



PETRONAS

Malaysia Petroleum Management

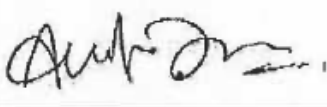
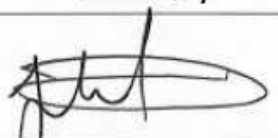

MPM Information Release (MIR)
Guidelines and Process

Version 1.2 (June 2020)



Amendment Summary

| Rev | Description | Date | Designation of Approver |
|-----|---|-----------|-------------------------|
| 1.0 | First release | June 2019 | Head GSR |
| 1.1 | Minor revision made on Section 7: Further Information & Section 8: FAQ | Dec 2019 | Head GSR |
| 1.2 | Minor revision to Section 1: Preface and Section 5: Exemption from MIR System | June 2020 | Head GSR |
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| Reviewed by: | Endorsed by: | Approved by: |
|--|---|---|
|  |  |  |
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1. Preface

MPM Information Release (MIR) is a process where Petroleum Arrangement Contractors (PAC) will have to obtain PETRONAS approval prior to releasing any information with regards to Upstream Oil and Gas activities in Malaysia. This is critical to protect sensitive information on Malaysian oil and gas activities being released to the public and to ensure effective governance and management of Upstream Information.

This document serves as guidelines to ensure adherence to the governance requirements as outlined in Petroleum Arrangement (PA) Contracts entered between PETRONAS and any other party e.g. Production Sharing Contract (PSC), Risk Service Contract (RSC) and etc.

Under the PSC or RSC article on **Public Statements**, it is stipulated that:

“No public statements, announcements or circulars regarding this Contract or proprietary or sensitive information, which may be defined by PETRONAS from time to time, regarding the activities of the Parties relating hereto shall be made or issued by or on behalf of Contractors without the prior written approval of PETRONAS.”

This requirement is also complemented by **PETRONAS Procedures and Guidelines for Upstream Activities (PPGUA)** document under **Volume 11, Section 7: MPM Information Release**, whereby:

“Contractor shall obtain necessary approval from PETRONAS for any release of E&P data, information and samples. Approval is given in respect to petroleum operations and/or as specified in the respective Contract.”

This document is to be read together with:

1. PSC/RSC document
2. PPGUA 4.0 Volume 11, Section 7: **MPM Information Release**

2. Objectives of MIR Guidelines

This MIR Guidelines is designed with the following objectives:

1. As a reference document for PETRONAS and PACs in managing release of information on Upstream Malaysia to any external party
2. To exercise an appropriate level of control on distribution of information to safeguard PETRONAS information against any legal or commercial implication

3. Scope of MIR

The scope of MIR requests has been classified into the following categories:

- Government/Media/General Content
- Press Release and Bursa Announcement
- Technical Release
- Third Party Release

| Category | Items | Description |
|--|--|--|
| Government/Media/ General Content | Presentation/information to Government Agencies | PAC is requested to present about Upstream Malaysia information to government agencies e.g. presentation on decommissioning to DOF <i>Please refer to Section 4 for list of items exempted from MIR System.</i> |
| | Images/Video/Posters | Images, montage, videos, visuals, infographics and etc. related to Upstream Malaysia operations |
| | Release of PAC Documents e.g. PSC, RSC, JOA, JOCA, GSA (mainly contracts) etc. | Release of contract documents for tax/audit purposes, data exchange and Initial Public Offering (IPO) exercise |
| | Media Query and Response | Media statement/announcement, interview response, holding statements by newspapers, magazine, oil and gas journals and etc. on Upstream Malaysia operations |
| | Company Reports | Annual reports, financial performance reports e.g. quarterly financial results announcement |
| | Company Website/Social Media | Release of any information with regards to petroleum operations on public domain e.g. company website, LinkedIn, Facebook, Twitter, Instagram and etc. |

| Category | Items | Description |
|---|--------------------------------------|---|
| Press Release and Bursa Announcement | Press Release/Bursa Announcement | Public Statements, Press Release, General Announcements, Shareholder Circulars |
| Technical Release | Technical Research Study | Technical information to third party (industry professionals/universities/ PACs) for Petroleum Operations related purposes |
| | Technical Papers | All technical papers to be presented in any public forum or for publications |
| Third Party Release | Service Provider/Contractors/Vendors | Information release by a third party that is not a signatory to the PAC, e.g. required to be released as part of regulatory requirement by Bursa, Press Release, Annual Report and etc. |

4. Exemption from MIR System

The following requests will be exempted from submission through MIR System:

- ☑ **Requests related to statutory requirements** will be coordinated directly by the following section/department in MPM:
 - Health, Safety & Environment (HSE), MPM and Production & Operations Management (POM), MPM for **regulatory reports related to the Department of Occupational Safety & Health (DOSH)**, in compliance with *Factory & Machineries Act 2013* or *Order "PU(A) 106"* (refer Appendix C).
 - Statutory–PM/SK & Land Management (SLM) and Statutory–SB & Stakeholder Management (SSM), GSR, MPM for review with **Majlis Keselamatan Negara (MKN) Security Coordination Meeting and Jawatankuasa Zon Ekonomi Eksklusif (JKZEE) sittings** which includes standard data release based on specific information required by members of MKN and JKZEE (refer Appendix D). Any additional information that is not covered under standard data release (as per Appendix D), must be submitted via MIR System for PETRONAS approval.
- ☑ Requests to release abstracts/papers/presentations **for events or conferences organized by MPM** (e.g. Malaysia Upstream Project Conference (UPEC), Malaysia Deepwater Summit, Reservoir Management & Surveillance Summit (RMSS)) will be coordinated by the respective event Secretariat.
- ☑ Requests to release **technical papers for Global Technology Collaboration (GTC) portal** will be facilitated by GTC Administrator.
- ☑ **Holding statement, media and press release in the event of any HSE emergency or crisis** will be coordinated directly by MPM HSE. This is in reference to PPGUA Volume 3, *Section 1: Health, Safety and Environment*, Item 1.17 *Emergency Response and Crisis Management*, sub-item 1.17.3 *Holding Statement, Media and Press Release*.
- ☑ Release of information by MPM **within a data room environment** to parties who have signed CA with PETRONAS will be coordinated by the respective MPM line department.
- ☑ Release of information for purpose of **Farm-in / Farm-Out** exercise and other **Corporate Exercise** (e.g. Mergers & Acquisition, IPO, Company Divestment) will be coordinated by the respective MPM line department.

5. MIR Guidelines

The types of information are divided into the following categories:

1. **Strictly no disclosure:** Information which cannot be released in any form
2. **Conditional disclosure:** Information which can only be released subject to certain prerequisites or conditions as stated in this guidelines

| STRICTLY NO DISCLOSURE | |
|---|----------------|
| Type of Information | Description |
| Strategic data e.g. <ul style="list-style-type: none"> Information in relation to bid/ deals/negotiations Data within proximity of sensitive disputed areas & country boundaries New data exclusively acquired by current Operators Information related to geopolitics/ sovereignty/proprietary technology Plans/programs/initiatives which hold strategic importance to PETRONAS | Not releasable |

| CONDITIONAL DISCLOSURE | |
|--|--|
| Type of Information | Description |
| Reservoir properties, name and depth | Releasable as per actual information |
| Actual name of assets e.g. field/block/ project/platform/well | Releasable with adherence to guiding principles and subject to strategic data category |
| Equity interest of operator & partners | Information can be disclosed after PSC award |
| Acreage map | Latest acreage maps with exclusion of strategic/sensitive areas and latitude/longitude information |
| Production rate/volume/capacity/ ullage | <ul style="list-style-type: none"> Figures must be rounded up to the nearest ten/hundred/ thousand/million etc. or provided as ranges, subject to strategic data category Planned/forecast figures will be assessed on case-by-case basis to be presented as an approximation or a range |
| Seismic | Seismic info/display on vintages, geographical direction is allowed |

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| Reserves & resources (2P, 2C, 2U) or ARPR related information (e.g. Recovery Factor (RF), STOIP, EUR and etc.) | Volumes must be rounded up to the nearest ten/hundred/thousand/million etc. or provided as ranges. No absolute numbers or numbers sourced directly from ARPR can be quoted. |
| Result of discovery (exploration) | <ul style="list-style-type: none"> • Releasable with relevant technical approval; but only to indicate oil/gas discovery or shows • No indication or details on commerciality is allowed |
| Well/project/drilling cost | Figures must be rounded up to the nearest ten/hundred/thousand/million etc. or provided as ranges for actual and estimated costs |
| Well logs | <ul style="list-style-type: none"> • Operator can only disclose part of data within their operated acreage • Data for non-operated and open acreages is subject to MPM approval |
| Well test flow results | Figures must be rounded up to the nearest ten/hundred/thousand/million etc. or provided as ranges |
| Actual location of field/block/platform/well | <ul style="list-style-type: none"> • Location on map/seismic only, subject to strategic data category • Detailed coordinates only for statutory requirements/security issue if required by the Malaysian Government/agencies |
| Financial information e.g. product prices, CAPEX/OPEX, investment to date | Figures must be rounded up to the nearest ten/hundred/thousand/million etc. or provided as ranges for purpose of responding to Parliament/DUN questions, statutory requirements or corporate audit exercise. Strictly no calculation/formula can be shared |
| Contracts/agreements e.g. PSC, JOA, GSA, side letters etc. | Only permitted for tax statutory requirements/corporate audit exercise upon consultation with MPM Legal |
| HSE information | Any release of HSE information must be aligned with PETRONAS/MPM HSE |
| PETRONAS internal reports/policies/guidelines | Only information available in public domain is allowed e.g. PPGUA Section 1 |
| Photographs/images | Only images that adhere to HSE requirements and portray positive environmental impact is allowed |

The following items will be exempted from MIR guidelines:

- Any requests which falls within the scope of a **signed Confidentiality Agreement (CA)** (e.g. data room, equity farm-in/out, mergers & acquisitions, divestment exercise).
- Any previous information on Upstream Malaysia operations already **available in public domain**.
- Assessments on Upstream Malaysia operations based on **external analysis by third-party** (e.g. oil & gas consultants, reserves assessment).
- HSE reports submitted by PACs whereby MPM is not able to verify the information** shall be exempted from this guidelines (*please refer to Appendix B for list of exempted reports*).

6. Approval Timeline

| Category | Sub Category | Submission to MIR | Timeline |
|---|-----------------------|---|---|
| Government/Media/ General Content | - | One (1) month prior to the release | Approval within 14 calendar days |
| Press Release and Bursa Announcement | - | At least ten (10) calendar days prior to the release | Approval within 7 calendar days |
| Technical Release | Abstract | One (1) month prior to the submission to the organizer | Approval within 14 calendar days |
| | Presentation Material | One (1) month prior to the conference date (the earlier the better) | |
| Third Party Release | - | At least ten (10) calendar days prior to the release | Endorsement within 7-14 calendar days subject to release the category |

7. Further Information

Approved Submissions

If the Requestor wishes to release a previous paper/presentation which has been approved by MIR team for a different purpose e.g. for use in another conference/event/publication; and/or major updates were made to the content of the paper/presentation, the Requestor **must resubmit and seek new approval**.

Social Media (e.g. but not limited to Facebook, Instagram, LinkedIn, WhatsApp and etc.)

Any updates on Upstream Malaysia oil and gas activities for any social media sites by a PA Contractor, whether via its parent company, subsidiaries, affiliate companies or its Contractors **must obtain prior approval from PETRONAS** (e.g. update by a PA contractor on LinkedIn on its company profile, a successful project that has been carried out in Malaysia and etc.)

Consent from Partners for Press Release/Bursa Announcements

For any Press Release/Bursa Announcement by the PA Contractor, please ensure **consent from all partners** have been obtained prior to submitting MIR request. Kindly attach a **copy of the correspondence** from the respective partner(s) stating their agreement to proceed.

Media Queries/Holding Statements

If the Requestor wishes to release any form of response (e.g. verbal or written), to a local or foreign media, the proposed responses **must obtain prior approval from PETRONAS**.

MICCI-PPSC Scout Check Meeting and Report

The Requestor is recommended to **submit the request at least one (1) month** before the actual meeting and ensure that the numbers are consistent with the press release numbers.

Compliance to PETRONAS Visual Identity System (VIS) & Document Guidelines

The Requestor is expected to comply to the PETRONAS Visual Identity System (VIS) across all communication platforms (e.g. usage of corporate logo, PETRONAS branding, PETRONAS Statement of Purpose and etc.). All presentations must include the following disclaimer:

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Summary of content in MIR System (MIRS)

When submitting requests through MIR System (MIRS), the Requestor is required to briefly explain the objective and intent of the submission, summarized content of the information release and the intended audience.

Third Party Release

For any release of information from a Third Party, the Operator is fully accountable and responsible for the accuracy of the final release by its Contractors. For any Press Release/Bursa Announcement by a Third Party, please attach a copy of the Letter of Award together with any supporting documents (e.g. scope of works) which aligns to the content of the Press Release/Bursa Announcement.

8. Frequently Asked Questions (FAQs)

| | |
|-----------------|--|
| Question | 1. How long does it take to process a request using the MIR System? |
| Answer | <i>It takes approximately 14 calendar days for technical papers/data and 7 calendar days for press release/Bursa Announcement.</i> |

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| Question | 2. Can we quote actual field/well names in our technical papers/presentations? |
| Answer | <i>Generally, yes.</i> |

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| Question | 3. How do we respond to any comments or feedback from the reviewers? |
| Answer | <i>Please incorporate feedbacks from the reviewers and re-upload into the revised content to existing submission into the system.</i> |

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| Question | 4. What are the acceptable formats for submission through MIR System? |
| Answer | <i>MIR System accepts most common file formats such as MS Word, Excel, Powerpoint or PDF.</i> |

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| Question | 5. Is there any limit to the size of the attachment in MIR System? |
| Answer | <i>The maximum acceptable file size is 250MB.</i> |

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| Question | 6. What would happen if I submit a request lesser than the required processing time? |
| Answer | <i>Please state urgency under the Title & Remarks column when submitting your request. MIR Secretariat will do our best to expedite. This will only be entertained for special cases related to Bursa Announcement/Press Release.</i> |

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| Question | 7. For presentation packs for JKZEE Sitings and MKN Coordination Meetings, do we need to submit through MIR System? |
| Answer | <i>No, these requests are exempted from using MIRS and will be coordinated by Statutory – SB & Stakeholder Management and Statutory – PM/SK & Land Management, GSR, MPM according to respective regions.</i> |

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| Question | 8. For press release during emergency/crisis, do we need to submit through MIR System? |
| Answer | <i>No, these requests are exempted from using MIR System and will be coordinated directly by MPM HSE.</i> |

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| Question | 9. How do I know if my request has been approved/rejected? |
| Answer | <i>You may refer to the dashboard at the landing page of the MIR System website for a quick status update. Once your request has been approved by the Approving Authority, you will receive an automated email notification from MIR System; similarly if your request is rejected.</i> |

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| Question | 10. If I'm the focal person for my company, what do I do if I will be away from office for a significant amount of time? |
| Answer | <i>You may use the "Delegation of Authorities" feature on the MIRS to temporarily assign another user to access the system and receive MIRS notification, within the time duration that you are away.</i> |

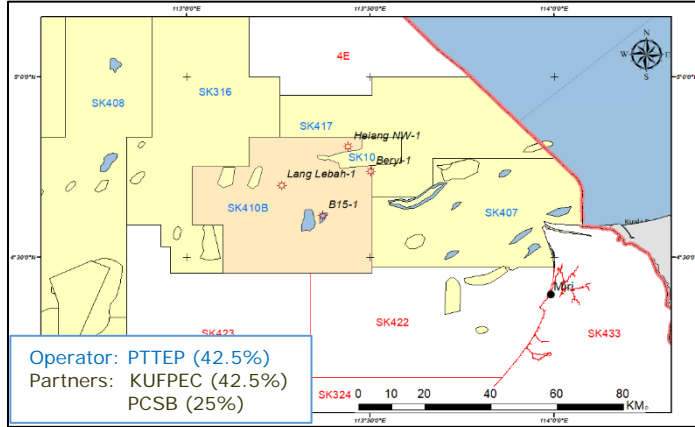
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| Question | 11. How do I submit requests for release of technical data or physical samples? |
| Answer | <i>Please direct all of the above requests to Data Management – MPM, Group Technical Data (GTD).</i> |

| | |
|-----------------|---|
| Question | 12. Who should I contact if I encounter system-related problems? |
| Answer | <i>Kindly email the MIR Secretariat at uir.mpm@petronas.com for support and assistance.</i> |

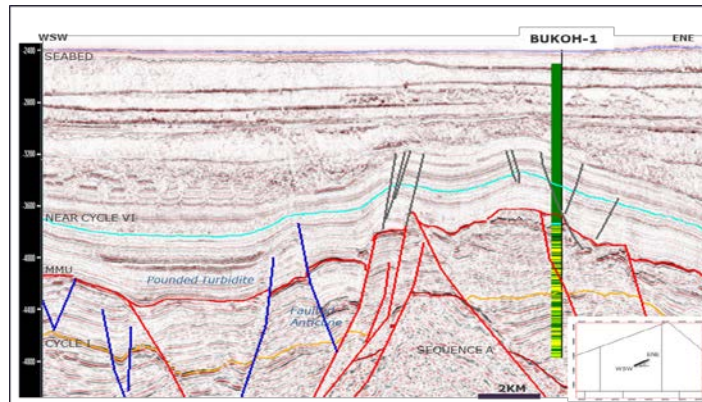
9. Appendix

A. Examples of information which are permitted for release

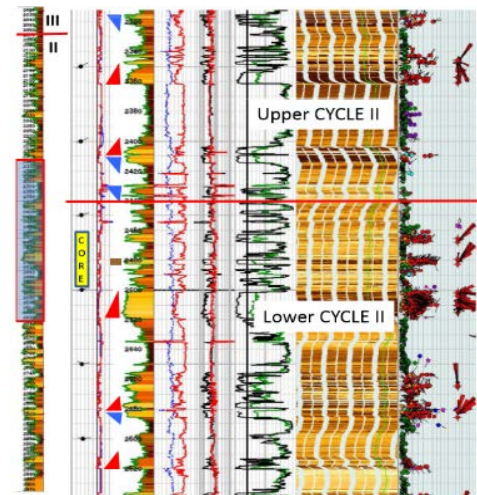
Acreage Map



Seismic Diagram



Well Logs



B. List of HSSE Documents/Reports to be exempted from MIR System and submitted directly by PAC

| Government / Authority | Type of Document | Frequency | By | Data Required |
|--|---|-------------------------------------|------------------|--|
| Department of Occupational Safety & Health (DOSH) | Incident Notification | Within 7 days after incident occur | Facility | Site specific/facility information |
| | Accident / Dangerous Occurrence Report (JKKP 6) | Within 1 month after incident occur | Facility | |
| | Register of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease (JKKP8) | Yearly | Company/Asset | |
| | Control of Industrial Major Accident Hazard (CIMAHA) | 3 Years | Facility | |
| | Chemical Hazardous Risk Assessment (CHRA) | 3 Years | Facility | |
| | Local Exhaust Ventilation (LEV) Report | Yearly | Facility | |
| | Noise Exposure Monitoring Report | 2 years | Facility | |
| | Audiometric Test records | As and when | Facility | |
| | Chemical Exposure Monitoring Report | 2 years | | |
| | Scaffolding Design Approval (>3 meters and above) | Scaffolding Activities Based | Facility | |
| | OSRMS related Report | Varies | Company/Asset | Inspection of Lifting, vessel, & boiler, and etc. |
| | SHO Monthly Report | Monthly | Facility | HSE Activity |
| | Notification of Sand Blasting activity | Activity Based | Facility | Method and activity |
| | Department of Environmental (DOE) | Schedule Waste (e-SWiS) | Monthly | Facility/Project |
| EIA Report | | Once off | Project | Project background and impact information |
| Environmental Management Plan (EMP) | | Once off | Project | Management Plan |
| Maklumat Kemajuan Kerja (Borang EIA 1-08) | | Quarterly | Project | Progress Report |
| Jadual Pematuhan Syarat Syarat EIA (Borang EIA 2-08) | | Quarterly - | Facility/Project | Facility compliance report |
| Environment Monitoring Reports | | Monthly | Facility/Project | Inclusive ambient air, soil & ground water, marine quality, boundary noise and etc |

| Government / Authority | Type of Document | Frequency | By | Data Required |
|--------------------------------------|--|-----------------------------|----------|-------------------------------------|
| Atomic Energy Licensing Board (AELB) | Radiation monitoring Report | Yearly / per activity based | Facility | Site Specific/ facility Information |
| | Abnormal situations with radiographic equipment while in operation/not in operation and overexposure | As and when required | Facility | |
| | Radiological Impact Assessment (RIA) | Before disposal | Facility | |
| | Notification of exposed personnel whose health is or reasonably suspected to be affected by ionizing radiation | Incident Occur | Facility | |
| | Notification of disposal or transport of radioactive waste | As and when required | Facility | |
| | Notification and report of all accidental exposure or emergency exposure | As and when required | Facility | |
| Suruhanjaya Tenaga | Visiting Engineer Report | Yearly | Facility | |
| | Energy Manager Report | Yearly | Facility | |
| BOMBA | Annual Fire inspection report | Yearly | Facility | |
| CGSO | Position of platforms | Yearly | Facility | |
| MAF | Blueprint of platforms | As and when required | Facility | |
| MMEA | Blueprint of platforms | As and when required | Facility | |

C. List of HSSE Reports to be exempted from MIR System and facilitated by MPM HSE

| Government / Authority | Type of Document | Frequency | By | Data Required |
|------------------------|--|-----------|----------|--|
| DOSH | Upstream Malaysia HSE performance data | Monthly | Facility | Site Specific/ facility Information – to be managed by MPM HSE |
| | Pressure Vessel (PV) and Lifting Equipment (LE) integrity status | Quarterly | Facility | |
| | Offshore Self-Regulation (OSR) inspector information | Quarterly | Facility | |
| | Offshore facilities planned shutdown | Annually | Facility | |
| | Incident investigation report | Quarterly | Facility | |

D. Standard Data Release for MKN Security Coordination Meeting and JKZEE Sitting

| Event | Standard Data Release |
|--|---|
| JKZEE Sitting | <ol style="list-style-type: none">1. Project Title2. Project Location3. Summary of Project Scope4. Project Schedule5. Project Contact Persons |
| MKN Security Coordination Meeting | <ol style="list-style-type: none">1. Vessel Type and Crew List2. Vessel Spread3. Security risk assessment4. Emergency communication protocol |