

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

885.001

ISSUING ORG. LAND AFFAIRS DEPARTMENT /SAUDI ARAMCO AFFAIRS

ISSUE DATE
10/29/2013REPLACES
04/19/2005

SUBJECT REMOVAL OF ENCROACHMENTS

APPROVAL
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CONTENT:

This instruction describes the nature of encroachments, sources of information about encroachments and the steps followed by Land Affairs Department to handle encroachments. Encroachment is the unauthorized use of Saudi Aramco reserved or deeded lands. The text includes:

1. Purpose
2. Sources
3. Procedures

1.0 PURPOSE:

The purpose of this instruction is to outline the origin of various encroachments and the actions that must be taken to remove encroachments from Company lands and rights-of-ways.

2.0 SOURCES:

Normal sources of discovering encroachments:

2.1 Observed during routine inspection of Company lands by Land Affairs personnel.

2.2 Reported by various Saudi Aramco departments during surveying, planning or implementation of Company project.

2.3 Reported by government agencies.

** 2.4 Reported by Advance Analysis and Planning Unit of Land Protection Division.

** 2.5 Change detection process which remotely monitors lands under the Company's Jurisdiction by examining areas with satellite imagery against previous satellite imagery and land records.

3.0 PROCEDURE:

* 3.1 Land Affairs representative should create Encroachment Case in SAP-Land Management system for all types of cases; however cases reported by Change detection will be created by the process.

3.2 Land Affairs personnel will inspect the encroachment, determine its type, collect additional data, forward the case to G&TSU for plotting, prepare a sketch and generate jurisdiction report.

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- 3.3 If an encroachment is reported by an external source (a government agency) and there is no enough information to determine the location, Land Affairs representative will contact the government agency through Government Affairs to arrange for a site visit.
- * 3.4 Land Affairs Representative should update the Note Page in SAP-LM case and document case transactions by attaching documents, emails, notes on telephone calls, and inspection report. Land Affairs Representative should maintain a clear status report in the SAP-LM.
- 3.5 Land Affairs representative will approach and request the encroacher politely to remove the encroachment within a reasonable period of time. If the encroacher responds positively, Land Affairs representative will follow up until the entire encroachment is removed. If not, the local Emirate Encroachment Removal Committee is officially requested to step in and remove the encroachment. Land Affairs Representative will follow up until encroachment is completely removed.
- 3.6 If the encroacher claims ownership of the land and produces legal ownership documents, Land Claim procedure will be applied. If the ownership documents are not valid from a legal point of view and the encroacher refuses to remove his encroachment, the local Emirate Encroachment Removal Committee is officially requested to step in and remove the encroachment. Land Affairs Representative will follow up until encroachment is completely removed.
- 3.7 If an encroachment proves to be too complex to resolve within a reasonable period, Land Affairs will pursue the issue with Ministry of Petroleum and Mineral Resources to raise the issue to High Authority.
- 3.8 If a cleared encroachment was originally reported to Land Affairs by a Saudi Aramco department, Land Affairs would inform the concerned department in writing.
- 3.9 Once the reported encroachment is removed, Land Affairs representative should close the case through LMS system in a timely manner.

Approved by:

* Land Affairs Manager

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐