



PT TEMPO SCAN PACIFIC Tbk
INTERNAL AUDIT CHARTER

1. Introduction

The Internal Audit Charter is a guideline for the Internal Audit's undertaking of work so that it can work professionally, objectively, independently, and assist the management in establishing good corporate governance.

2. Organizational Structure

- a. The Internal Audit is led by a Head of the Internal Audit Unit who is directly responsible to the Director of the Company and appointed and dismissed by the Director of the Company.
- b. The Internal Auditor staff are directly responsible to the Head of Internal Audit Unit.
- c. The Head of the Unit and the Internal Auditor Staff are not permitted to hold double positions and duties in the Company's operational activities and subsidiary entities.

3. Requirements for auditors of the Internal Audit Unit

- a. Has integrity and professional conduct, independent, honest, and objective in performing his/her work and has an obligation to comply with the internal audit's code of ethics.
- b. Has the knowledge and experience in the technicalities of an audit and understands the operations of the work unit being audited.
- c. Has the skills to interact and communicate orally and in writing in an effective manner.
- d. Has an obligation to maintain the confidentiality of Company information and/or data regarding the carrying out of the Internal Audit's duties and responsibilities.

4. Duties and Responsibilities

- a. Preparing and carrying out the annual internal audit plan and Preparing a program to evaluate the quality of the internal audit activities.
- b. Examining and evaluating the implementation of internal control and risk management system in accordance with Company policies.
- c. Examining and assessing the efficiency and effectiveness in sectors of finance, accounting, operations, human resources, marketing, information technology, and other activities.
- d. Providing recommendations for improvements and objective information on activities that are examined at all management levels.
- e. Preparing the audit result report and submitting the report to the Director of the Company.
- f. Monitoring and reporting the follow through of the recommended improvements.
- g. Conducting special examinations within the internal control scope assigned by the President Director.
- h. In Performing its duties and responsibilities Internal Audit is given the authority to access all relevant information related to its duties with approval from Director of the Company.

5. Code of Ethics of the Internal Audit

The Internal Audit is expected to apply and hold high the following principles:

a. Integrity

Integrity from the internal audit results in trust and provides the basis of the reliability of the Internal Audit's assessments. For that, the internal audit must:

- Perform duties honestly, independently, objectively.
- Observe regulations and disclose examination results according to the regulations and the profession.
- Avoid activities or acts against the law that may be detrimental to the internal audit's profession or to the Company.
- Respect and encourage the Company's compliance with regulations and business ethics.

b. Objectivity

The Internal Audit implements professional objectivity to the best of its ability in collecting, evaluating, and communicating information on the audited activities or process. The Internal Audit make assessments that are free from its own or other parties' interests. For that, the internal audit must:

- Avoid any activity or relationship that may cause a conflict of interest with the Company, that can be assumed to have influence on its objectivity.
- Reject any gratification in any form and from any person, whether directly or indirectly, which may influence the internal audit's professional considerations.
- Report all audit results based on established facts, if left undisclosed then it may cause inaccuracies of the reporting of the audit activities.

c. Confidentiality

The Internal Audit respects the value and ownership of the received information and does not disclose unauthorized information unless there is a legal or professional obligation that warrants for doing so. For that, the internal audit must:

- Be cautious in using and maintaining the received information while on duty.
- By whatsoever reason, not use the received information for private interest or benefit or for other matters that are reasonably assumed to cause losses for the Company.

d. Competence

The internal audit applies its knowledge, expertise, and experience in performing its duties. For that, the internal audit must:

- Perform audit duties only if they have sufficient knowledge, expertise, and experience.
- Perform internal audit duties by adhering to internal audit professional standards.
- Continuously enhance its ability, effectiveness, and work quality.