

**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 : |     | January |     |     |     |     |     |     |      |      |      |      |      |      |      | 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 | 1/30 | 1/31 |     |  |             |
| 2003882137            | Abdul hamed I. El-topjy | 1049               | IT Infrastructure Operations and Mainte | Regular  | X       | 8   | 8       | 8   | 8   | 8   | XX  | XX  | 8   | 8    | 8    | 8    | XX   | XX   | 8    | 8    | 8      | 8    | 8    | XX   | XX   | 8    | 8    | 8    | 8    | 8    | XX   | XX   | 8    | 8    | 176  |     |  |             |
|                       |                         |                    |   | Offshore |         |     |         |     |     |     |     |     |     |      |      | 8    | 8    |      |      |      |        |      |      |      |      |      |      |      |      |      |      |      |      |      | 0    |     |  |             |
|                       |                         |                    |   | Overtime |         |     |         |     |     |     |     |     |     |      |      |      |      |      |      |      |        |      |      |      |      |      |      |      |      |      |      |      |      |      |      | 0   |  |             |
|                       |                         |                    |   | Totals   | 0       | 8   | 8       | 8   | 8   | 8   | 0   | 0   | 8   | 8    | 8    | 8    | 8    | 0    | 0    | 8    | 8      | 8    | 8    | 8    | 0    | 0    | 8    | 8    | 8    | 8    | 8    | 0    | 0    | 8    | 8    | 176 |  |             |

**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 :               | Altopyj@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 :      |   |