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اءوتوريتي فيتروليوم نكارا بروني دارالسلام  
PETROLEUM AUTHORITY OF BRUNEI DARUSSALAM

## Brunei Darussalam Oil and Gas Exploration and Production Guidelines

### Volume 1: Annual Work Programme and Budget Guideline



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## Revision Record

Revision Number	Description	Revision Date
0	Annual Work Programme and Budget Guideline	August, 2017
1	Annual Work Programme and Budget Guideline - Transfer of Regulatory Undertaking (Roles to PA)	September, 2020

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## Abbreviations

In this guideline, the following abbreviations are referred:

<b>#</b>	Number of Units
<b>ABEX</b>	Abandonment Expenditure or Abandonment Cost
<b>API RP 754</b>	American Petroleum Institute Recommended Practice Process Safety Indicator
<b>B\$ MIn</b>	Brunei Dollars in Million
<b>BCM</b>	Billion Cubic Metres of Natural Gas
<b>BP</b>	Business Plan
<b>CAPEX</b>	Capital Expenditure or Capital Cost
<b>CFFO</b>	Cash Flow from Operation
<b>CO<sub>2</sub></b>	Carbon Dioxide
<b>DBE</b>	Decision Board Endorsement
<b>EXPEX</b>	Exploration Expenditure or Exploration Cost
<b>FDP</b>	Field Development Plan
<b>FE</b>	Final Endorsement (i.e. Endorsed by Decision Board or Closing Forecast Budget)
<b>FID</b>	Final Investment Decision
<b>FYLE</b>	Full Year Latest Estimate
<b>H<sub>2</sub>S</b>	Hydrogen Sulphide
<b>HC</b>	Hydrocarbon
<b>HSSE</b>	Health, Security, Safety and Environment
<b>IB</b>	Initial Budget or Business Plan Budget or Closing Forecast Budget
<b>IIA</b>	Investment Incentive Agreement
<b>IOGP 456</b>	International Association of Oil and Gas producers on Process Safety – Recommended practice on Key Performance Indicator
<b>IPP</b>	Into Plant Price
<b>Kbbl/d</b>	Thousand Barrel per Day
<b>Kboe/d</b>	Thousand Barrel of Oil Equivalent per Day
<b>KPI</b>	Key Performance Indicator
<b>Ktpa</b>	Thousand Tonnes per Annum
<b>LBD</b>	Local Business Development
<b>LE</b>	Latest Estimate
<b>LLG</b>	Lumut Light Gasoline
<b>LTC</b>	Long Term Contract
<b>LTIG</b>	Lost Time Injury Frequency
<b>MIn</b>	Million
<b>MIn m<sup>3</sup>/d</b>	Million Meter Cube per Day
<b>Mmboe</b>	Million Barrels of Oil Equivalent
<b>MOD</b>	Money of the Day
<b>MS</b>	Milestone

## Annual Work Programme and Budget Guideline

<b>NFA</b>	No Further Activity
<b>NIAT</b>	Net Income After Tax
<b>OPEX</b>	Operating Expenditure or Operating Cost
<b>OUL</b>	Own Use and Loses
<b>POS</b>	Probability of Success
<b>Pre-FID</b>	Pre-Final Investment Decision
<b>Post-FID</b>	Post-Final Investment Decision
<b>RRR</b>	Reserves Replacement Ratio
<b>SL</b>	Special Levy
<b>SME</b>	Small Medium Enterprise
<b>SSC</b>	Service Staff Contract
<b>SAC</b>	System Availability Constrain
<b>TRCF</b>	Total Recoverable Case Frequency
<b>UOC</b>	Unit Operating Cost
<b>US\$/MMBtu</b>	US Dollar per Million British Thermal Unit

## Definitions

In this guideline, the following definitions are referred:

<b>Joint Party</b>	Joint Party with aim to indicate which organization i.e. government agencies or companies are also doing the same initiative in the social investment
<b>OUL</b>	Own Use and Loses defines as production consumption for power generation or due to flaring and venting etc.
<b>Pre-FID</b>	Pre-FID defines as project identified which has not passed the FID stage yet in the project milestone
<b>Post-FID</b>	Post-FID defines as project identified which has passed the FID stage in the project milestone
<b>Scheduled</b>	Scheduled Deferment defines as the deferment in production that have been pre-arranged or planned for a specific period of time
<b>Unscheduled</b>	Unscheduled Deferment defines as the deferment in production that is caused by an unpredictable event that was not pre-arranged or planned
<b>4C</b>	As per UK Energy Institute Hearts and Mind, a typical Consequence Level 4 is PTD or up to 3 fatalities, Major damage, Major environment effect. Typical Likelihood C is 'Has happened in the Company or Occurs in Industry more than a year'. Other equivalent classifications are acceptable by provision of Company Risk Assessment Matrix with explanation. <a href="http://publishing.energyinst.org/heartsandminds/toolkit/RAM">http://publishing.energyinst.org/heartsandminds/toolkit/RAM</a>

## 1. Introduction

The Annual Work Programme and Budget Guideline (AWPB) is Volume 1 of The Brunei Oil and Gas Exploration and Production Guidelines. This volume provides the guidelines for the oil and gas Operators in Negara Brunei Darussalam throughout the hydrocarbon life cycle phases.

This guideline extends to the detail of principles, rights and obligations established in the regulations, by describing steps to be taken or clarifying conditions of implementations. They do not introduce concepts or commitments that fall outside the regulatory framework or unreasonable characteristic as judged against the standards and practices prevailing in the industry.

### 1.1 Objectives

The objective of this guideline is to ensure that upstream oil and gas operators in Brunei Darussalam are in compliance with the requirements of the Petroleum Mining Agreement (PMA) and the Petroleum Sharing Agreement (PSA) in which the Annual Work Programme and Budget submission is to be submitted for approval annually at least **sixty (60)** or **ninety (90)** days prior to the commencement of each Agreement or Calendar Year. The annual submission sets out the operations to be conducted during the during the following Agreement Year and detailing the estimated budget thereof, together with an outline work programme for the next **four (4)** Agreement Years or end of the agreement year whichever is lesser.

The Authority will utilize the Annual Work Programme and Budget as a reference to the new Calendar year activities plan and budget for the field or block concession. The Operators have to ensure that they commit to the plan and budget as promised as indicated in the approved Annual Work Programme and Budget.

The Operators are required to provide specific information and data that describes the planned work programme and budget to the fullest extent. Thus, Volume 1 of Brunei's Oil and Gas E&P Guidelines, the Annual Work Programme and Budget Guideline, is provided with a principal role of defining the minimum reporting requirements of the exchange data and information between the Operators to the Authority for the Annual Work Programme and Budget submissions. This guideline set a specific methodology on structuring the AWPB submission so that the submissions are standardized in a systematic manner.

### 1.2 Roles and Responsibilities

Oil and gas operators in Brunei are responsible for compliance with all applicable laws and Government directives, and obligations to the specific petroleum contracts or agreements.

### 1.3 Scope of Work

This guideline provides guidance for oil and gas operators in Brunei Darussalam throughout the phases of the hydrocarbon lifecycle.



*Figure 1.1: Chart showing life-cycle phase of hydrocarbon resources from Exploration to Decommissioning and Restoration for the Annual Work Programme and Budget Guideline*

This guideline sets out the minimum requirement for the annual work programme and its associated budget for all the phases in the hydrocarbon lifecycle, including all planned activities as well as forecasted. Adherence to this guideline will be demonstrated through the reporting and submission of relevant information to the Authority.

This guideline may be revised and amended from time to time upon written notice by the Authority and subject to such revision or amendments being consistent with the provision of either the PSA or PMA as well as the applicable laws in force in Brunei Darussalam at the material time. All operators shall adhere to relevant laws, regulations and guidelines as well as international standards.

## 2. Minimum Requirements

This section refers to the minimum requirements for the annual work programme and budget submission including its associated assets and block concessions consistent with the Oil and Gas industry practice. Its compliance to this guideline will be demonstrated through the conduct and reporting of the details of work programme and budget. All charts and tables shown in the contents are sample figures with random data values.

There are 15 sections in the guidelines which covers all aspects of the Operator's work program and budget:

### 2.1 Introduction

The Operator shall include an Introduction section clarifying the basis of the operator's Annual Work Programme and Budget submission.

### 2.2 Executive Summary

The Operator shall describe a summary of the main focus work activities and budgets that are included in the Annual Work Programme and Budget submission. A tabulated quarterly timeline of the work summary shall also be included.

### 2.3 Initial Budget Reference Sheet

The Initial Budget reference sheet provides an overview of the reserve and resource volumes, reserves replacement ratio, production forecast and plan budget.

Provide a 5-year forecast Initial Budget with whichever applicable contents as shown below.

Content	Unit	20XX	20XX	20XX	20XX	20XX
<b>Oil Price (MOD)</b>	US\$/bbl					
<b>Gas IPP</b>	US\$/MMBtu					
<b>Exchange Rate</b>	B\$:US\$					
<b>Reserves Replacement Ratio</b>	#					
<b>Predrill Volume</b>	Mboe					
<b>Production</b>	Kboe/d					
• Oil	kbb/d					
• Gas Production	Mm <sup>3</sup> /d					
• Gas Sales	Mm <sup>3</sup> /d					
• Condensate	Kbb/d					
• New Oil and Gas	kboe/d					
• Field Management Incremental	Kboe/d					
<b>Deferment</b>	% and Kboe/d					
• Scheduled	% and Kboe/d					
• Unscheduled	% and Kboe/d					

<b>Capital Cost</b>	B\$ Mln					
• Pre-FID	B\$ Mln					
• Post-FID	B\$ Mln					
• Field Management	B\$ Mln					
• Asset Management	B\$ Mln					
• Production Cost	B\$ Mln					
<b>Exploration Cost</b>	B\$ Mln					
• Drilling	B\$ Mln					
• Seismic	B\$ Mln					
• Wells Drilled	# Wells					
<b>Operation Cost</b>						
• Base excluding Feasibility Studies budget	B\$ Mln					
• Feasibility Studies Budget	B\$ Mln					
• UOC Baseline + Feasibility Studies Budget	B\$/boe					
<b>Decommissioning and Restoration Cost</b>	B\$ Mln					
• Wells	B\$ Mln					
• Facilities	B\$ Mln					
• Wells Abandon	#					
• Pipeline	# and length					
<b>Financials</b>						
• NIAT	B\$ Mln					
• CFFO	B\$ Mln					
• Cash Surplus / Deficit	B\$ Mln					
• Royalty/SL/Taxes	B\$ Mln					
• Planned Dividends	B\$ Mln					
• Government Take	B\$ Mln					
• Operator Take	B\$ Mln					

## 2.4 Minimum Work Commitment

Operators shall include a Minimum Work Commitment section. The Minimum Work Commitment describes a list of scope of work or minimum obligations that the Operator shall fulfil. Objectives may include the minimum coverage of acquisition and processing over the Contract Area, number of Drillings with a minimum drill depth, or other geophysical assessments and studies. The scope shall also mention the proposed work programme's Minimum Expenditure Commitment.

## 2.5 Health, Safety, Security and Environment

The identification of hazards and control of risks to a level that as low as is reasonably practicable is a fundamental legal requirement on all Duty Holders. Implementing the identified controls is a key requirement of the Control of Major Accident Hazards regulations and is essential to ensuring a

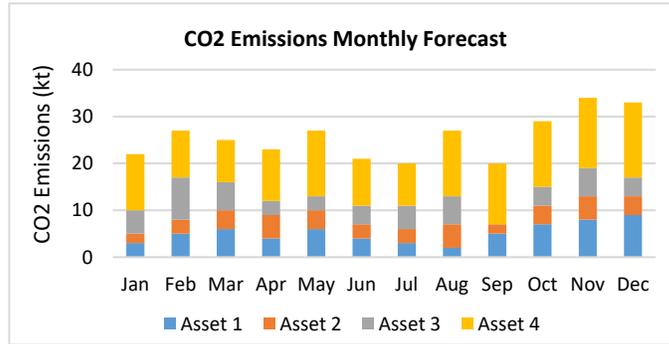
sustainable and safe working environment. All duty holders are required to ensure that the provision and maintenance of plant and systems of work that, are so far as is reasonably practicable, safe and without risks to health.

Operators are required to:

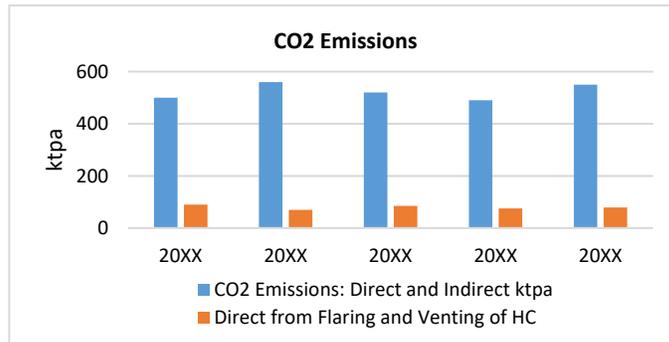
Content	Minimum Requirement
<b>HSSE</b>	<ul style="list-style-type: none"> <li>▪ Describe the HSSE Goal and Target KPI for Major Accident Hazards and Occupational Health.</li> <li>▪ Provide a historical TRCF Performance of at least 5 years including the TRCF target</li> <li>▪ Provide a historical performance of process safety management, for at least 5 years, to include Tier 2 and Tier 3 Process Safety Events as defined by API RP 754 and in IOGP 456.</li> <li>▪ Provide a historical performance of incidents of actual consequence level 4 and above, and Potential 4C and above on Companies Risk Matrix.</li> </ul>
<b>Improvement Plan and Activities</b>	<ul style="list-style-type: none"> <li>▪ Provide descriptions of HSSE improvement plans such as the following, but are not limited to:                             <ul style="list-style-type: none"> <li>• HSE Leadership</li> <li>• Transport Safety</li> <li>• Emergency Response</li> <li>• Oil Spill Response</li> <li>• Crisis Management</li> <li>• Health</li> <li>• Security</li> <li>• HSE assurance</li> <li>• Asset Integrity</li> </ul> </li> <li>▪ Describe HSSE Safety Plans, such as the following:                             <ul style="list-style-type: none"> <li>• H2S Plans</li> <li>• Environmental Plans</li> <li>• Regulatory Compliance</li> </ul> </li> </ul>

**CO<sub>2</sub> Emissions Forecast**

- Illustrate a bar chart with data labels showing CO<sub>2</sub> Emissions (thousand tonnes) monthly forecast of each asset, if applicable



- Illustrate a bar chart showing a 5-year forecast data of CO<sub>2</sub> and Direct Flaring and Venting of Hydrocarbon in ktpa



## 2.6 Detailed Work Programme

### 2.6.1 Hydrocarbon Maturation

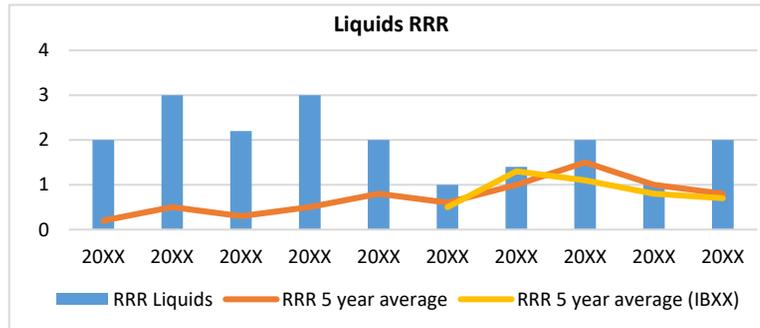
Hydrocarbon projects goes through stages of milestones to take Final Investment Decision (FID) to enable safe long-term productions.

Operators are required to:

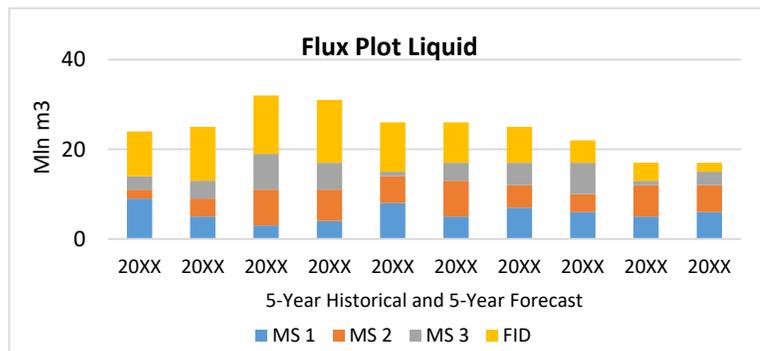
Content	Minimum Requirement
<p><b>Hydrocarbon Maturation Funnel</b></p>	<ul style="list-style-type: none"> <li>▪ Illustrate individual horizontal liquid and gas funnels in Ml m3 and BCM respectively, to represent the progress of firm projects and projects that are not in plan                             <div data-bbox="522 638 1073 913" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> </li> <li>▪ Describe an overview of the projects that are expected to take FID:                             <ul style="list-style-type: none"> <li>• Project Milestones</li> <li>• FID Date</li> <li>• Onstream Date</li> </ul> </li> </ul>

**Long Term  
Hydrocarbon  
Maturation Flux**

- Illustrate bar charts showing:
  - Individual Liquid and Gas RRR, including:
    - RRR Liquids and RRR Gas
    - RRR of at least a 5-year history and forecast of the average
    - RRR of at least 5-year history and forecast of the average based on previous business plan



- Individual Liquid (Mln m3) and Gas Flux (bcm), including:
  - Flux plot of at least a 5-year history and forecast from the initial Milestones (MS) to FID in terms of volume



- Provide a tabulated data of Flux plot for Liquid and Gas

		Liquid (Mln m3)					Gas (BCM)				
MS	Projects	20XX	20XX	20XX	20XX	20XX	20XX	20XX	20XX	20XX	20XX
MSx	Project 1										
	Project 2										
Total											

### 2.6.2 Geological, Geoscience and Seismic

Initial phase of the exploration period involves geophysical acquisition campaign where acreage areas are covered with 3D survey and electromagnetic data. The application of the state-of-the-art higher technologies have allowed more efficient searches maximizing ultimate recovery from the fields, with lower cost development opportunities.

Operators are required to:

Content	Minimum Requirement															
<b>Seismic Survey</b>	<ul style="list-style-type: none"> <li>Provide a 5-year Seismic Plan and Budget                             <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="background-color: #800000; color: white;">Survey</th> <th style="background-color: #800000; color: white;">Type</th> <th style="background-color: #800000; color: white;">Year</th> <th style="background-color: #800000; color: white;">Budget (B\$ Mln)</th> <th style="background-color: #800000; color: white;">Scope</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Survey A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Survey B</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </li> </ul>	Survey	Type	Year	Budget (B\$ Mln)	Scope	Survey A					Survey B				
Survey	Type	Year	Budget (B\$ Mln)	Scope												
Survey A																
Survey B																
<b>Exploration Seismic Studies</b>	<ul style="list-style-type: none"> <li>Provide a tabulation on the Exploration Seismic Studies showing the description of scope, its respective budget and location for external support                             <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="background-color: #800000; color: white;">Description Scope</th> <th style="background-color: #800000; color: white;">External Support (B\$ Mln)</th> <th style="background-color: #800000; color: white;">External Support Location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Survey A</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Survey B</td> <td></td> <td></td> </tr> </tbody> </table> </li> </ul>	Description Scope	External Support (B\$ Mln)	External Support Location	Survey A			Survey B								
Description Scope	External Support (B\$ Mln)	External Support Location														
Survey A																
Survey B																
<b>Processing Plan</b>	<ul style="list-style-type: none"> <li>Provide a tabulated description for each seismic data processing project for the planned year including the location                             <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="background-color: #800000; color: white;">Project</th> <th style="background-color: #800000; color: white;">External Support Location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Project A</td> <td></td> </tr> <tr> <td style="text-align: center;">Project B</td> <td></td> </tr> </tbody> </table> </li> </ul>	Project	External Support Location	Project A		Project B										
Project	External Support Location															
Project A																
Project B																

### 2.6.3 Exploration and Appraisal

Operators are required to:

Content	Minimum Requirement																																																																		
<b>Exploration Venture Plan and focus areas</b>	<ul style="list-style-type: none"> <li>▪ Include a map of the Operators acreage license</li> <li>▪ List the exploration studies such as:                             <ul style="list-style-type: none"> <li>• QI Study</li> <li>• Prospect Maturation</li> <li>• Post Drill Well</li> </ul> </li> <li>▪ Define on focus areas or strategic themes for exploration activities</li> <li>▪ Outline Exploration Challenges and focus areas to address the challenges</li> <li>▪ Provide a tabulation on the exploration projects that will be executed for the planned year                             <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th>20XX Projects</th> <th>EXPEX (B\$M) (MOD)</th> <th>Risked Oil (Mln m3)</th> <th>Risked Gas (BCM)</th> <th>Risked (mmboe)</th> <th>POS (%)</th> </tr> </thead> <tbody> <tr> <td>Project A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Project B</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </li> <li>▪ Provide a 5-year plan of the year of execution, total number of wells, Exploration Cost and Expected Recoverable Volume                             <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th></th> <th>20XX</th> <th>20XX</th> <th>20XX</th> <th>20XX</th> <th>20XX</th> </tr> </thead> <tbody> <tr> <td>Exploration Project A</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Exploration Project B</td> <td></td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Well Count</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Exploration Cost (B\$ Mln)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Risked Liquid (Mln m3)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Risked Gas (BCM)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Volume (mmboe)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </li> </ul>	20XX Projects	EXPEX (B\$M) (MOD)	Risked Oil (Mln m3)	Risked Gas (BCM)	Risked (mmboe)	POS (%)	Project A						Project B							20XX	20XX	20XX	20XX	20XX	Exploration Project A	X					Exploration Project B				X		Well Count						Exploration Cost (B\$ Mln)						Risked Liquid (Mln m3)						Risked Gas (BCM)						Total Volume (mmboe)					
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Total Volume (mmboe)																																																																			
<b>Data Acquisition Plan</b>	<ul style="list-style-type: none"> <li>▪ Provide a list of activity plans and budget with regards to special analysis to be carried out abroad, such as the following, but not limited to:                             <ul style="list-style-type: none"> <li>• Physical Sample (i.e. Full Core, Core Plugs, etc.)</li> <li>• Fluid Sample</li> </ul> </li> <li>▪ Provide a list of activity plans and budget with regards to Well Testing (Drill Stem Test), Venting or Flaring for an Exploration/Appraisal well</li> </ul>																																																																		

### 2.6.4 Feasibility Studies

Operators are required to:

Content	Minimum Requirement																												
<b>Feasibility Studies Projects</b>	<ul style="list-style-type: none"> <li>Provide a tabulation for a list of planned and ongoing feasibility studies projects stating its respective planned budget, location of study and their resources' companies, if applicable</li> </ul>																												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #800000; color: white;">Resources</th> <th style="background-color: #800000; color: white;">Project Name</th> <th style="background-color: #800000; color: white;">20XX Budget B\$ Mln</th> <th style="background-color: #800000; color: white;">Location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Resource 1</b></td> <td style="text-align: center;"><b>Project A</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>Project B</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>Total</b></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Resource 2</b></td> <td style="text-align: center;"><b>Project C</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>Project D</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>Total</b></td> <td></td> <td></td> </tr> </tbody> </table>	Resources	Project Name	20XX Budget B\$ Mln	Location	<b>Resource 1</b>	<b>Project A</b>				<b>Project B</b>				<b>Total</b>			<b>Resource 2</b>	<b>Project C</b>				<b>Project D</b>				<b>Total</b>		
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	<b>Resource 2</b>	<b>Project C</b>																											
	<b>Project D</b>																												
	<b>Total</b>																												
<b>FDP</b>	<ul style="list-style-type: none"> <li>Provide a tabulation of the submission date of the FDP's prior to FID for the planned year</li> </ul>																												

### 2.6.5 Drilling

Operators are required to:

Content	Minimum Requirement								
<b>Drilling Overview</b>	<ul style="list-style-type: none"> <li>Define and provide a tabulated overview of the rig strategies</li> </ul>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #800000; color: white;">Rigs</th> <th style="background-color: #800000; color: white;">Comments</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Rig A</td> <td></td> </tr> <tr> <td style="text-align: center;">Rig B</td> <td></td> </tr> <tr> <td style="text-align: center;">Rig C</td> <td></td> </tr> </tbody> </table>	Rigs	Comments	Rig A		Rig B		Rig C	
	Rigs	Comments							
	Rig A								
Rig B									
Rig C									

### 2.6.6 Project Delivery

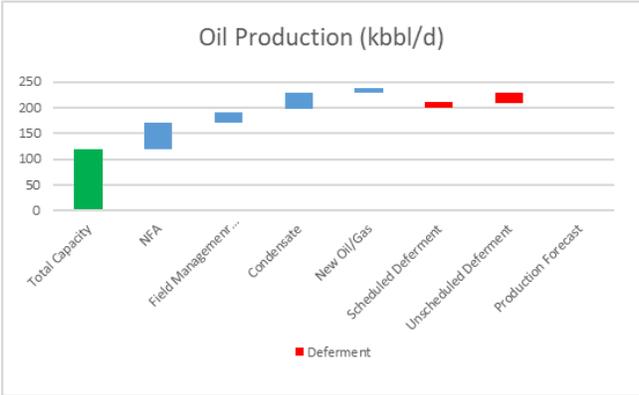
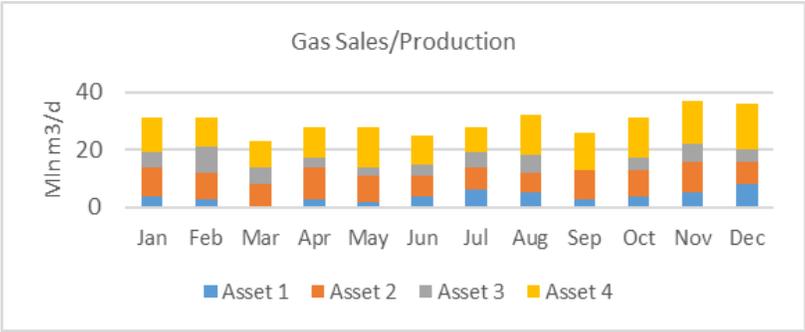
The numbers of project executed by Operators can vary as investment level for the projects may differ from year to year.

Operators are required to:

Content	Minimum Requirement																					
<b>Projects</b>	<ul style="list-style-type: none"> <li>Illustrate key metrics for Projects and mark whichever quarter that the project will be execute</li> </ul>																					
	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="background-color: #800000; color: white;">Projects</th> <th style="background-color: #800000; color: white;">Milestone</th> <th style="background-color: #800000; color: white;">Q1</th> <th style="background-color: #800000; color: white;">Q2</th> <th style="background-color: #800000; color: white;">Q3</th> <th style="background-color: #800000; color: white;">Q4</th> </tr> </thead> <tbody> <tr> <td>Project A</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Project B</td> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> </tbody> </table>				Projects	Milestone	Q1	Q2	Q3	Q4	Project A		X				Project B				X	
	Projects	Milestone	Q1	Q2	Q3	Q4																
	Project A		X																			
Project B				X																		
<ul style="list-style-type: none"> <li>Provide a tabulation on key projects executed on their respective locations, if applicable, for the planned year and its previous year</li> </ul>																						
	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="background-color: #800000; color: white;"></th> <th style="background-color: #800000; color: white;">Asset</th> <th style="background-color: #800000; color: white;">20XX</th> <th style="background-color: #800000; color: white;">20XX</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="background-color: #800000; color: white; vertical-align: middle;"><b>Location</b></td> <td>Asset 1</td> <td>Project X</td> <td>Project X</td> </tr> <tr> <td>Asset 2</td> <td>Project X</td> <td>Project X</td> </tr> <tr> <td>Asset 3</td> <td>Project X</td> <td>Project X</td> </tr> <tr> <td>Asset 4</td> <td>Project X</td> <td>Project X</td> </tr> </tbody> </table>					Asset	20XX	20XX	<b>Location</b>	Asset 1	Project X	Project X	Asset 2	Project X	Project X	Asset 3	Project X	Project X	Asset 4	Project X	Project X	
	Asset	20XX	20XX																			
<b>Location</b>	Asset 1	Project X	Project X																			
	Asset 2	Project X	Project X																			
	Asset 3	Project X	Project X																			
	Asset 4	Project X	Project X																			
	<ul style="list-style-type: none"> <li>Provide an overview and status of the projects.</li> </ul>																					

### 2.6.7 Production

Operators are required to:

Content	Minimum Requirement																								
<b>Production</b>	<ul style="list-style-type: none"> <li>Provide a tabulation of 5-year Oil/Condensate Production (kbbl/d), Gas Sales or Production (mln m3/d) and Own Use and Losses (mln m3/d) Forecast                             <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #800000; color: white;"></th> <th style="background-color: #800000; color: white;">20XX</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Oil Production (kbbl/d)</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Gas Sales (Mln m3/d)</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>OUL (Mln m3/d)</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </li> </ul>		20XX	20XX	20XX	20XX	20XX	<b>Oil Production (kbbl/d)</b>						<b>Gas Sales (Mln m3/d)</b>						<b>OUL (Mln m3/d)</b>					
		20XX	20XX	20XX	20XX	20XX																			
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<b>Gas Sales (Mln m3/d)</b>																									
<b>OUL (Mln m3/d)</b>																									
<ul style="list-style-type: none"> <li>Provide individual charts to illustrate the production build-up of Oil/Condensate and Gas that includes deferment (i.e. scheduled and unscheduled), new oil/condensate/gas, Field Management, and NFA or Total Capacity, if applicable.                             <div style="text-align: center; margin: 10px 0;">  <p><b>Oil Production (kbbl/d)</b></p> </div> </li> <li>Provide individual charts to illustrate the monthly production forecast for Oil Production and for Gas Sales/Production for each asset or block concession, including any adjustment, system availability and etc. if applicable.                             <div style="text-align: center; margin: 10px 0;">  <p><b>Gas Sales/Production</b></p> </div> </li> </ul>																									

- Provide tabulation of the monthly production forecast for new Oil/Condensate (kbb/d) and new Gas (Mln m3/d) for the planned year.

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	FYLE
Oil / Condensate production (kbb/d)													
Gas Sales or Production (Mln m3/d)													
Contributor		Well-W, Well-X	Well-Y	Well-Z	etc.								

- Provide an overview and a tabulation for oil/condensate and another for gas scheduled and unscheduled deferment in percentage and volume (kbb/d for Oil and Condensate, Mln m3/d for Gas) for each asset or block concession if applicable

Oil /Condensate / Gas	Asset 1	Asset 2	Asset 3	Asset 4
<b>Scheduled</b>				
<b>Unscheduled</b>				

- Tabulate the estimated scheduled deferment for key turnarounds/Annual Maintenance Plan for each asset or block concession if applicable.

**Deferments**

Major Turnarounds	Asset	Start Date	Finish Date	Duration	Oil deferment (kbb/d) Annualised	Gas deferment (Mln m3/d) Annualised	Oil deferment (kbb) Volume	Gas deferment (Mln m3) Volume

<p style="text-align: center;"><b>Injection</b></p>	<ul style="list-style-type: none"> <li>Illustrate a bar chart with data labels showing an estimated 5-year injection forecast if applicable, for each field.</li> </ul> <div data-bbox="646 298 1188 613" data-label="Figure"> <p style="text-align: center;">Yearly Injection Forecast</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Asset 1 (m<sup>3</sup>/d)</th> <th>Asset 2 (m<sup>3</sup>/d)</th> </tr> </thead> <tbody> <tr> <td>20XX</td> <td>6000</td> <td>2500</td> </tr> <tr> <td>20XX</td> <td>5000</td> <td>1000</td> </tr> <tr> <td>20XX</td> <td>7000</td> <td>1500</td> </tr> <tr> <td>20XX</td> <td>4000</td> <td>2000</td> </tr> <tr> <td>20XX</td> <td>5000</td> <td>2500</td> </tr> <tr> <td>20XX</td> <td>6000</td> <td>2000</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>Illustrate a bar chart with data labels showing the monthly injection forecast for the year of forecast for each asset or block concession if applicable, for each field.</li> </ul> <div data-bbox="620 785 1224 1117" data-label="Figure"> <p style="text-align: center;">Monthly Injection Forecast</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Asset 1 (m<sup>3</sup>/d)</th> <th>Asset 2 (m<sup>3</sup>/d)</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>7000</td><td>3000</td></tr> <tr><td>Feb</td><td>7000</td><td>2000</td></tr> <tr><td>Mar</td><td>8000</td><td>2000</td></tr> <tr><td>Apr</td><td>7000</td><td>1000</td></tr> <tr><td>May</td><td>7000</td><td>1000</td></tr> <tr><td>Jun</td><td>8000</td><td>1000</td></tr> <tr><td>Jul</td><td>7000</td><td>2000</td></tr> <tr><td>Aug</td><td>5000</td><td>3000</td></tr> <tr><td>Sep</td><td>4000</td><td>4000</td></tr> <tr><td>Oct</td><td>4000</td><td>3000</td></tr> <tr><td>Nov</td><td>7000</td><td>1000</td></tr> <tr><td>Dec</td><td>7000</td><td>1000</td></tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>Describe the basis of the estimated forecasts.</li> </ul>	Year	Asset 1 (m <sup>3</sup> /d)	Asset 2 (m <sup>3</sup> /d)	20XX	6000	2500	20XX	5000	1000	20XX	7000	1500	20XX	4000	2000	20XX	5000	2500	20XX	6000	2000	Month	Asset 1 (m <sup>3</sup> /d)	Asset 2 (m <sup>3</sup> /d)	Jan	7000	3000	Feb	7000	2000	Mar	8000	2000	Apr	7000	1000	May	7000	1000	Jun	8000	1000	Jul	7000	2000	Aug	5000	3000	Sep	4000	4000	Oct	4000	3000	Nov	7000	1000	Dec	7000	1000
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Dec	7000	1000																																																											
<p style="text-align: center;"><b>Field Management</b></p>	<ul style="list-style-type: none"> <li>Provide a table indicating the breakdown of the Field Management planned activities' Capital and Operation budget for the planned year.</li> <li>Provide a chart illustration of the monthly forecast, including the cumulative of:             <ul style="list-style-type: none"> <li>Field Management Oil and Gas:</li> </ul> </li> </ul> <div data-bbox="604 1470 1234 1843" data-label="Figure"> <p style="text-align: center;">Monthly Field Management Oil and Gas Split</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Oil (kbb/d)</th> <th>Gas (kboe/d)</th> <th>Cumulative (kboe/d)</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1.5</td><td>0.5</td><td>0.5</td></tr> <tr><td>Feb</td><td>1.5</td><td>0.5</td><td>1.0</td></tr> <tr><td>Mar</td><td>1.5</td><td>0.5</td><td>1.5</td></tr> <tr><td>Apr</td><td>2.5</td><td>1.5</td><td>2.0</td></tr> <tr><td>May</td><td>2.5</td><td>1.5</td><td>2.5</td></tr> <tr><td>Jun</td><td>1.5</td><td>0.5</td><td>3.0</td></tr> <tr><td>Jul</td><td>1.5</td><td>0.5</td><td>3.5</td></tr> <tr><td>Aug</td><td>3.0</td><td>1.5</td><td>4.0</td></tr> <tr><td>Sep</td><td>1.5</td><td>0.5</td><td>4.5</td></tr> <tr><td>Oct</td><td>2.5</td><td>1.5</td><td>5.0</td></tr> <tr><td>Nov</td><td>2.5</td><td>1.5</td><td>5.5</td></tr> <tr><td>Dec</td><td>1.5</td><td>0.5</td><td>6.0</td></tr> </tbody> </table> </div>	Month	Oil (kbb/d)	Gas (kboe/d)	Cumulative (kboe/d)	Jan	1.5	0.5	0.5	Feb	1.5	0.5	1.0	Mar	1.5	0.5	1.5	Apr	2.5	1.5	2.0	May	2.5	1.5	2.5	Jun	1.5	0.5	3.0	Jul	1.5	0.5	3.5	Aug	3.0	1.5	4.0	Sep	1.5	0.5	4.5	Oct	2.5	1.5	5.0	Nov	2.5	1.5	5.5	Dec	1.5	0.5	6.0								
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- Field Management Restoration and Optimisation for Oil and Gas

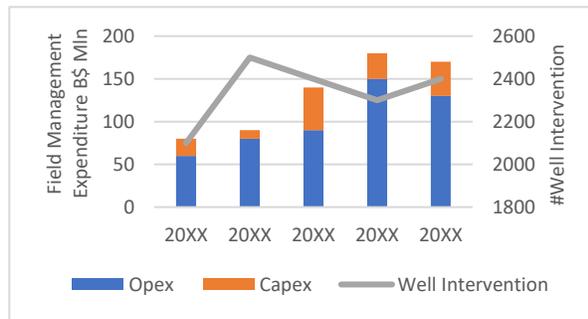
- Provide a tabulation of Field Management planned activities associated with the number of units and crews, planned tasks and number of wells and its remarks.

The Field Management planned activities may include but not limited to:

- Wireline
- Wellhead Maintenance
- Coiled Tubing Unit/Vessel
- Hoist
- Grouting
- CO<sub>2</sub> Tracer
- Electric Wireline Services
- Multi-Purpose Vessel/Crew Boat

Field Management Activity	No. of Units/Crews	Planned Tasks/Wells	Remarks
Activity A			
Activity B			
Activity C			

- Provide a chart illustration of at least a 5-year forecasted Field Management Budget and the planned number of Well Intervention



- Provide an overview and list of Metering Plans for improving well test facilities

## 2.7 Key Technology Plan

Operators are required to:

Content	Minimum Requirement				
<b>Key Technology Plan</b>	<ul style="list-style-type: none"> <li>▪ Provide an overview on the key technology plan that explains the following:                             <ul style="list-style-type: none"> <li>• The aim of deploying the selected technology</li> <li>• The expected benefits from the technology</li> <li>• The business themes with its associated challenges</li> <li>• The categories of the level of maturation</li> <li>• Opportunity of local knowledge transfer and developing local capability</li> </ul> </li> <li>▪ Provide a tabulated list of technologies planned to be deployed associated with its level of maturity, areas of discipline, and the year to be implemented, if required</li> </ul>				
	<b>Business Theme</b>	<b>Technology/Process</b>	<b>Maturity Level</b>	<b>Discipline</b>	<b>Year</b>
	<b>Theme 1</b>				
	<b>Theme 2</b>				
	<b>Theme 3</b>				

## 2.8 Asset Maintenance Plan

Operators are required to:

Content	Minimum Requirement				
<b>Asset Maintenance Plan</b>	<ul style="list-style-type: none"> <li>▪ Provide a 5-year forecast of the asset maintenance plan roadmap</li> <li>▪ Outline a list of key focus areas of maintenance for the planned year</li> <li>▪ Describe key activities in the asset maintenance plans, including budget plans that may include but not limited to:                             <ul style="list-style-type: none"> <li>• Pipelines</li> <li>• Painting</li> <li>• Inspections</li> <li>• Maintenance and Construction</li> <li>• Subsea Inspections</li> <li>• Reliability Improvements</li> <li>• Non-hydrocarbon facilities</li> <li>• Safety critical equipment</li> </ul> </li> <li>▪ Short description if the activities are relying on shutdown activities</li> </ul>				

<b>Estimated Cost</b>	<ul style="list-style-type: none"> <li>▪ Provide a 5-year Asset Maintenance Budget plan</li> <li>▪ State the estimated costs for the activities</li> </ul>																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="text-align: left;">Expenditure (B\$ Mln)</th> <th>20XX</th> <th>20XX</th> <th>20XX</th> <th>20XX</th> <th>20XX</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Capital Cost</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Operation Cost</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Expenditure (B\$ Mln)	20XX	20XX	20XX	20XX	20XX	<b>Capital Cost</b>						<b>Operation Cost</b>					
	Expenditure (B\$ Mln)	20XX	20XX	20XX	20XX	20XX													
	<b>Capital Cost</b>																		
<b>Operation Cost</b>																			

## 2.9 Decommissioning and Restoration

Operators should carry out Decommissioning and Restoration activities in accordance with local legislation and Brunei Darussalam Oil and Gas E&P Guidelines Volume 11: Decommissioning and Restoration Guidelines.

Operators are required to:

Content	Minimum Requirement								
<b>Planned Decommissioning and Restoration Activities</b>	<ul style="list-style-type: none"> <li>▪ Provide a tabulated 5-year forecast of the planned Decommission, Abandonment and Restoration Activities</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="text-align: center;">Year</th> <th style="text-align: center;">Planned Activities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">20XX</td> <td></td> </tr> <tr> <td style="text-align: center;">20XX</td> <td></td> </tr> <tr> <td style="text-align: center;">20XX</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Describe the activities for the planned year including the enablers and challenges</li> </ul>	Year	Planned Activities	20XX		20XX		20XX	
Year	Planned Activities								
20XX									
20XX									
20XX									
<b>Decommissioning and Restoration Cost</b>	<ul style="list-style-type: none"> <li>▪ Include a 5-Year Decommissioning and Restoration Budget Outlook and expenditure related to activities prior to the actual decommissioning.</li> </ul>								

## 2.10 Human Resource Management

Operators are required to:

Content	Minimum Requirement																		
<b>Manpower Plan</b>	<ul style="list-style-type: none"> <li>▪ Provide a list for Inflow and Outflow Manpower Plan for the planned year and the next five years as required by the Manpower Policy &amp; Planning Unit</li> <li>▪ Provide a tabulation on the historical and proposed target on the manpower, categorized to employee groups including expatriate positions for the next five years as required by the Manpower Policy &amp; Planning Unit via the sectoral workforce planning template in addition to the table below.</li> </ul> <table border="1" style="margin-left: 20px; margin-top: 10px;"> <thead> <tr style="background-color: #800000; color: white;"> <th>Employee</th> <th>20XX</th> <th>20XX</th> <th>20XX</th> <th>20XX</th> <th>20XX</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Locals</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Expatriate</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Employee	20XX	20XX	20XX	20XX	20XX	<b>Locals</b>						<b>Expatriate</b>					
Employee	20XX	20XX	20XX	20XX	20XX														
<b>Locals</b>																			
<b>Expatriate</b>																			
<b>Bruneianisation</b>	<ul style="list-style-type: none"> <li>▪ Describe the management of sustaining the number of Bruneians in the company.</li> <li>▪ Describe the overview of Operator's initiative of conducting Talent Review to review the readiness of individuals.</li> <li>▪ Include a historical and next five years plan tabulated data of the recruited graduates and the number of Bruneians at established technical professional salary group and above for the planned year and its previous year.</li> </ul>																		
<b>Staff Development and Training Plan</b>	<ul style="list-style-type: none"> <li>▪ Describe the initiative undertaken by the operators in order to ensure staff development and their training plan for the planned year which includes internal/external workshops and conferences etc.</li> <li>▪ Provide an overview on staff development and training plan which may include the following:             <ul style="list-style-type: none"> <li>• Secondment Opportunities</li> <li>• Internship Programmes</li> <li>• Succession Plans</li> <li>• International assignment</li> </ul> </li> <li>▪ Include a tabulation of training programs, workshops and conferences associated with the respective budget.</li> </ul> <table border="1" style="margin-left: 20px; margin-top: 10px;"> <thead> <tr style="background-color: #800000; color: white;"> <th></th> <th>Training Program</th> <th>Budget (B\$ Mln)</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center; vertical-align: middle;"><b>Internal</b></td> <td style="text-align: center;"><b>Program A</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Program B</b></td> <td></td> </tr> <tr> <td rowspan="2" style="text-align: center; vertical-align: middle;"><b>External</b></td> <td style="text-align: center;"><b>Program C</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Program D</b></td> <td></td> </tr> </tbody> </table>		Training Program	Budget (B\$ Mln)	<b>Internal</b>	<b>Program A</b>		<b>Program B</b>		<b>External</b>	<b>Program C</b>		<b>Program D</b>						
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	<b>Program D</b>																		

## 2.11 Contracts and Procurement

Operators are required to:

Content	Minimum Requirement												
<p><b>Contracts</b></p>	<ul style="list-style-type: none"> <li>▪ Provide an overview and a summary diagram of contracts that has been awarded and a high-level summary of the contracts considered to be awarded for the planned year.</li> <li>▪ Illustrate in a bar chart that shows at least three (3) years of historical and forecasted of the Third Party Spend in B\$ Mln</li> <li>▪ Include in a pie chart showing the percentage of Third Party Spend according to each category, not limited to the sample categories depicted in the chart below:                             <div data-bbox="623 810 1227 1163" style="text-align: center;"> <table border="1" style="margin: 0 auto;"> <caption>Third Party Spend by Category</caption> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Operations</td> <td>22%</td> </tr> <tr> <td>Corporate</td> <td>24%</td> </tr> <tr> <td>Logistics</td> <td>16%</td> </tr> <tr> <td>Wells</td> <td>16%</td> </tr> <tr> <td>Projects</td> <td>22%</td> </tr> </tbody> </table> </div> </li> </ul>	Category	Percentage	Operations	22%	Corporate	24%	Logistics	16%	Wells	16%	Projects	22%
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Logistics	16%												
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Projects	22%												
<p><b>Local Business Development (LBD)</b></p>	<ul style="list-style-type: none"> <li>▪ Provide an overview of the key focus LBD Activities, as well as a tabulation of the LBD Deliverables such as, but not limited to:                             <ul style="list-style-type: none"> <li>• Local Employment</li> <li>• Local Content</li> <li>• Energy Business Academy</li> <li>• Contracts to be awarded to SMEs</li> <li>• SME Development Program</li> <li>• LBD Flagship Projects</li> </ul> </li> <li>▪ Provide a list of contracts for goods and services contracted locally and internationally including its LBD quadrant, Approved Contract Value and timeline.</li> <li>▪ Provide a list of Tender Plan for goods and services to be contracted locally and internationally including its LBD quadrant, Contracting Strategy, estimated Contract Value and timeline.</li> </ul>												

<b>Local Content</b>	<ul style="list-style-type: none"><li>▪ Describe and set the Local Content Performance (Local Employment and Local Goods and Services)</li><li>▪ Illustrate a bar chart that shows the historical Local Content Performance (Planned vs Actual) of at least 3 years</li></ul>
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## 2.12 Social Investment

Social Investment activities allows the company to financially contribute and share their expertise to support the development opportunities of the community.

Operators are required to:

Content	Minimum Requirement				
<b>Social Investment</b>	<ul style="list-style-type: none"> <li>▪ Provide a tabulated overview on the social investment programmes with their associated budget sectioned according to their corresponding themes, such as, but not limited to:                             <ul style="list-style-type: none"> <li>• Education</li> <li>• Small Medium Enterprise Development</li> <li>• Environment and Biodiversity</li> <li>• Community Development</li> <li>• Research and Development</li> <li>• National Events</li> </ul> </li> </ul>				
	Social Investment Themes	Proposals	New initiatives	Joint Party With	Budget (B\$ Mln)
	<b>Theme 1</b>	Proposal A			
		Proposal B			
	<b>Theme 2</b>	Proposal C			
		Proposal D			

### 2.13 Proposed Budget

The proposed budget can act as a target or goal for the Operators to compare with their upcoming actual values so that decisions can be made for any foreseeable deviations.

Operators are required to:

Content	Minimum Requirement		
<b>Proposed Financial Expenditure</b>	<ul style="list-style-type: none"> <li>▪ Provide a tabulated Key Metrics that comprises of:                             <ul style="list-style-type: none"> <li>• Total Capital Investment (Capital Cost and Exploration Cost)</li> <li>• Total Operation Cost</li> <li>• Total Decommissioning and Restoration (D&amp;R) Cost</li> </ul> </li> </ul>		
	B\$ Mln	IBXX 20XX	FE 20XX
	Capital Cost		
	Exploration Cost		
	Total Capital Investment		
	Operation Cost		
	D&R Cost		

<b>Capital Investment Expenditure</b>	<ul style="list-style-type: none"> <li>▪ Provide a tabulated Capital Investment Expenditure which may include but not limited to:                             <ul style="list-style-type: none"> <li>• Total Capital Cost:                                     <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Drilling</li> <li>• Facilities</li> </ul> </li> <li>• Total Exploration Cost:                                     <ul style="list-style-type: none"> <li>• Exploration studies</li> <li>• Seismic</li> <li>• Exploration wells</li> </ul> </li> </ul> </li> </ul>																																	
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	<ul style="list-style-type: none"> <li>▪ Provide a tabulation on the details of Capital Cost, that may include but not limited to:                             <ul style="list-style-type: none"> <li>• Hydrocarbon Projects</li> <li>• Field Management</li> <li>• Non-Hydrocarbon Projects</li> </ul> </li> </ul>																																	
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<b>Operation Cost</b>	<ul style="list-style-type: none"> <li>▪ Provide a tabulated Operation Cost, that may include but not limited to:                             <ul style="list-style-type: none"> <li>• Manpower Support</li> <li>• Non-Hydrocarbon Projects</li> <li>• Asset Maintenance</li> <li>• Field Management</li> <li>• Feasibility Studies Budget</li> <li>• General Studies</li> <li>• Unitisation</li> <li>• Corporate Social Responsibility</li> </ul> </li> </ul>																					
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## 2.14 Appendix

Operators are required to:

Content	Minimum Requirement
<b>Social Investment</b>	<ul style="list-style-type: none"> <li>▪ Provide a tabulated 5-Year Plan of the Development Projects for each asset or block concession if applicable of the following groups:                             <ul style="list-style-type: none"> <li>• Production</li> <li>• Capital Cost</li> <li>• Exploration Cost</li> <li>• Operation Cost</li> <li>• Abandonment Cost</li> </ul>                             for each of the following categories, but are not limited to:                             <ul style="list-style-type: none"> <li>• Exploration Case</li> <li>• Pre-FID</li> <li>• Post FID</li> <li>• NFA</li> <li>• Corporate</li> </ul> </li> </ul>

						Production kboe/d				
	Category	Field	Projects	Onstream	FID	20XX	20XX	20XX	20XX	20XX
		Field 1	Project A Project B							
	Field 2	Project C								

<b>Feasibility Studies</b>	<ul style="list-style-type: none"> <li>▪ Provide a summary scope of the feasibility projects undertaken by their respective development and studies department, which include its respective engineering departments, that if applicable may include:                             <ul style="list-style-type: none"> <li>• Offshore or Onshore Brownfield Scope</li> <li>• Offshore or Onshore Facilities Engineering Scope</li> <li>• Asset Maintenance Scope</li> </ul> </li> </ul>
<b>Drilling Sequence</b>	<ul style="list-style-type: none"> <li>▪ Provide a monthly drilling sequence for each rig for the planned year</li> <li>▪ Illustrate a breakdown of a 5-year drilling sequence</li> </ul>
<b>Organization Chart</b>	<ul style="list-style-type: none"> <li>▪ Provide                             <ul style="list-style-type: none"> <li>• an organization chart of the names of High-Level Managements up to at least third level.</li> <li>• in excel spreadsheet the details such as the list of employees, positions, reporting line and salary level, progression plan, duration in the current position, expatriates or locals and vacant positions as a minimum.</li> </ul> </li> </ul>

### 2.15 Glossary

Operators are required to provide the terms or phrases of the abbreviations used in the Annual Work Programme and Budget.

### 3. Submission and Reviews

The Authority requires that all required information that are submitted have to be comprehensive but fit-for-purpose stand-alone documents which have a complete set of information and/or references attached. The submission timeline of the Annual Work Programme and Budget is as referenced in the Petroleum Mining Agreement (PMA) and/or Petroleum Sharing Agreement (PSA).

Operators are required to submit one (1) electronic copy of the proposed Annual Work Programme and Budget to the Authority not less than **sixty (60) or ninety (90) days** prior to the beginning of the Agreement or Calendar Year or subject to the respective PMA/PSA for review. Should there be any amendments, the Operator shall amend and resubmit one (1) electronic copy of the amended Annual Work Programme and Budget for approval. The operator shall organize an engagement or review meeting with the Authority or upon request by the Authority to enhance understanding on the submitted Annual Work Programme and Budget.

The Operators shall also organize engagement or review meetings with the Authority or upon request by the Authority every quarterly for an update of the status of the work programme and budget with the closing of the former year performance to be reported in the quarter one of the new Calendar year.

