

KNOW YOUR COUNTERPARTY SELF DECLARATION QUESTIONNAIRES (“KYC QUESTIONNAIRES”)

Sarawak Energy Berhad (“**Sarawak Energy**”) including its subsidiaries and associates (collectively referred to as “**SEB Group of Companies**”) is fully committed to conduct their business dealings and operations with the highest standards of integrity, accountability and honesty, and eliminate all forms of malpractices involving bribery, corruption, conflict of interest and unethical conduct. Sarawak Energy’s Code of Ethics (“**CoE**”) sets out the manner in which Sarawak Energy seeks to conduct its affairs in an ethical, responsible and transparent manner across SEB Group of Companies that aligns with its core values of “Courage”, “Unity”, “Respect”, “Integrity” and “Accountability”.

As part of Sarawak Energy’s commitment, Sarawak Energy expects all Third Party to comply with all applicable laws and the prevailing Sarawak Energy’s Key Policies, Procedures & Guidelines on Ethics & Integrity (made available in Sarawak Energy’s official website at www.sarawakenergy.com) in all their business dealings with SEB Group of Companies. For the purpose of this KYC Questionnaires, “**Third Party**” shall include, but not limited to, representatives, agents, consultants, independent contractors, subcontractors, suppliers, prospective investors and/or any other persons / organisations having business or any other dealings with Sarawak Energy and / or SEB Group of Companies.

Therefore, prior to engaging with any Third Party, Sarawak Energy shall conduct appropriate level of due diligence (including through the use of this KYC Questionnaires) to understand the business and background of Sarawak Energy’s prospective business counterparties to ensure that Sarawak Energy is dealing with parties that subscribe to the same values and ethical standards of integrity as Sarawak Energy in the conduct of their business.

Please complete the KYC Questionnaires, using additional pages where necessary, and return a scanned, signed copy to the Sarawak Energy focal person in charge. 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.

The information provided will be evaluated by Sarawak Energy and will be kept confidential unless disclosure is ordered by the relevant governmental authorities. Please note that this KYC Questionnaires are not conclusive and we reserve the right to request for further documentation and information during the course of our due diligence exercise at our discretion. The information provided in this KYC Questionnaires shall be relied upon by Sarawak Energy with respect to its accuracy and completeness for the purpose of verification, compliance and risk assessment and must therefore be accurate, complete and up to date.

-End of Section-

SECTION A

1. COMPANY INFORMATION

Registered Company Name (Full Legal Name)			
Other Name (Any previous Legal Name/ Trading Names)			
Registration Number			
Country of Incorporation		Date of Incorporation (dd/mm/yyyy)	
Corporate Status (Sole Proprietorship, Private Limited, Limited, Partnership Listed, etc.) (Please submit copies of your corporate records (e.g. latest Companies Commission of Malaysia search or its equivalent) and licensing (e.g. certificate of incorporation, trade licenses or its equivalent).)			
Nature and Line of Business (Please state your core industry and main activity e.g. Core Industry - Oil & Gas, Main activity - Trading) Please provide a copy of the Company's annual report or other publications describing the Company's activities.			
Registered Address			
Business Address			
Telephone Number			

2. SHAREHOLDERS INFORMATION

Parent Company (Full Legal Name)		Country	
Ultimate Parent Company (Full Legal Name)		Country	

Please provide the following details of 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

Please provide the following details on each current director.

3. BOARD OF DIRECTORS' INFORMATION

Full Legal Name	Nationality/ Jurisdiction	Position (Independent Director/ Non- Independent Director)	Appointment Date	Years in Position

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

4. MANAGEMENT OF COMPANY

Full Legal Name	Nationality/ Jurisdiction	Position	Years in Position	Years in Industry/ Related Field

Does the Company intend to enter the contract under a different legal entity? Yes No

5. CONTRACT ARRANGEMENT & RELATIONSHIP WITH SARAWAK ENERGY

If yes, please provide the following details. Full Legal Name	Entity's ID (i.e. Registration Number)	Relationship with the Company	Country	Year of Incorporation	Business Operation

Does the Company outsource or intend to outsource any of its services in relation to the proposed arrangement with Sarawak Energy?

Yes No

If yes, please provide the following details of the third-party contractors.

Please note that any outsource arrangement in relation to the transaction requires Sarawak Energy prior consent.

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

Have you had a prior business relationship with Sarawak Energy? If yes,

- (a) Please describe the contract/s; and
- (b) Provide the dates of the contract/s.

SECTION B

1. ETHICS & INTEGRITY

No.	Questions	Answer
SECTION B I: ETHICS & INTEGRITY – ANTI-CORRUPTION AND BRIBERY		
1	<p>Are any of the current directors or current key employees of the Company a Public Official?</p> <p>DESCRIPTIONS</p> <p>For ease of reference, "Public Official" shall include the following:</p> <ul style="list-style-type: none"> a. 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; b. any other person who performs a public function, including for a public agency or public enterprise, or provides a public service; or c. any other person defined as a "public official" in the domestic law of a country. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details.</i>
2	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details.</i>
3	Have any payments been made by or on behalf of the Company during the past five years to any Public Official (directly/indirectly)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Does the Company have any affiliation with current Sarawak Energy employee who is involved in this transaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details:</i> i) Full Legal Name ii) Position Held iii) The Duty/Duties of the Position(s) iv) Tenure (start & end dates) v) Relationship/description of affiliation with the employee
5	Does any government, its agencies or controlled organisations, or any other organisations performing a governmental function own any interest in or exercise any control over the Company's business?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please list the nature and extent of such interest or control.</i>
6	<p>Does the Company have the following documents that are compliant with relevant anti-bribery and corruption policies and regulations?</p> <ul style="list-style-type: none"> a. a written employee code of conduct; b. a written anti-bribery and corruption policy; and c. a policy and process for reporting bribery if discovered. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details.</i>
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 <i>If yes, please provide details of frequency.</i>

No.	Questions	Answer
9	Does the Company have any other communications about anti-bribery and corruption?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details.</i>
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 or enquiry by a public authority, in relation to bribery or corruption?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details.</i>
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
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 <i>If yes, please provide details.</i>
SECTION B II: ETHICS & INTEGRITY – ANTI-MONEY LAUNDERING, ANTI TERRORISM FINANCING & PROCEEDS OF UNLAWFUL ACTIVITIES (AML)		
13	Does the Company have any statement/commitment on AML? <i>Note: The statement/commitment may form part of the Company's code of conduct or anti-bribery and corruption policy.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Does the Company provide AML awareness training to its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 <i>If yes, please provide details.</i>

SECTION C

SANCTIONS

No.	Questions	Answer
1	Is the Company or any of its affiliates to the best knowledge, the directors, officers, employees: a. the target or subject of any Sanctions; b. owned or controlled by any person who is the target or subject of any Sanctions; or c. 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. Definitions: “Sanctions” 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:- i) the United Nations; ii) Malaysia; iii) the European Union; iv) the United Kingdom (including those administered by HM Treasury);	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details.</i>

No.	Questions	Answer
	v) 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).	
2	Is the Company or any of its affiliates engaged in transactions, investments, business or other dealings that directly or indirectly involve or benefit any person or entity that is the target or subject of any Sanctions.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide details.</i>
3	Is the Company or any of its affiliates incorporated, located within or operating from any Countries and Territories Subject to Comprehensive Sanctions? Definitions: “Countries and Territories Subject to Comprehensive Sanctions” as at the date of this KYC Questionnaires: i) Iran; ii) Syria; iii) Cuba; iv) North Korea; v) Venezuela; vi) Russia (selected regions e.g. Crimea, Luhansk, Donetsk); and vii) Other countries/territories as may be comprehensively sanctioned by the relevant sanctioning authority.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide details.</i>
4	Is the Company or any of its affiliates engaged in transactions, investments, business or other dealings that directly or indirectly involve or benefit any Countries and Territories Subject to Comprehensive Sanctions?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide details.</i>
5	Is the Company incorporated, located within or operating from Russia or Venezuela?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please specify including the details of the company, owner(s), shareholder(s) and director(s).</i>
6	Is the Company owned or controlled by individual or entity from Russia or Venezuela?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please specify the details of the individual or entity.</i>
7	Has the Company ever been the subject of any convictions or prosecutions, or is it the subject of any pending investigations or enquiry by a public authority, in relation to sanctions laws and regulations within the last 5 years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide details.</i>

SECTION D

EXPORT CONTROL

No.	Questions	Answer
1	Are any of the goods and/or services that will be supplied, are items 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide details.</i>
2	Do you have relevant permits and/or approvals for the export, import, transshipment and/or brokering of that goods and/or services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide details.</i>

No.	Questions	Answer
3	Has the Company ever been the subject of any convictions or prosecutions, or the subject of any pending investigations or enquiry by a public authority, in relation to export control regulations within the last 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details.</i>

SECTION E

DATA PRIVACY/PERSONAL DATA PROTECTION

PART I: GENERAL CHECKLIST

No.	Question	Answer
1	<p>Is the Company providing personal data processing services to Sarawak Energy or carrying out personal data processing activities for and/or on behalf of Sarawak Energy?</p> <p>Examples of personal data processing services:</p> <ol style="list-style-type: none"> payroll management services, data centre/cloud storage services, development of new software or technology which involves processing or storage of personal data, business process outsourcing services such as call centre services, marketing agents, any other services which involve processing or handling of personal data for and on behalf of Sarawak Energy. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please proceed to answer Part II:</i>

The following Part II 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 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:

PART II: DETAILED CHECKLIST

No.	Questions	Answer
1	Is there personal data protection law in place in your country or place of business?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what are the laws that govern personal data protection and enforcement in your country?</i>
2	Does the personal data protection law in the country accord at least an equivalent (or more stringent) level of protection in relation to the processing of personal data as compared to Malaysian personal data protection laws (i.e. the Malaysian Personal Data Protection Act 2010)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Has the Company ever been the subject of any convictions or prosecutions, or the subject of any pending investigations or enquiry by a public authority, in relation to personal data protection laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details of such convictions, prosecutions, or investigations.</i>
4	Does the Company have appropriate personal data protection policy, guidelines or manuals that have incorporated the following and which are compliant with relevant personal data laws and regulations? <ol style="list-style-type: none"> to obtain adequate consent from individuals; to provide individuals with the required notices and information, and verify that their personal data has been obtained lawfully and that it is relevant for the stated purposes; 	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: DETAILED CHECKLIST		
No.	Questions	Answer
	<p>c. to retain the personal data that has been collected only for the period necessary to fulfill the relevant purposes, unless otherwise permitted or required by applicable law;</p> <p>d. to inform individuals concerned about the disclosure of their personal data to third party recipients;</p> <p>e. to keep personal data secure by protecting it with adequate and appropriate security safeguards; and</p> <p>f. to provide individuals with the ability to exercise their rights under applicable law, e.g. right to access, rectify and/or request the erasure of their personal data, where applicable.</p>	
5	Does the Company disseminate the above to all its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Does the Company have a data protection lead or Data Protection Officer ("DPO")?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	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) which are in compliance with relevant personal data laws and regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details.</i>
8	Does the Company provide personal data protection awareness training for all its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details of frequency.</i>
9	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
10	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
11	Does the Company have processes in place to identify and report any personal data breaches to the data user/data controller or relevant authorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide a copy of the processes to us.</i>

SECTION F

COMPETITION

No.	Questions	Answer
1	<p>Does the Company have the following documents which are in compliance with relevant competition laws and regulations?</p> <p>a. a written competition law manual;</p> <p>b. a written meeting protocol; and/or</p> <p>c. a policy and process for reporting anti-competitive conduct/activities if discovered.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Does the Company disseminate the above to all its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No

No.	Questions	Answer
3	Does the Company provide competition law training regularly for all its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Has the Company ever been the subject of any convictions or prosecutions, in relation to competition or anti-trust laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please provide details.</i>
5	Is the Company subject of any ongoing investigations by a public authority (e.g. Malaysia Competition Commission), in relation to competition or anti-trust laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please provide details.</i>

SECTION G

LITIGATION / ARBITRATION

No.	Questions	Answer
1	<p>Does the Company have any existing, threatened or pending claims, litigation or other dispute resolution proceedings which exceed materiality threshold of RM10 million?</p> <p>Please provide us with the details of the following:</p> <ol style="list-style-type: none"> description of such claims, litigation / dispute resolution proceedings; present status; and/or any other relevant information. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Are there any other circumstances, including non-compliance with statutory or regulatory requirements and breaches of contractual provisions, to which the Company is subject to which may give rise to any claims, litigation or other dispute resolution proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Are there any judgments, awards or settlements of legal proceedings which have had or are continuing to have a material impact on the business of the Company.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION H

HEALTH, SAFETY, SECURITY AND ENVIRONMENT

No.	Questions	Answer
1	Does the Company have Health, Safety, Security and Environment ("HSSE") Policy, guidelines or manuals which are compliant with relevant HSSE laws and regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Does the Company disseminate the above to all its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION I

STATUS OF COMPANY

No.	Questions	Answer
1	Are there any steps taken by the Company in any jurisdiction in respect of: a. any compromise or arrangement with creditors; b. the appointment of a judicial manager, receiver or other enforcement of security over any property; or c. any administration, winding up or bankruptcy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Details of the commencement of any other insolvency process or proceedings in respect of the Company.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION J

NOTICE OF DISCLOSURE

Applicable Laws relating to regulation of the Processing of Personal Data and matters connected thereto (“Data Protection Law”)

Pursuant to the requirement of Data Protection Law 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, including SEB Group of Companies. 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:

Name :
 Telephone Number :
 Email Address :

SECTION K

CERTIFICATION & CONFIRMATION

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

- (i) declares that he/she has, or has obtained from the relevant authority within the Company, the proper mandate and authority to disclose such information;
- (ii) consents to the processing of such information for the purpose described in the Notice of Disclosure;
- (iii) acknowledges that the processing of such information may be conducted by a third party on behalf of Sarawak Energy which may occur in another country than the country of disclosure; and
- (iv) 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 authorised representative of the Company:

Signature

Date

Name:

Designation: