

# ACCESS REQUEST FORM (ARF)

## CAPACITY SUBSCRIPTION CHECKLIST APPLICABLE FOR REGASIFICATION AND TRANSPORTATION SERVICES SUBSCRIPTION

The checklist comprises of relevant documents which may be applicable to APPLICANT/PROSPECTIVE SHIPPER/CAPACITY USER/SHIPPER as per respective ACCESS ARRANGEMENTs for Regasification Terminals and PGU Gas Transportation System (AAs) requirements:

NO.	DOCUMENT
1	SECTION I: ACCESS REQUESTS FORM (ARF)
2	SECTION II: KNOW YOUR COUNTERPARTY SELF DECLARATION QUESTIONNAIRE
3	SECTION III: COUNTERPARTY INFORMATION FORM & CHECKLIST

## SECTION I: ACCESS REQUESTS FORM (ARF)

PETRONAS is committed to the highest standards of integrity, openness, and accountability in the conduct of the Group's business and operations. PETRONAS seeks to conduct its affairs in an ethical, responsible, and transparent manner. The PETRONAS Code of Conduct and Business Ethics ("CoBE") sets out PETRONAS' core principles and detailed policy statements on the standards of behaviour and ethical conduct including with respect to ethics and integrity, competition, sanction, export control and data privacy.

As part of our commitment, PETRONAS and its subsidiaries expect their third party counterparties, as per but not limited to the following i.e. customers, partners, contractors, subcontractors, sellers, vendors, consultants, suppliers, distributors, agents, representatives and others supplying materials, work or services for or on behalf of the Group, to comply with all applicable laws and subscribe to the same values and ethical standards of integrity as PETRONAS in the conduct of their business, as well as any other PETRONAS and its subsidiaries relevant guidelines or manual.

Therefore, before PETRONAS and its subsidiaries engage with any third party counterparties (hereinafter referred to as 'Company' or 'Counterparty'), we are obligated to conduct appropriate third party due diligence to understand the business and background of our prospective business counterparties.

The following questionnaire for all four (4) parts is mandatory to be completed. You may use additional pages when necessary, and return a scanned, signed copy to the PETRONAS focal person in charge. Please attach the required documents listed in Document Checklist, signed and stamped the document under the Certification Section. If you subsequently learn that any of the information provided below is incorrect or incomplete, please correct or complete it (as applicable) and notify us as soon as possible.



## PETRONAS GAS BERHAD ACCESS REQUESTS FORM

Notes:

- i. To be filled by company representative.
- ii. Please fill the information required and tick (/) in the relevant boxes.
- iii. All information provided will be treated as confidential and will be used only for registration and evaluation purposes

PRODUCTS/SERVICE OF INTEREST (Only fill where relevant)	
Regasification Service	Capacity: <please fill in mmscfd> Term: <please fill in start date and end date>
Gas Transportation	Capacity: <please fill in mmscfd> Term: <please fill in start date and end date>
Proposed Payment Term	<input type="checkbox"/> Advance payment <input type="checkbox"/> Credit <input type="checkbox"/> Others

I hereby declare that the information provided in this form is current, correct, and complete.

## SECTION II: KNOW YOUR COUNTERPARTY SELF DECLARATION QUESTIONNAIRE

PETRONAS is committed to the highest standards of integrity, openness, and accountability in the conduct of the Group's business and operations. PETRONAS seeks to conduct its affairs in an ethical, responsible, and transparent manner. The PETRONAS Code of Conduct and Business Ethics ("CoBE") sets out PETRONAS' core principles and detailed policy statements on the standards of behaviour and ethical conduct including with respect to ethics and integrity, competition, sanction, export control and data privacy.

As part of our commitment, PETRONAS and its subsidiaries expect their third party counterparties, as per but not limited to the following i.e. customers, partners, contractors, subcontractors, sellers, vendors, consultants, suppliers, distributors, agents, representatives and others supplying materials, work or services for or on behalf of the Group, to comply with all applicable laws and subscribe to the same values and ethical standards of integrity as PETRONAS in the conduct of their business, as well as any other PETRONAS and its subsidiaries relevant guidelines or manual.

Therefore, before PETRONAS and its subsidiaries engage with any third party counterparties (hereinafter referred to as 'Company' or 'Counterparty'), we are obligated to conduct appropriate third party due diligence to understand the business and background of our prospective business counterparties.

The following questionnaire for all four (4) parts is mandatory to be completed. You may use additional pages when necessary, and return a scanned, signed copy to the PETRONAS focal person in charge. Please attach the required documents listed in Document Checklist, signed and stamped the document under the Certification Section. If you subsequently learn that any of the information provided below is incorrect or incomplete, please correct or complete it (as applicable) and notify us as soon as possible.

**PART A****1. COMPANY INFORMATION**

<b>Registered Company Name</b> (Full Legal Name)			
<b>Other Name</b> (Any previous Legal Name/Trading Names)			
<b>Registration Number</b>		<b>Tax Registration Number</b>	
<b>Country of Incorporation</b>		<b>Date of Incorporation</b> (dd/mm/yyyy)	
<b>Corporate Status</b> (Private Limited, Limited, Partnership Listed, etc.)		<b>No. of Employees</b>	
<b>Nature and Line of Business</b> (Please state your core industry and main activity, e.g. Core Industry – Oil and Gas, Main Activity - Trading)			
<b>Registered Address</b>			
<b>Business Address</b>			
<b>Telephone Number</b>			
<b>Email Address</b>			
<b>Website</b>			
<b>Branch (if any)</b>			
<b>Branch Address</b>			

**2. CONTACT DETAILS**

<b>Primary Contact Person</b>			
Designation & Department			
Telephone Number		Email	

<b>Secondary Contact Person</b>			
Designation & Department			
Telephone Number		Email	

**3. SHAREHOLDERS**

<b>Parent Company</b> (Full Legal Name)		<b>Country of Incorporation</b>	
<b>Ultimate Parent Company</b> (Full Legal Name)		<b>Country of Incorporation</b>	

Please provide the following details on the Company's Shareholders.

Full Legal Name (Individual/ Company)	Nationality/ Jurisdiction	ID/Registration Number	Address	Amount of Shares	% of Shares	Type of Shares

Please provide diagram of the Company's shareholding structure.

Please provide details on the Company's Ultimate Beneficial Owner(s).

Full Legal Name (Individual/ Company)	Nationality/ Jurisdiction	ID/Registration Number	Address	Amount of Shares	% of Shares	Type of Shares

#### 4. BOARD OF DIRECTORS & COMPANY SECRETARY

Name	Nationality/ Jurisdiction	Position (Company Secretary/Independent Director/Non-Independent Director)	Appointment Date	Date of Birth

#### 5. MANAGEMENT OF COMPANY

Please provide details on key management personnel (CEO, CFO, HOD).

Name	Nationality/ Jurisdiction	Position	Years in Position	Years in Industry/Related Industry

## 6. DEALING WITH PETRONAS GROUP ENTITIES

Please provide information on the current/past contract that the company has/had with PETRONAS Group Entities.

PETRONAS Entity Name	Type of Business/Service/Product	Credit Term (Applicable if for purchase of product from PETRONAS, e.g. Open/Secured Term)	Contact Period

## 7. CONTRACT MANAGEMENT

1. Does the Company intend to enter the contract under a different legal entity?

Yes  No

If Yes, please state.

Full Legal Name	Entity's ID (i.e. Registration Number)	Relationship with the Company	Country of Incorporation	Year of Incorporation	Business Operation

2. Does the Company intend to perform the contract as part of a partnership?

(Consortium/ Unincorporated Joint-Venture/ Agency)

Yes  No

If Yes, please provide details of the arrangement.

Full Legal Name	Entity's ID (i.e. ROC Number)	Country of Incorporation	Type of Partnership (Consortium/ JV/ Partnership)	Remarks

3. Does the Company outsource or intend to outsource any of its services in relation to the proposed arrangement with PETRONAS?

Yes  No

If Yes, please provide details of the third party contractors. ***Please note that any outsourcing arrangement in relation to the transaction requires PETRONAS prior consent.***

Name of Sub-contractor Entity	Country/ Jurisdiction	Year of Incorporation	Job Scope	Remarks

## 8. FINANCIAL

1. Does the Company have history of bankruptcy?

Yes  No

If yes, please provide a brief description on the bankruptcy.

Please provide 3 most recent annual Audited Financial Statements (Statements of Financial Position, Income Statement and Cash Flow Statement) including Director's Report/ Auditor's Report/ Note to the Financial Statements with Disclosure of Commitment & Contingent Liability.

2. Please provide the Company's auditors and solicitors details.

	Company		Contact Person		Year of Service
Auditors	Name			Name	
	Address			Email	
				Phone	
Advocates & Solicitors	Name			Name	
	Address			Email	
				Phone	

3. Is the company listed on stock exchange?

Yes  No

If Yes, please provide details.

Name of Exchange	Country	Ticker	Market Capitalization	As at Date	Status

4. Is the company being rated by any rating agency?

Yes  No

If Yes, please provide details.

Rating Agency	Rating	Date

5. Please provide the company's banking details as follows.

Name of the Bank	Address of the Bank	Name of Account Manager	SWIFT Code	IBAN/ Routing Code

Please include the last 6 months Bank Statement.

6. Does the company have any credit facilities?

Yes  No

If Yes, please provide details.

Name of Credit Facilities (Banks/ Financial Providers/ Other Providers)	Type of Facility Given	Amount	Expiry Date	Utilization	As at Date

Please include Referral Letter from the bank if applicable.

## PART B

### 1. EXPERIENCE & EXPERTISE

1. Experience in the Industry:

years

2. Is the Company registered with Ministry of Finance (MOF)?

Yes  No

3. Is the Company licensed with any other Authority/ Statutory/ Regulatory Bodies?

Yes  No

If Yes, please provide details.

Name of License/ Registration	Issued by	License/ Registration Number	Expiry

4. Does the Company own any Intellectual Property (IP), patent or technology relevant to the intended transaction?

Yes  No

If Yes, please provide details.

Patent Number	Issuing Body	Expiry	Description/ Remarks

5. Please provide the details on the experience of key technical personnel for the intended project.

Position	Name	Nationality	Years of Experience	Qualification	Key Project Delivered

Please attach the CV and qualification certificate of the key personnel above.

## 2. BUSINESS DIMENSION

### Company's On-Going Project

Please answer Not Applicable (N/A) if this part of the questions is not relevant.

Please list the Company's ongoing project (incorporated in the order book).

Project Name/ Job Scope	Value	Period	Progress Status

### Property and Facility

1. Does the Company own or lease any property, facility, or infrastructure?

Yes  No

If Yes, please provide details.

Properties/ Facilities/ Infrastructure	Owned/ Lease	Expiry

**PART C****TPRM 5 CRITICAL LEGAL AREAS**

<b>1. ETHICS &amp; INTEGRITY</b>		
<b>NO</b>	<b>QUESTIONS</b>	<b>RESPONSE</b>
	<b>PART C (I): ETHICS &amp; INTEGRITY – ANTI-CORRUPTION AND BRIBERY</b>	
1.	<p>Are any of the current directors or current key employees of the Company also a Public Official?</p> <p><b>DESCRIPTIONS</b></p> <p>For ease of reference, “Public Official” shall include the following:</p> <ul style="list-style-type: none"> <li>(i) a person employed by a public authority holding a legislative, executive, administrative or judicial office, whether appointed or elected, whether permanent or temporary, whether paid or unpaid, irrespective of that person’s seniority;</li> <li>(ii) any other person who performs a public function, including for a public agency or public enterprise, or provides a public service; or</li> <li>(iii) any other person defined as a “public official” in the domestic law of a country.</li> </ul> <p>If Yes, please provide details.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Please disclose any relationship which the Company, its affiliates, its directors and/or key employees has or have with any Public Official related to the transaction.</p> <p>If Yes, please provide details.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>Have any payments, gifts and donation been made by or on behalf of the Company during the past five years to any Public Official?</p> <p>If Yes, please provide details</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<p>Does the Company and its personnel have any affiliation with the current PETRONAS employee who is involved in this transaction?</p> <p>If yes, please provide details:</p> <ul style="list-style-type: none"> <li>• Full Legal Name of the Individual</li> <li>• Position Held</li> <li>• The Duty/Duties of the Position(s)</li> <li>• Tenure (start &amp; end dates)</li> <li>• Relationship/description of affiliation with the employee</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<p>Does any government, its agencies or controlled organisations, or any other organisation performing a governmental function own any interest in or exercise any control over the Company’s business?</p> <p>If Yes, please list the nature and extent of any such interest or control.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<p>Does the Company have and disseminate to its employees the following:</p> <ul style="list-style-type: none"> <li>i) a written employee code of conduct;</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. ETHICS & INTEGRITY		
NO	QUESTIONS	RESPONSE
	<b>PART C (I): ETHICS &amp; INTEGRITY – ANTI-CORRUPTION AND BRIBERY</b>	
	<p>ii) a written anti-bribery and corruption policy; and      iii) a policy and process for reporting bribery if discovered?</p> <p>If Yes, please provide details.</p>	
7.	If Yes, does the Company disseminate the above to all its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Does the Company conduct anti-bribery and corruption awareness training to its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If Yes, please provide details of frequency.</p>	
9.	Does the Company have any other communications about anti-bribery and corruption?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If Yes, please provide details.</p>	
10.	Has the Company (or any of its affiliates, shareholders, directors or key employees) ever been the subject of any convictions or prosecutions, or is the subject of any pending investigations by public authority, in relation to bribery or corruption?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If Yes, please provide details.</p>	
11.	Does the Company require its contractors, sub-contractors and other third parties to comply with its ethics and compliance policies (including anti-bribery and corruption)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If Yes, please provide details to what extent does the Company monitor the integrity of its third parties.</p>	
12.	Has the Company (or any person or entity listed in this questionnaire) ever been barred from competing for government contracts in any country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If Yes, please provide details.</p>	
	<b>PART C (II): ETHICS &amp; INTEGRITY – ANTI-MONEY LAUNDERING, ANTI-TERRORISM FINANCING &amp; PROCEEDS OF UNLAWFUL ACTIVITIES (AML)</b>	
13.	Does the Company have any statement/commitment on AML?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p><i>Note: The statement/commitment may form part of the Company's code of conduct or anti-bribery and corruption policy.</i></p>	
14.	Does the company provide AML awareness training to its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If Yes, please provide the frequency.</p>	
15.	Has the Company (or any of its affiliates, shareholders, directors or key employees) ever been the subject of any convictions or prosecutions, or is the subject of any pending investigations or enquiry by a public authority, in relation to AML?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If Yes, please provide details.</p>	

1. ETHICS & INTEGRITY		
NO	QUESTIONS	RESPONSE
<b>PART C (I): ETHICS &amp; INTEGRITY – ANTI-CORRUPTION AND BRIBERY</b>		
16.	Does the Company have any statement/commitment on human rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17.	Does the Company provide human rights awareness training to employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Does the Company have a grievance mechanism for employees and are the employees aware of the grievance mechanism?  <b>Definition</b> “grievance mechanism” means a non-judicial process through which grievances can be raised and remedy can be sought by the aggrieved party in a timely, fair, and consistent manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
19.	Is the Company aware of the PETRONAS Human Rights Commitment and its obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**The following section is to be filled by the Counterparty if the activity/transaction is in relation to Mergers & Acquisition (M&A)**

2. COMPETITION		
NO	QUESTIONS	RESPONSE
1.	Does the Company have the following documents which are in compliance with relevant competition laws and regulations?  i) a written competition law manual; ii) a written meeting protocol; iii) a written raid protocol; and/or iv) a policy and process for reporting anti-competitive conduct/activities if discovered	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	If Yes, does the Company disseminate the above to all its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Does the Company provide competition law training for all its employees including its management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Has the Company ever been the subject of any convictions or prosecutions, or is it the subject of any ongoing investigations by a public authority (e.g. Malaysia Competition Commission), in relation to the competition or anti-trust laws?  If Yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is the Company aware of the competition law in its respective jurisdiction?  If Yes, please provide the frequency.	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. SANCTIONS & EXPORT CONTROL		
NO	QUESTIONS	RESPONSE
1.	<p>Is the Company or any of its affiliates to the best knowledge, the directors, officers employees:</p> <ul style="list-style-type: none"> <li>i) the target or subject of any Sanctions;</li> <li>ii) owned or controlled by any person who is the target or subject of any Sanctions; or</li> <li>iii) for the purpose of this transaction, acting for the benefit of or on behalf of any person who is the target or subject of any Sanctions.</li> </ul> <p><b>Definitions:</b></p> <p><b>“Sanctions”</b> means all laws or regulations concerning economic sanctions (including embargoes, export restrictions, restrictions on the ability to make or receive international payments, freezing or blocking of assets of targeted Persons, or the ability to engage in transactions with or involving specified Persons or countries, or any laws or regulations threatening to impose economic sanctions on any Person for engaging in targeted behaviour) of any jurisdictions including –</p> <ul style="list-style-type: none"> <li>(a) the United Nations;</li> <li>(b) Malaysia;</li> <li>(c) the European Union;</li> <li>(d) the United Kingdom (including those administered by HM Treasury);</li> <li>(e) the United States (including those administered by the Office of Foreign Assets Control of the Department of the Treasury, the Bureau of Industry and Security of the Department of Commerce, or the Department of State);</li> </ul>	
2.	<p>Is the Company or any of its affiliates are incorporated, located within or operating from any countries subject to Comprehensive Sanctions?</p> <p><b>Definitions:</b></p> <p><b>“Country Subject to Comprehensive Sanctions”</b> as of June 2023:</p> <ul style="list-style-type: none"> <li>(a) Cuba;</li> <li>(b) Iran;</li> <li>(c) North Korea;</li> <li>(d) Syria;</li> <li>(e) Crimea Region;</li> <li>(f) Luhansk;</li> <li>(g) Donetsk;</li> <li>(h) Kherson;</li> <li>(i) Zaporizhzhia; and</li> <li>(j) Other countries/territories as may be comprehensively sanctioned by the relevant sanctioning authority.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is the Company or any of its affiliates are engaged in transactions, investments, business or other dealings that directly or indirectly involve or benefit any countries subject to Comprehensive Sanctions or any person or entity which is the target or subject of any Sanctions.	<input type="checkbox"/> Yes <input type="checkbox"/> No

	If Yes, please specify.	
4.	Is the Company incorporated, located within or operating from Russia or Venezuela?  If Yes, please specify including the details of the company.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is the Company owned or controlled by individual or entity from Russia or Venezuela?  If Yes, please specify the details of the individual or entity.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are any of the goods and/or services that will be supplied an item subject to export control, such as the controls as prescribed under Strategic Trade Act 2010, the U.S Export Administration Regulations or any other similar export control laws?  If Yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Do you have relevant permits and/or approvals for the export, import, transshipment and/or brokering of that goods and/or services?  If Yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Has the Company ever been the subject of any convictions or prosecutions, or is it the subject of any pending investigations by a public authority, in relation to economic sanctions & export control regulations within the last 5 years?  If Yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 4. DATA PROTECTION

##### PART I: GENERAL CHECKLIST

NO	QUESTIONS	RESPONSE
1.	<p>Is the Company providing personal data processing services to PETRONAS or carrying out personal data processing activities for and on behalf of PETRONAS?</p> <p>If Yes, please proceed to answer Part II: Detailed Checklist below.</p> <p>Examples of personal data processing services:</p> <ul style="list-style-type: none"> <li>• payroll management services,</li> <li>• data centre/cloud storage services,</li> <li>• development of new software or technology which involves processing or storage of personal data,</li> <li>• business process outsourcing services such as call centre services,</li> <li>• marketing agents,</li> <li>• any other services which involve processing or handling of personal data for and on behalf of PETRONAS.</li> </ul> <p><b>Definitions:</b></p> <p><b>“Processing”</b> is to be understood broadly to mean any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording,</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. DATA PROTECTION		
PART I: GENERAL CHECKLIST		
NO	QUESTIONS	RESPONSE
	<p>organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.</p> <p><b><i>“Personal data”</i></b> means any information relating to an identified or identifiable natural person (“<b><i>data subject</i></b>”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p> <p><b><i>“Data processor”</i></b> means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the data user/data controller; <b><i>“data user”</i></b> or <b><i>“data controller”</i></b> means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.</p>	

**The following section is to be completed by the Company if it answers ‘Yes’ in the above Part I: General Checklist and the transaction involves large scale processing of personal data beyond or in addition to the processing of employees’ personal data for the mere purpose of execution and performance of the contract:**

PART II: DETAILED CHECKLIST		
to be answered if the answer to Part I above is “yes” and the transactions involve large scale processing of personal data i.e. processing personal data beyond or in addition to the processing of employees’ personal data for the mere purpose of execution and performance of the contract		
NO	QUESTIONS	RESPONSE
1.	<p>Is there personal data protection law in place in your country or place of business?</p> <p>If Yes, what are the laws that govern personal data protection and enforcement in your country?</p> <p><b><u>Descriptions:</u></b> For example:</p> <ul style="list-style-type: none"> <li>• In the European Union, the EU General Data Protection Regulation (GDPR);</li> <li>• In the United Kingdom, the Data Protection Act 2018 (superseding the Data Protection Act 1998);</li> <li>• In Malaysia, the Personal Data Protection Act 2010;</li> <li>• In Singapore, the Personal Data Protection Act 2012.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	If Yes, does the personal data protection law in the country accord at least an equivalent (or more stringent) level of protection in relation to	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>PART II: DETAILED CHECKLIST</b> <i>to be answered if the answer to Part I above is “yes” and the transactions involve large scale processing of personal data i.e. processing personal data beyond or in addition to the processing of employees’ personal data for the mere purpose of execution and performance of the contract</i>		
NO	QUESTIONS	RESPONSE
	<p>the processing of personal data as compared to Malaysian personal data protection laws (i.e. the Malaysian Personal Data Protection Act 2010)?</p> <p><b>Descriptions:</b> For ease of reference, Malaysian PDPA generally provides for the following principles:</p> <ul style="list-style-type: none"> <li>(i) adequate consent to be obtained from data subjects;</li> <li>(ii) data subjects must be given notice and information in respect of the processing of their personal data;</li> <li>(iii) personal data must not be disclosed to third parties unless with consent or if exempted by the law;</li> <li>(iv) personal data must be kept secure and protected;</li> <li>(v) personal data can only be retained for the period necessary to fulfil the relevant purposes;</li> <li>(vi) personal data must be kept accurate, complete and up-to-date;</li> <li>(vii) data subjects must be given the right to access and correct their personal data.</li> </ul>	
3.	<p>Has the Company ever been the subject of any convictions or prosecutions, or is it the subject of any pending investigations by a public authority, in relation to personal data protection laws?</p> <p>If yes, please provide details of such convictions, prosecutions, or investigations.</p> <p><b>Descriptions:</b></p> <p>Examples would include investigations instituted or carried out by the data protection regulator, compounds issued by the data protection regulator, or even prosecution instituted by the data protection regulator in respect of non-compliance or breach of the applicable data protection laws.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<p>Has the Company conducted an information audit to map data flows?</p> <p>If Yes, please provide details.</p> <p><b>Descriptions:</b></p> <p>Data mapping is the process of identifying the types of personal data processed, and location(s) in which the identified personal data is stored, to which other internal and external entities the personal data is transferred to, and other relevant criteria.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<p>Does the Company document what personal data it holds, where it came from, who the Company share it with and what the Company do with it?</p> <p>If Yes, please specify.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>PART II: DETAILED CHECKLIST</b> <i>to be answered if the answer to Part I above is “yes” and the transactions involve large scale processing of personal data i.e. processing personal data beyond or in addition to the processing of employees’ personal data for the mere purpose of execution and performance of the contract</i>		
NO	QUESTIONS	RESPONSE
	<p><b><u>Descriptions:</u></b>  Essentially whether the Company has developed and maintained a data inventory or register which include details such as:</p> <ul style="list-style-type: none"> <li>• name and contact details of the data controller and any joint data controller, representatives and DPO;</li> <li>• the purpose(s) of the processing;</li> <li>• description of categories of data subjects and personal data;</li> <li>• categories of recipients of personal data;</li> <li>• details of transfers to third parties;</li> <li>• time limits for erasure of different categories of data; etc.</li> </ul>	
6.	<p>Does the Company have an appropriate personal data protection policy, guidelines or manuals that have incorporated the following and which are compliant with relevant personal data laws and regulations?</p> <p>If Yes, please provide a copy of the policy for the Company's consideration.</p> <p><b><u>Descriptions:</u></b>  This refers to the policy which the Company has developed and implemented to regulate the processing of personal data within the Company and to ensure the Company is in compliance with the applicable data protection laws.</p> <p>Generally, a company's data protection policy would address the following:</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities of senior management, data protection officer/committee (if any), employees and staff, in respect of processing personal data;</li> <li>• Processing and handling of different types of personal data, such as customer data, employee data, third parties' data, etc;</li> <li>• Technical and organisational security measures in order to protect and secure personal data;</li> <li>• Handling transfers of personal data to third parties;</li> <li>• Responding to data subjects' rights (e.g. access and correction to personal data);</li> <li>• Data storage periods;</li> <li>• Etc.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	<p>Does the Company have a data protection lead or Data Protection Officer (DPO)?</p> <p><b><u>Descriptions:</u></b>  Data protection officers are generally officers within the companies made responsible for overseeing data protection strategy and</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>PART II: DETAILED CHECKLIST</b> <i>to be answered if the answer to Part I above is “yes” and the transactions involve large scale processing of personal data i.e. processing personal data beyond or in addition to the processing of employees’ personal data for the mere purpose of execution and performance of the contract</i>		
NO	QUESTIONS	RESPONSE
	<p>implementation to ensure compliance with the requirements of the applicable data protection laws.</p> <p>Under certain data protection laws (e.g. GDPR), DPO is a mandatory requirement.</p>	
8.	<p>Has the Company implemented adequate technical and organisational security measures in order to protect and secure personal data from loss, misuse, unauthorised or accidental access or disclosure (whether processed electronically or non-electronically)?</p> <p>If Yes, please provide details or a copy of the policy.</p> <p><b>Descriptions:</b> Adequate technical and organisational security measures shall be based on the requirements of the applicable data protection laws to the Company.</p> <p>Security measures must consider both personal data processed electronically as well as that processed non-electronically.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	<p>Is the Company currently accredited or certified in respect of its information security, cybersecurity, or data privacy practices? (e.g. ISO 27001 certification, or such other information security certification standard)</p> <p><b>Descriptions:</b> Examples:<ul style="list-style-type: none"><li>• ISO 27001 information security certification</li><li>• Certified Information Systems Security Professional (CISSP)</li></ul> </p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Does the Company provide personal data protection awareness training for all staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	With regards to engaging sub-processor(s), does the Company ensure that there is a contract in place with the sub-processor(s) and to include equivalent personal data protection obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	With regards to engaging sub-processor(s), does the Company have any program designed or implemented to ensure the compliance of sub-processor(s) (e.g. regular audit processes and procedures to be carried out on the Company’s sub-processor(s))?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	<p>Does the Company have effective processes in place to identify and report any personal data breaches to your data user/data controller or relevant authorities?</p> <p><b>Descriptions:</b> The Company should have processes in place to detect and monitor any data breaches which occur in its systems which store personal data for and on behalf of PETRONAS.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART II: DETAILED CHECKLIST**

*to be answered if the answer to Part I above is “yes” and the transactions involve large scale processing of personal data i.e. processing personal data beyond or in addition to the processing of employees’ personal data for the mere purpose of execution and performance of the contract*

NO	QUESTIONS	RESPONSE
14.	<p>Does the Company have a process to respond to a data user/data controller's (in this case, PETRONAS') request for information following the individuals' or data subjects' request to access their personal data?</p> <p><b>Descriptions:</b> The Company must be able to comply with specific requests from PETRONAS to access and, where required, to correct personal data held for and on behalf of PETRONAS.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	<p>Does the Company have processes in place to ensure that the personal data the Company hold remains accurate and up to date?</p> <p><b>Descriptions:</b> The Company will need to ensure it has processes in place to allow for updating or corrections to personal data held for and on behalf of PETRONAS.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	<p>Does the Company have a process in place to routinely and securely dispose of personal data that is no longer required, in line with the agreed timescales as stated in your contract with the data user/data controller?</p> <p><b>Descriptions:</b> Disposal here refers to the destruction or permanent deletion of personal data, or where permissible, anonymization of personal data.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	<p>Does the Company have procedures in place to respond to a data user's/data controller's (in this case, PETRONAS') request to limit or suppress the processing of specific personal data?</p> <p><b>Descriptions:</b> The Company may be required to limit, restrict processing of personal data or even to remove specific personal data held for and on behalf of PETRONAS.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**5. HUMAN RIGHTS**

NO	QUESTIONS	RESPONSE
1.	Does the Company have any statement/commitment on human rights?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Does the Company provide human rights awareness training to employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Does the Company have a grievance mechanism for employees and are the employees aware of the grievance mechanism? <b>Definition</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. HUMAN RIGHTS		
NO	QUESTIONS	RESPONSE
	<b>“grievance mechanism”</b> means a non-judicial process through which grievances can be raised and remedy can be sought by the aggrieved party in a timely, fair, and consistent manner.	
4.	Is the Company aware of the PETRONAS Human Rights Commitment and its obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PART G

### NOTICE OF DISCLOSURE

#### **Personal Data Protection Act 2010 (“PDPA 2010”)**

Pursuant to the enforcement of PDPA 2010, we hereby wish to give this notice and seek your consent on the processing of your personal data as well as to give an assurance of our commitment to ensure that your data is securely processed, kept and not used or disclosed for any other purpose than the commercial dealings we have with you. The contact to whom written requests for access to personal data or correction and/or deletion of personal data or for information regarding policies and procedures and types of personal data handled by us can be made to the following:

#### **PETRONAS Contact Person**

Name:

Telephone Number:

Email Address:

## PART H

### CERTIFICATIONS

By signing this document, the undersigned, being duly authorized to complete this questionnaire, hereby certify the following:

- Declares that he/she has, or has obtained from the relevant authority, the proper mandate and authority to disclose such information;
- Consents to the processing of such information for the purpose described in the Notice of Disclosure;
- Acknowledges that the processing of such information may be conducted by a third party on behalf of PETRONAS which may occur in another country than the country of disclosure; and
- Represents that the information provided in this document is, to the best of his/her knowledge is accurate, current and complete as of the date of disclosure.

For and on behalf of (INSERT COMPANY NAME)

Signed by the authorized representative of the company:

Signature	
Date	
Name	
Designation	

## SECTION III: COUNTERPARTY INFORMATION FORM & CHECKLIST



### PETRONAS GAS BERHAD COUNTERPARTY INFORMATION FORM & CHECKLIST

Notes:

- i. To be filled by company representative.
- ii. Please fill the information required.
- iii. All information provided will be treated as confidential and will be used only for registration and evaluation purposes

FINANCIAL INFORMATION			
Latest Financial Figures			
Turnover	Current (estimated)	Previous year	
Net Profit/Loss	Current (estimated)	Previous year	
Net worth			
Authorized Capital			
Paid up Capital			
Bank references	Bank Name	Location	Contact No
	Agency	S&P/Moody's/Fitch/Others:	
Credit Rating from External Credit Rating Agencies (if any)	Credit Rating		

I hereby declare that the information provided in this form is current, correct, and complete.

### Counterparty Declaration

The company agrees and confirms that the information given in the registration form is true and understands that it is being used to determine the Company's credit responsibility. We (the Company) hereby agree to provide permission and consent for all related information (as defined in the CRA Act 2010) relating to our company from any source deemed appropriate including consumer reporting, external credit reporting agencies, or reference schemes, and each such source is hereby authorized to provide such information in relation to our business transactions with PETRONAS Gas Berhad (PGB) and its subsidiaries.

**PGB has the rights not to process the form should the content, including the required attachments are found to be dated, incorrect or incomplete.**

Name:

Position in Company:

Signature:

Date:

Company Stamp:

**Note:** *The rightful person to sign off this document shall be from the management level.*

### **[IMPORTANT REQUIREMENT]**

#### **Please Enclose:**

1. Certified copy of Business Incorporation Certificate
2. Certified copy of Audited Accounts/Annual Report/Financial Statements for the most recent last three (3) years, including Director's report/ Auditor's report/ Note to the Financial Statements with Disclosure of Commitment & Contingent Liability (whichever applicable)
3. Memorandum of Article Association
4. Certified copy of licenses (shipper/regasification/transporter)
5. Copy of the Company's annual report or other publications describing the Company's activities (latest)
6. Company Organizational Chart (if not included in item 5)
7. Ownership/ Lease Agreement on Properties/ Facilities/ Infrastructure (if any)
8. CV of Key Personnel for the intended project (if relevant)
9. Data Protection Policy (if any)
10. BNM Residency Document
11. Other documents that are deemed necessary to support your application (optional)
  - a. Latest 3 months Bank Statements
  - b. Income Tax Form or Latest 2 months Financial Statements
  - c. Formal Application Letter/Letter of Intent (for Government Agencies)
  - d. Reference letter from bankers (inclusive of the estimated credit facilities granted)
  - e. Other (please specify)

**Note:**

- 1) All documents sourced from outside of Malaysia must be in English. Should the original document is not in English, please provide a certified translation to the original.*
- 2) PETRONAS personnel may request for further clarification and additional document(s) during the registration process. Please ensure the contact person(s) given in Section (I) is the person in charge of this application and related matters.*