

Accounting & Financial Management Standard

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Funds management standard

1 Objective and Scope

- The term "fund" refers to the cash, bank deposits and bank bill which owned or controlled by company;
- This standard aims to standardize capital management, ensure the safety of fund, and increase the capital usage efficiency;
- This standard is applied to headquarters and all subsidiaries.

2 Risk

Company should pay attention to the following risks in the process of fund management at least:

- If the fund management violate laws and regulations, the company may suffer from external punishment, which leads to economic loss and credit loss;
- If the fund is not approved properly or beyond the authorization, the company may suffer loss from serious errors, fraud and cheat;
- If the fund is recorded inaccurately or incompletely, it may cause accounts inconsistent and financial statement information distortion;
- If the open, approval, examination of bank account are not accord with laws and regulations, the company may get punished;
- If the bank bill are lost, altered, forged, stolen, and illegal use of seals, the company may lose money, get lawsuit and credit losses.

3 Financial management Settings

The basic requirement for financial management is the separation of the account. In order to control the fund, position responsibility should be established. It should explicit the responsibilities of relevant departments, ensure positions which doing fund business should be separated, restricted and supervised.

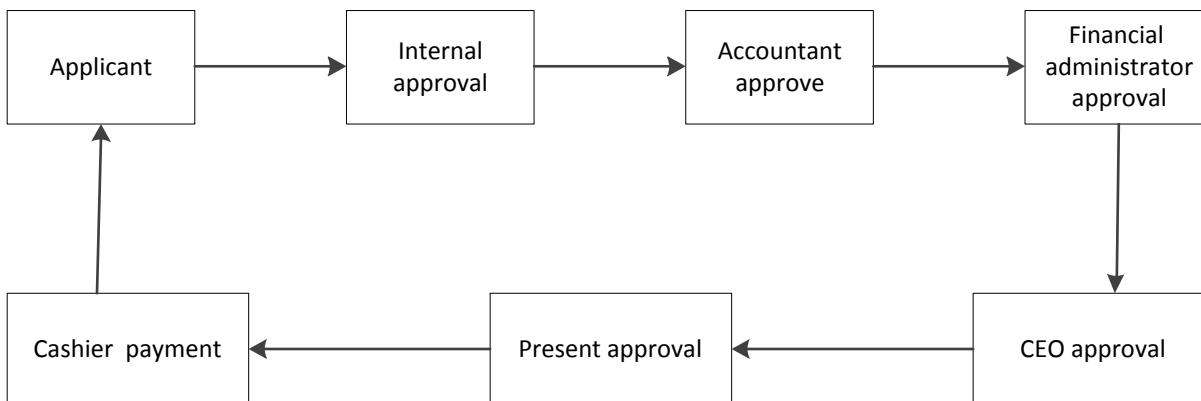
Positions and their responsibilities list table:

Funds management position	Responsibilities
Senior Management	➤ Approve, review the relevant fund management

(President)	<p>standard</p> <ul style="list-style-type: none"> ➤ Approve the application of cash and bank deposit ➤ Approve and formulate quarterly and annual budget
Department Head	<ul style="list-style-type: none"> ➤ Approve the application of internal fund use
Financial Administrator	<ul style="list-style-type: none"> ➤ Organize and formulate fund management ➤ Guide and coordinate the fund management ➤ Make budget for revenues and expenditures ➤ Approve of fund payment ➤ Spot check on inventory table, bank reconciliation and note registration form
Accountant	<ul style="list-style-type: none"> ➤ Approve the evidence of payment filled by operator ➤ Approve the e-currency payment ➤ Make accounting voucher ➤ Fill in the cash flow statement ➤ Make bank reconciliation ➤ Check cash regularly
Cashier	<ul style="list-style-type: none"> ➤ Fill in bank and cash journal ➤ Safekeeping of cash ➤ Make cash inventory sheet ➤ Deal with bank transfer business ➤ Save, open and register notes ➤ Check cash with general ledger regularly

4 The approval process of fund payment

4.1. Fund payment approval process



4.2. Responsibility of fund payment

- 4.2.1. The establishment of financial payment should follow the principle "who approved, who is responsible for". The checker is responsible for each payment.
- 4.2.2. The approval of financial payment should be in written form.
- 4.2.3. Applicant shall ensure the authentic of applied funds, if the approved apply is mendacious, expect for returning the illegal fund, the applicant should be fined 1-5 times penalty. Serious cases shall be dismissed.
- 4.2.4. The department or project director must audit expense strictly, make sure it fulfills rationality, necessity and authenticity.
- 4.2.5. After receiving the application documents for approval, accounting supervisor should examine whether it has been approved effectively, if the attached documents are legal. The approved application should be delivered to financial administer directly. The illegal application should be returned to the applicant with return reasons.
- 4.2.6. After reviewing by financial administer, the approved application should be delivered to president to approve.
- 4.2.7. If the application is approved without adequate information, notes. Checker should be fined 10% - 50% of the violated amount.
- 4.2.8. All of the authority on fund payment is belonged to CEO. The CEO may authorize designated person to approve when he is outside. The Authorized Person should carry out the right strictly within the scope of authority for examination and approval.

- 4.2.9. After getting the receipt of the expense bill, Cashier should examine whether the signature are completely, and reimburse in time, and have the right to refuse to reimburse when the expense is non-compliance.
- 4.2.10. For the note paid by foreign currency, cashier should convert the money according to the rate which come from the official website (the state administration of foreign exchange, tax bureau, bank, etc.) at the beginning of the month.

5 Cash management system

5.1. The basic principle of cash management

- The cashier and accountant cannot concurrently hold by one person.
- The company should insist on two lines on cash income and expenditure.
- If the cash is in excess of the prescribed stock, it is required to put it in the bank.
- The cash in hold should agree with daily cash balance book, to make sure it is checked every day.

5.2. Cash management

5.2.1. The scope of cash collection

- Personal payment, compensation, return fines, deposit money and penny;
- Cannot deal with transfer of sales;
- Other things that must receive cash.

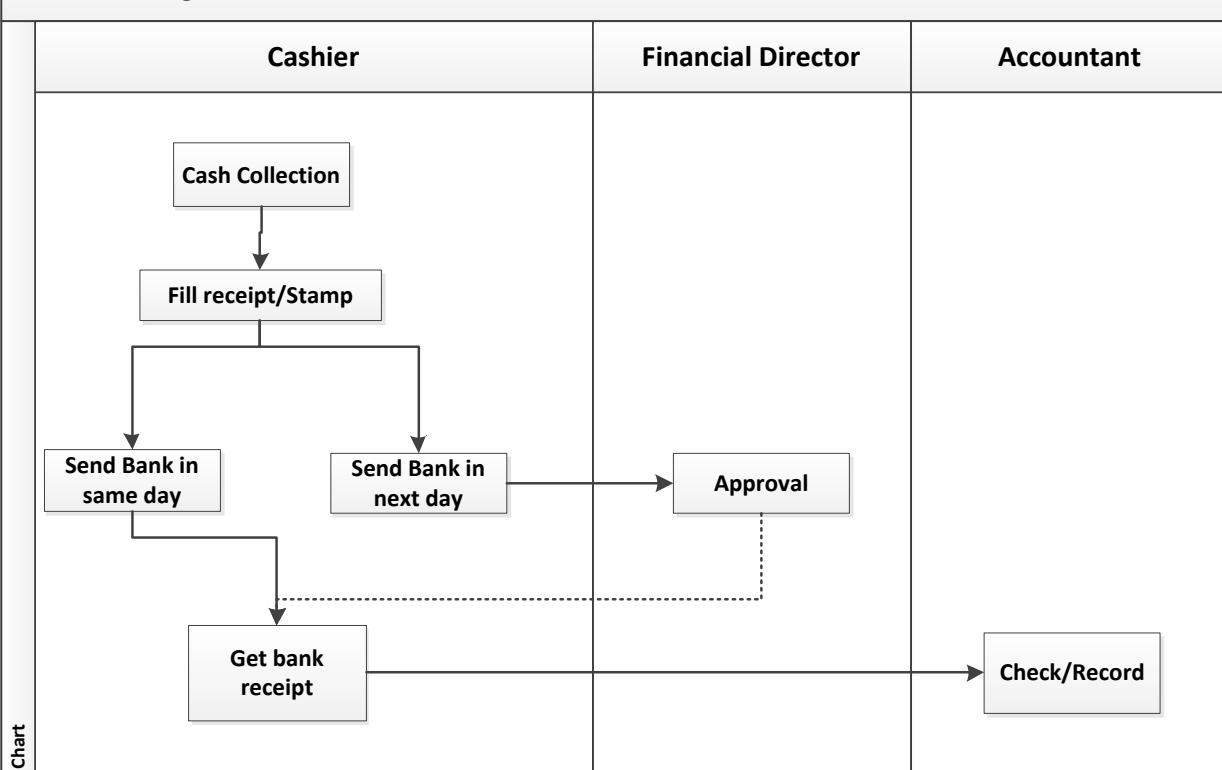
5.2.2. During the collection of cash, receipt should be filled explicitly. The original should be stamped by “cash received”, and need to be signed by cashier and receiver.

5.2.3. Cashier should sent the cash to the bank on the same day. It is not allowed to pay expenses from the incoming cash.

5.2.4. If the cash cannot be sent to bank on the same day, it must be submitted to bank in the next morning after get approved from financial director, and take bank receipt to accountant for confirmation.

5.2.5. Cashes above (include) 50 thousand Yuan should be sent to bank by two persons assigned by department head.

5.2.6. Cash in management chart

Cash In Management Chart


5.3. Cash management

5.3.1. Cash settlement cannot more than 2000 Yuan (not including) once, In order to facilitate traceability, the daily settlement prefer to transfer thought internet bank.

5.3.2. The scope of payment is limited to the following usage:

- Staff benefits, bonuses, insurance and welfare expenses;
- Purchasing for office supplies and consumables, the amount should be less than 2000 Yuan;
- Petty cash for employee in traveling;
- Incidental expenses which less than 2000 Yuan;
- The other approved expenses.

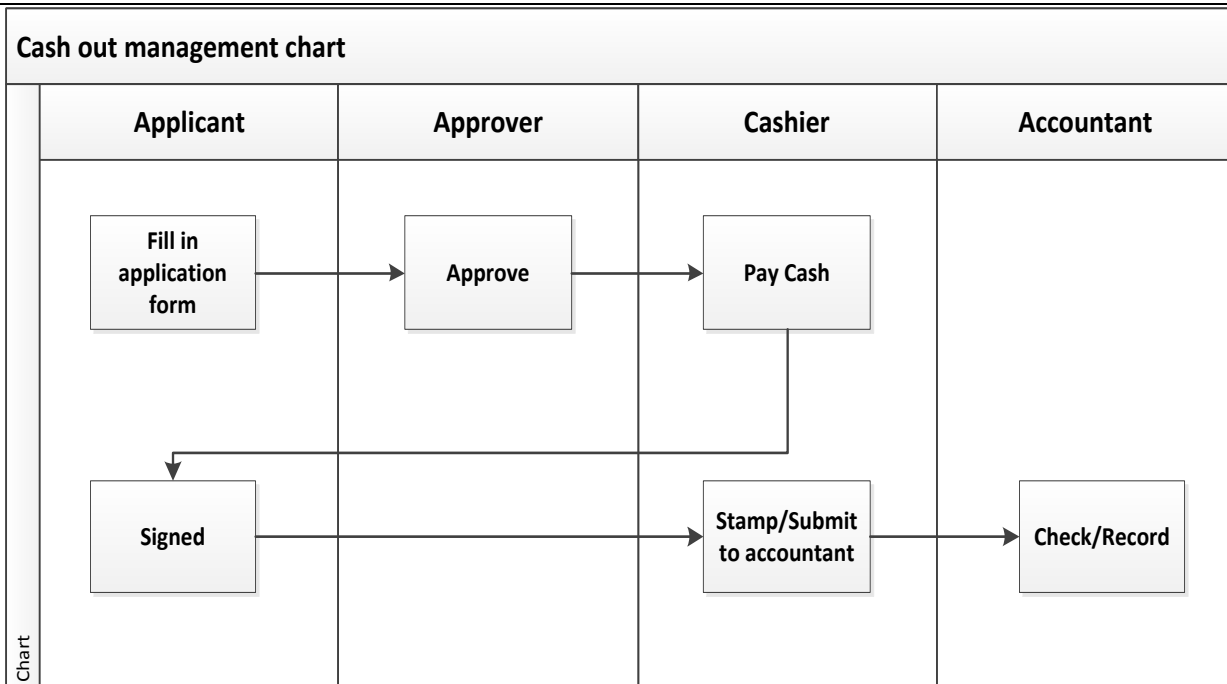
5.3.3. The deal with other company should go through the bank transfer settlement in principle.

5.3.4. In case of borrowing petty cash, operator should fill in the fund application form (two couplets) and sign in the "agent" column, then get the cash from cashier after the approval, or directly get the money through bank.

5.3.5. The cashier should stamp "cash paid" on the application form after paying.

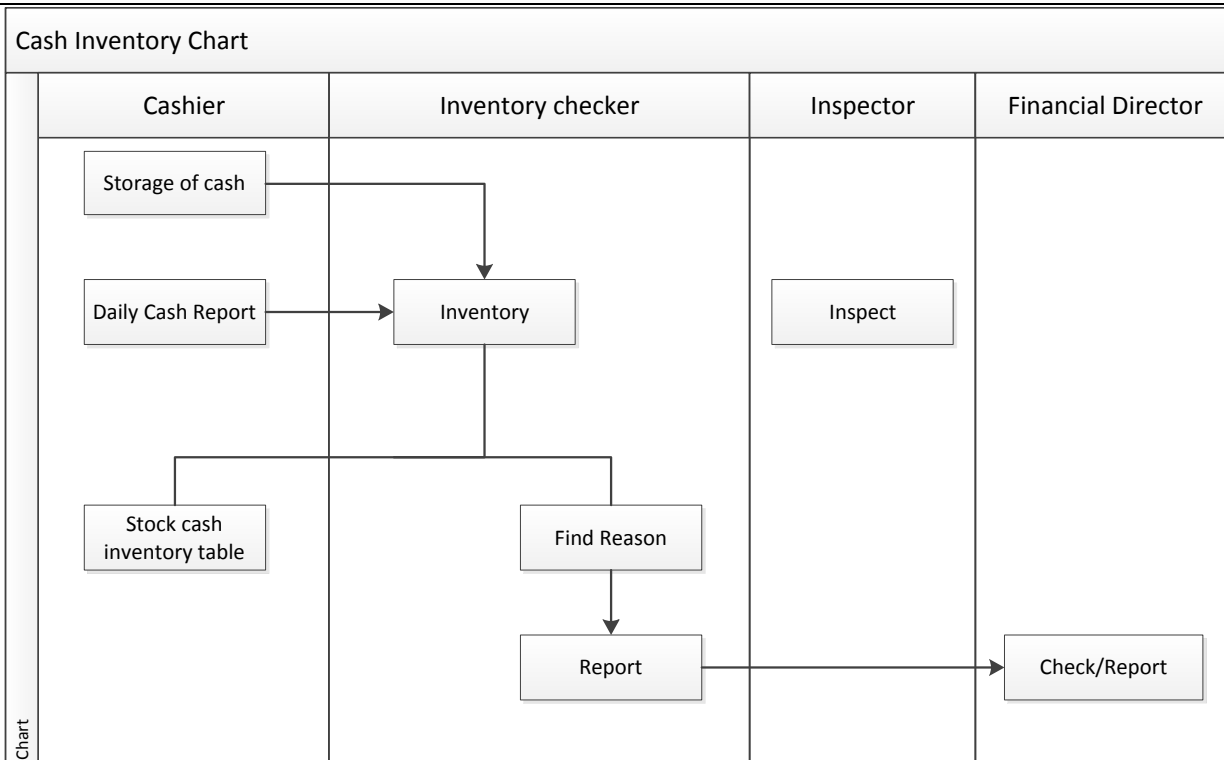
5.3.6. The borrower shall timely claim payment or refund at the end of the business, and is not allowed to borrow again until the refund finished.

5.3.7. Cash out management chart



5.4. Cash limit and safe keep

- 5.4.1. The stock cash should not more than 20,000 Yuan. If you want to increase or decrease quota, it should be approved by finance director.
- 5.4.2. The extra stock cash should be send to the bank timely; and take out from the bank when the inventory cash is shortage.
- 5.4.3. Cashiers must abide by the standard of "cash deposit limit" strictly, in case of accidental damage, the over-quoted cash losses shall be compensated by the cashiers.
- 5.4.4. Inventory cash shall be stored in strongbox.
- 5.4.5. Cashiers should keep the password strictly, and shall not disclose to anyone. If the cashiers switch positions, the new cashiers should change the password.
- 5.4.6. If the safe keys and password are lost or out of order, the cashier should immediately report to the superior, and cannot repair or replace it privately.
- 5.4.7. The preservation of cash management chart



6 Bank account management standard

6.1. Bank account open and cancel

The financial department is in charge of bank account open and cancel.

6.2. Bank account settlement management

- 6.2.1. The bank account is only used for company settlement, it shall not be lent to other company or individuals.
- 6.2.2. The financial department should strictly check payment requisition from other departments. It is not allowed to pay until all the approval is complete.
- 6.2.3. The cashier should check bank deposit journal with bank statements at the end of month, and check whether the bank receipt is complete at the same time.
- 6.2.4. For online bank business, it should have at least two positions: operator and reviewers.
- 6.2.5. The e-payment cipher and the password of online bank may not be given to other people, if the e-payment cipher is lost, keeper should report to director immediately, otherwise all the sequences should be taken by the keeper.

7 Bill and seal management system

7.1. Bill reception, storage and usage

- 7.1.1. Cashier is responsible for taking care of bill. Before the cashier get the bill from bank, he must be authorized by financial director.
- 7.1.2. Cashier should apply for purchasing bill timely, and number it. For the invalid bill and bill root should be pasted together. Invalid bill should be preserved in accordance with the year.
- 7.1.3. The bill must be kept properly in case of lost or being stolen. If it happened, the individual shall take the economic responsibility.
- 7.1.4. Once the bill is lost or stolen, the manager should report to the leader immediately, find it positively and report the loss of formalities or report to the police. If the cash bill is lost, the financial department should report the loss of formalities to bank. If the transfer bill is lost, the company should notice the bank and receiver to help prevent loss. If it has caused economic loss to company, it should look into the relevant person's responsibility according to actual situation.
- 7.1.5. It is not allowed to stamp bank seal or fill the bank password on the blank bill in advance.
- 7.1.6. The starting point of bill is 1,000 Yuan. Business which is lower than the starting point should be settled through bank transfer.
- 7.1.7. Other departments must fill in the application of funds first, and get the bill after the approval of the examination. The operator must sign on the paper when collecting the bill.
- 7.1.8. The financial department is not allowed to sign blank paper, the economic losses resulting from a blank paper to the company; it will look into the responsibility of approver and drawer.

7.2. The bill settlement

- 7.2.1. The operator should send bill to financial department timely. The cashier should send bill to bank timely.
- 7.2.2. When financial staff receive bills from customer, they should review the following items carefully:
 - review the content, the content of the business project should be consistent with bill, the capitalization amount should be consistent, and there should be no altered numbers;
 - Pay attention to the bill, to see if the bill is the long note or expired bills;
 - Check the continuity of the endorsement, to see if the stamp on endorsement is in line with regulation, if the endorser's signature is in line with regulation;
 - Issuance of bills should use black pen or ball-point ink;
 - If there is any discrepancy or the bill is broken, it cannot be received.
- 7.2.3. The financial staff should pay attention to the acceptance bill date, let cashier take it to the bank to collect cash before it expired.

7.3. Bill of inventory

Financial staff must make an inventory at the end of month, which includes the purchase, usage, invalid, loss of the bill. The cashier, inventory checker and inventory inspector must be present at the same time.

7.4. Seals management system

- 7.4.1. Seals related to company financial include: invoice seal, financial seal and legal representative seal.
- 7.4.2. Invoice seal is kept by invoice issue staff; financial seal is kept by the financial director; legal representative seal is kept by him or authorize other people to preserve it.
- 7.4.3. Seal safe keeper shall not lend seals to others; otherwise, all the consequences shall be the seal keepers' responsibility.
- 7.4.4. If the seals are lost, stolen or damaged because of the keepers' careless, report to the administration department immediately, make a new seal after declaring the old one invalid.
- 7.4.5. If the bank reserve seal changed, finish the record formalities in time.
- 7.4.6. Financial seal and legal representative seal are not allowed to carry out by one person in principle. The person must fill in the seals usage registration form to state the reason first, after approved by financial director, and then it can be taken outside of the company.
- 7.4.7. If the seal keepers want to leave or switch position, they must deliver the seals and related documents first, otherwise, it is not allowed to leave or switch.

Daily expense management standard

1 Purpose and scope of application

The main content of the daily expenses referred to in this system refers to:

- Travelling, entertainment, the local transportation and other daily expenses on business. Objective to strengthen financial management, control cost.
- This system is suitable for the headquarters, subordinate company and project department. These overseas wholly-owned subsidiaries are allowed to adjust cost standard or limitation according to the actual situation. Approval procedures and documents management system should be consistent.

2 The basic requirement of reimbursement

2.1. The provisions of the original vouchers effectiveness

- 2.1.1. Responsible people should get legal original vouchers. And the responsible people should archive real business receipt and attach to the expense report then get approved from leader of department if can not achieve invoice. For neither invoice nor receipt, it is forbidden to reimburse.
- 2.1.2. Because of different national conditions, overseas staff's reimbursement vouchers must be machine receipt, can not get machine receipt due to special reasons, there must be signature from regional president.

2.2. The requirement of filling in reimbursement sheet and voucher paste

- 2.2.1. Reimbursement sheet must be filled in by applicant. Agent should fill in the name of the actual responsible people, and mark the wording "agent name + agent".
- 2.2.2. Reimbursement documents should be filled in black pen and keep neat, and shall not be altered arbitrarily. Reimbursement documents should be complete, be consistent in case the amount.
- 2.2.3. Reimbursement bills in paste, must make sure the reviewer can clear review to the reimbursement amount completely.
- 2.2.4. When the reimbursement have physical assets, the received bill is requested to attach as supporting document.

2.3. Reimbursement time

2.3.1. Finance department collect reimbursement documents on 10th and 25th day every month, and completed review, approval and payment process within 5 working days.

2.3.2. In principle, expense should be reimbursed in the same month. The deadline of reimbursement can be extend appropriately due to special cases. Please submit the expense report which happened in last year to financial department no later than next February.

3 The principle of examination and approval

- Each department or project is responsible for managing the expenditure. The finance department is responsible for the supervision.
- People in charge should take responsibilities for all expenditure of his department or project. But the implementation of reimbursement must get approved from CEO or the one who get authorization from CEO.

4 The provision of travelling reimbursement

4.1. The scope of travelling reimbursement

- Business trip, is refers to affairs that should be handled to different region recording to work requirements.
- Travelling expense including transportation, accommodation, and travel grants; excluding the entertainment when communication with customer and other expense of purchasing tools and supplies.

4.2. The right of approval for travelling and loan management

4.2.1. The right of approval for business trip belong to leadership of department when the trip can finish in same day, otherwise, need to get approved by the regional/business president.

4.2.2. When employee need borrow deposit before trip, fund application form should be fulfill in accordance with the relevant provisions, then get approved from regional or business president. Finance department should f check balance of business personnel firstly, if there is any balance, he must pay off the debt before borrowing.

4.3. The standard of travelling reimbursement

Company employees on a business trip should be based on the principle of efficient and economical.

- Administration department is responsible for booking traffic ticket unified.
- Business trip on plane should be controlled strictly. It should get approve from regional/business executive because the trip is so long or urgent that have to take plane. Tourist class is preferential.
- The expense for cancelling or change ticket can reimburse due to the company reason, otherwise it is forbidden to apply due to the personal reason.

4.4. Accommodation expenses standards

Accommodation standard is made according to the business purpose and the different regional economic level. If there are special circumstances, require leadership approval. Specific criteria are as follows:

Sheet 1: Accommodation standards (Unit: Person/Day)

Region Travel reason	UAE	Iran	Indonesia	China
	(AED)	(IRR)	(IDR)	(RMB)
Business meeting	750.00	5,000,000.00	600,000.00	500.00
Project travel	450.00	2,250,000.00	200,000.00	350.00

- Accommodation is calculated based on actual travel day. Travel accommodation within the prescribed limits can reimburse.
- Company employees on a business trip by the reception unit free reception, shall not apply for accommodation.

4.5. Reimbursement of travel grants

4.5.1. Travel grants included food allowance and local transportation allowance. Calculation basis on the actual travel days.

4.5.2. Travel allowances are as follows:

Sheet 2: Travel grants standards (Unit: Person/Day/Yuan)

Grant Type	Situation	
	General	Special

Food Allowance	60	-----
Transportation Allowance	60	Taxi fares higher than limit part can truthfully reimburse once when carry luggage from the airport, railway station or bus station.

4.6. Other special provisions

- General staff on a business trip with company senior management, can enjoy the same accommodation, transportation standards for the convenience of work.
- Business trip should return on time, detour for private purposes shall not reimburse.
- Business person should reimburse the deposit within 20 working days after travelling, otherwise the deposit borrowing will deduct from wages.
- Aboard business trips can not reimburse if the catering and transportation charged by local projects or subsidiaries.

5 The city transportation reimbursement regulations

- Based on the principle of saving and high efficiency, business travel should prefer to public transportation, only get approval from leadership can take taxi.
- When reimburse taxi fares, the name, reason, and journey should be noted.

6 Deposit regulation

- Deposit is set to ensure the company's business needs.
- Responsible person should fill the money application and get approval from leadership of department, financial department and CEO if it is necessary to borrow fund. More than 5000 Yuan should notify the finance department one day in advance.
- In order to strengthen the management of deposit, all personal cash advance deposit must be returned on 31st December, or will deduct from wages.

7 The business entertainment expenses

- The principle is all entertainment should get approval from leadership of department via email or telephone before they are executed.

-
- All entertainment should have formal invoice. Responsible person shall fill in the reimbursement form truthfully, including why, when, where and whom.

Budget management Standard

1 Purpose

In order to strengthen financial budget management of OPT Group (following as be called “Group”), strengthen internal control, against operational risks, optimize the allocation of resources, improve managerial and administrative expertise, promote the company's sustained, stable, healthy development, we draft the system.

2 Application Scope and organization implementation

- 2.1. This system is applicable to headquarters and all subsidiaries.
- 2.2. The group financial department is fully responsible for the financial budget and also responsible for the organization, coordination and data collection and reporting the company's financial budget.

3 Budget form

The financial budget is mainly reflected in the cash flow, the balance sheet and the expected profit and loss statement, including the expected cash flow statement, the balance sheet and the expected profit and loss statement.

4 Financial budgeting process

- 4.1. Financial department of group will send financial budging process notice for next year to all branches before 15th, Nov.
- 4.2. Financial department organize the relevant departments to draw up annual budget plan according to the next annual business objectives and business plan, collect the financial index data, the company's annual financial budget will be submitted to headquarters of financial department in 20 working days.
- 4.3. The group's financial department will review and summary data after receiving the data from each company and the department of the project, than submit to the group's management for approval.
- 4.4. Group company' management should adjust the financial indicators according to the company's overall strategic objectives and the subsidiary's responsible person's analysis, then the final financial budget for next year should be issued to subsidiaries after approved by CEO.

- 4.5. The subsidiary should decompose the strategic objectives into quarter or month according to the actual situation. And it will be submitted to the group financial department to record after get approval from leader of subsidiary.

5 Budget execution control and analysis

- 5.1. Each branch companies must organize the implementation the financial budget to each department seriously.
- 5.2. Each branch company should strengthen the financial budget management on the cash flow, organize the income of the budget funds on time, and control the payment of budget funds strictly, adjusting payment balance, control payment risk.
- 5.3. At the end of each quarter of the year, the financial department of the company can analyze the implementation of the budget to determine whether there are differences, and make explanation for differences.
- 5.4. The financial department of subsidiaries should submit the budget implementation analysis to the group's finance department and the regional president, put forward reasonable suggestions and improvement measures at meanwhile.

Cost and Expense Control Standards

1 Purpose and scope of application

- The purpose of this standard is to strengthen the internal control on the cost and expense of the Group, reduce costs, and prevent cost errors and fraud.
- The system applies to the company headquarters, subsidiaries and project department.

2 Cost and expense control principles

- Keep the principle of maximizing shareholder profit;
- Cost control should be controlled through the every process of production and operation;

3 Cost and expense control

3.1. Procurement cost control

3.1.1. Procurement cost control including procurement plans, inquiry, price check, contract signing, goods storage, payment settlement and other activities of the whole process.

3.1.2. Procurement plan should be based on material requirements planning strictly.

3.1.3. It is necessary to meet the following two conditions when materials put in storage:

- Have "material procurement plan";
- Must be qualified by the quality inspection personnel;

3.1.4. It is necessary to meet the following two conditions when the good need recorded into financial account:

- VAT invoices issued by suppliers;
- Price, quality, quantity, specifications models, material acceptance in full compliance with material procurement program requirements.

3.1.5. Materials payment, must meet the following three conditions:

- Has been recorded in the current fund budget;

- The record from our side is consistent to the suppliers ;
- Funding application form has been signed by the person in charge.

3.2. Manufacturing cost control

- 3.2.1. Manufacturing cost control, including cost planning, picking materials, assessment and other activities in the whole process.
- 3.2.2. Manufacturing cost budget which had approved should be implemented strictly.

3.3. Period expense control

- 3.3.1. Period expense refer to management expenses, sales expenses and financial expenses.
- 3.3.2. Management expenses are managed by various functional departments. All kinds of expenses enforce the cost of budget standards strictly, beyond the budget part will not be charged.
- 3.3.3. Sales expenses shall be managed by the marketing department. All the expenses shall be strictly in accordance with the budget standard. All the expenses exceeding the budget shall not be paid.
- 3.3.4. Financial expenses are managed and controlled strictly by the financial department

4 Cost analysis and assessment

- 4.1. The financial department should analyze the changes in cost and expenses regularly.
 - Check the completion of the cost budget and analyze the reasons for the difference.
 - Seeking ways to reduce costs;
 - Timely monitoring the expenditure, the problem should be reported to the company leadership and superior departments promptly.
- 4.2. Costs Assessment work includes amend the cost budget, determine the assessment indicators of cost and analysis, evaluation the performance.
 - 4.2.1. Company should make strict examination on the economic and cost indicators which set up at the beginning of the year.
 - 4.2.2. Establish cost and expense assessment system. Make the rewards and punishment system on the control department that take charge in economic indicators.

Internal Auditing Standard

1 Purpose and scope of application

- Hereby the internal audit refers to a evaluation activity which formulated by financial department in accordance with the company's request on fund and assets, and take action to evaluate the effectiveness of internal control and risk management, the authenticity , the accuracy and completeness of the financial information, and the efficiency of business activities.
- The purpose of the policy is to strengthen the internal audit work of the group company, guarantee the effective implementation of internal control, guarantee the subsidiary risk prevention, guarantee the economic activities and business activities meet the requirements of the company, laws and regulations.
- This system is applicable to all company including each subsidiary company and project department.

2 Internal audit institutions and auditors

- 2.1. The internal audit team is set by company and responsible for the company's internal audit.
- 2.2. The internal audit team is headed by the CEO, work independently, report to the chairman of the board.
- 2.3. The internal audit staff should have the necessary knowledge of the audit business, and has a certain accounting and production management experience.
- 2.4. The audit work implements audit avoidance system. If the staff is involved in audit matters or have the special relationship with the audit matters may not participate in the internal audit work.

3 Responsibilities and functions of internal audit institutions

- 3.1. The internal audit group based on this system, conduct regular or irregular audits of the financial and economic benefits of the group.
 - 3.1.1. To draw up the internal audit work plan, and should be responsible for the implementation.
 - 3.1.2. Establish the company's internal audit system and submitted to the management review.
 - 3.1.3. To examine and evaluate the integrity, the rationality and the effectiveness of the company's internal control system.

- 3.1.4. Examine the legality, the authenticity and the integrity of the company's accounting information, other economic information and the relevant economic activities.
- 3.1.5. The internal audit institutions can audit the senior's perform during the tenure before demission.
- 3.1.6. Fixed assets audit, internal audit institutions can perform audit on the company's fixed assets investment projects.
- 3.1.7. Contract audit, to perform audit on the content, the terms, the signing process and the implementation process of company's important economic contract.
- 3.1.8. Special audit, conduct a special audit investigation on the specific matters relating to the company's economic activities.
- 3.2. The rights of auditors:
- 3.3.1. Have the right to require the audited entity to submit the production report, financial statements and the other relevant materials on time.
- 3.3.2. Have the right to participate in the relevant meetings of the company and the audited entity, and to convene a meeting about the audit matters.
- 3.3.3. Have the right to inspect the document which related to production, operation and financial activities of the audited entity, and conduct field inspection of physical assets.
- 3.3.4. Have the right to investigate and obtain evidence from the relevant units and individuals on issues related to the audit.
- 3.3.5. Have the right to make a temporary stopping decision to the ongoing serious illegal, serious loss and waste behavior.
- 3.3.6. When the document and assets related economic activities may be transferred, concealed, or tampered, internal auditor have the right to take action of temporarily sealed after get approved from board of directors.
- 3.3.7. Have the right to give the proposal about improve management, internal control and the effectiveness to the audited unit.
- 3.3.8. For those units and individuals who obstruction, destruction of the audit work and refused to provide the relevant information ,internal auditor may take the necessary temporary measures, and put forward the proposal to hold the responsibility of the relevant personnel after get approved by the chairman.

3.3.9. Have the right to give the punish suggestion to those units or individuals that have illegal acts and caused losses and waste.

4 Audit evidence and working papers

4.1. The audit evidence obtained by internal audit staff should have the adequacy, relevance and reliability. The internal auditors should record the name, source, content, time and other information of the audit evidence in the working papers clearly and completely.

4.2. The audit evidence is used to prove the truth of the audit and draw the conclusion of the audit, mainly including the following contents:

- The written evidence prove the audit items. Including all kinds of original documents relating to the audit matters, accounting records (accounting vouchers, accounting books and various lists), meeting records and documents, copies of all contracts and other information;
- Acquire the evidence that used to prove the activities which related to the audit through observation and inventory;
- Oral investigation form records.

4.3. Internal auditors should prepare and review the audit work papers according to the provisions of the audit work .Timely classification and archive the audit working papers.

5 Audit procedures

5.1. According to the company's production, arrangement and operation, the internal audit department should determine the audit priorities, prepare work plan for the next annual internal audit and submit the plan to the president for approval before the end of each accounting year.

5.2. The internal audit department shall give written notice of the audit to the audited entity within 3 days before audit start.

5.3. After receiving the notice of audit, the audited unit must provide the necessary working conditions for the audit work.

5.4. In the audit process, the auditor should prepare audit working papers carefully and obtain valuable audit evidence according to the requirements of the audit work.

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- 5.5. After the audit, the audit department should conduct a comprehensive analysis and communicate with the audited units. After the end of the audit, the audit department should write the audit report and report to the board of directors within 15 days.
- 5.6. After the internal audit report is approved by the board of directors, the audit department should be responsible for the supervision of the relevant functional departments to implement corrective measures.