

# XPENG INC.

## AUDIT COMMITTEE CHARTER

This Audit Committee Charter (the “**Audit Committee Charter**”) was adopted by the Board of Directors (the “**Board**”) of XPeng Inc., a Cayman Islands company (the “**Company**”) on August 20, 2020, and shall become effective immediately upon the Company’s listing on The Stock Exchange of Hong Kong Limited (the “**Hong Kong Stock Exchange**”). The Charter is available for viewing in English and traditional Chinese. If there is any inconsistency between the English and the traditional Chinese versions of the Charter, the English version shall prevail over the traditional Chinese version.

**1. Purpose; Limitations on Duties.** The purpose of the Audit Committee (the “**Committee**”) is to assist the Board in overseeing the accounting and financial reporting processes of the Company and audits of the financial statements of the Company and to prepare the annual report of the Audit Committee required by applicable United States Securities and Exchange Commission (the “**SEC**”) disclosure rules. In doing so, it is the responsibility of the Committee to provide an open avenue of communication between the Board, management, internal audit firm (or other personnel responsible for the internal audit function) and the independent auditors. Among the matters the Committee will oversee are (a) the Company’s accounting and financial reporting processes, (b) the integrity of the Company’s financial statements, (c) the Company’s compliance with legal and regulatory requirements, (d) the independent auditors’ qualifications and independence, (e) the performance of Company’s internal audit, accounting and financial controls and independent auditors, and (f) any other matters falling within the Committee’s authority or responsibility under the applicable laws and regulations.

The function of the Committee is oversight. The management of the Company is responsible for the preparation, presentation and integrity of the Company’s financial statements. The management is solely responsible for maintaining appropriate accounting and financial reporting principles and policies and internal controls and procedures that provide for compliance with accounting standards and applicable laws and regulations. The independent auditors are responsible for planning and carrying out a proper audit of the Company’s annual financial statements and other procedures. In fulfilling their responsibilities hereunder, it is recognized that members of the Committee are not full-time employees of the Company and are not, and do not represent themselves to be, performing the functions of auditors or accountants. As such, it is not the duty or responsibility of the Committee or its members to conduct “field work” or other types of auditing or accounting reviews or procedures or to set auditor independence standards.

In addition to the powers and responsibilities expressly delegated to the Committee in this Charter, the Committee may exercise any other powers and must carry out any other responsibilities delegated to it by the Board from time to time consistent with the Company’s Memorandum and Articles of Association, as amended and restated from time to time (the “**Memorandum and Articles of Association**”). The powers and responsibilities delegated by the Board to the Committee in this Charter or otherwise shall be exercised and carried out

by the Committee as it deems appropriate without requirement of Board approval, and any decision made by the Committee (including any decision to exercise or refrain from exercising any of the powers delegated to the Committee hereunder) shall be at the Committee's sole discretion. While acting within the scope of the powers and responsibilities delegated to it, the Committee shall have and may exercise all the powers and authority of the Board. To the fullest extent permitted by law, the Committee shall have the power to determine which matters are within the scope of the powers and responsibilities delegated to it.

The independent auditors for the Company are accountable to the Committee, as representatives of the shareholders. The Committee is directly responsible for the appointment, compensation and oversight of the work of the independent auditors (including resolving disagreements between management and the independent auditors regarding financial reporting). The Committee has the authority and responsibility to appoint, retain and terminate the Company's independent auditors (subject, if applicable, to stockholder ratification). The Company's independent auditors shall report directly to the Committee.

- 2. Membership; Appointment; Financial Expert.** The Committee will consist of a minimum of three directors the Board, each of whom must be a non-executive director, and an "audit committee independent director" pursuant to SEC rules and shall satisfy the independence requirements of the New York Stock Exchange and Rule 10A-3(b)(1) under the Securities Exchange Act of 1934, as amended (the "**Exchange Act**"), both of which are set forth in Annex A hereto. At least one must be an independent non-executive director with appropriate professional qualifications or accounting or related financial management expertise as required under Listing Rules rule 3.10(2). The majority of the audit committee members must be independent non-executive directors of the Company.

No Committee member shall simultaneously serve on the audit committees of more than three other public companies unless as otherwise approved by the Board. The members of the Committee will be appointed by and serve at the discretion of the Board. The chairperson of the Committee (the "**Chairperson**") will be appointed by the Board. The Board shall also determine whether each member is financially literate under the New York Stock Exchange Listed Company Manual and that at least one member of the Committee is an "audit committee financial expert" defined in Item 16A of Form 20-F, the requirements for which are set forth in Annex B hereto. Section 13(a) of the Exchange Act requires the Company to disclose whether or not one member of the Committee is an audit committee financial expert.

A former partner of the issuer's existing auditing firm should be prohibited from acting as a member of its audit committee for a period of two years from the date of the person ceasing: (a) to be a partner of the firm; or (b) to have any financial interest in the firm, whichever is later.

The agenda and accompanying supporting papers shall be sent to all members of the Committee and to other attendees as appropriate at least three days before the date of the meeting (or such other period as the members may agree).

## 3. Duties

### 3.1 Independent Auditors.

- (a) **Selection and Fees.** Be primarily responsible for making recommendation to the board on the appointment, compensation, retention, removal, evaluation, and oversight of the work of the independent auditors (including resolution of disagreements between management and the independent auditors regarding financial reporting) for the purpose of preparing or issuing an audit report or performing other audit, review or attest services for the Company and, where appropriate, the termination and replacement of such firm. Such independent auditors shall report directly to and be ultimately accountable to the Committee. The Committee has the ultimate authority to approve all audit engagement fees and terms, with the costs of all engagements borne by the Company, and any questions of its resignation or dismissal.
- (b) **Audit Team.** To review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process in accordance with applicable standards. Review the experience and qualifications of the senior members of the independent auditors' team.
- (c) **Scope of Audit.** The audit committee should discuss with the auditor the nature and scope of the audit and reporting obligations before the audit commences. Review, evaluate and approve the annual engagement proposal of the independent auditors (including the proposed scope and approach of the annual audit).
- (d) **Lead Audit Partner Review, Evaluation and Rotation.** Review and evaluate the lead partner of the independent auditors. Ensure that the lead audit partner having primary responsibility for the audit and the reviewing audit partner of the independent auditors are rotated at least every five years and that other audit partners (as defined by the SEC) are rotated at least every seven years.
- (e) **Policy on engaging external auditor to supply non-audit services.** To develop and implement policy on engaging an external auditor to supply non-audit services. For this purpose, "external auditor" includes any entity that is under common control, ownership or management with the audit firm or any entity that a reasonable and informed third party knowing all relevant information would reasonably conclude to be part of the audit firm nationally or internationally. The audit committee should report to the board, identifying and making recommendations on any matters where action or improvement is needed.
- (f) **Pre-Approval of Audit and Non-Audit Services.** Pre-approve all auditing services and all non-audit services permitted to be performed by the independent auditors, and to consider whether the performance by the outside auditors of non-audit services is compatible with maintaining the independence of the outside auditors. Such pre-approval may be given as part of the Committee's approval of the scope of the engagement of the independent auditors or on an engagement-by-engagement

basis or pursuant to pre-established policies. In addition, the authority to pre-approve non-audit services may be delegated by the Committee to one or more of its members, but such member's or members' non-audit service approval decisions must be reported to the full Committee at the next regularly scheduled meeting. The Company shall disclose in its annual reports (and periodic reports, if any) required by Section 13(a) of the Exchange Act any approval of non-audit services during the period covered by the applicable report. The independent auditors shall not be retained to perform the non-audit functions prohibited by applicable law and the rules of the SEC. A list of prohibited non-audit functions, as defined in Section 10A(g) of the Exchange Act, is set forth in Annex C hereto.

**(g) Statement from Independent Auditors.** At least annually, obtain and review a statement from the independent auditors (it being understood that the independent auditors are responsible for the accuracy and completeness of such report) describing:

- (i) the independent auditors' internal quality-control procedures;
- (ii) any material issues raised by the most recent internal quality-control review, or peer review, of the independent auditors, or by any inquiry or investigation by governmental or professional authorities, within the preceding five years, respecting one or more independent audits carried out by the independent auditors, and any steps taken to deal with any such issues; and
- (iii) all relationships between the independent auditors and the Company (to assess the independent auditors' independence), including each non-audit service provided to the Company and at least the matters set forth in Independence Standards Board Standard No. 1.

**(h) Statement of Fees from Independent Auditors.** The independent auditors shall submit to the Committee annually a formal written statement of the fees billed in each of the last two fiscal years for each of the following categories of services rendered by the independent auditors:

- (i) the audit of the Company's annual financial statements or services that are normally provided by the independent auditors in connection with statutory and regulatory filings or engagements;
- (ii) assurances and related services, not included in clause (i) that are reasonably related to the performance of the audit or review of the Company's financial statements, in the aggregate and by each service;
- (iii) tax compliance, tax advice and tax planning services, in the aggregate and by each service; and
- (iv) all other products and services rendered by the independent auditors, in the aggregate and by each service.

- (i) **Hiring Policies.** Set clear hiring policies for employees and former employees of the independent auditors. At a minimum, these policies shall provide that any registered public accounting firm may not provide audit services to the Company if the chief executive officer, chief financial officer, controller, chief accounting officer or any person serving in an equivalent capacity for the Company was employed by the registered public accounting firm and participated in the audit of the Company within one year of the initiation of the current audit.
- (i) **Review Problems.** Review with the independent auditors any audit problems or difficulties the independent auditors may have encountered in the course of its audit work, and management’s responses, including: (i) any restrictions on the scope of activities or access to requested information and (ii) any significant disagreements with management and management’s responses to such matters.
- (ii) **Material Communications.** Discuss with the independent auditors any communications between the audit team and the independent auditors’ national office regarding auditing or accounting issues that the engagement presented.
- (iii) **Accounting Adjustments.** Discuss with the independent auditors any accounting adjustments that were noted or proposed by the independent auditors but were “passed on” (as immaterial or otherwise).
- (iv) **Internal Audit Function.** Discuss with the independent auditors the responsibilities, budget and staffing of the Company’s internal audit function.
- (v) **Management or Internal Control Letters.** Discuss with the independent auditors any “management” or “internal control” letter issued, or proposed to be issued, by the independent auditor to the Company.
- (j) **Relations with Company.** Act as the key representative body for overseeing the issuer’s relations with the external auditor.

**4. Specific Responsibilities and Duties.** The Board delegates to the Committee the express responsibility and authority to:

#### **4.1 Financial Reporting.**

- (a) **Annual Financials.** Review and discuss with management and the independent auditors the Company’s annual audited financial statements, (including the Company’s disclosures under “Management’s Discussion and Analysis of Financial Condition and Results of Operations”), any unusual or non-recurring items, the nature and substance of significant reserves, the adequacy of internal controls and other matters that the Committee deems material, prior to the public release of such information. Obtain from the independent auditors assurance that the audit was conducted in a manner consistent with Section 10A of the Exchange Act. Recommend to the Board whether the annual audited financial statements should be included in the Company’s Annual Report on Form 20-F.

- (b) **Interim Financials.** Review and discuss with management and the independent auditors the Company's interim financial statements (including the Company disclosure under "Management's Discussion and Analysis of Financial Condition and Results of Operations"), the results of the independent auditors' reviews of the interim financial statements, and other matters that the Committee deems material prior to the public release of such information.
- (c) **Integrity of financial statements.** To monitor integrity of the issuer's financial statements and annual report and accounts, half-year report and, if prepared for publication, quarterly reports, and to review significant financial reporting judgements contained in them. In reviewing these reports before submission to the board, the committee should focus particularly on:-
- (i) Any changes in accounting policies and practices;
  - (ii) Major judgmental areas;
  - (iii) Significant adjustments resulting from audit;
  - (iv) The going concern assumptions and any qualifications;
  - (v) Compliance with accounting standards; and
  - (vi) Compliance with the Listing Rules and legal requirements in relation to financial reporting.
- (d) **Reports and accounts.** The committee should consider any significant or unusual items that are, or may need to be, reflected in the report and accounts, it should give due consideration to any matters that have been raised by the issuer's staff responsible for the accounting and financial reporting function, compliance officer or auditors;
- (e) **Accounting Principles.** Review with management and the independent auditors major issues regarding accounting principles and financial statement presentations, including any material changes in the selection or application of the principles followed in prior years and any items required to be communicated by the independent auditors in accordance with AICPA Statement of Auditing Standards ("SAS") 114, including any of the following:
- deficiencies noted in the audit in the design or operation of internal controls;
  - consideration of fraud in a financial statement audit;
  - detection of illegal acts;
  - the independent auditors' responsibility under generally accepted auditing standards;

- any restriction on audit scope;
- significant accounting policies;
- significant issues discussed with the national office respecting auditing or accounting issues presented by the engagement;
- management judgments and accounting estimates;
- any accounting adjustments arising from the audit that were noted or proposed by the auditors but were passed (as immaterial or otherwise);
- the responsibility of the independent auditors for other information in documents containing audited financial statements;
- disagreements with management;
- consultation by management with other accountants;
- major issues discussed with management prior to retention of the independent auditors;
- difficulties encountered with management in performing the audit;
- the independent auditors' judgments about the quality of the entity's accounting principles;
- reviews of interim financial information conducted by the independent auditors; and
- the responsibilities, budget and staffing of the Company's internal audit function.

(f) **Judgments.** Review reports prepared by management or by the independent auditors relating to significant financial reporting issues and judgments made in connection with the preparation of the Company's financial statements, including an analysis of the effect of alternative U.S. generally accepted accounting principles ("GAAP") methods on the Company's financial statements and a description of any transaction as to which management obtained an SAS 50 letter.

(g) **Press Releases.** Discuss earnings press releases with management (including the type and presentation of information to be included in earnings press releases), as well as financial information and earnings guidance provided to analysts and rating agencies.

- (h) **Regulatory Developments.** Review with management and the independent auditors the effect of regulatory and accounting initiatives, as well as off-balance sheet structures on the Company's financial statements.

## 4.2 Internal Audit and Risk Management.

- (a) **Internal Audit and Controls.** Review and approve the internal audit charter, which sets forth the authority and responsibility of the internal audit function. Review and monitor the budget, qualifications, activities, effectiveness and organizational structure of the internal audit function, the performance, appointment and replacement of the lead internal auditor, and summaries of material internal audit reports and management's responses. Review major issues as to the adequacy of the Company's internal controls and any special audit steps adopted in light of control deficiencies. Meet periodically with the internal auditor to discuss the responsibilities, budget and staffing of the internal audit function and any issues that the internal auditor believes warrant the Committee's attention. Discuss with the internal auditor any significant reports to management prepared by the internal auditor and any responses from management. Perform an annual assessment of the internal audit function. Ensure co-ordination between the internal and external auditors, and to ensure that the internal audit function is adequately resourced and has appropriate standing within the Company. **Risk Assessment and Risk Management.** Discuss policies with respect to risk assessment and risk management periodically with the internal auditors and independent auditors, and the Company's plans or processes to monitor, control and minimize such risks and exposures. Discuss the risk management and internal control systems with management to ensure that management has performed its duty to have effective systems. This discussion should include the adequacy of resources, staff qualifications and experience, training programmes and budget of the issuer's accounting and financial reporting function.
- (b) **Investigation findings.** To consider major investigation findings on risk management and internal control matters as delegated by the board or on its own initiative and management's response to these findings;

## 4.3 Financial Reporting Processes; CEO and CFO Certifications.

- (a) **Internal and External Controls.** In consultation with the independent auditors, the Company's internal auditors and the Company's financial and accounting personnel, review the integrity, adequacy and effectiveness of the Company's financial reporting processes, accounting and financial controls, both internal and external, and elicit any recommendations for the improvement of such internal control procedures or particular areas where new or more detailed controls or procedures are desirable. And unless expressly addressed by a separate board risk committee, or by the board itself, to review the issuer's risk management and internal control systems. Ensure that the Company's independent auditors have sufficient access to and time to review such internal control procedures so that the Company may obtain from the independent auditors the Attestation of the Company's Independent

Auditor as to the Company's internal controls and procedures in connection with the filing of the Company's Annual Report on Form 20-F and otherwise in accordance with Item 15(c) of Form 20-F.

- (b) **Consider Changes.** Review major issues as to the adequacy of the Company's internal controls and any special audit steps adopted in light of material control deficiencies.
- (c) **Reporting Systems.** Establish regular and separate systems of reporting to the Committee by each of (i) management, (ii) the independent auditors and (iii) the internal auditors regarding any significant judgments made in management's preparation of the financial statements and the view of each as to appropriateness of such judgments.
- (d) **Reports from Independent Auditors.** Discuss with and obtain from the independent auditors in connection with any audit, prior to filing the Company's audit report with the SEC, a report relating to the Company's annual audited financial statements including:
  - (i) a description of all critical accounting policies and practices to be used by the Company;
  - (ii) analyses prepared by management and/or the independent auditors setting forth significant financial reporting issues and judgments made in connection with the preparation of the financial statements, including all alternative treatments of financial information within GAAP that have been discussed with management, ramifications of the use of such alternative disclosures and treatments, and the treatment preferred by the independent auditors;
  - (iii) major issues regarding accounting principles and financial statement presentations, including any significant changes in the Company's selection or application of accounting principles;
  - (iv) major issues as to the adequacy of the Company's internal controls and any specific audit steps adopted in light of material control deficiencies; and
  - (v) all other material written communications between the independent auditors and management, including any management letter or schedule of unadjusted differences.
- (e) **Independent auditor's management letter.** Review the external auditor's management letter, any material queries raised by the auditor to management about accounting records, financial accounts or systems of control and management's response. Ensure that the board will provide a timely response to the issues raised in the external auditor's management letter.

- (f) **CEO and CFO Certifications.** Discuss with the Chief Executive Officer and the Chief Financial Officer the processes involved in and any material required as a result of the Form 20-F certification process concerning deficiencies in design or operation of internal controls or any fraud involving management or employees with a significant role in the Company's internal controls.

#### 4.4 Legal and Regulatory Compliance.

- (a) **Non-GAAP Information.** The Committee shall discuss with Company management and the independent auditor the Company's earnings press releases (with particular focus on any "pro forma" or "adjusted" non-GAAP information) and any financial information and earnings guidance provided to analysts and rating agencies. The Committee's discussion in this regard may be general in nature (i.e., discussion of the type of information to be disclosed and the type of presentations to be made) and need not take place in advance of each earnings release or each instance in which the Company may provide earnings guidance.
- (b) **Related Party Transactions.** Conduct an appropriate review of all proposed related-party transactions (which term refers to transactions that would be required to be disclosed pursuant to Item 7B of Form 20-F as described in Annex D hereto), including proposed amendments to existing related party transactions. Management of the Company shall not cause the Company to enter into any new related party transaction unless such transaction is approved by the Committee or relates to transactions previously adopted by the Board and approved by the Committee.
- (c) **Reports from Others.** Obtain such reports from management, auditors, the general counsel, tax advisors or any regulatory agency as the Committee deems necessary regarding regulatory compliance, transactions with affiliates, and other legal matters that may have a material effect on the Company's financial statements and the consideration of those matters in preparing the financial statements. Discuss with the Company's outside counsel any legal matters brought to the Committee's attention that could reasonably be expected to have a material impact on the Company's financial statements. Request assurances from management, the internal auditor manager and the independent auditor that the Company's foreign subsidiaries and foreign affiliated entities, if any, are in conformity with applicable legal requirements, including disclosure of affiliated party transactions.
- (d) **Complaints.** Establish procedures for the receipt, retention and treatment of complaints received by the Company from Company employees regarding accounting, internal accounting controls, or auditing matters, and the confidential, anonymous submission by Company employees of concerns regarding questionable accounting, auditing and other matters. Review arrangements employees of the issuer can use, in confidence, to raise concerns about possible improprieties in financial reporting, internal control or other matters. The audit committee should ensure that proper arrangements are in place for fair and independent investigation of these matters and for appropriate follow-up action.

- (e) **Others.** Investigate any matter brought to the attention of the Committee that is considered appropriate and is within the scope of its responsibilities, including any matters required by the rules of the SEC to be reported to the Committee by management.

**4.5 Annual Evaluation of Audit Committee Charter.** Review and reassess the adequacy of this Audit Committee Charter and the performance of the Committee at least annually and recommend any proposed changes to the Board, as appropriate, and publish this Audit Committee Charter as required by applicable law.

## **5. Reports to Board, Meetings and Minutes.**

**5.1 Reports and Recommendations.** Regularly report to the Board on the Committee's activities, and its conclusions with respect to the independent auditors, and make appropriate recommendations to the Board. Report to the Board on the matters in this code provision, and to consider other topics, as defined by the Board. The Committee shall report back to the Board on their decisions or recommendations, unless there are legal or regulatory restrictions on their ability to do so (such as a restriction on disclosure due to regulatory requirements). The corporate governance report (the "**CG Report**") prepared with reference to Appendix 14 of the Listing Rules must include a summary of the work of the Committee, with regards to its Charter, for the accounting period covered by both the half-yearly and annual report and disclose any significant subsequent events for the period up to the date of publication of the half-yearly and annual report, to the extent possible.

**5.2 Executive Sessions.** Members of the Committee should liaise with the board and senior management and the committee must meet, at least twice a year, with the Company's auditors. The Committee shall meet periodically (with such frequency as it determines) with each of the independent auditors, internal auditors (or other personnel responsible for the Company's internal audit function) and management in separate executive sessions to discuss any matters that the Committee or these groups believe should be discussed privately.

**5.3 Other Meetings.** Other meetings will be with such frequency, and at such times, as the Chairperson, or a majority of the Committee, determines, but the Committee shall meet at least quarterly. Special meetings of the Committee may be called by the Chairperson and will be called promptly upon the request of any two Committee members. The agenda of each meeting will be prepared by the Chairperson and circulated, if practicable, to each member prior to the meeting date. Unless the Committee or the Board adopts other procedures, the provisions of the Company's Memorandum and Articles of Association, as amended and restated from time to time, applicable to meetings of Board committees will govern meetings of the Committee.

**5.4 Minutes.** Full minutes of audit committee meetings should be kept by a duly appointed secretary of the meeting (who should normally be the company secretary). Draft and final versions of minutes of the meetings should be sent to all committee members for their comment and records, within a reasonable time after the meeting. The Committee shall ensure that minutes of each meeting are approved at the next meeting. Minutes of meetings of the Committee and the record of individual attendance at such meetings shall be prepared by the Secretary which shall be sent to all members of the Board within a reasonable time after the conclusion of any meeting of the Committee for their comment and records. For the purposes of recording attendance only, the attendance of an alternate of members of the Committee will not be counted as attendance by the relevant member of the Committee himself or herself. The minutes of meetings shall record details of the matters considered and decisions reached, including any concerns raised by directors or dissenting views expressed.

**6. Resources and Authority.** The Committee shall have the resources and authority appropriate to discharge its duties and responsibilities, including the authority to select, retain, terminate and approve the fees and other retention terms of special or independent counsel, auditors or other experts and advisors, as it deems necessary or appropriate, without seeking approval of the Board or management.

The Company shall provide for appropriate funding, as determined solely in the Committee's discretion, for payment of compensation to any such persons employed by the Committee and for ordinary administrative expenses of the Committee that are necessary or appropriate in carrying out its duties.

**7. Rules and Procedures.** Except as expressly set forth in this Audit Committee Charter or the Company's Memorandum and Articles of Association, as amended and restated from time to time, or the Corporate Governance Guidelines, or as otherwise provided by law or the rules of the New York Stock Exchange, the Committee shall establish its own rules and procedures.

## Annex A

### **New York Stock Exchange Listed Company Manual Section 303A.07 — Audit Committee Additional Requirements**

- (a) The audit committee must have a minimum of three members.

*Commentary: Each member of the audit committee must be financially literate, as such qualification is interpreted by the listed company's board in its business judgment, or must become financially literate within a reasonable period of time after his or her appointment to the audit committee. In addition, at least one member of the audit committee must have accounting or related financial management expertise, as the listed company's board interprets such qualification in its business judgment. While the Exchange does not require that a listed company's audit committee include a person who satisfies the definition of audit committee financial expert set out in Item 401(h) of Regulation S-K, a board may presume that such a person has accounting or related financial management expertise.*

- (b) In addition to any requirement of Rule 10A-3(b)(1), all audit committee members must satisfy the requirements for independence set out in Section 303A.02.

### **New York Stock Exchange Listed Company Manual Section 303A.00 — Audit Committee Requirements for Foreign Private Issuers**

Listed companies that are foreign private issuers (as such term is defined in Rule 3b-4 under the Exchange Act) are permitted to follow home country practice in lieu of the provisions of this Section 303A, except that such companies are required to comply with the requirements of Sections 303A.06, 303A.11 and 303A.12(b) and (c).

### **New York Stock Exchange Listed Company Manual Section 303A.02 — Independence Test**

- (a) No director qualifies as “independent” unless the board of directors affirmatively determines that the director has no material relationship with the listed company (either directly or as a partner, shareholder or officer of an organization that has a relationship with the company). Companies must identify which directors are independent and disclose the basis for that determination.
- (b) In addition, a director is not independent if:
- (i) The director is, or has been within the last three years, an employee of the listed company, or an immediate family member is, or has been within the last three years, an executive officer, of the listed company.
  - (ii) The director has received, or has an immediate family member who has received, during any twelve-month period within the last three years, more than \$120,000 in direct compensation from the listed company, other than director and committee fees and pension or other forms of deferred compensation for prior service (provided such compensation is not contingent in any way on continued service).

- (iii) (A) The director is a current partner or employee of a firm that is the company's internal or external auditor; (B) the director has an immediate family member who is a current partner of such a firm; (C) the director has an immediate family member who is a current employee of such a firm and personally works on the listed company's audit; or (D) the director or an immediate family member was within the last three years a partner or employee of such a firm and personally worked on the listed company's audit within that time.
- (iv) The director or an immediate family member is, or has been within the last three years, employed as an executive officer of another company where any of the listed company's present executive officers at the same time serves or served on that company's compensation committee.
- (v) The director is a current employee, or an immediate family member is a current executive officer, of a company that has made payments to, or received payments from, the listed company for property or services in an amount which, in any of the last three fiscal years, exceeds the greater of \$1 million, or 2% of such other company's consolidated gross revenues.

**Rule 10A-3(b)(1) of the Exchange Act — Listing Standards Relating to Audit Committee — Independence Criteria**

***Independence.***

- i. Each member of the audit committee must be a member of the board of directors of the listed issuer, and must otherwise be independent.
- ii. In order to be considered to be independent for purposes of Rule 10A-3(b)(1), a member of an audit committee of a listed issuer that is not an investment company may not, other than in his or her capacity as a member of the audit committee, the board of directors, or any other board committee:
  - A. Accept directly or indirectly any consulting, advisory, or other compensatory fee from the issuer or any subsidiary thereof, provided that, unless the rules of the national securities exchange or national securities association provide otherwise, compensatory fees do not include the receipt of fixed amounts of compensation under a retirement plan (including deferred compensation) for prior service with the listed issuer (provided that such compensation is not contingent in any way on continued service); or
  - B. Be an affiliated person of the issuer or any subsidiary thereof.

iii. Exemptions from the independence requirements.

- A. For an issuer listing securities pursuant to a registration statement under section 12 of the Act, or for an issuer that has a registration statement under the Securities Act of 1933 covering an initial public offering of securities to be listed by the issuer, where in each case the listed issuer was not, immediately prior to the effective date of such registration statement, required to file reports with the Commission pursuant to section 13(a) or 15(d) of the Act:
1. All but one of the members of the listed issuer's audit committee may be exempt from the independence requirements of paragraph (b)(1)(ii) of this section for 90 days from the date of effectiveness of such registration statement; and
  2. A minority of the members of the listed issuer's audit committee may be exempt from the independence requirements of paragraph (b)(1)(ii) of this section for one year from the date of effectiveness of such registration statement.
- B. An audit committee member that sits on the board of directors of a listed issuer and an affiliate of the listed issuer is exempt from the requirements of paragraph (ii)(B) above if the member, except for being a director on each such board of directors, otherwise meets the independence requirements of paragraph (b)(1)(ii) of this section for each such entity, including the receipt of only ordinary-course compensation for serving as a member of the board of directors, audit committee or any other board committee of each such entity.
- C. An employee of a foreign private issuer who is not an executive officer of the foreign private issuer is exempt from the requirements of paragraph (ii) above if the employee is elected or named to the board of directors or audit committee of the foreign private issuer pursuant to the issuer's governing law or documents, an employee collective bargaining or similar agreement or other home country legal or listing requirements.
- D. An audit committee member of a foreign private issuer may be exempt from the requirements of paragraph (ii)(B) above if that member meets the following requirements:
1. The member is an affiliate of the foreign private issuer or a representative of such an affiliate;
  2. The member has only observer status on, and is not a voting member or the chair of, the audit committee; and
  3. Neither the member nor the affiliate is an executive officer of the foreign private issuer.

- E. An audit committee member of a foreign private issuer may be exempt from the requirements of paragraph (ii)(B) above if that member meets the following requirements:
1. The member is a representative or designee of a foreign government or foreign governmental entity that is an affiliate of the foreign private issuer; and
  2. The member is not an executive officer of the foreign private issuer.

The term *indirect* acceptance by a member of an audit committee of any consulting, advisory or other compensatory fee includes acceptance of such a fee by a spouse, a minor child or stepchild or a child or stepchild sharing a home with the member or by an entity in which such member is a partner, member, an officer such as a managing director occupying a comparable position or executive officer, or occupies a similar position (except limited partners, non-managing members and those occupying similar positions who, in each case, have no active role in providing services to the entity) and which provides accounting, consulting, legal, investment banking or financial advisory services to the issuer or any subsidiary of the issuer.

## **Annex B**

### **Definition of “Audit Committee Financial Expert”**

Under Item 16A of Form 20-F, an “audit committee financial expert” should be as a person who has the following attributes:

- an understanding of generally accepted accounting principles and financial statements;
- the ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves;
- experience preparing, auditing, analyzing or evaluating financial statements that present a breadth and level of complexity of accounting issues that are generally comparable to the breadth and complexity of issues that can reasonably be expected to be raised by the Company’s financial statements, or experience actively supervising one or more persons engaged in such activities;
- an understanding of internal control over financial reporting; and
- an understanding of audit committee functions.

Under Item 16A of Form 20-F, an “audit committee financial expert” may acquire the attributes required above through:

- education and experience as a principal financial officer, principal accounting officer, controller, public accountant or auditor or experience in one or more positions that involve the performance of similar functions;
- experience actively supervising a principal financial officer, principal accounting officer, controller, public accountant, auditor or person performing similar functions;
- experience overseeing or assessing the performance of companies or public accountants with respect to the preparation, auditing or evaluation of financial statements; or
- other relevant experience.

# Annex C

## **Prohibited Non-Audit Functions for Independent Auditors**

Subject to certain exceptions and qualifications, pursuant to Section 10A(g) of the Exchange Act, the following is a list of non-audit services that independent accountants may not provide to their audit clients:

- bookkeeping or other services related to the accounting records or financial statements of the audit client;
- financial information systems design and implementation;
- appraisal or valuation services, fairness opinions, or contribution-in-kind reports;
- actuarial services;
- internal audit outsourcing services;
- management functions or human resources;
- broker-dealer, investment adviser, or investment banking services;
- legal services and expert services unrelated to the audit; and
- any other service that the Board determines, by regulation, is impermissible.

## **Annex D**

### **Related Party Transactions under Item 7B of Form 20-F**

Related Party Transactions mean transactions or loans between the company and (a) enterprises that directly or indirectly through one or more intermediaries, control or are controlled by, or are under common control with, the company; (b) associates; (c) individuals owning, directly or indirectly, an interest in the voting power of the company that gives them significant influence over the company, and close members of any such individual's family; (d) key management personnel, that is, those persons having authority and responsibility for planning, directing and controlling the activities of the company, including directors and senior management of companies and close members of such individuals' families; and (e) enterprises in which a substantial interest in the voting power is owned, directly or indirectly, by any person described in (c) or (d) or over which such a person is able to exercise significant influence. This includes enterprises owned by directors or major shareholders of the company and enterprises that have a member of key management in common with the company. Close members of an individual's family are those that may be expected to influence, or be influenced by, that person in their dealings with the company. An associate is an unconsolidated enterprise in which the company has a significant influence or which has significant influence over the company. Significant influence over an enterprise is the power to participate in the financial and operating policy decisions of the enterprise but is less than control over those policies. Shareholders beneficially owning a 10% interest in the voting power of the company are presumed to have a significant influence on the company.

1. The nature and extent of any transactions or presently proposed transactions which are material to the company or the related party, or any transactions that are unusual in their nature or conditions, involving goods, services, or tangible or intangible assets, to which the company or any of its parent or subsidiaries was a party.
2. The amount of outstanding loans (including guarantees of any kind) made by the company, its parent or any of its subsidiaries to or for the benefit of any of the persons listed above. The information given should include the largest amount outstanding during the period covered, the amount outstanding as of the latest practicable date, the nature of the loan and the transaction in which it was incurred, and the interest rate on the loan. In addition, if the company, its parent or any of its subsidiaries is a foreign bank (as defined in 17 CFR 240.13k-1) that has made a loan to which Instruction 2 of this Item does not apply, identify the director, senior management member, or other related party required to be described by this Item who received the loan, and describe the nature of the loan recipient's relationship to the foreign bank.