

Sender

Company's Name
Address



November 1, 2002

U.S. Immigration and Naturalization Service
Address

Re: Form I-129, Extension of L-1A Status for Employee, and
Form I-539, Extension of L-2 Status for Dependent
Petitioner: Company's Name
Beneficiaries: SMITH, AB (principal alien)
SMITH, CD (spouse)

Dear Sir or Madam:

This letter is written in support of Company's Name's petition to extend L-1A status for AB SMITH, a citizen of the UK, for the managerial occupation of Manager, Human Resources for our XYZ Group in City, State. Immediately prior to entering the U.S. in Date in valid L-1A status, Mr. Smith worked for two years on a full-time, continuous basis as Senior Human Resources Advisor for our foreign affiliate Company's Name. The terms and conditions of his employment have not materially changed since his initial entry.

THE PETITIONER

Company A and Company B merged on Date, to form Company's Name, the world's xth-largest integrated energy company. On Date, Company's Name changed its name to Company's Name. Company's Name stock is principally traded on the London Stock Exchange.

Company's Name is a wholly-owned subsidiary of Company's Name and is the highest corporate entity for Company's Name in North America. Company's Name (formerly known as Company's Name) is a wholly-owned subsidiary of Company's Name; Company's Name is a wholly-owned subsidiary of Company's Name. Company's Name changed its name to Company's Name in Date. For purposes of this statement, the entire Company's Name Group of Companies will be referred to as "Company's Name".

Through our international and domestic affiliates and subsidiaries, COMPANY'S NAME is engaged in finding and producing crude oil and natural gas, as well as refining, transporting and marketing a wide range of petroleum products throughout the world. As of the end of 2001, the combined companies employed over x,000 individuals worldwide. Total revenue in 2001 was approximately \$y billion with over \$z billion net profit.

In the summer of 2001, COMPANY'S NAME combined its marketing, refining, supply and trading groups for a variety of energy products into a new division called XYZ. XYZ's mission is to

consolidate procurement and placement of COMPANY'S NAME's core products, with the objective of maximizing the company's global trading capabilities and revenues. It is different from most other COMPANY'S NAME organizations in that its assets are the creativity of its people, rather than physical reserves.

XYZ is a leader in the trading industry in terms of sheer size of oil operations and trading around the globe. Its business is changing at an extraordinary pace, affected by development of new products, increasing linkages across energy markets worldwide, and recent events affecting some of the other major players in the industry.

THE MANAGERIAL POSITION

COMPANY'S NAME's XYZ Group requires the full-time, temporary services of a Manager, Human Resources to work in its offices in city, state.

The Manager, Human Resources ("Manager") is a key member of the XYZ Leadership Team, responsible for all aspects of human resources ("HR") policy and practice including personnel, resources, budget and policy making. He manages, develops and directs implementation of a full range of HR issues, from staff development and compensation to equal opportunity and labor relations.

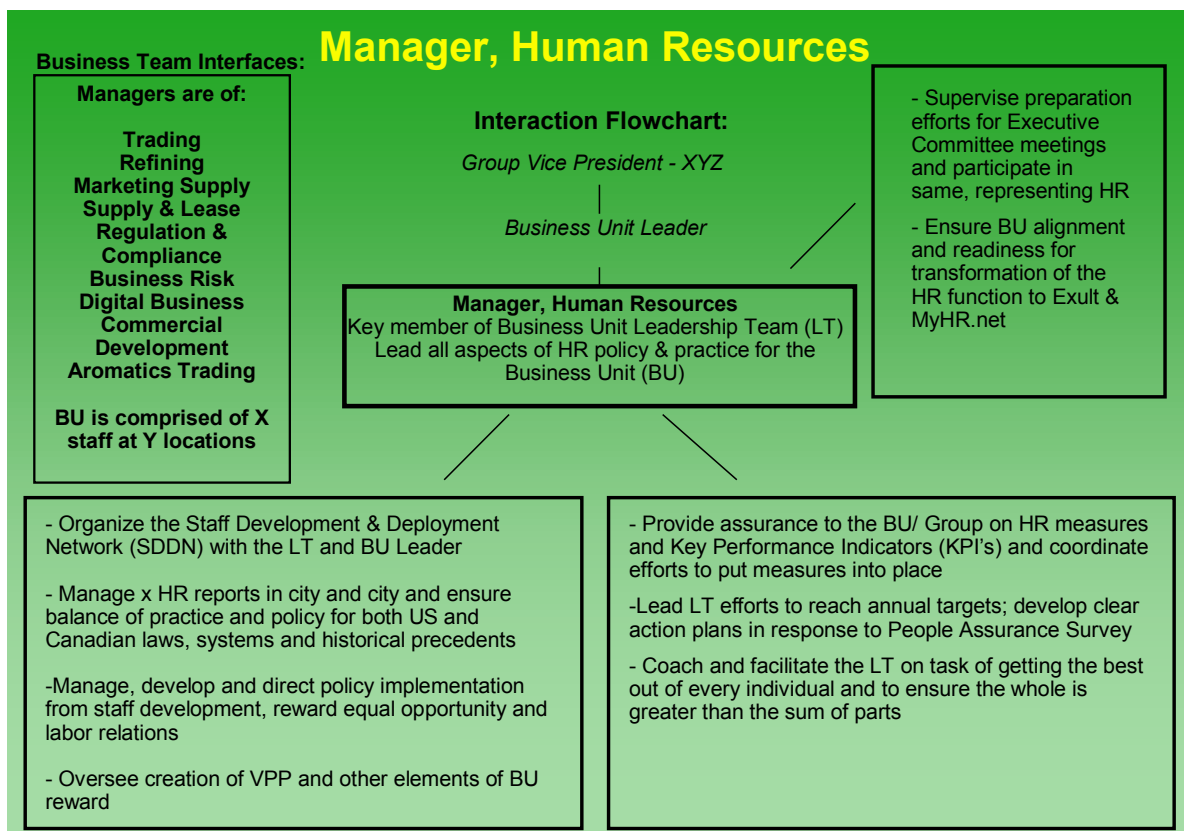
Specific responsibilities include:

- provide leadership to the Group regarding establishment of human resources measures and key performance indicators; coordinate efforts to put measures into place and monitor the Group's performance against targets
- lead human resources efforts to reach annual targets, and develop clear action plans in response to issues identified in COMPANY'S NAME's annual People Assurance Survey (used to measure employee satisfaction); guide the Leadership Team and staff in setting direction and implementing plans
- coach the Leadership Team on methods and means to improve overall IS&T performance by maximizing the contribution of individuals and teams
- guide the Leadership Team in choices around a range of human resources issues such as upward feedback processes, policy formation, compensation, staff development, forward replacement planning, training, etc.
- organize the Staff Development and Deployment Network, setting agendas in conjunction with IS&T Leadership Team objectives; facilitate quarterly meetings
- participate on the XYZ Policy and Process Management Team, responsible for ensuring that appropriate policies and processes are in place and operating in support of business objectives
- supervise preparation of human resources information to be presented at Executive Committee Meetings; represent the HR function at these meetings

- oversee creation of Variable Pay Program annual targets and other elements of Group-specific compensation, ensuring alignment with XYZ objectives and working with the Leadership Team to finalize design
- formulate policy guidance on a range of human resources issues for the XYZ Business Leader and other members of the Leadership Team
- ensure alignment with and readiness for the transformation of the human resources function as elements of its operations are outsourced to third party providers

To accomplish the above, the Manager directs the work of X Human Resources professionals located in city and city. He is responsible for setting work objectives and priorities, coaching, and reviewing performance.

The managerial role of the Manager, Human Resources is graphically depicted below:



THE BENEFICIARY

AB SMITH, the Beneficiary, is well qualified for the managerial position of Human Resources Manager for COMPANY'S NAME's ABC Group.

Mr. Smith graduated in 1985 from ABC University in City, Country with a Bachelors degree in Business Studies. He first joined COMPANY'S NAME in June 1985 as an Assistant Personnel Officer, supporting the day-to-day activities of the Drilling Department in City, Country.

Through a variety of increasingly responsible positions during his tenure with COMPANY'S NAME, Mr. Smith has gained broad experience in and in-depth knowledge of a wide range of human resources functions. His previous assignments have included generalist roles in which he was responsible for delivery of all HR services to a specific group of clients, as well as specialist roles in which he focused on specific areas such as Gainshare programs, Upward Feedback systems, Job Evaluation, Recruitment, etc.

His most recent assignment prior to entering the US was as Senior HR Advisor for the EFG Group, the predecessor of the MNO organization. In this role, he was the HR lead on Specialist Compensation.

In October 1999, Mr. Smith entered the US in valid L-1A status to assume the position of Manager, Human Resources for XYZ.

In view of his acquired experience, work background and knowledge, COMPANY'S NAME wishes to continue to employ Mr. AB Smith on a temporary, full-time basis as the Manager, Human Resources for COMPANY'S NAME's XYZ organization in city, state.

Based on the foregoing, it is respectfully requested that the attached petition be approved. Should you require further evidence or information, please do not hesitate to contact the undersigned at your convenience.

Sincerely,