

## 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	7	Vacation Quota Balance	23		

Contractor's Employee		Item / Job Code No.	Job Title	Type	Month :		May												Year :		2022												Total Hours	
					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
2003882137	Abdul hamed I. El-topiy	1049	IT Infrastructure Operations and Mainte	Regular	H	H	H	H	H	XX	XX	V	V	V	V	V	V	V	V	8	8	8	8	XX	XX	8	8	8	XX	XX	8	8	8	104
				Offshore																												0		
				Overtime																												0		
				Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	8	0	0	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 :	Abdul Hamed Ismael Eltopiy
Title :	IT Infrastructure Operations and Maintenance
Badge #	
Division:	
Department:	IT C Network Operations Department
Phone #	0114086619 -- 0509574550
Email :	AITopiy@se.com.sa
Signature :	

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



### Application for ANNUAL VACATION / TRAVEL REQUEST Form

Date of Preparation:	14/4/2022	Service Order No.:	
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED	Contract No.:	4400015677

#### Personnel Information

Employee Name:	Abdul Hamed Ismael Eltopjy	Emp. Badge No.:	2003882137
Nationality:	Egypt	Phone# in KSA:	966509574550
Phone# Out KSA:	00201005868147	E-mail:	<a href="mailto:2003882137@se.com.sa">2003882137@se.com.sa</a>
Division Name:	Technical Support Group	Department Name:	I T C Network Operations Department

#### Vacation Information

Vacation Days Credit	30	Requested No. of Days (Vacation)	7
Vacation Leave Without Pay	0	Balance (Leave Credit)	23
<b>TOTALS Vacation Days</b>		<b>7</b>	
Last Approved Vacation Start Date:		Return Date From Last Approved Vacation:	
Vacation Start Date :	8/5/2022	Vacation Finish Date :	14/5/2022
Last Day of Work :	28/4/2022	Return To Work Date:	15/5/2022

#### Travel Information

Travel FROM:	Riyadh	Travel TO:	Cairo
Departure Date :	28/4/2022	Return Date :	15/5/2022
Airline Company:	SAUDIA Airlines	Ticket Price (SR):	

**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 :

One week Vocation with my family in Egypt

Employee Signature

Signature

Date

14-4-2022

#### Division Manager

Name	Emad I. Al-Abdullah
Badge#	46808
Division	Technical Support Group
Signature	
Date	14-04-2022

#### Department Manager

Name	Salem M. Alghtany
Badge#	52817
Department	I T C Network Operations Department
Signature	
Date	

### CONTRACTOR PERSONNEL TIMESHEET

Sector	ITC	Org. Code Title		Contract No.	4400015677	Serv.Order #	
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		

Contractor's Employee		Item / Job Code No.	Job Title	Type	Month :		May										Year :		2022										Total Hours				
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
1017793090 800307	Ahmad A. Faloudah	786	Project Manager I	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	X	X	8	8	144
				Offshore	0	0	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
				Overtime																												0	
				Totals	0	0	0	0	0	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	144

#### 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 :	

## SCHEDULE C

Exhibit - I

Contract No.

4400015677

RFX No.

## 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 :		May												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	H	H	H	H	H	X	X	V	V	V	V	8	X	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	112
				Offshore																													0	
				Overtime																													0	
				Totals	H	H	H	H	H	X	X	V	V	V	V	8	X	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	112	

## 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 :	<a href="mailto:GSNaser@se.com.sa">GSNaser@se.com.sa</a>
Signature :	 GSN

Company Approval	
Name :	Abdullah M. Al-Talhah
Title :	Division Manager
Badge #	67825
Division:	Execution Division
Department:	Planning & Project Department
Phone #	03-8586262
Email :	<a href="mailto:AMTALHAH@se.com.sa">AMTALHAH@se.com.sa</a>
Signature :	

### Application for ANNUAL VACATION / TRAVEL REQUEST Form

Date of Preparation:	20-04-22	Service Order No.:	
Contractor Name:	SBM	Contract No.:	4400015677

#### Personnel Information

Employee Name:	Ghandi S. Naser	Emp. Badge No.:	606
Nationality:	Jordan	Phone# in KSA:	0545249321
Phone# Out KSA:	00962797968581	E-mail:	gsnaser@se.com.sa
Division Name:	Projects Execution	Department Name:	Planning & projects

#### Vacation Information

Vacation Days Credit	30	Requested No. of Days (Vacation)	11
Vacation Leave Without Pay	0	Balance (Leave Credit)	19
<b>TOTALS Vacation Days</b>		<b>11</b>	
Last Approved Vacation Start Date:		Return Date From Last Approved Vacation:	
Vacation Start Date :	25-04-22	Vacation Finish Date :	14-05-22
Last Day of Work :	24-04-22	Return To Work Date:	15-05-22

#### Travel Information

Travel FROM:	Dammam	Travel TO:	Jordan
Departure Date :		Return Date :	
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 :**

Regular Vacation.

.....

#### Employee Signature

Signature



Date

20-04-22

#### Division Manager

Name	Rayan A. Faloudah
------	-------------------

Badge#	81942
Division	Manager, ITC / PXD
Signature	
Date	20-04-22

Exhibit - Vacation

## 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 :		May										Year :		2022										Total Hours				
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
2331182788	HANI MOHAMMED AHMED WAHBAH	1054	Database Administrator	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	X	X	8	8	144
				Offshore																												0	
				Overtime															3	3												13	
				Totals	0	0	0	0	0	0	0	0	8	8	8	11	11	0	0	8	8	8	8	4	3	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 :	Hani Mohammed Ahmed Wawbah
Title :	Database Administrator
Badge #	2331182788
Division:	Communication Division
Department:	ITCNWOD
Phone #	114086403
Email :	HMWahbah@se.com.sa
Signature :	

Company Approval	
Name :	Fares B Al-shatry
Title :	Division Manager
Badge #	60458
Division:	Communication Division
Department:	ITCNWOD
Phone #	114086115
Email :	faresb@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	10	Vacation Quota Balance	20		

Contractor's Employee		Item / Job Code No.	Job Title	Type	Month :		MAY										Year :		2022										Total Hours					
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
	Kokulu Prabhakar Rao	963	Senior Project Manager	Regular																												0		
				Offshore	H	H	H	H	H	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	144
				Overtime																												0		
				Totals	0	0	0	0	0	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	144

### 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 :	Mohammed Ali Al-Mana
Title :	Operating Systems Support Division Manager
Badge #	81954
Division:	Operating Systems Support Division
Department:	Utility & Smart Solutions
Phone #	172319633
Email :	maaseeri3@se.com.sa
Signature :	

## 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	0	Vacation Approved	0	Vacation Quota Balance	0		

Contractor's Employee		Item /Job Code No.	Job Title	Type	Month :		March												Year :		2022												Total Hours
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
2187929803	Muhammad Nasir Muhammad Mansha	1040	Network Engineer	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	X	X	8	8	144
				Offshore																											0		
				Overtime																											0		
				Totals	0	0	0	0	0	0	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	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).

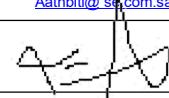
### Filling Instructions

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 :	Muhammad Nasir Muhammad Mansha
Title :	Network Engineer
Badge #	2187929803
Division:	ITC Network Operation Division
Department:	ITC Network Operation Department
Phone #	507962896
Email :	<a href="mailto:mnasir@se.com.sa">mnasir@se.com.sa</a>
Signature :	

Company Approval	
Name :	Ahmad Al-Thobaiti
Title :	Division Manager(A)
Badge #	92914
Division:	ITC Network Operation Division
Department:	ITC Network Operation Department
Phone #	126537702
Email :	<a href="mailto:Aathbiti@se.com.sa">Aathbiti@se.com.sa</a>
Signature :	

## CONTRACTOR PERSONNEL TIMESHEET

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

Contractor's Employee		Item /Job Code No.	Job Title	Type	Month :		May												Year :		2022												Total Hours
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
2349300752	Mohammed AbdelHamed AINSOUR	927	Chief Architect	Regular	H	H	H	H	H	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	X	X	8	8	144
				Offshore														4						4	4								20
				Overtime																												0	
				Totals	0	0	0	0	0	0	0	0	8	8	8	8	8	0	4	8	8	8	8	8	4	4	8	8	8	4	4	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 :	Mohammed AbdelHamed AINSOUR
Title :	Chief Architect
Badge #	2349300752
Division:	IT Service Governance and Development Group
Department:	IT Services Department
Phone #	126537593
Email :	<a href="mailto:nsour@se.com.sa">nsour@se.com.sa</a>
Signature :	

Company Approval	
Name :	Mohammed A. AlSalmi
Title :	Division Manager
Badge #	85472
Division:	Assets Change Management Division
Department:	Operations Excellence & Resilience mgmt. Department
Phone #	126538657
Email :	<a href="mailto:masalmi@se.com.sa">masalmi@se.com.sa</a>
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 :		May												Year :		2022												Total Hours
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
2227441793	Mustafa Mamdouh Alshaikh	1007	Engineering Aide B	Regular	H	H	H	H	H	X	X	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	144
				Offshore																												0	
				Overtime																												0	
				Totals	0	0	0	0	0	0	0	0	8	8	8	8	0	0	8	8	8	8	8	0	0	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 :	Mustafa Mamdouh Alshaikh
Title :	Engineering Aide B
Badge #	2227441793
Division:	ITC Department
Department:	ITC Services
Phone #	47364
Email :	<a href="mailto:Mshaikh32@se.com.sa">Mshaikh32@se.com.sa</a>
Signature :	

Company Approval	
Name :	Mubarak F. Alshaibani
Title :	ITC Services Daepartment Manegeer
Badge #	60467
Division:	ITC Services Daepartment
Department:	ITC Services
Phone #	79461
Email :	<a href="mailto:MFShaibani@se.com.sa">MFShaibani@se.com.sa</a>
Signature :	

## 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 :		MAY										Year :		2022										Total Hours				
					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
2264099819	Saheb Ali Zuber Syed	1006	Engineering Aide A	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	X	X	8	8	144
				Offshore																												0	
				Overtime																												0	
				Totals	0	0	0	0	0	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	144

### 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 :	Saheb Ali Zuber Syed
Title :	Engineer Aide A
Badge #	2264099819
Division:	ITC - Services COA
Department:	ITC -Services Dept.
Phone #	598315364
Email :	Sazuber@se.com.sa
Signature :	

Company Approval	
Name :	Mubarak F. Al-Shaibani
Title :	ITC Services COA Division Manager
Badge #	60467
Division:	ITC - Services COA
Department:	ITC -Services Dept.
Phone #	76461
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 :		May										Year :		2022										Total Hours				
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
2338858794	Shahid Zahoor	927	Applications Architect	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	X	X	8	8	144
				Offshore																											0		
				Overtime																											0		
				Totals	0	0	0	0	0	0	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	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 :	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 :	

**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 Hours
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
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	X	X	8	8	144
				Offshore																											0		
				Overtime																											0		
				Totals	0	0	0	0	0	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	144

**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 :	Syad@89we@gmail.com
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 :	

## CONTRACTOR PERSONNEL TIMESHEET



Sector	ITC	Org. Code Title		Contract No.	4400015677	Serv.Order #	
Department	General Services	Org. Code Number		Contract Title			
Oper. Area	COA	Cost Object No.		Contractor Name	Saudi Business Machines Limited		
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 Hours
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
2036640148	Abdullah Munir Nasser		Business Development Analyst	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	X	X	8	8	144		
				Offshore																												0			
				Overtime																												0			
				Totals	8	8	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	144		

## 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 :	Abdullah M. Nasser
Title :	Business Development Analyst
Badge #	2036640148
Division:	ITDT
Department:	Hybrid Automation
Phone #	138585042
Email :	AMNasser2@se.com.sa
Signature :	

Company Approval	
Name :	Ahmed A. Al Saggaf
Title :	Sr Application Development Analyst
Badge #	85474
Division:	ITDT
Department:	Hybrid Automation Manager
Phone #	126538623
Email :	AaSaggaf@se.com.sa
Signature :	