

Me Today Limited

**Audit, Finance and Risk Committee
Charter**

Date adopted: 1 July 2019 | Amended 26 May 2020.

Version: 2

ME TODAY LIMITED

AUDIT, FINANCE AND RISK COMMITTEE CHARTER

1 PURPOSE AND OBJECTIVES

- 1.1 The Board of Directors (the *Board*) of Me Today Limited (*MEE* or *Company*) has established a Committee known as the Audit, Finance and Risk Committee (the *Committee*).
- 1.2 The primary purpose of the Committee is to assist the Board of MEE in fulfilling its responsibilities relating to the company's management systems, accounting and reporting, external and internal audit, finance and risk management activities.
- 1.3 The principal objectives of the Committee are to:
 - (a) Consider as and when in the opinion of the Board, trading and circumstances warrant, the appointment of an internal auditor;
 - (b) assist the Board in fulfilling its responsibilities relating to the accounting and reporting practices of MEE;
 - (c) review the financial statements of the Company and advising the Board as to their compliance with applicable law;
 - (d) serve as an independent and objective party to review the financial information presented by Management for shareholders;
 - (e) oversee and appraise the audits conducted by MEE's external and internal auditors;
 - (f) recommend and implement a framework to ensure that the external auditors retain the appropriate level of independence from the Company and to ensure the ability of the auditors to undertake the audit;
 - (g) give proper consideration to the scope of non-audit work undertaken by the external auditor;
 - (h) maintain open lines of communication between the Board, external and internal auditors and Management to exchange views and information, as well as confirm their respective authorities and responsibilities; and
 - (i) monitor MEE's Risk Management Programme and risk management controls and where appropriate, make recommendations as to policy implementation.

- 1.3 The Committee in its relationship with the external and internal auditors will be upholding the interests of the Company's shareholders.

2 CONSTITUTION

- 2.1 The Audit, Finance and Risk Committee is a committee of the Board.
- 2.2 The Committee is authorised by the Board to investigate any activity within its terms of reference as set out in this Charter.

- 2.3 The Committee has the authority to seek any information it requires from any officer or employee of MEE and from any adviser or consultant to MEE.
- 2.4 The Committee is authorised by the Board to take such independent professional advice as it considers necessary.
- 2.5 Notwithstanding the existence of the Audit, Finance and Risk Committee, the external and internal auditors have direct access to the Committee Chairman and Board if required.
- 2.6 Unless otherwise directed by the Board, or identified in this Charter, the Committee will have no executive powers in regard to its findings and recommendations.
- 2.7 The Committee will make recommendations to the Board for its approval.

3 MEMBERSHIP

- 3.1 The Audit, Finance and Risk Committee will be appointed by the Board from amongst the non-executive Directors of MEE and shall consist of not less than three members, two of whom will be Independent Directors. However, should there be only three directors of the Company, one of whom is an executive director, then the number of members shall be two. At all times, a majority of members on the board must be Independent.
- 3.2 The Committee Chairman (the *Chairman*) will be appointed by the Board.
- 3.3 The Chairman of the Board shall not be Chairman of the Audit, Finance and Risk Committee unless there is a limited number of Directors to make this impractical (fewer than five).
- 3.4 The composition and performance of the Committee will be reviewed annually.
- 3.5 At least one member of the Committee shall have a relevant accounting or financial background.
- 3.6 Payment in addition to normal board fees may be made to Committee members within the overall total board fees as approved by the shareholders from time to time.

4 MEETINGS

- 4.1 A quorum of members of the Committee shall be two. If only two members are present, the Chairman shall not have a casting vote.
- 4.2 The Committee will meet not less than four times a year. In addition, the Committee will hold such additional meetings as the Chairman deems necessary in order to fulfil its duties.
- 4.3 The CFO for MEE will act as Secretary for the Audit, Finance and Risk Committee and give reasonable notice of the meetings to all members of the Committee and other Directors of the Board.
- 4.4 The Secretary of the Committee will be responsible for drafting and circulating Committee agendas and explanatory papers based on advice provided by the Chairman.

- 4.5 The Secretary will record minutes of the Committee and circulate the minutes to all Directors.
- 4.6 Directors who are not members of the Audit, Finance and Risk Committee and employees of the company may only attend meetings at the invitation of the Committee.
- 4.7 The external and internal auditors will attend meetings as requested by the Chairman. A meeting will be held, at least annually, with the external and internal auditors without Management being present.
- 4.8 An indicative annual work plan will be drafted by the Committee and updated annually.

5 **REPORTING**

- 5.1 The Secretary will ensure the Committee minutes are distributed with Board agenda papers for the next Board meeting following a meeting of the Audit, Finance and Risk Committee.
- 5.2 After each Committee meeting the Chairman shall report the Audit, Finance and Risk Committee's findings and recommendations to the Board.
- 5.3 The CFO will be responsible for drawing to the Committee's immediate attention:
 - (a) any material matters which relate to the financial condition of MEE;
 - (b) any material breakdowns in internal controls;
 - (c) any material events of fraud or malpractice;
 - (d) any significant legislative non-compliance; and
 - (e) any changes in risk profile.
- 5.4 Any reporting of a matter requiring the Committee's immediate attention as outlined in 5.3 above shall be accompanied with Management's proposed corrective actions.
- 5.5 The Chairman of the Audit, Finance and Risk Committee is required to be present at the Annual General Meeting of shareholders.

6 **RESPONSIBILITIES**

- 6.1 The Audit, Finance and Risk Committee is responsible for:
 - (a) The Audit Functions;
 - (b) Auditor Independence;
 - (c) Processes and Policy;
 - (d) General Compliance;
 - (e) The Risk Management Framework; and
 - (f) Other General Responsibilities.

6.2 The Audit, Finance and Risk Committee Functions are:

- (a) Recommend the appointment and removal of the external and internal auditors, their fees and terms of engagement;¹
- (b) Monitor and review the annual audit plans, practices and policies of the external and internal auditors;
- (c) Evaluate the overall effectiveness of the external and internal auditors through regular meetings;
- (d) Determine that no restrictions are being placed upon the external and internal auditors by Management;
- (e) Review the external and internal auditors comments, recommendations and reports;
- (f) Meet privately with the external and internal auditors at least once a year;
- (g) Discuss with MEE's external auditors the auditor's judgements about the quality, not just the acceptability, of the MEE accounting principles as applied in its financial reporting; and
- (h) Follow protocol to ensure the continued independence of the external audit function, which shall include:
 - (i) annual receipt from the external auditors, of a formal written statement which delineates all relationships between the external auditor and the Company, as well as confirms the external auditor's
 - (ii) compliance with the professional standards and ethical guidelines of the Institute of Chartered Accountants of New Zealand;
 - (iii) only recommending the appointment (or re-appointment) of an external auditor, where a reasonable investor, with full knowledge of all relevant facts and circumstances, would consider the external auditor to be capable of exercising objective and impartial judgement on all issues encompassed within the external auditor's engagement; and
 - (iv) ensuring the external auditors rotate their senior audit partner at least every five years, with suitable succession planning to ensure continuity.

6.3 Process and Policy

- (a) Evaluate and report on the adequacy and effectiveness of MEE's management systems, and accounting policies through active communication with Management and external and internal audit;
- (b) Monitor management systems by reviewing written reports from the external and internal auditors, and monitoring Management's responses and actions to correct any noted deficiencies;

¹ Any reference in this Charter to an auditor is a reference to a qualified auditor as defined in section 35 of the Financial Reporting Act 2013.

- (c) Review compliance with internal controls;
- (d) Review all significant accounting policy changes and recommend approval to the Board;
- (e) Review the half yearly and annual financial statements and reports and recommend approval to the Board;
- (f) Review and approve compliance of the half yearly and annual reports with applicable law; and
- (g) Review financial information prior to its release to the public and media.

6.4 General Compliance

- (a) Monitor ethical considerations and standard of corporate conduct in areas such as arms-length dealings with likely conflicts of interest;
- (b) Check for statutory compliance, procedures and controls;
- (c) Receive reports considering significant regulatory issues and recommend action to the Board;
- (d) Evaluate the adequacy and effectiveness of MEE's business continuity plans;
- (e) Review the process of assessing the risk of fraudulent financial reporting;
- (f) In conjunction with Management, review the adequacy of insurance at each insurance renewal round and recommend to the Board any significant changes in the insurance cover; and
- (g) Evaluate Management's procedures for monitoring compliance with the Company's charters and policies.

6.5 Risk Management

- (a) Ensure that MEE maintains an up to date risk register;
- (b) Obtain from Management a report of changes to significant business risks (e.g. new or emerging risks, changes in risk assessments, etc);
- (c) Review and approve, on an annual basis, MEE's Risk Management Programme; and
- (d) Evaluate the effectiveness of MEE's risk management policies, practices and procedures.

6.6 Other General Responsibilities

- (a) Establish a clear line of communication between the Audit, Finance and Risk Committee and the CEO, the Manager responsible for MEE's accounting and operational functions, the Risk Manager and the external and internal auditors;
- (b) Review and update this Charter annually and submit to the Board for endorsement;

- (c) Report Committee actions to the Board with such recommendations as the Audit, Finance and Risk Committee may deem appropriate;
- (d) Prepare a statement for inclusion in the annual report that describes the Audit, Finance and Risk Committee's composition and responsibilities and how they were discharged;
- (e) The Committee has the authority to conduct or authorise investigations into any matters within the Committee's scope of responsibility;
- (f) The Committee has the ability to retain independent counsel, accountants, or others to assist it in the conduct of any investigation;
- (g) The committee will perform such other functions as assigned by law, NZX Listing Rules or the Board of Directors.

7 ATTENDANCE AT MEETINGS

Except by agreement or as a result of sudden illness of a member or their immediate family, members are expected to attend all scheduled Audit, Finance and Risk Committee meetings (either in person or via teleconference) and other activities deemed by the Chairman to be official business of the Committee. Requests for absence from meetings shall be approved by the Chairman of the meeting and requests for extended leave of absence from meetings are to be in writing and approved by the Board.

8 REVIEW OF CHARTER

This Charter and the Committee's performance as against the Charter, will be reviewed annually by the Board.

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