

CABGOC – Cabinda Gulf Oil Company Limited

Human Resources

Administrative Guidelines – Funeral Assistance Policy

Scope

This guideline covers all Angolan national employees to provide assistance to families of CABGOC Angolan payroll employees on the death of the employee, or to assist Angolan payroll employees on the death of a registered eligible dependent and assist families of retirees on the death of the retiree.

Funeral Assistance Payment Process:

For the death of an employee, CABGOC provides cash assistance in amount of US \$1,500.00 equivalent in Kwanzas

For the death of a retiree, CABGOC provides cash assistance in amount of US \$800.00 equivalent in Kwanzas

For the death of an eligible dependent, CABGOC provides cash assistance in amount of US \$800.00 equivalent in Kwanzas

The necessary documentations to process the funeral assistance payment

- a) Copy of the death certificate is required as evidence of death, including copy of BI
- b) Copy of BI of family member who receives the money
- c) Copy of BI of spouse
- d) Declaration of the widow or widower including the banking details of the family member who should receive the money
- e) If the employee doesn't have spouse, the family will send a declaration to HR instructing the person responsible to receive the money.

Steps to process the payment

- a) HR is notified about the employee or retiree's death
- b) HR requests the supportive documentation to process the funeral assistance
- c) HR receives the documentation described above
- d) HRBP completes AB form
- e) HRBP submits the completed Address Book request form to ICC to create an AB # for the beneficiary. The AB# is to enable one-time payment to be deposited directly to the beneficiary bank account
- f) ICC provides the AB# to the HRBP
- g) HRBP issues the payment letter, get the approval and submit to Finance Payroll to proceed with the payment.

- h) Treasury to inform the HRBP after the money has been deposited to the beneficiary bank account via email. The prove of payment should be attached to the email.
- i) HRBP to inform the family that the money was deposited into bank account to proceed with cash withdrawal.
- j) HR keep the payment backups to the funeral assistance folder