



**REGENCY PETROLEUM COMPANY LIMITED**

<b>REGENCY PETROLEUM COMPANY LIMITED POLICY</b>			
Policy	<b>Audit Committee Charter</b>		
Policy #	<b>1001</b>		
Approval	BOARD OF DIRECTORS	APPROVAL DATE	May 8, 2023

**AUDIT COMMITTEE CHARTER**

**1 DEFINITION**

**1.1** In this Charter, unless the context otherwise specifies or requires:

- (a) "Committee" means Audit Committee hereinafter referred to;
- (b) "Company" means Regency Petroleum Company Limited ;

**2 COMMITTEE AND PROCEDURES**

**2.1 Establishment of Committee**

**2.1.1** The Board shall establish the Audit Committee comprised of at least three of its members. The establishment of the Committee will not preclude management from discussing any related business with the Board.

**2.2 Composition of Committee**

**2.2.1** The Committee shall be composed of not less than three directors.

**2.2.2** None of the members of the Committee shall be an officer, employee or affiliate of the Company or its subsidiaries.

**2.2.3** All directors shall be independent within the meaning of "independence" as contained in the Company's Corporate Governance policy requirements.

**2.3 Appointment of Committee Members**

**2.3.1** Members of the Committee shall be appointed by the Board on the recommendation of the Corporate Governance Committee.

**2.3.2** Directors in the normal course will serve a minimum of three years.

**2.3.3** Each member shall:

- (a) Meet skill and experience requirements of the applicable industry and wider business sector;



**REGENCY PETROLEUM COMPANY LIMITED**

- 2.3.4** Meet such additional requirements as may be determined from time to time by the Board.
- 2.3.5** At least one member of the Committee shall have accounting or related financial management expertise.
- 2.3.6** A member of the Committee must disclose to the Board if he or she serves on more than three other audit committees.
- 2.3.7** The Board may fill a vacancy that occurs on the Committee at any time.
- 2.4** **Chairman and Secretary**
- 2.4.1** The Board will designate one member of the Committee as the Committee Chair. In the absence of the Chairman the Members present shall choose one of their number to act as Chair. The Chairman of the Board may be a member of the committee but not be appointed the chairman. The Committee shall appoint a Secretary who need not be a director.
- 2.5** **Meetings**
- 2.5.1** The Committee shall meet quarterly or more frequently as the Committee may determine. The time and place of meetings of the Committee and the procedure at such meetings shall be determined from time to time by the members thereof, provided that:
- (a) A quorum for meetings shall be a majority of the members.
  - (b) A member may participate in a meeting of the Committee by means of any electronic communication facilities as permit all persons participating in the meeting to hear each other and a member participating in such a meeting by such means is deemed to be present at the meeting.
  - (c) Notice of the time and place of every meeting shall be given in writing or by telephone, facsimile, email or other electronic communication to each member of the Committee at least 24 hours prior to the time fixed for such meeting.
  - (d) The affirmative vote of a majority of the members of the Committee participating in any meeting of the committee is necessary for the adoption of any resolution.
- 2.5.2** The Committee shall have separate private meetings with the Independent Auditors and Management to discuss any matters that the Committee or the persons wish to discuss.
- 2.5.3** The Committee may request any officer or employee of the Company or the Company's outside counsel or Independent Auditors to attend a meeting of the Committee or to meet with any members of, or consultants to, the Committee.
- 2.6** **Reporting to the Board**



## REGENCY PETROLEUM COMPANY LIMITED

**2.6.1** After every meeting the Committee shall report to the Board on matters reviewed by the Committee.

**2.6.2** The Committee shall submit a report annually to the Board on the work of the Committee during the year in carrying out its responsibilities.

### **2.7 Evaluation of Effectiveness and Review of Mandate**

**2.7.1** The Committee shall annually:

- (a) Review and assess the adequacy of its mandate and, where necessary, recommend changes to the mandate to the Board for its approval.
- (b) Evaluate its effectiveness in fulfilling its mandate.
- (c) Report the results of the performance evaluation to the Board.
- (d) Be guided by feedback from the Board and its Chairman.

### **2.8 Relationship with Management**

**2.8.1** The Committee is expected to establish and maintain free and open communication with members of Management relevant to its operation.

### **2.9 Role of Management**

**2.9.1** Management is responsible for the preparation, presentation and integrity of the Company's financial statements and for maintaining appropriate accounting and financial reporting principles and policies and internal controls and procedures designed to ensure compliance with accounting standards and applicable laws and regulations.

### **2.10 Role of Independent Auditors**

**2.10.1** The Independent Auditors are responsible for planning and carrying out, in accordance with professional standards, an audit of the Company's annual financial statements.

## **3 GENERAL SCOPE OF RESPONSIBILITIES AND PURPOSE**

**3.1** The purpose of the Committee is to review the adequacy and effectiveness of and to assist Board oversight of:

- (a) the integrity of the Company's financial statements,
- (b) the Company's compliance with legal and regulatory requirements,
- (c) the Independent Auditors' qualifications and independence,



**REGENCY PETROLEUM COMPANY LIMITED**

- (d) the performance of the Company's internal audit function (if any) and Independent Auditors,
- (e) to review the company's internal financial controls and risk management systems.
- (f) to monitor and review the effectiveness of the company's internal audit function;
- (g) to make recommendations to the Board, who will put to the Shareholders for approval, in general meeting, in relation to the appointment, re-appointment and removal of the external auditor and to recommend the remuneration and terms of engagement of the external auditor;
- (h) to review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process, taking into consideration relevant professional and regulatory requirements;
- (i) to develop and implement policy on the engagement of the external auditor to supply non-audit services; and
- (j) to report to the Board on how it has discharged its responsibilities.

**4 SPECIFIC RESPONSIBILITIES**

**4.1 Oversight of Independent Auditors**

- 4.1.1** The Independent Auditors are ultimately accountable to the Board and the Committee, which shall have the ultimate authority and responsibility to evaluate their performance, and to recommend their selection and replacement for shareholders' approval.
- 4.1.2** The Committee shall have sole authority to approve all audit fees and terms of engagement, as well as all significant non-audit engagements with the Independent Auditors.
- 4.1.3** At least annually, the Committee shall obtain and review a report by the Independent Auditors describing the audit firm's internal quality-control procedures, any material issues raised by the most recent internal quality-control review, or peer review, or by any inquiry or investigation by governmental or professional authorities, within the preceding six years, respecting one or more independent audits carried out by the firm, and steps taken to deal with any such issues.
- 4.1.4** The Committee is responsible for ensuring that the Independent Auditors submit on a periodic basis to the Committee a formal written statement delineating all relationships between the Independent Auditors and the Company. The Committee shall satisfy itself that the firm of Independent Auditors has complied with the Company's standards for independence and objectivity.
- 4.1.5** All auditing services (including underwriting comfort letters or statutory audits) and non-audit services to be provided by the Independent Auditors must be pre-approved by the Committee.



**REGENCY PETROLEUM COMPANY LIMITED**

**4.1.6** The following non-audit services rendered by the Independent Auditors are prohibited unless otherwise pre-approved by the Committee:

- (a) book-keeping or other related services;
- (b) financial information systems design and implementation;
- (c) appraisal or valuation services, fairness, opinions, or contribution-in-kind reports;
- (d) actuarial services;
- (e) internal audit services;
- (f) management functions or human resource consulting;
- (g) broker or dealer, investment advisor, or investment banking services;
- (h) legal services and expert services unrelated to the audit; and
- (i) any other service that governing bodies of accountants determine, by regulation, impermissible.

**4.1.7** The Committee shall review the respective annual audit plans for the Independent Auditors and determine whether audit coverage is cost-efficient and effective.

**4.1.8** The Committee shall ensure that the Company has a consistent and effective risk management process to manage and control the risks arising from its business activities.

**4.2 Financial Reporting**

**4.2.1** The Committee shall:

- (a) Oversee the work performed by the Independent Auditors, including resolution of disagreements between Management and the accounting firm regarding financial reporting.
- (b) Regularly review with the Independent Auditors any difficulties encountered in the course of their audit work, including any restrictions on the scope of the Independent Auditors' activities or access to requested information, and any significant disagreements with Management- including:
  - (i) any significant accounting adjustments that were noted or proposed by the Independent Auditors;
  - (ii) any communications between the Company and the audit firm respecting auditing or accounting issues presented by the engagement, and



**REGENCY PETROLEUM COMPANY LIMITED**

- (iii) the responsibilities and resources of the Company's internal audit function (if any).
- (c) Meet and discuss with Management the quarterly financial statements, including disclosures and changes in critical accounting policies, and any other attestations required for public reporting.
- (d) Meet and discuss with the Independent Auditors and with Management the annual audited financial statements, including disclosures contained in the annual Management's discussion and analysis, changes in critical accounting policies, and any other attestations required for public reporting.
- (e) Review the types of financial information and earnings guidance provided and types of presentations made to analysts and rating agencies, and be satisfied that adequate procedures are in place for the review of the Company's public disclosure of financial information extracted or derived from its financial statements and periodically assess the adequacy of these procedures.
- (f) Review any new accounting policies for new business transactions and new products.

**4.3 Internal Controls**

**4.3.1** The Committee shall:

- (a) Approve Management's plans for implementing and maintaining proper systems of internal control, including internal controls over financial reporting and for the prevention and detection of fraud and error.
- (b) Review, assess and evaluate the adequacy and effectiveness of these systems of internal control and determine that the organization has adequate internal controls.
- (c) Review specific reports from the Investment Manager and any other relevant officers (if any) to:
  - (i) the integrity of the design and operation of the system of internal control over financial reporting relative to material weaknesses which are reasonably likely to adversely affect the Company's ability to record, process, summarize and report financial information; and
  - (ii) the detection of fraud involving Management or employees (if any) who have a significant influence over internal controls relating to financial accounting and reporting.

**4.4 Internal Audit**

**4.4.1** The Committee shall:



#### **REGENCY PETROLEUM COMPANY LIMITED**

- (a) Review and concur in the appointment, replacement, reassignment or dismissal of the firm engaged to conduct internal audit functions or the Chief Internal Auditor (if and when its own internal audit function is established).
- (b) Annually review the adequacy of the scope of the outsourced internal audit plan ( or Internal Audit Charter if and when applicable).
- (c) Annually approve the risk-based outsourced Internal Audit Plan and satisfy itself that the function has or will have adequate human, technical and financial resources to carry out its Plan.
- (d) Periodically review results of the outsourced internal audit activities, including any significant issues reported to management by the outsourced Internal Audit and management's responses and/or corrective actions and the status of identified control weaknesses.
- (e) Periodically review with the firm engaged or the Chief Internal Auditor (if and when applicable), based on work done, the adequacy of the Company's system of internal controls and opportunities for improving systemic control effectiveness.
- (f) Continually review the performance, degree of independence and objectivity of the outsourced internal audit function and adequacy of the internal audit process.
- (g) Periodically meet with and review with the firm engaged or the Chief Internal Auditor (if and when applicable) concerns, if any, regarding difficulties encountered in operating within the terms of the engagement or the Audit Charter (if and when applicable), including access to information, audit scope, staffing and equipment.
- (h) Determine that there is effective and efficient work co-ordination between the outsourced Internal Auditors and Independent Auditors.

#### **4.5 Regulatory Compliance and Litigation**

##### **4.5.1** The Committee shall:

- (a) Review prospectuses relating to the issuance of securities by the Company.
- (b) Review the Compliance Policy and the Annual Compliance Plan.
- (c) Review the Company's compliance with any regulatory, statutory, and legal compliance matters and compliance with the Code of Business Conduct and Ethics.
- (d) Review annual and quarterly reports from the Company on any litigation matters that could materially affect the financial statements.

#### **5 DIRECTORS' REPORT**



**REGENCY PETROLEUM COMPANY LIMITED**

- 5.1 The Committee shall prepare an annual report of its activities for inclusion in the Directors' Report, as may be required by applicable laws or rules of applicable securities regulatory authorities.

**6 INDEPENDENT ADVISORS**

- 6.1 The Committee has sole authority to retain such independent advisors as it may deem necessary or advisable for carrying out its mandate, to set the terms of the retainer, and to terminate any advisor arrangement. Expenses related to any such engagement shall be paid by the Company.

**7 REVIEW OF AUDIT CHARTER**

- 7.1 This Charter shall be reviewed every two years unless otherwise determined by the Committee.

Approved by the Board of Directors of Regency Petroleum Company Limited on May 8, 2023