# JFP LIMITED

## **CHARTER FOR AUDIT COMMITTEE**

APPROVED BY THE BOARD OF DIRECTORS OF THE COMPANY ON  ${\rm AUGUST~8,\,2023}$ 

### 1. Purpose

The Audit Committee shall assist the Board of Directors ("the Board") of JFP Limited ("the Company") in the oversight of the integrity of the financial statements of the Company, the effectiveness of the internal control over financial reporting, the independent Auditor's qualifications and independence, the performance of the Company's Internal Audit function and the Company's compliance with legal and regulatory requirements.

## 2. Membership

The Audit committee shall be appointed by the Board. The committee shall consist of not less than three members, with the majority of members at any one time being independent non-executive directors of the Company. A quorum shall be two members.

The committee chairperson shall be appointed by the Board from among the independent non-executive directors.

#### 3. Attendance at meetings

The Chief Executive Officer ('CEO'), the General Manager and the Chief Financial Officer will attend meetings of the Committee as Invitees. A representative of the external Auditors of the Company shall attend meetings at the invitation of the committee.

The Board Chairperson shall attend as an Invitee, but will not be a Member of the Committee.

Other Board members shall attend if invited by the committee.

There should be at least one meeting a year where the external Auditors attend the committee meeting without management present.

The Company Secretary shall be secretary of the committee.

#### 4. Frequency of meetings

Meetings shall be held not less than five times per year, and should coincide with key dates in the Company's financial reporting cycle.

External Auditors or Internal Auditors may request a meeting if they consider that one is necessary.

## 5. Authority

The committee is authorized by the Board to:

- investigate any activity within its terms of reference;
- seek any information that it requires from any employee of the Company and all employees are directed to cooperate with any request made by the committee; and

• obtain outside legal or independent professional advice, and such advisors may attend meetings as necessary

## 6. Responsibilities

The committee's responsibilities shall be:

- to appoint, recommend the retention of and oversee the work of the independent external Auditor employed to conduct the annual Audit (including resolution of disagreements between the Auditors and management regarding financial reporting), assess the independence of the external Auditor, ensuring that Audit partners are rotated at appropriate intervals;
- to recommend to the Board the approval of the Audit fee and to pre-approve any fees in respect of non-Audit services provided by the external Auditor and to ensure that the provision of non-Audit services does not impair the external Auditors' independence or objectivity;
- to discuss with the external Auditor, before the Audit commences, the nature and scope of the Audit and to review the Auditors' quality control procedures and steps taken by the Auditor to respond to changes in accounting standards and other regulatory requirements;
- to oversee the process for selecting the external Auditor and make appropriate recommendations through the Board to the shareholders to consider at the annual general meeting;
- to review the external Auditor's management letter and management's response;
- following completion of the annual Audit, review separately with the external Auditor any
  significant difficulties encountered during the course of the Audit, including any
  restrictions on the scope of activities or access to required information, and any accounting
  adjustments that were noted or proposed by the Auditor and were unrecorded as immaterial
  or otherwise.
- to ensure that an internal Audit function is adequately resourced or is outsourced;
- to review management's and the internal Auditor's reports on the effectiveness of systems for internal financial control, financial reporting and risk management;
- to review, and challenge where necessary, the actions and judgments of management, in relation to the monthly and annual financial statements before submission to the Board, paying particular attention to:
  - i. critical accounting policies and practices, and any changes in them;
  - ii. decisions requiring a major element of judgment;
  - iii. the extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;
  - iv. the clarity of disclosures;
  - v. significant adjustments resulting from the Audit; and
  - vi. the going concern assumption.

- The Audit Committee shall provide assistance to the Board of Directors of the Company in fulfilling its responsibility to the shareholders in respect of the policies, practices, and strategies that relate to the management of the financial affairs of the Company.
- The Audit Committee also shall perform such other functions and exercise such other powers as may be delegated to it from time to time by the Board of Directors.
- The Audit Committee's primary purpose is to:
  - i. Review management's plans to manage the Company's exposure to financial risk;
  - ii. Review the Company's cash plan, balance sheet, and capital structure;
  - iii. Review the Budget for the upcoming financial year;
  - iv. Review the Company's capital allocation strategy, including the cost of capital; and
  - v. Recommend dividend actions to the Board of Directors.

## 7. Reporting procedures

The Company Secretary shall circulate the minutes of meetings of the committee to all members of the Board.

The committee chairperson or, if the committee chairperson is not available, another member of the committee, shall attend the Board meeting at which the accounts are approved.

The committee members shall participate in the annual review of their work as part of the Board evaluation process.

The chairperson of the committee shall attend the Annual General Meeting and shall answer questions, through the chairperson of the Board, on the Audit committee's activities and its responsibilities.

#### 8. Review of Charter

The Committee shall review and reassess the adequacy of this Charter annually and amend it if necessary.