

Tawteen In-Country Value (ICV) Program

Detailed ICV Scorecard Submission Handbook



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1.0 Introduction (1/2)

ICV Scorecard







The ICV Scorecard is a historical view of The Company's achieved in-country value (ICV) from business operations, based on their latest audited financial statements.

Each ICV Scorecard must be validated by an ICV Certifier (pre-approved chartered accounting firm). A valid ICV Score is mandatory for all companies seeking to do business with the Energy Sector in Qatar.

The Company is advised to begin by reading this **Detailed ICV Scorecard Submission Template Handbook** before attempting to create a new ICV Scorecard on Tawteen's ICV Digital Portal. This set of guidelines will provide information about the template, how to complete each section and how to submit the template to the ICV Certifier.

ICV Formula

$$\text{ICV}\% = \frac{\text{Eligible Local Cost}}{\text{Total Cost}} + \text{Bonus}\%$$

| | | | | |
|---|--|--|---|---------------------------|
| A |  Goods | Spend on local tangible goods and materials | 1 | Productivity & Automation |
| |  Services | Spend on manpower and local services, including overhead expenses | | 2 |
| B |  Workforce Training | Spend on training activities provided to local employees | 3 | Investment Growth |
| C |  Supplier Development | Spend on development activities provided to local suppliers | 4 | Qatarization |
| D |  Investments in Fixed Assets | Spend on local assets, including depreciation and amortization | 5 | Exports |
| | | | 6 | Research & Development |
| | | | 7 | Sustainability |
|  Total Cost | | Total costs incurred from operations in Qatar for the financial year | | |

1.0 Introduction (2/2)

Roles and responsibilities

| Stakeholder | Roles and responsibilities |
|----------------------|---|
| The Company | <ul style="list-style-type: none">• Complete the ICV Scorecard on the Digital Portal and submit it to one of the pre-approved ICV Certifiers.• Provide all required supporting documents to ICV Certifier, as per the ICV Guidelines and related AUPs.• Provide accurate and up-to-date information within the ICV Scorecard and in submitted documents. |
| ICV Certifier | <ul style="list-style-type: none">• Perform test procedures according to ICV Certification Agreed-Upon Procedures (AUPs).• Ensure ICV data provided by suppliers is aligned to the guidelines in the ICV Scorecard Submission Handbook.• Issue Factual Findings Reports.• Attend ICV Certifiers' panel meetings.• Provide access to Tawteen to review working papers relevant to sample ICV certifications issued during the review period. |
| Tawteen | <ul style="list-style-type: none">• Oversee the ICV program.• Provide guidance and resolve disputes.• Audit the ICV certification process.• Facilitate the ICV Certifiers panel meetings.• Support the ICV Tawteen Service Center with technical questions regarding the ICV certification process. |

2.0 Completion Guidelines

2.1 General Instructions (1/3)

After The Company has registered their profile, they may log in to Tawteen's Digital Portal to submit a new Detailed ICV Scorecard submission template through the following approach:

- Click on '**Create New ICV Scorecard**' button on the homepage, *or*
- Go to '**ICV Scorecard**' in the navigation bar and click on '**Create New ICV Scorecard**' button on the top right.

Once the button takes you to the landing page, you can either:

1. Create a new ICV Scorecard, if The Company does not have one already, by clicking on '**Create New ICV Scorecard**'. In this case, the ICV Score and ICV components will be shown as 0%, *or*
2. Import data from a previously submitted ICV Scorecard by clicking on '**Previous ICV Scorecard's reference number**' and choosing the relevant Scorecard from the drop-down list. Once you choose the reference number, click on '**Import**' button to be directed to a new Scorecard created with editable information imported from the previous Scorecard.

Additional guidance

- The ICV Digital Portal will only allow The Company to submit the Detailed ICV Scorecard submission template if they are engaged with an ICV Certifier.

2.1 General Instructions (2/3)

The following general instructions should be followed when completing the Detailed ICV Scorecard submission template in the ICV Digital Portal:

1. The Company is required to have a legal presence in Qatar (Commercial Registration) to obtain an ICV Scorecard Certificate.
2. Scorecards should be issued for The Company based on Commercial Registration, supported by audited financial statements.
3. All financial amounts should be reported in Qatari Riyal (QAR), actuals.
4. Amounts reported should correspond to The Company's latest audited financial statements, except for newly established entities (*refer to point 5*).
5. For newly established entities, internally approved management accounts signed by an authorized signatory (9 months at a minimum and 15 months as a maximum from the date of establishment) or audited financial statements (with a period up to 18 months from the date of establishment) are acceptable for ICV Certification.
6. The maximum ICV Score that can be obtained by The Company is 100%.
7. The ICV Scorecard can only be issued against audited financial statements that are, at most, two calendar years old from the issued date of the ICV Certificate.
8. The ICV Scorecard can only be issued against standalone audited financial statements. Consolidated financial statements are not eligible.
9. Once a new audited financial statement is issued, a new ICV Scorecard cannot be based on older audited financial statements. The latest audited financial statements must always be used for certification.
10. Revenues and costs reported in the template should be consistent with the revenues and costs The Company would report utilizing International Financial Reporting Standards (IFRS) or Generally Accepted Accounting Principles (GAAP) in Qatar. *For example, if The Company does not recognize an item as revenue or an expense in its income statement, then it cannot be claimed in the template.*
11. Holding companies should be treated as other legal entities and their ICV should be captured by completing the template.

2.1 General Instructions (3/3)

11. All numbers reported in the template need to be supported by appropriate and auditable documentation, which are to be provided to the ICV Certifier as required.
12. Amounts reported should not be double counted. *For example, if a service provider's costs are accounted in A2. Services, these costs cannot be counted again in any other section within the template.*
13. Suppliers are encouraged to amend their existing trial balance codes appropriately to capture specific costs required by Tawteen. This will ensure that the certification is smooth and cost effective for the future years.
14. Assumptions and calculation methodologies utilized in preparing the template should be consistent with those used in other contracts and/or prior years.
15. Joint operations can be included in the ICV Scorecard based on the share of interest.
16. Joint ventures accounted for using the equity method must not be included in the ICV Scorecard.
17. Branches to the main entity must be under one certificate including all branches' numbers and treated as one single entity.
18. The engagement letter between The Company and ICV Certifier must only be signed by an authorized signatory (The Company) and an approved engagement leader (ICV Certifier).
19. The Commercial Registration (CR) of The Company must be active on date of signing the engagement letter with the ICV Certifier.
20. The Company must ensure that at least 80% of the total cost for the financial year, as per the audited financial statements, is included in the ICV Scorecard. If The Company is unable to meet this threshold, the ICV Certifier will not be able to proceed with the engagement.

2.2 ICV Scorecard Submission Template

As a general overview, the key elements in the ICV Scorecard submission template page are:

1. The **Navigation bar** on the left-hand side allows you to navigate between the different components of the ICV Scorecard: Company Information, A1. Goods, A2. Services, B. Workforce Training, C. Supplier Development, D. Investment in Fixed Assets, and the Bonus Scheme.
2. The **ICV Scorecard Submission Template Guidelines** allows you to download the guidelines document (this exact document).
3. The **Download ICV Scorecard** allows you to download the ICV Scorecard submission template in PDF format.
4. The **Top bar** allows you to track the ICV Contribution percentage and value (QAR) for each component across the template.
5. The **SAVE** button allows you to save their progress by clicking on it.

Note: *You should save your progress after each section is completed to avoid losing any filled data or progress.*

6. The **Proceed** button allows you to proceed to the next component.
7. The **Submit ICV Scorecard to Certifier** button allows you to submit the completed Detailed ICV Scorecard submission template to the ICV Certifier you are engaged with.

Note: *We recommend that you ensure all requested fields are completed before submitting to the ICV Certifier.*

2.3 Scorecard Components

2.3.1 Company Information (1/3)

This section contains general information about The Company and the types of products and services it offers.

1. General Information

The '**Company Name**', '**Company Address**', and '**Commercial Registration number**' are automatically populated based on The Company registration details. If the information requires update, exit the ICV Scorecard Submission Template and navigate to '**Manage Profile**'.

Enter the Financial Statement End date by clicking on the calendar icon next to '**Financial Statement End**' and picking a date from the calendar or enter the date as per the following format (DD/MM/YYYY).

2. Financial Information

For '**Total Revenue, for the financial statement year end**', The Company shall state its annual revenue from operations in Qatar for the financial year as per their audited financial statements.

For '**Total Costs, for the financial statement year end**', The Company shall state the total costs incurred from operations in the State of Qatar for the financial year as per their audited financial statements.

Additional guidance

- Revenue should exclude all other income items stated in The Company's audited financial statements.
- Revenue from exports and re-exports should be included, and is defined as revenue generated from a contract between The Company and an entity outside of Qatar.
- Total Cost should exclude finance costs on borrowings from financial institutions, bank charges, and non-cash transactions, such as provisions, impairments and unrealized foreign exchange loss.
- Total Cost should exclude expenses paid to government entities. Government entities are defined as any entity which does not have a Commercial Registration (CR). Suppliers are compensated for this exclusion in A2. Services.
- Total Cost includes depreciation on property, plant and equipment, and amortization of right-of-use assets.

2.3.1 Company Information (2/3)

3. Contact Information

The main focal points of contact provided as part of the registration details is automatically filled in the table.

- To edit or delete existing Contact information, click on the Actions button.
- To add a new contact information, click on '**Add New Entry**' and a pop-up will show where Contact Name, Email, Phone Number can be entered. Once the information is filled, you can add the contact by clicking on '**Add Additional Contact**' button.

4. Business Description

The Company's Business Description is automatically populated based on The Company registration details. If the information requires update, exit the ICV Scorecard Submission Template and navigate to '**Manage Profile**'.

- To add Sub-Activity 1 and Sub-Activity 2 to The Company's main activity, click on Actions.
- To add a new Business Description, click on '**Add New Entry**' and a pop-up will show where you can choose The Company's Main Activity from a drop-down predefined list of activities, then choose The Company's Sub-activity 1 and Sub-Activity 2 accordingly.

The Company does not have to fill all activities selection. If The Company cannot find the closest relevant activity, select '**Other**' and add the activity information in the provided field.

2.3.1 Company Information (3/3)

5. ICV Participation

The Company shall provide the total number of new jobs created, total number of employees laid off and total number of newly hired employees as well as a brief description of the activities and actions taken to boost ICV in each component of the ICV formula, during the financial year.

***Note:** These fields are optional. The purpose of these fields is to highlight your contribution towards localization for Tawteen. If you do not wish to share this information, you may input 0 in these fields.*

- To enter the total number of new jobs created, total number of employees laid off and total number of newly hired employees, navigate to the relevant field and enter the number.
- To describe the steps The Company have taken to increase ICV in Qatar, navigate to the relevant field and enter the description.

6. Company Ownership Structure

The Company shall list all related parties and their percentage ownership, commercial registration or license numbers (if available), and description of goods and services they provide.

To enter company ownership structure details in the table, click on '**Add New Entry**'.

Once the button is clicked, a pop-up will show where The Company can enter '**Company**' or '**Individual**' ownership.

- To enter the details of a '**Company**', The Company should fill The Company Name, Ownership %, Industry, and Commercial Registration number.
- To enter the details of an '**Individual**', click on the '**Individual**' option and enter the Individual Name, Ownership % and ID number.

Once filled, click on '**Add Company Ownership**' to populate the table under this section.

2.3.2 A1. Goods (1/4)

In this section, The Company shall capture its goods spend for the financial year. This represents purchases from all suppliers and includes costs related to manufacturing inputs and raw materials procured.

1. Spend on Government Regulated Goods, by Entity

In this section, The Company shall list its spend on government regulated goods. The Company should group its spend based on the listed entities in the relevant field, as follows:

1. QatarEnergy Marketing (Muntajat): for all goods purchased from entities under QatarEnergy Marketing with CR No. 36570, and QatarEnergy Marketing (1) with CR No. 57121.
2. Qatar Steel: for all goods purchased from Qatar Steel Company.

2. Top 80% of Goods Consumed, by Supplier

In this section, The Company shall list 80% of its goods spend, including net inventory movement, by adding individual Suppliers with the respective spend in descending order.

Note: If The Company cannot identify the goods consumed during the year per supplier, it can list the purchases during the year per supplier instead and then add the Inventory Movement (Beginning Inventory – Ending Inventory) in the **Inventory Movement** field in the ICV Scorecard.

To enter the details of the spend on goods in the table, click on '**Add New Entry**'. Each time you add a new Supplier, the table under this section will be automatically populated.

Once the button is clicked, a pop-up will show where you can Search Supplier Details or Enter Supplier Details Manually.

- To '**Search Supplier Details**' from Tawteen's ICV Digital Portal database, click on the search box where another pop-up will appear and you can search by Commercial Registration number or Supplier name. The Company Name, Commercial Registration number and ICV Score will show in a table as available in the database. Once selected, the information will be automatically populated and you will be required to enter the following remaining fields:

1. **Goods Category:** From the drop-down list, select the appropriate category.

2.3.2 A1. Goods (2/4)

2. **Goods Subcategory:** From the drop-down list, select the appropriate subcategory. This list is dependent on the goods category selection.
 3. **Total Spend:** Total spend on goods per category per Supplier for the financial year, in QAR.
 4. **Description:** Brief description of the types of goods that The Company procured.
- To enter the Supplier's Details Manually, click on '**Enter Supplier Details Manually**' option to enter the following details:
 1. **Supplier name**
 2. **Supplier's company country:** Choose an option between '**Local**' and '**International**'.
 3. **Issuing authority:** If local supplier, select the authority that issued the Registration Document of the company within Qatar.
 4. **Commercial Registration number:** Input the Supplier's commercial registration number. If the Supplier is an international company, this field will be automatically populated as '**N/A**' once you specify the company's country.
 5. **Goods category:** From the drop-down list, select the appropriate category.
 6. **Goods subcategory:** From the drop-down list, select the appropriate subcategory. This list is dependent on the goods category selection.
 7. **Total spend:** Total spend on goods per category per Supplier for the financial year, in QAR.
 8. **Description:** Brief description of the types of goods that The Company procured.

Once filled, click on '**Add Goods Spend**' to populate the table under this section. To edit or delete one of the entries, click on the Actions button.

Totals including **Total Spend** and **Total ICV Contribution** will be automatically calculated based on the filled information.

2.3.2 A1. Goods (3/4)

3. Remaining 20% of Goods Consumed, by Supplier Type

Once The Company has reached the top 80% of its goods spend, The Company shall enter its remaining goods spend, in QAR, in Section 2.

This section has a pre-defined list of Supplier types, and The Company should group its remaining spend based on the listed types in the relevant field. These types are:

1. Local Farms: for all goods purchased from entities under Mahaseel
2. Local Manufacturers: for Suppliers who manufacture items locally
3. Other Local Suppliers: for all other local Suppliers, including agents and traders
4. International Suppliers: for goods imported directly

The ICV Contribution for each Supplier type and the **Totals** including **Total Spend** and **Total ICV Contribution** will be automatically calculated.

Note: The ICV Contribution percentages for each Supplier type can be found in Section 4.0 of the Scorecard Submission Handbook.

Additional guidance

- If a Supplier offers more than one category of spend, then duplicate the supplier's name by clicking on '**Add New Entry**' and filling the remaining required details of the additional category.
- Transactions between any related entities (sister companies, holding companies etc.) shall be treated as normal transactions between legal entities.
- Spend on local farms is only eligible if purchasing through Mahaseel, as reflected in the respective invoices.

2.3.2 A1. Goods (4/4)

- The following table lists some examples of items to be included or excluded in the A1. Goods section:

| Included | Excluded |
|--|---|
| <ul style="list-style-type: none"> Goods, materials and supplies Training costs associated with delivering/installing goods, or machines and equipment | <ul style="list-style-type: none"> Costs associated with services (included under section A2. Services) Customs/duties Government fees (included under section A2. Services) Non-cash transactions (provisions, write-offs, foreign exchange gains and losses, etc.) Costs associated with workforce training (included under section B. Workforce Training) Costs associated with supplier development (Included under section C. Supplier Development) Capital expenditure, depreciation of property, plants & equipment, and amortization of intangible assets (included under section D. Investment in Fixed Assets) Amortization of right-of-use assets (included under section A2. Services, Overhead Spend) Costs associated with Goods that cannot be allocated to specific supplier |

2.3.3 A2. Services (1/7)

In this section, The Company shall capture its manpower compensation and services spend for the financial year. This section also includes costs related to operating activities and overheads.

1. Manpower Compensation

In this field, The Company shall provide details related to eligible manpower costs paid during the financial year, as per The Company audited financial statements.

For MOCI registered companies, costs which can be claimed include basic salaries paid through WPS and benefits paid through bank transfers.

For non-MOCI registered companies, costs which can be claimed include basic salaries and benefits paid through bank transfers.

Benefits include, but are not limited to, bonuses, gratuities, long term incentives, pension plans, airfare, school fees, medical check-ups, etc.

Additional guidance

- Cost of manpower must only be captured for employees with a total annual compensation greater than or equal to 72,000 QAR.
- For new joiners or leavers during the year, The Company can divide the total compensation of employee by the number of working months and in case the result is QAR 6,000 or more, the compensation for this employee can be considered under Manpower Compensation.
- Costs related to interns, trainers (included under section B. Workforce Training), and supplier development (included under section C. Supplier Development) should be excluded from this section.
- This section must include The Company's employees only. Costs related to contractors' and sub-contracted employees should be excluded.
- If the sponsorship of an employee is not under The Company's name, then this cost must be treated as spend on services i.e. the sponsoring company's ICV Score multiplied by the spend on that employee.
- Costs related to owner's salary should be excluded.
- Employee benefits paid to third parties can be included under A2.Services.

2.3.3 A2. Services (2/7)

2. Overhead Spend on Services, by Category

In this section, The Company shall provide their overhead spend on services, prior to entering their top 80% of services spend and remaining services spend. These costs are not to be claimed in the top 80% of services spend or remaining services spend.

This section has a pre-defined list of category types, and The Company should group its spend based on the listed types in the relevant field. These types are:

1. Corporate Social Responsibility (CSR): includes donations to non-profit organizations (**only to entities listed in the Appendices**).
2. Insurance: includes any costs paid to insurance entities, including insurance brokers (**only to local insurers with a valid CR**).
3. Government fees: automatically calculated as 1.5% of the Total Cost entered by The Company in 'Company information'. Government entities are defined as any entity which does not have a Commercial Registration (CR).
4. Utilities: includes services such as the supply and/or management of water, gas, sewage, garbage, and related materials by a utility company (**only Kahramaa**).
5. Fuel: includes all costs associated with the supply or generation of power to an industrial plant, vehicle, or machine (**only related to the authorized fuel stations listed in the Appendices**).
6. Rent: includes any costs associated with short-term renting of property or land from an entity, including government entities, or an individual either for direct business operations or for accommodation. This category also includes depreciation on right-of-use assets and financing costs on lease liabilities.

The ICV Contribution for each category type and the **Totals** including **Total Spend** and **Total ICV Contribution** will be automatically calculated.

Note: The ICV Contribution percentages for each category can be found in Section 4.0 of the Scorecard Submission Handbook.

2.3.3 A2. Services (3/7)

3. Top 80% of Services Consumed, by Supplier

In this section, The Company shall list 80% of its remaining services spend, after allocating the Overhead Spend, by adding individual Suppliers with the respective spend in descending order. The Company can also include its Loss on Sale of Assets in the table below.

To enter the details of the spend on services in the table, click on **'Add New Entry'**. Each time The Company adds a new Supplier, the table under this section will be automatically populated.

Once the button is clicked, a pop-up will show where you can Search Suppliers Details or Enter Supplier Details Manually.

- To **'Search Supplier Details'** from Tawteen's ICV Digital Portal database, click on the search box where another pop-up will appear, and you can search by Commercial Registration number or Supplier name. The Company Name, Commercial Registration number and ICV Score will show in a table as available in the database. Once selected, The Company will be required to enter the following details:
 1. **Type of Service:** Select the type of service provided from the drop-down list
 2. **Total Spend (QAR):** Total spend on services per category per Supplier for the financial year, in QAR actuals.
 3. **Description:** Brief description of the types of service that The Company acquired.
- To enter the Supplier's Details Manually, click on **'Enter Supplier Details Manually'** option to enter the following details:
 1. **Supplier name**
 2. **Supplier's company country:** The Company shall choose an option between **'Local'** and **'International'**.
 3. **Issuing authority:** If local supplier, select the authority that issued the Registration Document of the company within Qatar.
 4. **Commercial Registration number:** input the Supplier's commercial registration number. If the Supplier is an international company, this field will be automatically populated as **'N/A'**, once The Company specifies the company's country.

2.3.3 A2. Services (4/7)

5. **Type of service:** Select the type of service provided from the drop-down list.
6. **Total spend (QAR):** Total spend on services per category per Supplier for the financial year, in QAR actuals.
7. **Description:** Brief description of the types of service that The Company acquired.

Once filled, click on '**Add Service Spend**' to populate the table under this section.

To enter the details of the Loss on Sale of Assets in the table, click on '**Add New Entry**'. Each time The Company adds a loss on sale, the table under will be automatically populated.

Once the button is clicked, a pop-up will show where you can enter the following:

1. **Asset class:** The asset class of the sale, as per The Company's audited financial statements
2. **Description:** Brief description of the type of asset that The Company lost on sale.
3. **Loss on Sale:** Total loss on sale of asset for the financial year, in QAR.

To edit or delete one of the entries, click on the Actions button.

Totals including **Total Spend** and **Total ICV Contribution** will be automatically calculated based on the filled information.

2.3.3 A2. Services (5/7)

4. Remaining 20% of Services Consumed, by Industry

Once The Company has reached the top 80% of its services spend, The Company shall enter its remaining services spend.

This section has a pre-defined list of Supplier types, and The Company should group its remaining spend based on the listed types in the relevant field. These types are:

1. Engineering: services such as engineering design, MEP, geotechnical, structural, and environmental engineering.
2. Construction, installation, and commissioning: services such as construction of buildings, facilities, and other structures, as well as the installation and assurance that all systems and components are designed, installed, tested, operated, and maintained according to the identified operational requirements.
3. Management and consultancy: services such as management consulting, human resources, outsourced project management, outsourced legal services, or other related services.
4. IT: services such as technological design, plan, delivery, control, and operation of information technology, such as computers and networks.
5. Procurement as a service: includes procurement services outsourced to an external firm that combines technology and expertise to handle another organization's procurement function.
6. Other (catering, transport, etc.): includes all other services such as catering, transportation, etc.
7. International service providers: includes all services provided by an international company.

The ICV Contribution for each Supplier type and the **Totals** including **Total Spend** and **Total ICV Contribution** will be automatically calculated.

Note: The ICV Contribution percentages for each industry can be found in Section 4.0 of the Scorecard Submission Handbook.

Additional guidance

- If a Supplier offers more than one category of spend, then duplicate the supplier's name by clicking on '**Add New Entry**' and filling the remaining required details of the additional category.
- Total spend on utilities, rent, fuel, insurance, and government fees should only be captured in Overhead Spend on Services and should not be claimed in any other section.
- Costs paid to insurance brokers should only be captured if there is supporting evidence that the cost/policy can be allocated to a local insurer with a valid Commercial Registration (CR) within Qatar.
- Total spend on government fees is automatically calculated as 1.5% of the Total Cost reported in 'Company information', and the full value is counted towards ICV contribution. Government fees consider only costs paid to entities who do not possess Commercial Registration (CR).
- Transactions between any related entities (sister companies, holding companies etc.) shall be treated as normal transactions between legal entities including employee salaries.
- Management fees are to be excluded unless there is corroborating evidence that the spend is for an equivalent specified good or services (e.g. if it's for HR or manpower support, evidence needs to be provided for the rates agreed between the parties and the time spent).
- The finance cost on lease liabilities shall be included in the Total Spend reported for Rent.

2.3.3 A2. Services (7/7)

- The following table lists examples of items to be included or excluded in the A2. Services section:

| Included | Excluded |
|--|--|
| <ul style="list-style-type: none"> • Services provided to The Company • Transportation cost • Utilities • Rent (including rent paid to governmental entities) • Depreciation on right-of-use assets • Finance costs on lease liabilities • Fuel (from list of approved fuel stations) • Insurance • Government fees • Spend on CSR • Telecommunication expenses • Loss on sale of fixed assets • Other operating expenses | <ul style="list-style-type: none"> • Costs associated with purchases of goods (included under section A1. Goods) • Customs/duties • Non-cash transactions (provisions, write-offs, foreign exchange gains and losses, etc.) • Costs associated with workforce training (included under section B. Workforce Training) • Costs associated with supplier development (included under section C. Supplier Development) • Capital expenditure and depreciation/amortization (included under section D. Investment in Fixed Assets) • Management fees • Financing related costs (including interest on loans) • Costs associated with sponsorships or donations other than the approved CSR entities • Costs associated with services that cannot be allocated to specific supplier |

2.3.4 B. Workforce Training (1/3)

In this section, The Company shall provide information about the training activities it has provided for its employees during the financial year.

Spend on Workforce Training Activities

To enter the details of the spend on training in the table, click on '**Add New Entry**'. Each time The Company adds a new Training, the table under this section will be automatically populated.

Once the button is clicked, a pop-up will show where The Company can enter the following:

1. **Training Activity:** Specify and briefly describe the training activity The Company has paid for.
2. **Training Provider:** From the drop-down list, select the appropriate type of entity conducting the training:
 - I. External: for training activities delivered by a third party.
 - II. Internal: for training activities provided by The Company, or sister companies, to its staff.
3. **Training Institute:** Name the organization/institute who delivered the training. For internal trainings, enter "N/A".
5. **Training Type:** From the drop-down list, select the appropriate training type that describes the activity.
 - I. Functional: refers to different areas including problem solving, time management, presentation skills, interpersonal skills, business etiquette, communication skills, etc.
 - II. Leadership: refers to the training that teaches skills necessary to direct and manage other people. It is usually taken by top management.
 - III. Technical: refers to the training that teaches the skills necessary to implement, maintain, support or operate a particular technology or related application, product or service.

2.3.4 B. Workforce Training (2/3)

6. Mode of Training: Select between the pre-defined modes of training from the drop-down list. They are:

- I. Exchange program: is an exchange of employees between companies to support staff development by giving them the chance to work in different environments.
- II. In-person: for training activities where trainees are taught by instructors at the training facility.
- III. Internship/cooperative education: training provided to potential employees, usually undergraduates or students, for a specific time period.
- IV. On the job: for training activities at the workplace while the employee is doing the actual job. These types of training are usually done by experienced professionals and experts of the field. This also includes apprenticeships.
- V. Online: for online courses and distance learning.

7. Number of Employees Trained: Specify the number of employees benefiting from the training activity.

8. Total Spend on Training (QAR): Specify the total amount of spend, in QAR, on the training activity for the financial year.

Once filled, click on '**Add Training Activity**' button to populate the table under this section.

To edit or delete one of the entries, click on the Actions button.

Totals including **Total Spend** and **Total ICV Contribution** will be automatically calculated based on the filled information.

2.3.4 B. Workforce Training (3/3)

Additional guidance

- External training, conducted by a third party, should only be captured if backed by invoices.
- Internal trainings should be claimed only if the allocated costs associated with the specific activities are incremental to The Company, with corroborating evidence available (e.g. third party invoices, contracts, time sheet system in place, etc.).
- Training done outside the country can be included in this section.
- Cost of training should exclude any associated expenses (e.g. flights, hotels, taxis, allowances, etc.).
- Training costs associated with delivering and installing goods, or machines and equipment, should be excluded (included under section A1. Goods).
- Shared costs/recharges by group entities pertaining to training should be treated as spend with a sub-supplier (i.e. the group entity) with their corresponding ICV Score (included under section A2. Services).
- Cost of internship/cooperative education should only be captured if supported by signed agreements.

2.3.5 C. Supplier Development (1/4)

In this section, The Company shall provide information about the development activities it has provided for suppliers in Qatar during the financial year.

Spend on Supplier Development Activities

To enter the details of the spend on supplier development in the table, click on '**Add New Entry**'. Each time The Company adds a new supplier, the table under this section will be automatically populated.

Once the button is clicked, a pop-up will show where The Company can Search Suppliers Details or Enter Supplier Details Manually.

- To '**Search Supplier Details**' from Tawteen's ICV Digital Portal database, click on the search box where another pop-up will appear, and The Company can search by Commercial Registration Number or Supplier name. The Company Name, Commercial Registration number and ICV Score % will show in a table as available in the database. Once selected, The Company will be required to enter the following:

- 1. Development Type:** There are two types of development activities. From the drop-down list, select the supplier development type that best describes the activity. These are:
 - I. Collective:** this category includes activities taken by The Company to improve its Suppliers' standards and efficiency.
 - II. Individuals:** this category includes activities taken by The Company to develop and train its Supplier's workforce.
- 2. Development Activity:** For each development type there are different development activities. After selecting the development type, select the appropriate development activity from the drop-down list. This list is dependent on the Development Type selection.

For the "Collective" type of development, the following are the applicable activities to choose from:

- I. Operation:** any type of assistance given to Suppliers to help in improving efficiency, or operation and production standards, or in obtaining relevant certification. e.g. lean implementation.

2.3.5 C. Supplier Development (2/4)

- II. Quality: any type of assistance given to Suppliers to help in improving the quality of products or services, or in obtaining quality certificate. e.g. ISO certification.
- III. Safety: any type of training or assistance in obtaining certifications related to work safety and procedures. e.g. OSHA Outreach Training Program certification.

For the “Individuals” type of development, the following are the applicable activities to choose from:

- I. Exchange programs: programs involving the exchange of employees between companies for purposes of skills development and experience of working in different environments.
 - II. Leadership: any training given to the supplier’s management team to improve their managerial skills and effectiveness.
 - III. Technical: any training given to the Supplier’s staff to improve their skills in implementing or operating a particular technology or related application, product or service.
3. **Development Spend (QAR):** Specify the total amount of spend, in QAR, on the development activity for the financial year.
 4. **Activity Description:** The Company shall briefly describe the actions taken to develop its Supplier.
- To enter the Supplier’s Details Manually, click on **Enter Supplier Details Manually** option to enter the following:
 1. **Supplier Name**
 2. **Development Type:** There are two types of development activities. From the drop-down list, select the supplier development type that best describes the activity. These are:
 - I. Collective: this category includes activities taken by The Company to improve its Suppliers’ standards and efficiency.
 - II. Individuals: this category includes activities taken by The Company to develop and train its Supplier’s workforce.

2.3.5 C. Supplier Development (3/4)

- 3. Development Activity:** For each development type there are different development activities. After selecting the development type, select the appropriate development activity from the drop-down list. This list is dependent on the Development Type selection.

For the “Collective” type of development, the following are the applicable activities to choose from:

- I. Operation: any type of assistance given to Suppliers to help in improving efficiency, or operation and production standards, or in obtaining relevant certification. e.g. lean implementation.
- II. Quality: any type of assistance given to Suppliers to help in improving the quality of products or services, or in obtaining quality certificate. e.g. ISO certification.
- III. Safety: any type of training or assistance in obtaining certifications related to work safety and procedures. e.g. OSHA Outreach Training Program certification.

For the “Individuals” type of development, the following are the applicable activities to choose from:

- I. Exchange programs: programs involving the exchange of employees between companies for purposes of skills development and experience of working in different environments.
 - II. Leadership: any training given to the supplier’s management team to improve their managerial skills and effectiveness.
 - III. Technical: any training given to the Supplier’s staff to improve their skills in implementing or operating a particular technology or related application, product or service.
- 4. Development Spend (QAR):** Specify the total amount of spend, in QAR, on the development activity for the financial year.
- 5. Activity Description:** The Company shall briefly describe the actions taken to develop its Supplier.

2.3.5 C. Supplier Development (4/4)

Once filled, click on '**Add Development Activity**' button to populate the table under this section.

To edit or delete one of the entries, click on the Actions button.

Totals including **Total Spend** and **Total ICV Contribution** will be automatically calculated based on the filled information.

Additional guidance

- Cost items that are not supported with invoices or other auditable documentation, should not be accounted for.
- In order to calculate the total supplier development costs (e.g. training and/or certification costs) in cases when:
 - The Company is using its own employees (with total annual compensation equal or above QAR 72,000) to develop Suppliers, the cost is already accounted for in section A2. Services as part of manpower compensation and should be excluded from this section.
 - The Company is using its own employees (with total annual compensation less than QAR 72,000) to develop Suppliers, the cost can be included in this section and amounts to the total staff cost associated with the delivery of this training.
 - The Company is using external service providers to develop Suppliers, the cost can be included in this section, however the contract should not be duplicated in sections A1. Goods and A2. Services.
- The Company can claim the following expenses as Supplier Development:
 - Activities taken by The Company to improve its suppliers' standards and efficiency.
 - Activities taken by The Company to develop and train its supplier's workforce.
 - Facilitating the establishment of supplier in Qatar.
 - Costs incurred due to ICV Certification.

2.3.6 D. Investment in Fixed Assets (1/2)

In this section, The Company shall provide details about its capital investments (fixed assets additions), and depreciation and amortization expenses for the financial year.

1. Total Depreciation and Amortization for Local Assets

In the field, The Company shall provide the total annual depreciation and amortization, in QAR, for the financial year, excluding depreciation on right-of-use assets.

2. Capital Investment

In this table, The Company shall list its capital investments (fixed assets additions) in Qatar for the financial year.

Note: *This section is optional. The purpose of this section is to highlight The Company's contribution towards localization for Tawteen. If you do not wish to share this information, mark 'No Capital Investments' box. Marking the box will allow you to submit the Scorecard Template without entering any optional Capital Investments details.*

To enter the details of the Capital Investment in the table, click on '**Add New Entry**'. Each time The Company adds a new Capital investment, the table under this section will be automatically populated.

Once the button is clicked, a pop-up will show where The Company can enter the following:

- 1. Capital Investment Name:** The Company shall fill its capital investments items for the financial year.
- 2. Investment Amount:** The Company shall specify the amount invested, in QAR, for the financial year.
- 3. Description:** The Company shall provide a brief description of the investment.

Once filled, click on '**Add Capital Investment**' button to populate the table under this section.

To edit or delete one of the entries, click on the Actions button.

The **Total Investment Amount** will be automatically calculated based on the filled information.

2.3.6 D. Investment in Fixed Assets (2/2)

Additional guidance

- Assets and the associated depreciation cost owned by the entity that are held outside Qatar should be excluded.
- As per standard accounting practices, major refurbishments and repairs, if capitalized in The Company's audited financial statements, should be included in this section.
- Work in progress or assets that have not yet entered service should be excluded. These assets can be included once they are in operation and placed in service.
- Land, which is not normally depreciated, should be excluded.
- Goodwill, which is not normally amortized, should be excluded. Other intangible assets such as intellectual properties, patents, copyrights, etc. should be included in this section.
- Remotely Operated Vehicles (ROV) and investment properties should be included in this section.
- In order to capture depreciation for investment properties measured based on the fair value model, The Company should complete a cost model separate from the audited financial statements and present it to the ICV Certifier as support to include depreciation in this section.
- Assets that are not under the name of The Company must be excluded.
- Depreciation on right-of-use assets are recognized under A2. Services and should not be claimed in this section.

2.3.7 Bonus Scheme (1/5)

In this section, The Company shall provide details for the strategic behaviors captured in the Bonus Scheme. The Bonus Scheme is optional, and The Company may choose which levers, if any, they wish to complete.

Note: The Bonus ICV Contribution for each lever can be found in Section 5.0 of the Scorecard Submission Handbook.

1. Productivity and Automation

In this section, The Company shall provide their Smart Industry Readiness Index (SIRI) Assessment results. The Company should enter the achieved score, from 0-5, for each of the 16 dimensions in the SIRI Assessment:

- | | | |
|---------------------------------|-----------------------------|---|
| 1. Vertical Integration | 7. Shop Floor Connectivity | 13. Workforce Learning & Development |
| 2. Horizontal Integration | 8. Enterprise Connectivity | 14. Leadership Competency |
| 3. Integrated Product Lifecycle | 9. Facility Connectivity | 15. Inter-and Intra Company Collaboration |
| 4. Shop Floor Automation | 10. Shop Floor Intelligence | 16. Strategy & Governance |
| 5. Enterprise Automation | 11. Enterprise Intelligence | |
| 6. Facility Automation | 12. Facility Intelligence | |

The **Productivity and Automation Average** will be automatically calculated based on the filled information.

The **Productivity and Automation Bonus ICV Score** will be automatically calculated based on the achieved **Productivity and Automation Average**.

Additional guidance

- The complete SIRI Assessment report includes a table with all 16 categories and the achieved band scores.
- The Company may only claim a SIRI Assessment report if issued within three years of the date of uploading the signed engagement letter.
- If The Company is issued a report during the validity of an existing ICV Certificate, they may submit this documentation directly to Tawteen. Upon validation, Tawteen will update the Bonus in the Scorecard of The Company directly.

2.3.7 Bonus Scheme (2/5)

2. Capability Building

In this section, The Company will not be required to fill any values.

1. **Spend on Workforce Training Activities:** automatically populated from the values entered in section B. Workforce Training.
2. **Spend on Supplier Development Activities:** automatically populated from the values entered in section C. Supplier Development.
3. **Total Cost:** automatically populated from the value entered in the Company Information section.

The **Capability Building %** will be automatically calculated based on the **Spend on Workforce Training Activities**, **Spend on Supplier Development Activities**, and **Total Cost** values.

The **Capability Building Bonus ICV Score** will be automatically calculated based on the achieved **Capability Building %**.

3. Investment Growth

In this section, The Company shall provide information about the investment growth activities it has undergone during the financial year.

1. **Equity in Current Financial Statement:** Specify the amount of the equity transaction, based on the current financial data, in QAR
2. **Equity in Previous Financial Statement:** Specify the amount of the equity transaction, based on the previous financial data, in QAR

The **Percentage Change of Equity from the Previous Year** will be automatically calculated based on the values input into the **Equity in Current Financial Statement** and **Equity in Previous Financial Statement** fields.

The **Investment Growth Bonus ICV Score** will be automatically calculated based on the achieved **Percentage Change of Equity from the Previous Year**.

2.3.7 Bonus Scheme (3/5)

3. Investment Growth (Cont.)

Additional guidance

- All amounts reported must be consistent with the audited financial statement used for the entirety of the Scorecard.
- The Company is to include equity transactions for share capital, retained earnings, shareholder contributions, shareholder's current accounts in equity, and any reserved amounts from retained earnings.
- The Company is to exclude transactions related to fair value reserves, foreign currency translation, and hedging reserves.

4. Qatarization

In this section, The Company shall provide information about the employment of Qatari nationals within the organization during the financial year.

1. **Total Number of Qatari Employees:** the total number of Qatari nationals employed by The Company during the financial year.
2. **Total Number of White Collar Employees:** the total number of white collar positions employed by The Company during the financial year.

The **Qatarization %** will be automatically calculated based on the values input in the **Total Number of Qatari Employees** and **Total Number of White Collar Employees** fields.

The **Qatarization Bonus ICV Score** will be automatically calculated based on the achieved **Qatarization %**.

Additional guidance

- White collar employees are defined as any employee with a total annual compensation greater than or equal to 72,000 QAR.
- The Company is to exclude contractors and subcontracted employees. Only The Company's employees are to be included.

2.3.7 Bonus Scheme (4/5)

5. Exports

In this section, The Company shall provide information about the export activities it has undergone during the financial year.

- 1. Revenue from Exports and Re-Exports, for the financial statement year end:** specify the annual amount of revenue earned from exports and re-exports, in QAR.
- 2. Total Revenue, for the financial statement year end:** automatically populated from the value entered in the Company Information section.

The **Exports %** will be automatically calculated based on the values input in the **Annual Revenue, from Exports and Re-Exports** and **Total Annual Revenue, from all Operations** fields.

The **Exports Bonus ICV Score** will be automatically calculated based on the achieved **Exports %**.

Additional guidance

- All amounts reported must be consistent with the audited financial statement used for the entirety of the Scorecard.
- Revenue from exports and re-exports is defined as being from sale of goods or services, supplied locally by the Company, to customers and/or end users located outside the State of Qatar.
- Revenue from customers which are companies in Free Zones located in Qatar will not be considered as revenue from export/re-export.
- Revenue from exports should only be considered if backed by proper documentation (e.g. purchase orders, invoices, etc).

6. Research & Development (R&D)

In this section, The Company shall provide information about the Research & Development (R&D) activities it has undergone during the financial year.

- 1. Research & Development (R&D) Expenses:** specify the amount spent on R&D activities, in QAR.
- 2. Total Cost:** automatically populated from the values entered in the Company Information section.

2.3.7 Bonus Scheme (5/5)

6. Research & Development (R&D) (Cont.)

The **Research & Development %** will be automatically calculated based on the values input in the **Research & Development (R&D) Expenses** and **Total Cost** fields.

The **Research & Development Bonus ICV Score** will be automatically calculated based on the achieved **Research & Development %**.

Additional guidance

- R&D expenses reported must be consistent with the audited financial statement used for the entirety of the Scorecard.
- The Company shall include only R&D expenses which align with the definitions provided by the International Accounting Standard (IAS) 38.
- All activities must be backed by proper documentation (e.g. purchase orders, invoices, etc).

7. Sustainability

In this section, The Company shall provide information about the Sustainability certifications it has obtained. The Company shall select all of the certificates applicable, from the below list:

1. **ISO 14001 – Environmental Management System**
2. **ISO 14067 – Carbon Footprint of Products**
3. **ISO 50001 – Energy Management Systems**

The **Sustainability Bonus ICV Score** will be automatically calculated based on the achieved certificates.

Additional guidance

- The Company may only claim certificates issued within three years of the date of uploading the signed engagement letter.
- The Company should be able to provide the official certificate(s).
- If The Company is issued a certificate during the validity of an existing ICV Certificate, they may submit this documentation directly to Tawteen. Upon validation, Tawteen will update the Bonus in the Scorecard of The Company directly.

2.4 ICV Policies

This section provides an overview of ICV policies which support the overall strategic objectives of the ICV Program. These policies are applied independent of information entered in the ICV Scorecard. Suppliers may directly or indirectly benefit from the policies, such as enhancing their ICV Scores by purchasing from suppliers with ICV+.

1. Grace Period

The Grace Period Policy provides suppliers with an additional 90 days to the validity of their ICV Score, for a total period of 1 year + 90 days from the ICV Certificate issue date. This policy allows flexibility to ensure suppliers have due time to complete and issue a new ICV Certificate.

Eligibility: All ICV Certificates valid on, or issued after, Nov 1st, 2024.

Identification on Digital Portal: When in effect, the 'Status of ICV Score' will display a Yellow circle with the phrase 'Grace Period' for the supplier, visible in the Suppliers' ICV Database, Supplier Profile, and ICV Certificate.

Additional information: To participate in direct bidding with the Energy Sector while in the grace period, suppliers are required to submit a letter from their ICV Certifier confirming certification process initiation with their bid documents. For purchases between suppliers, ICV Contribution of the respective spend is calculated using total validity period (1 year + 90 days).

2. ICV+

The ICV+ policy enhances local manufacturers' competitiveness in procurement processes and encourages suppliers to source more goods and products from them.

Eligibility: The Ministry of Commerce and Industry (MOCI) identifies ICV+ eligibility criteria and eligible manufacturers.

Implementation:

- If an eligible manufacturer does not have a certified ICV Score, a 50% ICV Score will be granted. However, if an eligible manufacturer has a valid ICV Score, they will qualify for an additional 50% to their ICV Score.
- When purchasing from an eligible manufacturer, the ICV contribution of relevant spend is calculated using the manufacturer's ICV Score, as stated above.

Identification on Digital Portal: Eligible manufacturers are indicated with the " **ICV+** " icon in the Suppliers' ICV Database.

3.0 ICV Scorecard Certificate

The result of the ICV Certification process is the ICV Scorecard Certificate which contains details outlined in this section.

ICV Certificate shall be printed, signed by both ICV Certifier and The Company and uploaded to the Tawteen's ICV Digital Portal by the Certifier.

The ICV Digital Portal will put a printing date stamp whenever ICV Certificate is printed.

Refresh and recertifications

The ICV Certificate will be dynamically refresh through the portal based on the original authentication. For example, if a non-certified Supplier obtains their ICV Scorecard after The Company's certificate is issued, The Company's ICV Score will be refreshed based on their spend on that newly certified Supplier. Hence, a refreshed ICV Certificate will be available to be printed.

Note: Refreshed ICV Certificates will not require re-signature but must be attached to the originally signed certificate in tenders.

For recertification due to audit observations, ICV Certificates shall be signed and stamped by both parties, ICV Certifier and The Company.

Auto-populated information

The following information will be auto populated into the ICV Certificate based on The Company's profile and ICV Scorecard Submission Template:

1. Company name, address and Commercial Registration number.
2. ICV Certificate number
3. Name of the ICV Certifier
4. Financial Year
5. Issue date
6. Expiry date (validity period of 15 months from issue date, inclusive of the 90 day grace period)
7. Download date
8. ICV contribution of each component (A, B, C, D, and Bonus)
9. ICV Score
10. Signatures

4.0 ICV Contribution Percentages

| Section | Sub-section | ICV Contribution percentage |
|--------------------------------------|-----------------------|--|
| A1. Goods | Table A1.1 | Linked to each Supplier's ICV Score |
| A1. Goods | Inventory Movement | Total ICV Contribution/Total Spend on Goods |
| A1. Goods | Table A1.2 | Local farms: 100% Local Manufacturers: 70% Other Local Suppliers: 30% International Suppliers: 0% |
| A2. Services | Manpower Compensation | 100% |
| A2. Services | Table A2.1 | Utilities: 80% Fuel: 80% Rent: 100% Insurance: 60% Government fees: 100% CSR: 100% |
| A2. Services | Table A2.2 | Linked to each Supplier's ICV Score |
| A2. Services | Loss on Sale of Asset | 100% |
| A2. Services | Table A2.3 | Engineering: 60% Construction, Installation and Commissioning: 30% Management and Consultancy: 60% IT: 30% Procurement as a Service: 30% Other (catering, transport, etc.): 30% International Service Provider: 0% |
| B. Workforce Training | Table B.1 | 100% |
| C. Supplier Development | Table C.1 | 100% |
| D. Investment in Fixed Assets | Table D.1 | 100% |

5.0 Bonus ICV Contribution (1/2)

- The following table breaks down each lever within the bonus scheme into thresholds (low, medium, high) and their respective ICV Score.
- Threshold values are related to the calculation mechanism of that specific lever. The thresholds column identifies the minimum value that must be achieved to gain the respective ICV Score for that lever.
- The ICV Score column identifies the direct percentage added to The Company's ICV Score for achieving the respective threshold for that lever.

Note: Although the total ICV Score of the bonus scheme levers is 20%, the maximum ICV Score applied to an individual supplier is 15%.

| Bonus lever | Thresholds | ICV Score (%) |
|---|--------------------|---------------|
| 1. Productivity & Automation | 0.1 report average | 1.0 |
| | 1.0 report average | 2.4 |
| | 2.0 report average | 5.0 |
| 2. Capability Building | 0.1% of Total Cost | 1.0 |
| | 0.3% of Total Cost | 2.4 |
| | 0.6% of Total Cost | 5.0 |
| 3. Investment Growth | 2.5% equity growth | 0.6 |
| | 6.0% equity growth | 1.4 |
| | 9.0% equity growth | 3.0 |
| 4. Qatarization | 1.5% Qatarization | 0.6 |
| | 3.2% Qatarization | 1.4 |
| | 5.0% Qatarization | 3.0 |

5.0 Bonus ICV Contribution (2/2)

| Bonus lever | Thresholds | ICV Score (%) |
|---------------------------------------|------------------------|---------------|
| 5. Exports | 1.4% of Total Revenue | 0.2 |
| | 4.3% of Total Revenue | 0.6 |
| | 10.0% of Total Revenue | 1.4 |
| 16. Research & Development | 0.3% of Total Cost | 0.2 |
| | 0.9% of Total Cost | 0.6 |
| | 2.0% of Total Cost | 1.4 |
| 7. Sustainability | 1 certificate | 0.2 |
| | 2 certificates | 0.6 |
| | 3 certificates | 1.2 |

6.0 Information Request List (1/3)

| Section | Information request list (includes but not limited to the below) |
|---|--|
| General | <ul style="list-style-type: none"> a. Commercial Registration. b. Audited Financial Statement (Stamped by Auditor). |
| A1. Goods | <ul style="list-style-type: none"> a. Detailed schedule of goods spend per supplier. b. Reconciliation between the amounts stated in the audited financial statements, the detailed schedule of goods spend, and the amounts considered in the ICV Scorecard. c. Commercial Registration license for 10 sub-suppliers or representing 10% (whichever is lower) of local sub-suppliers without an ICV score (selected by ICV Certifier). d. Invoices (supporting documents) for the sample selected by ICV Certifier. The number of invoices required will be based on the sampling methodology below: <ul style="list-style-type: none"> i. 0 - 1000 local transactions: sample of twenty-five (25) local invoices or representing 20% of the total local spend in table A1.1 (whichever is lower), including the 10 highest values from total spend in table A1.1. The remaining samples will be selected randomly from table A1.1. In addition, 2 local invoices from each group in table A1.2 will be selected and tested. ii. Above 1000 local transactions: a sample of forty (40) local invoices or representing 30% of the total local spend in table A1.1 (whichever is lower), including the 20 highest values from total spend in table A1.1. The remaining samples will be selected randomly from table A1.1. In addition, 2 local invoices from each group in table A2.2 will be selected and tested. |
| A2. Services (Manpower Compensation) | <ul style="list-style-type: none"> a. Details of annual staff schedule compensation for all employees for the respective certification year. b. Reconciliation between the amounts stated in the audited financial statements, detailed schedule annual compensation, and the amounts considered in the ICV Scorecard. c. For a random sample of employees (Qatari nationals and residents with a total annual compensation greater than or equal to 72,000 QAR) totaling to 40 samples or representing 20% of total number of eligible employees, whichever is lower, and agree the compensation and benefit amounts to The Company's payroll & other supporting documents. d. For each of the samples selected obtain the following supporting documents: QIDs, monthly breakdown of compensation for the employees selected, WPS transfer for the month selected, bank transfer advice or bank statement for the month selected. <p>Note: Should The Company exhibit reluctance in sharing staff compensation details for confidentiality purposes, employee name can be replaced with an employee number or code. For testing the sample, ICV Certifier can validate the sample on site/virtually without retaining the supporting documents. However, annual schedule of staff compensation details shall be obtained and retained to perform the reconciliation required and cannot be tested virtually/on-site.</p> |

6.0 Information Request List (2/3)

| Section | Information request list (includes but not limited to the below) |
|-------------------------------|---|
| A2. Services | <ul style="list-style-type: none"> a. Detailed schedule of services spend per supplier. b. Reconciliation between the amounts stated in the audited financial statements, the detailed schedule of services spend, and the amounts considered in the ICV Scorecard. c. Commercial Registration license for 10 sub-suppliers or representing 10% (whichever is lower) of local sub-suppliers without an ICV score (selected by ICV Certifier). d. Invoices (supporting documents) for the sample selected by ICV Certifier. The number of invoices required will be based on the sampling methodology below: <ul style="list-style-type: none"> i. 0 - 1000 local transactions: a sample of twenty-five (25) local invoices or representing 20% of the total local spend in table A2.3 (whichever is lower) including the 10 highest values from total spend in table A2.3. The remaining samples will be selected randomly from table A2.4. In addition, 2 invoices from each group in table A2.1 will be selected and tested. ii. Above 1000 local transactions: a sample of forty (40) local invoices or representing 30% of the total local spend in table A2.3 (whichever is lower) including the 20 highest values from total spend in table A2.3. The remaining samples will be selected randomly from table A2.4. In addition, 2 local invoices from each group in table A2.1 will be selected. |
| B. Workforce Training | <ul style="list-style-type: none"> a. Detailed schedule of total cost of workforce trainings conducted by the Supplier for its employees for the respective certification period. b. Reconciliation between the amounts stated in the audited financial statements, the detailed schedule of total cost of workforce trainings, and the amounts considered in the ICV Scorecard. c. Sub-supplier invoices for a sample of training courses (20 samples or representing 15% of the total training costs, whichever is lower). |
| C. Supplier Development | <ul style="list-style-type: none"> a. Detailed schedule of total cost of supplier development conducted by Supplier for its employees for the respective certification period. b. Reconciliation between the amounts stated in the audited financial statements, the detailed schedule of total cost of supplier development, and the amounts considered in the ICV Scorecard. c. Sub-supplier invoices for a sample of training courses (20 samples or representing 15% of the total supplier development costs, whichever is lower). |
| D. Investment in Fixed Assets | <ul style="list-style-type: none"> a. Reconciliation between the amounts stated in the audited financial statements, and the amounts considered in the ICV Scorecard. b. Written representation letter confirming ownership and location of the assets claimed. |
| Total Cost | <ul style="list-style-type: none"> a. List of all costs excluded from the Total Cost component of the ICV Scorecard b. Reconciliation between the amounts stated in the audited financial statements and the amounts considered in the ICV Scorecard. <p>Note: Cost components without schedules, listings or any breakdown must remain part of the Total Cost, unless the amount pertains to the excluded items as explicitly mentioned in the Detailed ICV Scorecard Submission Handbook.</p> |

6.0 Information Request List (3/3)

| Section | Information request list (includes but not limited to the below) |
|----------------------------------|---|
| Bonus: Productivity & Automation | a. The official Smart Industry Readiness Index (SIRI) Assessment report used by the Supplier for the purpose of the ICV Scorecard |
| Bonus: Qatarization | a. For each sample of eligible Qatari employees selected: <ol style="list-style-type: none"> i. Valid Qatar ID card (QID) of the employee. ii. Employment contract, signed by both the Supplier and the employee. |
| Bonus: Exports | a. Detailed schedule of revenue, by type of revenue (i.e., local or export revenue from Qatari operations) and by type of customer (i.e., local or international customers), as included in the ICV Scorecard. b. For each sample of export revenue selected: <ol style="list-style-type: none"> i. Purchase order or contracts. ii. Invoices. |
| Bonus: Research & Development | a. Detailed invoice-wise schedule of R&D costs incurred during the relevant financial year within Qatar ("Schedule of R&D Expenses"), as included in the ICV Scorecard. b. Reconciliation of the cost breakdown per the Schedule of R&D Expenses to the audited financial statements, highlighting all exclusions for ICV Scorecard purposes. c. For each sample of R&D expense selected: <ol style="list-style-type: none"> i. Purchase order or contracts. ii. Sub-supplier invoice |
| Bonus: Sustainability | a. Official ISO certifications as included in the ICV Scorecard. |

7.0 Appendices

7.1 Eligible entities: CSR (1/8)

- The following table lists eligible entities which can be considered for spend on Corporate Social Responsibility (continued):

| # | CSR entities |
|----|---|
| 1 | Qatar Charity |
| 2 | Qatar Red Crescent |
| 3 | Qatar Society for the Rehabilitation of Special Needs |
| 4 | Qatar Cancer Society |
| 5 | Sheikh Eid Charity Foundation |
| 6 | Thani Bin Abdullah Humanitarian Foundation (RAF) |
| 7 | Afif Charity |
| 8 | Jassim & Hamad Bin Jassim Charitable Foundation |
| 9 | Al Faisal Without Borders Foundation |
| 10 | Sheikh Nasser bin Khalid Al-Thani Charitable Institution |
| 11 | Faisal Bin Fahad Al Thani Charitable Association |
| 12 | Naser Bin Jassim Al Thani Charitable Association (Dar al Bir) |
| 13 | Saeed Bin Salem Al-Muhanadi Institution (Ataa) |
| 14 | Al-Taqwa Center for the Memorization of the Noble Qur'an |
| 15 | Dar Al-Fajr for the memorization of the Noble Qur'an and its Sciences |
| 16 | Dar Nasser bin Issa for the Qur'an and its Science |
| 17 | House of Wisdom Center for the Noble Qur'an and Dawa (Dar al Hikma) |
| 18 | Hamad Bin Khaled Al Thani Foundation for Teaching of the Holy Qur'an |
| 19 | Sharifa Qassem Foundation for the Memorization of the Holy Quran |
| 20 | Ahmed Bin Ali Center for Memorization of the Noble Qur'an for women |
| 21 | Al Hanzab Center for the Holy Quran and its Sciences |
| 22 | Bin Zamel Center for the Qur'an and its Sciences |
| 23 | Crescent Religious Center |
| 24 | Spring of Hearts Center for the Qur'an and its Science |
| 25 | Abdullah Abdulghani Center for Quranic Sciences |
| 26 | Future Girls Center for the Memorization of the Holy Quran |
| 27 | Ghanem Bin Muhammad Center for the Holy Quran and its Sciences |
| 28 | Hajar Center for the Memorization of the Qur'an |
| 29 | Lulwa Al Mohannadi Center for the Holy Quran and its Sciences |
| 30 | Maryam Bint Imran Center for the Memorization of the Holy Quran |
| 31 | Muhammad Bin Raml Center for Quranic Education |
| 32 | Qatar Guests Center |
| 33 | Saad bin Saad Center for the Holy Quran and its Sciences |
| 34 | Sara Bint Muhammad Center for the Memorization of the Holy Quran |
| 35 | Perfection Center for the Holy Quran and its Sciences |

7.1 Eligible entities: CSR (2/8)

- The following table lists eligible entities which can be considered for spend on Corporate Social Responsibility (continued):

| # | CSR entities |
|----|---|
| 36 | Gulf Heart Association |
| 37 | Gulf Qatari Classic Cars Association |
| 38 | Mental Health Friends Association (WEYAK) |
| 39 | Qatar Astronomical Center |
| 40 | Qatar Fine Arts Association |
| 41 | Qatar Lawyers Association |
| 42 | Qatar Medical Association |
| 43 | Qatar Nursing Association |
| 44 | Qatari Autism Society |
| 45 | Al Balagh Cultural Association |
| 46 | Qatar Association of Certified Public Accountants |
| 47 | Qatar Women Association for Economic and Investment Awareness |
| 48 | Japan-Qatar Friendship Association |
| 49 | Qatar Association for Celiac Awareness |
| 50 | Anti-Smoking Association |
| 51 | Qatar Livestock Society (Anaam) |
| 52 | Qatar Amateur Radio Society |
| 53 | Qatar Society of Engineers |
| 54 | Behavioral Healthcare Center |
| 55 | Dreama |
| 56 | NAMA Center |
| 57 | The Family Consulting Center (Wifaq) |
| 58 | The Center of Empowerment and Elderly Care (Ehsan) |
| 59 | Protection & Social Rehabilitation Center (AMAN) |
| 60 | Al Noor Center for the Blind |
| 61 | Qatar Social Work |
| 62 | مركز الحماية والتأهيل الاجتماعي/دمجت |
| 63 | Shafallah Center for Children with Special Needs |
| 64 | Qatar Media Center |
| 65 | The Qatari Center of Social Cultural for the Deaf |
| 66 | Qatar Philateic & Numismatic Center |
| 67 | Al Khor Cultural Center |
| 68 | Visual Art Center |
| 69 | Wijdan Cultural Center |
| 70 | Theater Affairs Center |

7.1 Eligible entities: CSR (3/8)

- The following table lists eligible entities which can be considered for spend on Corporate Social Responsibility (continued):

| # | CSR entities |
|-----|--|
| 71 | Qatar Social & Cultural Center for the Blind |
| 72 | Qatar Voluntary Center |
| 73 | Qatar Poetry Center (Diwan Al Arab) |
| 74 | Nomas Center |
| 75 | Qatar Cultural and Heritage Events Center |
| 76 | Qatari Forum for Authors |
| 77 | Qatar Photographic Center |
| 78 | مركز لدعم الثقافي |
| 79 | Music Affairs Center |
| 80 | Qatari Publishers & Distributors Forum |
| 81 | Al Jasra Social And Cultural Club |
| 82 | Homing Pigeon Hobbyists Center |
| 83 | Qatar Theatre Group |
| 84 | Dar Al Kutub Qatar |
| 85 | Doha Theater Group |
| 86 | Watan Theater Group |
| 87 | Doha Magazine |
| 88 | Al Ahli Sports Club |
| 89 | Al Kharaitiyat Sports Club |
| 90 | Al Khor Girls Center |
| 91 | Al Majd Girls Center |
| 92 | Al Markhiya Sports Club |
| 93 | Al Sadd Sports Club |
| 94 | Al Thakhira Youth Center |
| 95 | Al Wakra Girls Center |
| 96 | Al-Arabi Sports Club |
| 97 | Al-Duhail Sports Club |
| 98 | Al-Gannas Society |
| 99 | Al-Gharafa Sports Club |
| 100 | Al-Jumayliyah Youth Center |
| 101 | Alkaaban Youth Center |
| 102 | Al-Khor Sports Club |
| 103 | Al-Rayyan Sports Club |
| 104 | Alreyada Girls Center |
| 105 | Al-Sailiya Sports Club |

7.1 Eligible entities: CSR (4/8)

- The following table lists eligible entities which can be considered for spend on Corporate Social Responsibility (continued):

| # | CSR entities |
|-----|---|
| 106 | Al Shahania Sports Club |
| 107 | Al-Shamal Sports Club |
| 108 | Althakira Girls Forum |
| 109 | Al-Wakrah Sports Club |
| 110 | Aspetar |
| 111 | Aspire Academy |
| 112 | Aspire Logistics |
| 113 | Barzan Youth Center |
| 114 | Batabit – Qatar Centre for Motorcycles |
| 115 | Camel Racing Committee (Hejen Racing Committee) |
| 116 | Doha Film Institute |
| 117 | Doha Girls Center |
| 118 | Doha Marine Sports Club |
| 119 | Doha Youth Center |
| 120 | Friends of the Environment Center |
| 121 | Girls Creativity Center |
| 122 | International Circuit Lusail |
| 123 | Sealine Circuit Sports Club - Mawater |
| 124 | Mesaimeer Sports Club |
| 125 | Muaither Sports Club |
| 126 | Poet Majles |
| 127 | Porsche Club Qatar |
| 128 | Qatar Air Sports Committee |
| 129 | Qatar Athletics Federation |
| 130 | Qatar Basketball Federation |
| 131 | Qatar Bicycles Center (Qatar Cyclists) |
| 132 | Qatar Billiards & Snooker Federation |
| 133 | Qatar Bowling Federation |
| 134 | Qatar Boxing and Wrestling Federation |
| 135 | Qatar Chess Association |
| 136 | Qatar Equestrian Federation |
| 137 | Qatar Football Association |
| 138 | Qatar Golf Association |
| 139 | Qatar Gymnastics Federation |
| 140 | Qatar Handball Association |

7.1 Eligible entities: CSR (5/8)

- The following table lists eligible entities which can be considered for spend on Corporate Social Responsibility (continued):

| # | CSR entities |
|-----|---|
| 141 | Qatar Motor & Motorcycle Federation |
| 142 | Qatar Music Academy |
| 143 | Qatar Olympic Committee |
| 144 | Qatar Paralympic Committee |
| 145 | Qatar R/C Sport Center |
| 146 | Qatar Sports Club |
| 147 | Qatar Scientific Club |
| 148 | Qatar Shooting & Archery Association |
| 149 | Qatar Sports For All Federation |
| 150 | Qatar Swimming Association |
| 151 | Qatar Table Tennis Association |
| 152 | Qatar Teakwondo, Judo & Karate Federation |
| 153 | Qatar Tennis, Squash and Badminton Federation |
| 154 | Qatar Volleyball Association |
| 155 | Qatar Winter Sports Committee |
| 156 | Qatar Women's Sport Committee |
| 157 | Qatar Youth Hostels |
| 158 | Qatar Sailing & Rowing Federation |
| 159 | Qatar Racing and Equestrian Club (QREC) |
| 160 | Saumaisma & Al-Daayen Youth Center |
| 161 | Umm Salal SC |
| 162 | Youth Art Center |
| 163 | Doha 2020 Bid Committee |
| 164 | Qatar Cycling and Triathlon Federation |
| 165 | Qatar Weightlifting Federation |
| 166 | Qatar School Sports Federation (QSSA) |
| 167 | Al-Ramii Sports Club |
| 168 | Qatar Rugby, Hockey and Cricket Federation |
| 169 | Qatar Camel Mzayen Club |
| 170 | Qatar Endurance Racing Club |
| 171 | Qatar Endurance Committee |
| 172 | Al Dana Girls Center |
| 173 | Arab Gulf Cup Football Federation |
| 174 | Qatar Stars League |
| 175 | Syrian Business Forum |

7.1 Eligible entities: CSR (6/8)

- The following table lists eligible entities which can be considered for spend on Corporate Social Responsibility (continued):

| # | CSR entities |
|-----|---|
| 176 | Qatar Nanny Training Academy |
| 177 | Qatar Diabetes Association |
| 178 | Best Buddies Qatar |
| 179 | International Union of Muslim Scholars |
| 180 | The Arab Network for National Human Rights Institutions |
| 181 | The American Chamber of Commerce in Qatar |
| 182 | Qatar Sports Arbitration Foundation |
| 183 | Visually Impaired Foundation in Qatar |
| 184 | INJAZ Qatar |
| 185 | Education Above All |
| 186 | Qatar Players Association |
| 187 | Childhood Cultural Center |
| 188 | International Centre for Sport Security (ICSS) |
| 189 | Arab Center for Research & Policy Studies |
| 190 | Qatar Press Center |
| 191 | International Committee for Quran Reflection (Tadabor) |
| 192 | Sidra Medicine |
| 193 | Silatech |
| 194 | Teach For Qatar |
| 195 | Qatar Foundation |
| 196 | The Forum for Arab and International Relations |
| 197 | Howiati Foundation |
| 198 | Wa'i Foundation |
| 199 | Doha International Center for Interfaith Dialogue |
| 200 | Qatar Heritage & Identity Center |
| 201 | Doha Institute for Graduate Studies |
| 202 | Doha Goals Forum |
| 203 | beIN |
| 204 | Qatar Olympic Academy |
| 205 | Qatar Foundation for Child and Woman Protection |
| 206 | Qatar Foundation for Combating Human Trafficking |
| 207 | مؤسسة أفاق |
| 208 | Thani Bin Abdullah Humanitarian Foundation |
| 209 | Jassim & Hamad Bin Jassim Charitable Foundation |
| 210 | Hamad Bin Khalifa University (HBKU) |

7.1 Eligible entities: CSR (7/8)

- The following table lists eligible entities which can be considered for spend on Corporate Social Responsibility (continued):

| # | CSR entities |
|-----|---|
| 211 | Ras Laffan Foundation for Environmental Conservation |
| 212 | Al Jazeera Media Network |
| 213 | Katara Public Diplomacy Center |
| 214 | Gulf Studies Center |
| 215 | Qatari Traditional Sail Center |
| 216 | Maktaba Children's Library |
| 217 | Abdulla Abd Al-Ghani Est. for Cultural Communication (HADARA) |
| 218 | Abdullah Bin Hamad Al-Attiyah International Foundation For Energy & Sustainable Development |
| 219 | Ajyal Film Festival |
| 220 | Nahj Foundation |
| 221 | Middle East Council on Global Affairs |
| 222 | Mada – Assistive Technology Center Qatar |
| 223 | Doha Center for Media Freedom |
| 224 | Bedaya Center |
| 225 | Rule of Law and Anti-Corruption Center (ROLACC) |
| 226 | Qatar 2022 Local Organising Committee |
| 227 | Muhammad Bin Hamad Al Thani Center for Muslim Contribution to Civilization |
| 228 | Royal United Services Institute for Defence and Security Studies (RUSI) |
| 229 | Arab Democracy Foundation |
| 230 | QLRS |
| 231 | Qatari French Business Club (QFBC) |
| 232 | مؤسسة الشيخ سلطان بن سحيم بن حمد ال ثاني لخدمة المجتمع |
| 233 | المركز القطري للدراسات والبحوث الدفاعية والأمنية |
| 234 | Al Shaqab |
| 235 | Generation Amazing Foundation |
| 236 | B4Development Foundation |
| 237 | Qatar Physics Society |
| 238 | The Australian Institute of Quantity Surveyors |
| 239 | Chartered Institute of Arbitrators - Qatar & QFC |
| 240 | Belgian Business Club |
| 241 | BPA Worldwide |
| 242 | CFA Society Doha |
| 243 | Maison de la France |
| 244 | Dutch Business Council Qatar (DBCQ) |
| 245 | Chilean Chamber of Commerce & Industry |

7.1 Eligible entities: CSR (8/8)

- The following table lists eligible entities which can be considered for spend on Corporate Social Responsibility (continued):

| # | CSR entities |
|-----|--|
| 246 | Qatar Nigerian Business Council |
| 247 | Croatian Business Council |
| 248 | Qatar-Ukraine Business Forum (QUBF) |
| 249 | Spanish Business Council |
| 250 | Portuguese Business Council |
| 251 | Swiss Business Council |
| 252 | Philippine Business Council |
| 253 | Canadian Business Council Qatar |
| 254 | Doha Chapter of Institute of Chartered Accountants of India |
| 255 | The Institute of Internal Auditors Doha Chapter |
| 256 | Indian Business and Professional Council |
| 257 | Japanese Society in Doha |
| 258 | Pakistan Business Forum Doha |
| 259 | Baltic Business Council |
| 260 | Innovation Centre for Education (iCE) Doha |
| 261 | IEEE Worldwide Limited |
| 262 | Singapore Business Council Qatar |
| 263 | TriDoha |
| 264 | Nepal Business Association Qatar |
| 265 | Philippine Institute Of Certified Public Accountants (PICPA) |

7.2 Eligible entities: Fuel (1/2)

- The following table lists authorized fuel stations which will be assigned a pre-defined ICV Score of 80%:

| # | Authorized Fuel Stations (1/2) |
|----|--|
| 1 | Qatar Petrol Station |
| 2 | Automart Station |
| 3 | Al-Hilal Petrol Station |
| 4 | Yarmook Petrol Station |
| 5 | Sealine Petrol Station |
| 6 | Industrial Petrol Station |
| 7 | Al - Ahliyah Petrol Station |
| 8 | Al Jazerah Petrol Station |
| 9 | Al Khor Coastal Petrol Station |
| 10 | Teyseer Petrol Station |
| 11 | Al Zabara Petrol Station |
| 12 | Khalifa Town Petrol Station |
| 13 | Al-Andalus Petrol Station And Tech |
| 14 | Umm Al-Afaei Petrol Station |
| 15 | Al-Watan Petrol Station |
| 16 | Al-Salam Petrol Station |
| 17 | Salwa Petrol Station |
| 18 | Abu Hamour Petrol And Car Service |
| 19 | Westbay Petrol Station |
| 20 | Abu Nakhla Petrol Station |
| 21 | Tebah Petrol Station And Tech Service |
| 22 | City Petrol Station |
| 23 | Doha Petrol Center Ltd. |
| 24 | Al-Nayef Petrol Station |
| 25 | University Petrol Station |
| 26 | Al Khor Al Wataniya Petrol Station |
| 27 | Madinat Al Shamal Petrol Station |
| 28 | Lusail Real Estate Development Company |
| 29 | United Development Company |
| 30 | Khessah Petrol Station |
| 31 | Tadamun Petrol Station |
| 32 | Doha Petrol Station N.B.K |
| 33 | Falcon Petrol Station |
| 34 | Al Waeb Petrol Station |
| 35 | Al Shaqab Petrol Station |

7.2 Eligible entities: Fuel (2/2)

- The following table lists authorized fuel stations which will be assigned a pre-defined ICV Score of 80% (continued):

| # | Authorized Fuel Stations (2/2) |
|----|----------------------------------|
| 36 | Al Garden Petrol Station |
| 37 | Airport Petrol Station |
| 38 | Al Merkhiyah Petrol Station |
| 39 | Jaidah Motors and Trading Co. |
| 40 | Masilah Petrol Station |
| 41 | Al Khor Petrol Station |
| 42 | Muntazah Petrol Station |
| 43 | Al Najma Petrol Station |
| 44 | Madenat Al Shamal Petrol Station |
| 45 | Arabian Gulf Petrol Station |
| 46 | Al-Noor Petrol Station |
| 47 | Al Wasail Petrol Station |
| 48 | Ras Laffan Petrol Station |
| 49 | Cornich Marine Petrol Station |
| 50 | North Field Petrol Station |
| 51 | Rayyan Petrol Station |
| 52 | Al Wkair Petrol Station |
| 53 | Port Petrol Station |
| 54 | Al-Shaab Petrol Station |
| 55 | Wajbah Petrol Station |
| 56 | Al-Shahaniya Petrol Station |
| 57 | Al-Fruseiah Petrol Station |
| 58 | Sohatco Petrol Station |
| 59 | Al Wakrah Petrol Station |
| 60 | Mergab Petrol Station |
| 61 | Navigation Marine S.Center |
| 62 | Al Markiya Petrol Station |
| 63 | Al-Ahliyah Petrol Station |
| 64 | Arabian Gulf Petrol Station |
| 65 | Al Seef Petrol Station |
| 66 | Aziz Petrol Station |
| 67 | Al Mana Petrol Station |
| 68 | Al-Ramzani Petrol Station |
| 69 | Central Market Petrol Station |