



Dear Sir or Madam

Subject: Contractor Company & Contact Details Forms

The ConocoPhillips offshore facilities in the Timor Sea have now been in hydrocarbons production, 24 hours per day and 7 days per week, since Q2 of 2004 and the Darwin LNG facility is loading its first cargo in Feb. 2006. The effort involved in continual production by such a large and complex operation is significant, and would not have been possible without the support of many key suppliers of materials and services.

Such support relies heavily on business relationships, of which ConocoPhillips place a high value on its ethical polices in conducting business. In making this contact, we would like to take the opportunity to emphasize this fact by requesting that you take some time to review the *Code of Business Ethics and Conduct policy*, to understand the importance we place on this one area of business.

Your organisation has given critical support to the continued operation of our facilites. To assist in meeting with the operational requirements, ConocoPhillips Australia needs to ensure that it has reliable communications and commercial details of such organisations, so that we can contact and utilise your Company's general services and, from time to time, be called upon for emergency requirements or urgent requests for goods or services, that may be considered necessary for production continuance.

In order to achieve this, we now wish to:

1. Confirm the primary contact details of your organisation;
2. Establish an emergency all hours set of contact details, in an event of an incident on one of our facilities involving your employee(s);
3. Establish a contact point for urgent, out of business hours requirements.

Attached is a form which we request you to complete and return, in order to update our records with your emergency and 24-hour contact details. Please complete this form, and return by facsimile (08) 9423 6707.

Should you have any queries, please direct them to the Procurement and Contracts Department on (08) 9423 6666.

Yours faithfully

Ian Barnard
Supply Chain Team Leader
ConocoPhillips Australia Pty Ltd

Vendor - Company Details & Emergency Contact Information Forms

1. General Company Details (Normal Office Hours)

Company Name	
Trading As	
*Head Office - Street Address 1	
City	
State/Region	
Post Code	
Post Box	
Finance Contact	
Finance Telephone	
Finance Facsimile	
Finance E-mail	
**Branch Office - Street Address 2	
City	
State/Region	
Post Code	
Post Box	
Sales Contact	
Sales Telephone	
Sales Facsimile	
Sales Email	

* Head office is if you require remittance / financials to be dealt with separately to that of a branch (sales) office.

** Branch office is if you have a separate sales office you wish to have request for quotes & purchase orders sent directly to.

2. Contact Details**a) Emergency (All Hours)⁺**

Primary Contact Person(s)	
Position Title(s)	
Telephone Wk	
Telephone A/H	
Facsimile	
Mobile	
Pager	
E-mail	
Secondary Contact Person(s)	
Position Title(s)	
Telephone Wk	
Telephone A/H	
Facsimile	
Mobile (Cell Phone)	
Pager	
E-mail	
After Hours Duty Contact	

⁺ This is for a true emergency situation which threatens life, property or equipment.

b) Urgent Business Requirements (Out of Hours)⁺⁺

Contact Person(s)	
Position Title(s)	
Telephone	
Facsimile	
Mobile (Cell phone)	
E-mail	
Other	

⁺⁺ This is for a situation where a good or service is required urgently, and action is required outside of normal business hours.