

Application for ICV Certifier



Introduction

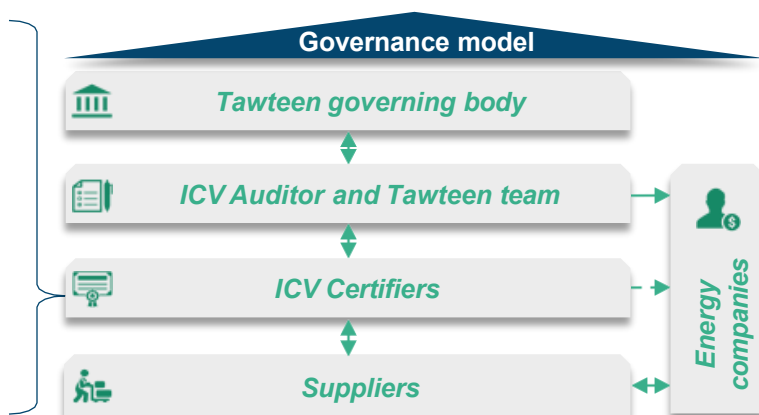
In-Country Value (“ICV”) is an initiative, under the Tawteen program, designed to boost suppliers’ contribution to the local economy by localizing procurement spend and participating in the development of local talent and suppliers.

As part of Tawteen governance, companies are required to get their ICV Scorecards and Plans certified by pre-approved independent entities according to the latest version of Agreed-Up On Procedures (“AUP”).

This application form will be reviewed by Tawteen and be used for the appointment of Certifiers.

The ICV Certification is a process to accurately and fairly validate supplier or contractor ICV Scorecards/ Plans. It provides a mechanism to ensure that the provided certificate meets the calculation criteria and evaluation requirements.

ICV Certifiers will be appointed by Tawteen to conduct independent Certification of ICV Scorecards and Plans. They will attend an ICV Certifiers panel led by Tawteen ICV steering committee.



ICV Certifier role

ICV certification

- I. Engage formally with the Company seeking Certification through the corresponding engagement letter.
- II. Use the most current ICV Request for Information list (which is maintained and provided by the Auditor) to obtain documentation necessary to complete the Certification process.
- III. Perform test procedures according to the latest version of the ICV Agreed-Up On Procedures and ICV Guidelines.
- IV. Ensure that the information input by the Company seeking Certification in the ICV Scorecard is in line with the current version of the ICV Scorecard Submission Handbook, ICV Certifiers Clarification Database, and the latest audited financial statements.
- V. Issue a factual finding report, in accordance with ISRS 4400 (R), which includes detailed findings on each of the Agreed-Up On Procedures performed.
- VI. The detailed findings in the AUP Report must be appropriately reflected in the certificate.
- VII. Stamp the corresponding certificate for identification purposes only, clearly referencing the AUP Report.

Support

- I. Attend and contribute to the ICV Certifiers panel meeting.
- II. Seek written guidance from the auditor in case of unusual and urgent matter while conducting the ICV Certification process.
- III. Respond to clarifications from the Company engaged and seeking Certification.

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ICV Certifier requirements

1. Companies applying must have a valid local commercial registration (“CR”) upon submission and be registered with the Ministry of Commerce & Industry to provide professional services including audit, accounting, tax and consulting services in the State of Qatar.
2. Companies applying must be included in the Company's Chartered Accountants records, held by the Ministry of Commerce & Industry, with at least one audit partner holding an active audit license with the Ministry Commerce and Industry. The company must have resources with Internal and External Audit experience and must be currently providing audit and assurance services in Qatar.
3. The company applying must have a risk-management policy, covering at a minimum the following:
 - Independence and ethical requirements, based on International Ethics Standards Board for Accountants® (“IESBA”) code of ethics
 - Know Your Customer (KYC) and Anti-Money Laundering (AML) regulations in Qatar.
4. At a minimum, companies must have at least 2 identified experiences Engagement Leaders in the local market to oversee the ICV Certification Program and the engagement leader should have authorization to sign on behalf of their Firm. To be classified and identified as an experienced Engagement Leader in the local market, the following factors should be considered:
 - Resident in Qatar.
 - Minimum 15 years of total experience with Audit and Non-Audit Engagements.
 - International professional qualification in the field of accounting (i.e., CPA, ACCA, or equivalent).
5. The ICV Certifier shall, at a minimum, have a team that consists of the following:
 - Engagement Leader(s)
 - Review Manager(s)
 - Fieldwork Team
6. The ICV Certifier shall have electronic working papers and a document management system, with the following features, at a minimum:
 - Restricted access rights: Access rights limitations to safeguard the security and data integrity unique to each client, ensuring that these constraints are applicable only to the designated team and not extended to other team members.
 - Audit trail: Chronological log of actions, showcasing evidence, signoffs, and logged changes.
 - Review process: Systematic procedure for review of EWPs with clearly defined roles, responsibilities, and involvement of team members in both the preparation and review of fieldwork.
 - Archiving: Archiving process for the working papers which is to be made available to the ICV auditor upon request.
7. The ICV Certifier is required to acknowledge and sign a document that contains confirmation of the following:

- Confirmation that no offshoring of work or outsourcing to other companies without prior approval from QatarEnergy.
- Confirmation to attend ICV Certifier panel meetings, onboarding sessions, and training workshops.
- Confirmation to follow the ICV Certifier Guidelines that includes a right of audit and access to working papers by QatarEnergy or its appointed ICV Auditor on a regular basis or as and when required.
- Confirmation to adhere to international standards and local regulations applicable to the ICV engagement (such as IESBA, KYC, AML requirements applicable in the State of Qatar).
- Confirmation to obtain Tawteen ICV Certificate within (1) month of joining the ICV Certifiers panel.
- Confirmation to act professionally, ethically and impartially while conducting all activities related to the ICV program.
- Confirmation to conduct a competent, independent and impartial review of suppliers in accordance with the requirements of this ICV Certification guidelines.
- Confirmation to contribute to the preparation of potential awareness/training workshops for suppliers.
- Confirmation to report any instances of non-compliances by suppliers.
- Confirmation to comply with the set due dates for completion of required corrective actions, if any.
- Confirmation to comply with any other responsibilities assigned by Tawteen that are deemed necessary for the effective implementation of the ICV Program.

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Instructions on completing the application form

1. Complete the application form, ensuring all required information is provided.
2. Submit the completed application form along with all required supporting documents in soft copy to Tawteen through the EFSM platform.
3. Contact the Tawteen Service Center at 40136477 to configure your EFSM account for document submission.

Application for ICV Certifier**Attachments required**

1. Commercial registration.
2. Valid Audit License(s) of Audit Firm Partner(s)
3. Team structure, skill sets and key personnel CVs and qualifications.
4. Qatar IDs of Engagement Leaders.
5. Background information on the local firm including the organizational structure by line of service, grade, headcounts, capability, turnover rate, name of the electronic working paper management system to be used for ICV purposes including its main functionalities (i.e., access rights, review process, audit trail, archiving)..etc.
6. Top 5 relevant credentials (include your previous ICV/ local content Certification experience in other countries, if applicable).
7. Ownership structure. In the case of a limited liability company, please include the names and addresses of the directors, and the shareholders and their percentage share of the company's shareholding.
8. Company's Risk Management Policy and Procedure.
9. Confirmation document signed by the engagement leader (*please use the template attached with this application on page 11*).

Data Protection

All information and data requested in this form is being collected to allow Tawteen to review your application to become an ICV Certifier, and assist in the appointment process. Tawteen is fully committed to handling data in accordance with data protection legislations and best data protection practices.

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1. Company details

Company name

CR number

Address

Phone

Establishment year

Last year - 2

Last year - 1

Latest / current year

Revenue, QAR

Net income, QAR

No. of employees

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2. Assigned ICV engagement leaders

First person

Name

Qualifications

Phone

Years of experience

Email

a. Does the nominated Engagement Leader possess an active audit license?

Yes

No

b. Is the nominated Engagement Leader a resident in Qatar?

Yes

No

Additional Remark(s)

Application for ICV Certifier

2. Assigned ICV engagement leaders

Second person

Name

Qualifications

Phone

Years of experience

Email

a. Does the nominated Engagement Leader possess an active audit license?

Yes

No

b. Is the nominated Engagement Leader a resident in Qatar?

Yes

No

Additional Remark(s)

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3. Fit and Proper

a. Has the entity ever been compulsory wound up; or had an administrator, receiver or liquidator appointed; or made a compromise or similar arrangement with its creditors; or ceased trading in circumstances where its creditors did not receive (or have not yet received) full settlement of their claims?

Yes No If 'Yes' please give details

b. Has the entity ever had an administration order made against it on grounds of insolvency?

Yes No If 'Yes' please give details

c. Has the entity ever had a receiver appointed by a creditor or by a court on the application of a creditor?

Yes No If 'Yes' please give details

d. Has the entity, in Qatar or elsewhere, ever been refused the right or been restricted in the right to carry on any trade, business or profession for which a specific license, registration or other authority is required?

Yes No If 'Yes' please give details

e. Have you or the entity, in Qatar or elsewhere, with which you are, or have been associated as director, controller, manager or qualifying shareholder:

- ever been the subject of an investigation into allegations of misconduct or malpractice, the subject of any current criminal investigations and/or proceedings and/or the subject of any civil proceedings or litigation in connection with your professional activities?

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3. Fit and proper

- ever been the subject of a regulatory disciplinary measure or been refused or had revoked or restricted or suspended a license or authorization to carry on a business activity for which a specific license or authorization or other permission is required?
- ever been censured, admonished, reprimanded, excluded, otherwise disciplined or publicly criticized by any court or law, regulatory authority, professional body or trade association?
- ever been found guilty of conducting or been investigated for possible conduct of any licensable activities without the necessary license, authorization or permits?

Yes

No

If 'Yes' please give details

f. Do you have a dedicated core management team, that is based in Qatar, to lead the Certification job?

Yes

No

If 'Yes' please provide the number of staff

g. Are your internal policies and procedures in line with international standards with regard to Business Continuity Management System and Information Security?

Yes

No

ICV Certifier Application Confirmation:

We hereby apply to be accepted as an ICV Certifier, as part of Tawteen program.

- To the best of our knowledge, we certify that the details provided in this application are correct and accurate.
- To the best of our knowledge, we are not aware of any reason that our company should not be fit to be an ICV Certifier.
- We undertake that, if accepted as an ICV Certifier, we will comply with the Qatari laws and regulations which, at the time of acceptance and thereafter, are in force.
- We undertake that, if accepted as an ICV Certifier, we will observe and uphold the highest ethical and professional standards.
- We undertake that, if accepted as an ICV Certifier, we will perform faithfully and promptly any service that we are retained or employed to undertake in our professional capacity.
- We confirm that no offshoring of work or outsourcing to other companies without prior approval from QatarEnergy.
- We confirm that we will attend ICV Certifier panel meetings, onboarding sessions, and training workshops related to the ICV Program.
- We confirm that we will follow the ICV Certifier Guidelines that includes a right of audit and access to working papers by QatarEnergy or its appointed ICV Auditor on a regular basis or as and when required.
- We confirm that we will adhere to international standards and local regulations applicable to the ICV engagement (such as IESBA, KYC, AML requirements applicable in the State of Qatar).
- We confirm that we will act professionally, ethically and impartially while conducting all activities related to the ICV program.
- We confirm that we will conduct a competent, independent and impartial review of suppliers in accordance with the requirements of this ICV certification guidelines.
- We confirm that we will contribute to the preparation of potential awareness/training workshops for suppliers.
- We confirm that we will report any instances of non-compliances by suppliers.
- We confirm that we will comply with the set due dates for completion of required corrective actions, if any.
- We confirm that we will comply with any other responsibilities assigned by Tawteen that are deemed necessary for the effective implementation.

ICV Certifier:**Signature**
