

## **APPENDIX 1**

### **Vehicle Access Pass (VAP) and Temporary Vehicle Pass (TVP)**

#### a. Introduction

- i. Only vehicles with valid Vehicle Access Pass (VAP) or Temporary Vehicle Pass (TVP) are allowed to enter PIC and use designated parking area.
- ii. VAP is valid for two (2) years validity e.g. Expiry date will be displayed on the VAP and for TVP it has a different expiry date such as valid for one day or one week etc. depending on the type of TVP requested.

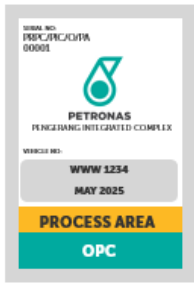
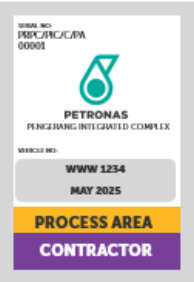
#### b. VAP registration requirements


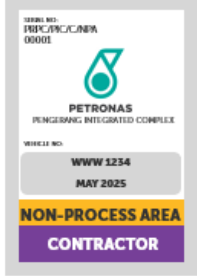
- i. A person can register a maximum of three (3) vehicles to have access to PIC, with the following combination subject that only one (1) vehicle should be driven / used to enter PIC and/or park at any designated areas;
  - 1 car, or
  - 2 cars, or
  - 1 motorcycle, or
  - 2 motorcycles, or
  - 1 car and 1 motorcycle, or
  - 2 cars and 1 motorcycle
- ii. The detailed personal vehicles scenarios mentioned above are as follows:
  - 1 car application will be issued with 1 VAP,
  - 2 cars application will receive 2 VAPs,
  - 1 motorcycle application will be issued with 1 VAP, if the applicant wants to register 1 additional motorcycle, the applicant will be issued with another VAP,
  - 2 motorcycles application shall receive 2 VAPs,
  - 1 car and 1 motorcycle application will be issued with 1 car VAP and 1 motorcycle VAP.
  - 2 cars and 1 motorcycle application will be issued with 2 car VAPs and 1 motorcycle VAP.

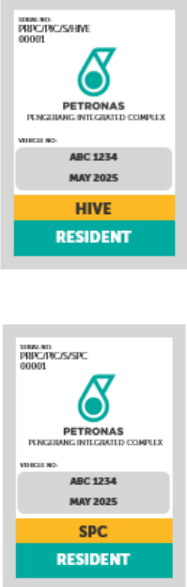

c. Application Process


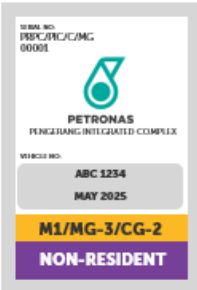
- i. All VAP & TVP applications shall be submitted through <https://myarrival.petronas.com/>.
- ii. VAP & TVP applications shall be supported by relevant supporting documents.
- iii. VAP & TVP applications need to get approval from the respective OPC focal person.
- iv. VAP vehicles is not exchangeable with another person (e.g. those who have ended their term passing the VAP to another person).
- v. VAP for Contractor company vehicles as workers transportation and functional activities, will be issued only for site access. These vehicles may only be parked temporarily at ISBL laydown, workshop and other work areas, and specifically designated areas.


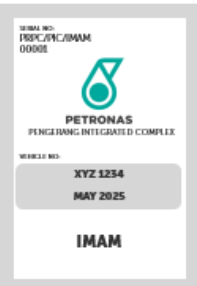
**Criteria of VAP (sticker) and TVP (placard)**

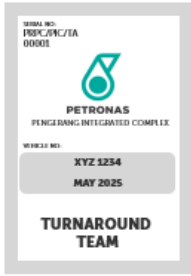


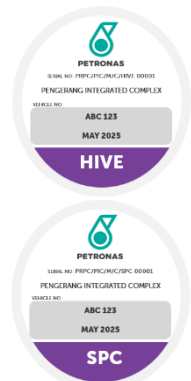
| No. | Type                                                                                | Description                                                                                     | Who can apply                                | Allowed gate entry                   | Allowed parking area                                                                                                                                                                                                             | Remarks                                                                                                                                                                                                                                                                                                                                                  |
|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   |    | <p>VAP<br/>OPC Company Vehicles (operating within Process Area and Non-Process Area)</p>        | <p>PRPC &amp; PIC<br/>OPCs<br/>Personnel</p> | <p>MG-1,<br/>MG-2 &amp;<br/>MG-3</p> | <p>Within site, NPB, THMO, The HIVE &amp; SPC Residence, TCF Area, SPC Admin Building and identified locations for company vehicles</p>                                                                                          | <ol style="list-style-type: none"> <li>OPC company vehicle are not allowed to be parked at Main Gates and designated parking area for personal vehicle.</li> <li>OPC Company vehicles (pickup truck, SUV and MPV) shall only be parked at the designated parking areas</li> </ol>                                                                        |
| 2   |  | <p>VAP<br/>Contractor Company Vehicles (operating within Process Area and Non-Process Area)</p> | <p>Contractors / Vendors<br/>Personnel</p>   | <p>MG-1,<br/>MG-2 &amp;<br/>MG-3</p> | <p>NPB, The HIVE &amp; SPC (as resident), THMO, TCF area, and these vehicles may only be parked temporarily at permitted open spaces such as ISBL laydown, workshop and other work areas, and specifically designated areas.</p> | <ol style="list-style-type: none"> <li>Contractor company vehicle is not allowed to be parked at Main Gates and designated parking area for personal vehicle.</li> <li>Contractor company vehicles are not allowed to be parked at designated area for OPC's company vehicles such as MCB 601, MCB 602, OPC manned buildings i.e. OSB201 etc.</li> </ol> |

| No. | Type                                                                                | Description                                                                         | Who can apply                          | Allowed gate entry     | Allowed parking area                                                                                                       | Remarks                                                                                                                                                                                                                                                                                                                                                                     |
|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3   |    | <p>VAP<br/>OPC Company Vehicles (operating within Non-Process Area only)</p>        | <p>PRPC &amp; PIC OPCs Personnel</p>   | <p>MG-1 &amp; MG-3</p> | <p>NPB, THMO, The HIVE &amp; SPC Residence, TCF Area, SPC Admin Building and identified locations for company vehicles</p> | <ol style="list-style-type: none"> <li>OPC company vehicle are not allowed to be parked at Main Gates and designated parking area for personal vehicle.</li> <li>OPC Company vehicles (pickup truck, SUV and MPV) shall only be parked at the designated parking areas</li> <li>OPC company vehicle are not allowed to pass thru all Process Gates</li> </ol>               |
| 4   |  | <p>VAP<br/>Contractor Company Vehicles (operating within Non-Process Area only)</p> | <p>Contractors / Vendors Personnel</p> | <p>MG-1 &amp; MG-3</p> | <p>NPB, THMO, The HIVE &amp; SPC Residence, TCF Area and identified locations</p>                                          | <ol style="list-style-type: none"> <li>Contractor company vehicle is not allowed to be parked at Main Gates and designated parking area for personal vehicle.</li> <li>Contractor company vehicles are not allowed to be parked at designated area for OPC's company vehicles.</li> <li>Contractor company vehicle is not allowed to pass thru all Process Gates</li> </ol> |



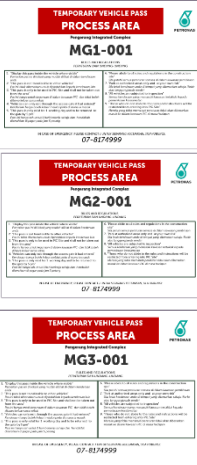
| No. | Type                                                                                | Description                                                    | Who can apply                                                                            | Allowed gate entry | Allowed parking area                                                                                                                   | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 5   |    | <p>VAP</p> <p>Staff Personal Vehicles – The HIVE &amp; SPC</p> | <p>PRPC &amp; PIC OPCs Personnel</p> <p>(As The HIVE &amp; SPC Resident – Long Stay)</p> | <p>MG-3</p>        | <p>The HIVE &amp; SPC Residence, M1 Road, Lot B, Lot S, Main Gates, Const. Gate 2, CMF, PIC GEC, SPC Admin Building, TCF and THMO.</p> | <ol style="list-style-type: none"> <li>1. Personal vehicles can only be parked at the designated parking area</li> <li>2. Personal vehicles are not allowed overnight at hybrid parking area and others designated parking area.</li> </ol>                                                                                                                                                                                             |
| 6   |  | <p>VAP</p> <p>Staff Personal Vehicles - Non-Resident</p>       | <p>PRPC &amp; PIC OPCs Personnel</p> <p>(As Non-Resident)</p>                            | <p>MG-3</p>        | <p>Main Gates, Const. Gate 2, M1 Road, THMO, Lot B (Masjid), CMF, PIC GEC, SPC Admin Building, and TCF area</p>                        | <ol style="list-style-type: none"> <li>1. Personal vehicles can only be parked at the respective Main Gates and designated parking area</li> <li>2. Personal vehicles are not allowed overnight at hybrid parking area and others designated parking area.</li> <li>3. For those who will be assigned as essential staff and required to stay at The Hive Residence, staff must apply for a short-stay placard / TVP at MG-3</li> </ol> |







| No. | Type                                                                                | Description                                                         | Who can apply                                                                  | Allowed gate entry | Allowed parking area                                                                                                        | Remarks                                                                                                                                                                                                                                     |
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| 7   |   | <p>VAP</p> <p>Contractor Personal Vehicles - The HIVE &amp; SPC</p> | <p>Contractors / Vendors Personnel</p> <p>(As The HIVE &amp; SPC Resident)</p> | <p>MG-3</p>        | <p>The HIVE &amp; SPC Residence, M1 Road, Lot B, Lot S, Main Gate 3 (MG-3), Const. Gate 2 (CG-2), CMF, PIC GEC and TCF.</p> | <ol style="list-style-type: none"> <li>1. Personal vehicles can only be parked at the designated parking area</li> <li>2. Personal vehicles are not allowed overnight at hybrid parking area and others designated parking area.</li> </ol> |
| 8   |  | <p>VAP</p> <p>Contractor Personal Vehicles – Non-Resident</p>       | <p>Contractors / Vendors Personnel</p> <p>(As Non-Resident)</p>                | <p>MG-3</p>        | <p>M1 Road, MG-3, CG-2, Lot B (Masjid), CMF, PIC GEC and TCF area</p>                                                       |                                                                                                                                                                                                                                             |





| No. | Type                                                                                | Description                   | Who can apply                              | Allowed gate entry | Allowed parking area                                                                                                                                | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| 9   |    | VAP<br>LTs Personal Vehicles  | PRPC & PIC<br>OPC CEOs,<br>LTs and<br>HODs | MG-3               | Designated parking area within The HIVE & SPC Residence, Main Gates, SPC Admin Building, TCF, THMO, Lot B, Lot S, M1 road, PIC GEC and CMF          | <ol style="list-style-type: none"> <li>Allocated for <ul style="list-style-type: none"> <li>PIC CEOs i.e., PRPC CEO/PRPC UF CEO/PRefChem CEO etc.),</li> <li>PRPC LTs (Tier 1 – Direct Report to PRPC CEO) i.e. Head POCM, Head HRM etc.</li> <li>PIC LTs (Direct Report to PIC/OPC CEOs i.e. PRefChem CEO/PC INA CEO/PRPC UF CEO/LGPC CEO etc)</li> <li>PIC HODs (GM and above)</li> <li>PRefChem LTs / MCs</li> </ul> </li> <li>Personal vehicles are not allowed overnight at hybrid parking area and others designated parking area.</li> </ol> |
| 10  |  | VAP<br>IMAM Personal Vehicles | IMAM                                       | MG-3               | Designated parking area within The HIVE & SPC Residence, Main Gates, TCF, Masjid Al Falah, Surau HIVE, THMO, Lot B, Lot S, M1 road, PIC GEC and CMF | <ol style="list-style-type: none"> <li>Allocated for PIC Imam</li> <li>Personal vehicles are not allowed overnight at hybrid parking area and others designated parking area</li> </ol>                                                                                                                                                                                                                                                                                                                                                             |




| No. | Type                                                                                | Description                                   | Who can apply                                                                   | Allowed gate entry | Allowed parking area                                                                                                          | Remarks                                                                                                                                                                                                                       |
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| 11  |    | VAP<br>TA Personal Vehicles                   | TA team                                                                         | -                  | Designated parking area within PIC                                                                                            | <ol style="list-style-type: none"> <li>1. Allocated for Turnaround Team</li> <li>2. Personal vehicles are not allowed overnight at hybrid parking area and others designated parking area</li> </ol>                          |
| 12  |   | VAP<br>Staff Motorcycle - The HIVE & SPC      | PRPC & PIC OPCs Personnel<br><br>(As The HIVE & SPC Resident – Long Stay)       | MG-3               | Designated parking area within The HIVE & SPC Residence, Main Gates, THMO, TCF, SPC Admin Building, Masjid Al Falah & PIC GEC | <ol style="list-style-type: none"> <li>1. Motorcycle can only be parked at the designated parking area</li> <li>2. Motorcycle are not allowed overnight at hybrid parking area and others designated parking area.</li> </ol> |
| 13  |  | VAP<br>Staff Motorcycle - Non-Resident        | PRPC & PIC OPCs Personnel<br><br>(As Non-Resident)                              | MG-3               | Designated parking within Main Gates, THMO, Masjid Al Falah, PIC GEC, TCF, SPC Admin Building and HIVE Block D                | <ol style="list-style-type: none"> <li>1. Motorcycle can only be parked at the designated parking area</li> <li>2. Motorcycle are not allowed overnight at hybrid parking area and others designated parking area.</li> </ol> |
| 14  |  | VAP<br>Contractor Motorcycle - The HIVE & SPC | Contractors / Vendors Personnel<br><br>(As The HIVE & SPC Resident – Long Stay) | MG-3               | Designated parking within The HIVE & SPC Residence, Main Gates, TCF, Masjid Al Falah & PIC GEC.                               | <ol style="list-style-type: none"> <li>1. Motorcycle can only be parked at the designated parking area</li> <li>2. Motorcycle are not allowed overnight at hybrid parking area and others designated parking area.</li> </ol> |



| No. | Type                                                                                | Description                                 | Who can apply                                            | Allowed gate entry | Allowed parking area                                                                                                         | Remarks                                                                                                                                                                                                                                                                                                  |
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| 15  |    | VAP<br>Contractor Motorcycle - Non-Resident | Contractors / Vendors Personnel<br><br>(As Non-Resident) | MG-3               | Designated parking within MGs, TCF, Masjid Al Falah, PIC GEC and HIVE Block D                                                | <ol style="list-style-type: none"> <li>Motorcycle can only be parked at the designated parking area</li> <li>Motorcycle are not allowed overnight at hybrid parking area and others designated parking area.</li> </ol>                                                                                  |
| 16  |   | VAP<br>TA Motorcyle                         | TA team                                                  | -                  | Designated parking area within PIC                                                                                           | <ol style="list-style-type: none"> <li>Allocated for Turnaround Team</li> <li>Motorcycle can only be parked at the designated parking area</li> <li>Motorcycle are not allowed overnight at hybrid parking area and others designated parking area.</li> </ol>                                           |
| 17  |  | TVP<br>Company Vehicles – Process Area      | PRPC, PIC OPCs & Contractors / Vendors Personnel         | MG-1, MG-2 & MG-3  | Within site, NPB, THMO, The HIVE & SPC Residence, TCF Area, SPC Admin Building and identified locations for company vehicles | <ol style="list-style-type: none"> <li>TVP Process Area and TVP Non-Process Area must be taken at respective MGs prior entering into site</li> <li>Company vehicle are not allowed to be parked at designated parking area for personal vehicle.</li> <li>Company vehicles (pickup truck, SUV</li> </ol> |

| No. | Type                                                                                                                                                                                                                                                                                                                                            | Description                                        | Who can apply                                                   | Allowed gate entry     | Allowed parking area                                                                                                       | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                                               | <p>TVP<br/>Company Vehicles – Non-Process Area</p> | <p>PRPC, PIC<br/>OPCs &amp; Contractors / Vendors Personnel</p> | <p>MG-1 &amp; MG-3</p> | <p>NPB, THMO, The HIVE &amp; SPC Residence, TCF Area, SPC Admin Building and identified locations for company vehicles</p> | <p>and MPV) shall only be parked at the designated parking areas located within site.</p> <ol style="list-style-type: none"> <li>Contractor’s and vendor’s company vehicles cannot be parked at designated area for PRPC &amp; OPC’s company vehicles.</li> <li>Contractors and vendors company vehicles may only be parked temporarily at permitted open spaces such as ISBL laydown, workshop and other work areas, and specifically designated areas.</li> </ol> |
| 18  |     | <p>TVP<br/>Personal Vehicles – Main Gates</p>      | <p>Visitor</p>                                                  | <p>MG-3</p>            | <p>MG-1, CG-2, MG-2 &amp; MG-3 (visitor parking area)</p>                                                                  | <ol style="list-style-type: none"> <li>TVP Gate Parking Area must be taken at respective gates prior to park the vehicle at designated parking area</li> </ol>                                                                                                                                                                                                                                                                                                      |

| No. | Type                                                                                | Description                         | Who can apply                                                | Allowed gate entry | Allowed parking area                                        | Remarks                                                                                                                                                                                                                                                                                                                                                                                       |
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| 19  |    | TVP<br>Personal Vehicles - The HIVE | PRPC, PIC<br>OPCs &<br>Contractors<br>/ Vendors<br>Personnel | MG-3               | The HIVE<br>Residence<br>(visitor<br>area) & M1<br>Road     | <ol style="list-style-type: none"> <li>Allocated for <ul style="list-style-type: none"> <li>short stay as essential staff/business trip</li> <li>family members, spouse, authority, and non-PIC staff</li> </ul> </li> <li>TVP The HIVE Parking Area must be taken at MG-3 prior to park the vehicle at designated parking area within The HIVE Residence and M1 Road parking area</li> </ol> |
| 20  |  | TVP<br>Personal Vehicles - THMO     | PRPC, PIC<br>OPCs &<br>Contractors<br>/ Vendors<br>Personnel | MG-3               | THMO and<br>RB                                              | <ol style="list-style-type: none"> <li>TVP THMO Parking Area must be taken at MG-3 prior to park the vehicle at designated parking area within THMO for meeting purposes etc</li> </ol>                                                                                                                                                                                                       |
| 21  |  | TVP<br>Personal Vehicles - TCF      | PRPC, PIC<br>OPCs &<br>Contractors<br>/ Vendors<br>Personnel | MG-3               | Lot B, Lot<br>S, Masjid<br>Al Falah,<br>PIC GEC,<br>and CMF | <ol style="list-style-type: none"> <li>TVP TCF Parking Area must be taken at MG-3 prior to park the vehicle at designated parking area within TCF</li> <li>Shall comply to the assigned route to parking area and are not allowed to roaming other areas.</li> </ol>                                                                                                                          |
| 22  |  | TVP<br>Personal Vehicles - Lot 16   | (Reserved<br>for<br>subscribers<br>ONLY)                     | MG-1               | Lot 16<br>(cars only)                                       | <ol style="list-style-type: none"> <li>TVP Lot 16 Parking Area will be distributed to PIC OPC/Tenants based on the number of parking bay subscriptions</li> <li>Staff must have a valid VAP before applying TVP Lot 16</li> </ol>                                                                                                                                                             |

| No. | Type                                                                                | Description                                                                                                                          | Who can apply                                                         | Allowed gate entry | Allowed parking area                                               | Remarks                                                                                                         |
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| 23  |    | <p>TVP</p> <p>Personal Vehicles - pregnant ladies, disabled person, injured person or those with debilitating medical conditions</p> | <p>PRPC, PIC OPCs, Visitors &amp; Contractors / Vendors Personnel</p> | <p>-</p>           | <p>MG-1 Pregnant Ladies, Injured Person &amp; OKU parking area</p> | <p>1. TVP PL/IP/OKU Parking Area must be taken at MG-1 prior to park the vehicle at designated parking area</p> |
| 24  |    | <p>TVP</p> <p>Personal Vehicles - pregnant ladies, disabled person, injured person or those with debilitating medical conditions</p> | <p>PRPC, PIC OPCs, Visitors &amp; Contractors / Vendors Personnel</p> | <p>-</p>           | <p>MG-2 Pregnant Ladies, Injured Person &amp; OKU parking area</p> | <p>1. TVP PL/IP/OKU Parking Area must be taken at MG-2 prior to park the vehicle at designated parking area</p> |
| 25  |  | <p>TVP</p> <p>Personal Vehicles - pregnant ladies, disabled person, injured person or those with debilitating medical conditions</p> | <p>PRPC, PIC OPCs, Visitors &amp; Contractors / Vendors Personnel</p> | <p>MG-3</p>        | <p>THMO Pregnant Ladies, Injured Person &amp; OKU parking area</p> | <p>1. TVP PL/IP/OKU Parking Area must be taken at MG-3 prior to park the vehicle at designated parking area</p> |