

September 10, 2018

To: Accounts Receivables Representatives

Re: Legal Entity Name Updates

Dear Sir or Madam,

The purpose of this letter is to inform our current suppliers of the invoicing requirements for both the Surmont and Montney regions.

Going forward, please select the appropriate entity for ConocoPhillips Canada invoices in accordance with the following:

- (1) **Surmont (Oil Sands) Assets Only** – All purchases made solely for goods and/or services to be provided in support of Surmont assets should be invoiced to **ConocoPhillips Surmont Partnership**.
- (2) **Montney Assets Only (ie. Assets in BC)** – All purchases made solely for goods and/or services to be provided in support of Montney assets should be invoiced to **ConocoPhillips Canada (BRC) Partnership**.
- (3) **Surmont & Montney Assets** – If goods and/or services have been purchased in support of **both** Surmont and Montney assets, two separate and distinct invoices must be created that distinguish the Surmont goods and/or services from the Montney goods and/or services. Invoicing should then follow the directions listed above.
- (4) **Other Assets (ie. For Calgary Office)** – Please contact your ConocoPhillips Canada representative or refer to the purchase order issued to you for the correct legal entity name.

Please note that ConocoPhillips Canada, ConocoPhillips Canada Energy Partnership and ConocoPhillips Western Canada Partnership are not legal entities within our group of companies and partnerships. Therefore, these naming conventions cannot be used to submit invoices to.

All invoices are required to follow the rules outlined above. Should your invoice not conform to the instructions set out above, it will be rejected.

If you are unsure which legal entity you are providing goods and/or services to, please check with your ConocoPhillips Canada representative or the purchase order issued to you.

Should you have further questions or concerns, please contact the Vendor Relations Call Center at 403-532-5088 (Canada) or email vendoringquiries@conocophillips.com.

Thank you for your time.

Sincerely,



Kevin Midkiff
General Manager, Supply Chain Canada