



M E M O R A N D U M

TO: All Employees of Tiger Oil

FROM: Edward Mike Davis

SUBJECT: Company Expense

DATE: October 6, 2013

Greetings to all,

There have been serious issues which caught my attention in regards to company policy and the use of corporate expense accounts. The policy states that the employees aren't allowed to use their corporate expense accounts for anything outside of company expenses. These expenses may vary but not limited to entertainment, expensive personal phone calls, etc.

It's important to Tiger Oil that we do not put valuable resources to waste for the use of resources that do not benefit the company. In order to expand our business and continue creating opportunities for all of us, the funds must not go to waste.

I would like to address this manner in a proper way rather than hostile. I am fond of those of you whom have not abused their expense accounts. For others who have, it is highly recommended to take a look at the company policies and procedures regarding the abuse of your expense accounts.

Continue the great work and I look forward to everyone to become participates in the near future. I hope to build a strong foundation that can last forever at Tiger Oil.

Keep up the good work!

Edward Mike Davis
CEO

