

## Mandatory criteria for accepting ICV Certifiers

| # | Dimension                                  | Criteria   |
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| 1 | <b>Commercial Registration</b>             | The company 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 | <b>Chartered Accounting Firms</b>          | <p>The company applying must be included in the Company's Chartered Accountants records, held by the Ministry of Commerce and Industry, and must have at least one audit partner holding an active audit license issued by the Ministry of Commerce and Industry. Holding an active auditing license does not necessarily apply to any of the nominated Engagement Leaders.</p> <p>The company must have resources with Internal and External Audit experience and must be currently providing audit and assurance services in Qatar.</p>  |
| 3 | <b>Internal Risk Management Procedures</b> | <p>The company applying must have a risk-management policy, covering at a minimum the following:</p> <ul style="list-style-type: none"> <li>• Independence and ethical requirements, based on International Ethics Standards Board for Accountants® (“IESBA”) code of ethics.</li> <li>• Know Your Customer (KYC) and Anti-Money Laundering (AML) regulations in Qatar.</li> </ul>   |
| 4 | <b>Engagement Leaders</b>                  | <p>At a minimum, companies must have at least 2 identified experienced 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.</p> <p>To be classified and identified as an experienced Engagement Leader in the local market, the following factors must be considered:</p> <ul style="list-style-type: none"> <li>• Residence in the State of Qatar.</li> <li>• Minimum 15 years of total experience with audit and non-audit engagements.</li> <li>• International professional qualification, in the field of accounting, must be from the following: <ul style="list-style-type: none"> <li>• ACCA</li> <li>• CPA</li> <li>• ICAEW – Institute of Chartered Accountants in England and Wales</li> <li>• SOCPA –Saudi Organization for Chartered and Professional Accountants</li> <li>• ESAA – Egyptian Society of Accountants &amp; Auditors</li> <li>• Chartered Accountant (CA) – Institute of Chartered Accountants of Scotland (ICAS)</li> <li>• Chartered Accountant (CA) – Institute of Chartered Accountants of India (ICAI)</li> <li>• Chartered Accountant (CA) – Institute of Chartered Accountants of Nigeria (ICAN)</li> <li>• Chartered Accountant (CA) – Institute of Chartered Accountants of Australia</li> <li>• Chartered Accountant (CA) – Institute of Chartered Accountants of New Zealand</li> </ul> </li> </ul> <p>Firms may submit CVs of potential Engagement Leaders as part of</p> |

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|   |  | <p>their application. However, if accepted to the ICV Certifier panel, all nominated Engagement Leaders must hold valid QIDs, with their sponsorship registered under the approved firm.</p>  |
| 5 | <b>Team Structure</b>                                      | <p>The ICV Certifier shall, at a minimum, have a team that consists of the following:</p> <ul style="list-style-type: none"> <li>● Engagement Leader(s)</li> <li>● Review Manager(s)</li> <li>● Fieldwork Team</li> </ul>   |
| 6 | <b>Electronic Working Paper Document Management System</b> | <p>The ICV Certifier shall have electronic working papers and a document management system, with the following features, at a minimum:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Audit trail: Chronological log of actions, showcasing evidence, sign-offs, and logged changes.</li> <li>● 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.</li> <li>● Archiving: Archiving process for the working papers which is to be made available to the ICV auditor upon request.</li> </ul>   |
| 7 | <b>Post-Acceptance Confirmations</b>                       | <p>The ICV Certifier is required to acknowledge and sign a document that contains confirmation of the following:</p> <ul style="list-style-type: none"> <li>● No offshoring of work or outsourcing to other companies without prior approval from Qatar Energy.</li> <li>● Attend ICV Certifier panel meetings, onboarding sessions and training workshops.</li> <li>● 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.</li> <li>● Adhere to international standards and local regulations applicable to the ICV engagement (such as IESBA, KYC, AML requirements applicable in the State of Qatar).</li> <li>● To obtain Tawteen ICV Certificate within (1) month of becoming an ICV Certifiers.</li> <li>● Act professionally, ethically and impartially while conducting all activities related to the ICV program.</li> <li>● Conduct a competent, independent and impartial review of suppliers in accordance with the requirements of this ICV certification guidelines.</li> <li>● Contribute to the preparation of potential awareness/ training workshops for supplier.</li> <li>● Report any instances of non-compliance by suppliers.</li> <li>● Comply with the set due dates for completion of required corrective actions, if any.</li> </ul> <p>Any other responsibilities assigned by Tawteen that are deemed necessary for the effective implementation of the ICV program.</p> |