



**HOUSE OF  
INVESTMENTS**  
A YGC Member

## **HOUSE OF INVESTMENTS, INC. Audit Committee Charter**

### **1. Overall Purpose / Objectives**

The House of Investments, Inc ("HI" or the "Company") has formed an Audit Committee ("AudCom" or Committee). The AudCom shall perform oversight functions that are broadly categorized into the following responsibilities: oversight duties over the financial reporting process, risk management and internal controls, management and internal audit function activity and compliance with applicable laws and regulations., external audit

The AudCom has adopted this Audit Committee Charter ("Charter") that contains among others, its purpose, membership, structure, operations, reporting process, resources and other relevant information pursuant to good corporate governance.

### **2. Structure and Operations**

#### **A. Membership**

- The HI AudCom is composed of at least three (3) non-executive directors, whom all shall have auditing, accounting and finance backgrounds. Majority of whom shall be independent directors.
- The Chairman and the members of the AudCom will be appointed by the Board and subject to a plan of succession. The Chairman shall not be the Chairman of the Board or any other committees.
- The Chairman of the AudCom shall be an independent director.

#### **B. Attendance at Meetings**

- Meetings of the AudCom shall be held at least quarterly. The Chairman may call for a special meeting upon the recommendation of the Internal Audit or External Audit.
- A quorum for any meeting shall be two (2) members.
- The AudCom may invite such other persons (e.g. members of the management team, the CEO, CFO, head of internal audit, external audit, and other resource persons) to its meetings, as it deems necessary.
- The proceedings of all meetings will be minuted.

### **3. Roles and Responsibilities**

The AudCom, through the Internal Audit Department, as it deemed appropriate shall perform the following roles and responsibilities:

#### **A. Risk Management and Internal Control Oversight**

In consultation with the Risk Management Committee:

- Evaluate whether management is setting the appropriate “control culture” and risk awareness by communicating the importance of internal control and the management of risk.
- Obtain management’s assurance of internal control and review compliance with internal control systems, including IT systems and functions, in consonance with statutory and regulatory requirements.
- Ensure that compliance with internal control recommendations made by internal and external auditors and regulating bodies have been implemented by management.
- Monitor the framework for fraud prevention and detection program established by management including, but not limited to, the whistleblower program.
- Evaluate sufficiency and effectiveness of risk management processes and policies.
- Assess how management develops contingency plans (i.e., business continuity plan) for processing financial information in the event of a systems breakdown.
- Perform oversight financial management functions specifically in the areas of managing credit, market, liquidity, operational, legal and other risks of the corporation, and crisis management.

#### **B. Financial Reporting and Disclosures Oversight**

##### **1.) General**

- Assess the company’s business and industry and consider areas of greatest financial risk and how management is managing these effectively.
- Review significant accounting and reporting issues, including recent professional and regulatory pronouncements, and understand their impact on the financial statements.
- Recognize management’s responsibility over financial statements preparation.

##### **2.) Annual Financial Statements**

- Review the annual financial statements and determine whether the report reflects appropriate accounting principles and is in accordance with the applicable Standards.
- Ensure reasonableness of estimates, assumptions, and judgments used in the preparation of financial statements, for example those involving valuation of

assets and liabilities; warranty, product or environmental liability; litigation reserves, and other commitments and contingencies.

- Identify material errors and fraud, and sufficiency or risk controls.
- Determine appropriate management action or measures in case of finding of error or fraud in financial reporting.
- Review unusual or complex transactions.
- Determine impact of new accounting standards and interpretations.
- Review the other sections of the annual report, particularly management commentary, before its release and consider whether the information is understandable, complete, clear and consistent with members' knowledge about the company and its operations, including accuracy of disclosures of material information and subsequent events.
- Ensure review and approval of management representation letter before submission to external auditor.
- Review communication with legal counsel covering litigation, claims, contingencies or other significant legal issues that impact the financial statements.
- Perform assessment of correspondence between the Company and regulators regarding financial statement filings and disclosure.

### **3.) Preliminary Announcements, Interim Financial Statements and Analyst's Briefings**

- Ascertain how management develops and summarizes preliminary announcements, interim financial information and analysts' briefings; the extent of internal audit involvement; and the extent to which the external auditors review such information.
- Assess the fairness of the preliminary and interim statements and disclosures, and obtain explanations from management and internal and external auditors on whether:
  - Actual financial results for the interim period varied significantly from budgeted or projected results
  - Changes in financial ratios and relationships in the interim financial statements are consistent with changes in the company's operations and financing practices
  - Generally accepted accounting principles have been consistently applied
  - There are any actual or proposed changes in accounting or financial reporting practices
  - There are any significant or unusual events or transactions
  - The company's financial and operating controls are functioning effectively
  - The preliminary announcements and interim financial statements contain adequate and appropriate disclosures

### **C. Management and Internal Audit Oversight:**

- Ensure compliance with International Standards on Professional Practice of Internal Auditing.
- Review and approve the activities, organizational structure of the internal audit function and its Charter, including the need to outsource certain internal audit activities, and ensure that no unjustified restrictions or limitations are made.
- Approve the strategic and operational plans based on the Annual Internal Audit Plan by the Internal Audit.
- Review the qualifications and compensation of the Head of Internal Audit and other internal audit personnel and concur on their appointment, replacement, reassignment or dismissal and assess their performance.
- Review the effectiveness of the internal audit function; assess the adequacy of the internal audit function in terms of its resources, the scope of its work, its liaison with external audit and other bodies and its reporting arrangements and any independence related issue.
- Ensure that the internal audit reporting process is operating as planned.
- Meet periodically with the internal audit to discuss the results of audit work and the implications of audit findings on the overall quality of internal control and procedures within the organization.
- Hold special meeting with the Head of Internal Audit to discuss any matters that the committee or auditors believe should be discussed privately.
- Ensure that significant findings and recommendations made by the internal auditors are received and discussed on a timely basis.
- Ensure that management responds to recommendations by the internal auditors.

### **D. External Audit Oversight**

- Assess independence, integrity and professional qualifications and competence of the external auditor, including reviewing the range of services provided in the context of all consulting services bought by the company.
- Ensure observance of engagement and rotation process of external auditor or firm.
- Review proposed audit scope and approach and fees and ensure that no unjustified restrictions or limitations have been placed on the scope.
- Perform assessment of non-audit services.
- Evaluate performance of the external auditors and make recommendations to the Board regarding the reappointment and/or replacement of the external auditors.
- Establish management competence regarding financial reporting responsibilities including aggressiveness and reasonableness of decisions.

- Ensure compliance of external auditor with auditing standards.
- Meet separately with the external auditors to discuss any matters that the committee or auditors believe should be /discussed privately.
- Ensure that significant findings and recommendations made by the external auditors are received and discussed on a timely basis. These include critical policies, alternative treatments, observations on internal controls, audit adjustments, independence, limitations on the audit work set by management, and other material issues that affect the audit and financial reporting.

**E. Compliance with Laws and Regulations Oversight**

- Review the effectiveness of the management system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any fraudulent acts, accounting irregularities or non-compliance.
- Obtain regular updates from management and the company's legal counsel regarding compliance matters.
- Assess whether all regulatory compliance matters have been considered in the preparation of the financial statements.
- Review the findings of any examinations by regulatory agencies.

**F. Compliance with Company's Code of Conduct Oversight**

- Ascertain that the code of conduct is in writing and that arrangements are made for all employees to be aware of it. If the company has no existing code of conduct, determine that steps are taken by management and as appropriate, approved by the board to establish a formal written code of conduct.
- Evaluate whether management is setting the appropriate feedback system "tone at the top" (the attitudes and behavior of the board usually set the tone for corporate behavior) by communicating the importance of the code of conduct and the guidelines for acceptable behavior.
- Ascertain that the process / program for monitoring compliance with the code of conduct is taken by management.
- Obtain regular updates from management regarding compliance issues.

#### **G. Related Party Transactions (RPT) Review**

- Oversee the conduct of periodic independent review to assess effectiveness of systems and controls implemented by Management over RPTs, including exceptions or breaches in limits in compliance with board-approved RPT policies and procedures.

#### **H. Reporting Responsibilities**

- Regularly update the board about committee activities and make appropriate recommendations whenever necessary.
- Ensure that the board is aware of matters which may significantly impact the financial condition or affairs of the business.

#### **I. Other Responsibilities**

The Board authorizes the AudCom, within the scope of its responsibilities to:

- Perform other oversight functions as requested by the board.
- If necessary, require and institute special investigations, and if appropriate, hire special counsel or experts to assist.
- Seek any information it requires from:
  - any officer or employee (and all officers and employees are directed to co-operate with any request made by the AudCom)
  - other external parties
- Obtain outside legal or other professional advice on certain critical compliance issues for purposes of getting certifications and reporting to the Board.
- Assess its own performance on a regular basis through a self-assessment worksheet. Please refer to **Annex A** for the Self-Assessment and Rating Guide.
- Update knowledge and understanding on new or recent development concerning matters relevant to AudCom's functions and responsibilities.
- Adopt rating system for its overall level of compliance based on certain parameters as mandated by the applicable Code.
- Review and update the charter, receive approval of changes from the board.

Refer to **Annex B** for the List of Companies under the HI Audit Committee's Oversight.

**4. EFFECTIVE DATE**

This Charter shall take effect upon approval of the Audit Committee and replaces all previous Charters.

**AUDIT COMMITTEE:**

  
**Roberto F. de Ocampo**  
Chairman

  
**Ermilando D. Napa**  
Member

  
**Wilfrido E. Sanchez**  
Member