



APPROVED

By the Decision of Audit Committee
(Minutes No. 31) of AB „Klaipėdos
nafta“ as of 22 April 2020

GUIDELINES OF AB „KLAIPĖDOS NAFTA“ AND GROUP COMPANIES FOR ACQUISITION OF NON-AUDIT SERVICES

DOC NO. GAI025

VERSION 1

AB „KLAIPĖDOS NAFTA“ IR ĮMONIŲ GRUPĖS NE AUDITO PASLAUGŲ ĮSIGIJIMO GAIRĖS



GUIDELINES OF AB „KLAIPĖDOS NAFTA“ AND GROUP COMPANIES FOR ACQUISITION OF NON-AUDIT SERVICES

TURINYS

1. PURPOSE	3
2. SCOPE	3
3. DEFINITIONS AND ABBREVIATIONS	3
4. ACQUISITION OF NON-AUDIT SERVICES	3
5. IMPLEMENTATION AND CONTROL	3

Document Author:

Jonas Lenkšas, Chief Finance Officer

GUIDELINES OF AB „KLAIPĖDOS NAFTA“ AND GROUP COMPANIES FOR ACQUISITION OF NON-AUDIT SERVICES

1. PURPOSE

- 1.1. Purpose of the Guidelines – to describe requirements for Acquisition of Non-audit services due to ensure independence of the Auditor and avoid conflicts of interest.

2. SCOPE

- 2.1. These Guidelines apply to all acquisitions of non-audit services.
- 2.2. These Guidelines apply to the Company and its directly and indirectly controlled companies.

3. DEFINITIONS AND ABBREVIATIONS

- 3.1. In these Guidelines are used these Definitions and Abbreviations:

Audit committee – audit committee of AB „Klaipėdos nafta“, which also acts as an audit committee of entire Group of Companies.

Audit company – a company holding a certificate of an audit company issued in accordance with the procedure established by the legal acts of the country of residence, giving the right to provide an audit of sets of financial statements.

Auditor – an audit company or auditor performing an audit of sets of financial statements for any company of the Group of Companies in accordance with the procedure established by legal acts;

Company – AB „Klaipėdos nafta“.

Group of Companies – the Company and its directly and indirectly controlled legal entities.

Members of the auditor's network – the Auditor and any member of the network to which the Auditor belongs (company, firm, etc., regardless of the legal form).

Non-audit services – all services other than the audit services of separate and/or consolidated annual financial statements.

4. ACQUISITION OF NON-AUDIT SERVICES

- 4.1. All Non-audit services from various audit companies may be purchased only with the approval of the Company's Chief Financial Officer.
- 4.2. Non-audit services may be purchased from the Auditor and/or Members of the auditor's network only with the approval of the Audit Committee.
- 4.3. The proposal to the Audit Committee regarding the acquisition of non-audit services from the Auditor and/or Members of the auditor's network is submitted by the Company's Chief Financial Officer.

5. IMPLEMENTATION AND CONTROL

- 5.1. The Guidelines are approved, adjusted/changed only by the decision of the Audit Committee. An updated proposal for the Guidelines is provided upon the need.
- 5.2. The Company's Chief Financial Officer is responsible for compliance with the Guidelines, it's supervision and submission of proposals for amendments. The Company's Chief Financial Officer may appoint employees responsible to perform these functions.