

26th October 2023

Dear Sir/s,

Company Changes notification

We are writing to notify you of changes taking place within Harbour Energy, details of which are listed below. This communication affects all the companies listed in Schedule A to this letter.

1. VAT Group Information

With effect on and from 1st January 2024, we will be consolidating several legal entities into one VAT group. The VAT number for all the companies listed in Schedule A to this letter (with the exception of the companies marked with *) will change to **GB 240 0452 18** with effect on and from 1st January 2024. All invoices raised from 1 January 2024 should state the revised VAT number.

2. Enterprise Management System (EMS)

As part of bringing together our heritage organisations and facilitating common ways of working, we are in Phase 2 of the process of transitioning legacy Premier Oil companies to the Harbour Energy EMS system, this being SAP S4 Hana, effective on and from **1st January 2024** (“**EMS Phase 2 go-live**”).

Phase 2 key information as we cut over to the new EMS system:

a) Master Data Freeze

From **17th November 2023 to 1st January 2024**, we will be unable to process any changes to your bank details, addresses, VAT codes etc. Please make any changes you are aware of before this date.

b) Invoice Submission

The last date for invoice ingestion (for all companies listed in Schedule A to this letter) into our current systems is **7th December 2023**. We will make every effort to process any invoices submitted prior to this date for inclusion in the last payment run in our current systems which is **18th December 2023**.

If an invoice is submitted after **7th December 2023**, it will get processed in our new system after EMS go-live on **1st January 2024**. This may cause invoices to be paid later than usual but we will make every effort to catch up and get all outstanding invoices paid as soon as possible.

We will continue to check and verify invoices from **7th December 2023 to 1st January 2024** and will inform suppliers of any rejected invoices to allow a new invoice to be submitted during that period.

The email address to submit all invoices and queries post **7th December 2023** (for all companies listed in Schedule A to this letter) is AccountsPayableUK@harbourenergy.com. Please do not use any previous email addresses for submission of invoices or queries after **7th December 2023**.

Please note that the company name on any invoice must be the company name that the purchase order was issued under otherwise the invoice will be rejected.

c) BillTo Address

The BillTo address on invoices in Schedule A will be effective from 1st January 2024:

[Company Name]

c/o Accounts Payable
Rubislaw House
Anderson Drive
Aberdeen
AB15 6FZ
United Kingdom

d) Ariba Supplier Onboarding

Harbour Energy have implemented the SAP Ariba Supplier Lifecycle and Performance (SLP) solution for onboarding and managing suppliers. Suppliers will have access to a cloud-based self-serve portal via the SAP Business Network which allows suppliers to have control of their own data and trigger updates when required.

- If your company **has** registered with Harbour Energy via SAP Ariba from September 2022 to present, there is no requirement to complete a new questionnaire. However, please ensure any additional bank details used solely for trading with legacy Premier Oil entities are updated in your Ariba questionnaire as soon as possible.
- If your company **has not** registered via SAP Ariba with Harbour Energy from September 2022 to present, your company's primary contact will be contacted by the Harbour Energy Ariba Team in due course and requested to complete a Supplier Registration Questionnaire

Any queries can be directed to aribaadmin@harbourenergy.com

e) Ariba commerce automation (SAP Business Network)

- For any suppliers currently transacting via the SAP Business Network (Ariba Commerce Automation) with any other Harbour Energy companies (namely the legacy Chrysaor entities) please note that Purchase Orders will only commence being submitted via this method once live in the new EMS system in January 2024
- Any invoices relating to Purchase Orders for the legacy Premier Oil Companies that pre-date the new EMS system should be submitted to the email/BillTo in sections **2.b)** and **2.c)** above

3. Export Controls – Dual Use Regulations

Any Harbour Energy 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 Export Compliance Advisor.

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

4. Customs Matters

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

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

Thank you for your co-operation.

Yours sincerely



Steven Petrie
Vice President – Supply Chain

Schedule A

No.	Company Name	Company Number
1.	Harbour Energy PLC	SC234781
2.	Premier Oil Group Holdings limited*	10785965
3.	Premier Oil Group Limited	SC017829
4.	Premier Oil Holdings Limited	3689620
5.	Premier Oil and Gas Services Limited	03468792
6.	Premier Oil Aberdeen Services Limited	1164961
7.	Premier Oil UK Limited	SC048705
8.	Premier Oil E&P Holdings Limited*	10121045
9.	Premier Oil E&P UK EU Limited	2907493
10.	Premier Oil E&P UK Limited	2761032
11.	Premier Oil Mexico Holdings Limited	8033702
12.	Premier Oil Mexico Investments Limited	8279035
13.	Premier Oil Far East Limited	1135444
14.	Premier Oil ANS Holdings Limited	5452607
15.	Premier Oil ANS Limited	5681805
16.	Premier Oil B Limited*	8534717

****Not included in the VAT number change noted in section 1***