

U.S. Department of Justice  
 Washington, DC 20530

**Exhibit A to Registration Statement  
 Pursuant to the Foreign Agents Registration Act of  
 1938, as amended**

INSTRUCTIONS. Furnish this exhibit for EACH foreign principal listed in an initial statement and for EACH additional foreign principal acquired subsequently. The filing of this document requires the payment of a filing fee as set forth in Rule (d)(1), 28 C.F.R. § 5.5(d)(1). Compliance is accomplished by filing an electronic Exhibit A form at <https://www.fara.gov>.

Privacy Act Statement. The filing of this document is required by the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide this information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the FARA Unit in Washington, DC. Statements are also available online at the FARA Unit's webpage: <https://www.fara.gov>. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public in print and online at: <https://www.fara.gov>.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .22 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, FARA Unit, Counterintelligence and Export Control Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name of Registrant Nicolla Hewitt Communications Corp.	2. Registration Number 7065
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3. Primary Address of Registrant  
66 East 55th St, New York, NY 10022

4. Name of Foreign Principal Ministry of Media (through Thiqah Business Services Co.)	5. Address of Foreign Principal Amr ibn al-Aas Street, PO Box 570 Riyadh, Riyadh SAUDI ARABIA 12735
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6. Country/Region Represented  
SAUDI ARABIA

7. Indicate whether the foreign principal is one of the following:

Government of a foreign country<sup>1</sup>

Foreign political party

Foreign or domestic organization: If either, check one of the following:

<input type="checkbox"/> Partnership	<input type="checkbox"/> Committee
<input type="checkbox"/> Corporation	<input type="checkbox"/> Voluntary group
<input type="checkbox"/> Association	<input type="checkbox"/> Other ( <i>specify</i> ) _____

Individual-State nationality \_\_\_\_\_

8. If the foreign principal is a foreign government, state:

a) Branch or agency represented by the registrant  
Ministry of Media

b) Name and title of official with whom registrant engages  
Dr. Khalid Al-Ghamdi, Undersecretary for International Relations

<sup>1</sup> "Government of a foreign country," as defined in Section 1(e) of the Act, includes any person or group of persons exercising sovereign de facto or de jure political jurisdiction over any country, other than the United States, or over any part of such country, and includes any subdivision of any such group and any group or agency to which such sovereign de facto or de jure authority or functions are directly or indirectly delegated. Such term shall include any faction or body of insurgents within a country assuming to exercise governmental authority whether such faction or body of insurgents has or has not been recognized by the United States.

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9. If the foreign principal is a foreign political party, state:

- a) Name and title of official with whom registrant engages
  
- b) Aim, mission or objective of foreign political party

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10. If the foreign principal is not a foreign government or a foreign political party:

a) State the nature of the business or activity of this foreign principal.

b) Is this foreign principal:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Supervised by a foreign government, foreign political party, or other foreign principal         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Owned by a foreign government, foreign political party, or other foreign principal              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Directed by a foreign government, foreign political party, or other foreign principal           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Controlled by a foreign government, foreign political party, or other foreign principal         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Financed by a foreign government, foreign political party, or other foreign principal           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Subsidized in part by a foreign government, foreign political party, or other foreign principal | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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11. Explain fully all items answered "Yes" in Item 10(b).

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12. If the foreign principal is an organization and is not owned or controlled by a foreign government, foreign political party or other foreign principal, state who owns and controls it.

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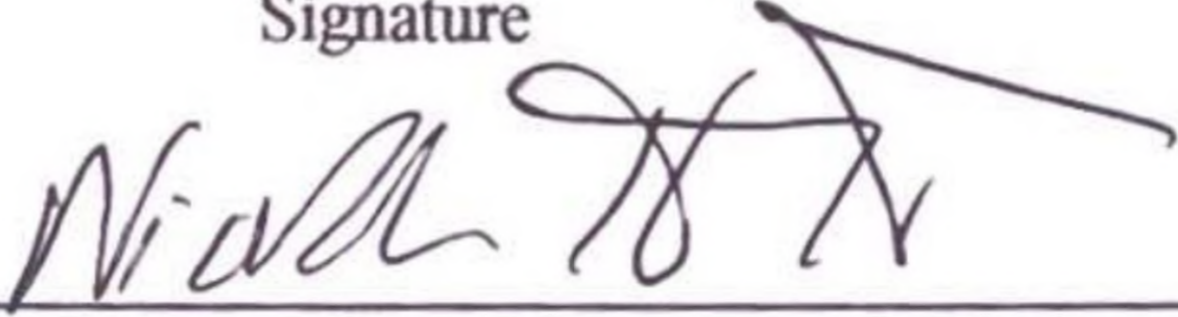
**EXECUTION**

In accordance with 28 U.S.C. § 1746, and subject to the penalties of 18 U.S.C. § 1001 and 22 U.S.C. § 618, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this statement filed pursuant to the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, that he/she is familiar with the contents thereof, and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date	Printed Name	Signature
01/03/2022	Nicolla Hewitt	/s/Nicolla Hewitt
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EXECUTION**

In accordance with 28 U.S.C. § 1746, and subject to the penalties of 18 U.S.C. § 1001 and 22 U.S.C. § 618, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this statement filed pursuant to the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, that he/she is familiar with the contents thereof, and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date	Printed Name	Signature
<u>1/3/2022</u>	<u>NICOLLA HEWITT</u>	<u></u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

U.S. Department of Justice

Washington, DC 20530

**Exhibit B to Registration Statement  
Pursuant to the Foreign Agents Registration Act of  
1938, as amended**

**INSTRUCTIONS.** A registrant must furnish as an Exhibit B copies of each written agreement and the terms and conditions of each oral agreement with his foreign principal, including all modifications of such agreements, or, where no contract exists, a full statement of all the circumstances by reason of which the registrant is acting as an agent of a foreign principal. Compliance is accomplished by filing an electronic Exhibit B form at <https://www.fara.gov>.

**Privacy Act Statement.** The filing of this document is required for the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide the information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the FARA Unit in Washington, DC. Statements are also available online at the FARA Unit's webpage: <https://www.fara.gov>. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public in print and online at: <https://www.fara.gov>.

**Public Reporting Burden.** Public reporting burden for this collection of information is estimated to average .32 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, FARA Unit, Counterintelligence and Export Control Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

**1. Name of Registrant**

Nicolla Hewitt Communications Corp.

**2. Registration Number**

7065

**3. Name of Foreign Principal**

Ministry of Media (through Thiqah Business Services Co.)

Check Appropriate Box:

4.  The agreement between the registrant and the above-named foreign principal is a formal written contract. If this box is checked, attach a copy of the contract to this exhibit.
5.  There is no formal written contract between the registrant and the foreign principal. The agreement with the above-named foreign principal has resulted from an exchange of correspondence. If this box is checked, attach a copy of all pertinent correspondence, including a copy of any initial proposal which has been adopted by reference in such correspondence.
6.  The agreement or understanding between the registrant and the foreign principal is the result of neither a formal written contract nor an exchange of correspondence between the parties. If this box is checked, give a complete description below of the terms and conditions of the oral agreement or understanding, its duration, the fees and expenses, if any, to be received.
7. What is the date of the contract or agreement with the foreign principal? 06/01/2021
8. Describe fully the nature and method of performance of the above indicated agreement or understanding.

Please see attached agreement. Registrant will perform general public relations and media outreach services, including outreach to broadcast, print, and social media about the changing way of life in Saudi Arabia.

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9. Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.

Registrant will perform general public relations and media outreach services, including outreach to broadcast, print, and social media about the changing way of life in Saudi Arabia.

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10. Will the activities on behalf of the above foreign principal include political activities as defined in Section 1(o) of the Act<sup>1</sup>.

Yes  No

If yes, describe all such political activities indicating, among other things, the relations, interests or policies to be influenced together with the means to be employed to achieve this purpose. The response must include, but not be limited to, activities involving lobbying, promotion, perception management, public relations, economic development, and preparation and dissemination of informational materials.

Registrant will perform general public relations and media outreach services, including outreach to broadcast, print, and social media about the changing way of life in Saudi Arabia.

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11. Prior to the date of registration<sup>2</sup> for this foreign principal has the registrant engaged in any registrable activities, such as political activities, for this foreign principal?

Yes  No

If yes, describe in full detail all such activities. The response should include, among other things, the relations, interests, and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored, or delivered speeches, lectures, social media, internet postings, or media broadcasts, give details as to dates, places of delivery, names of speakers, and subject matter. The response must also include, but not be limited to, activities involving lobbying, promotion, perception management, public relations, economic development, and preparation and dissemination of informational materials.

Set forth below a general description of the registrant's activities, including political activities.

Registrant performed general public relations and media outreach services, including outreach to broadcast, print, and social media about the changing way of life in Saudi Arabia.

Set forth below in the required detail the registrant's political activities.

Date	Contact	Method	Purpose
See Appendix for Response			

12. During the period beginning 60 days prior to the obligation to register<sup>3</sup> for this foreign principal, has the registrant received from the foreign principal, or from any other source, for or in the interests of the foreign principal, any contributions, income, money, or thing of value either as compensation, or for disbursement, or otherwise?

Yes  No

If yes, set forth below in the required detail an account of such monies or things of value.

Date Received	From Whom	Purpose	Amount/Thing of Value
11/15/2021	Thiqah Business Services Co.	Retainer	\$ 15,678.00
12/02/2021	Thiqah Business Services Co.	Retainer	\$ 15,672.00

\$ 31,350.00

13. During the period beginning 60 days prior to the obligation to register<sup>4</sup> for this foreign principal, has the registrant disbursed or expended monies in connection with activity on behalf of the foreign principal or transmitted monies to the foreign principal?

Yes  No

If yes, set forth below in the required detail and separately an account of such monies, including monies transmitted, if any.

Date	Recipient	Purpose	Amount
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1 "Political activity," as defined in Section 1(o) of the Act, means any activity which the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

2,3,4 Pursuant to Section 2(a) of the Act, an agent must register within ten days of becoming an agent, and before acting as such.

**EXECUTION**

In accordance with 28 U.S.C. § 1746, and subject to the penalties of 18 U.S.C. § 1001 and 22 U.S.C. § 618, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this statement filed pursuant to the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, that he/she is familiar with the contents thereof, and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date	Printed Name	Signature
01/03/2022	Nicolla Hewitt	/s/Nicolla Hewitt
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EXECUTION**

In accordance with 28 U.S.C. § 1746, and subject to the penalties of 18 U.S.C. § 1001 and 22 U.S.C. § 618, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this statement filed pursuant to the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, that he/she is familiar with the contents thereof, and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date	Printed Name	Signature
<u>1/3/2022</u>	<u>NICOLLA HEWITT</u>	<u>Nicola Hewitt</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

## Appendix

### Response to Item 11-Detail

<b>Date</b>	<b>Contact</b>	<b>Method</b>	<b>Purpose</b>
06/25/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
06/26/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
06/28/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
07/02/2021	Cindy Smith/ ABC News	Telephone, messaging	9/11 Anniversary
07/02/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
07/03/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
07/06/2021	Cindy Smith/ ABC News	Telephone, messaging	9/11 Anniversary
07/08/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
07/09/2021	Dan Stewart/ Time Magazine	E-mail	9/11 Anniversary
07/09/2021	Norah O'Donnell/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
07/10/2021	Norah O'Donnell/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
07/12/2021	Cindy Smith/ ABC News	Telephone, messaging	9/11 Anniversary
07/12/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
07/13/2021	Cindy Smith/ ABC News	Telephone, messaging	9/11 Anniversary
07/13/2021	Eric Shawn/ Fox News	Messaging, telephone	Reform in Saudi, ARAMCO
07/14/2021	Norah O'Donnell/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
07/14/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
07/15/2021	Norah O'Donnell/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
07/15/2021	Kim St Clair/Hearst Magazine	E-mail	Fashion in Saudi Arabia
07/15/2021	Eleonore Marchand/Harpers Bazaar	E-mail	Fashion in Saudi Arabia
07/15/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
07/19/2021	Paul Brady/Travel and Leisure Magazine	Messaging	Saudi Arabian Tourism
07/20/2021	Norah O'Donnell/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
07/21/2021	Paul Brady/Travel and Leisure Magazine	Messaging	Saudi Arabian Tourism
07/22/2021	Dan Stewart/ Time Magazine	E-mail	9/11 Anniversary
07/26/2021	Eleonore Marchand/Harpers Bazaar	E-mail	Fashion in Saudi Arabia
07/26/2021	Kim St Clair/Hearst Magazine	E-mail	Fashion in Saudi Arabia
08/01/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
08/02/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
08/05/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/05/2021	Nic Robertson/ CNN	Messaging	9/11 Anniversary
08/06/2021	Margaret Bremen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/06/2021	Paul Brady/Travel and Leisure Magazine	Messaging	Saudi Arabian Tourism

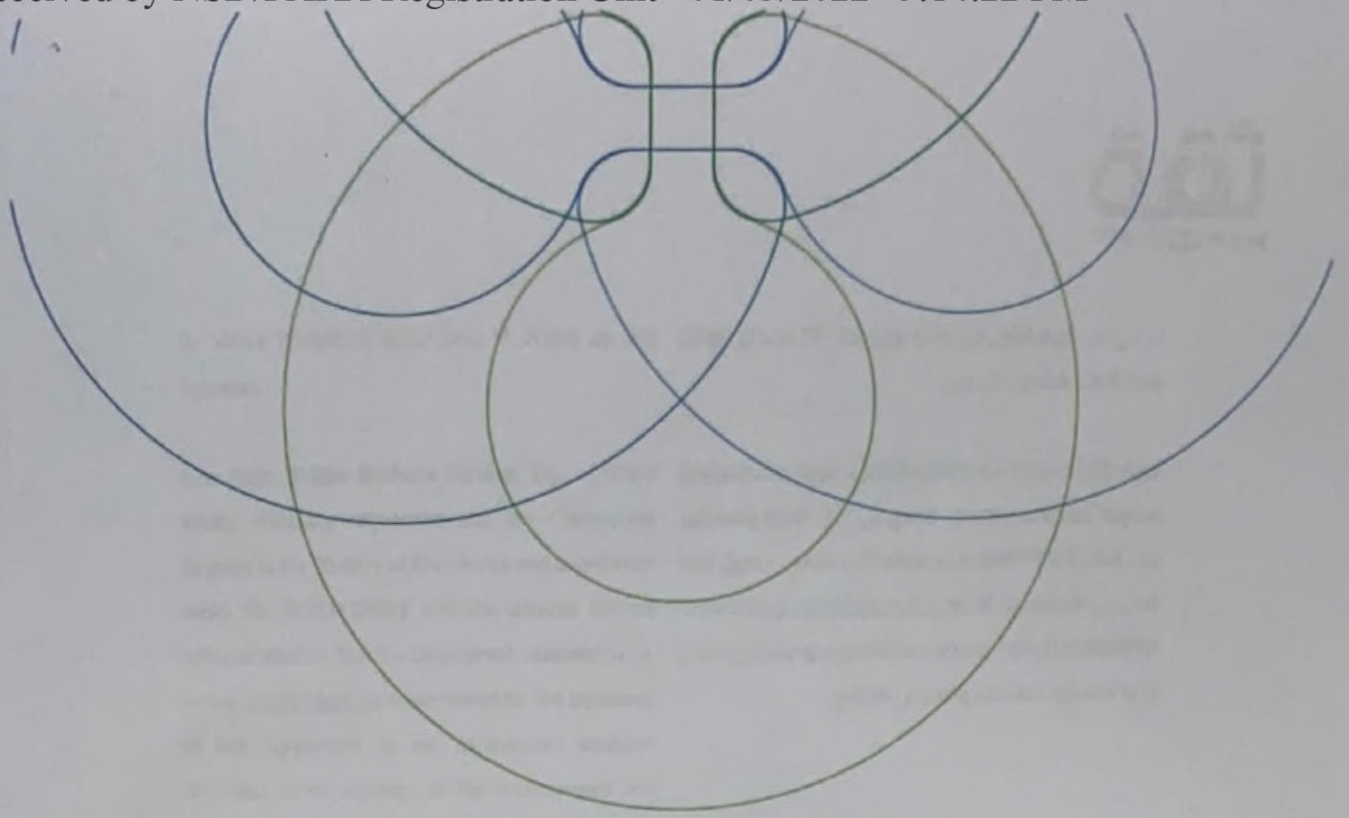
Date	Contact	Method	Purpose
08/06/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/07/2021	Nic Robertson/ CNN	Messaging	9/11 Anniversary
08/07/2021	Paul Brady/Travel and Leisure Magazine	Messaging	Saudi Arabian Tourism
08/08/2021	Paul Brady/Travel and Leisure Magazine	Messaging	Saudi Arabian Tourism
08/08/2021	Sarah Robbins/BBC America	Messaging	9/11 Anniversary
08/09/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/09/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/09/2021	Paul Brady/Travel and Leisure Magazine	Messaging	Saudi Arabian Tourism
08/10/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/10/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/11/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/11/2021	Sarah Robbins/BBC America	Messaging	9/11 Anniversary
08/12/2021	Dan Stewart/ Time Magazine	E-mail	9/11 Anniversary
08/12/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/12/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/13/2021	Eric Shawn/ Fox News	Messaging, telephone	Reform in Saudi, ARAMCO
08/13/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/17/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/18/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/18/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/19/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/19/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/20/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/23/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/23/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/24/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/24/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/25/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/25/2021	Paul Brady/Travel and Leisure Magazine	Messaging	Saudi Arabian Tourism
08/26/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/27/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/27/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/28/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/29/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/29/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/30/2021	Margaret Brennen/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary

Date	Contact	Method	Purpose
08/30/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
08/31/2021	Margaret Brennan/ CBS News	Telephone, messaging, e-mail	9/11 Anniversary
08/31/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
09/01/2021	Holly Williams/ CBS News	Messaging, E-mail	9/11 Anniversary
09/02/2021	Holly Williams/ CBS News	Messaging, E-mail	9/11 Anniversary
09/03/2021	Holly Williams/ CBS News	Messaging, E-mail	9/11 Anniversary
09/04/2021	Holly Williams/ CBS News	Messaging, E-mail	9/11 Anniversary
09/05/2021	Natasha Ledebva/ NBC News	Messaging, E-mail	9/11 Anniversary
09/06/2021	Holly Williams/ CBS News	Messaging, E-mail	9/11 Anniversary
09/08/2021	Holly Williams/ CBS News	Messaging, E-mail	9/11 Anniversary
09/09/2021	Holly Williams/ CBS News	Messaging, E-mail	9/11 Anniversary
09/13/2021	Paul Brady/Travel and Leisure Magazine	Messaging	Saudi Arabian Tourism
09/16/2021	Nic Robertson/ CNN	Messaging	9/11 Anniversary
09/17/2021	Eleonore Marchand/Harpers Bazaar	E-mail	Fashion in Saudi Arabia
09/17/2021	Kim St Clair/Hearst Magazine	E-mail	Fashion in Saudi Arabia
09/17/2021	Nic Robertson/ CNN	Messaging	9/11 Anniversary
09/17/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
09/19/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
09/20/2021	Nic Robertson/ CNN	Messaging	9/11 Anniversary
09/20/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
09/21/2021	Eric Shawn/ Fox News	Messaging, telephone	Reform in Saudi, ARAMCO
09/21/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
09/22/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
09/23/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
09/25/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
09/26/2021	Holly Williams/ CBS News	Messaging, E-mail	9/11 Anniversary
09/26/2021	Nic Robertson/ CNN	Messaging	9/11 Anniversary
09/26/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
09/26/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
09/28/2021	Holly Williams/ CBS News	Messaging, E-mail	9/11 Anniversary
09/29/2021	Eric Shawn/ Fox News	Messaging, telephone	Reform in Saudi, ARAMCO
09/30/2021	Eric Shawn/ Fox News	Messaging, telephone	Reform in Saudi, ARAMCO
10/03/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
10/04/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
10/04/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
10/05/2021	Eric Shawn/ Fox News	Messaging, telephone	Prince Turki Book
10/05/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
10/08/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO

Date	Contact	Method	Purpose
10/09/2021	Eric Shawn/ Fox News	Messaging, telephone	Prince Turki Book
10/10/2021	Eric Shawn/ Fox News	Messaging, telephone	Prince Turki Book
10/11/2021	Nic Robertson/ CNN	Messaging	Yemen and Prince Turki Book
10/12/2021	Eric Shawn/ Fox News	Messaging, telephone	Prince Turki Book
10/12/2021	Nic Robertson/ CNN	Messaging	Yemen and Prince Turki Book
10/13/2021	Nic Robertson/ CNN	Messaging	Yemen and Prince Turki Book
10/14/2021	Eric Shawn/ Fox News	Messaging, telephone	Prince Turki Book
10/14/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
10/15/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
10/15/2021	Paula Freulich, NY Post	Email,messaging, meeting, phone	Saudi Arabian Tourism
10/16/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
10/17/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
10/23/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
10/25/2021	Eleonore Marchand/Harpers Bazaar	E-mail	Fashion in Saudi Arabia
10/25/2021	Kim St Clair/Hearst Magazine	E-mail	Fashion in Saudi Arabia
10/25/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
10/26/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
10/26/2021	Vivian Neriem/ Bloomberg	Messaging	Saudi Foreign Minister & G20
10/27/2021	Hadley Gamble/ CNBC	Messaging, telephone	Saudi Foreign Minister & G20
10/27/2021	Vivian Neriem/ Bloomberg	Messaging	Saudi Foreign Minister & G20
10/27/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1
10/28/2021	Hadley Gamble/ CNBC	Messaging, telephone	Saudi Foreign Minister & G20
10/28/2021	Vivian Neriem/ Bloomberg	Messaging	Saudi Foreign Minister & G20
10/29/2021	Hadley Gamble/ CNBC	Messaging, telephone	Saudi Foreign Minister & G20
10/29/2021	Nic Robertson/ CNN	Messaging	Yemen and Prince Turki Book
10/29/2021	Vivian Neriem/ Bloomberg	Messaging	Saudi Foreign Minister & G20
10/29/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1
10/30/2021	Eric Shawn/ Fox News	Messaging, telephone	Prince Turki Book
10/30/2021	Hadley Gamble/ CNBC	Messaging, telephone	Saudi Foreign Minister & G20
10/30/2021	Vivian Neriem/ Bloomberg	Messaging	Saudi Foreign Minister & G20
10/31/2021	Hadley Gamble/ CNBC	Messaging, telephone	Saudi Foreign Minister & G20
11/02/2021	Eleonore Marchand/Harpers Bazaar	E-mail	Fashion in Saudi Arabia
11/02/2021	Kim St Clair/Hearst Magazine	E-mail	Fashion in Saudi Arabia
11/02/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1
11/02/2021	Vivienne Walt/ Time Magazine	Messaging, telephone	Saudi energy, Aramco, & F1
11/03/2021	Eleonore Marchand/Harpers Bazaar	E-mail	Fashion in Saudi Arabia
11/03/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/03/2021	Kim St Clair/Hearst Magazine	E-mail	Fashion in Saudi Arabia
11/03/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1
11/04/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1

Date	Contact	Method	Purpose
11/04/2021	Vivienne Walt/ Time Magazine	Messaging, E-mail	Saudi energy, Aramco, & F1
11/05/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1
11/05/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/07/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1
11/07/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/09/2021	Nic Robertson/ CNN	Messaging	Yemen
11/09/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/10/2021	Nic Robertson/ CNN	Messaging	Yemen
11/10/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1
11/10/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/11/2021	Nic Robertson/ CNN	Messaging	Yemen
11/11/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
11/11/2021	Nick Schiffrin/ PBS Newshour	Messaging	Saudi anti corruption, Saudi reform, Saudi culture, Yemen
11/11/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1
11/12/2021	Nick Schiffrin/ PBS Newshour	Email,messaging, meeting, phone	Saudi economy, reforms, defense, ARAMCO
11/12/2021	Nick Schiffrin/ PBS Newshour	Messaging	Saudi anti corruption, Saudi reform, Saudi culture, Yemen
11/13/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/14/2021	Vivienne Walt/ Time Magazine	Telephone, messaging, e-mail	Aramco, Energy, NEOM, Formula 1
11/14/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/15/2021	Nick Schiffrin/ PBS Newshour	Messaging	Saudi anti corruption, Saudi reform, Saudi culture, Yemen
11/15/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/16/2021	Nick Schiffrin/ PBS Newshour	Telephone	Saudi anti corruption, Saudi reform, Saudi culture, Yemen
11/16/2021	Vivienne Walt/ Time Magazine	Messaging, telephone	Saudi energy, Aramco, & F1
11/17/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/18/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/19/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/21/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/22/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/23/2021	Vivienne Walt/ Time Magazine	Messaging, telephone	Saudi energy, Aramco, & F1
11/24/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/25/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/26/2021	Vivienne Walt/ Time Magazine	Messaging, telephone	Saudi energy, Aramco, & F1
11/27/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/28/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
11/29/2021	Nick Schiffrin/ PBS Newshour	Telephone, messaging, e-mail	Saudi anti corruption, Saudi reform, Saudi culture, Yemen
11/29/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1

<b>Date</b>	<b>Contact</b>	<b>Method</b>	<b>Purpose</b>
11/30/2021	Nick Schiffrin/ PBS Newshour	Messaging, E-mail	Saudi anti corruption, Saudi reform, Saudi culture, Yemen
11/30/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
12/01/2021	Nick Schiffrin/ PBS Newshour	Messaging	Saudi anti corruption, Saudi reform, Saudi culture, Yemen
12/01/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
12/05/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
12/07/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
12/11/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1
12/12/2021	Vivienne Walt/ Time Magazine	Messaging	Saudi energy, Aramco, & F1



وثيقة طلب

Order Document

الرياض - المملكة العربية السعودية  
Riyadh - Kingdom of Saudi Arabia





An Order Document dated June 1<sup>st</sup>, 2021G by and between:

تم في هذا اليوم الأول من شهر يونيو عام ٢٠٢١ ميلادي، توقيع وثيقة الطلب هذه بين كل من:

**First Party: Thiqah Business Services Co.**, a limited liability company registered with the Commercial Registry in the Ministry of Commerce and Investment under No. (1010332510), with the address thereof being located at: Riyadh – Olaya street, Alshahafah area, e-mail: [info@thiqah.sa](mailto:info@thiqah.sa) represented for the purposes of this Agreement by Mr. Mohammed Abdullah Alhumaid, in his capacity as the Procurement and Contract Director and authorized signatory.

**الطرف الأول: شركة ثقة لأخدمات الأعمال** شركة ذات مسؤولية محدودة مسجلة في السجل التجاري في وزارة التجارة والاستثمار تحت الرقم: (١٠١٠٣٣٢٥١٠). ويقع عنوانها في: الرياض – طريق العليا العام، حي الصحافة، بريد إلكتروني: [info@thiqah.sa](mailto:info@thiqah.sa) وبممثلها لغايات هذه الاتفاقية الأستاذ / محمد بن عبدالله الحميد، بوصفه مدير تنفيذي لإدارة المشتريات والعقود والمفاوض بالتوقيع.

**Second Party: Nicolla Mary Hewitt**, American national holding Saudi National ID number (561423796), as a freelancer with the address thereof being located at Riyadh, Saudi Arabia, e-mail: [NicollaHewitt@icloud.com](mailto:NicollaHewitt@icloud.com), mobile number: +19177703166.


**الطرف الثاني: نيوكلا هاري هيويت**، أمريكية الجنسية حاملة جواز أمريكي رقم (٥٦١٤٢٣٧٩٦)، بصفتها مقدمة أعمال مستقلة، ويقع عنوانها في: الرياض، المهارة العربية السعودية، بريد إلكتروني: [NicollaHewitt@icloud.com](mailto:NicollaHewitt@icloud.com)، رقم الجوال: +٩١٧٧٧-٣١٦٦.

**Whereas:**

- The Parties, pursuant to the agreement entitled AGREEMENT FOR FREELANCE SERVICES on 29/05/2021G, agreed that the Second Party shall furnish to the First Party specialized technical services using his/her expertise in the fields of Media [Service Agreement].
- Under Clause (1) of article (3) of the Services Agreement, an ad hoc 'Order Document' will be signed in which the scope of work required and the time periods as well as financial

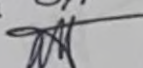
حيث أنه قد اتفق الطرفان بتاريخ ٢٩/٥/٢٠٢١ م. في الاتفاقية المسماة /اتفاقية تقديم خدمات وأعمال\* على قيام /الطرف الثاني بتقديم خدمات فنية متخصصة في مجال الطرف الثاني للطرف الأول من خلال الاستئجار من خبراته وتخصصه في مجال الإعلام (اتفاقية الخدمات\*).

واستناداً على ما ورد في الفقرة (١) من المادة الثالثة من "اتفاقية الخدمات"، يجري توقيع وثيقة طلب لـ "اتفاقية الخدمات" يتم فيه تحديد نطاق العمل المطلوب والعدد الزمنية والمستحقات المالية مقابل تلك الخدمات.

KSA, P.O.BOX 325773 Riyadh 11371  
CR 1010332510  [thiqah.sa](http://thiqah.sa)

920009575  
[info@thiqah.sa](mailto:info@thiqah.sa)

شركة ذات مسؤولية محدودة برأس مال  
مدفوع قدره 45,000,000 ريال سعودي

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entitlements for such services are determined.

- Where both parties agree to provide the services described in this document, the parties wish to determine the scope of work required by the second party.
- وحيث توافق الطرفان على تقديم الخدمات الموضحة في هذه الوثيقة، يرغب الطرفان في تحديد نطاق العمل المطلوب من قبل الطرف الثاني.

Now, therefore, the Parties hereby agree upon the following:

وعليه، فقد اتفقت إرادة الطرفين على ما يلي:

#### Article (1) Whereas section

#### المادة الأولى: في التمهيد

The Whereas Section shall be considered an integral part of this 'Order Document'. The 'Order Document' shall be read in conjunction with the Service Agreement, interpreted accordingly, and considered part thereof as in relation to the subject concerned with the 'Order Document'.

يعتبر التمهيد السابق جزءاً لا يتجزأ من هذه الوثيقة، وتقرأ الوثيقة مع "اتفاقية تقديم خدمات واعمال" ويفسر بمقتضاها ويكون جزءاً منها بالنظر إلى الموضوع المخصوص فيه.

#### Article (2) Scope of work

#### المادة الثانية: نطاق العمل

Both parties agreed that the second party shall provide consultation in the field of Media.

اتفق الطرفان على نطاق العمل المطلوب تنفيذه من قبل الطرف الثاني في مجال تقديم خدمات استشارية في مجال الإعلام.

#### Article (3) Financial provisions

#### المادة الثالثة: الأحكام المالية

1. The second party shall be entitled for the services set in article (2) under this 'Order Document' an amount that shall not exceed (360,000 Saudi Riyals) Three Hundred Sixty Thousand Saudi Riyals as a contractual fee for the full execution of the scope and requirements of this 'Order Document'.

1. يستحق الطرف الثاني نظير الخدمات المقدمة من قبل الطرف الثاني والموضحة في المادة الثانية من هذه الوثيقة مبلغاً بحد أقصى (٣٦٠,٠٠٠ ريال سعودي) ثلاثمائة وستون ألف ريال سعودي كأتعاب تعاقدية مقابل تنفيذ كامل نطاق عمل ومتطلبات هذه الوثيقة.

2. Financial entitlements are due and payable upon the completion of each delivery after the approval of the first party through a

2. يتم دفع المستحقات المالية بعد تنفيذ كل جزئية من النطاق المطلوب وبعد الموافقة على إنجازها من قبل الطرف الأول عبر اصدار شهادة إنجاز يتم اصدارها من قبل

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CR 1010332510 thiqaah.sa

920009575  
info@thiqaah.sa

شركة ذات مسؤولية محدودة برأس مال  
مدفوع قدره 45,000,000 ريال سعودي

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'Certificate of Completion' issued by the first party and paid within two (2) weeks. Financial entitlements are payable into the second party's bank account as follow:

الطرف الأول لهذا الغرض. وذلك خلال اسبوعين من تاريخه. تدفع المستحقات المالية لدى حساب الطرف الثاني بالتفاصيل التالية:

Beneficiary name: Nicola Mary Hewitt

اسم المستفيد: نيوكولا ماري هيويت

Bank name: [REDACTED]

اسم البنك: [REDACTED]

Account number: [REDACTED]

رقم الحساب: [REDACTED]

Routing number: [REDACTED]

رقم التوجيه البنكي: [REDACTED]

Swift Code: [REDACTED]

رمز البنك: [REDACTED]

#### Article (4) Timelines

Both Parties have agreed that The Second Party shall execute all the requirements agreed on in article (2) within a maximum period of 6 Gregorian months starting from the date of this 'Order Document'. Where the Second Party shall deliver the scope as whole or partially over the course of time as instructed by the First Party throughout the engagement.

#### المادة الرابعة: الهدد الزمنية

اتفق الطرفان على أن يقوم الطرف الثاني بتنفيذ جميع المتطلبات الموضحة في المادة الثانية من هذه الوثيقة خلال مدة زمنية لا تتعدى ٦ أشهر ميلادية كحد أقصى تبدأ من تاريخ هذه الوثيقة على أن يتم تسليم بعض الأجزاء بشكل تسلسلي بعد اتفاق الطرفين عليها أثناء سريان هذه الهدد وبناءً على الحاجة التي قد تطرأ خلال سريان هذه الفترة.

#### Article (5) Termination

Both Parties shall terminate this 'Order Document' within (30) days prior to the termination date. and both Parties are obliged to fulfill their obligations under the concerned 'Order Document' prior to the termination.

#### المادة الخامسة: الإنهاء

يحق لأي من الطرفين إنهاء هذه الوثيقة بواسطة إشعار يوجه للطرف الآخر خلال مدة لا تقل عن (٣٠) ثلثون يوماً قبل تاريخ الإنهاء. دون أن يسقط حق أي من الطرفين بالحصول على الالتزامات المنوطة بالطرف الآخر قبل الإنهاء.

#### Article (6) Contracting language

The Arabic version of this 'Order Document' shall prevail over the English translation thereof.

#### المادة السادسة: لغة التعاقد

يسود الأصل المحرر باللغة العربية لهذه الوثيقة على الترجمة الإنجليزية.

#### Article (7) 'Order Document' articles and copies

This 'Order Document' consists of 7 articles in two authentic copies of an equal value – each Party received a signed copy for its necessary action.

#### المادة السابعة: نسخ الوثيقة

حررت هذه الوثيقة من ٧ بنود (بالإضافة إلى التمهيد). ووقع على أصليين متساويي القيمة. واستلم كل طرف أصلاً موقفاً للعمل بهقتضاه.

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[Signature]



In witness whereof, the Parties' representatives placed their hands on the duplicate of the 'Order Document'.  
اشهاداً على ما تقدم، حرر ممثلتا الطرفين أصلي هذه الوثيقة.

Signatures التوقيعات

For the First Party عن الطرف الأول  
Mohammed Abdullah Alhumaid 12th August, 2021 محمد بن عبدالله الحميد  
For the Second Party عن الطرف الثاني  
Nicolla Mary Hewitt 6/1/21 نيوكلا ماري هيويت

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اتفاقية تقديم خدمات واعمال

## AGREEMENT FOR FREELANCE SERVICES

الرياض - المملكة العربية السعودية

Riyadh - Kingdom of Saudi Arabia

شركة ثقة لخدمات الأعمال  
Thiqah Business Services Co.

An AGREEMENT FOR FREELANCE SERVICES [Agreement] dated May 29<sup>m</sup>, 2021G by and between:

تم في هذا اليوم ٢٩ من شهر مايو عام ٢٠٢١ ميلادي، إبرام هذه الاتفاقية بين كل من:

**First Party:** Thiqah Business Services Co., a limited liability company registered with the Commercial Registry in the Ministry of Commerce and Investment under No. (1010332510), with the address thereof being located at: Riyadh – Olaya street, Alshahafah area, e-mail: [info@thiqah.sa](mailto:info@thiqah.sa) represented for the purposes of this Agreement by Mr. Mohammed Abdullah Alhumaid, in his capacity as the Procurement and Contract Director and authorized signatory.

الطرف الأول: شركة ثقة لخدمات الأعمال، شركة ذات مسؤولية محدودة مسجلة في السجل التجاري في وزارة التجارة والاستثمار تحت الرقم: (١٠١٠٣٣٢٥١٠)، ويقع عنوانها في: الرياض – طريق العليا العام، حي الصحافة، بريد إلكتروني: [info@thiqah.sa](mailto:info@thiqah.sa)، ويمثلها لغايات هذه الاتفاقية الأستاذ / محمد بن عبدالله الحميد، بوصفه مدير تنفيذي لإدارة المشتريات والعقود والمفاوض بالتوقيع.

**Second Party:** Nicolla Mary Hewitt, American national holding Saudi National ID number (561423796), as a freelancer with the address thereof being located at Riyadh, Saudi Arabia, e-mail: [NicollaHewitt@icloud.com](mailto:NicollaHewitt@icloud.com), mobile number: +19177703166.

الطرف الثاني: نيوكلا ماري هيويت، أمريكية الجنسية حاملة جواز أمريكي رقم (٥٦١٤٢٣٧٩٦)، بصفتها مقدمة أعمال مستقلة، ويقع عنوانها في: الرياض، المملكة العربية السعودية، بريد إلكتروني: [NicollaHewitt@icloud.com](mailto:NicollaHewitt@icloud.com)، رقم الجوال: +٩١٧٧٧٠٣١٦٦.

(The Parties are hereinafter referred to individually as "Party", and collectively as "Parties")

[يشير إلى كل طرف منفرداً بكلمة "الطرف"، ويشير إلى الطرفين معاً بكلمة "الطرفان" / "الطرفين"]

**WHEREAS:**

المقدمة:

- the First Party is a leading company in the field of information technology (IT) and providing smart business solutions to wide range of Government entities and the private sector;
- the Second Party is a freelancer specializes extensively in his/her field and has the appropriate capabilities to provide his/her services to the first party (CV attached in Appendix (1). The first party desires to avail of specialized technical services as further

- الطرف الأول شركة سعودية ناشطة في مجال أعمال تقنية المعلومات وتقديم حلول الأعمال الذكية لسريحة كبيرة من الجهات الحكومية والقطاع الخاص.
- الطرف الثاني شخص مستقل لديه خبرة واسعة في مجاله محل هذه الاتفاقية وكما انه قادر على تقديم هذه الخدمات للطرف الاول كما هو موضح في الملحق رقم (١). يرغب الطرف الأول بالحصول على خدمات فنية متخصصة في هذا المجال محل هذه الاتفاقية على النحو المفصل فيها، وحيث يملك الطرف الثاني كافة الخبرات وكافة

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detailed in this Agreement; and the Second Party is in possession of the experience and all other capabilities needed to provide the required services.

الإمكانيات اللازمة لتقديم الخدمات التي يطلبها الطرف الأول.

NOW, THEREFORE, the Parties wish to set forth the terms and conditions applicable to the provision of the above-mentioned services as follows:

وحيث يرغب الطرفان في بيان الأحكام السارية على تقديم الخدمات المذكورة أعلاه، فقد اتفقا على ما يلي:

#### Article (1) The Whereas Section

The Whereas Section of this Agreement and any appendices attached to it shall be considered an integral part hereof and shall be read as such for all purposes.

#### المادة الأولى: هي مقدمة الاتفاقية

تعتبر مقدمة هذه الاتفاقية والملاحق التابعة لها جزءاً لا يتجزأ من هذه الاتفاقية وتقرأ معها كوحدة واحدة لكافة الغايات والمقاصد.

#### Article (2) The Standing of the Second Party

a) The First Party hereby engages the Second Party as an independent service provider (Freelancer) for the provision of the services defined in Article (3). The Second Party is not considered as an employee, agent or representative of the First Party, and as such the second party does not have any employment or other labor rights and/or entitlements vis-à-vis the First Party.

#### المادة الثانية: في صفة الطرف الثاني وأسلوب التعاقد معه

أ. يتعاقد الطرف الأول مع الطرف الثاني بوصف الأخير مقدم خدمة مستقلاً لتقديم الخدمات موضوع هذه الاتفاقية والموضحة في المادة الثالثة ادناه. ولا يعد الطرف الثاني عاملاً ولا وكيلاً ولا ممثلاً للطرف الأول. كما ولا تترتب له أي مستحقات وظيفية له تجاه الطرف الأول.

b) Nothing in this Agreement creates a direct relationship between both parties. The Second Party shall always be responsible of delivering the agreed services within the time set in the 'Order Document'.

ب. لا تنشئ هذه الاتفاقية أي علاقة مباشرة بين الطرف الأول والطرف الثاني. ويكون الطرف الثاني مسؤولاً عن كل ما يتعلق بتقديم الخدمات محل هذه الاتفاقية بالمدد الزمنية والوسائل المتفق عليها في "وثيقة الطلب".

#### Article (3) Services under the agreement

1. For the provision of the Services under this agreement and within the scope of the second

#### المادة الثالثة- الخدمات محل الاتفاقية

(1) يتم الاتفاق على أعمال محددة ضمن نطاق خبرة وتخصص الطرف الثاني عبر "وثيقة طلب" يتم إصدارها من

party, each job will be determined and agreed upon using a separate 'Order Document' issued by the first party to the second party outlining the scope of work (Services to be delivered), time frame for the delivery as well as the financial sum that will be paid to the second party after completion, where the 'Order Document' mentioned has to be agreed and signed by the second party prior to the execution.

2. Each 'Order Document' under this agreement should be treated in separate manner in terms of obligations and deliverable if both parties have reached an agreement for each 'Order Document'.
3. Financial entitlements are payable after the completion and delivery of each milestone and upon approval by the first party through written 'Certificate of Completion' letter issued by the first party to facilitate the payment.

قبل الطرف الأول موجهة الى الطرف الثاني موضح فيه نطاق العمل والمدد الزمنية المحددة لتنفيذها مع قيمة التعاقب لكل طلب على حده بحيث يجب على الطرف الثاني ابداء الموافقة قبل البدء بالتنفيذ.

(٢) يتم العمل على كل وثيقة طلب بشكل منفصل بجميع التزاماتها طالما وجدت الحاجة للعمل من قبل الطرف الدول وقابلها قبول من قبل الطرف الثاني.

(٣) يجري احتساب مستحقات الطرف الثاني المالية نظير الخدمات المقدمة، على أساس الانجاز الفعلي للخدمات محل هذه الاتفاقية وليس على اساس المدد الزمنية بحيث يتم احتساب الانجاز الفعلي بعد موافقة الطرف الدول خطياً بخطاب استلام والذي بناءً عليه يتم دفع المستحقات المالية نظير المنجز.

#### Article (4) The Duties of the First Party

In addition to the other obligations set out in this Agreement on the part of the First Party, the First Party shall make all the requirements of each 'Order Document' as clear as possible and to dedicate representatives from the first party to work in line with the second party to ensure proper execution is in place and to issue 'Certificate of Completion' in timely manner.

#### المادة الرابعة: التزامات الطرف الأول

بالإضافة إلى التزاماته الأخرى المنصوص عليها في هذه الاتفاقية، يلتزم الطرف الأول باستيضاح جميع متطلبات كل وثيقة عمل وتسجيل العمل مع الطرف الثاني بتعيين اشخاص مخلصين لإدارة الأعمال من قبل الطرف الأول للقيام بالتواصل مع الطرف الثاني والاشرف على سير الأعمال والموافقة على الاستلامات خلال مدد زمنية معقولة.

#### Article (5) The Duties of the Second Party

In addition to the other obligations set out in this Agreement on the part of the Second Party, the Second Party shall:

- Perform the Services mentioned in article (3) with the standard of conduct expected from a professional, optimally skilled service provider, and in compliance with the laws and regulations of the Kingdom of Saudi Arabia.
- Respond to and abide by all the requests and instructions of the First Party concerning the Services within the reasonable time that agreed upon with the first party.
- Maintain and renew all licenses, permits, and registrations that are needed for the fulfillment of its obligations hereunder.
- Observe the mechanisms and standards of conduct set forth in Article (6) hereof.

#### المادة الخامسة: التزامات الطرف الثاني

بالإضافة إلى التزاماته الأخرى المنصوص عليها في هذه الاتفاقية يلتزم الطرف الثاني بما يلي:

- تنفيذ الأعمال الموكلة إليه بموجب المادة الثالثة من هذه الاتفاقية بمستوى أداء لا يقل عن مستوى الأداء المتوقع من شخص محترف في مجال تقديم الخدمات المتعاقد عليها، وبما يتوافق مع الأنظمة واللوائح المعمول بها في المملكة العربية السعودية.
- إجابة طلبات الطرف الأول المتعلقة بالخدمات موضوع هذه الاتفاقية، وذلك وفقاً للإطار الزمني المعقول الذي يحدده الطرف الأول لهذه الغاية.
- تجديد وضمان استدامة نفاذ كافة التصاريح والتراخيص والتسجيلات المحنية التي تكون لازمة لتنفيذ الطرف الثاني لالتزاماته بموجب هذه الاتفاقية في حالة وجودها.
- الالتزام بأحكام ومعايير الأداء المشار إليها في المادة (السادسة) من هذه الاتفاقية.

#### Article (6) Special Terms concerning the Provision of the Services

- The Second Party shall exercise its obligations under this agreement by:
  - Perform its duties in compliance with the standards of conduct set out in this Agreement and its appendices and the First Party's internal rules and policies communicated to the Second Party.
  - Coordinate with the representatives of the First Party and abide by their instructions.

#### المادة السادسة: أحكام خاصة بتنفيذ الخدمات المتعاقد عليها

- يتدبر الطرف الثاني تنفيذ التزاماته المنصوص عليها في هذه الاتفاقية بما يلي:
  - تنفيذ الأعمال بما يتوافق مع معايير الأداء المحددة في هذه الاتفاقية أو الملحق التابعة لها والأنظمة واللوائح المشبعة لدى الطرف الأول (التي يقوم الطرف الأول بتبليغها إلى الطرف الثاني).
  - التسيق مع ممثلي الطرف الأول عند تنفيذ الخدمات المتعاقد عليها والالتزام بالمتطلبات والتعليمات التي يتلقونها من الممثلين المذكورين.

3. To comply with the applicable regulations and laws in force in the Kingdom of Saudi Arabia to provide the services hereunder.
3. الالتزام بالأنظمة ذات العلاقة السارية في المملكة العربية السعودية لتقديم الخدمات محل هذه الاتفاقية.

#### Article (7) Term and Renewal of the Agreement

#### المادة السابعة: مدة الاتفاقية وتجديدها

- A. This Agreement shall enter into force as of the date of its execution by both parties and shall remain in force for one Gregorian year, renews automatically unless one of the parties notifies the other (60) sixty days prior to its end
- أ. تدخل هذه الاتفاقية حيز النفاذ اعتباراً من تاريخ توقيعها من الطرفين، وتستمر بالنفاذ لمدة سنة ميلادية واحدة، وتجدد تلقائياً لمدة أو مدد مماثلة ما لم يخطر أحد الطرفين الطرف الآخر برغبته عدم التجديد خلال مدة أقصاها (٦٠) ستون يوماً من تاريخ انتهاءها.
- B. Both parties may agree to end this agreement at any time by a mutual written acceptance.
- ب. للطرفين الاتفاق على إنهاء هذه الاتفاقية بموجب خطاب يعدّ لهذا الغرض.
- C. Any party shall end this agreement if the other party fails to commit to its responsibilities if the failing party did not response and fixes this failure within (10) ten working days from the date it has been notified.
- ج. لأي من الطرفين فسخ هذه الاتفاقية حال ثبت تقصير الطرف الآخر بأحد أو جميع التزاماته المنصوص عليها إذا لم يتم تصويب الخطأ خلال مدة أقصاها (١٠) أيام عمل من تاريخ إشعاره بذلك.
- D. The termination of this agreement for any reason does not nullify any Valid "Order Document" and the Second Party shall commit to execute and deliver all valid Order Documents even after the termination of this Agreement. The First Party is committed to fulfilling these documents once they are executed and delivered.
- د. انتهاء هذه الاتفاقية لأي سبب كان لا يلغي أي وثيقة طلب سارية المفعول ويجب على الطرف الثاني الالتزام بانجاز وتسليم جميع وثائق الطلبات السارية حتى بعد انتهاء هذه الاتفاقية، ويلتزم الطرف الاول بالوفاء بهذه الوثائق حال انجازها وتسليمها.

#### Article (8) Financial Provisions

#### المادة الثامنة: الأحكام المالية

- a) In consideration of the performance of its obligations under any 'Order Document' under this Agreement, the First Party shall pay to the Second Party fees as per each 'Order document' separately according to its scope of work and the financial entitlements agreed
- أ. نظير تنفيذه لالتزاماته المقررة بموجب هذه الاتفاقية ووثائق الطلبات، يستحق الطرف الثاني أتعاباً عن كل وثيقة طلب على حده بحسب ما هو موضح فيها من نطاق العمل المراد تنفيذه والأتعاب المالية مقابل تلك الأعمال والمعدّة خصيصاً لذلك، ويعتد لغاية احتساب

- upon. Financial entitlements are payable after completion and approval by the first party.
- ب. يتم دفع مستحقات الطرف الثاني المنصوص عليها في وثيقة الطلب\* بعد اتمام الأعمال الموكلة بها الطرف الثاني وفقاً لشهادة الانجاز الصادرة من قبل الطرف الأول لهذا الغرض. وذلك خلال اسبوعين من تاريخه. تدفع المستحقات المالية لدى حساب الطرف الثاني بالتفاصيل التالية:
- اسم المستفيد: نيوكلا ماري هيويت  
اسم البنك: [REDACTED]  
رقم الحساب: [REDACTED]  
رقم التوجيه البنكي: [REDACTED]  
رمز البنك (سويفت كود): [REDACTED]
- Beneficiary name: Nicolla Mary Hewitt  
Bank name: [REDACTED]  
Account number: [REDACTED]  
Routing number: [REDACTED]  
Swift Code: [REDACTED]
- c) If when the second party shall travel to a place other than its place of residence specifically for delivering some or all its obligations as set in the 'Order Document', the first party shall bear all the costs of travel and accommodation in accordance to the first party's policies upon prior permission.
- ت. في حال تطلب تنفيذ الخدمات محل هذه الاتفاقية سفر الطرف الثاني الى مكان آخر غير مكان اقامته خصيصاً لتنفيذ جزء أو جميع الأعمال المتفق عليها. فيتحمل الطرف الأول تكاليف السفر والإقامة وفقاً للسياسات الداخلية المتبعة لديه بعد موافقته.
- d) The Fees detailed in the 'Order Document' is the total amounts payable by the First Party in return of all the works, licenses and services provided by the Second Party under this Contract, and is inclusive of all costs and expenses sustained by the Second Party in course of the performance of the Services.
- ث. تشكل أتعاب الطرف الثاني المنصوص عليها في وثيقة الطلب إجمالي المبالغ المستحقة للطرف الثاني مقابل تقديم جميع الخدمات والإرخص والأعمال المتفق عليها في هذا العقد ووثيقة الطلب المعنية. وتشمل الأتعاب المذكورة جميع الرسوم والمصاريف والتكاليف التي يتكبدها الطرف الثاني لقاء تقديم الخدمات المتفق عليها.
- e) The above-mentioned Fees includes all Taxes (Value Added Tax "VAT" and Withholding Tax "WHT" or any other taxes (if applicable).
- ج. الأتعاب المذكورة تشمل جميع الضرائب (بما في ذلك ضريبة القيمة المضافة وضرائب الاستقطاع وأية ضرائب اخرى (إن وجدت)).
- f) The First Party is entitled to deduct the tax due imposed on the second party as per this
- د. للطرف الأول الحق في استقطاع أية ضرائب قد تستحق وتفرض على الطرف الثاني لقاء هذا العقد وتحول هذه

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contract and remit to the competent authorities on behalf of the Second Party as per the applicable laws.

المبالغ للجهات المختصة نيابة عن الطرف الثاني وذلك بموجب الأنظمة السارية.

#### Article (9) General Provisions

#### المادة التاسعة أحكام عامة

- a) This Agreement shall be subject, in its execution, performance, interpretation, and termination, to the laws of the Kingdom of Saudi Arabia. Parties shall exert their best efforts to amicably settle any dispute, difference, or claim arising in connection herewith, otherwise such dispute, difference, or claim shall be referred to the competent court in the Kingdom of Saudi Arabia.
- أ. تخضع هذه الاتفاقية في نشأتها وتنفيذها وتفسيرها وانقضائها لأحكام الأنظمة السارية في المملكة العربية السعودية. ويبدل الطرفان قصارى جهودهما في تسوية أي نزاع أو مطالبة أو خلاف ينشأ بين طرفي هذه الاتفاقية ودياً بشأنه أو بشأن أي شرط من شروطه أو أي مطالبة بمقتضاه. وبخلاف ذلك يحال ما ذكر إلى المحكمة المختصة في المملكة العربية السعودية.
- b) All intellectual property rights under the laws of any jurisdiction and/or under any international convention over all works, designs, and/or materials that result from the performance of the Services shall be the sole property of the First Party without any additional consideration being payable to the Second Party, this shall include without limitation rights protectable under copyright, patent of invention, and industrial design laws, as well as other intellectual property laws and legislations. In general, the intellectual production of the second party or that to which the same contribute shall be the sole right of the First Party and the Second Party shall execute all assignment deeds as needed to give effect to this Paragraph and shall provide equivalent assignments where the First Party so instructs, and in the text provided by the First Party.
- ب. تؤول جميع حقوق الملكية الفكرية التي تنتج في أي دولة أو بموجب أي اتفاقية دولية عن جميع المصنفات والأعمال والتصاميم التي تنتج عن تنفيذ الخدمات المتعاقد عليها بموجب هذه الاتفاقية إلى الطرف الأول دون عوض مالي إضافي للطرف الثاني. ويشمل ذلك - دون حصر - الحقوق التي تحمي بموجب قوانين حق المؤلف وحماية الاختراعات والتصاميم الصناعية وغير ذلك من أنظمة وتسريعات الملكية الفكرية. وبالعموم يؤول الإنتاج المعنوي والفكري الذي يقوم أو يساهم به الطرف الثاني إلى الطرف الأول بالكامل. ويلتزم الطرف الثاني بتحرير التازلات القانونية المطلوبة عن الحقوق المستمولة بهذا البند كلها طلب منه الطرف الأول وذلك وبالصيغ القانونية التي يقرها الطرف الأول.

- c) The Second Party shall maintain the confidentiality of all information, data of the first party, documents relevant to the works, clients, consultants and/or the business partners of the First Party thereof that come to their knowledge during the performance of their duties, whether written or oral. This obligation of confidentiality shall survive the termination or expiry of this Agreement for whatever reason.
- d) This Agreement contains the entire agreement of the Parties concerning its subject and terminates the effect of all previous undertakings and offers exchanged between the Parties.
- e) The Arabic text of this Agreement shall supersede the English translation thereof.
- ث. يلتزم الطرف الثاني بالمحافظة على سرية جميع المعلومات والبيانات الخاصة بالطرف الأول وموظفيه وعملاته ومستشاريه، والمستندات المرتبطة بأعماله و/أو عملاءه و/أو شركاء العمل للطرف الأول والتي يطلع عليها بحكم ممارسته الأعمال، سواء كانت شفوية أو كتابية، ويبقى موجب السرية هذا قائماً حتى بعد انقضاء أو انتهاء هذه الاتفاقية لأي سبب.
- ث. تضمن هذه الاتفاقية كامل اتفاق الطرفين فيما يتعلق بموضوعها، وتنتهي هذه الاتفاقية أثر التعهدات والعروض السابقة المتبادلة بين الطرفين ما لم يجري تضييقاً على نحو صريح في هذه الاتفاقية.
- ج. يسود النص العربي لهذه الاتفاقية على ترجمته الإنجليزية.

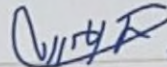
IN WITNESS WHEREOF, the Parties hereby execute the duplicate of this Agreement on date set out at the outset hereof.

وبما تقدم حرر الطرفان أصلي هذه الاتفاقية في التاريخ المبين أعلاه.

Signatures التواضيع

For the First Party عن الطرف الأول

Mohammed Abdullah Alhurnaid

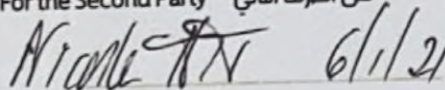


12th August, 2021

محمد بن عبدالله الحميد

For the Second Party عن الطرف الثاني

Nicolla Mary Hewitt



نيوكلا ماري هيويت