

**Indigo Star Holdings Limited**  
**靛藍星控股有限公司**  
*(Incorporated in the Cayman Islands with limited liability)*  
**(Stock code: 8373)**

**AUDIT COMMITTEE**

**TERMS OF REFERENCE**

***Constitution***

1. The board of directors (the “**Board**”) of Indigo Star Holdings Limited (the “**Company**”, together with its subsidiaries, the “**Group**”) has resolved to establish a committee of the Board to be known as the Audit Committee (the “**Committee**”) at a meeting held on 24 October 2017.

***Membership and Quorum***

2. The Committee shall be appointed by the Board from amongst the non-executive directors of the Company and shall consist of not less than three members, a majority of whom should be independent non-executive directors of the Company. A quorum shall be two members, of whom one has to be an independent non-executive director of the Company (“**INEDs**”). The initial members of the Committee are Mr. Ma Yiu Ho Peter, Mr. Tan Kee Cheo and Mr. Yip Ki Chi Luke.
3. The chairman of the Committee shall be appointed by the Board and must be an INED.

Mr. Ma Yiu Ho Peter shall be the first chairman.

4. At least one INED must have appropriate professional qualifications or accounting or related financial management expertise as required under rule 5.05(2) of the Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited (the “**GEM Listing Rules**”).

Former partner of the Company’s existing auditing firm is prohibited from acting as a member of the Committee for a period of one year commencing on the later of (a) the date of his ceasing to be a partner of the firm; or (b) the date of his ceasing to have any financial interest in the firm.

***Secretary***

5. The company secretary of the Company, or in his/her absence, his/her representative, shall act as the secretary of the Committee (the “**Secretary**”). The Committee may from time to time appoint any other person with appropriate qualifications and experience as Secretary.

***Frequency of meetings***

6. The Committee shall meet at least four times a year. Additional meetings should be held if the Committee considers it necessary or upon request of the Company’s external auditors.

### ***Notice of meetings***

7. Notice of any meetings of the Committee has to be given 7 days prior to any such meeting being held, unless all members unanimously waive such notice. Irrespective of the length of notice being given, attendance of a meeting by a member shall be deemed waiver of the requisite length of notice by the member. Notice of any adjourned meeting is not required if the adjournment is less than 14 days.
8. Proceedings of meetings of the Committee shall be governed by the provisions of the articles of association of the Company.
9. The Secretary shall keep full minutes of all Committee meetings. Draft and final versions of minutes of meetings of the Committee shall be sent to all members for their comments and records respectively, in both cases within a reasonable period of time after each meeting.
10. The Company's director responsible for overall financial matters of the Group and a representative of the Company's external auditors shall normally attend the meetings. The Committee may, from time to time, invite any appropriate person to attend the meeting whenever it is necessary. However, only members of the Committee are entitled to vote at the meetings. At least once a year, the Committee shall meet with the Company's external auditors without any executive Directors being present (except by invitation of the Committee).

### ***Authority***

11. The Committee is authorised by the Board:
  - (a) to investigate any activity within its terms of reference;
  - (b) to inspect all accounts, books and records of the Company; and
  - (c) to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.
12. The Committee is authorised by the Board where necessary to obtain outside legal or other professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.
13. The Committee shall be provided with sufficient resources to discharge its duties.

### ***Duties***

The duties of the Committee shall be:

#### **Relationship with the Company's external auditors**

- 14.1 (a) To make recommendations to the Board on the appointment, reappointment and removal of the external auditors;
- (b) to approve the remuneration and terms of engagement of the external auditors;

- (c) to consider any questions of resignation or dismissal of the external auditors and to consider whether there are any matters that need to be brought to the attention of shareholders of the Company; and
  - (d) to act as the key representative body for overseeing the Company's relations with the external auditors.
- 14.2 To review and monitor the external auditors' independence and objectivity and the effectiveness of the audit process in accordance with applicable standards.
- 14.3 To discuss with the external auditors the nature and scope of the audit and reporting obligations before the audit commences.
- 14.4 (a) To develop and implement policy on the engagement of external auditors to supply non-audit services. For this purpose, external auditors shall include any entity that is under common control, ownership or management with the audit firm or any entity that a reasonable and informed third party having knowledge of all relevant information would reasonably conclude as part of the audit firm nationally or internationally; and
- (b) To report to the Board, (i) identifying any matters in respect of which it considers that action or improvement is needed; and (ii) making recommendations as to the steps to be taken.

Review of financial information of the Company

- 14.5 (a) To monitor integrity of financial statements of the Company and the Company's annual report and accounts, quarterly report and half-year report, and to review any significant financial reporting judgments contained in them.

In this regard, in reviewing the Company's annual report and accounts, quarterly report and half-year report, before submission to the Board, the Committee shall focus particularly on:

- (i) any changes in accounting policies and practices;
  - (ii) major judgmental areas;
  - (iii) significant adjustments resulting from audit;
  - (iv) the going concern assumptions and any qualifications;
  - (v) compliance with accounting standards; and
  - (vi) compliance with the GEM Listing Rules and other legal requirements in relation to financial reporting.
- (b) To discuss problems and reservations arising from the interim and final audits, and any matters the external auditors may wish to discuss (in the absence of management where necessary).
- 14.6 In regard to paragraph 14.5 above:
- (a) Members of the Committee must liaise with the Board, senior management of the Company and the person appointed as the Company's qualified accountants;

- (b) the Committee must meet, at least once a year, with the Company's external auditors; and
- (c) the Committee should consider any significant or unusual items that are, or may need to be, reflected in such reports and accounts and must give due consideration to any matters that have been raised by the Company's qualified accountant, compliance officer (or person occupying the same position), or external auditors.

Overseeing the Company's financial reporting system, internal control procedures and risk management system

- 14.7 To review the Company's financial controls, internal control and risk management systems.
- 14.8 (a) To discuss with the management the risk management and internal control systems in terms of the adequacy of resources, staff qualifications and experience, training programmes and budget of the Company's accounting and financial reporting function; and
  - (b) To ensure that management has performed its duty to have effective risk management and internal control systems.
- 14.9 To consider any findings of major investigations of risk management and internal control matters as delegated by the Board or on its own initiative and management's response.
- 14.10 Where an internal audit function exists,
  - (a) to ensure co-ordination between the internal and external auditors and to ensure that the internal audit function is adequately resourced and has appropriate standing within the Company;
  - (b) to review and monitor the effectiveness of the internal audit function; and
  - (c) to review reports issued by the internal audit department.
- 14.11 To review the Group's financial and accounting policies and practices.
- 14.12 To review the external auditors' management letter, any material queries raised by the external auditors to management in respect of the accounting records, financial accounts or systems of control and management's response.
- 14.13 To ensure that the Board will provide a timely response to the issues raised in the external auditors' management letter.
- 14.14 To review the Company's statement on internal control systems (where one is included in the annual report) prior to endorsement by the Board.
- 14.15 To consider the major findings of internal investigations and management's response.
- 14.16 To report to the Board on all matters set out in these Terms of Reference.
- 14.17 To establish a confidential communication channel for the chairman of the

Committee to receive concerns raised by employees of the Company about possible improprieties in financial reporting, internal control or other matters including improper and personal use of bank accounts. The chairman of the Committee shall promptly communicate these concerns to the Committee, launch investigations and take other follow-up actions.

- 14.18 To consider any other matters specifically referred to the Committee by the Board including but not limited to the following:
- (a) to review the internal controls and risk management systems of the Company, including the internal controls on bank account management and the monitoring of bank transactions on a quarterly basis in order to detect and prevent improper bank activities and transactions;
  - (b) to review the report on bank account activities, material bank transactions and all incoming wire transfers on a quarterly basis to detect irregularities;
  - (c) to report irregularities (if any) to the Board and the Committee immediately;
  - (d) to review arrangements by which employees of the Company may, in confidence, raise concerns about possible improprieties in financial reporting, internal control or other matters. The Committee should ensure that proper arrangements are in place for the fair and independent investigation of such matters and for appropriate follow-up actions; and
  - (e) to review the findings of the Company's internal audit division from time to time.

#### Annual general meetings and terms of reference

- 14.19 The chairman of the Committee (or in his/her absence, another Member (who must be an INED) of the Committee) shall attend the Company's annual general meetings and be prepared to respond to shareholders' questions on the Committee's activities and responsibilities.
- 14.20 A copy of these Terms of Reference will be made available to any person without charge upon request.

#### ***Reporting procedures***

15. The Secretary or his/her representative shall circulate the minutes of meetings and reports of the Committee to all members of the Board.
16. The Committee shall report to the Board of its findings, decisions and recommendations.
17. Reports to the Board and minutes of the Committee should be approved by the Committee before submitting to the Board.

#### ***Company's internal audit division***

18. The Company's internal audit division will report to the Board from time to time and upon listing, will report to the Committee on a quarterly basis. The internal audit division is mandated to monitor the design and operating effectiveness of

internal controls, including the internal controls on prohibition of improper use of the Company's bank accounts, and report on its findings of any material deviations from the Company's policies and guidelines.

Adopted on 24 October 2017