



## Noble Corporation Matching Gift Program Guidelines

The Noble Corporation Matching Gift Program is designed to encourage Noble employees to support community activities by giving time and money to qualifying nonprofit organizations. By using the Program, employees can double certain gifts at no extra cost. And if an employee is actively involved with a qualifying organization, Noble will make an extra volunteer bonus match of their gift.

### WHO CAN PARTICIPATE?

Full – time employees and retirees of Noble Corporation or any of its subsidiaries.

### HOW IS THE PROGRAM ORGANIZED?

The Matching Gift Program has three parts: a dollar-for-dollar match, a two-dollars-for-dollar education match and a dollar-for-dollar volunteer bonus match.

### DOLLAR-FOR-DOLLAR MATCH

Noble will match, on a dollar-for-dollar basis, gifts of \$50 or more to any qualified nonprofit organization. Only the employee's personal contribution of money or stock can be matched. Payments made for dues, subscriptions, tuition, tickets, fees, etc. are not eligible for matching.

### EDUCATION MATCH

Noble will match gifts to private and public elementary and secondary schools, colleges and universities on a two-to-one basis and on a dollar-for-dollar basis on all other educational institutions.

### VOLUNTEER BONUS MATCH

Noble will make an additional volunteer bonus match of an employee's gift – up to a maximum of \$1,000 per employee per calendar year – to eligible nonprofit organizations in which the employee actively volunteers.

To qualify for a volunteer bonus match, an employee must hold a nonpaying position with the organization, serve as a board member or regularly volunteer time, which must be certified by the organization.

Here's an example:

*Fred Johnson, a Noble employee and a scoutmaster, contributes \$50 to the Boy Scouts. He applies for a dollar-for-dollar match of \$50. Because Fred is a leader with the Scouts, he also applies for a volunteer bonus match of \$50. Therefore, his \$50 contribution will be matched with \$100, bringing the total contribution to \$150.*

### WHAT ORGANIZATIONS QUALIFY?

Many types of organizations qualify for matching funds in one of four categories: Education, Health & Human Services, Arts & Culture and Community & Environmental. However, not all organizations qualify

for matching gifts under Noble's Program. To qualify, the organization must be tax-exempt as described in Section 501(c)(3) of the Internal Revenue Code.

### WHAT ORGANIZATIONS DO NOT QUALIFY?

- Religious organizations, such as churches, temples and other houses of worship, or those whose main purpose is to foster a particular faith or creed
- Organizations whose policies are inconsistent with national equal employment opportunity policies or discriminate against a person or a group on the basis of race, ethnicity, religion, national origin, sex, disability, gender, political affiliation or age
- Fraternities, sororities, honor societies and certain campus organizations
- Social, political and veterans' organizations
- Intermediary funding groups that raise money to distribute to other charities
- Organizations whose purpose or policies are inconsistent with Noble's corporate giving philosophy and guidelines
- Private Foundations controlled directly or indirectly by a Noble employee or family member

### HOW DOES THE APPLICATION PROCESS WORK?

1. Complete Part 1 of the Matching Gift Application and send the application with your contribution directly to the recipient organization.
2. The recipient organization then completes Part II of the form and emails the application to the Noble Matching Gift Program within six months of the date of your gift in order to receive matching funds.
3. Upon receipt of the completed and approved application, Noble will match your gift and forward the match directly to the recipient organization. Matching gifts are distributed on a quarterly basis.
4. An annual acknowledgement of the gifts made on your behalf during a given calendar year will be sent to you no later than January 31 of the following year.
5. The Noble Corporation Matching Gift Program will limit annual matches per employee to \$15,000.

*If you are uncertain whether an organization qualifies for a matching gift, or if you have a matching gift question, please contact Chandre Orkes at 713-239-6550 or [OfficeServices@noblecorp.com](mailto:OfficeServices@noblecorp.com). Noble's decision regarding an organization's eligibility will be final.*



# Noble Corporation Matching Gift Application

## INSTRUCTIONS

### Donor:

- Complete Part I of this form – one for each gift.
- Send the form and a copy of the program guidelines, with your contribution, to the recipient organization.

### Recipient Organization:

- Complete Part II of this form.
- Forward completed form to the email address below.

### PART I (To be completed by employee)

Employee Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: Ext. \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Division Name: \_\_\_\_\_  
 Location: \_\_\_\_\_

#### Gift Information

Date of Gift: \_\_\_\_\_  
 Recipient Organization: \_\_\_\_\_  
 Program Designation: \_\_\_\_\_  
 Tax-Deductible Gift Amount: \$ \_\_\_\_\_  
 Amount of Your Gift to be Matched: \$ \_\_\_\_\_  
 Volunteer Bonus Match only: \_\_\_\_\_  
 In addition, I am applying for a Volunteer Bonus Match in the amount of \$ \_\_\_\_\_\* to be made to the above organization based on my service as a volunteer for (length of time) \_\_\_\_\_ in the capacity of \_\_\_\_\_  
 Brief description of my activities: \_\_\_\_\_  
 \_\_\_\_\_

\*Not to exceed amount of contribution (\$1,000 annual max).

Check  Credit Card  Stock

Name of Entity \_\_\_\_\_  
 Date of Transfer \_\_\_\_\_ No. of Shares \_\_\_\_\_

#### Employee Certification Statement:

*I certify that my gift is not a payment for services, tuition, dues, or tickets; is not subject to reimbursement; and does not serve any purpose other than to be a contribution. The information provided is true and complete and will be maintained as a record of Noble Corporation.*

Employee \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

### PART II (To be completed by organization)

Federal Tax I.D. No. (EIN No.): \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-Mail Address (if applicable): \_\_\_\_\_  
 Web site: \_\_\_\_\_

Org. type:  Health & Human Services  
 Education  Arts & Culture  
 Community & Environmental

I certify that the gift indicated has been received, and it will be used to support the primary objectives of the organization, which is classified as a tax-exempt organization under Section 501(c)(3) of the U.S. Internal Revenue Code, and that:

- (1) this is an eligible organization and the gift meets all of the requirements listed in the Guidelines;
- (2) neither Noble Corporation nor the employee received goods, services or other quid pro quo as defined in the relevant IRS rules and regulations; and
- (3) if the employee is applying for a Volunteer Bonus Match, employee either holds a nonpaying position with the organization, serves as a board member or regularly volunteers the employee's time.

**A copy of the tax determination letter from the IRS stating that you are a 501(c)(3) organization and your mission statement must be included. Any inaccurate certificate provided by an organization may result in such organization being barred from further participation.**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Gift (tax-deductible) Amount Received: \$ \_\_\_\_\_

**Return forms to:**  
**Noble Corporation Matching Gift Program**  
**Attn: Office Services**  
 2101 Citywest Blvd., Suite 600  
 Houston, Texas 77042  
**Toll-Free Telephone: 1-800-231-6326**  
**Email: [OfficeServices@noblecorp.com](mailto:OfficeServices@noblecorp.com)**