



EMPLOYEE ASSISTANCE FUND APPLICATION FORM

The Dril-Quip Employee Assistance Fund will provide need-based emergency financial relief immediately following a qualified disaster event. This assistance is a grant and no repayment is required. Applications are considered by the Grant Committee of the Dril-Quip Employee Assistance Fund based on your circumstances and compensation level, which typically cannot exceed \$90,000 per year in salary or wages to be eligible.

The program provides up to US \$2,000 for rebuilding, personal property loss, and temporary living expenses or up to US \$1,500 for medical emergencies.

Applications should describe in detail the event that has created the hardship and must include documentation for the application to be considered. Examples of appropriate documentation may include photographs of damaged residence/property, pay stubs, receipts for costs already incurred, and/or a detailed list of bills you need to pay.

Applications must be submitted within 60 days of the qualifying event.

Please see the Dril-Quip Employee Assistance Fund Purpose and Procedures for more details.

Employee Information:

Employee Name: _____ Employee ID: _____

Position: _____ Department: _____

Street Address 1: _____

Street Address 2: _____

Country: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Application Details:

Please provide a brief summary of your situation: _____

Estimated Amount of Assistance Needed: _____

Signature

Date

Please submit your application to: Wade_Percival@dril-quip.com

All applications will be processed by the Human Resources Department at Dril-Quip headquarters. Contact Wade Percival for more information.