

The instructions for studying and evaluating the Direct Proposal of exploiting petroleum, oil shale, coal and strategic minerals of 2021 issued under the provisions of item (1) of paragraph (B) of the article (6) and article (15) of the Bylaw for Exploitation Projects of Petroleum, Oil Shale, Coal and Strategic Minerals No. (76) of 2020..

Article (1):

These instructions are called (The instructions for studying and evaluating the Direct Proposal of exploiting petroleum, oil shale, coal and strategic minerals of 2021), and shall come into force after its publication in the official gazette.

Article (2):

a) The following words and expressions, wherever stated in these instructions shall have the meanings ascribed thereto hereunder, unless the context otherwise requires:

Ministry: Ministry of Energy and Mineral Resources.

Minister: Minister of Energy and Mineral Resources.

Secretary-General: The Secretary-General of the Ministry of Energy and Mineral Resources or whoever acts on his behalf.

Bylaw: Bylaw for Exploitation Projects of Petroleum, Oil Shale, Coal and Strategic Minerals No. (76) of 2020.

Committee: The higher committee established pursuant to the provisions of the bylaw.

Projects Committees: The technical committees established pursuant to the provisions of the bylaw.

Application: The application submitted by the Person according to the form prepared by the Ministry and approved by the committee in accordance with the terms and conditions of the bylaw and the instructions issued thereunder.

Direct Proposal: The set of documents and data attached to the application that the Person submits to the Ministry; to exploit petroleum, oil shale, coal or strategic minerals.

Person: The Company or the consortium companies that submits the Direct Proposal in accordance with the provisions of the bylaw.

Eligible Person: The Person with the Direct Proposal accepted by the committee and qualified to sign the memorandum of understanding.

Project: Any project aimed at the exploitation of Petroleum, Oil Shale, Coal or Strategic Minerals.

- b) The definitions stipulated in the law and Bylaw shall be adopted wherever they are stipulated in these instructions, unless the context otherwise requires.

Article (3):

The Ministry shall receive applications of Direct Proposal at any time to exploit petroleum, oil shale, coal or strategic minerals.

Article (4):

The Person shall fill out the application form attached to these instructions according to the scope of the proposed project for submitting a direct proposal for the exploitation of petroleum, oil shale, coal or strategic minerals, attaching the following documents and main data:

- a) Declaration of Information Veracity filled in the application, to be subject to legal prosecution, cancellation of the application and deprivation from applying for a direct proposal again.
- b) Registration Certificate authenticated by the official authorities in the country of its registration.
- c) Proof of financial Capability through the following:
 - 1. Audited and authenticated financial statements by a licensed chartered accountant (financial auditor) for the last three years immediately before submitting the application.
 - 2. Documents that indicate the expenditure on previous related projects.
 - 3. Proof of the Person's ability to secure the necessary funding to implement the proposed exploitation project.
 - 4. Any other financial documents that can support the financial Capability of a Person.
- d) Proof of the technical qualifications of the Person by proving the number, size and type of previously implemented projects related to the project scope submitted in the application, duly authenticated by the concerned official authorities.
- e) Define the project area clearly and presenting a Preliminary work program for the proposed project.
- f) Define the main work team that will work on the project and submit their CVs, including their scientific and practical experiences, which covering the main operations of the project.
- g) Proof of ownership of any patents or successfully owning globally proven technology, or submitting documents allows the Person to use it for oil shale projects.
- h) Any other conditions or documents required by the Ministry when submitting or studying the application.
- i) In case the Person is newly established, he is obligated to submit the following technical and financial documentations which support his technical qualifications and financial Capability to implement the project:
 - a. **Technical Qualifications Documents:** By attaching the experiences of the founding members or the work team in terms of the number of years of their experience and its area, specifying the number, size and type of projects they previously participated in and related to the field of work of the proposed project, submitting their CVs and attaching supporting documents.
 - b. **Financial Capability Documents:** By specifying the paid-up capital and attaching the partners' bank account statements, or letters of equity commitment by well-known banks or financial institutions or financiers whose financial capabilities can be ascertained through their clear and documented biography and their financial capabilities, and any other attachments that can enhance the company's financial ability to implement the project.

Article (5):

- A. The project committees stipulated in Paragraph (6) of the bylaw shall be formed in the Ministry by a decision of the Minister based on the committee’s recommendation according to the specializations required for the proposals and studies submitted for each of the projects of petroleum, oil shale, coal and strategic minerals.
- B.
 - 1. The projects committees shall study the direct proposals that are referred to them by the committee, for the purposes of study, investigation and evaluation in accordance with the criteria set forth in these instructions and recommend to the committee to accepting the Direct Proposal and qualifying the Person or rejecting it.
 - 2. The projects committees may decide to summon or communicate with the Direct Proposal provider to inquire from him for any information or documents that are not clear in Direct Proposal or requesting supporting documents, without prejudice to the rights of the Direct Proposal applicant, and the relevant projects committee shall write down the result of this communication in its minutes meeting.

Article (6):

- A. In evaluating Direct Proposals, the Ministry shall be committed to the following mechanisms and criteria:
 - 1. Criteria for evaluating Direct Proposal requests for oil shale or coal projects:

No.	Criteria	Maximum Score
1	Technical Qualifications	25
2	Financial Capability	40
3	Main Working Team	10
4	Preliminary Work Program	10
5	Technology Access	15

- 2. Criteria for evaluating direct proposal requests for petroleum projects:

No.	Criteria	Maximum Score
1	Technical Qualifications	20
2	Financial Capability	50
3	Main Working Team	20
4	Preliminary Work Program	10

- 3. Criteria for evaluating direct proposal requests for strategic minerals projects:

No.	Criteria	Maximum Score
1	Technical Qualifications	30
2	Financial Capability	40
3	Main Working Team	20
4	Preliminary Work Program	10

- B. The proposal which achieves a mark of 60% or more of the evaluation marks stipulated in paragraph (A) of this article is considered a qualified proposal, in the event that one or more direct proposals of exploiting petroleum, oil shale, coal or strategic minerals are submitted on the site of the project area during consideration of the first direct proposal, the criteria shall be applied competitively so that the qualified proposal with the highest mark is accepted, provided that it shall not be less than 60% of the score.

Article (7):

- a) The following procedures shall be adopted by the committee when studying and evaluating direct proposals:
 1. Receiving the direct proposal from the Secretary General.
 2. Reviewing the Direct Proposals application and studying them initially to verify the Person's compliance with what is stated in Article (4) of these instructions, and the completeness of his proposal.
 3. Referring Direct Proposals applications to the project committees, each within its field of specialty, to study the Direct Proposals applications, verify them and the authenticity of their attachments, evaluate the proposal according to what is stated in Article (6) of these instructions, and issuing their report, including the results and recommendations.
 4. The committee, based on the report of the related projects committee, shall take the appropriate decision to accept the direct proposal and qualify Person to sign a memorandum of understanding or reject the Direct Proposal and inform the Direct Proposal applicant of the decision without having to give reasons.
 5. Registering minutes of meeting of each of its sessions, and these minutes of meeting to be signed by the committee's members.
- b) Any direct proposal that violates the provisions of Articles (7) or (8) of the bylaw shall not be considered.
- c) None of the direct proposal applicants may allow to contact the committee and/or project committees regarding the direct proposal, under liability of rejection of the proposal and denying the Person from submitting again in case the contact was for the purpose of influencing the committee's decision. If the Person wants to provide the committee with more information, he must send an official letter to the Ministry thereon.

Hala Adel Zawati

Minister of Energy and Mineral Resources

Appendix (1)

Direct Proposal Application form for oil shale or coal exploitation projects.

The application form shall be submitted electronically from the website of the Ministry of Energy and Mineral Resources or any other method that the Ministry deems appropriate, and this application is subject to the terms and conditions stipulated in the bylaw and the instructions issued thereunder.

1. Person Information

- Person's Name
- Person's Nationality
- Full Address
- Phone Number
- Officially approved email
- Person's website
- Registration No.
- Registration Date
- Registered Capital
- Paid-up capital
- Name of the authorized Person to submit the application
- Job title of the applicant
- Nationality of the applicant

- **The full names of the following:**
 - Shareholders/ Nationality/ Number of Stocks or Shares
 - Directors/ Nationality
 - Name, address and email of the Person's bank
 - Name, address and email of the chartered accountant (financial auditor)
 - Name, address and email of the Attorney

- **Supporting information and documents:**
 - A copy of the ID card or passport of the authorized Person to submit the application on behalf of the Person.
 - Certificate of the Person's registration authenticated by the official authority in the registration country (Commercial Record).
 - Person Profile (electronic copy in pdf and hard copy if possible).

2. Technical Qualifications for the Person

- Areas of Expertise and Scope of the Proposed Project:
- Surface retorting
- In-situ technique (underground heating).
- Services Contracts
- Specify any other areas if necessary
- Ownership of the oil shale technology or the right-to-use the technology
- Determine the area of interest and its extents
- The technical staff working with the Person, including the information of the job title, educational qualification, specialization, practical experience, and the nationality of:
 - Geologists
 - Professional Engineers
 - Professional technicians
 - Others
- **Supporting information and documents:**
 - CVs of the above key experts working on the proposed project.
 - Technology ownership documents or documents of the right-to-use the technology from the owner of the technology.
 - A proposed preliminary exploratory work plan, the timetable for the proposed project, the estimated expected budget for the project, and the sources of information that the company relied on in formulating its proposal.
 - Any other information that the Ministry may request separately.

3. A Person's work record in previous or existing projects

- Complete information on previous and existing projects related to the proposed project:
 - Used technology
 - Location/Country
 - production volume
 - Capital cost
 - Start date/project duration
 - The current work stage of the project and the type of contract (preliminary concept agreement, memorandum of understanding, development and production agreement, has been concluded or otherwise).
 - Any violations by the Person or the payment of compensation, violations or judicial rulings.
- Final judicial rulings issued concerning the Person, partners, any of its directors or main shareholders in relation to economic crimes, fraud or money-laundering, whether in the Hashemite Kingdom of Jordan or any other country, including, but not limited to:
 - The forgery
 - Money-laundering
 - Environmental Violations
 - Labor disputes

- **Supporting information and documents:**
 - A copy of the above judicial rulings
 - Details and official documents of the above previous and existing projects (patents, implementation of previous or existing projects, contracts etc.).
 - Documents proving expenditures on previous related projects.
 - If the documents are too large or confidential, cover page, Pages explaining the background of the project in general, and signature pages shall be submitted.

- 4. **Financial Capability:**
 - The allocated budget to the proposed project.
 - Possible Sources of funding for the proposed project.
 - Information about the company's cash reserves.

- **Supporting information and documents:**
 - Audited financial statements from a certified chartered accountant for the past three years.
 - Latest bank account statements (the last 12 months).
 - Letters of intent for potential financiers.

- 5. In case the Person is newly established, the requirements for the above-mentioned clauses (1-4) of the documents relating to such Person shall be submitted.
- 6. A formal letter of interest stating the purpose of the proposed project, the Person's qualifications and previous experience, the type of proposed project and the raw material of interest.

Endorsement

I hereby declare that the above information is correct, and I will be ready to share any other required information that will assist the Ministry in its decision to move forward with the study of my application. Also, I understand that the Ministry has the right to accept or reject my application as it deems appropriate and in accordance with the legislation in force in this regard, and I shall assume the full criminal and civil responsibility for the authenticity of such data.

Authorized Person:

Position/ Title:

E-mail:

Date:

Signature:

Appendix (2)

Direct proposal application form for petroleum exploitation projects.

The application form shall be submitted electronically from the website of the Ministry of Energy and Mineral Resources or any other method that the Ministry deems appropriate, and this application is subject to the terms and conditions stipulated in the bylaw and the instructions issued thereunder.

1. Person Information

- Person's Name
- Person's Nationality
- Full Address
- Phone Number
- Officially approved email
- Person's website
- Registration No.
- Registration Date
- Registered Capital
- Paid-up capital
- Name of the authorized Person to submit the application
- Job title of the applicant
- Nationality of the applicant

- **The full names of the following:**

- Shareholders/ Nationality/ Number of Stocks or Shares
- Directors/ Nationality
- Name, address and email of the Person's bank
- Name, address and email of the chartered accountant (financial Auditor)
- Name, address and email of the Attorney

- **Supporting information and documents:**

- A copy of the ID card or passport of the authorized Person to submit the application on behalf of the Person (the authorized Person).
- Certificate of registration of the Person authenticated by the official authority in the country of registration (Commercial Record).
- Person Profile (electronic copy in pdf and hard copy if possible).

2. Petroleum areas of interest

- Defining the area of interest

3. Technical qualifications for the Person

- Areas of Expertise
 - Oil and gas exploration.
 - Oil and gas extraction.

- Refining and Processing.
 - Trading.
 - Financing.
 - Services.
 - Specifying any other areas if necessary
 - The type of proposed development of the project (exploration, extraction, processing, refining and others).
- The technical staff working with the Person, including the information of the job title, educational qualification, specialization, practical experience, and the nationality of:
- Geologists
 - Professional Engineers
 - Professional Financial and Administrators.
 - Professional technicians
 - Others
- **Supporting information and documents:**
- CVs of the above key experts working on the proposed project.
 - A proposed preliminary exploratory work plan, the timetable for the proposed project, the estimated expected budget for the project, and the sources of information that the company relied on in formulating its proposal.
 - Any other information that the Ministry may request separately.

4. **A Person's work record in previous or existing projects**

- Complete information on previous and existing projects related to the proposed project:
- Memorandum of understanding.
 - Exploration licenses or contracts.
 - Concession for the development and production.
 - Services Contracts.
 - Others.

For each of the above-mentioned project:

- Location/Country.
- Field of work (oil and gas exploration, oil and gas extraction, conventional/unconventional oil and gas, refining, processing, trading, finance, other).
- production volume
- Capital cost
- The current work stage of the project and the type of contract (preliminary concept agreement, memorandum of understanding, development and production agreement) has been concluded or otherwise
- Start date/project duration
- Any violations by the Person or the payment of compensation, violations or judicial rulings.

- Final judicial rulings issued concerning the Person, partners, any of its directors or main shareholders in relation to economic crimes, fraud or money-laundering, whether in the Hashemite Kingdom of Jordan or any other country, including, but not limited to:
 - The forgery
 - Money-laundering
 - Environmental Violations
 - Labor disputes

- **Supporting information and documents:**
 - A copy of the above-mentioned judicial rulings
 - Details and official documents of previous and existing projects (patents, implementation of previous or existing projects, contracts etc.).
 - Documents proving expenditures on previous related projects.
 - If the documents are too large or confidential, cover page, Pages explaining the background of the project in general, and signature pages shall be submitted.

- 5. **Financial Capability:**
 - The allocated budget to the proposed project.
 - Possible Sources of funding for the proposed project.
 - Information about the Person's cash reserves.

- **Supporting information and documents:**
 - Audited financial statements from a certified chartered accountant for the past three years.
 - Latest bank account statements (the last 12 months).
 - Letters of intent for potential financiers.

- 6. In case the Person is newly established, the requirements for the above-mentioned clauses (1-5) of the documents relating to such Person shall be submitted.
- 7. A formal letter of interest stating the purpose of the proposed project, the Person's qualifications and previous experience, the type of proposed project and the raw material of interest.

Endorsement

I hereby declare that the above information is correct, and I will be ready to share any other required information that will assist the Ministry in its decision to move forward with the study of my application. Also, I understand that the Ministry has the right to accept or reject my application as it deems appropriate and in accordance with the legislations in force in this regard, and I shall assume the full criminal and civil responsibility for the authenticity of such data.

Authorized Person:

Position/ Title:

E-mail:

Date:

Signature:

Appendix (3)

Direct proposal application form for strategic minerals exploitation projects.

The application form shall be submitted electronically from the website of the Ministry of Energy and Mineral Resources or any other method that the Ministry deems appropriate, and this application is subject to the terms and conditions stipulated in the bylaw and the instructions issued thereunder.

1. Person Information

- Person's Name
- Person's Nationality
- Full Address
- Phone Number
- Officially approved email
- Person's website
- Registration No.
- Registration Date
- Registered Capital
- Paid-up capital
- Name of the authorized Person to submit the application
- Job title of the applicant
- Nationality of the applicant

- **The full names of the following:**
- Shareholders/ Nationality/ Number of Stocks or Shares
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- Name, address and email of the Person's bank
- Name, address and email of the chartered accountant (financial Auditor)
- Name, address and email of the Attorney

- **Supporting information and documents:**
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- Certificate of registration of the Person authenticated by the official authority in the country of registration (Commercial Record).
- Person Profile (electronic copy in pdf and hard copy if possible).

2. Information on the development of mineral resources

- Mineral Resources:
 - Major Minerals
 - Associated Minerals
 - Planned development type
 - Extraction of surface minerals
 - Minerals Processing (Physical Processing/Chemical Processing)
 - Underground Mining

- **Determining the area of interest and its extents.**

- **Supporting information and documents:**
 - A proposed preliminary exploratory work plan, the timetable for the proposed project, the estimated expected budget for the project, and the sources of information that the company relied on in formulating its proposal.
 - Any other information that the Ministry may request separately.

3. Technical qualifications for the Person

- Areas of Expertise
 - Mining
 - Processing and manufacturing
 - Trading
 - Financing
 - Services Contracts
 - Any other information that the Ministry may request separately.

- The technical staff working with the Person, including the job title, educational qualification, specialization, practical experience, and the nationality of:
 - Geologists
 - Professional Engineers
 - Professional technicians
 - Others

- **Supporting information and documents:**
 - CVs of the above key experts working on the proposed project.

4. A Person's work record in previous or existing projects

- Complete information and official documents about previously and currently developed mining projects:
 - Memorandum of understanding.
 - Exploration Licenses
 - Mining Rights
 - Concession
 - Others

- For each of the above related projects:
 - Mineral ore and used techniques

- Location/Country.
 - production volume
 - Capital cost
 - Start date/project duration
 - The current work stage of the project and the type of contract (preliminary concept agreement, memorandum of understanding, development and production agreement, has been concluded or otherwise).
 - Any violations by the Person or the payment of compensation, violations or judicial rulings.
 - Field of work and experience (mining, processing, financing, services contracts and others)
- Final judicial rulings issued concerning the Person or any of its directors or main shareholders in relation to economic crimes, fraud or money-laundering, whether in the Hashemite Kingdom of Jordan or any other country, including, but not limited to:
- The forgery
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 - Labor disputes
- **Supporting information and documents:**
- A copy of the above-mentioned judicial rulings.
 - Details and official documents of previous and existing projects (patents, implementation of previous or existing projects, contracts etc.).
 - Documents proving expenditures on previous related projects.
 - If the documents are too large or confidential, cover page, Pages explaining the background of the project in general, and signature pages shall be submitted.
5. **Financial Capability:**
- The allocated budget to the proposed project.
 - Possible Sources of funding for the proposed project.
 - Information about the company's cash reserves.
- **Supporting information and documents:**
- Audited financial statements from a certified chartered accountant for the past three years.
 - Latest bank account statements (the last 12 months).
 - Letters of intent for potential financiers.
6. In case the Person is newly established, the requirements for the above-mentioned clauses (1-6) of the documents relating to such Person shall be submitted.
7. A formal letter of interest stating the purpose of the proposed project, the Person's qualifications and previous experience, the type of proposed project and the raw material of interest.

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I hereby declare that the above information is correct, and I will be ready to share any other required information that will assist the Ministry in its decision to move forward with the study of

my application. Also, I understand that the Ministry has the right to accept or reject my application as it deems appropriate and in accordance with the legislation in force in this regard, and I shall assume the full criminal and civil responsibility for the authenticity of such data.

Authorized Person:

Position/ Title:

E-mail:

Date:

Signature: