Quota Balance			

Contractor's Employee		Item /Job Code No.	Job Title	Type	Month : March												Year : 2022												Total Hours			
					3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28
2349300752	Mohammed A. Alnsour	925	Chief Architect	Regular	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	X	X	8	8	8	8	184
				Offshore																											0	
				Overtime																											0	
				Totals	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	184	

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 :	Mohammed AbdelHamed ALNSOUR
Title :	Chief Architect
Badge #	2349300752
Division:	IT Service Governance and Development Group
Department:	IT Services Department
Phone #	126537593
Email :	nsour@se.com.sa
Signature :	

Company Approval	
Name :	Mohammed A. AlSalmi
Title :	Division Manager
Badge #	85472
Division:	Assets Change Management Division
Department:	Operations Excellence & Resilience mgt. Department
Phone #	126538657
Email :	masalmi@se.com.sa
Signature :	



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 : March												Year :	2022												Total Hours		
ID Number	Name				3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28
2227441793	Mustafa Mamdouh Alshaikh	1007	Engineering Aide B	Regular	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	184
				Offshore																												0
				Overtime		1		2	2		1		1		2	2		1			2	2		1		1	2	2				22
				Totals	8	9	8	2	2	8	9	8	9	8	2	2	8	9	8	8	8	2	2	8	9	8	8	9	2	2	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).

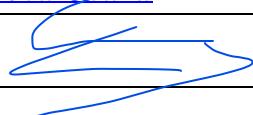
Filling Instructions

■ 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 :	Mustafa Mamdouh Alshaikh
Title :	Engineering Aide B
Badge #	2227441793
Division:	ITC Department
Department:	ITC Services
Phone #	47364
Email :	Mshaikh32@se.com.sa
Signature :	

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

SCHEDULE C

Exhibit - I

Contract No. 44000-----
RFX No. _____



CONTRACTOR PERSONNEL TIMESHEET

Sector	ITC	Org. Code Title		Contract No.	4400015677	Serv.Order #	
Department		Org. Code Number		Contract Title	ITC MANPOWER CONTRACT		
Oper. Area		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 :		MARCH										Year :		2022										Total Hours			
ID Number	Name				3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28
2264099819	Saheb Ali Zuber Syed	1006	Engineering Aide A	Regular	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	184
				Offshore																											0	
				Overtime																											6	
				Totals	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	11	0	3	8	8	8	8	0	0	8	8	190

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 :	Anas S. Al Ateeq
Title :	ITC Services Hail
Badge #	76658
Division:	ITC Services
Department:	ITC Services Department
Phone #	85777
Email :	ASAlAteeq@se.com.sa
Signature :	

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



CONTRACTOR PERSONNEL TIMESHEET

Sector	IT and Communications	Org. Code Title	ITC Services Department	Contract No.	4400015677	Serv.Order #	
Department	IT Services Department	Org. Code Number	6021001	Contract Title	ITC MANPOWER CONTRACT		
Oper. Area	Western	Cost Object No.	606021001	Contractor Name	SAUDI BUSINESS MACHINES LIMITED (SBM)		
Vacation Days	30	Vacation Approved	0	Vacation Quota Balance			

Contractor's Employee		Item /Job Code No.	Job Title	Type	Month :	March												Year :	2022												Total Hours	
ID Number	Name				3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28
2338858794	Shahid Zahoor	927	Applications Architect	Regular	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	184
				Offshore																											0	
				Overtime																											0	
				Totals	8	8	8	0	0	8	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	184

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 :	Shahid Zahoor
Title :	Applications Architect
Badge #	2338858794
Division:	IT Service Governance and Development Group
Department:	IT Services Department
Phone #	126537547
Email :	sszahoor@se.com.sa
Signature :	

Company Approval	
Name :	Mohammed A. AlSalmi
Title :	Division Manager
Badge #	85472
Division:	Assets Change Management Division
Department:	Operations Excellence & Resilience mgt. Department
Phone #	126538657
Email :	masalmi@se.com.sa
Signature :	

Contract No. 44000-----
RFX No. _____



CONTRACTOR PERSONNEL TIMESHEET

Sector	ITC	Org. Code Title		Contract No.	4400015677	Serv.Order #	
Department		Org. Code Number		Contract Title	ITC MANPOWER CONTRACT		
Oper. Area		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 :	MARCH												Year :	2022												Total Hours		
						1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28
2169427230	Syed I. Zabih	1007	Engineering Aide B	Regular	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	184
				Offshore																											0		
				Overtime																											0		
				Totals	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	184	

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 :	SYED ISMAIL ZABHI
Title :	ENGINEERING AIDE B
Badge #	1007
Division:	ITC Services
Department:	ITC Services Department
Phone #	050 2389 785
Email :	syed989ive@gmail.com
Signature :	

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