

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL ISSUING ORG. CORPORATE AFFAIRS SERVICES DEPARTMENT SUBJECT: CORPORATE SPONSORSHIP APPROVAL	G. I. Number Approved 850.010	
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This instruction sets forth definitions, procedures and inter-departmental responsibility in the review and approval of Saudi Aramco sponsorships. The text includes:

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1. Introduction

- 1.1 With a view to meeting corporate objectives, Saudi Aramco may recommend to sponsor certain events, programs, studies, individuals, or organizations – in or out of the Kingdom.
- 1.2 The Corporate Sponsorship Committee within Corporate Affairs consists of:

• Admin Area Head, Corporate Affairs (CA)	Chairman
• Manager, CA Services Department	Secretary
• General Manager, Public Affairs	Member
• General Manager, Government Affairs	Member
• Manager, Public Relations	Member
• Manager, Public Relations Operations Department	Member
• Manager, SAA Eastern Province Department	Member
• Manager, King Abdulaziz Center For World Culture	Member
• Manager, King Abdulaziz Center Project Support	Member

- 1.3 The Corporate Sponsorship Committee is responsible for review and endorsement of all proposed sponsorships.
- 1.4 The scope of this G.I. is limited to sponsorships only (as defined in Section 2.0 below) and does not include donations or support to self-directed groups under Community Services. Donations are covered in the Saudi Aramco Donations Program.

2. Definition

- 2.1 Sponsorship is defined as financial, in-kind or logistical support provided by Saudi Aramco to outside organizations (legally registered with the applicable authority) in exchange for image promotions (generally through prominent display of Company name, logo, and messages, media coverage and publications), for the purpose of strengthening the Company's position to advocate, expanding opportunities for business, showcasing citizenship, developing strategic partnership, acquiring technical expertise, recruiting specialized skills, and introducing new initiatives.

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- 2.2 Sponsorship may include financial, technical expertise, logistical support or in-kind assistance such as meals, publications, books, awards, etc. during major events, conferences, seminars.
- 2.3 The sponsorship may be In-Kingdom or Out-of-Kingdom.

3. Purpose

- 3.1 The purpose of this G.I. is to:
- 3.1.1 Ensure that all sponsorships meet established corporate criteria, as listed in 4.1 below.
- 3.1.2 Ensure consistency in applying sponsorship guidelines.

4. Conditions

- 4.1 Sponsorship requests must meet the following conditions:
- 4.1.1 Be related to Saudi Aramco mission and core business or one of the major themes it supports i.e. supports the aspirations of the Accelerated Transformation Program, expand opportunities for business, showcase citizenship, develop strategic partnership, acquire technical expertise, recruit specialized skills, and introduce new initiatives.
- 4.1.2 Offer an opportunity to showcase Company professionalism through its participation in areas of specialty, achievements, and corporate citizenship.
- 4.1.3 Must be related to, organized/proposed by a reliable entity.
- 4.1.4 Funds should be available.

5. Responsibilities

5.1 *Company organizations*

- 5.1.1 Annually plan and fund for all sponsorships proposed by the concerned organization and advise the Sponsorship Coordination Group (SCG) under Corporate Affairs Services Department (CASD) about them 3-4 months ahead of the event date
- 5.1.2 Fill the application form (attachment 1) including all relevant information of the proposed sponsorship, date, location, cost and justification remarks. Enclose all relevant documents supporting the sponsorship request. These documents could include brochures, a letter from the event organizers, print outs from the web, etc. Also indicate the potential Company benefit from the sponsorship.
- 5.1.3 Forward the application form (mentioned above in clause 5.1.2) to the Sponsorship Coordination Group, CASD signed by the respective Department Head requesting review and endorsement of the sponsorship.

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- 5.1.4 The sponsoring department may be requested to present their case/s to the Corporate Sponsorship Committee, if needed.
- 5.1.5 Upon receiving a signed copy of the approval form, sign the sponsorship contract with the event organizer and take the necessary action to pay for the sponsorship.
- 5.1.6 Charge all sponsorships expenses to the requesting organization's cost center or internal order and Cost Element 7408100. Payments will be made by the Miscellaneous Payments System (MPS) via "Corporate Sponsorship of Events" as stipulated in article 9.3 of Accounting Policies & Systems Department (APSD) GI. 211.070
- 5.1.7 Ensure that all materials (audio-visuals, logos, posters, banners, presentations, etc.) to be used by the sponsored entity are first routed through Public Relations Department for review and approval. Refer to G.I. 850.003, 850.004, and 850.006 for additional information.
- 5.1.8 Following the event closing, evaluate the Return on Investment (ROI) by proponent representative, brand management representative, and a media relations representative by filling out the post-event assessment form (Attachment 3) and returning back to Sponsorship Coordination Group within one week of event.

5.2 ***Sponsorship Coordination Group / CASD***

- 5.2.1 Receives requests from Company organizations for review.
- 5.2.2 Screens sponsorship requests based on the conditions mentioned in 4.1.
- 5.2.3 Prepares the information package for review by the Corporate Sponsorship Committee.
- 5.2.4 Responds to the requesting Company organization appropriately in writing based on the Corporate Sponsorship Committee recommendation.
- 5.2.5 If approved and payments are charged to the proponent's budget, SCG will prepare the necessary approval form (Attachment 2) to be signed by the Chairman of Corporate Sponsorship Committee and the Admin Area Head of the sponsoring organization. However, if payments are funded from the corporate sponsorship budget (an annual sum allocated for sponsorships), SCG prepares the approval form (Attachment 1) and get it signed by the Chairman of the Corporate Sponsorship Committee.
- 5.2.6 Processes payments for CA-funded sponsorships via MPS in line with APSD GI 211.070 article 9.3.
- 5.2.7 SCG representative conducts as deemed required site inspection and evaluation visit to the sponsorship KSA & GCC venues for verifying that the sponsorship conditions & tangible benefits are met, provides findings and recommendation.
- 5.2.8 Maintains a log of all requests received, reviewed, endorsed, and declined.
- 5.2.9 Ensures that all sponsorship payments are made to GL Account 7408100.
- 5.2.10 Periodically updates and monitors the budget of the sponsorships and report accordingly on monthly basis to the Corporate Sponsorship Committee.

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6. Approvals

- 6.1 All requests directed to CASD must be signed by the requesting organization's department head.
- 6.2 Sponsorship Approval/Acknowledgement form (Attachment 1) should be signed by the Chairman of Corporate Sponsorship Committee if the event is funded from the Sponsorship budget. In other cases it should be countersigned by the Admin Area Head of the sponsoring Company organization. (Attachment 2)
- 6.3 This following table lists each level of management proper authority threshold for approving sponsorship payments:

Corporate Sponsorship of Events

Position Title	Currency	Authority Value
President & CEO	SAR	10,000,000
Sr. VP	SAR	3,000,000
VP	SAR	1,200,000
GM	SAR	600,000
Manager	SAR	300,000

Note: Prior approval does not guarantee future approval for recurring events.

Approved:

Mae S. Mozaini, Manager
Corporate Affairs Services Department

Approved:

Abdulaziz A. Ruwaili, Manager
Accounting Policies & Systems Department