

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
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	8	XX	XX	8	8	8	8	XX	XX	8	8	8	XX	XX	8	8	176
				Offshore																												0	
				Overtime																												0	
				Totals	0	8	8	8	8	8	8	0	0	8	8	8	8	8	0	0	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 Eltopjy
Title :	IT Infrastructure Operations and Maintenance
Badge #	
Division:	
Department:	ITC Network Operations Department
Phone #	0114086619 -- 0509574550
Email :	AITopjy@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	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 : January												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	1/29	1/30
1017793090 800307	Ahmad A. Faloudah	786	Project Manager I	Regular	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	X	X	8	8	176
				Offshore	X						X	X						X	X					X	X					X	X	0		
				Overtime	X	2	2		1		X	X		1				X	X					X	X					X	X	6		
				Totals	0	10	10	8	9	8	0	0	8	9	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	182

NOTES:

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Filling Instructions

Fill in Actual Working Hours only.

Highlight Weekends - Holidays - Saudi National Day.

Symbol	Represent
X	Weekends
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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 :	



ITC / ERP Manpower OVERTIME - Pre Approval Form

Date of Request :	02/01/2022	
Contract Number	4400015677	
Contractor Employee Name:	Ahmad A. Faloudah	
Contractor Name:	Saudi Business Machines Ltd "SBM"	
Estimated Time Request & Dates:	02 Hours 02/01/2022 - 02 Hours 03/01/2022 - Hours 05/01/2022 - 01 Hours 10/01/2022 -	01
Total No. of Hours Requested:	6	
Method of Compensation:	<input checked="" type="checkbox"/> Paid Overtime	

Task To be Completed

- 1- Prepare reports of Division
- 2- Follow up projects and Invoices payment with Team
- 3-
- 4-
- 5-

Reason / Justification

(Leave blank)

NOTE:

This Overtime Pre Approval Form must be filled-out and approved before working overtime.

The Authorized Approver as per approved OT matrix in ITC.

The Form is to be Approved by Division Manager or Above.

Authorized Manager:

Division Manager	
Name	Abdullah M. Al-Talhah
Badge#	
Division	Manger, Project Execution
Signature	
Date	

Department Manager	
Name	
Badge#	
Department	
Signature	
Date	



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 :		January													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	31
2021098138	Ghandi S. Naser	964	Project Manager I	Regular	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	8	176			
				Offshore																												0			
				Overtime																												0			
				Totals	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	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 :	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 :		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
2331182788	HANI MOHAMMED AHMED WAHBAH	1054	Database Administrator	Regular	X	8	8	8	8	8	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8	8	176		
				Offshore																												0			
				Overtime																											3	3	4	4	14
				Totals	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	11	11	0	0	12	12	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 :	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 :	

ITC / ERP Manpower OVERTIME - Pre Approval Form

Date of Request :	From 01 / 01 / 2022 To 31 / 01 / 2022
Contract Number	4400015677
Contractor Employee Name:	HANI MOHAMMED AHMED WAHBAH
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED (SBM)
Estimated Time Request & Dates:	(3) Hours 26/01/2022 - (3) Hours 27/01/2022 - (4) Hours 30/01/2022 - (4) Hours 31/01/2022 -
Total No. of Hours Requested:	14 HOURS
Method of Compensation:	<input checked="" type="checkbox"/> Paid Overtime

Task To be Completed

- 1- Auditing and reviewing the invoices that were delivered late from the Saudi Telecom Company for the month of December 2021.
- 2- Preparing a compliance report for the invoices received from the Saudi Telecom Company during the past six months (July 2021 to December 2021) to determine what has already been paid and is reflected in the last invoice.

Reason / Justification

As mentioned above

NOTE:

This Overtime Pre Approval Form must be filled-out and approved before working overtime.

The Authorized Approver as per approved OT matrix in ITC.

The Form is to be Approved by Division Manager or Above.

Authorized Manager:

Division Manager	
Name	Ahmed A. Al-Rahiani
Badge#	78421
Division	Communication Division
Signature	
Date	14/03/2022

Department Manager	
Name	SALEM M. ALGHANY
Badge#	52817
Department	ITC Network Operations Department
Signature	
Date	14/03/2022



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	0	Vacation Quota Balance	30		

Contractor's Employee		Item /Job Code No.	Job Title	Type	Month :												Year :												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
Kokulu Prabhakar Rao		963	Senior Project Manager	Regular																													0		
				Offshore																8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	88
				Overtime																													0		
				Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	88

NOTES:

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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 :	

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	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
2187929803	Muhammad Nasir Muhammad Mansha	1040	Network Engineer	Regular	x	8	8	8	8	8	x	x	8	8	8	8	x	x	8	8	8	8	8	x	x	8	8	8	8	x	x	8	8	176
				Offshore																												0		
				Overtime																												0		
				Totals	0	8	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8

NOTES:

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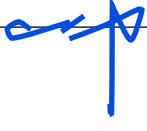
Filling Instructions

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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 :	

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 : January												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	1/29	1/30
2349300752	Mohammed A. Alnsour	925	Chief Architect	Regular	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	176
				Offshore																												0		
				Overtime																												0		
				Totals	0	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	176

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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 :	

SCHEDULE C

Exhibit - I

Contract No. 44000-----
 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 :		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
2227441793	Mustafa Mamdouh Alshaikh	1007	Engineering Aide B	Regular	X	8	8	8	8	8	X	X	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	X	X	8	8	176
				Offshore																												0	
				Overtime	1	1			2	2			1	1	2	2			1	2	2		1		2	2		1		1	1	20	
				Totals	0	9	8	9	8	8	2	2	8	8	9	8	9	2	2	8	8	8	9	8	2	2	8	8	9	8	1	0	196

NOTES:

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Symbol	Represent
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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 #	5020
Division:	ITC Services Department
Department:	ITC Services
Phone #	47364
Email :	Mshaikh32@se.com.sa
Signature :	

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

SCHEDULE C

Exhibit - I

Contract No. 44000-----
 RFX No. _____
 الشركة السعودية للكهرباء
 Saudi Electricity Company
 Diligently Serving You

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 :		JANUARY												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	1/29
2264099819	Saheb Ali Zuber Syed	1006	Engineering Aide A	Regular	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	8	8	176		
				Offshore																											0		
				Overtime				1		1												2				3	3	3			13		
				Totals	0	8	8	9	8	9	0	0	8	8	8	8	0	0	8	8	8	10	8	0	0	8	11	11	8	0	8	10	189

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.:	ASAteeq@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 :	

ITC / ERP Manpower OVERTIME - Pre Approval Form

Date of Request :	1/1/2022
Contract Number	4400015677
Contractor Employee Name:	Saheb Ali Zuber Syed
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED(SBM)
Estimated Time Request & Dates:	1 Hours 04/01/2022 - 1 Hours 06/01/2022 - 2 Hours 19/01/2022 - 3 Hours 24/01/2022 - 3 Hours 25/01/2022 - 3 Hours 26/01/2022
Total No. of Hours Requested:	13 Hours
Method of Compensation:	<input checked="" type="checkbox"/> Paid Overtime

Task To be Completed

- 1- Work in IT & Communication Network Room.
- 2- Installed the STC Antenia in Admin Building.
- 3- All changed the IP Address in Admin Building.
- 4- All changed the IP Address in Billing Building.
- 5- All changed the IP Address in Smart Meter Project.

Reason / Justification

- 1- Work in IT & Communication Network Room.
- 2- Installed the STC Antenia in Admin Building.
- 3- All changed the IP Address in Admin Building.
- 4- All changed the IP Address in Billing Building.
- 5- All changed the IP Address in Smart Meter Project.

NOTE:

This Overtime Pre Approval Form must be filled-out and approved before working overtime.

The Authorized Approver as per approved OT matrix in ITC.

The Form is to be Approved by Division Manager or Above.

Authorized Manager:

Division Manager	
Name	Mubarak F. Al-Shaibani
Badge#	60467
Division	ITC Services
Signature	
Date	23/03/2022

Department Manager	
Name	
Badge#	
Department	
Signature	
Date	



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 :		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
2338858794	Shahid Zahoor	927	Applications Architect	Regular	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	176	
				Offshore																											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	0	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
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L	Leave Without Pay
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M	Marriage
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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. 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 :		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
2169427230	Syed I. Zabih	1007	Engineering Aide B	Regular	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	176	
				Offshore																											0		
				Overtime																											0		
				Totals	0	8	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	8	8	8	0	0	8	176	

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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 :	syed989wa@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 :	MFShabani@se.com.sa
Signature :	