



CHRYSAOR

Chrysaor Production (U.K.) Limited
Brettenham House
Lancaster Place
London
WC2E 7EN
United Kingdom

Switchboard: +44 (0) 207 660 5555

1st October 2019

Dear Sirs,

COMPANY CHANGES

Following completion of the corporate acquisition of ConocoPhillips Holdings Limited, Burlington Resources (UK) Holdings Limited and their subsidiary companies by Chrysaor E&P Limited, I am writing to notify of some company changes.

Company name changes, as set out below, have been effected. In addition, the registered address for all of the companies listed has been changed to:

Brettenham House, Lancaster Place, London, WC2E 7EN, United Kingdom

Please refer to beta.companieshouse.gov.uk for further information and documentation.

No.	Former Name	New Name	Company No.
1.	ConocoPhillips (U.K.) Limited	Chrysaor Production (U.K.) Limited	00524868
2.	ConocoPhillips Petroleum Company U.K. Limited	Chrysaor Petroleum Company U.K. Limited	00792712
3.	ConocoPhillips (U.K.) Britannia Limited	Chrysaor (U.K.) Britannia Limited	02954364
4.	Burlington Resources (Irish Sea) Limited	Chrysaor Resources (Irish Sea) Limited	03440053

Where agreements specify that notices are to be addressed for the attention of certain departments, positions or individuals, such details should continue to be used.

All company email address domains have been changed to "@chrysaor.com". However, existing email addresses will continue to accept incoming mail for a transitional period which will be redirected to Chrysaor addresses.

Individual phone and fax numbers remain the same, as will business addresses other than the name change to the relevant company.

Please be advised on the processes to be followed for the following workstreams:

Purchase Orders – Delivery Addresses

For any open Purchase, Repair or Rental Orders placed on or before 30th September 2019 with a legacy ConocoPhillips company, where delivery of materials or equipment and/or performance of services continues after 1st October 2019, there is no change, and these should continue as planned.

The Delivery Address as specified on the Purchase Order should remain the same. However, the name change to the Chrysaor company from the table above will apply. This should be reflected as such on any related delivery paperwork.

Purchase Orders – BillTo Address

For any open Purchase, Repair or Rental Orders placed on or before 30th September 2019 with a legacy ConocoPhillips company, where full settlement of payment has not occurred on or before 1st October 2019, the Invoicing/ BillTo address should be updated to:

*<New Chrysaor Company Name as per table above>
Attn: Invoicing Handling
PO Box 393
N-4068 Stavanger
Norway*

Invoicing and Self-Billing Processes

The current invoicing and self-billing processes used with legacy ConocoPhillips companies; namely ePayables (ActianWeb and DirectConnect), Evaluated Receipt Settlement (ERS) and iPay will remain unchanged, with any existing self-billing agreements remaining valid until their expiry date.

The VAT Number for the companies in the table above remains as **GB 240 0452 18**.

Any self-billing invoices will be issued from the new company name effective 1st October 2019.

The status of an invoice or payment can still be obtained from **MyVP** (My Vendor Portal), accessed via the Vendor Relations website on www.chrysaor.com/vendor-relations using your existing Vendor Number, shown on any Purchase Orders.

There is also a support desk for any invoice related queries:

AberdeenAccountsPayable@chrysaor.com

Tel: +44 (0)1224 205007

Contracts/ Agreements

As the company registration details remain the same and due to the structure of the sale where you have an existing contract with ConocoPhillips your contract remains valid and active and does not require amendment or novation unless discussions have been held separately with you to date.

Where a Parent Company Guarantee (PCG) has been put in place, the ConocoPhillips beneficiary name should be replaced with the Chrysaor name outlined above.

Key contacts will remain the same unless notified otherwise.

Materials owned and stored at Supplier Premises (including repairable items)

Treatment of legacy ConocoPhillips owned materials stored at Supplier Premises whether in inventory or subject to a repair or recertification activity should remain unchanged.

Legacy ConocoPhillips procedure for Contracted Storage providers will remain extant; where a requirement arises for changes to be made to arrangements for tagging and control of materials an additional communication will follow.

Export Controls – Dual Use Regulations

Any legacy ConocoPhillips owned materials subject to export controls under the Dual Use regulations should see no change. Existing licences for the export of these materials will remain and shipment of these items should not occur without confirmation from the Chrysaor Export Compliance Advisor.

Any queries relating to Dual Use materials can be directed to ExportLicensing@Chrysaor.com

Inspection, Certification and Safety requirements

The Technical Delivery Terms, covering Inspection, Certification and Safety Requirements, as specified on Purchase Orders and Material Frame Agreements will remain unchanged.

The details can now be accessed on www.chrysaor.com/vendor-relations

Customs Matters

There will be no change to the customs policies, approvals and procedures for the above companies until we notify otherwise. This means:

- Union Customs Code – the companies remain approved to use the ship's manifest system, so except for controlled items, materials transported to/from our offshore assets can be declared via the manifests until further notice.
- Shipwork end use relief – the companies retain the approval under number **EU/0910/020/20**.

We continue to require the commodity code/HS Tariff to be stated on all Delivery Notes, Quotations and Invoices for equipment or materials sold to any of the companies.

Please note that for up to one year [invoices, POs] etc may be received from a ConocoPhillips email address. This is a transitional administrative arrangement and, for the avoidance of doubt, we confirm that all activities and operations are the responsibility of the relevant Chrysaor entity in accordance with the documentation attached to such email.

We request that you update your records accordingly and share this information within your organisation, as appropriate.

A copy of this letter is available as a link on www.chrysaor.com/vendor-relations

Thank you for your co-operation.

Yours faithfully,



Steve Cox
Managing Director