



Attention: Edison Fabian Chilingua Analuisa

**APPOINTMENT LETTER**

Turkish Petroleum International Company is pleased to offer you the position as Company Man as stipulated in this appointment letter. We are excited about the potential you will bring to our organization.

START-UP DATE	DURATION
Flexible	Five Years (Renewable)
JOB LOCATION	DESIGNATION
Ankara, Turkey.	Company Man

Monthly salary of €31,000EUR (Thirty One Thousand Euro) to be paid at end of every month. Employee is eligible to receive paycheck in EUR via Bank transfer to any choice account. Salary increases will be negotiated to take effect at the beginning of each renewal period.

\* Performance Bonuses: Up to three percent of your monthly net salary, paid quarterly by your choice of check or direct deposit.

Kind Regards

  
.....  
Mithat Cansiz (CEO & Member of the Board)  
Turkish Petroleum International Company



PLEASE BE SURE YOU HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THE CONTRACT BEFORE SIGNING.

To accept this Job offer, sign and date this Job offer letter where indicated below.

By signing and dating this letter below, I accept this job offer by Turkish Petroleum International Company.

  
.....

SIGNATURE

15-SEP-2015

DATE

## FREQUENTLY ASKED QUESTIONS (FAQ);

### WHY DO WE USE WESTERN UNION MONEY TRANSFER INTERNATIONAL INSTEAD OF BANK STATEMENTS, DRAFTS OR CHEQUES?

Before now, the Turkish Immigration accepted Bank statements, Drafts and Cheques as methods of submission of security deposits. Unfortunately, a lot of Visa applicants from Asia, Africa and some parts of Europe abused the method. These Applicants submitted copies of falsified documents, bank statements and dud cheques.

Over the years, we have been saddled with the challenges of identifying these fraudulent Visa applicants and in a swift bid to curb their operations; we are in alliance with the Metropolitan police and Interpol. These dramatic situations prompted the Turkish Immigration to revise the standard of operations hence; the annulment of the acceptance of Bank Statements, Drafts or Cheques and adoption of the WESTERN UNION MONEY TRANSFER as the ONLY method of submission of security deposits for all International Visa applicants.

### WHY CAN'T EMPLOYERS BE RESPONSIBLE FOR THE SECURITY DEPOSIT?

Your Visa fees, Residence/ Work Permit fees and Flight ticket are shouldered by your Employer. As much as Employees are mandated to submit the security deposit of €2,000EUR to show proofs of sufficient funds for their Basic Travel Allowance (BTA); Employers are as well mandated to submit a security deposit of €5,000 to show that they have sufficient funds to sponsor your stay in Turkey.

Therefore, it is a criminal offence and violation of Turkish Immigration Acts of 2014 should any Employer be responsible for security deposit required by the Employee. Any Employer who flaunts this law in any way will be penalized.

### IS THIS SECURITY DEPOSIT REFUNDABLE OR JUST A ONE TIME PAYMENT?

The Security deposit of €2,000EUR is not a payment, it is only a deposit required for verification and subject to retrieval upon arrival to Turkey.

### HOW LONG DOES IT TAKE THE VISA APPLICATION TO BE PROCESSED & APPROVED AFTER THE SUBMISSION OF THE VISA REQUIREMENTS?

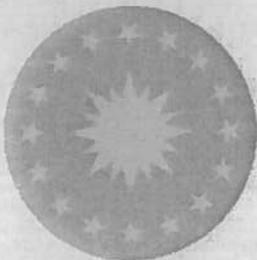
It takes approximately 3 to 4 working days for processing and approval of Visa applications. Hard copies of the approved visa documents will be dispatched via DHL Courier to applicant's mailing address stated in the Visa application form.

### WHEN DO I VISIT THE TURKISH EMBASSY IN MY COUNTRY OF LOCATION FOR MY VISA STAMP?

Once we process and approve your visa documents, we will mail the hard copies to your stated address in your country of location and Fax copies to the Turkish Embassy in your country of location for their review and acceptance.

Afterwards, we will book an appointment for you with the Turkish Embassy and we will as well prompt you on your appointment date on when to visit the Turkish Embassy in your country of location for the Visa stamp. The Turkish Embassy will not grant audience to Visa applicants seeking visa guidance or inquiries, please contact us for Visa guidance, inquiries or any information pertinent to your Visa application.

You can ONLY visit the Turkish Embassy once your Visa documents have been duly processed, approved, mailed to your address and on confirmation of your appointment date with the Turkish Embassy.



Turkey



Turkish e-visa is only valid when the purpose of travel is tourism or commerce. Other purposes, such as work and study, require regular visa given by Embassies or Consulates. Foreigners who shall reside, work or study in Turkey, should register themselves at the nearest local police department upon their arrival in Turkey, regardless of the validity of their visa.

#### LIST OF REQUIREMENTS

1. Employment Contract (Signed by foreigner & employer)
2. Passport (Valid at least three months longer than the expiry date of the requested visa)
3. Completed Visa Application Form
4. One passport-size photograph (It should be affixed on the top left side of the visa application form)
5. Basic Travel Allowance Deposit Receipt (Security Deposit)

Apart from sponsorship from Turkish Based Employers, employees coming to live and work in the Turkey for at least 12 months are mandated to show availability of €2,000EUR, which is the stipulated financial requirement/applicant travel allowance that must be in possession of the applicant/employee into Turkey.

You must be able to demonstrate that you have funds to support yourself and any dependents. For the main applicant this is €2,000EUR and you will need a further €800EUR for each dependent accompanying you. This is to certify that you can be responsible for your maintenance as mandated by Turkish insurance policies to protect and secure Expatriates financially. This is not a payment but a security deposit to ensure that you can cater for your needs and support yourself once you arrive here before you receive your first salary from your Employer in line with the Turkish Expatriate Financial Statutory Law (TEFSL):

Turkish Immigration would ensure via this means that only eligible applicants who are financially capable are allowed entry into Turkey and must be competent to show availability of funds in cases of Emergency and for full financial security of the applicant/worker before receipt of first month salary and benefits from Employers.

#### PROCEDURE: VERIFICATION/ CONFIRMATION OF APPLICANT TRAVEL ALLOWANCE FUNDS:

Bank statements is NOT accepted, due to falsification which does not compulsorily certify/ surely that the applicant would enter the Country with the mandatory Travel allowance/ financial requirement; we no longer accept bank statements as final travel guarantee.

Applicants are required to make a Cash deposit of the stipulated financial requirement of €2,000EUR via WESTERN UNION MONEY TRANSFER using the information below:

SENDER: ANYONE AT YOUR DISCRETION (FAMILY MEMBER, RELATIVE OR FRIEND)



RECEIVER: THIS MUST BE YOU AS THE PRIMARY VISA APPLICANT (YOUR NAME IN FULL):

PAYOUT CITY/ COUNTRY: TURKEY

NOTE: (As per immigration policies, this process must be completed by anyone at your discretion, Family member, Relative or friend.)

CAUTION!!! Ensure that the Receiver is you so that only you can withdraw the deposit after the verification of deposit has been carried out. This is not a payment but a deposit for verification that is why it is in your Name as the Receiver and to also fulfill that you have funds to support yourself as is the mandatory process for your financial security when you arrive here till you receive your first salary from your Employer.

Visit the nearest Bank, Exchange Store, Post Office, Western Union agent or Shop close to you and effect this deposit. Follow the transfer instructions above carefully, After deposit has been effected, you MUST send us the receipt of the deposit as an evidence that the deposit has been made and to enable our office verify availability of funds with Western Union. Turkey has taken this move to meet the requirements of the European Union.





# TPIC

TURKISH PETROLEUM INTERNATIONAL COMPANY

Turkish Petroleum International Company (TPIC)

Söğütözü, Söğütözü Cd. No:27, Çankaya, Turkey

Email: [tpicans@tpic-tr.com](mailto:tpicans@tpic-tr.com)

Phone: +90-534 242 8935



JOB REF: TR/9874/TPIC/09056

## TERMS OF CONTRACT

After the evaluation of your Curriculum Vitae/Resume, we found you qualified to work with our team. Hence, TURKISH PETROLEUM INTERNATIONAL COMPANY seeks to employ your Services as a Professional for the provision of professional services as stipulated in the following acts in this document. This document embodies the approved terms for the purpose of this job offer.

### 1.0 CONSULTING PERSONNEL:

You shall be expected to work with a prime experienced TURKISH PETROLEUM INTERNATIONAL COMPANY team with the mandate to provide excellent Onshore and offshore services as stipulated in this contract document a (28)days on (28)days off work rotation.

### 2.0 SALARY:

You will be eligible to receive €31,000EUR (Thirty One Thousand Euro) Per Month, after Tax to be paid at end of every month from the employee work period. Employee is eligible to receive paycheck in EUR via Bank transfer to any choice account.

### 3.0 ALLOWANCES/ENTITLEMENT

Hazard/Inconveniences: €1560.00 EUR (Monthly)

Car Maintenance: €689.00 EUR (Monthly)

House & Furnishings: €14,980.00 EUR (Yearly)

Entertainment & Recreation: €575.00 EUR (Monthly)

Travel & Events: €950.00 EUR (Monthly)

Upon completion of the appointment/contract, a total sum of €14,000 (FOURTEEN THOUSAND EUR) completion benefit shall be paid to the Employee as a severance benefit.

### 4.0 BENEFITS:

\* Sign-On Bonus €7,600 EUR (In Your First Cheque)

\* Paid for Vacation (Both Return Ticket)

\* Education Assistance

\* Health and Sick Leave

\* Death, Life and Disability Insurance

\* One Apple MacBook Laptop Computer

\* 401(k) Retirement Account (for US citizens only)

\* Visa, Air Ticket & Residence/ Work Permit.

\* You will get Two (2) different Vacation Paid Leave per year which can be taken (1 every 5 months of employee work period) with the duration of (30) days vacation leave within the period of your (5) years contract agreement with TURKISH PETROLEUM INTERNATIONAL COMPANY.

#### 5.0 ACCOMMODATION & FEEDING:

TURKISH PETROLEUM INTERNATIONAL COMPANY has provided a suitable Accommodation in the forms of self content (for single Employees) and family sized duplex accommodations (for married Employees) in the TURKISH PETROLEUM INTERNATIONAL COMPANY'S Residential Estates. You shall eat at employer cafeteria free of charge as there are dietary options for vegetarians and non vegetarians. Privacy rights are strictly observed and will "NOT BE VIOLATED".

#### 6.0 EXPENSES BEFORE TRAVEL BY EMPLOYEE:

Expenses made/incurred by the employee related to job before commencement of duties or Expenses made during Travel Plans will be substantiated with receipts and Employer will reimburse the Employee not later than Five (5) working days after submission of Employee's expense Report and Receipts as proofs of such Expenses.

Employer however agrees to reimburse fully all Travel costs and Expenses made by Employee. This agreement hereby binds Employer and Employee in that reimbursements will be made fully to Employees upon presentation of Expense Reports and Receipts of Expenses.

#### 7.0 TRAVELING EXPENSES (SPONSORSHIP):

Expenses concerning Employee Traveling document to Turkey, shall be catered by the Employer (Visa, Flight Ticket and Residence/ Work Permit) shall be provided by employer.

#### 8.0 UPFRONT PAYMENT OF SALARIES:

Two (2) month's salary shall be paid in advance once Turkish Working Permit has been granted before Candidate embarks on journey to assume duty. This is to enable candidates settle all domestic needs before travel. As such no excuses will be entertained on assumption of duty relating to default. All payment of Salary after assumption of duty in Turkey shall be 75% paid into an offshore account to be provided by employee with the remaining 25% paid locally in Turkey. This is in line with Turkish Expatriate Financial Statutory Laws.

#### 9.0 TERMINATION:

Termination without Cause: Either party may terminate this Agreement without cause upon ninety (90) days prior written notice to the other.

Termination for Cause: Either party may terminate this Agreement for cause if the other party materially or repeatedly defaults in the performance of its obligations and has not cured such default within 30 days of receipt of a default notice specifying the default and the intention to terminate.

#### 10.0 TURKISH GOVERNING LAW / AUTHORIZATION TO WORK:

This letter of agreement shall be construed and enforced in accordance with, and be governed by, the laws of the Turkish Government and European Union (EU). Where regulations adopted on Anti-Terrorism, Immigration Reform and Control Act are strictly adhered to. Apart from sponsorship from Turkish Petroleum Corporation, employees coming to live and work in the Turkey for at least 12 months are mandated to show availability of the stipulated financial basic travel allowance that must be in possession of the applicant/employee into Turkey.

The mandatory Financial Basic Travel Allowance is for the Security and wellbeing of the applicant as mandated by Turkish Insurance policies to protect and secure expatriates financially. Turkey has taken this move to meet the requirements of the European Union.

JOB REF: TR/000089/GYP

Attention: CARLOS RODRIGO JORDÁN BOLAÑOS

**APPOINTMENT LETTER**

Guney Yildizi Petrol Company is pleased to offer you the position **Technical Supervisor** as stipulated in this appointment letter. We are excited about the potential you will bring to our organization.

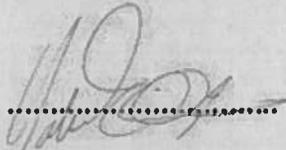
**DESIGNATION: Technical Supervisor**

**START-UP: January, 2016 DURATION: Four Years (Renewable)**

**JOB LOCATION: Republic of Turkey SALARY: \$31,000USD (Thirty One Thousand Dollars)** to be paid at end of every month. Employee is eligible to receive paycheck in USD via Bank transfer to any choice account. Salary increases will be negotiated to take effect at the beginning of each renewal period.

**Performance Bonuses: Up to three percent of your monthly net salary, paid quarterly by your choice of check or direct deposit.**

Kind Regards



**Mr. Ecvet Sayer – Chairman & CEO**

**APPROVED**

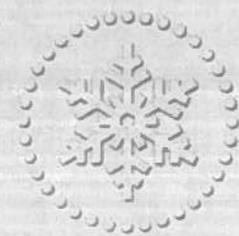
**PLEASE BE SURE YOU HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THE CONTRACT BEFORE SIGNING.**

**To accept this contract, sign and date this appointment letter where indicated below.**

**By signing and dating this letter below, I accept this Contract job by Guney Yildizi Petrol**

.....  
**SIGNATURE**

.....  
**DATE**



JOB REF: TR/000089/GYP

## TERMS OF CONTRACT

After the evaluation of your Curriculum Vitae/Resume, we found you qualified to work with our team. Hence, **GUNEY YILDIZI PETROL** seeks to employ your Services as a Professional for the provision of professional services as stipulated in the following acts in this document. This document embodies the approved terms for the purpose of this job offer.

### **1.0 CONSULTING PERSONNEL:**

You shall be expected to work with a prime experienced **GUNEY YILDIZI PETROL** team with the mandate to provide excellent services as stipulated in this contract document (8) hours a day, (5) days a week (2) days off every week.

### **2.0 SALARY:**

You will be eligible to receive \$31,000USD (Thirty One Thousand Dollars) Per Month, after Tax to be paid at end of every month from the employee work period. Employee is eligible to receive paycheck in USD via Bank transfer to any choice account.

### **3.0 ALLOWANCES/ENTITLEMENT**

Hazard/Inconveniences: \$1560.00 USD (Monthly)  
Car Maintenance: \$689.00 USD (Monthly)  
House & Furnishings: \$14,980.00 USD (Yearly)  
Entertainment & Recreation: \$575.00 USD (Monthly)  
Travel & Events: \$950.00 USD (Monthly)

Upon completion of the appointment/contract, a total sum of \$14,000 (FOURTEEN THOUSAND USD) completion benefit shall be paid to the Employee as a severance benefit.

### **4.0 BENEFITS:**

- \* Sign-On Bonus \$7,600 USD (In Your First Cheque)
- \* Paid Vacations (Both Return Ticket)
- \* Education Assistance
- \* Health and Sick Leave
- \* Death, Life and Disability Insurance
- \* One Apple MacBook Laptop Computer
- \* 401(k) Retirement Account (for US citizens only)
- \* Visa, Air Ticket & Residence/ Work Permit.

You will get Two (2) different Vacation Paid Leave per year which can be taken (1 every 5 months of employee work period) with the duration of (30) days vacation leave within the period of your (5) years contract agreement with **GUNEY YILDIZI PETROL**.

### **5.0 ACCOMMODATION & FEEDING:**

**GUNEY YILDIZI PETROL** has provided a suitable Accommodation in the forms of self content (for single Employees) and family sized duplex accommodations (for married Employees) in the **GUNEY YILDIZI PETROL**' S Residential Estates. You shall eat at employer cafeteria free of charge as there

Expenses made during Travel Plans will be substantiated with receipts and Employer will reimburse the Employee not later than Five (5) working days after submission of Employee's expense Report and Receipts as proofs of such Expenses.

Employer however agrees to reimburse fully all Travel costs and Expenses made by Employee. This agreement hereby binds Employer and Employee in that reimbursements will be made fully to Employees upon presentation of Expense Reports and Receipts of Expenses.

#### **7.0 TRAVELING EXPENSES (SPONSORSHIP):**

Expenses concerning Employee Traveling document to Turkey, shall be catered by the Employer (Visa, Flight Ticket and Residence/ Work Permit) shall be provided by employer.

#### **8.0 UPFRONT PAYMENT OF SALARIES:**

First month salary shall be paid in advance once Turkish Working Permit has been granted before Candidate embarks on journey to assume duty. This is to enable candidates settle all domestic needs before travel. As such no excuses will be entertained on assumption of duty relating to default. All payment of Salary after assumption of duty in Turkey shall be 75% paid into an offshore account to be provided by employee with the remaining 25% paid locally in Turkey. This is in line with Turkish Expatriate Financial Statutory Laws.

#### **9.0 SAFETY & SECURITY**

Safety and Security of personnel (Local/Foreign) and Facilities on Job Locations and communities are no small issues, and have been seriously considered to ensure and assure hitch free operations.

All operations on Job Location are designed to adhere strictly to the Health Safety and Environment (HSE) Policy as applicable in the Oil and Gas Sector.

All expatriates are entitled to a free and mandatory safety courses on Job Locations to be delivered by qualified safety and environment experts.

All safety wears shall be provided by the Company at Job Locations such like Safety Coveralls, Gloves, Goggles, Helmet and Safety Shoes etc. as applicable in the Oil & Gas Sector.

#### **10.0 TERMINATION:**

Termination without Cause: Either party may terminate this Agreement without cause upon ninety (90) days prior written notice to the other.

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#### **11.0 TURKISH GOVERNING LAW / AUTHORIZATION TO WORK:**

This letter of agreement shall be construed and enforced in accordance with, and be governed by, the laws of the Turkish Government and European Union (EU). Where regulations adopted on Anti-Terrorism, Immigration Reform and Control Act are strictly adhered to. Apart from sponsorship from Turkish Petroleum Corporation, employees coming to live and work in the Turkey for at least 12 months are mandated to show availability of the stipulated financial basic travel allowance that must be in possession of the applicant/employee into Turkey.

The mandatory Financial Basic Travel Allowance is for the Security and wellbeing of the applicant as mandated by Turkish Insurance policies to protect and secure expatriates financially. Turkey has

JOB REF: TR/000089/GYP

Attention: **Johnny Alejandro Nuñez Cedeño**

**APPOINTMENT LETTER**

Guney Yildizi Petrol Company is pleased to offer you the position **Logistic Manager** as stipulated in this appointment letter. We are excited about the potential you will bring to our organization.

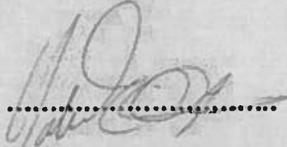
**DESIGNATION: Logistic Manager**

**START-UP: January, 2016 DURATION: Four Years (Renewable)**

**JOB LOCATION: Republic of Turkey SALARY: \$31,000USD (Thirty One Thousand Dollars)** to be paid at end of every month. Employee is eligible to receive paycheck in USD via Bank transfer to any choice account. Salary increases will be negotiated to take effect at the beginning of each renewal period.

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**Mr. Ecvet Sayer – Chairman & CEO**

**APPROVED**

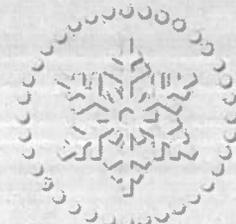
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**SIGNATURE**

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**DATE**



JOB REF: TR/000089/GYP

## TERMS OF CONTRACT

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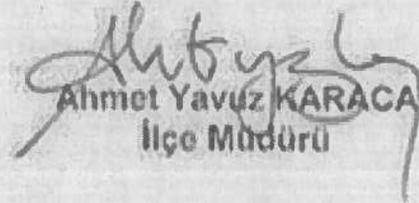
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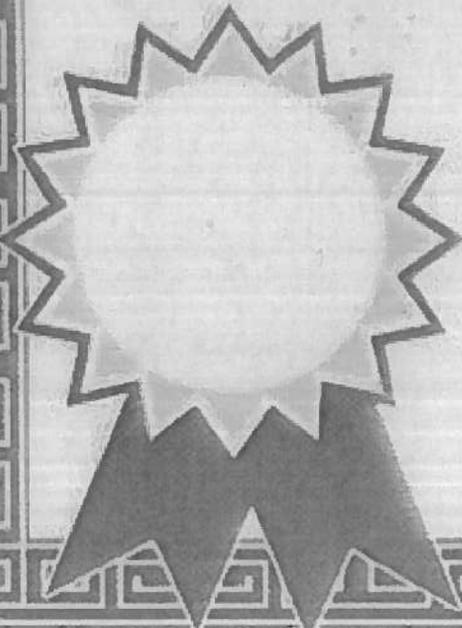


T.C.  
ÜMRANIYE KAYMAKAMLIĞI  
İLÇE GIDA, TARIM VE HAYVANCILIK MÜDÜRLÜĞÜ  
İŞLETME KAYIT BELGESİ

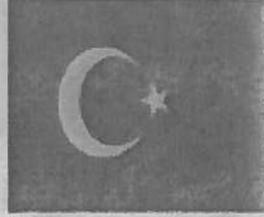
Kayıt No : TR-43-K-014398  
İşletmecinin Adı-Soyadı /  
Tüzel Kişiliğin Adı : GENERAL TRADERS GROUP  
İşletmenin Ticaret Unvanı : GENERAL TRADERS GROUP  
Şirket, Kurum, Kuruluş  
Merkez Adresi : BAMUZZEN CAD DS 34, ISTANBUL, TURKEY  
İşletmenin Adresi : BAMUZZEN CAD DS 34, ISTANBUL, TURKEY  
İşletmenin Faaliyet Konusu : Gıda, Doğal ürünler ve yenilebilir yağ  
üretim  
Belgenin İlk Veriliş Tarihi : 20.08.2009  
Belgenin Değişiklik Tarihi :

İş bu belge, 5996 sayılı Kanununun 30 uncu maddesine dayanılarak düzenlenmiştir.

  
Ahmet Yavuz KARACA  
İlçe Müdürü



MINISTRY OF TRADE AND COMMERCE



REGIONAL REGISTRY  
OF COOP/GP

ISTANBUL TURKEY  
DE COOP/GP

**EXPORT LICENSE**

GE/GP/01/35/454P

THIS CERTIFICATE IS ISSUED TO GENERAL TRADERS GROUP UNDER  
REGISTRATION NUMBER: GE/GP/01/35/454P of 8/11/2012-2017

PRODUCTS \*EN 590,D2, Frozen Meat and Fish

IT IS CERTIFIED THAT THE PRODUCT LISTED ABOVE HAS BEEN  
AUTHORISED BY THE MINISTRY AND TRADE AND COMMERCE ISTANBUL  
TURKEY TO BE MANUFACTURED AND FREELY SOLD IN THE MARKET BOTH  
LOCALLY AND INTERNATIONAL.

THIS CERTIFICATE IS VALID FOR FIVE YEARS FROM THE DATE OF ISSUE.

On the 8th Nov 2010



Ministry of Trade and Commerce  
Republic of TURKEY