

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
1 OF 12**CONTENT:**

*This instruction outlines the procedures to be followed for establishing contractor camps, offices, storage, waste disposal/treatment sites or laydown yards within Saudi Aramco reservations. The following items are covered in this G.I.:

1. PURPOSE OF THE INSTRUCTION
2. CONTRACTORS' PARKS DEFINITION
3. RESPONSIBILITIES OF INVOLVED PARTIES
4. APPLICANT DEFINITION
5. APPLICATION FORM
6. LOCATION DRAWING
7. APPROVAL AUTHORITIES
8. THE COMPLETED SITE APPLICATION
9. SITE RECOVERY

1.0 PURPOSE:

The primary purpose of this instruction is to ensure that:

- * 1.1 Company Reservation lands (onshore or offshore) are not used without prior approval of Projects Review & Coordination Division (PR&CD)/Government Affairs (GA), Facilities Planning Department (FPD), Environmental Protection Department (EPD) and other concerned departments.
- * 1.2 Site allocations are limited to contractors who have contractual agreements with the Company to provide them with sites. It should be noted that agreements that involve land assignment must be first coordinated with FPD and PR&CD.
- 1.3 Contractors' facilities are of temporary nature and are completely removed by the contractor at the end of the contract or its extension.
- 1.4 The assignment of lots within designated Contractor Parks is excluded from this G.I. However, the "Letter of Understanding" that will be provided by PR&CD to the Contractor Park Administrative Authority shall be completed per paragraph 7.4.
- 1.5 Contractors' facilities comply with all appropriate Saudi Aramco safety and environmental standards.

2.0 CONTRACTORS' PARKS DEFINITION

Designated areas located on Saudi Aramco controlled land for the use by the Company contractors and administered by local management.

3.0 RESPONSIBILITIES OF INVOLVED PARTIES:

- 3.1 The applicant (proponent) shall:
 - 3.1.1 Obtain all approvals mentioned in section 7 of this instruction.
 - 3.1.2 Submit design drawings, site plan, and specification of all facilities prior to installation for Loss Prevention, Environmental Protection, and Fire Protection Departments reviews to ensure compliance with applicable Saudi Aramco requirements.

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
2 OF12

- * 3.1.3 Notify (after the camp, office or storage site or lay down yard or waste disposal/treatment site has been installed and prior to occupancy) the Area Loss Prevention Superintendent, General Supervisor Environmental Engineering Division/EPD, Fire Marshal and General Supervisor, Workplace Environment Division/EPD at least two days in advance to inspect and verify that Saudi Aramco standards are being maintained.
- 3.1.4 Do not change the location designated on the approved drawing without applying for such a change, following the same procedure as for a new application.
- * 3.1.5 Ensure that the site is clear of debris and contaminants and is restored to the original condition upon completion of the project, to the satisfaction of the PR&CD/GA and (EED/EPD).
- 3.1.6 Advise PR&CD of any contract extension or termination ahead of time.
- 3.2 The Coordinator, Infrastructure Planning Division, Facilities Planning Department (IPD/FPD), shall review applications to determine whether the requested site would interfere with any existing or planned projects, and that the size of the proposed site is commensurate with project requirements. IPD/FPD shall suggest alternative sites if the proponent does not have one. Selected site(s) should be reviewed with IPD/FPD prior to proceeding with the approval cycle, and prior to making any contractual agreement
- 3.3 PR&CD shall:
 - 3.3.1 Ensure that the Company is committed to allocate a site to the contractor where available and feasible, and as per previous agreement with FPD and PR&CD.
 - 3.3.2 Review applications to ensure that the requested site falls within Saudi Aramco reservation, and not within a released or disputed area.
 - 3.3.3 Be responsible for "Letter of Understanding" with respect to all areas other than Contractor Parks.
 - 3.3.4 Be responsible for record keeping and required follow-up, including recovering the land from the user after it is no longer needed.
- 3.4 The Loss Prevention Superintendent shall concur with all installations after reviewing the safety related items described in the application and after the items have been modified to meet Saudi Aramco standards. A Loss Prevention representative shall inspect the facility after its completion to verify the adoption of the Loss Prevention Department's recommendations and provide suggestions based on final layout and construction.
- 3.5 Manager, Environmental Protection Department (EPD) shall approve all facilities with respect to the impact on the environment
- 3.6 The Area Fire Marshal shall approve all facilities after reviewing the fire protection related items described in the application and modifying them to meet Saudi Aramco standards, if necessary. He shall inspect the facilities after their completion to verify the adoption of his recommendations and provide suggestions based on final layout and construction.
- * 3.7 General Supervisor, Workplace Environment Division, EPD shall approve all facilities after reviewing the environmental health related items described in the application and modifying them to meet Saudi Aramco standards, if necessary. He shall inspect the facilities after their completion to verify the adoption of his recommendations and provide suggestions based on final layout and construction.

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
3 OF12

3.8 Operating Superintendent - The Operating Superintendent is defined as a Division Head over a facility or area. The concerned Superintendent shall:

3.8.1 Ensure that the procedure outlined in this instruction is followed before establishing the facility.

3.8.2 Approve or disapprove the physical location of the proposed site depending on whether it adversely affects the safety and/or access of the facility.

3.8.3 Keep a record of all active contractor sites in his area to be used in case of an emergency.

3.8.4 Periodically (preferable quarterly) inspect the facility to ensure that the contractor is complying with all applicable Saudi Aramco safety requirements.

3.0 APPLICANT DEFINITION:

Saudi Aramco proponent department Managers must apply for sites on behalf of their contractors.

- * Government Sites – PR&CD, Government Affairs, is responsible for securing Company approval to locate sites within reservation required by Government contractors. This task is the responsibility of the Coordinator, PR&CD. The purpose of this responsibility is to avoid conflict with other Company operations and to provide maximum safety to the site occupants in the event of pipeline breaks, and hydrocarbon or hydrogen sulfide releases. PR&CD shall consult with FPD, LPD, and EED/P&CSD to pass on their advice to the Government Authorities to preclude conflict with Company operational needs and exposure to potential safety and health hazards.

5.0 APPLICATION FORM:

The attached "Contractor Site Allotment Form" (Supplement 2.718-1) must be submitted duly completed and signed by the proponent Department Manager. Prior to preparation and submittal of the Site Allotment Form, the site / land area requested has been surveyed and identified marked in the field for easy verification during the field review.

Key to Allotment Form - The numbers explained below correspond to the numbers on the Allotment Form:

- | | | |
|-------|-------|--|
| I | 2 & 3 | This information is required to establish contact whenever necessary. |
| II | 2 | This information is required to identify the site. |
| III | 3 | Describe the equipment size and load. If locally generated, show line breaker, power line and clearance, if connected with Saudi Aramco system. |
| III | 4 | Describe water supply. |
| * III | 5 | Describe provision for sewage and solid waste disposal including identification of specific designated waste disposal sites that will be used. It is not sufficient to indicate "approved dumping area". |
| III | 6 | Supply all information necessary for emergency contact such as radio frequency, type of equipment, telephone, if any, and so on. |
| III | 7 | Describe fire protection equipment, e.g., firewater system and portable fire extinguishers. |
| III | 8 | Describe food service facilities for workers at site. |
| III | 9 | Describe where and how workers are housed |

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
4 OF12**6.0 LOCATION DRAWING:**

Final drawings (not preliminary drawings) to scale shall be provided. A minimum of one drawing or sketch must accompany the Contractor Site Allotment Form showing:

- 6.1 UTM coordinates.
- 6.2 Site location to scale.
- 6.3 Total area in square meters.
- 6.4 All water, oil and gas piping within 500 meters from perimeter of the proposed site (outside of plant area). The requirement is based on Saudi Aramco Engineering Standard B-55, which specifies minimum space requirements between facilities.
- 6.5 Powerlines and overhead clearance.
- 6.6 Structures being erected by the contractor.
- 6.7 Sewage disposal location and means.
- 6.8 Other pertinent details, as necessary.

7.0 APPROVAL AUTHORITIES:

7.1 Contractor Site Allotment Form should be approved in the following order:

- 7.1.1 Proponent Department Manager
- 7.1.2 Coordinator, IPD/FPD for initial approval prior to proceeding with the approval cycle; then, for final approval after completing the approval cycle.
- 7.1.3 PR&CD
- 7.1.4 Area Loss Prevention Superintendent
- 7.1.5 Area Fire Marshal
- * 7.1.6 General Supervisor, Workplace Environment Division /EPD
- 7.1.7 Operating Superintendent
- 7.1.8 Manager EPD
- 7.1.9 Chairman, Area Planning Committee, as advised by IPD/FPD

7.2 Clearances for routes to the site for pipelines, powerlines, roads, etc., must be obtained from:

- 7.2.1 Coordinator, IPD/ FPD, as per G.I. 2.716, Land Use Permit Review Procedure.
- 7.2.2 Coordinator, PR&CD, who shall obtain Government or private agency approval whenever necessary.

* 7.3 After signing of the Contractor Site Allotment, two copies of the "Letter of Understanding" (prepared by PR&CD/GA) must be signed in Arabic and English by (a) the contractor or his legal representative agreeing to its terms and conditions and (b) the Coordinator, PR&CD, on behalf of the Company. The Coordinator, PR&CD, shall retain the original and the contractor shall retain the copy.

7.4 For Contractor Parks, the Contractor Park Administrative Authority shall sign on behalf of the Company the "Letter of Understanding ", both English and Arabic, retaining the originals and giving the contractor the copies. A copy of the signed "Letter of Understanding ", both English and Arabic, should be sent to the Coordinator, PR&CD, for his file and further action whenever necessary (see 9.2 and 9.4, below).

8.0 THE COMPLETED SITE APPLICATION:

A clear legible copy of the completed site application shall be sent by the applicant to all signatories.

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
5 OF12**9.0 SITE RECOVERY:**

- * 9.1 Prior to the termination of a particular contract or its extension (if any) for which the site was made available to the contractor, the proponent shall be given 60 days written notice by the Coordinator, PR&CD to have the contractor remove all equipment, material, debris and contaminants from the area. The contractor shall restore the site to its original condition to the satisfaction of PR&CD/GA and EPD.
- 9.2 The Contractor Parks' Administrative Authority who signs the "Letter of Understanding " for the site(s) within Contractor Parks should ensure that the site has been vacated and restored to its original condition at the termination of the contract or its extension(s). If the contractor fails to fulfill his obligations, the Administrative Authority shall inform the Coordinator, PR&CD in writing to take the necessary action within 30 days after the termination of the contract or its extension.
- * 9.3 Materials, Services and Payables Accounting Department, upon receiving notice from the Coordinator, PR&CD/Government Affairs shall withhold the contractor's entitlements including the final payment until MS&PAD receives a written notification from the Coordinator, PR&CD stating that the site has been cleared and payments can be released to the contractor.
 - 9.3.1 The proponent shall inform the Coordinator, PR&CD, in writing about the contract termination/extension (s) one month in advance.
 - 9.3.2 The Coordinator, PR&CD, shall inform the Contracting Department in writing in the event that the contractor has not fulfilled the obligations outlined in 9.1 and 9.2, as well as the "Letter of Understanding."
- 9.4 In the event that the contractor fails to fulfill the obligations mentioned in 9.1 and 9.2, as well as the "Letter of Understanding," the Coordinator of PR&CD, in coordination with the concerned Manager/Deputy Manager - Saudi Aramco Affairs, shall involve the proper authority to evict the contractor.

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
6 OF 12

LUP No. _____

GENERAL INSTRUCTION MANUAL**Contractor Site Allotment Form**

Instruction No. 2.718-1

I General Information:

1. Name of Saudi Aramco Department _____
or Contract Proponent _____
and Telephone Number _____
(Spell out – No abbreviations)
2. Name of Contractor and home/
Office Address and Telephone _____
Number in Saudi Arabia _____
Telephone: Office: _____ Home: _____
3. Name of Camp/Office/Storage Supervisor _____ Telephone: _____
4. Usage: _____
Camp: _____ Office: _____ Storage/Lay down Yard: _____
5. Work to be done under: _____
Contract No. _____ Work/Job Order No. _____
6. Expected Duration: _____
From: _____ To: _____

II Location (UTM Coordinates)

1. 1. N _____ 2. N _____ 3. N _____ 4. N _____
1. E _____ 2. E _____ 3. E _____ 4. E _____
2. Nearest Plant (GOSP, WIP, any Saudi Aramco Facility) _____
_____ and distance _____
3. Attached drawing, sketch or aerial photo No. _____ Date: _____
4. Total area in square meters: _____

III Facilities (Attach extra sheets as necessary – see Instructions)

1. Number of Port-a-Camps or Trailers: _____ Max: _____ Min: _____
2. Number of Occupants: _____ Max: _____ Min: _____
3. Electrical Power Source: _____
4. Water Supply: _____
5. Sewage & Trash Disposal System: _____
6. Communications: _____
7. Fire Protection Equipment: _____
8. Food Services Facilities _____
9. Workers Housing _____

1. _____
Manager, Proponent Department
2. _____
Coordinator, FPD/IPD
3. _____
Coordinator, Projects Review & Coord. Division
4. _____
Supt., Loss Prevention, Area Concerned
5. _____
Fire Marshal, Area Concerned

6. _____
* General Supervisor, Workplace Environment Division
7. _____
Operating Superintendent
8. _____
Manager Environmental Protection Department
9. _____
Chairman, Area Planning Comm. as advised by FPD/IPD

* CHANGE ☒** ADDITION ☐NEW INSTRUCTION ☐COMPLETE REVISION ☐

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRS

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

G. I. No. **Approved**

2.718

ISSUE DATE
09/26/2013

REPLACES
03/01/2010

APPROVAL
*KKM

PAGE NO
7 OF 12

Proponent department must send a clear and legible copy to each signatory. Non-Saudi Aramco entities must sign a Letter of Undertaking (available from Projects Review & Coordination Division).

Approved by:

Originator
General Manager,
Government Affairs

Senior Vice President
Downstream

Manager
Facilities Planning Department

Senior vice President
Upstream

Manager
Contracting Department

Senior vice President
Engineering, Capital & Operations Support

Vice President
Saudi Aramco Affairs

Senior vice President
Industrial Relations

Executive director
Community Services

* CHANGE ☒

** ADDITION ☐

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
8 OF12

SAUDI ARABIAN OIL COMPANY
(SAUDI ARAMCO)
Dhahran, Saudi Arabia

LETTER OF UNDERSTANDING

Name: _____

Address: _____

This is to confirm and evidence our mutual understanding concerning the basis upon which the Saudi Arabian Oil Company (Saudi Aramco) shall make available to your company certain parcels of real property (land) as hereinafter described, for the purpose of developing temporary accommodations and related facilities for your employees engaged in work for Saudi Aramco in Saudi Arabia.

Saudi Aramco hereby authorizes your company to use and enjoy the site described in the attached Instruction No. of the General Instruction Manual, subject to the following conditions:

1. Your company may construct and erect only temporary (removable) installations and structures on the land made available by Saudi Aramco hereunder. All costs for anything stored, installed, erected or placed on the land by you shall be for your account.
2. Your use and occupancy of the land hereunder shall be exclusively for the purpose of facilitating your performance with your Contract No. _____ with Saudi Aramco as that Contract may be amended, and shall be limited to the period during which you are actively performing services under said Contract.
3. Although Saudi Aramco anticipates that you shall continue to occupy and use the land described hereunder for the period during which you are actively performing services under your Contract, mentioned above, this authorization may at any time be revoked by Saudi Aramco upon 60 days' written notice to you.
4. Promptly upon termination of this authorization, whether under numbered paragraph 2 or numbered paragraph 3 above, you shall forthwith detach, disassemble and remove from the land all materials, supplies, structures, works and equipment which you have constructed, erected or caused to be present on said land. In addition, and likewise at your own expense, you shall promptly restore the land to the condition in which you found it (including the removal of all debris) prior to making use of it hereunder.
5. Your company shall pay, defend and hold Saudi Aramco harmless from all taxes, dues, fees, and assessments of every kind and nature upon the improvements situated on the land, upon your company's use and occupancy of the land, or its operations and activities in connection therewith or arising out of or because of the authorization hereby granted.
6. Your company shall be responsible for and shall indemnify and hold Saudi Aramco harmless from and against all claims, demands, causes of action or judgments for damages for injuries or death of persons or damage to property arising out of or in connection with or resulting from your use of the land and this authorization.

* CHANGE ☒** ADDITION ☐NEW INSTRUCTION ☐COMPLETE REVISION ☐

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
9 OF12

7. Your use of the land shall be subject to and consistent with the safety and environmental health standards as determined by the appropriate Saudi Aramco departments for your facilities.
8. Neither this expression of understanding nor any right, privilege or obligation arising under it may be assigned, transferred or sublet, either in whole or in part, by your company without the prior written consent of Saudi Aramco.
9. Saudi Aramco representatives, after giving prior notice, shall be permitted access to the site in order to inspect and verify that Saudi Aramco-promulgated approval standards for health, environment, fire prevention and safety are being maintained.

Your company agrees that in the event that your company fails to comply with these terms and conditions, your company will forfeit its privilege to bid on other Saudi Aramco contracts, and Saudi Aramco will have the right to withhold the final payment payable to your company under Contract No. _____ as may be amended and recover all costs Saudi Aramco may incur in enforcing this agreement at your company's expense. If final payment has already been made, your company agrees that an amount equal to the final payment plus all costs incurred by Saudi Aramco in enforcing this agreement will become payable to Saudi Aramco, and that Saudi Aramco may recover said sum by deducting said sum from amounts payable to your company under other contracts between Saudi Aramco and your company. In case all efforts have failed in evicting your company from the land assigned to you, Saudi Aramco shall involve the concerned Government authorities to take the necessary action.

The terms and conditions of this letter constitute the entire understanding between us with respect to the subject. It shall not be amended except in writing signed by both Saudi Aramco and your company.

If the foregoing is agreeable to you, kindly indicate your acceptance by signing this letter in Arabic and English in the space provided.

SAUDI ARABIAN OIL COMPANY

By: _____

Coordinator**Projects Review & Coordination Division****AGREED AND ACCEPTED:**

Date: _____

(Contractor Representative)cc: Manager, Materials Services & Payables Accounting Dept.
Manager, Contracting Department* CHANGE ☒** ADDITION ☐NEW INSTRUCTION ☐COMPLETE REVISION ☐

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
10 OF 12

شركة الزيت العربية السعودية
(أرامكو السعودية)
الظهران، المملكة العربية السعودية

كتاب تعهد

الاسم :

العنوان :

السلام عليكم ورحمة الله وبركاته،

نؤكد ونثبت بهذه المفاهمة التي تمت بيننا حول الأسس التي ستضع شركة الزيت العربية السعودية (ويشار إليها فيما يلي بكلمة "أرامكو السعودية") بموجبها تحت تصرفكم قطعة/ قطعاً معينة من الأرض (يشار إليها فيما يلي بكلمة "الأرض") وذلك لأغراض إقامة مساكن مؤقتة وما يلزم من مرافق لموظفيكم الذين سيعملون لحساب أرامكو السعودية في المملكة العربية السعودية.

تمنح أرامكو السعودية شركتكم بهذا ترخيصاً وأذنناً لاستعمال الموقع الموصوف في التعليمات المرفقة رقم 2-718 من دليل التعليمات العامة، والاستفادة منه وفقاً للأحكام والشروط التالية:

-1

يجوز لشركتكم أن تنشئ وتقيم على الأرض التي تقدمها أرامكو السعودية بموجب هذا الكتاب إنشاءات مؤقتة فقط، أي يمكن إزالتها. وستكون تكاليف جميع ما تخزنونه أو تنشئونه أو تقيمونه أو تضعونه على الأرض على حسابكم أنتم.

-2

ينحصر استعمالكم وإشغالكم لهذه الأرض في أغراض تسهيل تأديتكم للعمل بموجب المقابلة رقم _____ المعقودة مع أرامكو السعودية وأية تعديلات تدخل عليها ويقتصر على المدة التي تقومون فيها فعلاً بتأدية خدمات بموجب المقابلة المذكورة.

GENERAL INSTRUCTION MANUAL

2.718

ISSUING ORG. *PROJECTS REVIEW AND COORDINATION DIVISION /
GOVERNMENT AFFAIRSISSUE DATE
09/26/2013REPLACES
03/01/2010

SUBJECT CONTRACTOR SITE ALLOTMENT PROCEDURE

APPROVAL
*KKMPAGE NO
11 OF 12

- 3- مع أن أرامكو السعودية تتوقع أن يستمر إشغالكم وإستعمالكم للأرض الموصوفة في هذا الكتاب خلال المدة التي تقومون فيها فعلاً بتأدية الخدمات المنصوص عليها في المقالة المذكورة أعلاه، فإنه يحق لأرامكو السعودية سحب هذا الأذن بإعطائكم إشعاراً خطياً بذلك قبل 60 يوماً من سحب الإذن.
- 4- عند إنتهاء هذا الأذن إما بموجب الفقرة 2 أو الفقرة 3 أعلاه تقومون فوراً بفصل وفك وإزالة جميع المواد واللوازم والإنشاءات والمعدات التي أقمتموها أو تسببتم في وجودها في الأرض المذكورة. وعلاوة على ذلك تقومون فوراً وعلى نفقتكم أيضاً بإعادة الأرض إلى الحالة التي وجدتموها عليها قبل استعمالها بموجب هذا الكتاب " ويشمل ذلك رفع جميع الأنقاض".
- 5- تتكفل شركتكم بتغطية و ضمان أرامكو السعودية وتسديد جميع المدفوعات المتعلقة بالضرائب والاستحقاقات والرسوم والجبايات، مهما كان نوعها أو طبيعتها، مما يفرض على التحسينات المقامة على الأرض أو على استعمال شركتكم للأرض وشغلها أو على اعمالها أو نشاطاتها المتعلقة بذلك، أو ينشأ عن الاذن الممنوح بهذا أو بسببه.
- 6- تتحمل شركتكم المسؤولية عن أرامكو السعودية وتضمنها وتعوضها عن جميع الادعاءات والمطالبات والدعاوي أو الأحكام التي تقضي بالتعويض عن إصابة أو وفاة أي شخص أو الأضرار التي تلحق بالملكيات الناتجة بصورة مباشرة أو غير مباشرة عن استعمال هذه الأرض أو بالاذن الممنوح بالنسبة لمرافقكم.
- 7- تراعى في استعمالكم للأرض قواعد السلامة والصحة البيئية وفق ما تحدده الإدارات المختصة في أرامكو السعودية بالنسبة لمرافقكم.
- 8- لا يجوز لشركتكم، دون موافقة خطية مسبقة من أرامكو السعودية، التنازل عن اعلان التفاهم هذا أو عن أية حقوق أو امتيازات أو التزامات ناتجة عنه أو نقلها أو تأجيرها من الباطن لا كلياً ولا جزئياً.
- 9- يسمح لممثلي أرامكو السعودية بعد تقديم اشعار مسبق، بالدخول إلى الموقع لتفقدته والتأكد من مراعاة قواعد أرامكو السعودية المعتمدة فيما يتعلق بالصحة والبيئة ومنع الخسائر والسلامة.
- توافق شركتكم على أنها إذا لم تنقيد بهذه الأحكام والشروط فستفقد ميزة تقديم عطاءات عن مقاولات أخرى تطرحها أرامكو السعودية، ويحق لأرامكو السعودية أن تحجز الدفعة النهائية المستحقة لشركتكم بموجب المقالة رقم _____ أو أي تعديل لها، وأن تسترد جميع التكاليف التي قد تنكبدها من جراء تطبيق هذه الاتفاقية على حساب شركتكم. وإذا كانت الدفعة النهائية قد ادبت فإن شركتكم توافق بأن مبلغاً مساوياً للدفعة النهائية زائداً جميع التكاليف التي تنكبدها أرامكو السعودية من جراء تطبيق هذه الاتفاقية يصبح مستحق الدفع لأرامكو السعودية ويحق لأرامكو السعودية أن تسترد المبلغ المذكور بحسمه من المبالغ المستحقة لشركتكم بموجب مقاولات أخرى معقودة بين أرامكو السعودية وشركتكم وإذا فشلت جميع المحاولات التي تبذل لتقوم شركتكم بإخلاء الأرض المعينة لكم فإن أرامكو السعودية سترفع الأمر إلى السلطات الحكومية المختصة لاتخاذ الإجراءات اللازمة.

GENERAL INSTRUCTION MANUAL

2.718

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12 OF12

تشكل الأحكام والشروط الواردة في هذا الكتاب كامل ما تم التفاهم عليه بيننا في هذا الموضوع ولا يجوز إدخال أي تعديل عليه إلا إذا كان مكتوباً وموقعاً عليه من قبل أرامكو السعودية وشركتكم.

إذا كنتم توافقون على ما تقدم فنرجو الإعراب عن موافقتكم بتوقيع الكتاب باللغتين العربية والإنكليزية في الفراغ المعد أدناه.

وتقبلوا فائق الاحترام.

شركة الزيت العربية السعودية

عنها :

منسق قسم مراجعة وتنسيق المشاريع

أوافق على ما تقدم وأقبل به :

(ممثل المقاول)

التاريخ :

نسخة إلى : مدير حسابات المواد والخدمات والدائنين

: مدير إدارة عقد المقاولات