



Proline Energy Resources Inc.

P.O. Box 20134. Sugarland, TX 77496 | info@prolinenergy.com | Ph: 832-886-4420

Updated on May 20, 2024

Field Personnel Terms and Conditions

Please be advised that Proline Energy Resources Inc. ("Company") requires all the field personnel taking care of day to day activities at the well site ("Field Personnels") to agree with the terms and conditions mentioned below. The Company requires the Field Personnel to return a signed copy of this letter as their acceptance of the below mentioned conditions. You may make a copy of this letter for your records and return the original to the address mentioned at the bottom. Do not hesitate to contact us in case you have any questions.

Terms and Conditions:

1. The Field Personnel will provide the following documents prior to start work for the Company, either through mail or email.
 - a. A completed and up to date W9
 - b. An up-to-date Certificate of Insurance with liability amounts as stated in the Master Service Agreement (MSA) (for third party pumpers only)
 - c. Signed copy of the MSA (for third party pumpers only)
2. The Field Personnel will take the responsibility to ensure the Company has the most updated version of the documents mentioned in (1).
3. The Field Personnel will provide a daily production report to the Company – effective the day it starts operating the well – through one of the communication modes – email, mail or fax – as agreed between the Field Personnel and the Company, unless otherwise agreed upon by both the parties.
4. It is Field Personnels responsibility to ensure that the Company gets a completed report for the month within the first week of the following month.
5. The Field Personnel understands that the compensation for the operating services performed during the month will be due only upon the receipt of the completed monthly production report, in the format preferred by the Company.
6. The Field Personnel further understands that maintaining proper communication with the Company and its staff members is pertinent and the responsibility of the same lies with the Field Personnel.
7. All written communication, whether email, text, or WhatsApp, with the Company and its affiliates shall be properly indexed with date, name, time, and comments. Similarly, whenever the Field Personnel is requested to submit any media, pictures, or video, he/she shall do it within the stipulated timeframe and index the media properly with date and time.
8. The Field Personnel is required to use personal protective equipment (PPE) while at the Company's site. No Field Personnel shall be permitted to be on Company's premises or work at any of the Company's asset without proper PPE. The Field Personnel shall purchase the PPER and submit the receipts to the Company for reimbursement. No reimbursement shall be provided without the submission of proper receipts.
9. If the Field Personnel faces any issues during its work with the Company, including but not limited to safety issues, the Field Personnel shall contact Ms. Yinka at +1-281-910-3914 via WhatsApp.

Well Operating Terms and Conditions

10. There might be instances where the Field Personnel will be provided with a Company vehicle to fulfil his duties, tasks, and responsibilities. The Field Personnel understands that he/she will be responsible for maintaining the Company vehicle in such cases.
- a. The Field Personnel is required to ensure that the vehicle always has all identifying parameters such as license plate, year and make of the vehicle, registration sticker, VIN number, and the Company sticker.
 - b. The Field Personnel will be provided with toll tags, if required. The Field Personnel will be responsible for the proper installation of these toll tags and to ensure that the toll tags are up to date.
 - c. The Field Personnel will be required to ensure that the State inspections of the provided vehicle are up to date. The Company shall bear the cost of these state inspections. In case the Field Personnel requires to schedule a state inspection, he/she will be required to contact Ms. Yinka at +1-281-910-3914 via WhatsApp at least one month in advance to schedule the vehicle inspection.
 - d. The Company will assign a staff member to document the mileage and other details of each vehicle per schedule or as needed. The Field Personnel is required to coordinate with the assigned office staff to provide all the necessary and requested information in a timely and properly documented manner.
 - e. Further, the Company's assigned staff will contact the Field Personnel periodically to ensure all safety checks are in place and the vehicle is properly maintained. The Field Personnel shall work with the assigned Company staff to check the due dates of all safety checks and shall complete them within a week of their due date.
 - f. The Field Personnel shall ensure that the vehicle insurance documentation is up to date and always present on the vehicle at all times. If the Field Personnel needs help with this, he/she shall contact the assigned office staff.
 - g. The Field Personnel is required to periodically check the vehicle insurance validity and shall inform Ms. Yinka at +1-281-910-3914 via WhatsApp at least 2 months prior to expiration so she can renew the vehicle insurance.
 - h. The Field Personnel will be responsible to take the vehicle to the shop for regular service and maintenance after every 5000 miles. The Company shall pay for the maintenance and service work. In case the Field Personnel requires to schedule the maintenance, he/she will be required to contact Ms. Yinka at +1-281-910-3914 via WhatsApp at least one month in advance to schedule the maintenance.
 - i. The Company has empaneled the following shop for maintenance of all the vehicles: Helfman Ford, Stafford, Texas. The Field Personnel shall visit this shop when and as required as per point 10.c and 10.f above.
 - j. The Field Personnel is required to follow all safety standards for both the driver and the vehicle. This includes but is not limited to the following:
 - i. The Field Personnel is required not to drive during inclement weather or bad road conditions.
 - ii. The Field Personnel is required not to drive when it's dark during any time of the day.
 - iii. The Field Personnel is required not to drive under the influence of alcohol or any form of sedative or muscle relaxant.
 - iv. The Field Personnel is required to maintain a valid and current driver's license inside the vehicle at all times.

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- v. The Field Personnel is required to make sure that a fire extinguisher is present in the vehicle. In case the vehicle doesn't have a fire extinguisher, the Field Personnel can purchase it and file for a reimbursement with proper receipts.
 - vi. The Field Personnel is required not to drive the vehicle if it is not in a safe condition and to report immediately to Ms. Yinka on +1-281-910-3914.
 - vii. The Field Personnel is required to ensure that all safety nets and flappers are properly installed on the vehicle.
 - viii. The Field Personnel is required to make sure that there are no weapons such as guns or explosives except those used for field work in company vehicles or brought on to company premises at any time. NO EXCEPTION!
 - ix. The Field Personnel understands that smoking inside the Company vehicle is prohibited.
 - k. The Field Personnel shall keep the Company vehicle clean at all the times.
 - l. The Field Personnel shall not pick up hitchhikers with Company vehicle. NO EXCEPTION!
 - m. The Field Personnel shall not abandon the Company vehicle or leave it unattended at any time.
 - n. The Field Personnel shall be provided with a company credit card or fuel card for fuel expenses. The personal use of such cards is prohibited unless authorized by management.
 - o. The use of company vehicles for personal use is prohibited.
11. The Field Personnel understands that failure to abide with the above-mentioned company maintenance policy is terms for termination and/or discontinuation of contract without prior notice or further explanation or reimbursement.
12. The Field Personnel further declares that all the required documentation provided to the Company is true to the best of its knowledge and belief, and it is made for use as evidence in court and is subject to penalty for perjury.

Agreed and Accepted By:

Signature

Name

Company

(As per W9. In case of an individual or sole proprietor, enter the name as it exactly appears on your W9)

Date

Return Address : Proline Energy Resources Inc.
 PO Box 20134
 Sugar Land, TX 77496

Contact : Email : prolinepumpers@prolinenergy.com
 PH : 832-886-4420