

### K-Tendering Portal K-Companies Unified Portal Bidder/Supplier Registration Guide

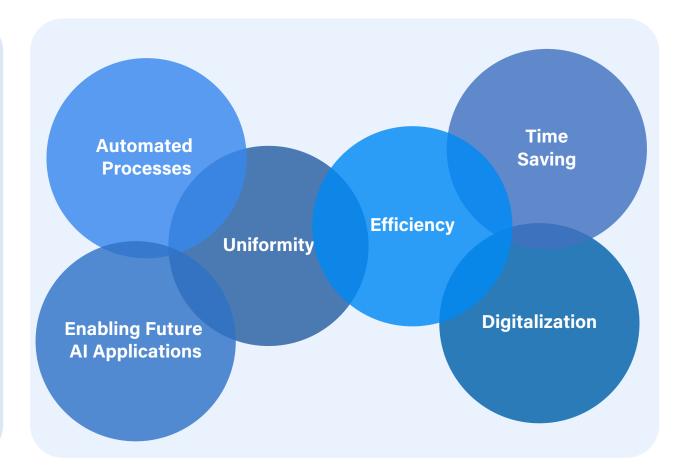


K-Tendering Portal is a unified Portal for K-Companies where Bidders/Suppliers and Business Partners can utilize it ensuring ease of use and uniformity across the Oil Sector in Kuwait.

#### Benefits for Business Partners:

- User Friendly
- Ease of Access
- Streamlined Tendering Process
- Enhance the Quality of Bids Submissions
- Carry out all Pre-Qualifications for the Common Categories Registration
- Ability to Participate in all Open Tenders of K-Companies without the hassle of registering multiple times separately







#### Kuwait Oil Company Message regarding K-Tendering Portal to our Business Partners:

- Simplicity in allowing Business Partners to find relevant opportunities
- Expedite the overall process of Bid Submission and Award of Contracts
- Enhance & Ease the Process of Bids Submissions by the Business Partners
- Ease the communication channel between the Company and the Business Partners
- Increase the participation of Business Partners in upcoming/published RFQ's/RFP's
- Provide User Friendly interface/system wherein Business Partners can effortlessly utilize
- Provide upmost security to the Business Partners by guaranteeing a secure environment for sharing prices and commercial documents

Kuwait Oil Company is continuously working to improve and enhance the Tendering Process for its Business Partners aiming to achieve the highest possible standards and strengthen its relationship with its Contractors.

The following slides will stipulate in details how new Business Partners can register in K-Tendering Portal wherein they can access all K-Companies Tenders (as applicable - i.e. restricted Tenders requires invitation). It may be noted that majority of Business Partners already registered in eBusiness Portal have received emails granting them access to K-Tendering Portal along with their login information.



#### The below steps stipulates the Registration Process (Refer to the Screenshots):

- Business Partners can navigate to https://ktendering.com.kw
- Click on "Supplier Registration" button.
- Fill in all the required details which consists of general Organisation Details as well as the User Account Details Slide No. 7 & 8.
- Click on the "Save" button.
- New page will appear requesting more details Slide No. 9.
- Choose the type of Supplier (SME/Regular) Slide No. 9.
- New sub-menu will appear with additional General details to be filled Slide No. 10 & 11.
- Based on the additional General details responses, two new sub-menus will appear requiring more details and documents Slide No. 12.
- Fill in the Kuwaiti Vendor Registration Form and Bank Details Slide No. 13 & 14 (Note: ensure to read and agree to the Disclaimer).
- Click on the "Confirm" button.
- New page will appear requesting final confirmation. You may either say yes in case you would like to submit your registration request or no in case you would like to amend any of the details prior to submitting it for verification and review Slide No. 15 & 16.



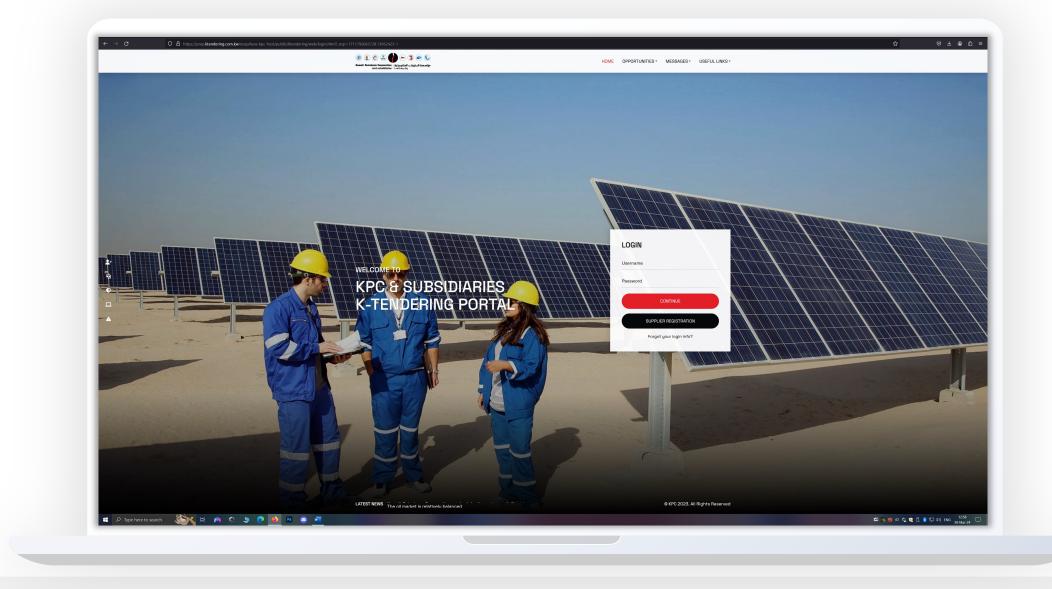
#### The below steps stipulates the Registration Process (Refer to the Screenshots):

- You will receive an auto generated email from "admin@ktendering.com.kw" providing you with a temporary password Slide No. 17.
- You can login in K-Tendering Portal by using the Username as submitted in the User Account Detail (Slide No. 7 & 8) and the temporary password.
- Once you login, you must agree to K-Tendering Portal Disclaimer Slide No. 19
- Click on "Continue" button.
- New page will appear requesting to change your temporary password Slide No. 20.
- You will receive an auto generated email confirming that your password has been changed Slide No. 21.
- You can refer to your Account ID as shown in the Organization Details Slide No. 22
- You will receive an auto generated email once registration has been approved to Activate your account.

After registration, you will only be able to see your details and modify the documents if required. You will only be able to access K-Tendering Portal and view all the RFQ's/RFP's once your registration has been approved by the administration.



#### **K-TENDERING PORTAL REGISTRATION GUIDE - SUPPLIER REGISTRATION**





#### **K-TENDERING PORTAL REGISTRATION GUIDE - REQUIRED REGISTRATION DATA**

Registration Data			Reset Close
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Registration Data Onboarding Pages	abbreviations)	organisation name in Uninese if the company is based in China)	
Registration Confirmation			
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	* Postal Code	* State/County	
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	* Main Organisation Phone Number	* City	
	Organisation Fax Number	Organisation Email Address	
	Web site	Organisation Legal Structure	
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#### K-TENDERING PORTAL REGISTRATION GUIDE - SAMPLE FILLING OF REQUIRED REGISTARTION DATA

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#### **K-TENDERING PORTAL REGISTRATION GUIDE - TYPE OF SUPPLIER**

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#### **K-TENDERING PORTAL REGISTRATION GUIDE - ADDITIONAL REQUIRED DATA**

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		LC-Memorandum and Article of Association and Amended Memorandum and Article of Association and Amended Issue date     LC-Chamber of commerce Certificate (Arabic)     LC-Chamber of commerce Certificate (Arabic)     LC-CAPT Registration certificate     LC-Trading license	Please provide the Memora     Please enter the Memoran     Please enter the Memoran     Please entach the Chamber     Splith     Please entach the Chamber     Aubic     Please entach the Chamber     Aubic     Please entach the Chamber     Please entach the Chamber     Please entach the Chamber     Please entach the Leasing ag	ndum and Article of Association and Amerided Issue date or of Commerce Certificate stating the company's name in or of Commerce Certificate stating the company's name in egistration certificate	Image: Control of Con	9 - Englis	01/01/2025	<ul> <li>I 30</li> <li>I 30</li> <li>I 30</li> </ul>	кв Q Кв Q	¢	<ul> <li>1</li> <li>1</li></ul>	Suppler Suppler Suppler Suppler Suppler Suppler Suppler Suppler
		LC-Memorandum and Article of Association and Amended Memorandum and Article of Association and Amended Issue data     LC-Chamber of commerce Certificate (Arabic)     LC-Chamber of commerce Certificate (Arabic)     LC-Chamber of commerce Certificate     LC-Chamber of commerce Certificate     LC-Chamber of commerce Certificate     LC-Chamber of commerce Certificate     LC-Leasing agreement (for the officies)	Please provide the Memora     Please enter the Memoran     Please enter the Memoran     Please entach the Chamber     Splith     Please entach the Chamber     Aubic     Please entach the Chamber     Aubic     Please entach the Chamber     Please entach the Chamber     Please entach the Chamber     Please entach the Leasing ag	ndum and Article of Association and Amerided Issue date or of Commerce Certificate stating the company's name in egistration certificate license	Chamber of Commerce     Chamber of Chamber of Commerce     Chamber of Chamber	- Englis. Apdf	01/01/2025	<ul> <li>I 30</li> <li>I 30</li> <li>I 30</li> </ul>	кв Q Кв Q	¢		Suppler Supple
		LC-Memorandum and Article of Association and Amended Memorandum and Article of Association and Amended Issue data     LC-Chamber of commerce Certificate (Arabic)     LC-Chamber of commerce Certificate (Arabic)     LC-Chamber of commerce Certificate     LC-Chamber of commerce Certificate     LC-Chamber of commerce Certificate     LC-Chamber of commerce Certificate     LC-Leasing agreement (for the officies)	Please provide the Memora     Please enter the Memoran     Please enter the Memoran     Please entach the Chamber     Splith     Please entach the Chamber     Aubic     Please entach the Chamber     Aubic     Please entach the Chamber     Please entach the Chamber     Please entach the Chamber     Please entach the Leasing ag	ndum and Article of Association and Amerided Issue date or of Commerce Certificate stating the company's name in egistration certificate license	Image: Control of Contro Control of Control of Control of Control of Control of Co	- Englis. Apdf	01/01/2025	<ul> <li>I 30</li> <li>I 30</li> <li>I 30</li> </ul>	кв Q Кв Q	¢		Suppler Supple
		LC-Memorandum and Article of Association and Amended Memorandum and Article of Association and Amended Issue date     LC-Chamber of commerce Derificate (Arabic)     LC-Chamber of commerce Derificate (Arabic)     LC-CAPT Registration certificate     LC-Trading license     LC-Trading spreement (for the officas)     Disclaimer	Please provide the Memora     Please enter the Memoran     Please enter the Memoran     Please entach the Chamber     Splith     Please entach the Chamber     Aubic     Please entach the Chamber     Aubic     Please entach the Chamber     Please entach the Chamber     Please entach the Chamber     Please entach the Leasing ag	ndum and Article of Association and Amerided Issue date or of Commerce Certificate stating the company's name in egistration certificate license	Image: Control of Contro Control of Control of Control of Control of Control of Co	- Englis. Apdf	01/01/2025	<ul> <li>I 30</li> <li>I 30</li> <li>I 30</li> </ul>	кв Q Кв Q	¢		Suppler Supple
и Э Type here to search 🔉	5 6 7 8 ~ • • • • • • • • • • • • • • • • • • •	LC-Memorandum and Article of Association and Amended Memorandum and Article of Association and Amended Issue date     LC-Chamber of commerce Derificate (Arabic)     LC-Chamber of commerce Derificate (Arabic)     LC-CAPT Registration certificate     LC-Trading license     LC-Trading spreement (for the officas)     Disclaimer	Please provide the Memora     Please enter the Memoran     Please enter the Memoran     Please entach the Chamber     Splith     Please entach the Chamber     Aubic     Please entach the Chamber     Aubic     Please entach the Chamber     Please entach the Chamber     Please entach the Leasing ag	ndum and Article of Association and Amerided Issue date or of Commerce Certificate stating the company's name in egistration certificate license	Image: Control of Contro Control of Control of Control of Control of Control of Co	- Englis. Apdf	01/01/2025	<ul> <li>I 30</li> <li>I 30</li> <li>I 30</li> </ul>	кв Q Кв Q	¢		Suppler Supple



#### **K-TENDERING PORTAL REGISTRATION GUIDE - SAMPLE FILLING OF DATA**

		n.kw/esop/evm/onboarding/2204/page/display.si?isOnModification=true&_ncp=17	11795210666.13212161734/m							-	E 🕸	Welcome Abdull
13:06 GMT+03:00												Welcome Abduil
Begin Vendor Registration												
Index	→ 1.Supplier F											
V Main Organisation Data	5	Old entity Name(s)	<ul> <li>Please specify how many times your current entity name has select none.</li> </ul>	been changed. If it wa	s never changed, please None						• 5	Supplier
<ul> <li>Registration Data</li> <li>Onboarding Pages</li> </ul>												
Onocaroing Pages     Supplier Registration												
Registration Confirmation	~ <b>Ф</b> КL	WAITI VENDOR REGISTRATION FORM										
<ul> <li>Registration Confirmation</li> </ul>												
Status Summary	~	LOCAL COMPANIES REGISTRATION FORM										
		QUESTION	DESCRIPTION	RESPONSE								EDITABLE BY
	1	LC-Memorandum and Article of Association and Amended	* Please provide the Memorandum and Article of Association and Amended		Memorandum and Article.pdf		0	302 KB	Q.	¢	Ť	Supplier
	2	Memorandum and Article of Association and Amended issue date	* Please enter the Memorandum and Article of Association and Amended issue date	01/01/2020		E						Supplier
	3	LC- Chamber of commerce Certificate (Arabic)	* Please attach the Chamber of Commerce Certificate stating the company's name in		Chamber of Commerce - Englis		0	302 KB	9	٤	ĩ	Supplier
		LC- Chamber of commerce Certificate (Arabic)	English.    Please attach the Chamber of Commerce Certificate stating the company's name in							-	-	Supplier
	-	Colonidat of commerce certificate (Mature)	<ul> <li>Presse attach the chamber of commerce certificate stating the company's name in Arabic.</li> </ul>		Chamber of Commerce.pdf Expiring on:		•	302 KB	G	¢		Subbue
					capiting on.	01/01/2025						
	5	LC- CAPT Registration certificate	★ Please attach the CAPT Registration certificate	1	CAPT Certificate.pdf		0	302 KB	С	÷	Î.	Supplier
				,	Expiring on:	01/01/2025						
	6	LC- Trading license	* Please attach the Trading license		Trading License.pdf		0	302 KB	G	æ	Ť	Supplier
				,	Expiring on:	01/01/2025						
	7	LC - Lessing agreement (for the offices)	Please attach the Leasing agreement (for the offices)		Drop File or Browse							Supplier
		Disclaimer			P Drop File of Browse						0	
	8	Uisclaimer	<ul> <li>Please download, review and confirm your agreement to the attached disclaimer</li> </ul>	Confirm								- Supplier
				-	Instructional Attachment Available							
	~ 🖋 ВА	NK DETAILS										
	~	PRIMARY BANK DETAILS										
	~	QUESTION	DESCRIPTION		RESPONSE						homestan multiple 107	EDITABLE BY
	1	QUESTION INT_Bank Name	* Please provide your Bank name.		RESPONSE National Bank of Kuwait						tharacters available 197	77 Supplier
	1 2	QUESTION									× •	777 Supplier Supplier
	1 2 3	QUESTION INT_Bank Name	* Please provide your Bank name.		National Bank of Kuwait						X •	777 Supplier Supplier 799 Supplier
	1 2 3 4	OUESTION INT_Bank Name Bank Account Comency INT_Bank Branch / Address INT_Bank Account Number	Please provids your Bank name.     Please indicate the bank account currency     Please provide herein the bank tranch and address     Please provide herein the Bank Account Number		National Bank of Kuwait KWD						X • Tharacters available 197 Tharacters available 199	Supplier     Supplier     Supplier     Supplier     Supplier
	1 2 3 4 5	OUESTION INT_Bank Name Bank Account Dumnny INT_Bank Branch / Address INT_Bank Account Number INT_Bank	Please provide your Blank name.     Please indicate the bank account currency     Please provide herein Phe bank branch and address		National Bank of Kuwait KND Ahmadi Branch, Kuwait						X • Tharacters available 197 Tharacters available 197 Tharacters available 197	77     Supplier       Supplier       99     Supplier       90     Supplier       70     Supplier
	1 2 3 4 5 6	OUESTION INT_Bank Name Bank Account Comency INT_Bank Branch / Address INT_Bank Account Number	Please provids your Bank name.     Please indicate the bank account currency     Please provide herein the bank tranch and address     Please provide herein the Bank Account Number		National Bank of Kuwait KNPD Ahmadi Branch, Kuwait 1001058663						X • Tharacters available 197 Tharacters available 199	77     Supplier       Supplier       99     Supplier       90     Supplier       91     Supplier       92     Supplier



#### **K-TENDERING PORTAL REGISTRATION GUIDE - CONFIRM REGISTRATION**

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Begin Vendor Registration					Co
Index	$\rightarrow$	Registration Confirmation			
✓ Main Organisation Data		✓ REGISTRATION CONFIRMATION			
Registration Data					
<ul> <li>Onboarding Pages</li> <li>1.Supplier Registration</li> </ul>		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
Registration Confirmation		1 Registration Request Confirmation	Do you wish for your registration request to be submitted. Please select yes to you haven't completed your registration information yet.	o submit your request. Please select no if Yes	✓ Supplier
<ul> <li>Registration Confirmation</li> </ul>					
Status Summary					
チンプ Type here to search		# #\ 6 \$ 0 10 10 10 10 10 10 10 10 10 10 10 10 1			አ⊠ ዓ 🖉 ወ ଦୁ 🕏 β ▮ 🖓 (≬ B6 🗴 1314)
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#### **K-TENDERING PORTAL REGISTRATION GUIDE - REGISTRATION COMPLETED**

Residentian Confirmation			Welcome Abdullah Kathen
Registration Confirmation			Close
Index	The Registration phase of your Account has been Completed. The Activation of your account will be evaluated and communicated to you via email. You will be able to log in with your selected username and the Password you received on registration once your account has been activated.		
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>			
<ul> <li>Onboarding Pages</li> </ul>	Registration Summary		
1.Supplier Registration		COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)	
Registration Confirmation	Registration Deta	Missing Responses: Optional 2	
<ul> <li>Registration Confirmation</li> <li>Status Summary</li> </ul>	1 Supplier Registration	Missing Responses: Optional 1	
	Registration Confirmation	All data complete	
P Type here to search	🏹 H 🛝 C 🧕 C 🧕 🛛 🙆 💁 🔳 🕂 🚺		へ 🖾 🝕 🥌 🗢 🔩 🕄 😫 💭 (1) ENG 13:19 30-Mar-24

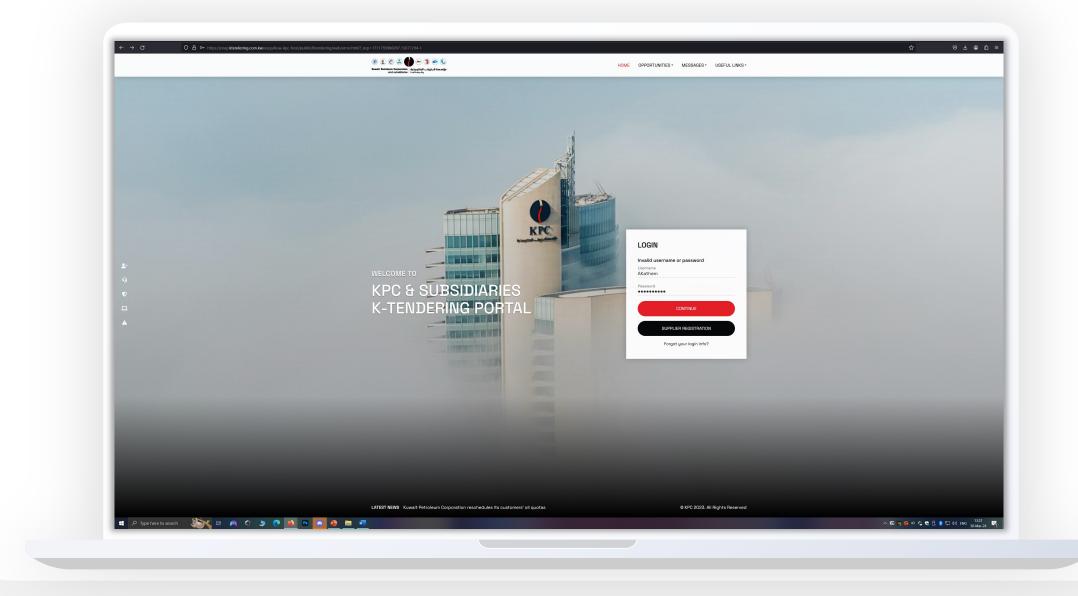


#### **K-TENDERING PORTAL REGISTRATION GUIDE - AUTO GENERATED EMAIL WITH TEMPORARY PASSWORD**

Seply all				
[EXTERNAL] Welcome to the K-tendering Po	rtal			
admin@ktendering.com.kw				
Kathem, Abdullah Yaqoub 😸				
Inbox				
CAUTION: This is an external email, do not click on lin unless you recognize the sender and know the conten	s or open attachments s safe!.			
Dear Supplier,				
Welcome to the K-tendering Portal (https://urldefense.co	/v3/_https://prep.ktendering.com.kw:!!KCsm8J4!HRVAESHNqfUNrw3ftapc-S	dxnTkgMXWLS01KSLYj7oSgGVGvMOJF4A4H5kHmiJFHy0A6bVtBm	mq4XZ4P3w\$).	
To login please visit https://urldefense.com/v3/https://p	ep.ktendering.com.kw:!!KCsm8J4!HRVAESHNqfUNrw3ftapc-SzdxnTkgMXWL5	x01KSLYj7oSgGVGvMOJF4A4H5kHmiJFHy0A6bVtBmq4XZ4P3w\$ ar	nd enter your username and temporary password found below.	
Your temporary Password is: 5721533421				
If you have completed all the information including mand	tory questions, please send a confirmation email to cpqhelpdesk@kockw.com to	eview your request and authenticate access to the K-tendering portal.	L	
If you require any further assistance, please refer to the	elpdesk URL:			
https://uridefense.com/v3/https://ktendering.com.kw/es	p/kuw-kpc-host/public/ktendering/web/help_desk.html;!!KCsm8J4!HRVAESHN	JUNrw3ftapc-Szdxn1kgMXWLS01KSLYJ/oSgGVGvMOJF4A4H5kHm	mJFHy0A6bVtBmpi9e-6vA\$	
For assistance please refer to the Helpdesk URL: https://urldefense.com/v3/ https://ktendering.com.kw/es	p/kuw-kpc-host/public/ktendering/web/help_desk.html:!!KCsm8J4!HRVAESHN	afUNrw3ffaoc-SzdxnTkaMXWLS01KSLYi7oSaGVGvMOJF4A4H5kHr	miJFHv0A6bVtBmpi9e-6vA\$	
GUIDANCE ON SPAM FILTERS:				
In order to prevent eTendering portal emails from being on Please also review the Junk Email settings of your email	arantined by your organisation fire wall or spam filter, you are advised to instruct lient software to avoid accidental message deletion.	your IT team to accept all emails from admin@ktendering.com.kw or w	with a ".ktendering.com.kw" extension.	
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**K-TENDERING PORTAL REGISTRATION GUIDE - SUPPLIER LOGIN** 



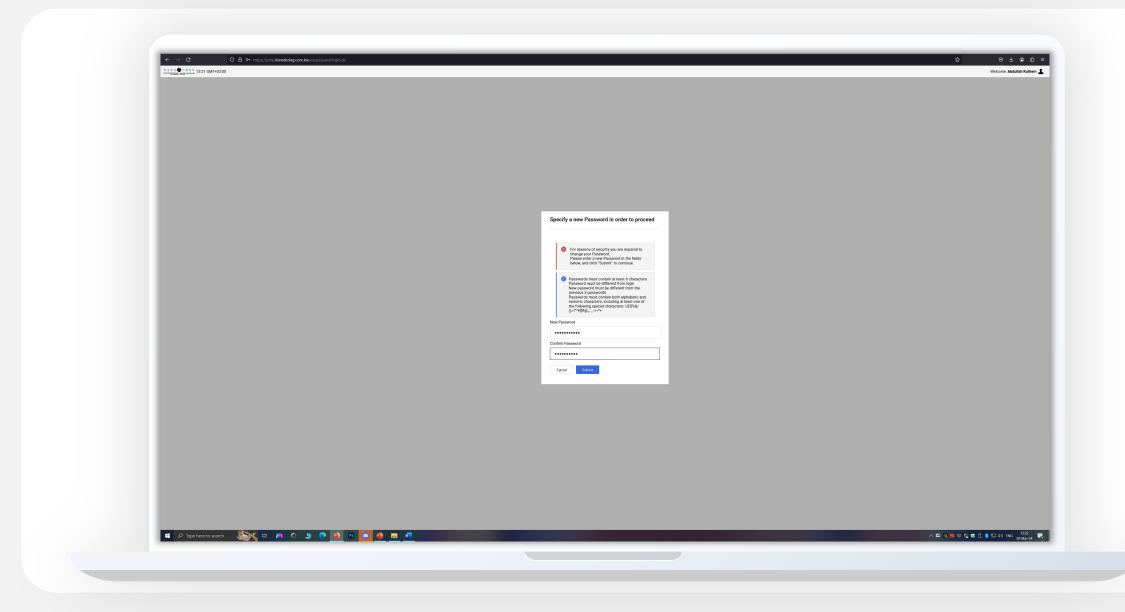


#### **K-TENDERING PORTAL REGISTRATION GUIDE - AGREEING TO THE DISCLAIMER**

		Welcome Abdulla
		Ad
K-Tendering Portal Disclaimer		
1. Introduction		
	operates K Tendering Portal. Please read this Discialiner carefulty before using K-Tendering Portal. By using K-Tendering Portal, you ignity your assent to these this Discialiner. If you do not agree to his Discialiner, each ord use K-Tendering Portal. Kowalt Petroleum Corporation and Subsidiaries may modify this Discialiner, as it deems necessary, at any time and without notice.	
	three and contains a basic set of provisions which can ensure that electronic commercial transactions, hereinstre referred to as 's Transactions', may be concluded by business partners within a sound framework.	
In addition to entering into the Disclaimer with the Company, the Business Partner must take approp		
Storage of documents and messages		
Data protection. 2. Use of Cookies		
K-Tendering Portal uses "cookie" which are small files placed on your computer by the browser. We up	and the second se	
To store preference.     To anying the various applications without having to connect up again.		
I have read and agree to the eSourcing User Agreement		
Isgree		
I do not agree		
Continue		
1 O trace burge to security		1 da pre-
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プ Type here to search 後秋 日 鈴木 C 多 で 2	<ul> <li>No. 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10</li></ul>	ر مەر (4) تىز ق



#### **K-TENDERING PORTAL REGISTRATION GUIDE - CHNAGING TEMPORARY PASSWORD**





#### **K-TENDERING PORTAL REGISTRATION GUIDE - EMAIL NOTIFICATION OF PASSWORD CHANGE**

Reply all   Y Belete Junk   Y			
[EXTERNAL] Confirmation of change	of password on K-tendering Portal Platform		
admin@ktendering.com.kw			
Today, 124 PM Kathem, Abdullah Yaqoub ¥			
Inbox			
3			
3			
CAUTION: This is an external email, do not unless you recognize the sender and know t	k on links or open attachments content is safe!.		
Dear User,			
This small is to confirm that your password ba	een successfully changed for K-tendering Portal on 30 Mar, 2024 13:22 (GMT+03:00) at		
	https://prep.ktendering.com.kw_:!!KCsm8J4!DBsFgP2sAao6u_zi7EqaYnocQeh8KYvAL-XxxmDPwz-	-inTIQ4Zvp0CXaD0aaRwx33IEAJXiv_pOZUde80Q\$	
	recently changed your password, or you suspect that your User account may have been compromised, p		
For assistance please refer to the Helpdesk UF https://urldefense.com/v3/ https://ktendering.	: m.kw/esop/kuw-kpc-host/public/ktendering/web/help_desk.html;!!KCsm8J4IDBsFgP2sAao6u_zi7EqaY	/nocQeh8KYvAL-XxxmDPwz-inTjQ4Zyp0CXaD0aaRwx33IEAJXiy_pMLRcbeOg\$	
CUIDANOS ON ODAN SUTEDO			
In order to prevent e lendering portal emails fro Please also review the Junk Email settings of y	being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to rr email client software to avoid accidental message deletion.	accept all emails from admin@ktendering.com.kw or with a ".ktendering.com.kw" extension.	
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P Type here to search			



#### **K-TENDERING PORTAL REGISTRATION GUIDE - VIEW ACCOUNT ID NUMBER**

Registration Data	→ → Organisation Details		Close Save & Car
Main Organisation Data			
Registration Data	Organisation Name (enter full name in English with no abbreviations) Kuwait Oil Company	Organisation Name (in the local language E.g. enter organisation Name (in Thirees if the company is based in collem)	
<ul> <li>Onboarding Pages</li> <li>I.Supplier Registration</li> </ul>		درکه مذاکریت	
Registration Confirmation	<ul> <li>Registered office Address (Manufacturers shall register with their exact manufacturing facility address)</li> </ul>	• Country	
<ul> <li>Registration Confirmation</li> <li>Status Summary</li> </ul>	Ahmadi, Kuwalt	KUWAIT -	
Gratus summary	* Postal Code	* State/County	
	00965	Al Ahmadi 👻	
	* Main Organisation Phone Number	* City	
	0096523989111	Ahmadi	
	* Organisation Fax Number	* Organisation Email Address	
	0096523983661	kocint@Bkockw.com	
	Web site https://www.kockw.com	Organisation Legal Structure Government Body	
	Company or Commericial Registration Number / Chamber of Commerce # (مال المراجع الم ((ميله المراجع ا 21835	External Code	
	Account ID 1252	Performed Currency KWD	
	✓ User Details		
	Title Mr.	First Name Adoutan	
	Last Name Kathem	<ul> <li>Phone Number (blass enter *: "country code" and your phone number "ann to space(b)</li> <li>Constantiation (blass to space(b))</li> </ul>	
	Mobile (please enter '+' 'country code' and 'your mobile phone number' with no spaces)	<ul> <li>Nimmy Enail Address MAPGOTANT, This enail address in the start of a accord to the drive of the drive communication. Protect enaise year whether the address communication. Protect enaise year address address communication.</li> </ul>	
		AKathem@kockw.com	
	<ul> <li>Username (please do not forget your username) akathem</li> </ul>	User Vetification Question Please appending a question that will hapk wreth yrota Maintog anaload bin head anise (e.g. four-mohiter- mainder- maintog)	
		Where I was born?	
	Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).	<ul> <li>Preferred Language</li> <li>English (UK)</li> </ul>	
	Kuwait		
1	* Time Zone GMT+03:00 - GMT+03:00 (Etc/GMT-3)	User External Code	
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### Thank you

Kuwait Oil Company (K.S.C.)

P.O. Box 9758 Ahmadi 61008 Ahmadi, Kuwait kocinfo@kockw.com 00965 - 23989111

