



Registered Supplier Information Modification Form

Process for Registration Modifications - Guidelines

This is a single standardized form applicable for Tatweer Petroleum – Bahrain Field Development Company WLL. (“Tatweer”). This form is only applicable for suppliers that are registered in Tatweer's system.

1. Complete the Registered Supplier Information Modification Form and have a duly authorized employee of your Company sign.
 - a. Complete only the necessary sections, indicating the action to be executed:
 - i. "Add": Complete only the "New Data" column
 - ii. "Remove": Complete only the "Old Data" column. If new data will replace old data, complete both the "Old Data" and "New Data" columns. The old data will be inactivated and the new data will be added.
 - iii. "Modify": Complete both "Old Data" and "New Data" columns.
 - b. If more than one change is required in the same section, please complete and submit as many forms as necessary (e.g. two new addresses)
2. Scan and email or mail the signed form and suitable support documents requested to the appropriate address listed below. If sending via email, the original document is not required. If your Company has operations in multiple countries under one legal entity, send modifications to the primary Tatweer subsidiary's country.

This process is being implemented worldwide, beginning with Tatweer operations in the United States. Additional countries/subsidiaries will be included in the coming months.

Country	Email Address	Mail Address	Requirement
Kingdom of Bahrain	TWRVendorModif@tatweerpetroleum.com	Tatweer Petroleum – Bahrain Field Development Company W.LL P.O Box 25888 Awali Kingdom of Bahrain	Form signed and completed

3. Tatweer personnel will review and validate the information. Additional information and documentation may be requested to support the registration modification.
4. If applicable, Tatweer personnel will modify the information and send an email when the modification has been completed.
5. If you have access to the iSupplier Portal, changes will be visible in the Portal.



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Modification Request Data

Supplier Name

Taxpayer ID and/or Tatweer Supplier Number	
Contact person to verify the requested changes	
Full Name	
Phone number	
Job Title	
Email	

Section 1 - Update the iSupplier Portal Supplier Security Administrator		
Action		
Indicate Action (X)	Remove	Add
	Add	Modify
Data Changes		
	Old Data	New Data
Country		
First Name		
Last Name		
Job Title		
Phone Number		
Email Address		
Change Effective Date		
Comments		

Important: If your company is currently doing business with Tatweer but does not have access to the iSupplier Portal, please complete the above section and submit this form and the Confidentiality and Indemnity Agreement available on <http://Suppliersupport.tatweerpetroleum.com>

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Section 2 - Update Company Structure

Data Change Type

Type	Close out Acquisition Merger	Legal Name Change Legal Structure Change
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Company Structure Data Changes

	Old Data	New Data
Parent Company		
Legal Name		
Taxpayer ID (*)		
Legal Structure		
Have you acquired the AP liability of the previous Corporation?	YES NO	Not Applicable
Have you honored all purchasing documents (e.g. contracts, purchase order, etc.) in place for the previous Corporation?	YES NO	Not Applicable
Change Effective Date		
Comments		
NOTE:	<ul style="list-style-type: none"> • Attach documentation to demonstrate new legal structure changes. 	
United States based Supplier		
NOTE:	<ul style="list-style-type: none"> • Attach signed W-9 Tax ID form 	

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Section 3 - Update Address				
Action				
Indicate Action (X)	Remove	Add/Modify		
Data Changes				
	Old Data		New Data	
Address				
City				
State				
Country				
Postal Code/Zip Code				
Contact				
Phone				
Fax				
Email (*)				
Payment Address (***)	YES	NO	YES	NO
Purchasing Address (**)	YES	NO	YES	NO
Change Effective Date				
Comments				

Note:

(*) Email address: Required. Tatweer will electronically communicate applicable transactions.

(**) Purchasing Address: Address where your company will eventually receive sourcing and/or purchasing documents.

(***) Payment Address: Address where your company will eventually receive payments. However, Tatweer's preferred method of payment is electronic. Please provide banking information if your Company is receiving checks.

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Section 4 - Update Banking Information (Account/Bank)					
Action					
Indicate Action (X)	Remove			Add/Modify	
Data Changes					
	Old Data			New Data	
Supplier's Account Number					
Account Type	Checking	Saving		Checking	Saving
Electronic payment types allowed for this account	ACH	Wire	Both	ACH	Wire Both
Supplier's Account Name					
Bank Name					
Bank Branch Name					
Bank Branch Address					
Bank Type (*)	ABA		CBU	ABA CBU	
	United States			United States	
	Argentina			Argentina	
	CHIPS	SWIFT	Other	CHIPS	SWIFT Other
Branch Type Number (**)					
IBAN (European & UK Banks)					
Sort Code (UK Banks)					
Country					
Account Currency					
E-mail for remittance advice					
Change Effective Date					
Comments					

Note:(*) If selecting "Other", please explain it in the "Comments" field.

(**) Populate the Branch Type Number (ABA 9 digits, CBU 22 digits, etc.)

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Section 5 - Others		
Action		
Indicate Action (X)	Remove	Add Modify
Data Changes		
	Old Data	New Data
Explain requested changes not included in above sections.		

Important: In addition, it is needed to provide a company stamp or an authorization letter identifying the person who will be collecting the check.

I hereby certify, on behalf of the Supplier identified above, that all of the information provided in this Form (and any attachments hereto) is true and correct.

Signature	
Job Title	
Print Full Name	
Email	
Phone Number	
Date	

If the **Company Structure** information section is modified or the **Bank Account Name** is not the same as the Supplier's Legal Name, the form must be signed by a Company's Officer and the following documentation provided:

- If the signer is the President/General Manager, please provide evidence of the registration of the last Board of Directors.
- If the signer is an officer or Attorney-in-fact, please provide a copy of the Power of Attorney.
- If the signer is the owner of the Company, please note in "Job Title" field and provide documentation as appropriate.

Argentina/Colombia: For updating the banking information, the form must be signed by a Company's Officer. The signature must be certified by the Bank.

Otherwise, **all other modifications** must be signed by a Supplier's duly authorized employee.