



North Sea Production Company Limited

Greenbank Road, East Tullos
Aberdeen AB12 3BR

Scotland

E info@northsealtd.com

W www.northsealtd.com

ATTN: MUHAMMAD SHEHABEDDEEN,

Sequel to the recent screening process which was conducted by the screening department of North Sea Production Co. Ltd, the Board of Directors of this Company is pleased to offer you an employment with details below;

POSITION: SOFTWARE DEVELOPMENT TEAM LEAD
REF. NO.: NSP0635AB
JOB LOCATION: Aberdeen, Scotland
APPROVAL DATE: 11th November 2010
STARTING DATE: 3rd January 2011

On the starting date, you are to report at 8:00 a.m. to the Human Resources Department at the Company premises where you will be provided with packet containing information on North Sea Production Co. Ltd Benefits, facilities, job roles and responsibilities and you will attend an orientation program before proper job commencement.

Should you accept this job offer, per company policy you will be eligible to receive the following:

Salary: Monthly Net starting salary of £ 13,650.00 (Thirteen Thousand Six Hundred and Fifty Great Britain Pounds) paid through your preferred choice of payment either international certified Bank draft or telegraphic Transfer / Bank wire. This is the net salary after UK Tax deductions have been effected.

Job Description: Your job profile will be provided to you upon request; however it remains similar to that which is contained in your CV.

Contract Duration: 2 Years (Renewable)

Benefits: North Sea Production Co. Ltd provides benefits for all employees, which includes the following:

- ☐ Childcare and Healthcare Benefits
- ☐ Education Benefits
- ☐ Health, life and disability Insurance
- ☐ Sick leave
- ☐ Vacation and personal days: North Sea Production Co. Ltd have 30 working days annual leave exclusive of public/religious holidays and sick leaves, which can be taken at any time during the year (subject to approval). During any of your vacation, North Sea Production Co. Ltd shall pay for your flight ticket, pay you £7,805.00 GBP as leave allowance and as well pay you £4,200.00 GBP flat rate travel / entertainment allowance together in addition to other allowances.
- ☐ Accommodation (Five-Bed-Room Apartment for married staffs relocating with their family and Two-Bed-Room Apartment for single staff, this accommodation is free) in addition to accommodation allowances.
- ☐ Free Transportation, from home to place of work every day alongside transportation / automobile allowances.
- ☐ Free meal according to your choice dietary
- ☐ Payment of your initial Six (6) months upfront salary upon completion of the procurement of your Visa and Work and Residence permit by the company
- ☐ Comprehensive healthcare delivery

EMPLOYMENT TERMS

The United Kingdom Government will not issue us with your Work and Residence Permit/Visa if you fail to complete the required UK/Scottish Employee Registration Scheme to secure your UK/Scottish Employee Registration Card and Certificate; this is in line with United Kingdom Immigration and Employment act of 2009. As an incoming expatriate and as per laws governing the United Kingdom you need to complete the required United Kingdom Employee Registration Scheme to secure your Employee Registration Card and Certificate before we can make your United Kingdom Residence and Work Permit/Visa application, if you do not complete the Employee Registration Scheme and secure your Scottish Employee Registration Card and Certificate then you cannot relocate and work for us as it is quite important that employees complete the required UK/Scottish Employee Registration Scheme before resuming work.

Do contact the below Solicitors to assist you secure your United Kingdom Employee Registration, The hard copy of your job offer letter and other supporting documents have been forwarded to them:

Paul M Lewis Solicitors
18 Bon Accord Square
Aberdeen Aberdeenshire AB11 6YP
Scotland.

E: adv.pmlewis@hotmail.co.uk

T: +447024066685

JOINING US

Interview: There shall be no other form of interview as this is an online recruitment process and your basis of selection were strongly based on your professional experience and some core values found in your resume by the screening department, there will only be an orientation and training section for you to educate you more on your environment and the challenges facing you.

Residence and Work Permit / Visa: On confirmation that you have completed your Scottish / UK Employee Registration Scheme and secured your Scottish Employee Registration Card and Certificate which is required before we secure your UK / Scottish Work and Residence Permit / Visa and you become a full employee, North Sea Production Co. Ltd will immediately procure your UK / Scottish Work and Residence Permit / Visa. We shall secure you a family Visa, if you intend to relocate with your family.

Flight Ticket: Your flight ticket fee shall also be sent to you by the management of North Sea Production Co. Ltd to enable you purchase your flight ticket in time; fee for family flight ticket will also be issued to you if we are aware that you are relocating with the members of your family.


Reimbursement: You shall be provided with our Reimbursement Application Form where you are expected to fill out the expense incurred by you to procure your Scottish / UK Employee Registration Scheme and every other expense you absorbed in the course of joining us. You shall submit the form attached with the receipt of these expenses you mentioned in the reimbursement form as valid proof of such expenses.

Note: Any fee payable to Gostelow Solicitors for the Completion of your Scottish / UK Employee Registration Scheme is solely your responsibility as this is employee responsibility and we are not concerned with it however, this fee will be reimbursed back to you by management on completion of the procurement of your UK / Scottish Work and Residence Permit / Visa. Your Scottish / UK Employee Registration Scheme should be completed and submitted to us on or before the 29th of November 2010 for speedy processing of your UK / Scottish Work and Residence Permit / Visa.

Do send scan copies of the below documents for the procurement of your UK / Scottish Residence and Work permit / Visa after completing your Scottish / UK Employee Registration Scheme:

- Recent Passport Photograph
- Valid Passport (at least 6 months to expiration)
- Scottish Employee Registration Card and Certificate
- Duly Signed Job Offer Letter
- Academic Qualifications

Upon receipt of the above mentioned documents from your side North Sea Production Co. Ltd will procure your Residence and Work Permit and fax all your documents to the United Kingdom Consulate in your place of Residence to them to facilitate your Visa. We shall notify you on when to go for the endorsement of your international passport with your two (2) years UK / Scottish Visa permit.


Michael Sanders
Human Resource Manager


Iain McSmith
Chief Executive Officer

EMPLOYEE'S DECLARATION

I _____ understand that I may voluntarily terminate my employment, I further understand that I will not be terminated involuntarily at will, rather it will be with cause or prior notice, at any time, regarding of documents or oral or written issued by North Sea Production Co. Ltd or its representatives. With this understanding, I accept the position with the terms as stated above.
By signing and dating this letter below, I accept this job offer by North Sea Production Company Limited.

Signature: _____

Date: _____