

# Dataroom Rules

## **Joint Oil & ETAP dataroom rules applicable to the viewing of Legal and Technical Data at ETAP offices in Tunis.**

These rules regulate the manner in which companies may use the facilities made available to them at the dataroom located at the headquarters of the ENTREPRISE TUNISIENNE D'ACTIVITÉS PÉTROLIÈRES (ETAP) in Tunis.

You are reminded that all the documents contained in the dataroom and made available to you are the property of the Joint Oil (JO) and ETAP and must not be removed or copied without the prior written approval of the dataroom coordinator or otherwise obliterated.

No representation is given and no liability is accepted by the JO/ETAP or their respective advisers as to the accuracy or completeness of the Legal and Technical Data provided.

The dataroom may only be used under the supervision of a representative of the JO and ETAP.

### **1. Opening hours**

The dataroom will be open during the hours from 9.00 a.m. to 5.00 p.m. Monday to Friday.

### **2. Admission**

- Visitors must submit to any reasonable security regulations and procedures required from time to time.
- Visitors must at all times comply forthwith with any reasonable request by JO/ETAP representative to leave the relevant dataroom and must vacate the dataroom promptly at the end of the time allocated for their visit.
- Extensions of time will not be granted.
- Up to four persons per applicant may enter or be represented in the dataroom per visit and at any one time.
- Before admission to the dataroom, each visitor shall be required to sign a declaration confirming that they agree to be bound by these Dataroom Rules and sign a register providing the following information:
  - Date;
  - Full name;
  - Job title;
  - Full company name and address;
  - Contact details comprising of telephone numbers and e-mails address;
  - Time in;
  - Time out;
- Visitors may use dictating machines, mobile telephones and personal computers in the Dataroom but in no circumstances will fax machines, copiers, cameras of any kind (including mobile phone cameras or pen cameras) or scanners be permitted into the dataroom and these must be declared and deposited with the dataroom coordinator or supervisor on arrival.

### **3. Documentation**

- Companies will be provided with an index listing of all documents available in the dataroom.
- Documents in ring binders or otherwise bound must not be removed from the binder in which they are held.
- Documents contained loose in files or folders but not bound or contained in a ring binder must be replaced in the same place in which they were found after use. Companies will be provided with access to a workstation which contains all the Geo-Technical Data.
- Logging into the workstation can only be done by the dataroom coordinator or supervisor.
- Companies may take away only a limited number of images or screen dumps selected by the respective company representative in a PowerPoint Presentation format, which must be approved by the JO / ETAP representative prior to such images or screen dumps being taken and can only be used for internal use within their company, to enable them to review the opportunity at their office and to assist its management in making its decision. Such images must be kept strictly confidential and shall not be disclosed in any manner whatsoever to any third party.

Once the data package has been licensed, the data license agreement governs the use and copying of the data. In cases where the reports/maps are only available in hardcopy format, copying charges will apply for material requested by companies. Reasonable requests for limited photocopying of certain documents may be met subsequent to the visit at the discretion of the representative of JO /ETAP. Such requests should be made to the Technical Director of the JO / ETAP in writing.

Groups of visitors representing a single prospective application must nominate one contact person (the "Nominated Contact") to coordinate requests for documents and/or photocopying of documents reviewed during their visit that day and subsequent to the visit.

### **4. Conduct**

- No document may be marked, altered, modified, or damaged in any way.
- Tea, coffee and soft drinks may be provided but shall not be taken into the dataroom.
- The dataroom coordinator will be available at all times and all requests for assistance should be directed to the dataroom coordinator or persons specified by him/her.

### **5. Declaration**

The Nominated Contact should identify himself/herself to the dataroom coordinator. Each person entering the dataroom must sign the declaration attached to these rules even if they are from the same company. I hereby declare that I have read and agree to comply with and I am legally bound by the provisions of the Dataroom Rules.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature:

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