

# INSTRUCTIONS for suppliers from Guyana: Additional Documentation

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Consider the following clarifications, these will speed up the registration process:

- 1 It is required to send an electronic / scanned copy of the following document of your company:
  1. **Certificate of Incorporation/ Articles of Incorporation.**
- 2 In case you have not previously sent it, we request that you read the following documents with the greatest care and complete your data electronically / scanned:
  1. **LA Declaration of Conflict of Interest**
  2. **Local Content Vendor Information from Guyana**
- 3 All documents must be sent through the field enabled to upload compressed documents (ZIP) and must contain:
  - a) Signature of the legal representative and / or attorney-in-fact of the company
  - b) Stamp or clarification of the signer that includes the position/charge
  - c) Date of signature

**DECLARATION OF CONFLICT OF INTEREST**

The following document has the character of an Affidavit and must be completed in order to give transparency to the commercial relationship between the parties and identify if there is currently a conflict of interest between the parties. The fact that it is completed in affirmative it does not mean that the supplier will be disqualified, but that contracting will require internal Halliburton approvals.

1) Does your company currently have Directors, Managers or Employees who:

- Have or have any commercial or legal relationship with Halliburton?
- Do you have family members working in Halliburton?
- Do they have a family member of government, including within this classification, National Oil Companies ("National Oil Companies NOC")?

Yes ( )                  No ( )

2) Do you or any of your Directors, Managers or Employees, currently hold or hold any position of government official, including any position within any National Oil Company "NOC"?

Yes ( )                  No ( )

3) If "Yes" on bullet 1) or 2), we ask you to mention below the name of the people with whom you have relationship or the position they perform or performed:

Name and Lastname	Identification document	Tittle	Comments / Remarks

The above information has the character of an Affidavit and any omission and / or falsification of this information may imply the suspension of the commercial relationship by Halliburton unilaterally.

Name and LastName:	
Signature:	
Title:	
Date:	

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[Date]

[Vendor Name]

[Vendor address]

Dear Supplier:

Please select the appropriate option from the following box according to your vendor information Just putting an “X” on the corresponding Box.

No	Subcontracting type	Select
1	“Guyanese-Owned, Registered in Guyana”	
2	“Guyanese-Owned, not Registered in Guyana”	
3	“CARICOM-Owned, Registered in Guyana”	
4	“CARICOM-Owned, not Registered in Guyana”	
5	“Foreign-Owned, Registered in Guyana”	
6	“Foreign-Owned, not registered in Guyana”	

No	Women owned? (Y/N)	Select
1	YES	
2	NO	

No	Supplier sector	Select
1	Goods	
2	Services	

No	Supplier Sub-sector	select
1	Materials	
2	Tools, Equipment & Machinery	
3	Specialized Equipment & Materials (Unique to O&G Industry)	
4	Office Administration	
5	Health Safety Security Environment	
6	Food and Beverage	
7	Other Goods	

No	Supplier Sub-sector	select
1	Administration	
2	Real Estate	
3	Civil Works and Support Services	
4	Direct Execution (Specific to O&G)	
5	Health Safety Security Environment	

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6	Accommodation	
7	Catering	
8	Vehicle Maintenance and Repairs Services	
9	Transportation	
10	Shipping, Receiving, Logistics and Warehousing	
11	Other Services	

## Please check out definitions,

In addition, please fill the following information with the contact from your company for each case, (we normally have communications to address and we do not have the proper contact to send the information):

	Name	Position	E-mail	Phone	Mobile
Account Manager					
Invoicing Contact					
Operational Contact					
Country Manager/Director					

## Definitions:

### Supplier Type/Origin

**“Guyanese-Owned, Registered in Guyana”** (for efficiency, also referred to in this policy as a “Guyanese Supplier”) means an existing or potential supplier or sub-contractor company that has fifty-one percent or greater ( $\geq 51$ ) of its share capital or partnership share owned by Guyanese Citizens, and is registered in Guyana with the Guyana Revenue Authority, and where the offices, plant or facilities of the company that relate to the supply, distribution or manufacture of goods or the provision of services for petroleum operations in Guyana are located in Guyana.

**“Guyanese-Owned, not Registered in Guyana”** means an existing or potential supplier or sub-contractor company that has fifty-one percent or greater ( $\geq 51$ ) of its share capital owned by Guyanese Citizens, and is not registered in Guyana with the Guyana Revenue Authority or does not have offices, plant or facilities of the company that relate to the supply, distribution or manufacture of goods or the provision of services for petroleum operations in Guyana that are located in Guyana.

**“CARICOM-Owned, Registered in Guyana”** means an existing or potential supplier or sub-contractor company that has fifty-one percent or greater ( $\geq 51$ ) of its share capital owned by Citizens of a CARICOM country that is not Guyana, is registered in Guyana with the Guyana Tax Authority, and where the offices,

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plant or facilities of the company that relate to the supply, distribution or manufacture of goods or the provision of services for petroleum operations in Guyana is located in Guyana.

**“CARICOM-Owned, not Registered in Guyana”** means an existing or potential supplier or sub-contractor company that has fifty-one percent or greater ( $\geq 51$ ) of its share capital owned by Citizens of a CARICOM country, and is not registered in Guyana with the Guyana Tax Authority or does not have offices, plant or facilities that relate to the supply, distribution or manufacture of goods or the provision of services for petroleum operations in Guyana located in Guyana.

**“Foreign-Owned, Registered in Guyana”** means an existing or potential supplier or sub-contractor company that has less than fifty-one percent ( $< 51$ ) of its share capital owned by Guyanese Citizens or Citizens of another CARICOM country, and is registered in Guyana with the Guyana Tax Authority, and where the offices, plant or facilities that relate to the supply, distribution or manufacture of goods or the provision of services for petroleum operations in Guyana is located in Guyana.

**“Foreign-Owned, not registered in Guyana”** means any existing or potential supplier or sub-contractor company that is not registered in Guyana with the Guyana Tax Authority or is not registered for tax purposes in another CARICOM country.

<b>Goods</b>	<b>Materials</b>	<i>Earth, Sand and Stone</i> <i>Cement/Concrete/Plaster</i> <i>Metal Materials (Structural/Plate/Cladding)</i> <i>Non-Metal Materials (Plastic/Composites)</i> <i>Wood Materials</i> <i>(Structural/Plywood/Formwork/Finish)</i> <i>Electrical Systems, Accessories and Supplies</i> <i>Electronic Components and Supplies</i> <i>Building Products</i> <i>(Structural/Insulation/Finishing/Sealants/Fixtures)</i> <i>Chemicals/Paints</i> <i>Oil/Fuels/Lubricants/Other Petroleum Products</i> <i>Abrasives/Polishes/Compounds</i> <i>Industrial Gases</i> <i>Portable Structures/Building Components</i> <i>Manufacturing Components and Building Supplies</i>
	<b>Tools, Equipment &amp; Machinery</b>	<i>Workshop and Hand Tools</i> <i>Vehicles and Equipment</i> <i>Domestic and Consumer Appliances</i> <i>Storage Equipment</i> <i>Compressors/Expanders/Blowers and Accessories</i>

	<p><i>Pumps and Accessories</i></p> <p><i>Electrical Equipment</i></p> <p><i>Cooling, Heating, Ventilation, Air Conditioning Equipment</i></p> <p><i>Welding Equipment</i></p> <p><i>Marine/Diving Equipment</i></p> <p><i>Computer/Information Technology/Communication Equipment</i></p> <p><i>Heavy Construction Machinery and Equipment</i></p> <p><i>Construction and Maintenance Support Equipment</i></p> <p><i>Power Generation and Distribution Machinery and Accessories</i></p> <p><i>Industrial Manufacturing and Processing Machinery and Accessories</i></p>
<b>Specialized Equipment &amp; Materials (Unique to O&amp;G Industry)</b>	<p><i>Pipe, Tubings, Fittings Valves</i></p> <p><i>Rental of Specialized Equipment</i></p> <p><i>Drilling Equipment</i></p> <p><i>Tanks, Vessels and Columns</i></p> <p><i>Subsea, Umbilicals, Risers, Flowlines (SURF) Equipment</i></p>
<b>Office Administration</b>	<p><i>Office Equipment/Accessories/Supplies</i></p> <p><i>Furniture</i></p> <p><i>Printing/Photographic Equipment/Audio and Visual</i></p> <p><i>Published Products</i></p>
<b>Health Safety Security Environment</b>	<p><i>Medical Equipment and Accessories/Supplies</i></p> <p><i>Provision of PPEs</i></p> <p><i>Drugs and Pharmaceuticals Products</i></p> <p><i>Cleaning Equipment and Supplies</i></p> <p><i>Safety Equipment and Supplies</i></p> <p><i>Firefighting Equipment and Supplies</i></p> <p><i>Security Equipment and Supplies</i></p> <p><i>Apparel and Personal Care Products</i></p> <p><i>Scrap/Waste Materials</i></p> <p><i>Environmental Equipment/Products</i></p> <p><i>Sports and Recreational Equipment and Accessories</i></p>
<b>Food and Beverage</b>	<p><i>Fruits, Vegetables, Meals, Refreshments, Agro Processed Products, Water</i></p>
<b>Other Goods</b>	

<b>Services</b>	<b>Administration</b>	<i>Legal, Accounting, Business Admin, Financial, Event Planning, Information Systems, Insurance, Marketing, Manpower Supply, Employee Training Services, Human Resource and Staff Search/Selection, Payroll Services, Printing and Copying Services, Advertising</i>
	<b>Real Estate</b>	<i>Rental, Purchase or Lease of Land and Property for Commercial Purposes</i>
	<b>Civil Works and Support Services</b>	<i>Design and General Construction of Buildings Paving and Road Works Civil Works General Repairs and Maintenance Residential Construction Building Systems Plumbing Services Electrical Equipment and Installation Non-Metal Fabrication Ventilation and Heating Earthmoving Services Piling Services Equipment Rental</i>
	<b>Direct Execution (Specific to O&amp;G)</b>	<i>Engineering Services NDT Testing Inspection Services and Activities Scaffolding/Rigging/Covering Services Bolt Tensioning Services Drilling Rigs  Fabrication of Metallic Products and Parts: Pipe Cutting, Bending, Machining, Spool Fabrication Services, Outfitting, General Metal/Steel Fabrication Insulation Services Surveying/Position Services Fueling/Lubrication and Support Services Utilities Materials Lab Testing Services Heavy/Specialized Construction Services Tank Construction Surface Treatment/Sandblasting/Specialty Painting/Coating/Fireproofing Services Leak Sealing/Waterproofing/Undersealing</i>
		<i>Cleaning and Laundry Services</i>

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<p><b>Health Safety Security Environment</b></p>	<p><i>Biological/Earth Science Services Security Services Protection/Security/Fire and Gas Protection/Firefighting Systems Environmental Management/Treatment/Waste Disposal/Site Clean Up Services Pest Control Dust Suppression Recreational/Organizations/Clubs (Internal Medical Services</i></p>
<p><b>Accommodation</b></p>	<p><i>Housing, Hotels, Apartments for Residential Purposes</i></p>
<p><b>Catering</b></p>	
<p><b>Vehicle Maintenance and Repairs Services</b></p>	
<p><b>Transportation</b></p>	<p><i>Passenger Transportation - Air, Road, Marine, Terminal/ Meet&amp;Greet</i></p>
<p><b>Shipping, Receiving, Logistics and Warehousing</b></p>	<p><i>Shipping, Receiving, Logistics, and Warehousing/Storage; Custom's Brokers</i></p>
<p><b>Other Services</b></p>	

Signature:

Name and Last Name:

Position / Charge: