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# **General vendor information**

Background: Exxon Mobil Corporation and its Affiliates[[1]](#footnote-1) operating anywhere in the world (the “Company”) are committed to compliance with all laws that apply to its operations.

To ensure we comply with all applicable laws, we gather information from prospective business associates. The analysis with regard to a particular prospective business associate will depend on a number of factors which the Company will carefully evaluate. Therefore, we appreciate your assistance in completely and accurately responding to the following questions.

Please attach all requested additional documentation. **Please note that the form requests information for yourself (if you are the contracting party) and/or your company, and any person, company, or other entity owning an interest in your company or its parent, directly or indirectly, including your ultimate parent company or individual beneficial owners.** The form will be treated as incomplete unless all relevant information is provided. Failure to provide complete and accurate information may result in the Company terminating further review.

We inform you that the personal data that you provided through this online PBAQ, will be processed by ExxonMobil in accordance with its [Privacy Statement](https://corporate.exxonmobil.com/en/global-legal-pages/privacy-policy_global_procurement). We recommend that you carefully read the [Privacy Statement](https://corporate.exxonmobil.com/en/global-legal-pages/privacy-policy_global_procurement).

By marking this box, I declare that:

* I have the proper authority to disclose the relevant information and I confirm that I give permission to ExxonMobil to Process the Personal Data for the purposes stated in the terms of the [Privacy Statement](https://corporate.exxonmobil.com/en/global-legal-pages/privacy-policy_global_procurement). I have received the permission of the person(s) mentioned in this PBAQ other than myself, to provide to ExxonMobil the personal data for processing in accordance with the [Privacy Statement](https://corporate.exxonmobil.com/en/global-legal-pages/privacy-policy_global_procurement).

**SECTION A: IDENTIFYING INFORMATION**

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| --- | --- | --- |
| 1. | Full legal name of company or individual “PBA”)): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. | “Doing Business As” name or trade/marketing name used by PBA (if applicable): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. | Has the business, company, or individual name changed within the previous five (5) years? | Yes:  No: |
|  | If “Yes,” please provide previous full legal name(s): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. | Address for communication from ExxonMobil affiliate, if different from the principal place of business: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5. | Primary Contact person’s full legal name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. | Primary Contact Title/Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7. | Primary Contact Telephone: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8. | Primary Contact E-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**SECTION B: COMPANY BACKGROUND**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Business type: | | | Corp:  Partnership:  Sole Proprietorship:  Other: | | | | |
|  | If “Other,” please describe: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 2. | Date and country of entity formation (please attach copies of, or a link to, formation documents):  If PBA is an individual, the number of years in business: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | Has PBA had any previous contracts with, or provided services to, Exxon Mobil Corporation or its Affiliates? If yes, please provide details. | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 3. | Number of employees (FT and PT): | | | 0 – 10  11 – 50  51 – 200  201 - 500  501 – 1000  1000+ | | | | |
| 4. | Principal place of business: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 5. | Other countries in which PBA conducts business: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 6. | Do you have an office in the country in which the contract will be performed?  If “Yes”, please provide the office address, telephone and fax number as well as the name of the senior managers in that office. | | | Yes:  No:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 7. | Is the PBA licensed and/or registered to do business in the country where the contract will be performed? | | | | | Yes:  No: | | |
|  | If “Yes,” please provide proof of license to conduct business and complete the information below: | | | | | | | |
| Registration Number | | **Beginning Date**  **(mm/dd/yyyy)** | **Ending Date**  **(mm/dd/yyyy)** | | **Gov’t Office of Registration** | | **City** | **Country** |
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| 8. | Describe the categories of goods and/or services to be provided by PBA under the prospective contract. | | | | | | | |

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| Goods or Services | Will goods or service providers cross international borders? |
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**SECTION C: OWNERSHIP AND MANAGEMENT**

**Note: The PBAQ will be returned as incomplete unless all ownership information is included.**

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| --- | --- |
| 1. | If any shares of the PBA are PUBLICLY TRADED, attach a copy of your most recent public filing (or provide a link to same) showing the company’s shareholders. If this filing does not list major (>5%) shareholders, to the best of your knowledge, identify below any major shareholders of your company. |

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| --- | --- | --- | --- | --- |
| Individual Shareholder Name | Citizenship: | Address: | Ownership % | Identify Stock Exchange |
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| --- | --- | --- | --- |
| Entity Shareholder Name | Country or U.S. State of Incorporation | Ownership % | Identify Stock Exchange |
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| 2. | For all non-publicly traded, direct ownership interest, complete the ownership information below.  2.a. For Individuals: |

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| --- | --- | --- | --- |
| Name | Citizenship | Address | Ownership % |
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2.b. **For Entities:**

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| --- | --- | --- | --- |
| Name | Country of Incorporation | Address | Ownership % |
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| 2.c. If one or more of your direct owners is a company (such as your immediate parent company, hierarchical parent company or ultimate parent company), list the shareholders of this company, including the beneficial owners and the names of any intermediate entities or persons owning an interest in that company. Ultimately, you need to identify all beneficial owners of all shareholding entities to the level of either individual persons and/or companies listed on the OECD country stock echanges. | | | |
| Name | **Nationality or Country/State of Incorporation** | **Address** | **Ownership %** |
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| 3. | Identify full name and citizenship of Officers, Directors and Key Managers of PBA:   1. Chairman/President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Managing Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Other Directors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Officers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Key Managers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. | Complete the information below for any individual, company, or entity that:  Will have any of the following business relationships with the PBA related to, or performing work under, the proposed contract: affiliate, consortium, partnership, joint venture, or alliance. This question does not request information on subcontractors of the PBA. |

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| --- | --- | --- | --- |
| Individual / Entity Name | Citizenship / Country or U.S. State of Incorporation | Address | Reason for Payment |
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| 5. | Complete the information below for all entities or individuals who directly or indirectly have an ownership interest in any company or entity listed in question C.4. above. |

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| --- | --- | --- | --- | --- |
| Individual/Entity listed in C.4 | Individual / Entity Name | Citizenship / Country or U.S. State of Incorporation | Address | Ownership % |
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**SECTION D: COMPLIANCE INFORMATION**

For this Section D, “**Affiliate**” includes:

1. any parent of your company;
2. any company or partnership in which your company or any parent of your company, directly or indirectly owns or controls, fifty percent (50%) or more of the ownership interest – having the right to vote or appoint its directors or functional equivalents; and
3. any joint venture in which your company, any parent of your company, or a company meeting the requirements above has day-to-day operational control.

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| 1. | Is PBA or any of its Affiliates organized, existing, incorporated, or operating under the laws of a jurisdiction currently comprehensively sanctioned by the United States (including, but not limited to, Crimea, North Korea, Syria, Cuba, or Iran)? | Yes:  No: |
| 2. | Is PBA, or any of its Affiliates, owners, officers, or directors, a[Specially Designated National](https://www.treasury.gov/resource-center/sanctions/sdn-list/pages/default.aspx) (“SDN”) as identified by the U.S. Office of Foreign Assets Control, or identified on the Commerce Department’s [Denied Persons List](https://www.bis.doc.gov/index.php/the-denied-persons-list) and [Entity List](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=9ae4a21068f2bd41d4a5aee843b63ef1&ty=HTML&h=L&n=15y2.1.3.4.28&r=PART#ap15.2.744_122.4)?(Refer to links for additional information) | Yes:  No: |
| 3. | If the answer to either D.1. or D.2. is “Yes,” please complete the information below. | |
| 3.a. For Individuals: | | |

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| Name | Citizenship | Address | Ownership % |
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| 3.b. For Entities: |

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| Name | Country or U.S. State of Incorporation | Address | Ownership % |
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| 4.a | | In the past 5 (five) years, has PBA, or any entity with an ownership interest in PBA or its Affiliates, or (ii) any other entity listed in response to Sections C.4 or C.5 (collectively, “Entity”): (1) been charged with or investigated (either criminal or civil) by an enforcement or regulatory agency; or (2) been a defendant in private litigation, related to any of the following: | | |
| bribery/corruption | | Fraud | antiboycott violations |
| money laundering | | sanctions violations | other financial or ethics-related charge |
| import/export controls violations | | in their capacity as shareholders, any criminal matter | human trafficking |
| competition/antitrust law violations | | tax law violations | organized crime |

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| 4.b In the past 5 (five) years, has any individual with an ownership interest in PBA, or (ii) any other individual listed in response to Sections C.3, C.4 or C.5 (collectively, “Individual”): (1) been charged with or investigated (either criminal or civil) by an enforcement or regulatory agency; or (2) in their capacity as owners, officers, directors, or key managers of PBA, been a defendant in private litigation, related to any of the following: | | | | |
| bribery/corruption | Fraud | antiboycott violations |
| money laundering | sanctions violations | other financial or ethics-related charge | |
| import/export controls violations | any criminal matter (other than minor traffic violations) | human trafficking | |
| competition/antitrust law violations | tax law violations | organized crime | |

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| 5.a If any boxes are checked in response to D.4.a, please provide details for such Entities: |

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| 5.b If any boxes are checked in response to D.4.b, please provide details for such Individuals: |
| IMPORTANT: Do not provide details for such Individuals if:  - the box is checked with respect to question D.4.b(1), i.e. “been charged with or investigated (either criminal or civil) by an enforcement or regulatory agency…”, AND  - the individual has his/her residence in the European Region\*, the activity has been committed in the European Region, or the proceeding/ investigation is carried out in the European Region.   |  | | --- | |  | |  | |  | |  |   \* European Region: European Economic Area (EEA), UK and Switzerland |

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| 6. | If an entity, does the PBA have a compliance program? | Yes:  No: |
|  | If “Yes,” please indicate which of the following elements comprise part of your compliance program. | |
|  | written antiboycott policy/procedures | employee antiboycott training |
|  | written anti-corruption compliance policy / procedures | employee anti-corruption training |
|  | anti-corruption due diligence on third parties | written ethics policy or Code of Conduct |
|  | written antitrust compliance policy / procedures | employee antitrust training |
|  | Restricted Party Screening | employee sanctions training |
|  | written trade sanctions compliance policy / procedures | employee export controls training |
|  | written export controls policy / procedures | a hotline or other formal process to report suspected compliance violations. |
|  | policy / procedures for gifts and hospitality of government officials | other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | financial controls |  |
| 7. | Is a Power of Attorney from an ExxonMobil affiliate required by law or regulation for the work requested by Exxon Mobil Corporation or its affiliates? | Yes:  No: |
|  | If “Yes,” please cite the relevant law or regulation: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 8. | If the answer to D.7. is “Yes,” please complete the information below for each company, entity, or individual (if other than the PBA) to whom a Power of Attorney will be granted and attach a completed PBAQ for that company, entity, or individual. |

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| --- | --- |
| Company, Entity, or Person to whom the POA will be granted | Address |
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| 9. | Will PBA use any commission-based sales agent or other representative who receive a commission or percentage based fee related to the proposed agreement or work thereunder?  Yes:  No:  If so, provide additional information: |

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| 10. | With respect to any employee, officer or director of PBA acting in their individual capacity, are you aware of any business or payment arrangements between such employee, officer or director and any ExxonMobil Affiliate?  Yes:  No:  If so, provide additional information: |

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| 11. | Please provide any additional information that may be useful or relevant to the work under the proposed agreement with ExxonMobil, or which may be relevant to ExxonMobil’s due diligence review. Please also use this opportunity to clarify or elaborate on any of your responses in the preceding sections. |

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**SECTION E: RELATIONSHIPS WITH GOVERNMENT OFFICIALS**

**AND PUBLIC INTERNATIONAL ORGANIZATIONS**

For this Section E, “**Official**” means and includes:

1. any agent, officer, director, or employee (elected, appointed, or career) of:
   1. a government (whether central, national, federal, regional, state, or local); or
   2. any department, agency, ministry, body, or instrumentality thereof whether legislative, administrative, or judicial ; or
   3. any person acting in an official capacity on behalf of any such government, department, agency, ministry, body, or instrumentality; or
   4. any legal entity or commercial enterprise owned or controlled by the government;
2. any official of a political party;
3. any candidate for political office; or
4. any officer or employee of a Public International Organization (an organization so designated by the President of the United States by Executive order, or whose members are (a) countries or territories; (b) governments of countries or territories; (c) other public international organizations; (d) a mixture of any of the above, or (e.g., United Nations, IMF, World Bank).

For this Section E, “**Close Family Member**” of an Official means and includes the Official's spouse; the Official's and the spouse's grandparents, parents, siblings, and children; the spouse of any of these people; and any other individuals who share the same household.

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| --- | --- | --- | --- |
| 1. | Within the past 5 years, has PBA or any of its Affiliates or owners been an Official as defined above | | Yes:  No: |
|  | If “Yes,” please provide information in E.3. | |  |
| 2. | Within the past 5 years, have any of the persons listed in the responses in Section C or D been: | | |
| Officials | | Close Family Members of Officials | |
| former Officials | | Involved in any business relationship, including acting as an agent for, or holding common ownership of any business enterprise or partnership with, any Official or Close Family Member of an Official | |
| 3. | If the answer to E.1 is “yes” or any of the categories under E.2. are checked, please provide the following details for each such person: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Legal Name and Former Name(s) and any Aliases | If Official or Former Official, title(s) and Responsibilities as an Official | If Official or Former Official, date(s) of Service as an Official | Description of business or personal relationship with Official or Close Family Member of Official | Description of participation, if any, in Services to be provided by PBA |
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| 4. | Will PBA or any of its officers, directors, employees, agents, Affiliates or others acting on its behalf potentially interact with Officials while performing services for Exxon Mobil Corporation or its affiliates? | Yes:  No: |
|  | If “Yes,” please complete the information below for any such PBA officer, director, employee, agent, Affiliate or other individual acting on behalf of PBA: | |

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| --- | --- | --- |
| Country of Services | Scope / Nature of Interactions with Officials | Method of Payment to Official, If Any |
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**SECTION F: CERTIFICATION**

**I certify that the information provided is, to the best of my knowledge and belief, accurate, current, and complete, and that I am authorized to provide the information and certify that the foregoing information is true and accurate.**

|  |  |
| --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Printed Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Prospective Business Associate (if entity): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: |  |

1. ExxonMobil and/or ExxonMobil Affiliates mean (a) Exxon Mobil Corporation or any parent of Exxon Mobil Corporation, (b) any company or partnership in which Exxon Mobil Corporation or any parent of Exxon Mobil Corporation now or hereafter, directly or indirectly (1) owns or (2) controls, more than fifty percent (50%) of the ownership interest having the right to vote or appoint its directors or functional equivalents (“Affiliated Company”), and (c) any joint venture in which Exxon Mobil Corporation, any parent of Exxon Mobil Corporation, or an Affiliated Company has day to day operational control. [↑](#footnote-ref-1)