



**STENIEL MANUFACTURING CORPORATION**

**CHARTER  
AUDIT COMMITTEE**

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## **PURPOSE**

The purpose of the Audit Committee is to enhance the oversight capability of the Board of Directors (the “Board”) over Steniel Manufacturing Corporation’s (the “Corporation”) financial reporting process, internal control system, internal and external audit processes, and compliance with applicable laws and regulations.

It is responsible for overseeing senior management in establishing and maintaining an adequate, effective and efficient internal control framework. The Audit Committee ensures that systems and processes are designed to provide assurance in areas including reporting, monitoring compliance with laws, regulations and internal policies, efficiency and effectiveness of operations, and safeguarding of assets.

## **COMPOSITION**

1. The Audit Committee shall have five (5) members, of which at least three (3) are non-executive directors and majority of whom should be independent directors.
2. The Chairman of the Audit Committee must be an independent director and must not chair the Board or any other committee in the Corporation.
3. The Board may appoint one or more persons to serve as advisor(s) to the Audit Committee and such advisor(s) shall have the right to attend and participate at any meeting of the Audit Committee, but shall have no right to vote in respect of any action by the Audit Committee.
4. The Chairman of the Audit Committee or any of its members or advisor(s) may be removed from office only by the Board.

## **QUALIFICATION AND DISQUALIFICATION OF COMMITTEE MEMBERS**

1. All of the members of the Audit Committee must have relevant background, knowledge, skills, and/or experience in the areas of accounting, auditing and finance.
2. At least one member of the Audit Committee must have relevant thorough knowledge and experience on risk and risk management.
3. The office of a member shall ipso facto be vacated:
  - a. if he resigns his office as a member;
  - b. if he is removed by a resolution of the Board;
  - c. if he becomes of unsound mind; or
  - d. if he is subsequently disqualified from becoming a member.

4. A member shall be disqualified from continuing to be such during the remainder of his tenure if, upon determination by the Board, he becomes disqualified from directorship based on any grounds for disqualification set forth in the Corporation's By-laws or Manual of Corporate Governance.

## **CHIEF AUDIT EXECUTIVE**

1. The Board, taking into account the Corporation's size, risk profile and complexity of operations, appoint a Chief Audit Executive ("CAE"), which is the highest position in the Corporation responsible for internal audit activities.
2. The CAE shall oversee and be responsible for the internal audit activity of the Corporation, including that portion that may be outsourced to a third-party service provider. In case of a fully outsourced internal audit activity, qualified independent executive or senior management personnel should be assigned the responsibility for managing the fully outsourced internal audit activity.
3. The CAE shall conform with the Code of Professional Ethics for Certified Public Accountants and ensure compliance with sound internal auditing standards.
4. Specific responsibilities of the CAE are as follows:
  - a. Periodically review the internal audit charter and presents it to senior management and the Audit Committee for approval;
  - b. Establish a risk-based internal audit plan, including policies and procedures, to determine the priorities of the internal audit activity, consistent with the organization's goals;
  - c. Communicate the internal audit activity's plans, resource requirements and impact of resource limitations, as well as significant interim changes, to senior management and the Audit Committee for review and approval;
  - d. Spearhead the performance of the internal audit activity to ensure it adds value to the Corporation;
  - e. Report periodically to the Audit Committee on the internal audit activity's performance relative to its plan; and
  - f. Present findings and recommendations to the Audit Committee and gives advice to senior management and the Board on how to improve internal processes.
5. The CAE shall have such powers and duties as are incident to his office and as the Board of Directors may prescribe. The CAE shall report directly to the Board.

## DUTIES AND POWERS

To carry out its purposes, the Committee shall have the following duties and powers, among others:

### 1. Internal Audit

- a. Recommend the approval of the Internal Audit Charter ("IA Charter"), which formally defines the role of Internal Audit and the audit plan as well as oversee the implementation of the IA Charter;
- b. Oversee the Internal Audit Department ("IA Department") and recommend the appointment and/or grounds for approval of an internal audit head or CAE;
- c. Approve the augmentation of the expertise of the IA Department through the engagement of external specialists on a project or retainer basis when specialized skills are not available within the IA Department to carry out reviews of complex operations or sophisticated integrated systems. The Audit Committee should approve the terms and conditions for outsourcing internal audit services;
- d. Establish and identify the reporting line of the Internal Auditor to enable him to properly fulfill his duties and responsibilities. For this purpose, he should directly report to the Audit Committee;
- e. Perform oversight functions over the Internal Auditor, and ensure the independence of the Internal Auditor and the unrestricted access of the Internal Auditor to all records, properties and personnel to enable it to perform its audit function;
- f. Require the internal audit head/CAE to render to the Audit Committee an annual report on the IA Department's activities, purposes, and authorities, responsibilities and performance relative to the audit plans and strategies approved by the Committee. Such annual report shall include significant risk exposures and control issues, corporate governance issues and other matters requested by the Committee or the Board;
- g. Require a statement from the internal audit head/CAE that the activities of the internal audit organization are conducted in accordance with the International Standards for the Professional Practice of Internal Auditing; if otherwise, a disclosure that the internal audit organization has not yet fully achieved compliance with the International Standards for the Professional Practice of Internal Auditing; and
- h. Conduct an annual review and, if deemed appropriate, cause an update, of the Corporation's IA Charter.
- i. Review and approve of the Annual Internal Work Plan and all deviations therefrom, and ensure that internal audit examinations cover the evaluation of adequacy and effectiveness of controls encompassing the Company's governance, operations, information systems, reliability and integrity of financial and operational information, effectiveness and efficiency of operations, safeguarding of assets and

compliance with laws, rules, regulations and internal policies.

The Annual Internal Audit Plan shall include the audit scope, resources and budget necessary to implement it.

- j. The Committee shall also ensure that audit resources are reasonably allocated to the areas of highest risk and ensure that the Annual Internal Audit Plan is in conformity with the objectives of the Company.

## **2. Internal Control**

- a. Through the IA Department, monitor and evaluate the adequacy and effectiveness of the Corporation's internal control system, integrity of financial reporting, and security of physical and information assets.
- b. Ensure well-designed internal control procedures and processes that will provide a system of checks and balances are in place in order to (i) safeguard the Corporation's resources and ensure their effective utilization, (ii) prevent occurrence of fraud and other irregularities, (iii) protect the accuracy and reliability of the Corporation's financial data, and (iv) ensure compliance with applicable laws and regulations; and
- c. Understand the scope of internal and external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

## **3. Financial Reporting and Disclosures**

- a. Through the IA Department, monitor and evaluate the integrity of financial reporting.
- b. Review and approve the Interim and Annual Financial Statements before their submission to the Board, with particular focus on the following matters:
  - Any change/s in accounting policies and practices
  - Areas where a significant amount of judgment has been exercised
  - Significant adjustments resulting from the audit
  - Going concern assumptions
  - Compliance with accounting standards
  - Compliance with tax, legal and regulatory requirements

Advise Management and the External Auditor that they are expected to provide to the Audit Committee a timely analysis of significant/critical financial reporting issues and practices.

- c. Obtain and consider any reports or communications (and Management's and/or the internal audit head/CAE's responses thereto) submitted to the Audit Committee by the External Auditor as required by or referred to in the prevailing applicable Auditing Standard.
- d. Have periodic meetings with the internal audit head/CAE to surface issues

warranting the attention of the Committee.

- e. Have separate sessions periodically, with Management and with the External Auditor, as the Committee may deem necessary to surface issues warranting the attention of the Committee.
- f. Meet with Management, the internal audit head and/or the External Auditor to discuss any earnings press releases, and financial information and earnings guidance provided to analysts, rating agencies, and the general public.
- g. Resolve disagreements between Management and the External Auditor regarding financial reporting.
- h. Review on a semi-annual basis financial reporting and reporting responsibilities.

#### **4. Management**

- a. Review and monitor Management's responsiveness to the Internal Auditor's findings and recommendations.
- b. Review the disposition of the recommendations in the External Auditor's management letter.
- c. Coordinate, monitor, and facilitate compliance with laws, rules, and regulations.
- d. In case of failure by the CEO or the Corporation's General Counsel to adopt, as necessary, appropriate remedial measures or sanctions with respect to any reported material violation of securities law or breach of fiduciary duty or similar violations by the Corporation, consider such reported violation and recommend the appropriate sanction therefore.
- e. Discuss with the Corporation's General Counsel or Chief Governance Officer/Compliance Officer any significant legal matters that may have a material effect on the financial statements, the Corporation's compliance policies, including material notices to or inquiries from governmental agencies.
- f. Meet with the Board at least every quarter without the presence of the Chief Executive Officer or other management team members, and periodically meet with the head of the internal audit.

#### **5. External Auditor**

- a. Recommend to the Board the appointment, reappointment, removal and fees of the External Auditor, duly accredited by the Securities and Exchange Commission, who undertakes an independent audit of the corporation, and provides an objective assurance on the manner by which the financial statements should be prepared and presented to the stockholders.
- b. Evaluate and determine the non-audit work, if any, of the External Auditor, and periodically review the non-audit fees paid to the External Auditor in relation to the total fees paid to him and to the corporation's overall consultancy expenses. The

committee should disallow any non-audit work that will conflict with his duties as an External Auditor or may pose a threat to his independence. The non-audit work, if allowed, should be disclosed in the Corporation's Annual Report and Annual Corporate Governance Report.

- c. Prior to the commencement of the audit, discuss with the External Auditor the nature, scope, and expenses of the audit, and ensure the proper coordination if more than one audit firm is involved in the activity to secure proper coverage and minimize duplication of efforts.
- d. Perform oversight functions over the corporation's External Auditor and ensure the independence of the External Auditor and the unrestricted access of the External Auditor to all records, properties and personnel to enable it to perform its audit function.
- e. Monitor coordination of efforts between the External and Internal Auditors. The Committee shall ensure that the Internal and External auditors act independently from each other.
- f. Ensure that the External Auditor prepares and delivers annually a formal written statement delineating all relationships between the External Auditor and the Corporation ("Statement") as required by the prevailing applicable Independence Standards, and discuss with the External Auditor and evaluate any relationships or services disclosed in such Statement that may impact the objectivity, independence or quality of services of the External Auditor and take appropriate action in response to such Statement to satisfy itself of the External Auditor's independence.
- g. Review, based upon the External Auditor's formal written statement submitted at least annually, the External Auditor's internal quality-control procedures, any material issues raised by the most recent internal quality-control review or peer review of the External Auditor, or by any inquiry or investigation by governmental or professional authorities within the preceding five years, regarding one or more independent audits carried out by the External Auditor; and any steps taken to deal with any such issues.
- h. Ensure that the External Auditor, or its lead audit partner primarily responsible for the audit or review of the Corporation's financial accounts, is rotated at least once every five years or such shorter or longer period provided under applicable laws and regulations.
- i. Conduct a meeting in executive session with the External Auditor to discuss any matters that the Committee or the External Auditors believe should be discussed privately, including the results of the audit, year-end financial statements, the quality of the management, financial and accounting controls.
- j. Assess, review and monitoring, on an annual basis, the integrity and independence of external auditors and the effectiveness of the audit process, taking into consideration relevant Philippine professional and regulatory requirements.



## **7. Other Duties and Powers**

- a. Perform other activities related to this charter as requested by the Board.
- b. Institute and oversee special investigations as needed.
- c. Prepare and review with the Board an annual performance evaluation of the Committee, which evaluation must compare the performance of the Committee with the requirements of its Charter, set forth the goals and objectives of the Committee for the ensuing year and include any recommendation to the Board on any improvements to this Charter deemed necessary or desirable by the Committee; provided that such report to the Board may take the form of an oral report by the Chairman of the Committee or any other Member designated by the Committee to make such report.
- d. Evaluate the Committee's and individual members' performance on a regular basis.

## **MEETINGS**

1. The Committee should convene periodically. At the discretion of the Committee Chairman, attendees at the meetings will include the external and internal auditors, the executive management and other internal or external parties with relevant experience and expertise.
2. The Committee shall meet with the Board at least every quarter without the presence of the CEO or other management team members, and periodically meet with the internal audit head/CAE. The minutes of all Committee meetings shall be circulated to the members of the Board.
3. Meeting agendas will be prepared and provided in advance to Members, along with appropriate briefing materials.
4. To foster open communication and appraise the audit efforts of the Corporation's external and internal auditors, the Committee should meet at least annually with the external auditors, the head of internal audit and management in separate executive sessions to discuss any matters that the Committee or each of these groups believe should be discussed in confidence.

## **REPORTING PROCESS**

1. To keep the Board apprised on the results of the Committee's activities, the Chairman of Committee shall submit a report every quarter to the Chairman of the Board and shall be ready to present the report to the full Board during its meeting for the quarter.
2. The Committee Chairman will also submit and present an Annual Committee report to the full Board during its first meeting following the immediate fiscal year.

3. The Committee will prepare and review with the Board an annual performance evaluation of the Committee, which evaluation must compare the performance of the Committee with the requirements of its Charter, set forth the goals and objectives of the Committee for the ensuing year and include any recommendation to the Board on any improvements to this Charter deemed necessary or desirable by the Committee; provided that such report to the Board may take the form of an oral report by the Audit Committee Chairman or any other Member designated by the Committee to make such report.
4. The Committee will also prepare any report, including any recommendation of the Committee, required by the rules of the SEC to be included in the Corporation's annual proxy/information statement.

## **PERFORMANCE ASSESSMENT**

1. The Committee shall assess its effectiveness to ensure that its performance meets and complies with best practices. In any such assessment, the Committee may be guided by this Charter or a self-assessment worksheet.
2. The assessment shall be accomplished on an annual basis or in such short intervals as may be required by the Board. The results of the assessment shall be validated by the Compliance Officer and submitted to the Board.
3. The Committee shall establish a feedback mechanism to receive comments from management, the IA Department, general counsel, the external auditor, and any person, to facilitate dialogue within the organization about possible ways to improve its performance.
4. To ensure that the Committee continues to fulfill its responsibilities in accordance with global best practices and in compliance with the Manual on Corporate Governance and other relevant regulatory requirements, the Committee shall conduct an assessment of its performance at least annually. The entire assessment process should be documented and should form part of the records of the company.

## **REMUNERATION**

1. No fees or other remuneration shall be payable to the Members and advisors in respect of their services provided in connection with the Committee or in respect of their attendance at meetings of the Committee, save and except fees or remuneration authorized and approved by the Board for such purposes.
2. No fees or compensation shall be paid directly or indirectly to any Member or his firm for consultancy or advisory services rendered to the Corporation directly by the Member or indirectly through his firm even if such Member is not the actual service provider. However, this prohibition shall not apply to ordinary compensation paid to a Member or his firm in respect of any other supplier or other business relationship or transaction that the Board has determined to be at arm's length terms and immaterial for purposes of its basic Member's independence analysis.

## **PERIODIC REVIEW**

1. The Committee shall review the Charter at least annually and obtain the approval of the full Board for any revisions thereto or for any case where external bodies may suggest change. Suggestions by such external bodies, however, are subject to the approval of the Committee.
2. This Charter shall not be amended, altered or varied unless such amendment, alteration or variation shall have been approved by a resolution of the Board.