

Data Room Guidelines and Procedures

1. Access to data rooms shall be conditioned on reviewing person's signing the Confidentiality Undertaking, including agreeing to comply with these data room guidelines and procedures. Pro-forma copies of both documents shall be available in the data room for reference.
2. Hours of Operation are 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., local time, Monday through Friday, excluding holidays recognized in the respective data room's location.
3. APP shall designate a data room Coordinator for each data room it will make available who shall manage the data room on behalf of APP and who shall be the point person with reviewing persons regarding use of that data room. APP shall provide reviewing persons with contact information for each such data room Coordinator.
4. Requests by reviewing persons for an appointment to visit a data room shall be made through the respective data room's Coordinator. Each respective data room Coordinator shall schedule data room visits so as to reasonably accommodate the requirements of each reviewing person, subject to ensuring that all reviewing persons interested in visiting the respective data room in question are accommodated. The reviewing person or persons representing an individual stakeholder and that stakeholder's affiliates shall have exclusive access to the visited data room during a scheduled data room review session.
5. The data room Coordinator shall arrange that a data room monitor is available to monitor the data room on behalf of APP at all times during a reviewing person's visit. Reviewing persons shall cooperate with the data room Coordinator in addressing reasonable requests to reschedule or otherwise adjust visiting hours to ensure full time monitoring of the data rooms during visits.
6. Personal portable computers and Dictaphones are permitted in the data rooms for use by reviewing persons for the purposes of taking notes only. However, no other electronic equipment including cell phones, portable faxes, photocopiers, scanners and cameras will be permitted in the data rooms, nor shall any visiting person use any such technology that may be included in that reviewing person's portable computers at any time during such reviewing person's data room visit. APP will provide a secure site at each data room location for visiting persons to store any such prohibited technology during a data room visit.
7. Copies of data room material will be provided at APP sole discretion, following a written request, directed to the respective data room Coordinator. APP reserves the right, to the extent it, in its sole discretion, grants any copying requests, to impose any additional confidentiality obligations it deems appropriate to protect the confidentiality of APP data, including requiring a supplemental confidentiality undertaking.
8. No documents or materials in the data rooms may be marked or altered in any way or removed from the data rooms.
9. No briefcases, personal folders, etc. will be allowed in the data rooms.
10. No white page documents will be allowed into or out of the data rooms without prior review by the data room monitor.

11. Reviewing persons shall submit any questions relating to the documents and information in the data rooms using the form attached hereto as Attachment A. The data room Coordinator shall provide a response on behalf of APP as soon as reasonably practicable. APP reserves the right not to answer any questions in its sole discretion. Questions and the corresponding APP response, if any, shall be logged and made available for review by all interested stakeholders in the APP data rooms. As a matter of convenience, question forms will be available in the data rooms and may be submitted to the data room monitor for onward submission to and consideration by the data room Coordinator.

Attachment A

**APP Open Season Data Room
ExxonMobil Data Room Question and Answer Sheet**

Question:

Printed Name

Signature

Date

Company

Phone

Email

Answer:

Printed Name

Signature

Date