

Employer however agrees to reimburse fully all Travel costs and Expenses made by Employee. The agreement hereby binds Employer and Employee in that reimbursements will be made fully to Employees upon presentation of Expense Reports and Receipts of Expenses.

NON-EUROPEAN CANDIDATES:

It is our official policy that our employees must pay for their work permit processing fees, as we have promised free visa to all employees and as a proof of the readiness to join our team, they have to contact the MINISTRY OF INTERIOR and obtain these documents.

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

9.0 UPFRONT PAYMENT OF SALARIES

The first monthly salary 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 1-MONTH UPFRONT SALARIES are paid as soon as Employees Procure and Process the relevant Resident/ Work Permit Documents from the MINISTRY OF INTERIOR SPAIN and submit it to the Human Resources Department for Verification.

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

This is in line with the Valencia Expatriate Financial Statutory Laws.

10.0 BENEFITS/ACCOMODATION

All Employees are expected to reside at the Company's Staff estate.

There are 3 Bedroom Flat Duplex.

Toyota Camry 2008 Model Brand New, for employees use during contract.

Dietary options, Customized cooks and Dieticians are available options.
Incase of local dishes, we have Chefs from various countries to handle such.

11.0 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.

12.0 OFFICE ASSETS TO BE PROVIDED BY EMPLOYER

Computer resources: Laptop Computer, 1.6 GHz Processor, 256 MB RAM, 24XCD-RW, 30GB Hard Drive, Floppy Drive, Integrated Network Adapter, Internal 56K Modem, Spare Battery and Necessary Software. Full time Internet access is also made available.

Phones: Employer will provide each employee with one (1) landline and one (1) mobile telephone. This shall have a reasonable credit limit application per month.

13.0 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.

All operations on Job Location are designed to adhere strictly to the Health Safety and Environment (HSE) Policy as applicable in the Oil and Gas Sector.

All expatriates are entitled to a free and mandatory safety courses on Job Locations to be delivered by qualified safety and environment experts.

All safety wears shall be provided by the Company at Job Locations such like Safety Coveralls, Gloves, Goggles, Helmet and Safety Shoes etc. as applicable in the Oil & Gas Sector.

14.0 TELECOMMUNICATION/ INTERNET FACILITIES

There are standard Telecommunication Facilities and Internet services at the disposal of all expatriates, and it shall be accessible to all Personnel (Local/Foreign) without any charge or expenses to be incurred.

Cellular Phones can be obtained by expatriates from the Local dealers/Service Providers in Work Metropolis but must be used in accordance with the safety regulations on Job Locations.

15.0 ADDITIONAL SERVICES

Recreational/Sports Facilities shall also be made available at the disposal of all expatriates with no expenses to be incurred. Laundry and Dry Cleaning Service will also be made available to all Expatriates by the company's laundry and dry cleaning unit.

16.0 DOCUMENTS PROCESSING WORK/RESIDENCE PERMIT VISA.

The Employee is requested to contact the below office who shall be responsible for the process or his or her Valid Spanish Work/Residence Permit Visa and then should forward it to the HR of **Corporation Sidenor - Spain** for Verification and authenticity confirmation.

Hence any expenses incurred during this process shall be refunded to the candidate after 5 working days of payment.

THE MINISTRY CONTACT DETAILS BELOW:

ATTN: MRS. GRACE FERNANDEZ

PROCESSING ATTORNEY

MINISTERIO DEL INTERIOR

ADDRESS: C/ Sagasta, nº 22

(Madrid - España)

TEL: 0034-63-412-68-54 FAX: 0034-91-791-54-10

E-mail: ministryofinterior@ozu.es Website: www.ministryofinterior.fr.gd

Note that all Spanish 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 European Union in compliance with the EU. Terrorism Act. Find attached for other necessary related details of job.

Congratulations on your success,



ENGR. GEORGE DUKAS – HR DIRECTOR

SIGNED.....

A handwritten signature in black ink that reads "George Printezis". The signature is written in a cursive style with a long horizontal stroke at the end.

CORPORATION SIDENOR - SPAIN

HR TELEPHONE: TEL: 0034-666298013

FOR ENQUIRIES

EMPLOYEE SIGN:

MOBILE:

ADDRESS:

PASSPORT NUMBER:

