



## No Gift Policy

1. The Company adopts a No Gift Policy that prohibits MMS employees from giving or receiving gifts. The No Gift Policy is meant to avoid conflict of interest or the appearance of conflict of interest to employees or external parties in the ongoing or potential business dealing between MMS and the external parties.
2. The Policy is applicable to employees in PETRONAS Holding Company Unit, Wholly Owned Subsidiary Unit and Partly Owned Subsidiary Unit (of more than 50% shareholding) under PETRONAS Terms & Conditions of employment
3. The Company's No Gift Policy PROHIBITS its employees, family member / household or agent acting on behalf of employee or family member to DIRECTLY / INDIRECTLY provide gifts or to receive gifts from external parties.
4. It is the responsibility of the employees to inform the external party involved in business dealing, that the Company's practices a No Gift Policy and to request for the external party's understanding of the Company's stand on the policy.
5. In the event that gift is still provided, employees shall be required to report to his / her departmental / divisional head on JG E5 and above using the HRM-P&P-REM-05-08-08(1): Gift Activity Reporting form and for the department to safe keep the form for future references and management reporting. However if the gifts are in the form of cash or cash equivalent (e.g. Voucher, discount, coupon, share, commission, and loan), employee is required to immediately decline such offering.

Signed and acknowledge

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Master

Ship Stamp:

Date :