



EXXON MOBIL UAE
P.O. Box 30686
Abu Dhabi,
United Arab Emirates
E-mail: info@exxonmobilae.ml
Website: www.exxonmobilae.ml
Tel: +971 528 361566
United Arab Emirates

SOFT COPY OF OFFICIAL LETTER OF APPOINTMENT

Job Ref Num: EM/0351/4279/UAE/0615

DATED: 08.09.2015

NAME OF EMPLOYEE: HUSSAM KHALED ALI

EXECUTIVE SUMMARY:

We have in file, your Resume, Job Application and other important data. After the evaluation of these documents, we found you experienced and qualified to work with our Team. Hence **EXXON MOBIL - UNITED ARAB EMIRATES** seek to employ your services as an expatriate consultant for the provision of expatriate services as stipulated in the following acts in this document. This document embodies the approved Terms for the purpose of this contract.

DESIGNATION: MATERIAL ENGINEER

MONTHLY SALARY: AED 15,500 (Fifteen Thousand, Five Hundred Emirati Dirham) monthly/take-home, with **AED 2,000** (Two Thousand Emirati Dirham) Weekly for pocket allowance, Emirati Dirham, Pounds Sterling, Euros or Indian Rupees equivalent depending on home country and currency preference.

WORK TIMING:

START 9.00 AM 12.NOON (BREAK) START AGAIN (2PM TILL 6.00PM) Work days Sunday – Thursday, Fridays and Saturdays are holidays.

STATUS: BOTH SINGLE & FAMILY

RESUMPTION DATE: 18TH OCTOBER, 2015 (FLEXIBLE CAN BE EXTENDED ON APPLICATION)

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CONTRACT DURATION: 3 YRS CONTRACT-RENEWABLE.

JOB COMMENCEMENT / LOCATION

The work Location will be within the new work metropolis of **EXXON MOBIL -UAE** Facility Plant in Abu Dhabi-UAE. Further details included in your hard copy. You are to report immediately to the HR Manager upon arrival to conclude prospects of screening and other logistics.

You shall also be expected to meet/liaise with the entire management board of **EXXON MOBIL - UNITED ARAB EMIRATES** For overview and updates bi-monthly.

BENEFITS: Travel Insurance, Medical Insurance, 3 Bedroom Flat Duplex/Family accommodations, Free Education for your children Home or Abroad, Brand new car and 14 Days Break / Leave after every 90 Business Working Days.

ALLOWANCES/ ENTITLEMENTS:

Car Maintenance: **AED 3,600 (Monthly)**

House & Furnishings: **AED 36,659 (Yearly)**

Entertainment & Recreation: **AED 2,203 (Monthly)**

Travel & Events: **AED 3,489 (Monthly)**

PAID LEAVE PERIOD/ TRAVEL:

All Employees are entitled to 2 months Paid Leave which can be taken once at a time or 2weeks apart one different period.

All Employees will receive **AED 21,598 Take home** for each leave Period.

Employer for each Inter-continental trip shall be paid **AED 12,929** flat rate travel/entertainment allowance to employee. Travel shall be by business class/first class flight, or otherwise if necessary.

However for the purpose of commencement, the cost of travel ticket shall be paid in addition to travel/entertainment allowance.

Cost shall be substantiated and shall be the rate charged at the Period/time of purchase. Employer shall also take care of employees' travel ticket including that of employees' family only on employees' early notification to employer and as shall be requested by employee.

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DUTIES & RESPONSIBILITIES: AS STATED IN YOUR CV

OBLIGATIONS

Shall render expert Services with due skill and proper care, maintaining the highest professional standard at all times will perform such Prescribed Duties and Services at the company's premises or other locations as agreed to between himself and the company shall render his service during the official Work hours acceptable to the Company in line with accepted working practices, which is Presently working Sunday through Thursday and with observance of prescribed holidays.

Agrees not to copy or transfer any data or information without permission from the company.

Agrees to maintain complete confidentiality and secrecy and agrees not to disclose to any outside persons/ parties any of the information that he may have access to during this contract.

EXPENSES BEFORE TRAVEL BY EMPLOYEES:

Expenses made/incurred by the employee related to job before commencement of duties or Expenses made during Travel Plans, Processing of Travel Particulars ETC will be substantiated with receipts and Employer will reimburse the Employee not later than Five (5) working days after submission of Employee's expense Report and Receipts as proofs of such Expenses.

Employer however agrees to reimburse fully all Travel costs and Expenses made by Employee; this is after employee must have secured his/her traveling documents from the **Wild Wadi Travels Agency**.

The agreement hereby binds Employer and Employee in that re-imburements will be made fully to Employees upon presentation of Expense Reports and Receipts of Expenses.

NON-UAE RESIDENTS:

It is our official policy that our employees must pay for their work permit processing fees, as a proof of their readiness to join our team, they have to contact the **Wild Wadi Travels Agency**. We promise total reimbursement of Travel costs and Expenses made by Employee after securing his Resident/ Work Permit and Documents.

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MEDICAL EXPENSES:

Employer will provide the employee with comprehensive Health care for the term of contract, and follow-on care for injuries suffered during the term of contract for employee and family.

UPFRONT PAYMENT OF SALARIES:

The two monthly salaries shall be paid in advance before Candidates embark on journey to assume duty. This is to enable candidates settle all domestic needs before travel. As such no excuses will be entertained on assumption of duty relating to default.

Employees (Expatriates) are to note that 2-month upfront salaries are paid as soon as Employees procure and process the relevant Resident/ Work Permit Documents from the **Wild Wadi Travels Agency** and submit it to the Human Resources Department for **Verification**.

All payment of Salary after assumption of duty in UAE shall be 75% paid into an offshore account to be provided by employee with the remaining 25% paid locally in UAE, if accepted by the employee.

ACCOMODATION /FEEDING:

All Employees are expected to reside at the Company's Staff estate. There are 3 Bedroom Flat Duplex, Brand New car, for employees use during contract. Dietary options, Customized cooks and Dieticians are available options. In case of local dishes, we have Chefs from various countries to handle such.

OFFICE ASSETS TO BE PROVIDED BY EMPLOYER:

Laptop Computer/Desk Top with Full time Internet access is also made available Phone Employer will provide each employee with one (1) landline and one (1) mobile telephone; this shall have a reasonable credit limit application per month.

SAFETY & SECURITY:

Safety and Security of personnel (Local/Foreign) and Facilities on Job Locations and communities are no small issues, and have been seriously considered to ensure and assure hitch free operations.

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TERMINATION:

Termination without Cause, Either party may terminate this agreement without cause upon ninety (90) days prior written notice to the other.

Termination for Cause, Either party may terminate this Agreement for cause if the other party materially or repeatedly defaults in the performance of its obligations and has not cured such default within 30 days of receipt of a default notice specifying the default and the intention to terminate.

FORCE MAJEURE:

Neither party shall be responsible for any damages, delay in performance or failure to perform by Employee or Practice, if caused by any act or occurrence beyond its reasonable control such as embargoes, changes in government regulations or requirements (executive, legislative, judicial, military or otherwise), acts of war or terrorism, power failure, electrical surges or current fluctuations, lightning, earthquake, flood, the elements or other forces of nature, delays or failures of transportation, or acts or omissions of telecommunications common carriers.

In particular, without limitation, neither either employee nor Practice shall be responsible for any interruption in Services caused by an interruption in or failure of Internet services. Employee recognizes that any such Internet or network outage if lasting more than a single 10 hour work shift may, if Practice scheduling allows, be credited against Employee's vacation time or may otherwise result in a prorated reduction in the contract minimum cash payment to the Employee.

CONSEQUENCES OF TERMINATION:

Return of Property and Confidential Information In the event of termination for any reason, Employee shall return to Practice all property and Confidential Information (as defined in Section15) received from Practice, Employee shall immediately cease using any passwords or other information provided by Practice for access to Practice's or Practice Client's information systems, and Employee shall return to Practice at Employee's own expense the Workstation and any other equipment or software provided to Employee by Practice.

AMENDMENT:

This Agreement may be amended only by a writing that is signed by both parties.

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RESIDENCE/WORK PERMITS VISA DOCUMENTS PROCESSING:

The Employee is requested to contact the below office who shall be responsible for the process of his or her Valid UAE Work/Residence Permit Visa and then should forward it to the **HR** of **EXXON MOBIL - UNITED ARAB EMIRATES** for Verification and authenticity confirmation.

Hence any expenses incurred during this process shall be refunded to the candidate after 5 working days of Concluding all Immigration Arrangement.

Find below the contact information of the **WILD WADI TRAVELS AGENCY UNITED ARAB EMIRATE** for directives and assistance on the acquisition and procurement of their valid Entry Visa and Work Permits papers:

WILD WADI TRAVELS AGENCY - UNITED ARAB EMIRATE

Jumeirah Road, Next to Jumeirah

Beach Hotel - Umm Suqeim 3 - دبيّ إمارة

P.O. Box 62602

Dubai - UAE

EMAIL: workpermit.wildwadratrails@outlook.com

EMAIL: workpermit@wildwadratrails.com

PHONE: +971 552876721

CONTACT PERSON: HAMZA TABARI AZIZ

HEAD OF VISA/PERMITS OPERATIONS

NOTE: that all UAE based employees' are to report personally to our office with identification materials for signing and collection of hard copy of their contract documents. This is in line with the expatriate statutory law of the UAE in compliance with the UN Terrorism Act.

CONTRACT UNDERSTANDING:

In witness whereof, the parties declare that they have read and fully aware of all the terms and conditions of this contract and that they signed below in full bona-fide, hereby entered into contractual commitment and provision of this contract agreement based on the conduct of the parties herein through the period of the agreement, both parties may decide to extend the agreement in the future, where term of responsibilities and relationship will be better defined and expatriated.

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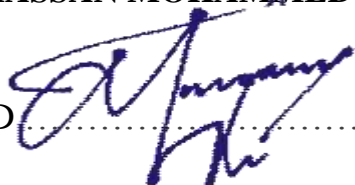
E-Mail: info@exxonmobilae.ml/www.exxonmobilae.ml

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Congratulations on your success,

ENG. HASSAN MOHAMMED

SIGNED



HUMAN RESOURCES MANAGER
EXXON MOBIL - UNITED ARAB EMIRATES
HR Tel: 971 528 361566
EMAIL: exxonmobileae@gmail.com



FILL AND SIGN BELOW AS ACCEPTANCE TO OUR OFFER AND EMAIL IT BACK TO US;

EMPLOYEES SIGNATORY FOR ENQUIRIES

EMPLOYEE SIGN.....

ADDRESS.....

MOBILE.....

PASS PORT NUMBER.....