



Court of Accounts of the Republic of Moldova

Request for Proposal  
Procurement and Implementation of Audit Management IT Solution together  
with Audit Methodology Assistance

**Date: 19<sup>th</sup> November 2018**

**Morgan Kai Limited**

**For the Provision of: MKinsight Audit Management Software and Grant  
Thornton Audit Methodology Assistance**

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Section 1 – Cover Letter





**Section 2 – Offer Form (F3.1)**

Please find below Morgan Kai Limited’s completed Offer Form for the Court of Auditors of the Republic of Moldova.

**The offer form (F3.1)**

*[The tenderer shall fill in this form in accordance with the instructions below. No changes shall be allowed to the format of the form, and replacements shall not be accepted in the form.]*

The date of the offer submission: 19 November 2018

AuctionNo.: AUDIT MANAGEMENT IT SOLUTIONS TOGETHER WITH AUDIT METHODOLOGY ASSISTANCE

Call for tenderNo.: 48300000 - 1

To: COURT OF AUDITORS OF THE REPUBLIC OF MOLDOVA  
[Full name of the contracting authority]

MORGAN KAI LIMITED declare that:  
[The name of the tenderer]

a) The award documents have been reviewed and there are no reservations thereto, including the changes No. \_\_\_\_\_

NOT APPLICABLE  
[Enter the number and date of each change, if occurred]

b) \_\_\_\_\_  
NOT APPLICABLE

[The name of the tenderer] MORGAN KAI LIMITED

Undertakes to supply / provide, in accordance with the award documents and the conditions specified in the Technical Specifications and price, the following goods and / or services

IMPLEMENTATION OF AUDIT MANAGEMENT IT SOLUTIONS TOGETHER WITH AUDIT METHODOLOGY ASSISTANCE

[Enter a brief description of the goods and / or services]

c) The total amount of the VAT-free offer constitutes: \$100,000 (ONE HUNDRED THOUSAND UNITED STATES DOLLARS)

[Enter the batch price (where applicable) and the total tender in words and figures, indicating all amounts and currencies]

d) The total amount of the VAT offer is: AS NO VAT IS NOT APPLICABLE

[Enter the batch price (where applicable) and the total tender in words and figures, indicating all amounts and currencies]

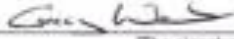
e) This offer will remain valid for the time period specified in PDS3.8. Starting with the deadline for submission of the offer, in accordance with PDS4.2, will remain obligatory and will be accepted at any time until the expiration of this period.

f) If this offer is accepted, MORGAN KAI LIMITED  
[The name of the tenderer]

undertakes to obtain a Performance guarantee in accordance with PDS6 for the proper execution of the public procurement contract.

g) We are not in any conflict of interest, in accordance with art.74 of the Law 131 of 03.07.2015 on public procurement.

h) The signing company, its affiliates, or its branches, including each partner or subcontractor that is part of the contract, have not been declared ineligible under the provisions of applicable law or regulations with an impact on public procurement.

Signed:  P.S.  
[The signature of the person authorised to sign the tender]  
Name: CRAG WILSON  
As: GROUP COMMERCIAL DIRECTOR  
[The official position of the person signing the offer form]  
The tenderer: MORGAN KAI LIMITED  
Address: WEST ONE, 114 WELLSWOOD STREET, LEEDS, LS2 2BA, UK  
Date: "19" NOVEMBER 2018



### Section 3 – Bank Guarantee (F3.2)

Morgan Kai Limited confirm that we are committed to paying directly into the account of the contracting authority (Court of Accounts of the Republic of Moldova) the sum of \$2,000 (Two thousand United States Dollars) which is 2% of the Total Contract Value of \$100,000 (One Hundred Thousand United States Dollars) upon confirmation of the Bank Account from the Court of Accounts of the Republic of Moldova.

**Section 4 – Performance Guarantee (F3.3)**

Morgan Kai Limited confirm that we are committed to paying the Performance Guarantee of \$10,000 (Ten Thousand United States Dollars) which amount to 10% of the Total Contract Value of \$100,000 (One Hundred Thousand United States Dollars) upon request should Morgan Kai Limited be awarded the public procurement contract for the Procurement and Implementation of Audit Management IT Solution together with Audit Methodology Assistance according to the call for Tender.

Given the timescales from notification of the bid and the deadline for submissions Morgan Kai Limited have been unable to obtain in time a formal document to support our proposal in the form of our Bank’s Letterhead. We are acutely aware of the procurement laws and regulations and fully respect those. Upon receipt of this document we will forward this at the soonest.

Performance guarantee (F3.3)

*[The commercial bank will fill in this form on letterhead at the request of the winning tenderer, in accordance with the instructions below ]*

Date: "19" NOVEMBER 2019  
 AuctionNo.: AUDIT MANAGEMENT IT SOLUTION TOGETHER WITH AUDIT MANAGEMENT METHODOLOGY ASSISTANCE  
 Bank office: NATWEST BANK  
[Enter the full name of the guarantor]  
 Beneficiary: COURT OF AUDITORS OF THE REPUBLIC OF MADAGASCAR  
[Enter the full name of the contracting authority]



**THE PERFORMANCE GUARANTEE**  
 No. \_\_\_\_\_

We, *[Enter legal name and bank address]*, have been informed that the company *[Enter the full name of the Provider]* (hereinafter „Provider”) was awarded the public procurement contract for the supply / delivery of \_\_\_\_\_ *[the subject of procurement, describe the goods and services]* according to the call for tender No. of \_\_\_\_\_ . 201\_ *[the auction date and number]* (hereinafter „Contract”).

Therefore, we understand that the Provider must submit a Performance guarantee in accordance with the provisions of the awarding documents.

Following the Provider’s request, we hereby irrevocably commit to paying you any amount (s) not exceeding *[insert the sum (s) in figures and words]* upon receipt of your first written request from you declaring that the Provider has not fulfilled one or more obligations under the Contract, without discussion or clarification and without the need to demonstrate or show the grounds or reasons for your request for the amount indicated therein. This Guarantee will expire no later than *[insert the number]* from the date of *[insert the month]* *[insert the year]*<sup>1</sup> and any payment request related thereto must be received by us at the office by this date inclusive.

*[The signatures of the authorised bank representatives and the Provider]*

Section 5 – Technical Specifications (F4.1)

Please find attached our duly completed Technical Specification (Form 4.1)

Technical Specifications (F4.1)

[ This table shall be filled in by the tenderer in the columns 3, 4, 5, 7, and by the contracting authority - in the columns 1, 2, 6, 8 ]

Auction number: \_\_\_\_\_ of \_\_\_\_\_  
 Auction name: Audit Management IT Solution together with Audit Methodology Assistance

CPV Code	List of the goods/services	Article Model	Country of origin	Manufacturer	Full technical specification requested by the contracting authority	Full technical specification proposed by the tenderer	Reference standards
1 48300000-1	Audit Management IT Solution together with Audit Methodology Assistance	PK-800T VES-0311	United Kingdom	MUSICA K&S Limited	According to requirements C1 - General Requirements and C4 - Functional Requirements - of Technical Specifications	PLEASE SEE OUR FULL DOCUMENTS SUBMITTED TO THE TECHNICAL SPECIFICATIONS, FUNCTIONAL REQUIREMENTS, FUNCTIONAL AND GENERAL REQUIREMENTS AS PART OF OUR RESPONSE	8
	<b>TOTAL</b>						



**Section 6 – Price Specifications (F4.2)**

Please find attached our duly completed Price Specification Form 4.2 in line with the Request for Proposal requirements. Please note that the offer is valid until the 31<sup>st</sup> December 2018 as confirmed in our cover letter at Section 1.

Price specifications (F4.2)  
 [This table shall be filled in by the tenderer in the columns 5, 6, 7, 8, and by the contracting authority - in the columns 1, 2, 3, 4, 9, 10]  
 Auction number: \_\_\_\_\_ of \_\_\_\_\_  
 Auction name: Asset Management (v Services) together with Audit (v Services) (ASSET-ICE)

CPV Code	List of the goods/services	Unit of measurement	Amount	Unit price (VAT free)	Unit price (VAT included)	The sum VAT free	The sum VAT included	Delivery / performance date	Budget classification (IBAN)
1	2.	3.	4.	5.	6.	7.	8.	9.	10.
	Goods								
	Batch 1								
48300000-1	Audit Management IT Solution together with Audit Methodology Assistance	Licences	20	£5,000	£5,000	£100,000	£100,000	20.12.2018	MD6STRPBA.A317110A00436AB
	<b>Total lot 4</b>								
	<b>TOTAL</b>		20	£5,000	£5,000	£100,000	£100,000		

Signed: [Signature]  
 Name: CHRIS LAYTON  
 At: GROUP COMMERCIAL DIRECTOR  
 The tenderer: MORGAN KAI LIMITED  
 The address: WEST ONE, WELINGTON STREET, WESS, E54 4BA, UNITED KINGDOM.





## Section 7 – Executive Summary (Morgan Kai Limited)

### Company Overview

Morgan Kai Limited is a wholly owned subsidiary of Ideagen Plc which is a UK-headquartered, global technology company quoted on the London Stock Exchange AIM market (Ticker: IDEA.L).

The Group provides software and services to organisations operating within highly regulated industries such as aviation, banking and finance and life science, government healthcare and manufacturing with its main operational premises spread throughout the UK, EU, US, Middle East and SE Asia.

With an excellent portfolio of software products including MKinsight, Q-Pulse, Coruson, Pentana Performance and PleaseReview, Ideagen helps its clients reduce costs, improve operational efficiency, strengthen compliance and oversight and anticipate and manage every detail of risk.

Currently, more than 4,700 organisations use Ideagen’s products including seven of the top 10 UK accounting firms, all of the top aerospace and defence companies and 75% of the world’s leading pharmaceutical firms.

Ideagen’s diverse and varied customer base includes many well-known, global brands such as British Airways, Aggreko, BAE, Ryanair, US Navy, KLM, BBVA, Bank of New York, Commerzbank, Meggitt, Heineken, National Audit Office of London, Shell International, Johnson Matthey, Haeco Group and European Central Bank. As well as this, Ideagen counts 180 hospitals across the UK and US amongst its client base.

Ideagen directly employs more than 500 members of staff and touches every continent globally.

### What sets Ideagen apart and why choose Ideagen?

Ideagen’s core strength over the years has been our understanding of the domains and markets that we operate in and serve. For more than two decades we have delivered transformative quality, compliance, safety, audit, risk, business assurance and performance management software products, solutions and services to the most forward thinking and demanding operators across all sectors. In addition:

- Ownership – UK AIM public listed company – Ideagen PLC – IDEA
- Accreditations – ISO 9001;2015; 14001 & 27001 certified
- Employees – over 500 employees and a global Partner Network
- Customers – 3,700 companies using the Ideagen suite of products globally
- Support – Based in the UK, US and Asia, we provide 24/7 support

- 1993 – Year of formation

In addition, our MKInsight Audit Management Solution is in use across many State Audit Institutions, National Audit Offices and other Government Departments globally and we have a deep understanding of the requirements and expertise in the implementation, training and ongoing support of our customers in your industry. This reason alone sets MKInsight apart as a solution but also the experience of our skilled experts in delivering World Class Implementations to our customers.

## Key Differentiators of MKInsight

MKInsight is the most comprehensive, powerful and easy to use **Audit Management System** available anywhere in the world today. Currently at Version 11.1, MKInsight is available in 14 different languages and implemented by audit teams in over 75 countries. Since its commercial launch at the International IIA Conference in Chicago July 2005, MKInsight has grown its user base across the globe faster than any of its more traditional competitors, and is now replacing many of them on a regular basis. Some of the main reasons why the organizations below replaced their existing system and/or selected MKInsight are as follows:

1. **MKInsight is the only truly “off-the-shelf”, fully configurable and integrated, single database Audit Management system available anywhere in the world today.**
2. **The unique level of configurability available in MKInsight is considered by many to be a game changer, enabling audit teams to mirror their own audit methodology within the system, something that historically would only have been available if a customer had paid to develop their own unique system.**
3. **MKInsight delivers all methodology options via a single code stream which means no matter which industry the customer is in, and no matter which methodologies and workflows they employ, they can rely on a smooth and seamless upgrade process from one version to another guaranteeing compatibility with future versions.**
4. **Requested functionality developments are done at no additional cost and then made available to MKInsight’s global customer base, ensuring all customers benefit from one another’s ideas.**
5. **MKInsight is provided by Morgan Kai which is the only company in the world dedicating 100% of its commercial activities to the ongoing development and deployment of technology purely for the benefit of Audit teams and the Audit profession worldwide.**

The last 5 years has seen a rapid increase in the number of Government, Non-Government, and Commercial organizations replacing their existing Audit Management system with MKInsight.



Today MKinsight is used by audit teams in virtually every industry on the planet. An example of our customers both within your country, sector and region is as follows:

- **Audit Scotland**
- **Barbados Audit Office**
- **National Audit Office, Malawi**
- **National Audit Office, Sweden**
- **National Audit Office, United Kingdom**
- **National Audit Office, Kingdom of Bahrain**
- **National Bank of Georgia**
- **National Bank of Moldova**
- **Northern Ireland Audit Office**
- **Supreme Audit Institution of Georgia**
- **Wales Audit Office**

In the past five years MKinsight has been fully implemented across Barbados Audit Office, National Audit Office of Sweden (Riksrevisionen); Supreme Audit Institution of Georgia and The Wales Audit Office. All other National Audit Offices have been longer than five years using MKinsight. Within the last year The National Bank of Moldova was our first customer across the Republic of Moldova.

MKinsight has been specifically designed to be fully configurable and capable of adapting specifically to each customer's workflow, audit universe structure, and terminology. Some of the other key factors that have influenced our customers to select MKinsight would include:

- **Easy to use with an exceptional user interface**
- **Scalable for large and geographically dispersed teams**
- **Seamless off-line working when required**
- **Full secure hosting service available**
- **Trusted by companies and governments around the World**
- **An "out-of-the box" solution with a very wide range of configuration options**
- **World Class support**

When reviewing MKinsight's functional capabilities it is worth remembering two key points. Firstly, MKinsight is not a methodology in its own right, it is there to provide users with a range of options enabling them to work in the most familiar and easy to use way as possible, and; secondly, all the terminology in MKinsight is fully configurable (including all buttons, fields and drop down lists) making adoption easier when auditors are working with a system that uses their own key words etc. MKinsight is a fully integrated modular system that provides key functionality in the following area:

- **Risk Based Annual Planning**

- **Scheduling**
- **Audit Management**
- **Performance Reporting**
- **Electronic Working Papers**
- **Recommendation / Issue Tracking**
- **Time & Expense Recording**
- **Control Self-Assessment**
- **Comprehensive Reporting / Memorised Reporting**
- **Enterprise Risk Management**
- **Controls Management**
- **On- line Questionnaires / Surveys**
- **Document Libraries**

Section 7a – Executive Summary (Grant Thornton)

# Why Grant Thornton

Organisations come to us for our global scale, quality, industry insight and deep technical expertise. But what sets us apart is our distinctive client experience which leads to more meaningful advice and a better working relationship.

**We discover what's important to you and make it important to us**

Our culture is built on a genuine interest in our clients – their challenges, growth ambitions and wider commercial context. You get the attention you deserve from approachable, senior professionals who ask the right questions, listen and provide real insight and a clear point of view.

**The bottom line**

- A relationship-led approach with more time and attention from partners and senior advisers
- A deeper understanding of your business for more meaningful advice and recommendations

**Agile and responsive service**

Our size and structure create advantages for you. We adopt a flatter structure, with shorter decision making chains, empowered teams and no complex chains of command. We have all the necessary processes and controls but they're streamlined and efficient. Our teams are more responsive.

**The bottom line**

- A faster response when you need quick answers and clarity
- Anticipating the answers you'll need before you ask

**Pragmatic solutions to help you improve and grow**

Our teams bring ideas to the table, going beyond the technical issues to recommend ways to make your business better.

We balance a desire to do what's best for you in the future with an experienced sense of what's going to help you now.

**The bottom line**

- Helping you think ahead and think more broadly
- Proactively identifying opportunities for improvement and growth

**Collaborative teams with a different mindset**

Our people are open, accessible and easy to work with. We work through the issues alongside you, always with an independent perspective and challenging where necessary. Our collaborative style also enables us to assemble teams across service lines, industries and geographies to tailor our capabilities for you.

**The bottom line**

- Teams and solutions built around your needs not our structures
- A better working relationship with you and your team

**Awards**

It's great to be collectively competitive. Our awards acknowledge how we help dynamic organisations grow through our independent assurance, tax and advisory services. Seeing our clients achieve their goals: that's a big reward for us.



# Global

We're a network of independent assurance, tax and advisory firms, made up of 50,000 people in 135 countries. And we're here to help dynamic organisations unlock their potential for growth.

For more than 100 years, we have helped dynamic organisations realise their strategic ambitions. Whether you're looking to finance growth, manage risk and regulation, optimise your operations or realise stakeholder value, we can help you.

We've got scale, combined with local market understanding. That means we're everywhere you are, as well as where you want to be.



Our distinctive client experience sets us apart

NB: 'Countries' refers to where Grant Thornton has a physical presence

US \$5.0bn (2017 revenue) 50,000 people 700+ offices 135+ countries

Audit Services 5

## Why you can trust us to deliver

We've listened to what's important to you and made sure we pinned down your ambition before we came up with an answer.

### Audit Services

Our client service team has excellent qualifications and resources to tackle this demanding assignment:

- A reputation for integrity, objectivity and professional excellence;
- An understanding of the industry;
- An ability to listen to and be responsive to the needs of your management;
- To appropriately utilize your internal audit resources and to meet the deadlines and timetable for financial reporting;
- To be responsive, available, and provide a partner-led team of experts to support the engagement.

Each individual member of the team is a first-class specialist in his/her own field with a full set of qualities required for the successful performance of the audit procedures, in accordance with International Financial Reporting Standards (IFRS).

### Professional approach

Our approach includes bringing in firm specialists in audit, accounting and tax which often result in efficiencies and process improvement opportunities for your business. A centrally coordinated and timely approach is an important part of this strategy. We focus on the prompt provision of services and we prioritize the compliance with all local requirements, never losing sight of the most important aspect related to a business like yours: the tight work schedule and a technique specifically designed for a Company of your size and complexity.

### According with legislation

Please note that Grant Thornton Moldova has concluded insurance contracts for professional risks and therefore we are in a position to confirm the compliance with the insurance method for the audit risk according to the provisions of art. 9 of the Law no. 61-XVI dated March 16, 2007 regarding the audit activity.

At the same time, we confirm the lack of affiliate relations with the Company and / or individuals with management position within the entity, or with the founder of the entity.

## Our credentials - shortlist

### AUDIT – Examples of Credentials in Republic of Moldova

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>■ TOP LEASING&amp;CREDIT;</li> <li>■ CAPITAL LEASING;</li> <li>■ DONARIS GROUP;</li> <li>■ GRAWE CARAT ASIGURĂRI;</li> <li>■ LA TRIVENETA CAVI DEVELOPMENT;</li> <li>■ TIREX PETROL;</li> <li>■ APA-CANAL CHIȘINĂU;</li> <li>■ GEMENI;</li> <li>■ LEAR CORPORATION;</li> <li>■ MOLDRETAIL;</li> <li>■ FIRSTLINE;</li> <li>■ CEDACRI INTERNATIONAL;</li> <li>■ COMERȚBANK;</li> <li>■ VOESTALPINE VAE APCAROM (Romania);</li> <li>■ VOESTALPINE STEEL SERVICE CENTER ROMANIA (Romania);</li> <li>■ LIEBHERR ROMANIA (Romania);</li> <li>■ LAFARGE CIMENT MOLDOVA;</li> <li>■ IMPERIAL MINING HOLDING (Rusia);</li> </ul> | <ul style="list-style-type: none"> <li>■ MOLDINDCONBANK</li> <li>■ ENERGBANK</li> <li>■ SARCO SERVICE;</li> <li>■ CARINA NATURAL RESOURCES SARL LUXEMBURG SUCURSALA BUCUREȘTI;</li> <li>■ FEDERAL MOGUL FRICTION PRODUCTS Ploiesti (Romania);</li> <li>■ SADE C.G.T.H.;</li> <li>■ VIKON EDIL;</li> <li>■ FABRICOM SISTEME SI SERVICII ROMANIA;</li> <li>■ MOLDCARGO;</li> <li>■ EID METALS;</li> <li>■ TIMAC AGRO;</li> <li>■ AGROINFORM;</li> <li>■ FUNDAȚIA KONRAD-ADENHAUER;</li> <li>■ LINELLA;</li> <li>■ INDUSTRIAL ACCESS;</li> <li>■ SUN COMMUNICATIONS;</li> <li>■ Etc...</li> </ul> |
|--|--|

## Our credentials - shortlist

### Public Institutions in Republic of Moldova

- IFRS Audit of Apa Canal Chisinau – state owned company
- Statutory audit of Administratia de Stat a drumurilor
- Audit of project implemented by Education Ministry – 2014 -2017

### Functional Requirements – Personal experience of GT executive team

- Assistance for Business Requirements definition and Functional assistance during the ERP implementation (ORACLE Financials) in Moldova (telecom industry)
- Assistance for Business Requirements definition and Functional assistance during the ERP implementation (ORACLE Financials) in Jordan (telecom industry)
- Assistance for Business Requirements definition and Functional assistance during the ERP implementation (JD Edwards) in Ivory Coast (telecom industry)
- Assistance for Business Requirements definition and Functional assistance during the ERP implementation (1C) in Moldova (Food Processing companies X2)
- Functional Assistance during the implementation of our Audit Software Voyager (local customization) – used by GT until 2017
- Initial requirements to Functional Assistance during the implementation of our Audit Software LEAP (local customization) – used by GT from 2018

### Project Management IT Implementation

- Project Management for the Implementation of Audit Software Voyager (local customization) – used by GT until 2017
- Project Management for the Implementation Audit Software LEAP (local customization) – used by GT from 2018

### Section 8 – Audit Methodology Capabilities

This section sets out Morgan Lai Limited’s proposal that sets out our detailed responses regarding the Audit Methodology Capabilities as part of our joint approach with Grant Thornton who provide the wealth of expertise and deep understanding of ISA’s and IFRS’s.

Audit Methodology	
Ref.	Requirement
1	<p>Please describe your International Audit Standards (ISA’s) knowledge and capabilities</p> <p><b>Grant Thornton Moldova and Romania (GTRM) are part of an International Network providing audit and assurance services to public and private institutions around the world. GTRM has been providing financial audit services compliant with the International Audit Standards for more than 7 years for companies and state institutions in the Republic of Moldova and Romania. GTRM acts as an approved auditor both in the Republic of Moldova and Romania. Please see attached Proposal of GTRM for the mentioned services containing detailed description of Knowledge and Capabilities.</b></p>
2	<p>Please state your experience with functional requirements over all, and specific experience with public institutions</p> <p><b>GTRM and its employees have significant experience both in addressing functional requirements projects and also experience with Public Institutions. Please see attached Proposal of GTRM for the mentioned services containing detailed description of relevant credentials in this field.</b></p>
3	<p>Please detail your knowledge of the Moldovan market with focus on audit engagements</p> <p><b>GTRM has significant experience in audit engagement on Moldovan Market. Please see attached Proposal of GTRM for the mentioned services containing detailed description of relevant credentials in this field.</b></p>
4	<p>Please detail your overall knowledge of audit practices</p> <p><b>GTRM has extensive audit experience in Moldovan market as presented also in the credentials. The audit experience covered a wide range of industries and sectors both in audit of Public and Private Institutions. GTRM employees proposed for the present project have also prior extensive audit experience outside of GT. Please see attached Proposal of GTRM for the mentioned services containing detailed description of audit methodology used.</b></p>
5	<p>Describe briefly how you will establish what updates need to be performed to our current methodology in order to achieve a successful alignment with ISA’s in force (e.g. Gap Analysis)</p>



	<p>An integrated approach should be used in establishing the updates needed for the methodology. First step would be the in-depth analysis of the current methodology used by CCRM. This would then be benchmarked to the International Audit Standards and GAPS identified. For the GAPS identified a strategy for implementation of differences should be tailored and discussed with staff responsible with Methodology at CCRM. At this stage, inputs on the needs of CCRM should also be considered and an action plan should be set-up and aligned to with all relevant parties. The action plan should include all the necessary steps to align the methodology as per needs of CCRM and ISA. The final stage would be the assistance given to CCRM for addressing each step of the action plan need for the implementation of the revised Audit Methodology.</p>
6	<p>The team providing the methodological services should include two team members that are already ACCA members.</p> <p>Please find attached in documentation a copy of the ACCA certificates of two of the resources proposed for the engagement which are ACCA fellows.</p>
7	<p>Extensive experience in using Audit Management Software for not less than 5 years</p> <p>GTRM uses its own Audit Management Software. In the past 5 years GTRM has used in its activity on an ongoing basis two audit software's developed by GT worldwide: Voyager (until 2017) and LEAP (starting 2018)</p>
8	<p>Detail your project management experience with focus on IT implementation and functional specifications</p> <p>GTRM and its employees have significant experience both in project management of IT implementations and functional specifications. Please see attached Proposal of GTRM for the mentioned services containing detailed description of relevant credentials in this field.</p>
9	<p>The methodology service provider should be licensed for practicing audit in Republic of Moldova for not less than 7 years</p> <p>Attached the licence for audit of GTA in Moldova which is dated from 2009.</p>
10	<p>Identify any risks in the methodological alignment process, functional requirements creation and their inclusion as configuration or customization needs in the Solution to be implemented. Please briefly discuss the mitigation techniques</p> <p>The main risk in the methodological alignment process would be given by the significance of the GAPS identified from the International Accounting Standards. Should the GAPS identified be significant and would require design of new process and procedures, the alignment process would be significantly more time consuming. Also, an important matter to consider would be the reaction to change of processes of CCRM staff which would require a higher level of change management. Another important aspect would be the identification of all the needs of CCRM outsider of ISA requirements and tailoring them in order to identify the best solution to be</p>

	<p><b>implemented. All of the above limitations could be addressed by setting up a Steering Committee at the level of CCRM with whom we will interact, present them our findings in due time and discuss actions to be implemented. Decision for implementation would be taken by the Steering Committee and we would ensure the appropriate action plan is designed to ensure the decisions taken are implemented.</b></p>
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## Section 9 – Functional Requirements

This section sets out Morgan Kai Limited’s proposal that sets out our detailed responses regarding the Functional Requirements in line with the Request for Proposal.

Audit Planning and Risk Assessment	
Ref.	Requirement
1	<p>The system must have the ability to establish an Audit Universe that has an unlimited number of levels and can contain an unlimited number of auditable entities which may be defined/labelled in a logical manner to record all auditable activity</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the functionality to establish an Audit Universe with any number of levels that are fully definable and contain an unlimited number of auditable entities. The Audit Universe provides for ease of access and sharing of information, recording all auditable activity over time with the ability to report in many different shapes and forms. The Audit Universe can also be governed to ensure that individuals can only access certain audits as required.</b></p>
2	<p>The system must have the ability to prepare an Annual Audit Plan with the ability to create any number of Audit Plans over any time horizon be it the next 12 months, quarter or next 3 years.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Any number of plans can be created over any time horizon.</b></p>
3	<p>The system must have the ability to make all Audit Plans reportable and must have the ability to monitor through Dashboards any revisions to plans.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Once plans are baselined in MKinsight through the Annual Planning module, these baselined plans can be made reportable and are easily accessed through an array of dashboards and provide the user the ability to seamlessly navigate between original plans and revised plans as required.</b></p>
4	<p>The system must have the ability to create recurring audits with the ability to record an audit interval for those recurring audits.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to set an audit interval for recurring audits i.e. cyclical audits that occur on an Annual Basis such as the audit of Key Financial Systems.</b></p>
5	<p>Ability to capture the name of the audit, type of audit, individuals/teams to be assigned to an audit as well as the number of days to complete an audit of an entity and capture relevant text that will flow throughout the system from Planning through to Reporting (including Monitoring).</p>

	<p>Confirmed, this is standard functionality in MKinsight. MKinsight through the Annual Planning module provides the ability to document and capture the name of the audit, type of audit (please note that this list is fully definable and unlimited in nature), the members of the team on a role basis and/or a team basis in addition, the number of days to complete an audit of an entity can also be captured. Free text fields can be defined and again are unlimited in nature. All criteria captured at this stage of Planning will cascade through the MKinsight application to Scheduling, Engaging and Executing the Audit and finally through to Reporting and Monitoring.</p>
6	<p>The system must have the ability to capture permanent information about any auditable entity which has the ability to define the folder structure and provide the ability to drag and drop any (and all) file formats into the system. This information should be easily accessed from within the Audit File and the Audit Program.</p> <p>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to create and fully define the folder structures for storing key documentation such as 'Permanent File' documentation. Typically, the information documented in here support that of ISA315 Understanding the Business and teams would typically store Organisational Structures and Management Arrangements, Reports and any other 'Permanent Information' about an Entity or perhaps Permanent System Documentation. MKinsight fully provides the functionality to drag and drop any and all file formats (individually and collectively (i.e. many documents at once) which also includes email correspondence. Any documentation stored against any level of the Audit Universe can be immediately accessed directly from the Audit File (within the Audit Management module) or with the Audit Program (within the Audit Work module) for ease of access at all times.</p>
7	<p>The system must have the ability to capture a profile of the individual in terms of their skills, qualifications, experience and conflicts of interest that is all fully definable and can be searched when scheduling the right auditor, at the right time.</p> <p>Confirmed, this is standard functionality in MKinsight. Within Annual Planning there is the option to capture a profile of every member of the Audit Team. This includes having the ability to fully define the folder structure for attaching evidence such as certificates etc.; creation of drop-down lists for any skills, qualifications and expertise as well as the ability to define any number of free text fields (labelled whatever you like) to capture information such as conflicts of interest, training plans, previous work experience as an example. This profile integrates with the Audit Scheduling module when searching for resources with the right skills and their availability whether they be fully or partially available or indeed unavailable at a certain point in the Audit year.</p>
8	<p>The system must have the ability to add additional fields throughout the use of metadata to capture relevant information about the entity i.e. financial information</p> <p>Confirmed, this is standard functionality in MKinsight. Metadata can be captured at all levels of the Audit Universe for various types of information including, but not limited to, date fields, numerical fields, formulae fields, drop-down lists (both single and multiple select) and textual fields.</p>

9	<p>Ability to perform a Risk Assessment of the Audit Universe (where applicable) to assist in the prioritization of work during planning.</p> <p><b>Confirmed, this is standard functionality in MKinsight. The Risk Assessment feature of MKinsight is a methodology that is extremely flexible for designing a model to assist in the Risk Based Annual Planning approach and to support the Planning efforts.</b></p>
10	<p>The system should allow for user defined risk criteria to be developed as part of a risk assessment on the Audit Universe. Risk Criteria along with point values and weights will be user defined.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has an extremely flexible Risk Assessment methodology that provides the ability to define an unlimited amount of criterion, with values, labels and weightings (and other options) as part of calculating the Risk Factor. This methodology can be applied to all aspects of the Audit Universe as required.</b></p>
11	<p>The system should allow assigning of an audit budget (in days) to audits highlighted on any plan and allow for the monitoring of performance against the budget.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Annual Planning allows budgeted days to be set along with the ability within the Audit File to schedule the hours for each member of the audit team. Through the entry of timesheets on an ongoing basis the time captured can be monitored and reported in either hours or days allowing the user to monitor performance against that budget. Dashboards also cater for showing a snapshot for individuals on all audit assignments.</b></p>
12	<p>The system should be able to report on the progress against the audit plan at any point in time using live/real time data.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides Dashboards on the Welcome Screen that stipulate the progress against any baselined plans within MKinsight. In addition, customer specific reports can be designed to illustrate this information in a format of your choice.</b></p>
13	<p>Different types of audits should be identifiable i.e. Financial, Performance, IT etc. for reporting to management and committees as applicable.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Defined lists provide the ability to capture an unlimited number of items that can be set against the type of audits that are being undertaken. This types are readily and easily identifiable when running reports or reviewing dashboards to focus on specific types of audits.</b></p>
<b>Audit Scheduling / Capacity Management</b>	
14	<p>The system must have an Audit Scheduling option whereby an Audit Plan can be imported directly into a GANTT chart that has drag and drop capabilities, conflict management tool and a suite of filters to have the ability to focus on key aspects of the schedule at any time.</p>

	<p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has an Audit Scheduling module. The starting point is to import the Audit Plan into the schedule that will place the auditable activity into the appropriate place within the GANTT chart. The GANTT chart has drag and drop capabilities, conflict management tool and a plethora of filters that afford those users involved in scheduling resources many options to filter and dissect the schedule to focus their attention.</b></p>
15	<p>The system must have the ability to look at the Schedule from a resource perspective that provides the option to ensure that the auditors as they are scheduled can be viewed over a specified date range providing clear visibility in terms of maximizing the utilization of resources.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to look at the Schedule from both an Audit and a Resource perspective by toggling between the two options. There are numerous filters that provide different perspectives and the ability to set date ranges to understand how resources are being allocated to ensure that resources are being maximized.</b></p>
16	<p>The schedule must have the ability to create unplanned audits.</p> <p><b>Confirmed, this is standard functionality in MKinsight. The Schedule/GANTT chart provides the ability to enter unplanned audits directly within.</b></p>
17	<p>The system should have a conflict management tool that assists in understanding where conflicts exist and to inform decision making.</p> <p><b>Confirmed, MKinsight has a conflict management tool that firmly assists in understanding where conflicts exist and making informed decisions whether to defer, bring forward or run with those conflicts.</b></p>
18	<p>Ability to allocate individuals/teams to Audit Projects during the Scheduling stage with the ability to make any amendments when engaging onto an Audit/Project. Resources should be able to be assigned/changed at any time during the audit.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to schedule very precise start and finish times for individual auditors within the Scheduling module and the ability to make subsequent changes as required during the course of the audit.</b></p>
19	<p>Ability to specify precise start and finish dates for all audit activity.</p> <p><b>Confirmed, precise start and finish dates can be specified for all audit activity.</b></p>
20	<p>The ability to zoom into specific time ranges of the GANTT chart as this may cover a large period of elapsed time.</p> <p><b>Confirmed, this is standard functionality in MKinsight. A schedule zoom feature exists to filter by days, weeks, months and years (and any other defined range for that matter) to view the Schedule over any time horizon of your choice.</b></p>

21	<p>The ability to filter in many ways including by user, role, team, Audit Universe.</p> <p><b>Confirmed, MKinsight has many filtering options that cover all users, roles, teams and the Audit Universe itself that provides the ability to view and drill down to specific aspects to assist the user.</b></p>
22	<p>The ability to view all non-productive time for example, looking at specific non-auditable activities such as Training, Vacation and Sickness Absence.</p> <p><b>Confirmed, MKinsight provides filters to view different iterations such as Productive and Unproductive time, productive time in isolation or indeed Unproductive time in isolation. Any number of Non-Audit activities can be specified such as Training, Vacation, Sickness Absence etc.</b></p>
23	<p>The ability to ‘pause’ an audit in order to conduct a special investigation.</p> <p><b>Confirmed, MKinsight provides the ability to ‘pause’ an audit at any time should a special investigation or unplanned audit require the team to down tools to work on that specific activity.</b></p>
24	<p>The option to schedule by phases directly within the Schedule that in turn is reflected in the Audit File and furthermore auditors can record time to those phases to understand the breakdown of how time is charged when auditing an entity over the audit year in question.</p> <p><b>Confirmed, this is standard functionality in MKinsight. The Scheduling module provides the ability to specify phases of the audit i.e. Planning, Execution, Reporting and Follow Up (note this list is fully definable) which in turn is reflected in the Audit File and when charging time in MKinsight’s Time Recording module time can be charged to those phases giving clear visibility of how much time is being charge to each phase of an Audit.</b></p>
25	<p>The system must have the ability to engage Audits/Projects directly from the Annual Plan, Audit Schedule or create an unplanned audit at any time.</p> <p><b>Confirmed, this is standard functionality in MKinsight. When engaging onto an Audit/Project the starting point is to draw down from either the Audit Plan or the Audit Schedule or if applicable creating an Audit directly within the Audit Management module.</b></p>
26	<p>The ability to see a snapshot view of how all Audit Projects/Files are progressing throughout their lifecycle with the ability on a user by user basis to tailor the perspective of information by sorting by column and to export data immediately to Excel if required.</p> <p><b>Confirmed, this is standard functionality in MKinsight. The Audit Management module provides the user with the ability to see all ongoing Audit activity and to see a high level review of all Audits/Projects and their status. Numerous filters also are provided to tailor the content of the landing page and to be able to sort and filter to differing</b></p>

	<p>viewpoints based on how the user would like to view information. All of which can be exported to Excel.</p>
27	<p>The ability to access closed and archived Projects/Audits as necessary.</p> <p><b>Confirmed, all closed and archived Audits/Projects can be accessed in read only mode for cross referring to previous years Audits/Projects.</b></p>
28	<p>The ability to create any number of additional fields to capture information as required including the ability to capture fields for calculating materiality and performance materiality within the Audit Project/File through the use of Metadata.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has the ability through metadata to capture information as required in the form of numerous differing types of fields such as numerical, date, textual, formulae, drop-down lists etc. These can be captured within the Audit File to support teams who require to document as an example, Materiality and Performance Materiality.</b></p>
29	<p>The ability from within the Project/Audit File to be able to access any file attachment across the Audit/Entity including the ability to access the Reference Library/Permanent File for any Technical Documentation i.e. Code of Practice/Audit Manual or any other document for ease of access and reference.</p> <p><b>Confirmed, this is standard functionality in MKinsight. When a user is in the Audit File they have the ability to quickly access both the Permanent File and/or the Reference Library to access key documents/attachments without having to unnecessarily navigate out of one module into another.</b></p>
30	<p>The ability to define key dates/milestones (planned and actual) linked to the completion of Audits/Projects, these must be fully definable and have the ability to build in rules between key dates.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to define Key Dates and Milestones of an Audit with Planned and Actual dates. The key dates can be as many or as few as the user likes and can be named whatever you like. Automatic rules can also be specified i.e. Upon completion of Audit Work the planned audit report issuance date could be set at x + 5, 7 or 10 days. This is used by many team to set internal Key Performance Indicators and is always driven from your own Management Information requirements.</b></p>
31	<p>The ability to assign auditors to an Audit/Project file and assign the budgeted hours for each individual involved on that Audit. The ability to have an option to capture chargeable rates and budget for expenses should be available.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to assign auditors to an Audit/Project file and assign/specify the budgeted hours for each individual involved. There are also other features available for use as appropriate including chargeable rates and budgets for expenses.</b></p>



32	<p>The ability to define Audit Projects/Files which consist of a number of different Audit Programs.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Within any Audit File/Project File any number of Audit programs can be attached. These may include Planning Programs, Key Financial System Programs and Account Area Programs amongst others.</b></p>
33	<p>The ability to select Audit Opinions from a full definable drop-down lists.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the option to define a list of Audit Opinions that can be automatically selected upon forming an opinion on the Financial Statements.</b></p>
34	<p>The ability to allocate Audit Tasks to individuals as well as the ability to customize templates for local circumstances.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to assign auditors to specific tasks associated with an Audit Program which also includes the ability to draw down a standard template from the Template Designer library that can be customized for local circumstances of that particular Auditable Entity.</b></p>
35	<p>The ability to roll forward Audit Programs from prior year to current year Audits.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the option to roll forward Audit Programs from one audit to the next.</b></p>
36	<p>The ability to define within Audit Projects/Files Stages for key aspects of the Audit approach i.e. Strategic Planning, Detailed Planning, Engagement Planning, Audit Execution, Reporting and Closure etc.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has the unique ability to define what is called Stages and Tasks providing the option to clearly stipulate the various key stages of the Audit approach such as Strategic Planning, Detailed Planning, Engagement Planning, Audit Execution, Reporting and Closure.</b></p>
37	<p>The ability to have any number of Checklists associated with any Audit/Project Type i.e. Audit Planning, Audit Completion etc.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to design any number of checklists that can be attached to any type of Audit in line with your Audit methodology. Typically, many teams will establish their own Audit Planning, Audit Completion, Audit Reporting checklists by way of an example for completeness and administration checks in line with their own Quality Assurance processes.</b></p>
38	<p>The ability to issue Questionnaires directly from the Project/Audit File based on a specific email template, associated with a Questionnaire such as a request for information or customer satisfaction. The recipients would receive an email with an encrypted hyperlink that opens their browser and can be completed directly online. All</p>

	<p>responses are automatically updated in the solution and also automatically transferred to a central module to analyse, report and make use of the information obtained.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Questionnaires can be issued directly from the Audit/Project File based on an email template of your choice and a Questionnaire associated with that email. All questionnaires are issued from MKinsight and the recipients receive the email with an encrypted hyperlink that opens through their browser and the can complete the questionnaire directly on line. MKinsight has a Questionnaire Tracking module that automatically populates and updates as questionnaires are submitted and received providing a mechanism for tracking responses, analysing response and reporting using either standard and/or customer specific reports.</b></p>
39	<p>The ability to quickly see any Risks, Recommendations or Matters Arising that have been raised directly during the Audit Programs in the current year audit and also those that may be still open from a prior year audit.</p> <p><b>Confirmed, MKinsight within the Audit/Project File provides the ability to see any actions that have been raised in relation to the Audit File as a whole whether that be the Risk identified at the Risk Identification and Assessment stage of the Audit, Recommendations coming out of the controls work on key financial systems such as Payroll, Receivable, Payables etc. or those matters arising and adjustments that are required through the substantive testing and auditing of account areas in relation to the Financial Statements. The whole purpose of this option is to provide clear visibility of all actions that may also include any open actions/recommendations from an audit in the previous year which further supports the follow up aspects of the Audit.</b></p>
40	<p>The ability to control who has the ability to complete and close a Project/Audit File.</p> <p><b>Confirmed, this is managed through the User, Role-Based Permission model behind the scenes to ensure that only certain roles have the ability to complete and close an Audit/Project file.</b></p>
41	<p>The ability to archive Audits on an ongoing basis that can be specified to alert when those Project/Audit Files require to be archived or externally archived in the future.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Audits can be archived on an ongoing basis based on the retention period that each customer must follow. MKinsight has the ability to schedule alerts so that certain individuals receive an alert/notification for those that have passed a specified timeline and are ready to be externally archived for destruction.</b></p>
42	<p>The option to be able to delete, restore or move Project/Audit Files should be easily accessible by the administrator who has those permissions to quickly support the team.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Each Audit/Project File can be easily deleted, restored or moved as part of the administration tools afforded to those System Administrators within the team.</b></p>



43	<p>As part of the ongoing management of a Project/Audit the ability to generate reports such as a Draft/Final Report, Management Letter, Audit Announcement Memorandum/Terms of Reference should as a minimum be available.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has a very powerful report engine that provides the ability to generate a number of standard reports and customer specific reports automatically from MKinsight providing a significant amount of time saving due to this automation. Typically, team will generate Draft/Final reports, Management Letters, Audit Announcement Memorandums/Terms of Reference.</b></p>
44	<p>In relation to reporting a number of standard reports should be available for use with the ability for customer specific reports to also be made available based on the specification of the SAO Moldova.</p> <p><b>Confirmed, MKinsight provides several standard reports that can be supplemented with customer specific reports based on the design and requirements of the Court of Accounts. This is a natural and important part of any implementation to drive efficiencies in the Audit Process in terms of time and consistency of reporting.</b></p>
<p><b>Audit Work (Audit Execution)</b></p>	
45	<p>The system should allow for the electronic documentation of audit working papers within an Audit Program, linking together working papers, testing papers and evidence in a logical manner that can be easily followed by other auditors.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to record and attach all types of electronic documentation as an example, but not limited to; MS Word, Excel, PDF, PNG, TIFF etc. MKinsight also provides a full drag and drop capability into and out of the system (which includes MS Office emails).</b></p> <p><b>Working papers are documented directly within MKinsight with all associated evidence having the ability to be cross referenced using extensive hyperlinking functionality.</b></p> <p><b>The hyperlinking functionality along with the logic of the working paper module will allow anyone with no prior knowledge of the audit to easily follow the work performed by the auditor, conclusions ascertained and by selecting the hyperlinks be able to navigate directly to a specific document or indeed to a specific cell with an MS Excel document, specific paragraph (or word) in a MS Word document as an example. In addition, any recommendations associated with a particular control or test are also logically recorded as part of the working papers.</b></p>
46	<p>The system should be compatible with the Microsoft office suite and capable of handling evidence formats such as PDF, JPEG, TIF and other common formats.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight is fully compatible with the MS Office suite and is capable of handling evidence formats such as PDF, JPEG, TIFF and other common formats. Attachments can either be added individually</b></p>

	<p>within the relevant parts of MKinsight whether that be in the Audit File, Audit Working Papers at a Risk, Control, Test or Recommendation level or the user can choose to drag and drop multiple attachments into specific sections should they prefer.</p>
47	<p>Drag and drop evidence of any format into and out of the system by which all evidence can be categorized into a fully definable set of folders.</p> <p><b>Confirmed, all evidence that requires to be attached to add value to the work that has been performed can be dragged and dropped into and out of the system and can be categorized into a set of fully definable folders. Items may also be moved from folder to folder as required.</b></p>
48	<p>The ability to attach multiple working papers/documents of any format, version, or size, particularly MS Office and Adobe Reader format and any scanned documents linked to audit procedures/tests.</p> <p><b>Confirmed, as above multiple attachments can be brought into the system of any format, any size and can be cross referred to. All attachments are also subject to version control with audit trails as to who has contributed to them.</b></p>
49	<p>The ability to cross reference (hyperlink) to a single version of a document which can be referenced from multiple Audit Programs, Projects, Tasks.</p> <p><b>Confirmed, the ability to cross reference (hyperlink) to a single version of a document which can also be referenced from multiple Audit Programs, Projects and Tasks is fully supported.</b></p>
50	<p>The ability to cross reference to specific sections of Microsoft Applications such as MS Word, MS Excel i.e. specific cells.</p> <p><b>Confirmed, cross referencing to specific sections of MS applications is fully supported such as hyperlinking to specific cells in an MS Excel document or specific Word, Sentence, Paragraph or page in a MS Word document.</b></p>
51	<p>The ability to cross reference to the Internet or an External source as well as between different tests in the same Audit Program and between Audit Programs.</p> <p><b>Confirmed, the ability to cross refer to the Internet or an External source is fully supported. In addition, the ability to cross refer between different tests in the same Audit Program or between quite different Audit Programs is also fully supported.</b></p>
52	<p>The ability to annotate within the solution and on a variety of documents such as MS Excel, MS Word and MS PowerPoint using auditor tick marks.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the option of up to 52 tick marks that can be labelled and color coded to be used in an uniformed fashion both in MKinsight and across MS Applications for cross casting, checking arithmetically accuracy and agreeing figures to the Trail balance/Financial Statements (just some examples of their use).</b></p>

53	<p>The ability to open up multiple windows at the same time to provide ease of navigation.</p> <p><b>Confirmed, MKinsight provides the user with the ability to open as many windows as required when performing and/or reviewing work. This provides a seamless and easy to use interface when working in Audit Files and Audit Programs.</b></p>
54	<p>The system must provide a seamless offline working option to provide the user with the ability to download an Audit Program that is immediately available for working offline.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight is a .NET application that is web-enabled but not web-dependent therefore allowing auditors to work seamlessly wherever they happen to be auditing. Upon opening an Audit Program in Audit Work the Program will immediately be available on the auditor's local store working offline.</b></p>
55	<p>The system should clearly show any conclusions drawn from the audit work and be capable of reporting on these as necessary.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability for all conclusions to be documented directly within the working papers. All conclusions drawn and recorded within MKinsight are fully reportable.</b></p>
56	<p>The system should be capable of handling pre-defined Audit Programs in a logical manner to reduce the time spent on repeat Audit Programs.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides a Template Designer module that is the central repository for all pre-defined Audit Programs. These Audit Programs can also be linked to specific auditable areas within the Audit Universe. For example, should an Audit Program be required for a common audit across various Entities it would be linked to make sure that it is only available for those entity specific areas due to the nature of the Audit.</b></p> <p><b>In terms of flexibility, the user has complete control over the content of the Audit Program, where they are made available for use as appropriate and MKinsight is flexible to accommodate Audit Programs that are specific to CCRM.</b></p>
57	<p>The system should allow for the recording of expected controls, actual controls, testing schedules, testing results, and conclusions and where necessary the overall risk rating.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight allows the recording of expected controls, actual controls, testing schedules, testing results and conclusions as necessary.</b></p> <p><b>As part of the Audit Program design the Audit team can record the Risks, Expected Controls and the Audit Tests or Procedures to be undertaken as part of the Audit that is being undertaken.</b></p>

	<p>When the auditor is executing the fieldwork should it transpire that an expected control is not in place however management have taken action and put in place a mitigating or compensating control then the 'Actual Control' can be documented and this is clearly marked for all to see. The auditor can then enter their testing results and conclusions as necessary along with the testing schedule and evidence obtained.</p>
58	<p>Link multiple audit assertions to a single test.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the options to link multiple assertions to a single test and/or procedure whether that be through the controls testing or any pre-year end and post year end substantive testing.</b></p>
59	<p>The system should also allow for (where applicable) the identification of audit key controls and the reporting of these as necessary.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to mark controls as 'Key' as necessary which in turn will allow these controls to be reported on as required. Controls marked as key is a configurable option and can be updated as necessary at any point in time.</b></p>
60	<p>The system should allow for the recording of audit findings and agreed management actions.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight when recording any audit findings and agreed management actions a template can be specified to capture all salient fields that are required from a documentation perspective and also from an ongoing reporting and analysis perspective. Typically, for those types of audits where Action Plans are created typically teams will have documented the Finding, Recommendation, Responsible Officer(s), Agreed Target Date, Management Response and any other fields considered necessary that support external facing and internal looking reports. There is no limit to the number of fields, the type of fields varies from textual, to numerical, date fields and drop -down lists.</b></p>
61	<p>The ability to define categories of audit matters arising i.e. Risk, Issues, Good Practice etc.</p> <p><b>Confirmed, the ability to define categories of audit matters arising is fully definable such as those mentioned Risk, Issues, Good practice etc....</b></p>
62	<p>The ability to raise any numbers of matters arising, risks and recommendations within audit tests that are automatically linked through to the audit tasks and supporting evidence.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to raise any number of matters arising, risks and recommendations within Audit tests, and controls that are automatically linked through to the audit tasks and supporting evidence providing that golden thread.</b></p>
63	<p>The ability to create more than one recommendation within any element of the Audit Program with the further option to create parent and child relationships.</p>

	<p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has the ability to create more than one recommendation within any element of the Audit Program with the option to create Parent and Child Relationships. For example, some team may wish to record the Recommendation as the Parent and then associate any number of actions separately as the Children. The option provides flexibility in reporting for different requirements of our customer base.</b></p>
64	<p>The ability to categorize or prioritize matters arising i.e. significant audit matters, material misstatements etc.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Categorization and Prioritization are fundamental aspects for the classification and subsequent reporting of those matters arising. These are typically drop-down lists that are fully definable and all reportable.</b></p>
65	<p>The ability to track all matters arising from initial creation to future closure.</p> <p><b>Confirmed, this is standard functionality in MKinsight. All matters arising (and any other form of action whether it be a risk or recommendation) can be tracked through its full lifecycle from creation to closure.</b></p>
66	<p>The ability to configure templates for different types of actions such as Risks, Recommendations and Matters Arising which can be labelled as necessary, configurable drop-down lists as aforementioned such as priority, classification etc., people, date, textual and numerical fields that are logically presented for completion from initial conception in the Audit Program through to the future closure of the action.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Different types of action such as Risks, Recommendations and Matters Arising can be distinct from one another. This facilitates reporting, filtering and searching requirements. All styles of fields are available for use as necessary.</b></p>
67	<p>Auditees must be able to access their assigned actions via a browser.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Auditees are able to access their assigned actions via a browser.</b></p>
68	<p>The ability to attach documents such as MS Word, MS Excel and PowerPoint documents into the system and then have the ability to edit those items with full file version control.</p> <p><b>Confirmed, this is standard functionality in MKinsight. All documents that are attached such as those MS Applications are able to be edited and full file version control exists with the ability to view earlier revisions and restore as the case may be. Audit trails are also captured.</b></p>
<p><b>Audit Work (Review/Quality Assurance)</b></p>	

<p>69</p>	<p>Support multiple preparers and reviewer sign offs such as detailed supervisory reviews and higher-level reviews. The review policy should be highly configurable.</p> <p><b>Confirmed, MKinsight provides a Review Policy for all Audit Programs that supports multiple preparers and reviewer sign offs. Any number of review levels can be set with different approaches such as a detailed supervisory review (point by point) and higher-level reviews with cascade effects for a top-down review approach. The policy is highly configurable including labelling the types of reviews and the color coding of reviews.</b></p> <p>Allow users to act as reviewer on one Project/Program and preparer on another.</p> <p><b>Confirmed, permissions can be set to ensure that allows users to act as the reviewer on one Audit Program and the preparer on another Audit Program.</b></p>
<p>70</p>	<p>Ability to undertake an independent review by a person independent of the team with read only access e.g. Quality Assurance.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight fully supports an independent review by another person of the team (or external for that matter) with only read only access.</b></p>
<p>71</p>	<p>Ability to include additional evidence at second stage review with the ability or review notes to be raised on selected tests and the ability to include hyperlinks to specific documents and paragraphs.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Evidence can be added at any time during the review process which also includes the ability to raise any number of review notes/comments on selected tests and also includes the ability to hyperlink to specific documents/evidence and paragraphs within the fields that have been documented.</b></p>
<p>72</p>	<p>All review notes must illustrate who raised them and who addressed them including the date.</p> <p><b>Confirmed, all review notes illustrate who raised them and when and subsequent comments and responses are all captured as part of the audit trail with who and when.</b></p>
<p>73</p>	<p>Review notes must have the option to categorize such as further clarification, further work required, training issue.</p> <p><b>Confirmed, as with all drop-down options throughout MKinsight review notes can be defined for categorization such as further work required, clarification required and training issues as an example.</b></p>
<p>74</p>	<p>Ability to perform an interim review whilst the auditor(s) continue to work on the Audit program.</p> <p><b>Confirmed, this is standard functionality in MKinsight. The ability for an auditor to submit an Audit Program into review at an early stage will also provide the ability for</b></p>



	<p>the auditor to keep a working copy. MKinsight will inform the user when the recent review is complete and ask for those to be consolidated.</p>
75	<p>Ability for more than one auditor to be working in the same Audit Program with the ability to consolidate and resolve conflicts in an easy to use and efficient manner.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability for more than one auditor to be working on the same Audit Program with the ability to consolidate/merge those together and furthermore where conflicts may occur to resolve them in an easy and efficient manner. Audit trails are also captured in this regard.</b></p>
76	<p>Ability to delete and make amendments to text covered by review notes without deleting the review note.</p> <p><b>Confirmed, the ability to delete and make amendments to text covered by review notes without deleting the review note is standard functionality in MKinsight.</b></p>
<p><b>Template Designer / Methodologies</b></p>	
77	<p>The system must have a central repository to capture all of the SAO's Audit Program Templates that can be used on one or multiple Audits/Projects over time. Specifically, the following template options must be available:</p> <ul style="list-style-type: none"> <li>• Audit Programs</li> <li>• Documents</li> <li>• Audit Files</li> <li>• Checklists</li> <li>• Questionnaires</li> <li>• Metadata</li> <li>• Email Notifications (fully programmable)</li> <li>• Reports</li> </ul> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has a Template Designer module dedicated for storing all methodologies of the Audit team covering Audit Programs, Checklists, Documents, Audit Files, Questionnaires, Metadata, Programmable E-mail notifications/alerts and Reports.</b></p> <p><b>This module provides the platform to capture the team methodologies in line with executing and managing Audit Work and embedding relevant templates for Documents (i.e. Lead Schedules, Schedule of Monetary Errors etc); Audit Files for setting stages and tasks in line with the teams workflows for differing types of audit activity; checklists for completeness checks and administration; Questionnaires for issuing to auditees such as request for information, customer satisfaction surveys or internally for item such as Fit and Proper declarations as an example. Metadata to capture additional fields across the system to personalize and capture key information specific to the team and surrounding this fully programmable email notifications for key actions across MKinsight. The Reports option provides the user with the ability for reports to be designed in -house with users who have programming expertise.</b></p>

78	<p>This central repository must be able to be updated and access provided to only those who are updating the SAO methodology over time to ensure that our methodology is firmly embedded within the system.</p> <p><b>Confirmed, the Template Designer module is there to be updated and keep fit for purpose as methodologies are refined and where there are changes in approach or indeed amendments to Audit Programs where ISA's may be updated etc.</b></p>
79	<p>In relation to the Audit Programs there must be an option to embed (as applicable) notes for guidance to the auditor to fulfil certain types of audit tests/procedures. In addition, there must be the ability to hyperlink to any type of guidance whether it be the Audit Manual held within the solution or an external link to International Standards of Auditing.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Audit Programs have the ability to have notes for guidance captured to support any auditor in undertaking any audit tests/procedures. Contained as an option is the ability to hyperlink to items such as the Audit Manual or externally link to ISA's on the internet where applicable.</b></p>
80	<p>The ability to define different Audit Programs for both Financial Audit, Performance Audit and other types of Audits as required. These must have the ability to be assigned to the Audit Universe for use on one or multiple audits over time.</p> <p><b>Confirmed, this is standard functionality in MKinsight. The ability to define Audit Programs for both Financial Audit, Performance Audit and all other types of Audit (i.e. IT Audits) can be defined and stored in this central repository for use as appropriate. All Audit Program templates can be assigned to multiple aspects of the Audit Universe so that they can be used on one or multiple audits over time. Please note that if an Audit is required to be performed and no existing template exists, the user can build a template with a completely blank canvass and then save that to the central repository for future use.</b></p>
81	<p>Must have a unique scoring technology that can be used where applicable i.e. auditing of Key Financial Systems on a cyclical basis to assisting in understanding if the control environment is strengthening or weakening over time.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has a unique scoring technology that is typically used for auditing key financial systems or any audits that are audited on a recurring basis. The scoring technology brings another dimension to reporting whereby it has been designed for team as they assess the adequacy and design of controls and where they are testing the control effectiveness providing the opportunity to see trends over time to understand if the control environment is strengthening or weakening over time.</b></p>
82	<p>The ability to maintain a central repository of templates to promote standardization and consistency and have the ability for auditors to exercise professional judgement when assigning to Audits with those local changes impacting on the integrity of the centralized template.</p>



	<p><b>Confirmed, this is standard functionality in MKinsight. MKinsight’s Template Designer module has been designed to promote standardization and consistency in approach as well as providing the opportunity when assigning Audit Program templates to an Audit File to be able to customize for local circumstances and exercise professional judgement. Any changes to an Audit Program template within an Audit File will not impact on the integrity of the Audit Program template that resides in the Template Designer.</b></p>
83	<p>The ability to define variable templates including Checklists, Documents and Questionnaires that can be associated to the Audit Projects/Files. In addition, the ability to define Metadata templates with various option such as, but no limited to free text fields, numerical fields, date fields and drop-down lists.</p> <p><b>Confirmed, this is standard functionality in MKinsight. All of the above templates can be defined and associated to Audit/Project Files. In addition, metadata provides an array of options available to the user with differing options and types of fields such as text, date, numerical, formulae, currency, drop-down lists (single and multi-select) etc.</b></p>
84	<p>The ability to cross-reference audit tasks and fields to Audit Manuals, Code of Practice and auditing standards.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to make cross references using the hyperlinking functionality to any fields and also Audit Manuals, Code of Practices and Auditing Standards as applicable.</b></p>
85	<p>The ability to reference to online material.</p> <p><b>Confirmed, this is standard functionality in MKinsight.</b></p>
<b>Reference Library</b>	
86	<p>The system must have a Reference Library option to store documents to support the auditors on a day to day basis that can be accessed both online and when working offline.</p> <p><b>Confirmed, this is standard functionality in MKinsight. The Reference Library provides the option to store any number (and any type) of documents that can be accessed by auditors on a day to day basis and can be synchronized to the auditor’s local machine (called favourites) so that these can be accessed when working offline. Folders and attachments can also be subject to access permissions and also cross referred to as applicable.</b></p>
87	<p>The Reference Library must have the ability to define a folder structure that can be governed in terms of who has access to the relevant documentation. Typically, we expect this to store all technical guidance including, but not limited to Audit Manuals, Codes of Practice, Legislative or Regulatory information that can be managed by a centralized team or delegated persons.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to define a folder structure that can be governed through access rights and permissions.</b></p>

	<p><b>How the library is used is at the discretion of each customer although it is typically used for storing all technical guidance and instruments along with Audit Manuals, Code of Audit Practice and any other regulatory or legislative information deemed appropriate for inclusion. This module can be managed and governed by a centralized team or for those who have delegated authority through the User, Role-based permission model.</b></p>
88	<p>The reference library must be able to be accessed from within the Project/Audit Files and within the Audit Programs to facilitate ease of access and navigation.</p> <p><b>Confirmed, this is standard functionality in MKinsight. The Reference Library can be accessed directly from within the Audit/Project File and the Audit Program.</b></p>
89	<p>The reference library contents must have the ability to be hyperlinked further enforcing ease of access and referencing as applicable.</p> <p><b>Confirmed, the library contents can be cross referred/hyperlinked to from across MKinsight’s fields which provides efficiencies in navigation and access.</b></p>
90	<p>The reference library contents must be able to be synchronized to the user’s machines by easily and dragging and dropping to an auditors favourites.</p> <p><b>Confirmed, this is standard functionality in MKinsight. All documents stored in the Reference Library can be dragged and dropped into the auditors favourites for accessing immediately when working offline.</b></p>
<p><b>Reporting</b></p>	
91	<p>The system must be capable of generating both standard reports, customer specific reports on a real time basis supported by the concept of memorized reporting. The reporting capabilities of the solution must be capable of the following:</p> <ul style="list-style-type: none"> <li>• Report actual progress against budget for all Audit Projects/Files.</li> <li>• Provide a high-level overview of progress against the Annual Plan.</li> <li>• Recommendation Letters</li> <li>• Draft/Final Reports</li> <li>• Provide a snapshot view of Audit Files and Work Programs</li> <li>• Export information throughout the system into formats such as MS Excel</li> <li>• Generate reports into MS Word (.docx), MS Excel (.xlsx) and PDF</li> <li>• Provide an overview of progress of Audit Programs through percentage of completion</li> </ul>

	<ul style="list-style-type: none"> <li>• Give a snapshot view of personal assigned responsibilities and audit tasks immediately upon logging into the system</li> </ul> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has an extremely powerful in-built reporting engine that provides enormous flexibility as to the reports that are generated for both External facing and Internal looking reports. MKinsight has approximately 50-55 reports available as standard and these can be supplemented with customer specific reports tailored to your needs.</b></p> <p><b>In addition, MKinsight has real time reporting/memorized reporting capabilities coupled with interactive Dashboards providing snapshot views and access to data from the Welcome Screen upon immediately logging into MKinsight.</b></p> <p><b>Reports are available in MS Word (Docx), MS Excel (Xlsx) and PDF.</b></p> <p><b>The options set out as a minimum are all achievable within MKinsight through the reporting options mentioned above and a whole host of other reports can be specified and delivered as required.</b></p> <p><b>In addition, the information screens and snapshot screens across the MKinsight application can all be sorted and filtered and immediately exported to MS Excel.</b></p> <p><b>Finally, MKinsight also provides the option for Reports to be designed by the customer themselves with full support from our Report Development Team.</b></p>
92	<p>The system must also have an array of dashboards with the ability to drill down to source information where applicable and view the details i.e. Performance on Audits/Projects and Recommendations/Actions as part of the follow up process.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight upon immediately logging into the application provides an array of dashboards that are available to the user based on their User, Role-based permissions. Dashboards do include the ability to drill down into source information where applicable and cover various parts of the due audit process such as snapshot views of progress against the plan; auditor productivity, individual progress on audits assigned, analysis of any recommendations/matters arising that the auditor has to follow up on amongst many other options at each users disposal.</b></p>
93	<p>The system should have configurable reports that cover or can be adapted to cover various styles of audits. Information should be drawn from the Project/Audit Files to avoid any unnecessary duplication of work.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight as discussed above provides enormous flexibility in configuring customer specific reports that can be adapted to cover various reporting options for various types of audits. All information is extracted as programmed providing timely, relevant, accurate and reliable information promoting consistency and delivering significant time savings across the audit team.</b></p>

94	<p>Audit reports produced should be in a format capable of being sent to the client for review and need to be in a common editable format compatible with the Microsoft office suite.</p> <p><b>Confirmed, Audit reports (and any other reports) can be produced in the format desired for the customer and can be sent to the client for review in a common editable format which is compatible with the MS Office Suite (MS Word/MS Excel).</b></p>
95	<p>The system should be capable of ensuring that all reports are appropriately version controlled so it is clear which is the latest version of any report issued.</p> <p><b>Confirmed, this is standard functionality in MKinsight. All reports (and attachments) are appropriately version controlled so it is crystal clear which version of any report/attachment is the most recent working copy. Please note that earlier iterations/versions of the report can also be viewed at any time.</b></p>
96	<p>The system holds clear and reviewable / reportable audit trails identifying who has edited and accessed Project/Audit Files and who has completed each Audit Program and who has reviewed/certified its quality.</p> <p><b>Confirmed, MKinsight holds clear and reviewable and reportable audit trails which provides who has edited, accessed Audit File, Audit Programs etc and who has completed and reviewed the work to certify its quality.</b></p>
<b>Performance Management and Time Recording</b>	
97	<p>The system must have a dedicated module to be able to record Time (and expenses where applicable) on an ongoing basis for both Audit and Non-Audit related activities.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has a dedicated Time and Expense Recording module that provides the platform to complete timesheets on an ongoing basis for both Audit and Non-Audit related activities.</b></p>
98	<p>The system must have the ability to track time spent on each audit assignment, time spent on non-audit activities and non-working time and be capable of reporting on these on an individual audit, individual auditor and whole population level. Dashboards should also exist to provide oversight on Productive versus Non-Productive time with the ability to drill down into the performance information.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the ability to clearly see and have full visibility of time that has been charged for both Audit and Non-Audit activities of which can be reported across individual audits, individual auditors and across the population as a whole. Reports can be viewed in both hours and days as required. Standard reports also include the ability to see performance against the plan across all audit activity or individual audits along with many filters and options available to extract accurate, timely and relevant information.</b></p>
99	<p>The non-auditable codes must be fully configurable and have the ability to be amended as necessary by a system administrator.</p>

	<p><b>Confirmed, this is standard functionality in MKinsight. Non-auditable codes are fully definable/configurable and can be amended as necessary by a System Administrator. These are also fully reportable, and reports can be ran for comparisons of Productive versus Non-Productive time over any date range within the parameters defined for the content i.e. user by user basis, role by role and team by team as the case may be.</b></p>
100	<p>Timesheets for audit staff should be completed at least weekly and should remind staff / escalate by exception where these are late/overdue.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Timesheets can be completed on a weekly basis and any timesheets that are overdue can have email alerts configured to remind staff when these become overdue.</b></p>
101	<p>When an auditor is charging time there must be the ability to capture notes (which can be enforced as mandatory i.e. administration). In addition, an option to charge time to phases of an audit such as Planning, Execution, Reporting and Follow Up (but not limited to those options)</p> <p><b>Confirmed, this is standard functionality in MKinsight. When an auditor is charging time there is the ability to capture notes (which can also be enforced as mandatory i.e. when charging time to administration). Furthermore, time can be charged</b></p>
102	<p>The system must have the ability to capture metadata for entering details when recording time providing additional flexibility for the record.</p> <p><b>Confirmed, MKinsight has the ability to capture metadata for entering details when recording time to provide additional flexibility in data capture and reporting on the Time records.</b></p>
103	<p>The system must provide the auditor when charging time to both audit and non-audit codes their budget and time charged to date as well.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the auditor with clear visibility of the time they have charged so far against the Audit as well as providing a summary of time taken against each Non-Audit code i.e. vacation taken against entitlement.</b></p>
104	<p>All timesheets must be capable of following a review / authorisation process with the option to have a self-approval should this be required.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides a full proceed and revert option for review and subsequent authorisation and also options to have self-approval where required.</b></p>
105	<p>The system should provide reports (whether standard or through custom design) to enable calculations for the following indicators:</p> <ul style="list-style-type: none"> <li>• %of audits completed within audit budget</li> </ul>

	<ul style="list-style-type: none"> <li>• Number of days between start of fieldwork and completion of fieldwork</li> <li>• Number of days between the end of fieldwork and the draft report issue date</li> <li>• Number of days between the client’s response to a draft report and the date of the final report being issued</li> <li>• Number of chargeable days by auditor</li> <li>• Productivity report of auditors, roles and teams across any date range or the entire population</li> <li>• Progress against both Planned, Scheduled and Budgeted Days</li> </ul> <p><b>Confirmed, MKinsight provides a number of standard reports in regard to Productivity and comparison of Plans versus budget as an example. Customer specific reporting also provides the ability to report against all of the metrics above and more based on the customers’ requirements.</b></p> <p>Reports should have the option of presenting results in Hours/Days as appropriate.</p> <p><b>All reports can be generated into Hours or days as appropriate.</b></p>
106	<p>The system must allow for entry of key deliverable dates with the Project/Audit File and provide reporting, monitoring and alerting around those key dates.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has the ability to capture all key deliverable dates and milestones within an Audit/Project File with Planned and Actual dates. The number of key dates can be as many or as few as you like, and they can be called whatever you like. In addition, automatic rules can also be set so for example, the actual fieldwork completed date can then trigger a planned draft report issuance date of x + 5, 7 or 10 days. Key dates can also be made mandatory for completion.</b></p> <p><b>This functionality then provides clear visibility on the progress monitoring and reporting of the team against those key dates/milestones and alerting can also be set on these dates as necessary.</b></p>
107	<p>Exception reports should be able to be customised so that key deliverable dates that have been missed or not populated are captured.</p> <p><b>Confirmed, exception reports can be customised that will in turn provide the team with a summary of those dates/deadlines that have come ahead or behind schedule or indeed have not been populated.</b></p>
<p><b>Recommendation / Matters Arising Tracking</b></p>	
108	<p>The system should have as part of the fully integrated solution a Recommendation/Matters Arising Tracking module that provides an efficient and effective mechanism for following up on any Risks, Recommendations and Matters Arising during the Audit process.</p>



	<p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has a Recommendation/Matters Arising module that provides an efficient and effective mechanism for following up on any Recommendations/Matters Arising both during and beyond the end of the audit.</b></p>
109	<p>Ability when recording any Risks, Recommendations and /or Matters Arising that these are documented as part of the Audit which are then available for reporting and are automatically transferred to the Tracking module for following up on those items during the course and beyond the end of the Audit.</p> <p><b>Confirmed, MKinsight provides the ability to capture any type of Action such as Risks, Recommendations and Matters Arising. These are referred to as ‘types of actions’ that provide the ability to configure specifically the fields that are required for capturing the key information that in turn can then be tracked, analyzed and reported on. Typically, these are captured during the course of the Risk Identification and Assessment, controls testing on key financial systems and the substantive testing whether that be pre or post year end and as these are captured in the relevant Audit Programs these are firmly part of the working papers, available for reporting and also transferred to the Recommendation/Matters Arising Tracking module.</b></p>
110	<p>The system must provide a vast range of filter and reporting options to provide flexibility in drilling down into information for analysis, monitoring and housekeeping of all types of actions.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides a plethora of filters and several reporting options (both standard and through customized reporting) to provide flexibility in drilling down into information to analyse, monitor, report and perform the ongoing housekeeping of all types of actions.</b></p>
111	<p>The system must provide mechanisms for updating the status and the ownership of actions in bulk.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides mechanisms within for updating the status and ownership of actions in bulk.</b></p>
112	<p>The system must allow for both users and auditors to update the relevant fields and be governed based on permissions i.e. auditees cannot make changes to fields documented by the auditor thus protecting the integrity of information but must be able to provide management responses, progress updates and attach tangible evidence where applicable.</p> <p><b>Confirmed, MKinsight allows for both auditees and auditors to update relevant fields in relation to any types of actions. Auditees can access an online portal to provide and progress statements/update notes and attach tangible evidence as part of the process. All fields that are visible to the auditee are at the discretion of the Audit team and also certain fields can be set to be read only (protecting the integrity of information) and also editable where updates and communications are required.</b></p>

113	<p>The system must have an online browser-based portal providing auditees / clients for them to be able to review, respond to and report on any audit actions for which they are responsible.</p> <p><b>Confirmed, MKinsight has an online browser-based portal providing auditees the ability to review and respond to and report on any audit actions for which they are responsible for.</b></p>
114	<p>The system must have a fully programmable email notifications that can be specified between ‘event’ based and ‘conditional’ based options. The timing and frequency must be able to be determined and be accompanied by an email notification of our choice. Examples include but are not limited to reminders and overdue alerts where target dates are due or passed.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight has a fully programmable Alert Configuration template that has both ‘event’ and ‘conditional’ based options with the flexibility to set the timing and frequency of those alerts. In all instance email notifications accompany these alerts that says whatever you wish it to say.</b></p>
115	<p>The system must be able to report on the following items either by standard or custom designed reports:</p> <ul style="list-style-type: none"> <li>• Number of new actions issued in any given period</li> <li>• Number of implemented actions issued in any given period</li> <li>• Number of overdue actions</li> <li>• Actions by action owner and auditable entity</li> <li>• Ageing and overdue Analysis reports (textual and graphical)</li> <li>• Number of date revisions for each action outstanding</li> </ul> <p><b>Confirmed, MKinsight provides as standard and through customized reporting the ability to deliver reports that cover all of the above options and many more to a specification of your choice.</b></p>
116	<p>The system must have dashboards for auditors to access and drill down to source information within the action itself. These must be flexible so that filtering options are available to view information in different views with the option for multiple perspectives on the auditor’s dashboard.</p> <p><b>Confirmed, MKinsight’s Dashboarding options on the welcome screen (upon immediately logging into MKinsight) provides the opportunity to have up to a maximum of 25 instances which can be filtered and presented in differing views such as by Priority, Owner and Status to name a few and also portray the information in bar and pie charts.</b></p>
117	<p>The system must have the ability to enter directly into the Tracking module any type of action as necessary.</p>

	<p><b>Confirmed, this is standard functionality in MKinsight. All types of actions can be entered directly into the Tracking module.</b></p>
<p><b>Questionnaire Tracking</b></p>	
118	<p>The system must have a Questionnaire Tracking option that consolidates questionnaire that have been issued to track the status of responses, ability to analyse the response received and to be able to report on the information captured.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight through the Questionnaire Tracking module provides the functionality to capture those Questionnaires issued directly from the Audit File and/or through the module itself. All invitations can be monitored in terms of responses received, the ability to send reminders through separate email cover and also to analyse and report in various formats.</b></p>
119	<p>The system must have the ability to issue any type of questionnaire making distinctions between them i.e. request for information, customer satisfaction etc. These must be supported by their own specific email template and can be issued directly from a Project/Audit File or directly from the module itself.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight provides the option to classify any number of different types of questionnaire, that can be supported by an email template of your choice (including organisation logo) and can be issued directly from the Audit File or indeed not linked to a particular Audit. For example, State Audit Institutions can issue Fit and Proper Declaration questionnaires to staff on an annual basis and capture and store those responses as a formal record.</b></p>
120	<p>All questionnaires responses must be able to be reported using MS Word and/or MS Excel using either standard in built templates or specific templates as required.</p> <p><b>Confirmed, all questionnaire responses are fully reportable and can be reported into both Word and Excel formats as desired. Standard templates are also built in and provided with the application for use as appropriate.</b></p>
<p><b>Governance, Security, Administration and Archiving</b></p>	
121	<p>The system should restrict access to Projects/Audits and unknown users – access should be configurable as required.</p> <p><b>Confirmed, MKinsight provides governance of the Audit Universe through the use of Entity Access Lists so that access can be provided to each and every user as to the Audits they have access to.</b></p>
122	<p>Access should be authenticated by passwords or other security method to ensure data protection issues are not breached (i.e. Active Directory).</p> <p><b>Confirmed, access to MKinsight can be authenticated through a standard user name and password or through single-sign on using Active Directory.</b></p>

123	<p>Any data outside of the core database should be encrypted or provide other mechanisms to ensure that the data is protected (audits often contain data protected information).</p> <p><b>Confirmed, data transferred is fully encrypted in transit and at rest.</b></p>
124	<p>The system should allow 'guest' user access as necessary to ensure that the quality of work can be viewed by external assessors as necessary.</p> <p><b>Confirmed, MKinsight does provide a 'guest' user access providing the ability for peer reviews from external assessors as required.</b></p>
125	<p>The system should have a method of archiving older Projects/Audits so that they can be retained to a retention schedule and accessed if necessary.</p> <p><b>Confirmed, MKinsight provides the option to archive older Audits/Projects so that they can be retained to a retention period of your choice and can easily be accessed if required.</b></p>
126	<p>Please outline how data will be protected in transit when outside of our network control (i.e. working offline).</p> <p><b>The client application on the user's machine is fully encrypted and upon establishing an internet connection is transferred using https.</b></p>
127	<p>The system must have the capability to search the system using key word searches and must have an in-built event log as part of the audit trail capability. The search functionality must also be able to search into documents.</p> <p><b>Confirmed, MKinsight has a full search the system option for key word searches and has an in-built event log that supports the audit trails and actions throughout the application. The search functionality also includes the ability to search into documents.</b></p>
128	<p>The system must maintain a clear audit trail of who has edited and signed off procedures and documents.</p> <p><b>Confirmed, MKinsight provides clear audit trails in this regard.</b></p>
129	<p>Maintain a clear audit trail of who has edited and signed off procedures and documents.</p> <p><b>Confirmed, MKinsight provides clear audit trails in this regard.</b></p>
130	<p>All attachments either attached or generated within the system must have a file version control and the ability to view earlier and restore earlier versions as necessary.</p> <p><b>Confirmed, all attachments that are either generated directly within MKinsight and those attachments that are attached into MKinsight have full file version control along with the ability to view and restore earlier versions as necessary.</b></p>

<p>131</p>	<p>The system must have a full role-based permission model behind the scenes that provides the customer the ability to define their own roles within the solution and the permissions that go along with those roles.</p> <p><b>Confirmed, MKinsight has a full role-based permission system behind the scenes that provides the customer the ability to define their roles and afford the permissions that go along with those roles to fulfil each users responsibilities.</b></p>
<p>132</p>	<p>The system must have an 'Audit Right's mode that provides flexibility for team members to move between varying roles and to inherit the roles applicable to that particular Audit/Project.</p> <p><b>Confirmed, MKinsight has an Audit Rights mode that provides the ability for team members to hold differing roles and when moving between Audits they would inherit the permissions of the role they are assigned to providing flexibility.</b></p>
<p>133</p>	<p>The system must have the ability to set Entity Access in terms of governing their Audit Universe to provide the options for assigning only the relevant members of the Audit Team to particular auditable activities.</p> <p><b>Confirmed, Entity Access can be applied to the Audit Universe to ensure that auditors only have access to audits they require access to.</b></p>
<p>134</p>	<p>The system should be able to set document protection as a restrictive access to documents that contain sensitive information.</p> <p><b>Confirmed, this is standard functionality in MKinsight. Document protection can be set on documents that contain sensitive information.</b></p>
<p>135</p>	<p>The ability to restrict access to Audit Projects/Files and Audit Programs based upon role and work allocated.</p> <p><b>Confirmed, this is provided for under Entity Access rules and being assigned onto relevant Audits.</b></p>
<p>136</p>	<p>The ability to handle unexpected loss of network connectivity without losing or corrupting data, including during synchronization operations.</p> <p><b>Confirmed, when working within MKinsight should the user experience any unexpected outage of connectivity all work currently downloaded is stored on the local store and therefore currently offline (seamless offline working). Upon re-establishing a connection work can then be securely backed up. Should synchronization fail the work will remain on the local store and no loss of work will be experienced.</b></p>
<p>137</p>	<p>The ability to lock documents in the Project/Audit File and Audit Programs to maintain integrity while it is being edited and maintain a record of changes that have been made.</p>

	<p><b>Confirmed, this is standard functionality in MKinsight. Documents/attachments can be locked within the Audit/Project File and in addition any Closed Audit Files and Approved Audit Programs are also locked to prevent those being edited and maintaining integrity. For those that are live should they be downloaded by another user these will appear as locked for other users and those other users would easily identify who has the work downloaded and is currently working on them. A read-only view will still remain available.</b></p>
138	<p>Ability to complete and close off an Audit Project/File so that all data is locked for editing, with the ability to provide permissions to senior roles for unlocking as necessary.</p> <p><b>Confirmed, this is standard functionality in MKinsight. MKinsight within the Audit/Project file provides the ability to afford permissions to certain members of the team who will have the authority for completing and closing Audit/Project files. In addition, should any file be completed and closed and require to be unlocked these permissions are available and usually reside with the System Administrators within the team.</b></p>





**Section 10 – Technical Requirements**

This section sets out Morgan Kai Limited’s proposal that sets out our detailed responses regarding the Technical Requirements in line with the Request for Proposal.

General	
Ref.	Requirement
1	<p>Please provide an overview of the technical architecture for the proposed solution setting out the minimum requirements for both the client and server components. Please note that the solution must be a .Net application that is web enabled but is not web dependent allowing auditors to work quite seamlessly offline when executing the fieldwork.</p> <p><b>Please find attached at Appendix 3 our Technical Landscape Document that sets out the minimum requirements for both the client and server components of our MKinsight application.</b></p> <p><b>We do confirm that MKinsight is a .Net application that is web-enabled but not web dependent therefore providing auditors to work quite seamlessly offline when executing work within the Audit Work module with no internet connection.</b></p>
2	<p>Scale and customize screen, fonts and windows to address accessibility</p> <p><b>Confirmed, MKinsight has accessibility tools that provide the ability to set font sizes and all windows can be expanded or collapsed for ease of use. In addition, scale can be set to relevant magnification if required.</b></p>
3	<p>An offline mode allowing users to work with content previously downloaded, and to upload changes when connectivity is resumed whilst maintaining data integrity.</p> <p><b>Confirmed, MKinsight provides the ability for users to download Work Programs at a click of a button that are downloaded to their local store. Any changes that are made can then be synchronized by securely backing up with a click of a button upon establishing connectivity with all data integrity being maintained in the process.</b></p>
4	<p>An offline mode allowing users to work with content previously downloaded, and to upload changes when connectivity is resumed whilst maintaining data integrity.</p> <p><b>Confirmed, MKinsight provides the ability for users to download Work Programs at a click of a button that are downloaded to their local store. Any changes that are made can then be synchronized by securely backing up with a click of a button upon establishing connectivity with all data integrity being maintained in the process.</b></p>
5	<p>An offline mode allowing users to work with content previously downloaded, and to upload changes when connectivity is resumed whilst maintaining data integrity.</p>

	<p><b>Confirmed, MKinsight provides the ability for users to download Work Programs at a click of a button that are downloaded to their local store. Any changes that are made can then be synchronized by securely backing up with a click of a button upon establishing connectivity with all data integrity being maintained in the process.</b></p>
6	<p>The system must be compatible and work effectively with MS Windows 7 or higher.</p> <p><b>Confirmed.</b></p>
7	<p>Any browser-based components must work effectively on up-to-date versions of at least Microsoft Internet Explorer.</p> <p><b>Confirmed.</b></p>
8	<p>The Database functionality must run either on Microsoft SQL Server or an open source database e.g. MySQL.</p> <p><b>Confirmed, please see Technical Landscape document attached at Appendix 3.</b></p>
9	<p>All server functionality must run either on Microsoft Windows Server and must be capable of running inside a VMware virtual machine</p> <p><b>Confirmed.</b></p>
10	<p>All system data must be able to be exported to standard file formats such as CSV, XML, Excel, .Doc.</p> <p><b>Confirmed, this is standard functionality in MKinsight.</b></p>
11	<p>It must be possible to print all documentation including any text fields from the system either directly or through reporting. Essentially, system must be fully reportable.</p> <p><b>Confirmed, all documentation including attachments stored in MKinsight and all fields are fully reportable within MKinsight.</b></p>
12	<p>The software should be scalable for approximately 160 concurrent users and have a track history of delivering to large State Audit Institutions or similar size customers (or larger).</p> <p><b>Confirmed, MKinsight is used by many State Audit Institutions and National Audit Offices across the world. On average many of those are approximately 200 users and in some cases are in excess of 800. As part of our Company Overview, we stipulate a sample of customers within your industry who utilize the MKinsight application.</b></p>
13	<p>Ability to configure all terminology to the State Audit Office terminology throughout the system including field names, buttons, drop-down lists.</p> <p><b>Confirmed, all terminology can be configured throughout the entire solution which includes field names, buttons and drop-down lists.</b></p>

**Section 11 – Security Requirements**

This section sets out Morgan Kai Limited’s proposal that sets out our detailed responses regarding the Security Requirements in line with the Request for Proposal.

General	
Ref.	Requirement
1	The Service Provider (SP) maintains and implements a comprehensive Information Security Policy which addresses management and mitigation of information security risks.  <b>Confirmed.</b>
2	The SP authorized system users are defined based on the need-to-know basis.  <b>Access Control is allowed for separately authorised personnel</b>
3	The SP internal network communication must be encrypted.  <b>Communication is encrypted using HTTPS.</b>
4	The SP allows only secure protocols (such as SSH, HTTPS. SFTP).  <b>Confirmed.</b>
5	The SP’s IT infrastructure has proper Demilitarized Zones with properly configured firewalls and Intrusion Detection Systems.  <b>Perimeter firewalls are used along with IDS/IPS.</b>
6	The SP’s internal network must be segmented.  <b>Different parts of the network are isolated (Dev-Test-Production).</b>
7	The SP’s systems shall be patched with the latest patches.  <b>We employ a patch management procedure to ensure appropriate patches are installed in a timely fashion.</b>
8	The SP encrypts Data stored in its premises.  <b>Data at rest is encrypted.</b>
9	In case data need to be exchanged, a secure method such as Virtual Private Networks, Secure File Transfer or HTTPS Protocols must be used by the SP.  <b>HTTPS, or Encrypted files are used for data exchange.</b>

10	<p>In cases where the SP’s processes customer personal data, the SP must be registered with the Data Protection Commissioner.</p> <p><b>We are registered with the ICO in the UK.</b></p>
11	<p>The SP certifies that it does not store or process customer data according to EU legislation.</p> <p><b>All EMEA data is stored or processed within the EMEA.</b></p>
12	<p>The SP must have in place a Security Incident Response Plan to address timely detection, assessment, investigation, and resolution of information security incidents.</p> <p><b>As part of our ISO 27001, we have a current Security Incident Response Plan.</b></p>
13	<p>The SP must have an incident notification mechanism in place to immediately report to the Bank’s Information Security Department of any information security incidents within their own infrastructure and systems which affect the security of information.</p> <p><b>This is part of the Incident Response plan.</b></p>
14	<p>The SP must have a current IT DR Plan and test it annually.</p> <p><b>Morgan Kai has in place a BCP/DR plan, which is tested bi-annually.</b></p>
15	<p>The SP ensures that all its employees are adequately trained and aware of Information Security matters in order to effectively perform their assigned duties and responsibilities. To achieve this all SP’s employees are required to participate in Information Security Awareness training at least once every three-year period in order to be informed of relevant Security Policy provisions and of new security risks and protective measures.</p> <p><b>Employees are required to attend security awareness training on commencement of employment and bi-annually afterwards.</b></p>
16	<p>The SP has in place adequate physical access and environmental controls to protect its special purpose facilities housing critical IT infrastructure or equipment (i.e. Computer Centres, Server rooms, telecommunication facilities, etc.) from unauthorized access and natural disasters (i.e., fire, flooding, and other environmental hazards).</p> <p><b>All hosted facilities have physical controls in place to prevent un-authorized access, fire, flood, along with redundant power/communications provision.</b></p>
17	<p>The SP must have in place user rights only with visualization privileges that can be used also by employees of a different institution (eg Audit Committee of Parliament). Please describe also from a licensing perspective.</p> <p><b>Confirmed, these licenses are what we refer to as ‘guest’ user rights and typically we provide one or two for free for access as a read-only (visualization) privileges. Any</b></p>

	<p><b>additional licenses would require to be discussed and a commercially sensible approach would be discussed as typically those users would not be accessing on a frequent basis.</b></p>
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**Section 12 – Maintenance and Ongoing Support Requirements**

This section sets out Morgan Kai Limited’s proposal that sets out our detailed responses regarding the Maintenance and Ongoing Support Requirements in line with the Request for Proposal.

<b>Maintenance</b>	
<b>Ref.</b>	<b>Requirement</b>
1	<p>An annual support and maintenance contract option must be available. First point of support for users will be the SAO Service Desk. The provider’s Support Desk will not be responsible for OS or SQL server configuration.</p> <p><b>Confirmed, we attach at Appendix 14 our Maintenance and Support Agreement.</b></p>
2	<p>A Service Level Agreement must clearly define response and resolution times to problems and matters raised with clearly defined escalation criteria.</p> <p><b>Confirmed, this forms an integral part of our Maintenance and Support Agreement.</b></p>
3	<p>The system must be maintained to address software issues and service packs issued to address these.</p> <p><b>Confirmed, MKinsight is fully maintained and software issues should they arise are addressed and service packs are issued on a quarterly basis to fix any known issues and to add small changes in functionality as considered appropriate without having to wait until future versions.</b></p>
4	<p>Product support must be available as a consultancy service to support the design and implementation.</p> <p><b>Confirmed, MKinsight health checks are provided on a regular basis (determined during the implementation process) for the future collaboration and ongoing support provided to all of our customers to ensure that we continue to add value and deliver a World Class Implementation and Ongoing Support service.</b></p>
5	<p>Formal notifications of changes and system developments must be provided.</p> <p><b>Confirmed, formal notifications of changes and system developments are provided in two formats one being a ‘New Functionality’ document and also a fully updated User Manual to reflect all changes made to MKinsight.</b></p>
6	<p>Please describe your procedures for maintenance and support, and your upgrade schedule.</p>



	<p><b>Maintenance and Support is fully payable at 20% of the then license fee and includes all forms of support such as access to 24/7/365 online ticketing system, telephone and WebEx support and onsite support if required. Our upgrade schedule is every 14-18 months.</b></p>
7	<p>Do you maintain a separate testing environment?</p> <p><b>Yes, MKinsight comes with two production databases (Live and Training) and we also provide additional databases/environments for pre-production/testing as requested (there is no charge for this).</b></p>
<p><b>Post Implementation Support</b></p>	
8	<p>The Supplier MUST provide a sound post-project implementation support for one year including use of the system functionality to a nominated SAO representative, technical issues, including upgrades during the project and account management and liaison with a nominated SA representative.</p> <p><b>Confirmed, post-implementation support is fully provided for more than one year through the ongoing health checks we provide which includes all aspects of MKinsight, technical issues, functionality and also through any upgrade process. A nominated Project/Account Manager will liaise with the customer and be a direct contact for those health checks in addition to that of the Support Team who are on hand for providing additional support on a day to day basis once the customer is live.</b></p>
9	<p>After commissioning the supplier MUST provide technical support via a staffed support function that can be reached by telephone on weekdays.</p> <p><b>Confirmed, MKinsight provides a fully staffed support function covering all standard business hours and can be reached by telephone on weekdays.</b></p>
10	<p>Apart from a staffed support function the Supplier MUST have a 24/7/365 Support Ticketing function to enable the SAO helpdesk to report support cases.</p> <p><b>Confirmed, MKinsight has a 24/7/365 Support Ticketing function to enable all our customers to report support cases.</b></p>
11	<p>The SAO intends to run a live pilot with a limited number of users. The Supplier shall be prepared to provide standard support for this phase.</p> <p><b>Confirmed, as part of the implementation we provide full support of live pilots and the dedicated Implementation team will provide full support as the implementation moves through all phases.</b></p>
12	<p>The account (project) manager, assigned by the Supplier, shall be responsible for managing and monitoring service quality to be agreed by both parties and shall attend service review meetings at agreed times/locations (by video conferencing where possible). Service review meetings shall be held quarterly unless varied by mutual agreement.</p>

	<p><b>Confirmed, the dedicated Implementation Team assigned to the implementation shall be fully responsible for managing and monitoring service quality which is agreed by both parties and will also attend all agreed communication/milestone meetings agreed to ta timing of frequency as agreed in the initial Kick-Off Meeting.</b></p>
13	<p>Ongoing health checks must be an option to continue a collaborative and fruitful relationship to ensure that the SAO continue to grow in the use and understanding of the system.</p> <p><b>Confirmed, this is a standard approach we take to ensure that we continue to grow our relationship and to ensure we continue to add value and sound advice for our customers and they grow in the use and understanding of MKinsight.</b></p>



**Section 13 – E-training and Documentation Requirements**

This section sets out Morgan Kai Limited’s proposal that sets out our detailed responses regarding the Maintenance and Ongoing Support Requirements in line with the Request for Proposal.

Training	
Ref.	Requirement
1	<p>The Supplier MUST provide training (maximum of 12 per session) in three different types of session:</p> <ul style="list-style-type: none"> <li>• System Administrators/Help desk staff;</li> <li>• Users of the software</li> <li>• Train the Trainer</li> </ul> <p><b>Confirmed, training in MKinsight is available across all of the sessions depicted above with all documentation and training materials provided as part of these sessions.</b></p>
2	<p>Training must include also a pure audit methodology component.</p> <p><b>Confirmed, training in pure audit methodology will be delivered by our partner Grant Thornton.</b></p>
3	<p>System administrator training will not exceed 12 individuals who after they have completed training will then receive Train the Trainer training to have the necessary skills to train and supervise others with the SAO.</p> <p><b>Confirmed, this is our standard approach where Train the Trainer is required with the pre-requisite being attendees must have attended the System Administrator training.</b></p>
4	<p>User training will be delivered in line with the initial configuration based on an agreed number of sessions to be delivered by the provider onsite (or at a location of our choice) with a maximum number of 12 attendees per session.</p> <p><b>Confirmed, training in MKinsight is delivered in line with the initial configuration and will be delivered in line with the agreed number of sessions which would be delivered onsite (or indeed a location of your choice). All session delivered are a maximum of 12 attendees.</b></p>
5	<p>All training must be delivered onsite (or at a location of our choice) at the State Audit Office with the price of training including all training materials for all courses and persons as described above.</p> <p><b>Confirmed, training would be delivered onsite and all training materials are included for all courses and attendees. Please note that MKinsight training is accredited and attendees receive CPE (Continuous Professional Education) credits.</b></p>

6	<p>The software must be delivered with adequate and user-friendly documentation (both pre and post training materials, to support all levels of user.</p> <p><b>Confirmed, training materials are in a user-friendly format and are specifically tailored to your terminology and settings and support all levels of user.</b></p>
7	<p>All training delivered must be provided by fully qualified individuals.</p> <p><b>Confirmed, all trainers in MKinsight are in-house experts in the delivery of training.</b></p>
8	<p>Change management training responsibility relies on the Bidder. Please describe briefly how you will approach the change management component with emphasis on employee becoming adjusted to recently implemented IT solution.</p> <p><b>As part of our implementation approach a key aspect is the cultural and change management to shepherd our customers through the learning curve. The approach that is taken is well-rehearsed and proven to be effective. With MKinsight being tailored to the terminology of the team and the options that are configured and set during the implementation process this make transfer of knowledge very straight forward. All training is practical, and support is fully provided during all stages of the implementation and beyond. Communications and additional support are provided to those involved as we continue to coach and mentor teams through ongoing health checks and the World Class Support, we provide.</b></p>
<p><b>Documentation</b></p>	
9	<p>End-user documents must be provided for all aspects of the software and be easily accessible through the system itself or packaged and issued to the team following on from training. These must be available in English</p> <p><b>Confirmed, all end-user documents are provided for all aspects of the software and are easily accessible within the MKinsight application. These are also packaged and issued to the team following on from training and are available in English.</b></p>
10	<p>Technical documents must be provided in English and issued to the team at an early stage in the implementation.</p> <p><b>Confirmed, all technical documentation is provided in the English language and issued to the team following the initial Kick Off meeting.</b></p>

## Section 14 – Scope and Services

Whilst the functionality requirements in the preceding sections are specifically answered please also note specifically the scope and services below that are directly applicable to the implementation, training and ongoing support of MKinsight and the assistance provided in Audit Methodology provided by Grant Thornton.

### **Customized IT Development to cover the RFP Requirements**

Morgan Kai Limited confirm that our MKinsight Audit Management Software does not require customized development to cover the RFP requirements set forth in the Request for Proposal (RFP). This is further emphasized in our responses to all Technical and Functional Requirements.

MKinsight is a highly configurable tool that provides enormously flexibility in configuring and tailoring options such as terminology in the system (all words can be tailored to the terminology used by the team in MKinsight). Customer specific reports can be tailored to your needs for both external and internal facing reports. In addition, many other functionalities are available to be used as appropriate to add value to the Audit Team.

### **Functional requirements either for customization of for configuration**

Morgan Kai Limited confirm that our MKinsight Audit Management Software does not require customized development to cover the Functional requirements set forth in the Request for Proposal (RFP). This is further emphasized in our responses to all Technical and Functional Requirements and also confirmed as above.

### **Knowledge of ISA's and the ability to assist Methodology Requirements**

Morgan Kai Limited and Grant Thornton have formed a joint approach to delivery of this very important assignment. Grant Thornton have a wealth of experience and deep understanding, expertise and knowledge of ISAs and IFRS's and will be responsible for supporting and training the Audit Team. A summary of the approach by Grant Thornton is illustrated below:

## Scope of work

We believe that the Company needs services with experienced resources to assist in meeting the significant challenges and opportunities in relation to the open tender for the acquisition of an Audit Management IT Solution together with Audit Methodology Assistance for the Court of Accounts of the Republic of Moldova .

It is our understanding that the scope of services to be provided refers to the following:

- Assistance in respect of audit methodology within the Audit Process;
- Functional Assistance during the implementation process in order to ensure that all Court of Account audit needs and specifications are met and, in this respect, Grant Thornton will ensure direct liaison and intermediate with the software provider;
- Training on use of audit software based on our experience and best practices in using audit software.
- Participate together with Court of Accounts designated representatives to the "train the trainers" event.
- Ensure alignment between initial RFP, business requirements and final product.
- Q&As

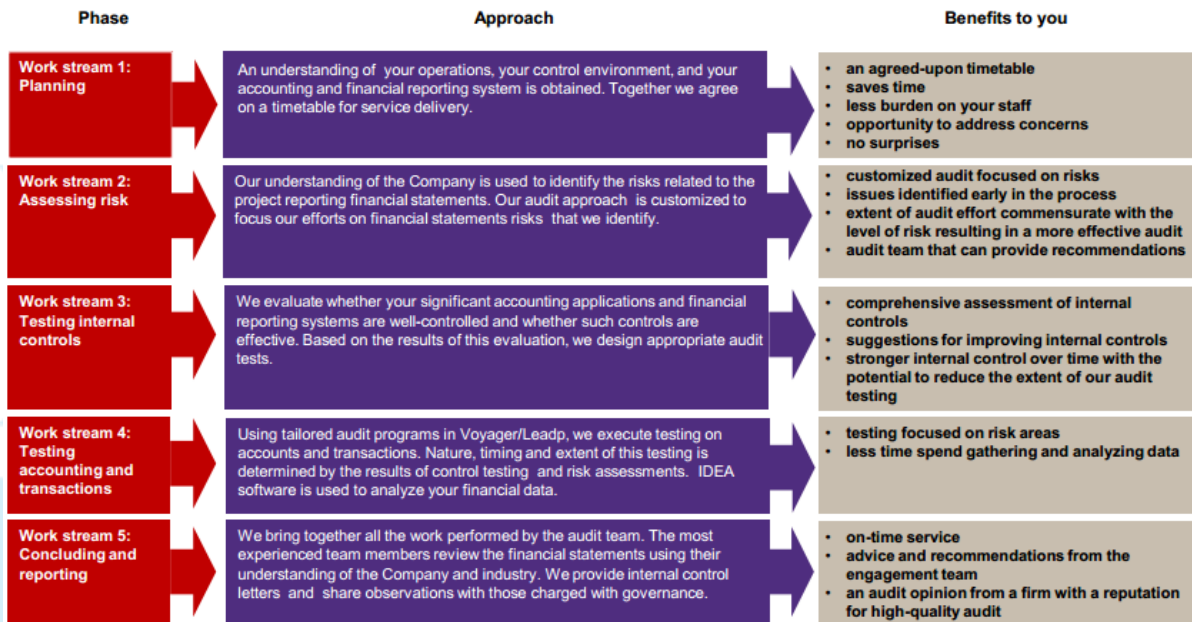
We will issue a contract (engagement letter) to provide the respective services only after our joint proposal will be declared as winner and upon completion of our client acceptance procedure and our acceptance of the Company as a client.

The reporting and delivery of the services is to be further agreed with the final beneficiary (Court of Accounts in Republic of Moldova) at the contracting stage.

The services in the scope of work will consist in 150 professional hours of the staff included in the engagement team and acceptance of the services will be made based on timesheet and approval of timesheet from the Court of Accounts.

Payment of the services will be completed in accordance with contracting arrangements between the Company and CCRM.

## Approach, audit methodology and benefits



*A detailed timing will be agreed shortly with your representatives in order to allow you to meet all your reporting obligations.*



# Approach, audit methodology and benefits

This 5 steps approach is based on solid planning following a good understanding of business, processes and transactions obtained from discussions with management and the personnel that are owners of the related processes. This approach favors a good risk identifications process emphasized also by other internal Grant Thornton methods and processes which will allow us to offer high quality services.

Assessments and evaluation in the testing and evaluation phase is done by experienced people which allows us to identify deficiencies and issues early in the process and respond rapidly to any other identified risks. That is why in our view we consider the 5 stages process to be an integrated system allowing us the mobility to adapt to changing situations while providing beneficiary with high quality services.

Tailored to the needs of the Company, we present below additional details of our approach on the audit activities and methodology.

1. **Planning**
  - An understanding of the business, the control environment, and the accounting and financial reporting system is obtained
  - Evaluate whether significant accounting applications and financial reporting systems are well-controlled and whether such controls are effective
  - The detailed timetable for service delivery is communicated and agreed between parties
  - Setting up of the threshold levels for performance of the tests and confirmation process
2. **Risk identification**
  - Our understanding of the processes is used to identify financial statements risks
  - Knowledge of the client by capturing information about the Company, how it operates, organizational structure, assessing internal minutes of meetings and controls' minutes
  - Customize our audit approach to focus our efforts on the financial statements risks identified
  - Identification of testing methods (audit strategy) for risk identified

3. - 4. **Testing**
  - Using tailored audit programs in LEAP (our electronic audit platform), execute testing on accounts and transactions
  - Nature, timing and extent of this testing is determined by the results of control testing and risk assessments
  - Performing sampling (selection) of population for testing risks identified based on threshold and risks (use of IDEA tool, integrated in Voyager/Leap platform) and for confirmation procedures
  - Perform the data collection (general ledger, documents, journals, contracts, registers, etc.)
  - Review documentation for items/transactions selected and analyze the results of confirmation process, substantive testing, analytical procedures
  - Perform procedures necessary for covering scope of work and risks identified
  - Evaluation of additional risks identified and testing them
  - Evaluation of the results of the tests, identification of deficiencies and drafting of conclusions and recommendations
5. **Concluding and Reporting**
  - Bring together the work performed by the audit team
  - Evaluation of the results of the tests, identification of deficiencies and drafting of conclusions and recommendations
  - The most experienced team members review the qualification and audit of the opening balances, using their understanding of the Company
  - Perform the subsequent events and going concern procedures
  - Drafting the audit report, as applicable, and share observations with the management
  - Issuance of the final reports

# Approach, audit methodology and benefits

In our view, the implementation of the work plan is dependent of few critical success factors which are part of Auditor's principles and strengths, such as: quality of the team's work; detailed design of the work that will be implemented; use of Innovative technology; continuous communication with local management; the quality of the engagement that is ensured by the following aspects:

- the methodology that is used for the performance of audit procedures;
- long term professional experience of the executive and of the members of the team;
- delegation of specific responsibilities to team members, in order for quality control to be applied

**Quality assurance**

Grant Thornton offices operate Quality Assurance (QA) systems consisting of risk management, technical guidance, induction and training, and quality control processes. Across all its activities, the Firm applies a Business Risk Management framework that involves a cycle of risk identification & assessment and controls review. This is supported by regular reviews of activities by the Firm's Internal Assurance Unit. This is augmented by quarterly reviews of 100% of completed assignments and six-monthly reviews of sampled assignments in progress.

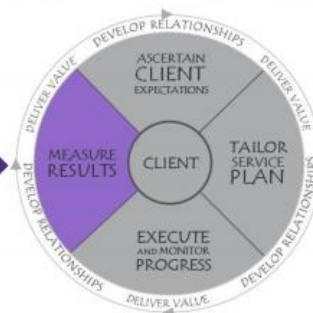
Technical guidance is provided by specialist practice manuals issued on-line updated bi-monthly supplemented by technical flashes which include QA processes covering assignment acceptance, practice management and reporting.

All staff is covered by induction and training programmes and operates systems of prior accreditation to many specialist tasks. The Firm's Continuing Professional Development (CPD) obligations integrate professional development and training within the Firm's career development and appraisal processes (Continuing Performance Management).

Specific quality control processes apply to each assignment including oversight of assignment acceptance, preparation of assignment plans, assignment progress reviews, evidence-based recording of advice, prior review of proposed advice, and sign off on completed work streams and assignments. Where associates or sub-consultants are required by any of the Firm's activities, the Firm's QA processes apply through the approved engagement terms agreed with such parties. Grant Thornton has a strong commitment to continuous quality improvement, and this is reflected in the standing instructions to staff, which are set out in the specialist practice manuals.

**Service Quality Measurement**

You deserve a firm that is committed to delivering distinctive client service. We use feedback from clients to continuously improve upon our service. As part of your relationship with Grant Thornton, we will ask you about your experience – informally throughout the year and formally through an annual survey.



## Section 15 – Project Management and Timescales

This section sets out our Implementation and Project Management approach along with the anticipated timeline for delivery. Specifically, included within this are the following elements:

- Implementation and Project Management
- Test and Roll Out
- Training capabilities for audit methodology, IT solution and transformation change assistance
- Timeline, considering all the scope elements

The timeline for the roll out and testing of 20 auditors would typically take 8 – 12 weeks to be fully ready to be performing your first live audit in MKinsight. Please note that each implementation is taken in its own right and therefore some can be quicker, and some may take longer depending on our customers preference. What we set out below highlights a typical implementation of MKinsight but do please be aware that User Acceptance Testing, Pilots can also form an important part of an Implementation and we fully support those approaches and provide full guidance and support as part of our responsibilities to our customers.

One of the key activities in addition to our standard methodology for the Court of Auditors in the Republic of Moldova is the work with our partner Grant Thornton in relation to Audit methodology assistance. It is foreseen that this vital aspect will run alongside the work of Morgan Kai with a Project Plan being formed following the initial Kick Off Meeting where representatives from CCRM, Morgan Kai and Grant Thornton will be represented. Our ultimate goal as with all other National Audit Offices and Supreme Audit Institutions (and all our other customers) is to deliver a World-Class implementation and ongoing support service.

**Morgan Kai uses its own well-rehearsed implementation methodology which follows the steps outlined below:**

### Key Activity 1: The Kick-Off Meeting

*Timescale: ½ day undertaken with the customer's implementation team*

Once a new customer is contracted to implement MKinsight, the first activity is what we call the Kick-Off Meeting. This meeting is designed to discuss all the key aspects of the implementation including details regarding:

- The Stakeholders – and their success criteria
- The Key Dates – including all project dates, deadlines and milestones
- Governance Arrangements – including communication protocols between all members of the team

- Functional Priorities – including areas for the implementation to priorities
- Risks – the identification of any project risks and measures to mitigate them

The main deliverable from the Kick-Off meeting is a Project Initiation Document

### Key Activity 2: The Orientation Workshop

*Timescale: 1 session undertaken with the customer's implementation team*

MKinsight is an out-of-the box solution with a very wide range of configurable options coupled with the ability to change ALL the terminology in the system.

Therefore, we hold an Orientation Workshop which would involve the senior members of the audit team and in the meeting, we discuss many of the functional options and alternatives that are available in MKinsight and the team can choose which options they would like turned on or off. In addition, we explore the terminology and changes that the team would like in this regard.

With options selected and terminology chosen we can then move to Activity 3, however please note that none of the decisions / choices made at the Orientation Workshop are final and unchangeable – any decision can be changed at any stage in the future and all functional options chosen can be changed by the Users (subject to permissions).

### Key Activity 3: System Configuration

*Timescale: 1 Week, Work Undertaken By Morgan Kai*

At this stage we at Morgan Kai take the decisions from the Orientation Workshop and configure ready to release to the customer. Once configured the software is released to the customer for installation – this will include the server and client side or just the client side if the customer has chosen to use Morgan Kai's hosting service. Note: all software releases come with a full set of technical instructions.

### Key Activity 4: Software Installation

*Timescale: 1 day, Work Undertaken by the customer's IT Team fully supported by Morgan Kai*

Configured software is provided with full documentation. This includes both the server and client-side installation. On-site installation support can be provided if required although this is usually not necessary as the install is a straightforward process for a competent IT department.

### Key Activity 5: Report Template Development

*Timescale: Work Done When Requested*

A standard part of all implementations is the development of customer specific report templates for dealing with things such as draft audit reports etc. These are specified in terms of layout and design and built by Morgan Kai's team as part of normal implementation support.

### Key Activity 6: Training

*Timescale: TBD, On-site at the customers preferred location*

The following outlines the training courses that are offered for an implementation of MKinsight– these can be added to or amended based on individual requirements.

Morgan Kai includes *Super User Training* and *Auditor/User Training* as component parts of this proposed deployment.

All training can be delivered on-site and will be in the customers fully configured MKinsight training database. Comprehensive training notes are provided and accompany each session undertaken. The training notes will mirror your own specific configuration requirements. All training sessions can accommodate up to 12 users. Morgan Kai can also provide additional training sessions following the implementation and rollout of MKinsight as required.

*Super User Training* is tailored to super-users and includes administrator type functions in addition to a comprehensive overview of all the features and functionality in MKinsight. MKinsight does not require any specific Technical Training. All Systems Administration options have been designed to be readily accessed, and changed as necessary, by nominated members of the Audit team.

*Auditor/User Training* will provide additional end-users with a comprehensive overview of the functionality within MKinsight. It will also provide users with the ability to utilize the functionality on a day to day basis to support every aspect of their auditing role. This training will follow the initial Super User Training and will be tailored specifically to support the role of your auditors.

*Audit Methodology Training* will be delivered by Grant Thornton as a fundamental and vital part of assistance with the Audit Methodology aspect of the implementation.

Following on from the previous sessions we would then assist in initiating further roll out. There are several scenarios which may feature here namely whether the client would prefer a gradual roll out for example by region or a full “big bang” roll out where everyone starts to use the software at the same time. We would provide the relevant guidance and assistance in development the training plan and support the trainers in relation to delivery via the relevant documentation etc.

In addition to the interactive user trainings Morgan Kai provides detailed training materials, a comprehensive user manual, tutorial videos, task wizards, and support/helpdesk services. Guidance documents accompany all MKinsight new version releases and additional training sessions can be provided as necessary.

### Documentation

As a framework to the implementation, Morgan Kai uses a Project Initiation (PID) Document to manage the key aspects of which can be seen below:

**Sample Project Initiation Document:**



**Date:** [Click here to enter a date.](#)

**Client:** CCRM

**A. Aims and Objectives**

The objectives of the Project Initiation Document are as follows:

- ★ To clearly identify all Stakeholders and their success criteria
- ★ To identify and agree Key Dates / Milestones
- ★ To confirm the deliverables and functional priorities of the implementation
- ★ To detail governance arrangements for the implementation project
- ★ To establish the roles and responsibilities of the individuals involved
- ★ To identify possible risks that the implementation may be exposed to

**B. Stakeholders and Their Success Criteria**

The following table summarizes all the key Stakeholders in both CCRM, Grant Thornton and Morgan Kai, along with their success criteria.

<b>Name</b>	<b>Success Criteria</b>
Morgan Kai	Successful delivery of project to relevant timescale meeting the needs of all stakeholders
Customer	TBD

**C. Key Dates / Milestones**

Set out below are the key date / milestones that are present and critical in the vast majority of implementations. This should be discussed in detail with any additional dates documented during the course of the kick-off meeting.

**Implementation Start Date**



Kick Off Meeting TBD

**Orientation Workshop**

Decide on date for Orientation Workshop – Part 1 TBD  
 Decide on date for Orientation Workshop – Part 2 TBD  
 Date Preparation Document(s) to be complete and returned TBD  
 Determine Attendees of Orientation Workshop TBD

**Configuration and Issue of Software**

Implementation Version: 11.1  
 Server configuration (hosting) Self Hosted  
 Date for Issue of Software TBD  
 Date for Server Install (if Self Hosted) TBD  
 Date for Client Install TBD

**Training**

NOTE: Key factors affecting the success of Training include:

- ★ Attendance (remember if a User is not trained, they are not able to access the help desk)
- ★ Proximity of the training to the Users actually starting to work with MKinsight
- ★ The ability to avoid distractions during the training

**Warning:** confirmation MUST be provided at least 72 hours ahead of any training that MKinsight has been installed successfully and training can go ahead. If confirmation is not received this WILL result in the automatic cancellation and rescheduling of the training.

Determine Systems Administrator User(s) TBD  
 Determine Training Dates TBD  
 Determine Training Venue(s) TBD

**Post Training/Go Live**

Live preparation: TBD  
 Build Audit /Entity Universe  
 Assign User/Roles Permission  
 Create Work/Audit Program Templates  
 Create Audit Plan (if applicable)

Target Date to begin using MKinsight for live audits (Go Live Date) TBD

### D. Deliverables and Functional Priorities

This section outlines the key deliverables from Morgan Kai and Grant Thornton as part of the implementation of MKinsight for CCRM.

In addition, it exists to provide the implementation team with a clear indication as to the key functional areas that will receive the greatest attention by CCRM during the early stages of roll-out. Any areas of functionality that are not going to be used should also be identified below. Please note that this is an example and not an exhaustive list.

#### High or Lower Priority Areas

★ Annual Planning and Risk Assessment	Choose an item.
★ Audit Scheduling	Choose an item.
★ Online Recommendation Tracking	Choose an item.
★ Audit Management	
★ Audit Work	
★ Time and Expenses Recording	Choose an item.
★ Audit Reporting	
★ Questionnaire Tracking	Choose an item.
★ Self-Assessment Work Programs	Choose an item.
★ My Document Library	Choose an item.
★ Audit Methodology	

#### Reporting

The implementation package includes two customized reports that Morgan Kai will develop for CCRM.

This process involves the following steps and can be started at any point in the Implementation.

- Determine required report template(s)
- Completion of Databanding/Mapping Process of sample report template
- Development of Report Template by Morgan Kai Report Development Team
- Testing of Report Templates by Morgan Kai Report Testers
- Issuance of Report Template by Morgan Kai for upload into CCRM’s MKinsight database.



### Languages Required

- ★ English

### Key Deliverables

- ★ Finalized Project Initiation Document (PID)
- ★ Version 11.1 of MKinsight
- ★ Technical Requirements Documentation
- ★ Installation Guide for The IT Team

## E. Governance Arrangements

Governance arrangements for the implementation of MKinsight must be clearly established at the outset. The key arrangements set up for CCRM implementation are as follows:

### **Communication Protocols**

Communication will take place on a regular basis between CCRM, Grant Thornton and Morgan Kai's Project Manager in order to ensure a smooth implementation process.

This communication will be take place through regular update meetings (this will by telephone) between both parties.as the below provisional: Choose an item.

This meetings / updates will cover the following points:

- Activities completed within the period
- Points for discussion
- Outstanding Actions
- Milestone Review
- Review of risks to implementation (if any)

### **Project Management Documentation**

This Project Initiation Document (PID) will be used to document and manage all activities associated with Customer's implementation of MKinsight. Whenever changes occur or new actions arise this PID will be updated and distributed across the implementation teams.

## F. Roles and Responsibilities

The following table summarizes the roles and responsibilities of all the implementation team:

<b>CCRM</b>		
<b>Project Title</b>	<b>Name</b>	<b>Roles And Responsibilities</b>
Project Manager	TBD	TBD
<b>Morgan Kai Limited</b>		
Account Director	Craig Watson	Overall account responsibility from Morgan Kai
Implementation Project Manager	Lauren Dalle	Responsible for all Morgan Kai day to day implementation activities
Implementation Project Manager - Technical	Joseph Cornish	Responsible for all Morgan Kai day to day implementation technical activities
<b>Grant Thornton</b>		
Partner	Stephane Bride	Overall account responsibility from Grant Thornton
Project Manager	Veaceslav Seremet	Responsible for day to day activities of the project
Project Manager	Catalin Mazilu	Responsible for audit methodological review

### G. Implementation Risk Register

Critical to any successful implementation is the honest and open recognition and management of specific risks that may impede a successful, on time implementation of MKinsight.

The initial implementation project risk register is detailed below, this will be managed on a continuous base against agreed actions within the combined project implementation team.

Risk	Impact	Likelihood	Mitigating Actions
Failure to Install Software resulting in a delay of training and the use of MKinsight.	High	Low	<ul style="list-style-type: none"> <li>Issue technical specification.</li> <li>Arrange on site / remote support</li> </ul>
System configuration does not reflect team's requirements.	High	Low	<ul style="list-style-type: none"> <li>Stakeholders provide all relevant methodology documentation and complete Configuration Workshop preparation document</li> <li>Methodology and configuration options confirmed during Orientation Workshop</li> </ul>
Team members are not receptive to new software	High	Low	<ul style="list-style-type: none"> <li>Involve audit team in process</li> <li>Clearly illustrate benefits</li> <li>Ensure thorough training</li> <li>Answer any questions</li> </ul>
Gap between training and use by audit team	High	Low	<ul style="list-style-type: none"> <li>Gap between training and roll out to be realistic</li> </ul>
Failure to meet delivery timescales	Medium	Low	<ul style="list-style-type: none"> <li>Review and communicate progress against plan on a frequent basis and take action as required</li> </ul>

## H. Actions Arising

### **Morgan Kai and Grant Thornton**

- Action 1
- Action 2

### **Customer**

- Action 1
- Action 2



## Section 16 – Proposed Team

This section sets out the Proposed Team and each team members capability to manage the assigned area to deliver a World Class implementation of our MKinsight Audit Management Software.

By way of a joint approach members from Morgan Kai and Grant Thornton will be assigned to key aspects of the implementation. The individuals set out below bring a wealth of experience and technical knowledge covering all aspects of the implementation. The collective responsibility will be split as follows:

- Morgan Kai – will be responsible for the configuration, implementation, training and ongoing support of our MKinsight Audit Management Software
- Grant Thornton – will be responsible for the analysis of existing methodology and alignment to International Standards of Auditing (ISAs) as well as the transposition of international audit standards methodology into requirements and the implementation of the Audit methodology

As part of the delivery of all aspects of the implementation Morgan Kai, Grant Thornton and the dedicated Project Team within the Court of Accounts, Republic of Moldova will provide a collaborative approach to the delivery of this extremely important Project.

The Proposed Team is as follows:

- Craig Watson, Group Commercial Director, Morgan Kai
- Lauren Dalle, Head of Implementation Practices, Morgan Kai
- Joseph Cornish, Implementation Manager, Morgan Kai
- Stephane Bride, Audit and Advisory Partner, Grant Thornton, Moldova
- Veaceslav Seremet, Audit Senior Manager, Grant Thornton, Moldova
- Catalin Mazilu, Audit Senior Manager, Grant Thornton, Moldova

### Craig Watson CPFA

Craig Watson joined the team in January 2013 as an Implementation Support Manager from the National Audit Office in Scotland (Audit Scotland). Craig has a wealth of knowledge in the practical implementation and use of MKinsight in the National Audit Office arena where he played a pivotal roll in the implementation, training and roll out of MKinsight to a team of 189 Financial auditors.

Since joining the team Craig has led on the implementations of many National Audit Offices including the Swedish National Audit Office, State Audit Office of Georgia, Barbados Audit Office and the Wales Audit Office. Craig's roll in this implementation is purely an advisory one whereby Craig's knowledge of the industry will be vital for advising the team where necessary to support the implementation of MKinsight.

Craig's CV can be seen at Appendix 4.

### **Lauren Dalle**

Lauren Dalle joined the team in January 2011 as an Implementation Support Manager from Ernst and Young. Lauren has a wealth of experience in the implementation, training and ongoing support for major international and State Audit Institutions/National Audit Offices. Specifically, Lauren has worked on the implementations of the National Audit Office of London, Wales Audit Office and the National Audit Office in the Kingdom of Bahrain.

At present, Lauren has overall responsibility for the Implementation Practice Standards that are utilized globally on a daily basis by which Lauren is responsible for ensuring that clients are provided with a World Class service when acquiring our MKinsight Audit Management software. This responsibility extends to working through an implementation timescale that is not only realistic but ensuring that the client's own milestones are successfully achieved.

Lauren's CV can be seen at Appendix 5.

### **Joseph Cornish**

Joseph joined the team in 2016 from Connelly Europe where Joseph worked as a Recovery Auditor. Joseph at present works as an Implementation Support Manager and has responsibility for a number of international and domestic implementations. The last two years has seen Joseph deliver a number of key implementations working with State Audit Institutions and National Audit Offices as well as organisations such as the Department of Housing and Planning in Ireland who are responsible for the External Audit of Public Funds as well as the Department of Public Expenditure and Reform who are also based in Ireland.

Joseph also plays a vital role at a corporate level where he leads on the roll out of version upgrades of our MKinsight solution ensuring that this critical project is delivered coordinating all aspects of the business to ensure each version is robust, documented and available for all customers upgrading seamlessly as they move from version to version.

Joseph's CV can be seen at Appendix 6.



## Engagement Team



### Stephane Bride

**Audit and Advisory Partner**

T: +373 22 86 05 71  
F: +373 22 22 74 64  
E: stephane.bride@ro.gt.com



### Veaceslav Șeremet

**Audit Senior Manager**

T: +373 22 86 05 71  
F: +373 22 22 74 64  
E: veaceslav.seremet@md.gt.com



### Catalin Mazilu

**Auditor Senior Manager**

T: +373 22 86 05 71  
F: +373 22 22 74 64  
E: catalinmazilu@ro.gt.com

## Engagement Team



### Stephane Bride Audit and Advisory Partner

**Contact details**  
Grant Thornton Moldova

69 Grigore Ureche str. Chisinau,  
Republic of Moldova  
T: +373 22 86 05 71  
F: +373 22 22 74 64  
E: stephane.bride@ro.gt.com

#### Experience

Stephane holds the positions of COO, Growth and Development Leader and is an Audit and Advisory Partner within Grant Thornton Romania and Moldova. Stephane joined Grant Thornton Moldova in 2010 as the Managing Partner of the firm. Stephane started his career as an auditor/advisor at EY Entrepreneurs in 1992. In 2001 he established from scratch the EY practice in Moldova and joined EY South East Europe as Country Director. In 2006 he was holding the position of Principal (Salaried Partner). In 2010 he led the establishment of Grant Thornton offices in Moldova and Romania from a legal, technical, operational, human resources and business development point of views. During 2015 he held the position of Vice Prime Minister and Minister of Economy in Moldova.

#### Industry experience

During his professional experience, Stephane was involved in assignments in France, Moldova, Romania, Ivory Coast, Jordan, Guinea, and Cameroon. The main activities of these projects were: audit, due diligences, valuations, internal audit of EY offices, ERP implementation and implementation of control procedures, process improvement, restructuring and recovery projects and management consulting. Stephane participated in various audit and advisory engagements from different industries, including banking, insurance, micro-financing, wholesale and retail, oil and gas, food and beverage and services.

#### Professional qualifications and memberships

- BSc Accounting & Finance
- Chartered accountant and Auditor (France)
- Moldovan CPA

#### Languages spoken

Stephane speaks fluently French, English and Romanian.

#### Relevant experience

Stephane has experience in audit, valuations, due diligence, corporate finance, merger and acquisitions and other business risk services.

## Engagement Team



**Veaceslav Șeremet**  
Audit Senior Manager

**Contact details**  
Grant Thornton Moldova  
  
69 Grigore Ureche str. Chisinau,  
Republic of Moldova  
T: +373 22 86 05 71  
F: +373 22 22 74 64  
E: veaceslav.seremet@md.gt.com

### Experience

Veaceslav has joined Grant Thornton Moldova in July 2017 as Senior Manager after more than 10 years of activity in Big4 and Second Tier companies. Mr. Șeremet is a capable and articulate auditor with extensive experience in conducting audits to the highest professional, ethical and regulatory standards, ensuring that all business risks are anticipated, identified, recognized, managed and planned in property. Achieving robust audit plans, audit strategies, and larger audit missions are just a few of his core missions within the company.

### Industry experience

Veaceslav has gained experience and profound audit skills in different sectors such as agriculture, production, transportation aviation, bank sector, public sector, leasing sector etc. Veaceslav has experience in national and international companies being involved in auditing financial statements prepared in accordance with the National Accounting Standards (NAS) and International Financial Reporting Standards (IFRS). Veaceslav has experience in foundations and associations with raising foreign funds. Veaceslav has carried out consultancy projects such as value assessment, Due Diligence, etc. His extensive audit knowledge is a powerful asset in meeting consulting commitments at the highest level of quality.

Relevant experience of Veaceslav includes, but is not limited to the following:

- Top Leasing&Credit,
- Capital Leasing,
- Finance Leasing Company,
- Victoria Leasing,
- Credit CMB,
- IMC Leasing
- Banks – Moldindconbank, Raiffeisenbank (Romania)

### Professional qualifications and memberships

- Certified auditor of the Republic of Moldova;
- Grade of Fellow in the Association of Chartered and Certified Accountants ("FCCA") UK.
- Member of Association of Professional Accountants and Auditors of the Republic of Moldova (ACAP) (2017);

Veaceslav holds a Diploma in Business Administration obtained at the American University of Bulgaria, Blagoevgrad, Bulgaria, Faculty of Business Administration, Specialty: Accounting.

### Languages spoken

Romanian, Russian, English and French

## Engagement Team



**Catalin Mazilu**  
Audit Senior Manager

**Contact details**  
Grant Thornton Moldova  
  
69 Grigore Ureche str. Chisinau,  
Republic of Moldova  
T: +373 22 86 05 71  
F: +373 22 22 74 64  
E: catalin.mazilu@ro.gt.com

### Experience

Catalin started working for a Big 4 company in 2010, after previously working for 2 year in accounting for two international renowned outsourcing companies. He joined Grant Thornton Romania in June 2014, and currently is Manager in the Advisory department.

### Industry experience

During his professional experience, Catalin accumulated significant audit and audit-related experience in different industries, including retail, real estate, oil and gas, pharma and medical, power and energy, IT, telecommunication, automotive and consumer goods. Catalin was engaged as supervisor on multiple audit engagements. He was responsible for audit of financial statements prepared in accordance with Romanian Accounting Standards ,IFRS and US GAAP. He has also experience in advisory projects such: financial due diligence, internal audit, FCPA and anti bribery and corruption compliance and risk management. He is member of our internal IFRS expert team. and lecturer of IFRS and ACCA courses.

### Professional qualifications and membership

He has obtained a Masters' Degree in Accounting and Management Information Systems in 2012, from the Academy of Economics Studies of Bucharest. His professional qualifications and memberships include:

- member of the Association of Chartered Certified Accountants ( ACCA);
- member of the Chamber of Financial Auditors in Romania (CAFR);
- nationally certified for auditing projects financed by European Funds;
- certified internal auditor (CIA).

### Languages spoken

Catalin speaks fluently Romanian and English and also has good competences in German and Spanish.

Attached at Appendices 7 and 8 we provide both Catalin and Veaceslav ACCA certificates.

## Appendix 1 – Functional Overview

### Summary of MKinsight™ v11.1 Audit Management System

MKinsight is a comprehensive, powerful and easy to use Audit Management System. As a fully .Net application MKinsight uses web enabled technology but it is not web dependent – thereby enabling Auditors to seamlessly use MKinsight off-line even when they have no internet connection.

In use by customers in **over 75 countries worldwide**, and available in **14 different languages**, since its commercial launch at the International IIA Conference, Chicago in July 2005, MKinsight has grown its User base across the globe faster than any of its more traditional competitors.

As MKinsight has been adopted around the World, so the range and nature of organisations using the system has diversified. MKinsight is now used in **just about every industry** on the planet including sectors such as Banking, Oil and Gas, Local Government, National Government, Manufacturing, Distribution, Airlines, Car Hire Companies, Casino Groups, Security, Retail, Hotel Chains, Stock Exchanges etc.

When reviewing MKinsight's functional capabilities it is worth remembering that firstly, MKinsight is not a methodology in its own right, it is there as an out-of-the-box product to provide Users with a range of options designed to enable working in the most familiar and easy way possible, and; secondly, all the terminology in MKinsight is fully configurable (including all buttons, fields and drop down lists) which can make adoption easier when Users are working with a system that uses their own methodologies and terminology.

MKinsight provides key functionality in the following areas:

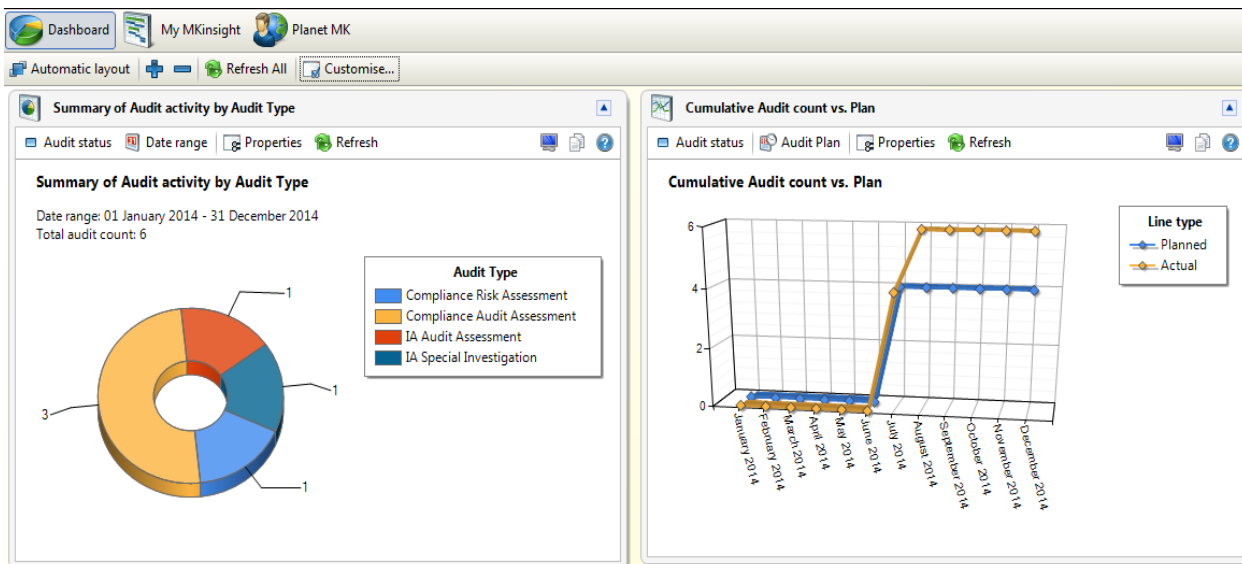
- Dashboards
- Annual Planning (inc Risk Assessment)
- Audit Scheduling
- Audit Management
- Performance Reporting
- Electronic Working Papers
- Recommendation / Action Tracking
- Comprehensive Reporting / Memorized Reports
- Time and Expense Recording
- Enterprise Risk Management
- Controls Management
- Questionnaires and Surveys
- Reference Library

The following sections look at each of these areas in turn:

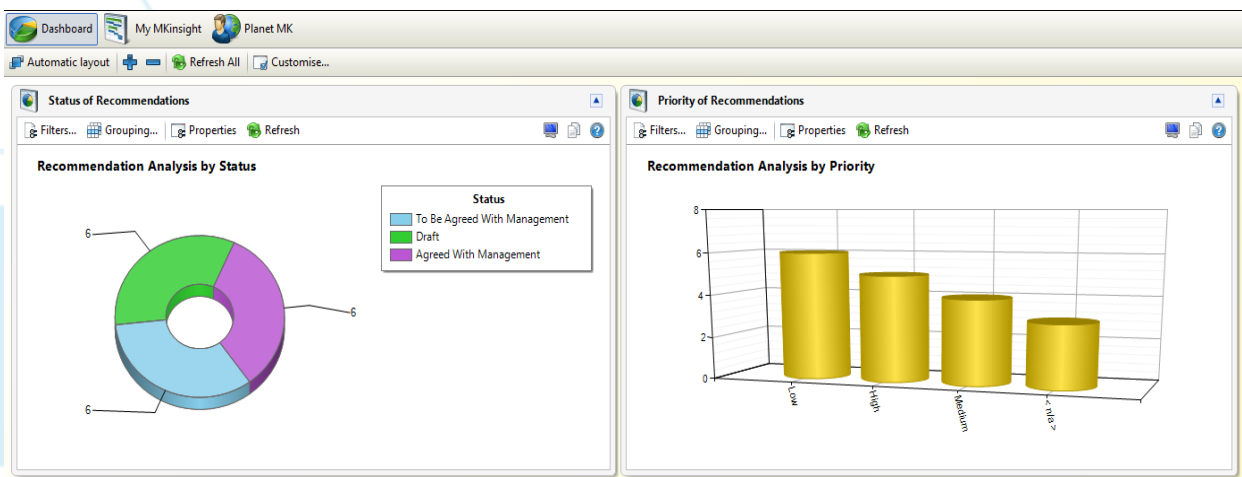
## Dashboards, Messaging & User Forums

MKinsight provides for numerous dashboards which keep management in real time communication with the status and performance of the whole team's activities. Different teams can monitor their own individual dashboards where appropriate and the dashboards can be configured to ensure each team is monitoring their own specific key metrics.

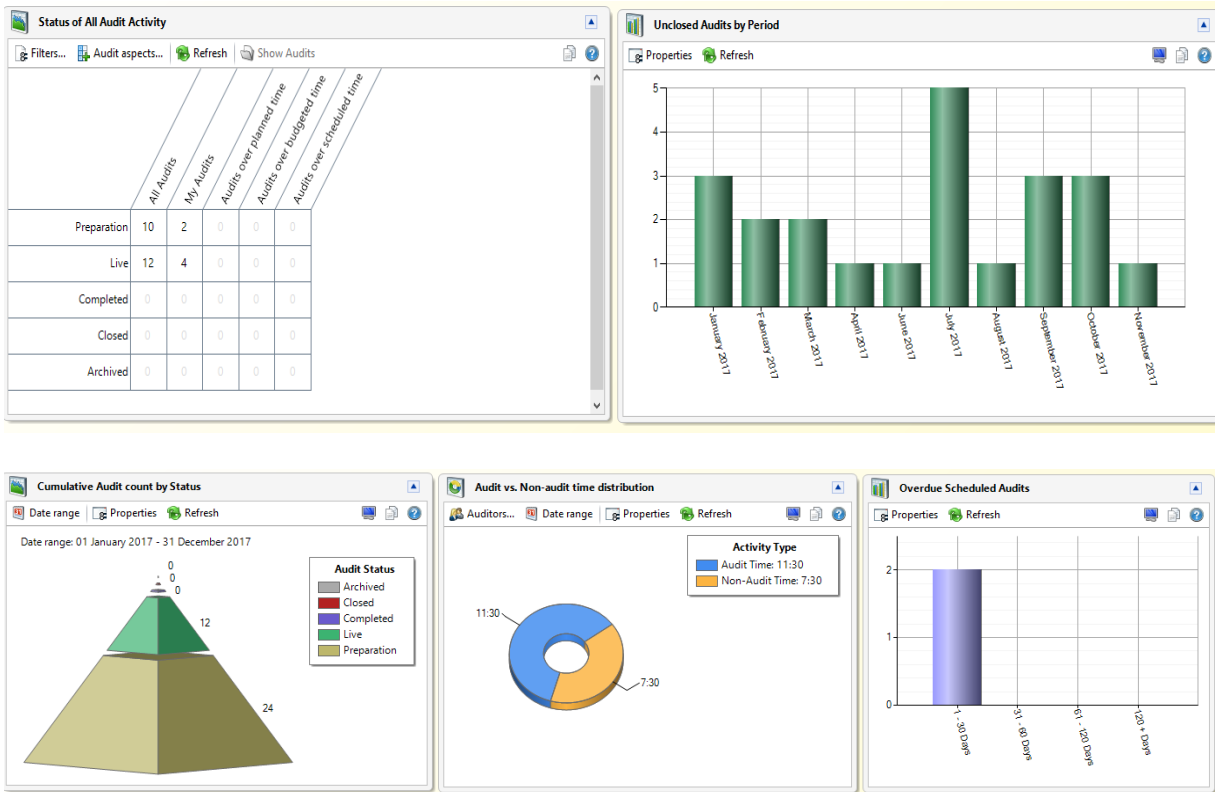
For example, many audit teams are keen to understand the performance against the Annual Plan or simply see a summary of audit activity across the team:



In addition, the user may be interested in seeing a number of different viewpoints of any outstanding recommendations or actions that require to be followed up at a particular point in time:



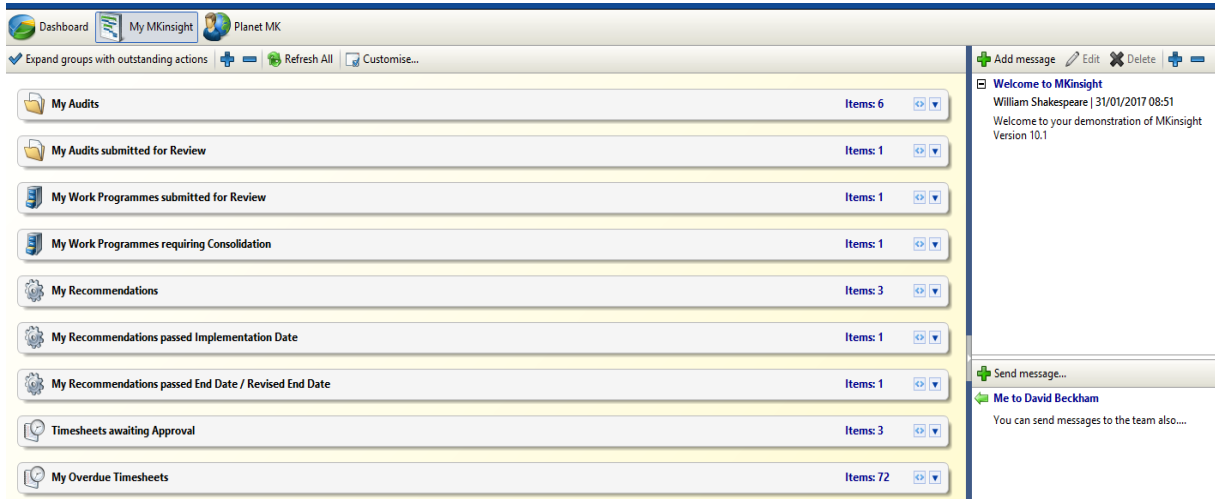
There are many other dashboards covering all aspects of the audit process that are available within MKInsight:



The MyMKInsight dashboard adds further detail to the information provided that allows each individual to see a series of actions and alerts that are designed for the individual auditor based on the user, role based permission model behind the scenes:



The dashboard is supported by a comprehensive email alerting service along with message boards that facilitate communication to the whole team and, or to individuals:



PlanetMK is a dedicated feature for all registered Users of Mkinsight which provides on-line access, through the application, to online video training materials, worldwide user forums and our comprehensive user manuals.



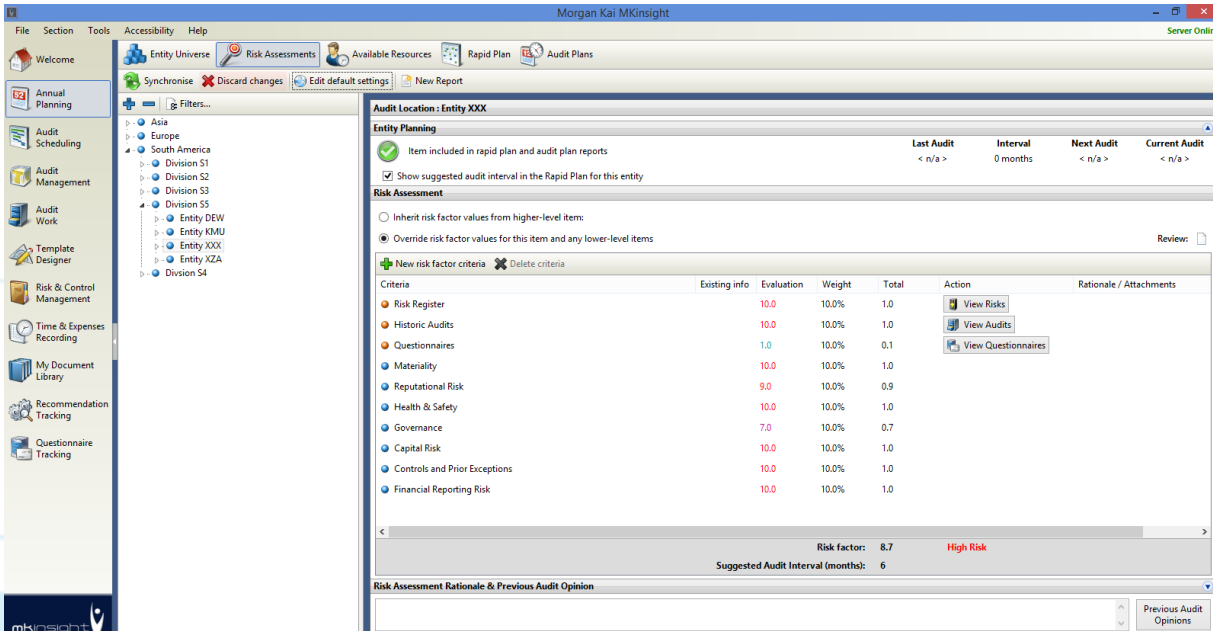
## Annual Planning

In Annual Planning Users can develop any number of Annual Plans over any time horizon, be it 12 months, 3 years or just the next quarter. All Annual Plans created in MKinsight can then be used to generate Performance Reports (see below) which compare any chosen Annual Plan with what has actually happened during that period.

Annual Planning begins with the creation of an Audit Universe which can have an unlimited number of levels and an unlimited number of Auditable Entities which may be physical locations, processes, special investigations etc. Each level and entity in the Audit Universe can be fully Risk Assessed using a set of User defined, weighted criteria which can include, for example, any Risks from the Risk Register and Historic Audit Results.

Along with recording the Risk Assessments, other information such as Contact details and Permanent File information can also be stored – this can include any electronic documents. This process culminates in the determination of when the next Audit Date will be for all entities within the Audit Universe (note: the Last Audit Date is automatically tracked in MKinsight).

MKinsight provides the most flexible methodologies available in any Audit Management System, enabling Audit Teams to conduct Risk Based Annual Planning using any Risk Assessment methodology they might prefer.



Another feature of Annual Planning in MKinsight is that multi-location Audits can be planned for in a seamless way along with the ability to plan for different types of Audits for any part of the Audit Universe.

With the identification in the Annual Plan of the Audits that need to be performed, MKinsight then facilitates the identification of the Resources that the team has to do the work with the ability to share resources between teams. This includes the ability to record detailed information on each member



of the Audit Team including how long they work during the week (e.g. are they full-time, part-time etc.), provisions for Non-Audit time such as travel, training, vacation etc. (this list of Non-Audit codes is fully configurable within MKinsight).

	Defaults	Alex Ferguson	Charles Darwin	Charles Dickens	David Beckham	Didier Drogba	Enid Blyton	Field Auditor	Frank Lampard	James Joyce
Contracted Week	37:30	37:30	37:30	37:30	37:30	37:30	37:30	37:30	37:30	37:30
Day Length	7:30	7:30	7:30	7:30	7:30	7:30	7:30	7:30	7:30	7:30
Working Days	Mo,Tu,We,Th,Fr	Mo,Tu,We,Th,Su	Mo,Tu,We,Th,Fr	Mo,Tu,We,Th,Fr	Mo,Tu,We,Th,Fr	Mo,Tu,We,Th,Fr	Mo,Tu,We,Th,Fr	Mo,Tu,We,Th,Fr	Mo,Tu,We,Th,Fr	Mo,Tu,We,Th,Fr
Employment Start Date		< n/a >	< n/a >	< n/a >	< n/a >	< n/a >	< n/a >	< n/a >	< n/a >	< n/a >
Employment Finish Date		< n/a >	< n/a >	< n/a >	< n/a >	< n/a >	< n/a >	< n/a >	< n/a >	< n/a >
<b>Annual Days by Auditor</b>	<b>Total</b>									
Administration	231	10	10	25	25	25	25	25	25	25
Sickness	60	5	5	5	5	5	5	5	5	5
Training	180	10	10	10	10	10	10	10	10	10
Travel	257	20	20	20	20	20	20	20	20	20
Vacation	300	25	25	25	25	25	25	25	25	25

In addition, MKinsight has an HR section that allows the User to store and record a range of information on each member of the team within an unlimited range of fully configurable folders (for electronic documents such as certificates, criminal background checks, resumes, CPE Certificates, etc.), free text fields and drop down lists.

This HR facility also allows the creation of an Electronic CV which is fully searchable when undertaking Scheduling (see below).

Annual Planning also includes a Rapid Plan section that allows quick and easy updating of all the key assumptions required for the creation of an Annual Plan including additional provisions for things such as the completion of Prior Year Audits and Unplanned Audits. To further assist the planning process MKinsight has a powerful Capacity Planning tool which shows the impact of any planning assumptions on the capacity of the Audit Team over a rolling 12-month period.

Morgan Kai MKinsight

Entity Universe Risk Assessments Available Resources Rapid Plan Audit Plans

Synchronise Discard changes Filters Include in Plan New Report Plan Audit Details Plan Resource Details Additional Provisions Team Sharing

### Rapid Plan Audit data entry

Item is modified Date is locked by last audit Date is automatically calculated

Audit Area	Location Category	Audit Location	Last Audit Date	Risk Factor	Risk Level	Suggested Interval	Actual Interval	Next Audit Date	Days Required	Elapsed Months
South America	Division S5	Entity XXX	Sep 2014	8.7	High Risk	6	12	Dec 2015	18	1
South America	Division S5	Entity DEW	May 2014	8.7	High Risk	6	0	Jul 2015	36	1
Europe	Division E1	Entity ECZ	Sep 2012	8.7	High Risk	6	36	Sep 2015	50	1
Asia	Division A2	Entity VFE	Jun 2014	6.0	Sensitive	12	24	Jun 2015	10	1
South America	Division S5	Entity KMU	Mar 2014	4.7	Medium Risk	18	0	May 2015	20	1
South America	Division S5	Entity XZA	Jan 2014	2.7	Low Risk	36	0	Feb 2015	16	1
South America	Division S1	Entity HGF	Apr 2013	1.0	Low Risk	36	12	Sep 2015	100	1

### Audit team capacity profile

	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	12 Period Total
Available Days	88.0	80.0	88.0	88.0	84.0	88.0	92.0	64.0	88.0	88.0	84.0	92.0	1,044.0
Add: Planned Additional Resources	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Add: Custom Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less: Planned Audit Days	0.0	16.0	0.0	0.0	20.0	10.0	36.0	0.0	150.0	0.0	0.0	18.0	250.0
Less: Prior Year Audit Work	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less: Unplanned Audit Work	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less: Planned Non-Audit Days	6.0	5.3	6.8	6.0	6.8	6.0	6.8	6.8	6.0	6.8	6.0	6.0	75.0
Less: Holidays	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Balance	82.0	58.8	81.3	82.0	57.3	72.0	49.3	77.3	-68.0	81.3	78.0	68.0	719.0
Chargeability	0%	21%	0%	0%	26%	12%	42%	0%	183%	0%	0%	21%	25%

One or multiple Annual Plans can be generated within MKinsight and once saved and approved will provide the ability to monitor performance through Dashboards and a wide range of Performance Reporting. Therefore, individual teams, as well as the overall Audit department, can create and track performance against their own annual plans. This includes dedicated dashboards for each team.

Morgan Kai MKinsight

Entity Universe Risk Assessments Available Resources Rapid Plan Audit Plans

Create Audit Plan New Report Download baselined plan Baselined Audit Plan Baselined admin

Close Order by Risk Factors Number Precision

### New Audit Plan - Audit Plan

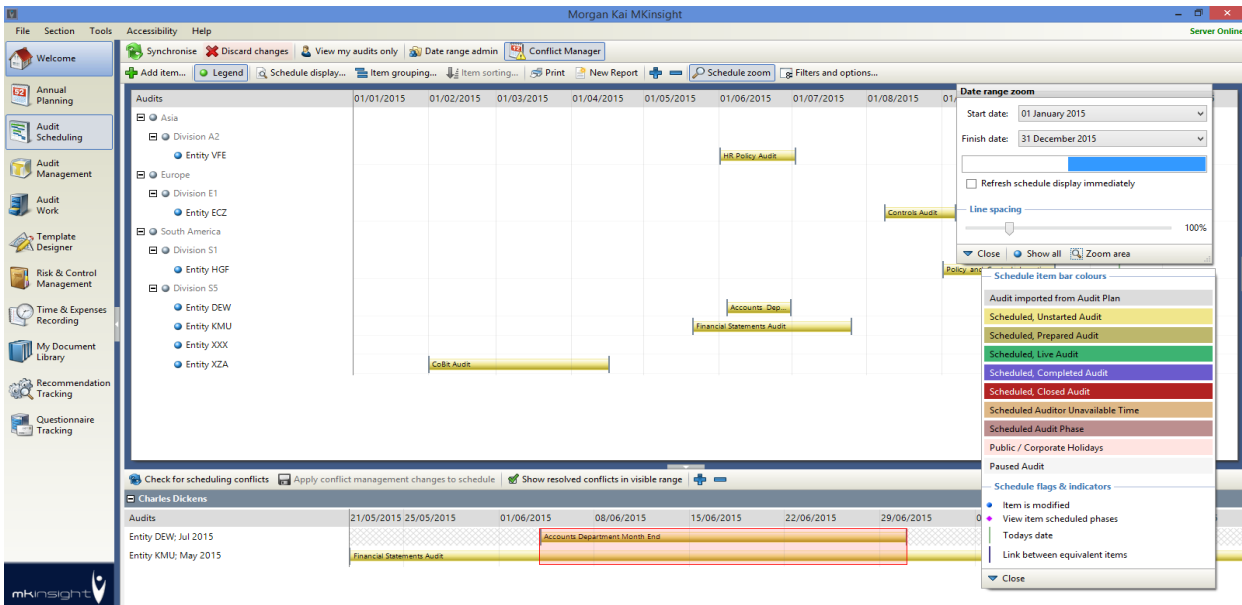
Date range: Jan 2015 to Dec 2015; Status: New Plan; Data source: Online Data Store

Name	Risk factor	Audits	Audit Interval	% Mandays	Days Planned
Provision for Planned Audits					
Asia				4.0%	10.0
Division A2				100.0%	10.0
Entity VFE	6.0	Jun 2015	24	100.0%	10.0
South America				76.0%	190.0
Division S1				52.6%	100.0
Division S5				47.4%	90.0
Entity DEW	8.7	Jul 2015	0	40.0%	36.0
Entity KMU	4.7	May 2015	0	22.2%	20.0
Entity XXX	8.7	Dec 2015	12	20.0%	18.0
Entity XZA	2.7	Feb 2015	0	17.8%	16.0
Europe				20.0%	50.0
Provision to complete prior period audits					
Provision for new unplanned audits during the period					
<b>Total Planned Audit Days:</b>					
250.0					
Name					
Std Days					
Administration					
Sickness					
Training					
Travel					
Vacation					
Available Days					
969.0					
Adjustment for Recruitment / Turnover					
Additional Days provided by Third Party Resources					
Less: Holidays					
0.0					
<b>Total Available Days:</b>					
969.0					
<b>Balance:</b>					
719.0					

## Audit Scheduling

MKInsight has a powerful Scheduling system that allows Audits within an Annual Plan to be scheduled over any time horizon.

The Scheduling system makes use of drag and drop Gantt charts to allocate Audits over a defined Period and across different phases of the Audit. Members of the Audit Team can then be allocated to each Audit (perhaps having been selected from the information in their Electronic CV e.g. language skills etc.). MKInsight automatically shows any conflicts for each member of the Audit Team (note: individual Audit Team members can be booked over varying periods and not just the period indicated for the whole Audit to accommodate situations where a planning phase may take several weeks before fieldwork commences):



MKInsight provides full version control over the Schedule with on-line access for each member of the Audit Team.

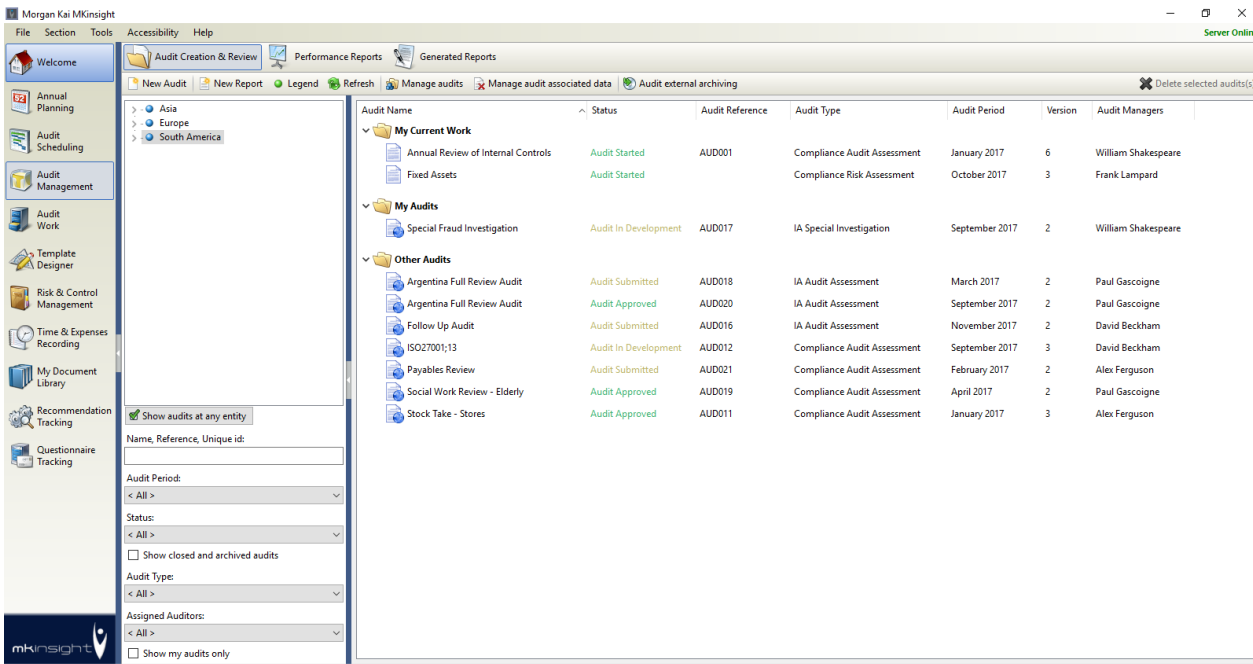
Scheduling also allows those planning the work to see the planned and actual productivity of each member of the Audit team as well as the Team as a whole. This is shown in percentage terms and combines both planned and actual time from timesheets.

Scheduling also facilitates booking an individual auditor onto multiple Audits at the same time with the further option to apportion time between the audits.

Scheduling can be used with a wide variety of approaches, some teams use Scheduling to simply reflect what is going on at any point in time – other teams use Scheduling as a formal process whereby Auditors cannot begin working on an Audit unless it has been officially Scheduled – these are examples of the options and choices that each team can choose from.

## Audit Management

This is where the User can manage the ongoing activities of the Audit Team on a day-to-day, week-to-week, month-to-month basis. It is where Audits can be created either from the Plan, the Schedule or just as Unplanned Audits. Once the Audits are underway their progress can also be viewed and monitored within MKinsight with easy to use, powerful Performance Reports, Status and Search screens.



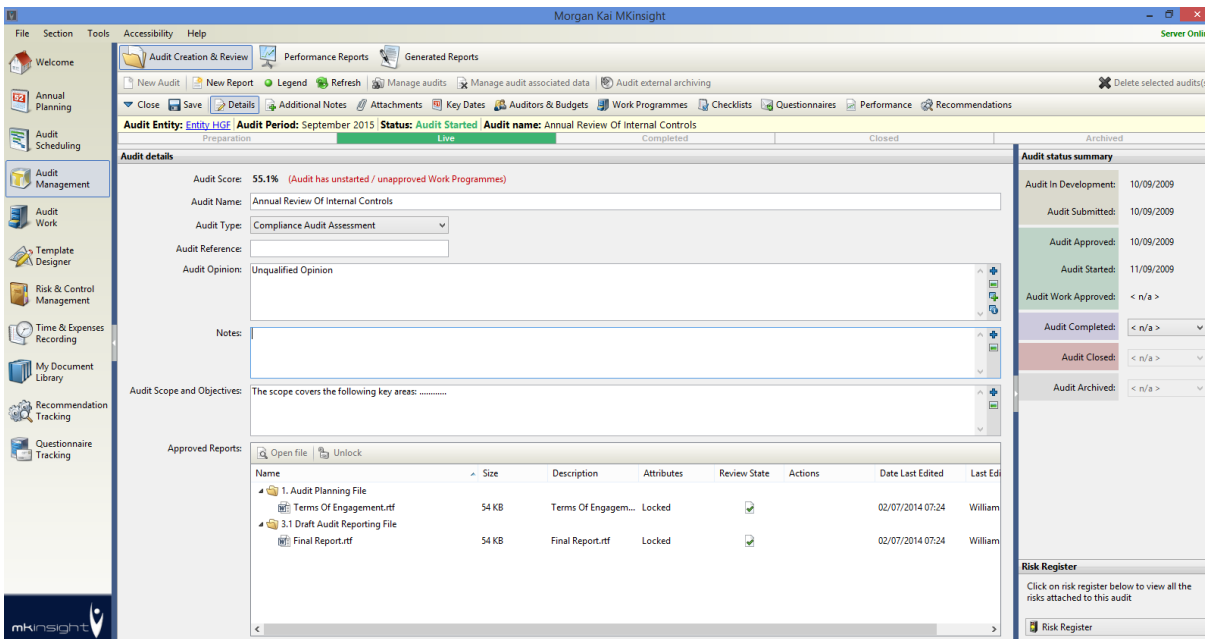
### What is an Audit in MKinsight?

An Audit is an assignment which can be planned, scheduled and managed throughout its life. Note: MKinsight date stamps all the main stages of an Audit’s life (to facilitate various aspects of performance reporting):

An Audit can have a range of data and information which is broken down into different sections (note – the layout, stages and sequencing of an individual Audit can be varied for each type of Audit):

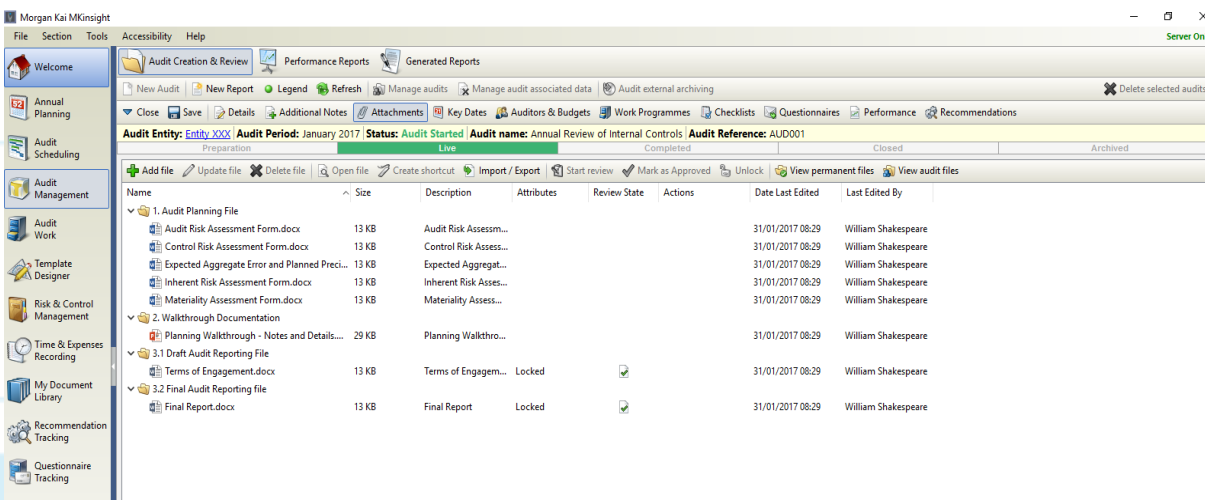
### Section 1 – Details (Key Audit Information)

The first section provides the User with the highlights associated with this particular Audit including (but not limited to) the Audit Status, Audit Opinion, Background and Audit Scope information and any Final Reports. Also included are the details of the dates as the Audit progresses through the different stages of its life. In addition, an unlimited number of any field types (e.g. free text, numeric, dates, lists etc.) can be added to record further information.



## Section 2 – Attached Documents

This section allows the auditor to attach background documents into a set of fully definable folders – it is not for the working papers themselves which have their own area (see Section 5), what it helps with is the recording of other critical documentation. You also have visibility of any documents stored in the relevant Permanent File along with the ability to see all attachments related to a particular audit regardless of where it has been attached:

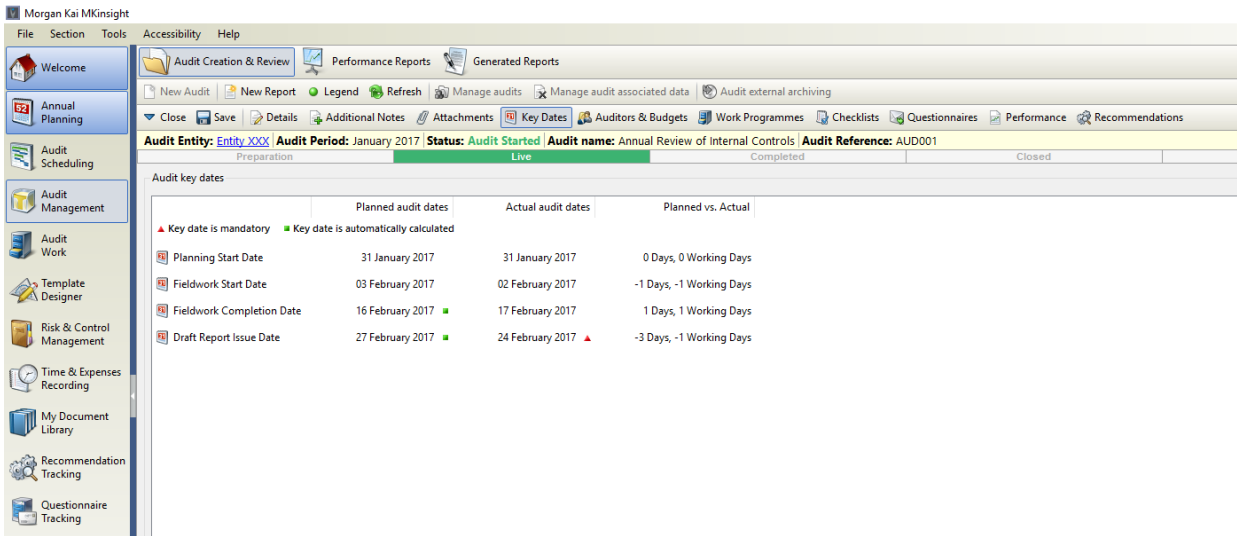


When adding documents into Mkinsight the User can make full use of drag and drop functionality which includes the ability to drag and drop any electronic file formats (either one at a time or multiple) including emails direct from Microsoft Outlook. Each attachment in Mkinsight has full version control.

**Section 3 – Key Dates / Milestones**

This section is where you can create as many or as few Key Dates / Milestones as you want and you can call them whatever you want. These include Planned and Actual Dates that are then available directly within Performance Reports.

Relationships can also be created between dates so, for example, the “Planned” Draft Report Issue Date is often set by MKinsight Customers to be X days after the “Actual” Fieldwork Completion Date. All the variances associated with these key dates or milestones feed automatically into performance reporting.



**Section 4 – Audit Team Details, Budgets and Expenses**

This section is where you can assign each member of the Audit Team to the Audit, including the Audit Manager, Lead Auditor and other Team members. The Audit Team can be created directly and, or fed automatically from the Annual Plan and/or the Schedule.

Budgeted Time and Expenses to complete the Audit can be set for each member of the Audit Team. When setting the Budget, the User can also see how much Time was originally allocated in the Annual Plan. Each member of the Audit Team can also be given a rate for the work they are about to perform so that the Audit can be costed if necessary.

Budgeted time and expenses automatically feed directly into performance reporting.

Note: when an Auditor is assigned to the Audit they will assume the Role and Permissions they have already been given however, MKinsight also includes the ability to upgrade or downgrade an individual Auditor’s permissions on any individual Audit.

Name	Defined Rate	Charge Rate	Budgeted Hours	Total	Scheduled Hours
<b>Audit Managers</b>					
William Shakespeare	< Custom >	500.00	40:00	20,000.00	
<b>Lead Auditors</b>					
David Beckham	< Custom >	200.00	200:00	40,000.00	
Frank Lampard	< Custom >	200.00	135:00	27,000.00	
<b>Totals:</b>			375.0	87,000.00	
Total budgeted days:			50.0		
Total planned days:			50.0		
Variance:			0.0		

Auditor	Accommodati...	Entertainment	Subsistences	Travel	Total
David Beckham	0.00	0.00	0.00	0.00	0.00
Frank Lampard	0.00	0.00	0.00	0.00	0.00
William Shakespeare	0.00	0.00	0.00	0.00	0.00
<b>Totals:</b>	0.00	0.00	0.00	0.00	0.00

## Section 5 – Audit Programmes

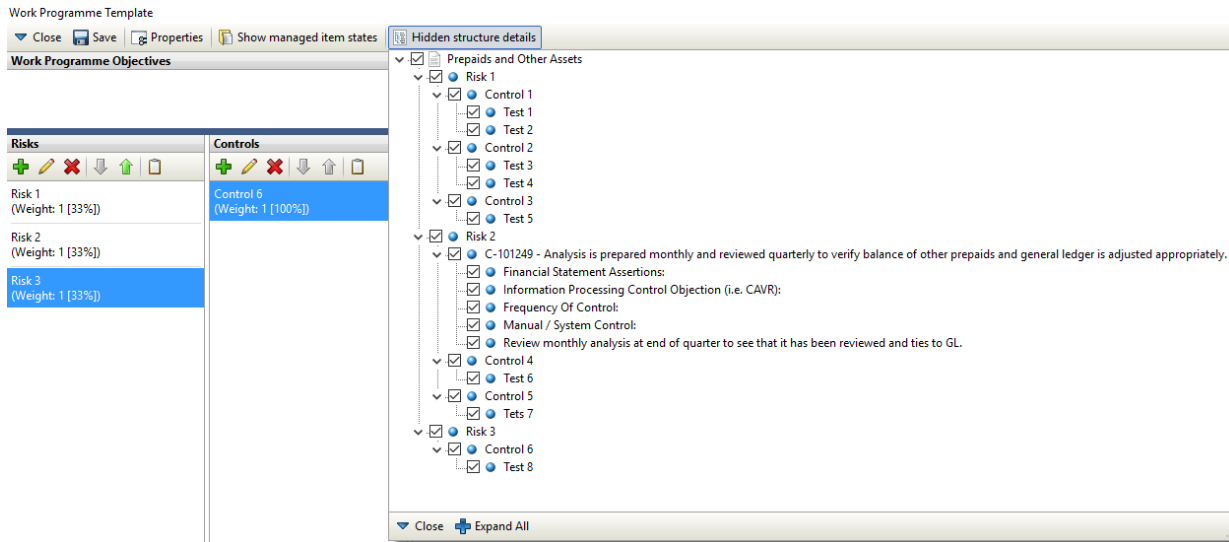
This section is where you can identify which Work / Audit Programmes should be completed at the engagement planning stage along with the ability to see their progress throughout the Audit. Note: Work / Audit Programmes in MKinsight are not just passive documents they are dynamic and can be scoped, analyzed and reported at all levels and at any stage:

Name	Status	Progress	Review Progress	Custom structure	Score
Planning: Application Controls	Approved	100%	100%		75.0%
Planning: General Computer Controls	Approved	67%	100%		66.7%
Working Paper: Customs and Excise Tax	In Progress	69%			96.0%
Working Paper: Investment Income	In Progress	63%			< n/a >
Working Paper: Projects	In Progress	88%			< n/a >
Working Paper: Income Tax	In Progress	100%			< n/a >
Planning: Environmental	In Progress	33%			75.0%
Working Paper: Receipts	In Progress	100%			< n/a >
Working Paper: Sales Tax	In Progress	88%			< n/a >
Working Paper: Customs and Excise Tax	In Progress	38%			94.0%
Working Paper: Goods And Services	In Progress - With Review	100%	81%		< n/a >
Payroll Matrix	Template Approved			Yes	< n/a >
Working Paper: Contracting	Under Review	100%	0%		< n/a >
<b>Total Average:</b>					81.3%

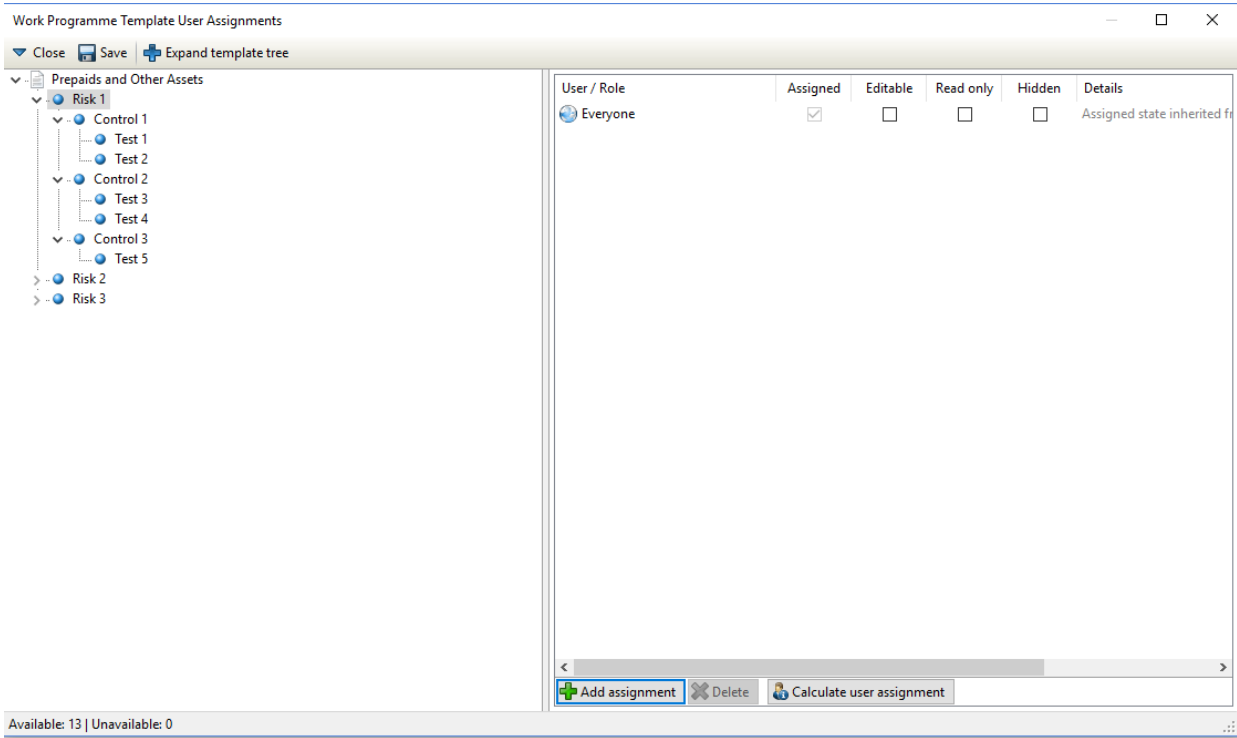
Rationale for Work Programme selection  
All working papers attached have been tailored to the scope of the audit.



Work / Audit Programmes can also be tailored at the engagement planning stage to allow the User to determine the detailed testing and audit coverage that is required:



Furthermore, provision can also be made to allocate specific programmes and tests to specific members of the Audit Team:

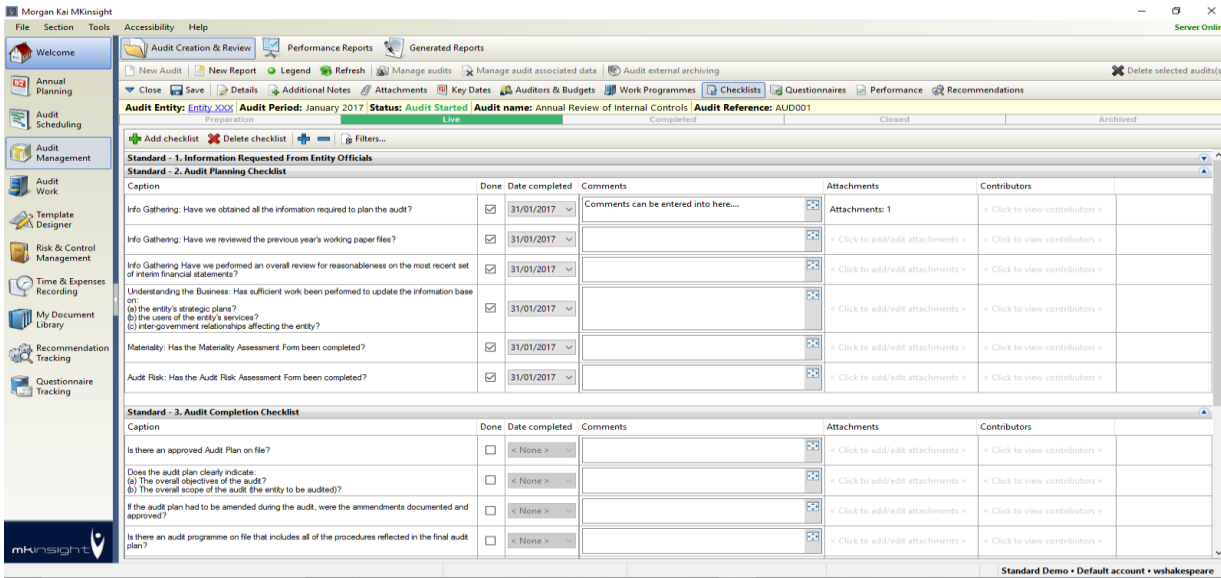


Note: when planning an Audit, the team can select Audit Programmes from a library of templates, previous Audits and, or, they can start with a completely blank Audit Programme.

### Section 6 - Checklists

Checklists can be created for use on any Audits – these are often used to support the Job Administration activities for completeness checks and common Checklists include Audit Planning Checklists, Audit Completion Checklists, and Quality Assurance Checklists.

Each item in the Checklists includes a status check box, a date of completion, a notes field to record comments, the ability to attach any number of electronic documents to each Checklist item and a full Audit trail of contributors.



**Section 7 – Questionnaires**

This section allows questionnaire responses to be stored within the Audit File that they relate to. Questionnaires can be created for a range of different purposes such as, for example, customer satisfaction surveys.

When a questionnaire is sent to anyone from Mkinsight an email is sent direct from the system that says whatever it needs to say such as “Please complete my questionnaire”. The recipient then clicks on an encrypted hyperlink within the email which launches their browser allowing the questionnaire to be completed directly online.

Note: questionnaires can direct the respondent to jump from one answer to another further on in the questionnaire based on the answer they selected, and in addition questionnaire responses can be held in a confidential format so the respondent is anonymous.

**Section 8 - Performance**

This section details the Performance of the Audit Team by comparing Planned, Budgeted and Actual Time and Expenses in order to provide full real time variance analysis on all key metrics for the Audit.

This is accompanied with a detailed analysis of all Planned and Actual Key Dates / Milestones. A commentary box with date and time stamps is available for the Audit Manager to be able to record explanations for why they have blown their budget, are ahead of schedule etc.

**Audit Entity:** Entity XXX | **Audit Period:** January 2017 | **Status:** Audit Started | **Audit name:** Annual Review of Internal Controls | **Audit Reference:** AUD001

Hourly breakdown by Auditor			
Auditor	Budgeted Hours	Actual Hours	Variance
David Beckham	200:00	0:00	200:00
Frank Lampard	135:00	0:00	135:00
William Shakespeare	40:00	0:00	40:00
<b>Audit Team Totals (Hours)</b>	<b>375:00</b>	<b>0:00</b>	<b>375:00</b>
<b>Audit Team Totals (Days)</b>	<b>50.0</b>	<b>0.0</b>	<b>50.0</b>
<b>Audit Plan (Days)</b>	<b>50.0</b>	<b>50.0</b>	
<b>Variance (Days)</b>	<b>0.0</b>	<b>-50.0</b>	

Fees breakdown by Auditor		
Auditor	Budgeted Cost	Actual Cost
David Beckham	0.00	0.00
Frank Lampard	0.00	0.00
William Shakespeare	0.00	0.00
<b>Total Audit Cost</b>	<b>0.00</b>	<b>0.00</b>

Breakdown by Phase			
Phase	Actual Hours	Percentage	
<b>Total</b>	<b>0:00</b>	<b>100.0%</b>	

Breakdown by Milestones			
Milestone	Planned Date	Actual Date	Variance (Days)
Planning Start Date	31/01/2017	31/01/2017	0
Fieldwork Start Date	03/02/2017	02/02/2017	-1
Fieldwork Completion Date	16/02/2017	17/02/2017	1
Draft Report Issue Date	27/02/2017	24/02/2017	-3

**Comments:** William Shakespeare | 31/01/2017 08:26  
We are expecting to come in ahead of budget.....

### Section 9 – Recommendations

In order to facilitate easy visibility and management of Recommendations / Actions that have come out of any Audit Work, this section details any Recommendations / Actions that have been created during this Audit plus any open Recommendations / Actions from any previous Audits at the same entity. This functionality also provides the User with the ability to proactively manage Recommendations / Actions during the course of the audit:

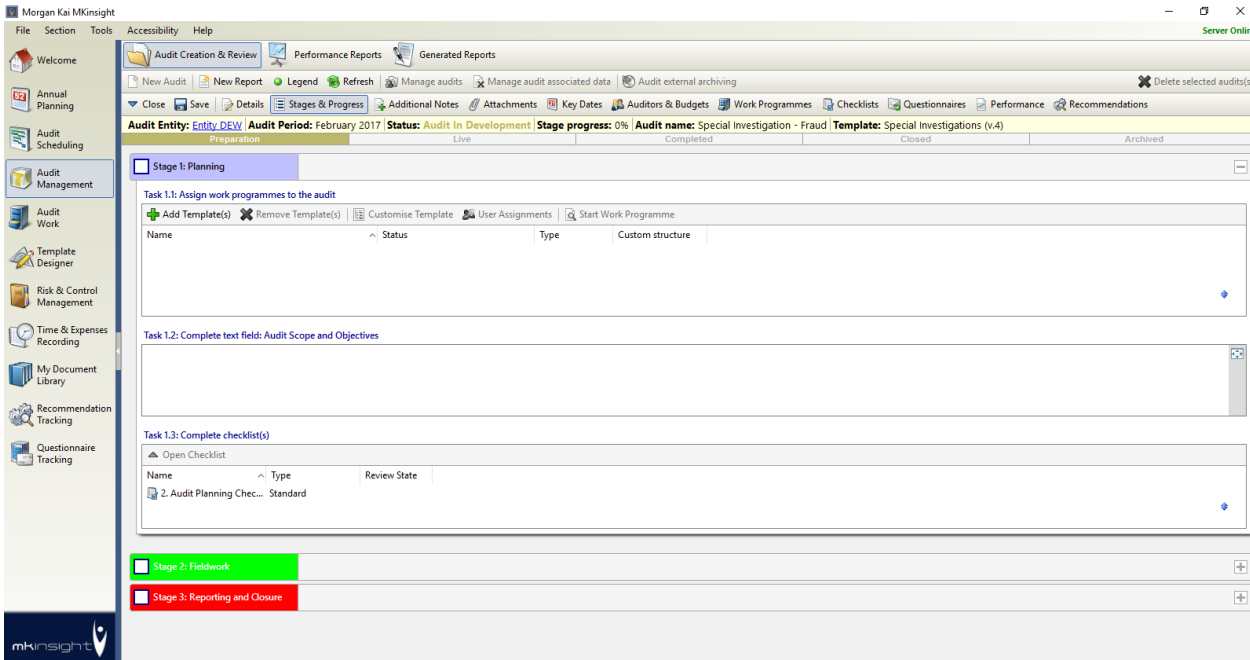
**Audit Entity:** Entity XXX | **Audit Period:** January 2017 | **Status:** Audit Started | **Audit name:** Annual Review of Internal Controls | **Audit Reference:** AUD001

**Filters:** Type & Status filters, User association filters, Date range filters

Unique Reference	Name	Status	Origin	Type	Created Date	End Date	Revised End Date	Closed Date
00093	Seg of Duties	To Be Agreed With Management	Work Program...	Recommendation	02/02/2017 19:37			
00079	Incident weugowurth	Draft	Audit Universe	Recommendation	10/09/2012 13:11	05/07/2013		
00078	Seg of duties	To Be Agreed With Management	Audit Universe	Recommendation	02/04/2012 09:32	16/08/2012		
00077	Violation of _____	Draft	Audit Universe	Recommendation	27/02/2012 09:39			
00059	Immediate exposure to loss ...	Agreed With Management	Audit Universe	Recommendation	13/05/2011 10:49	24/06/2011		
00058	Security Area - Updating Sen...	Agreed With Management	Audit Universe	Recommendation	19/04/2011 09:16			
00046	Seg of duties	To Be Agreed With Management	Audit Universe	Recommendation	02/12/2009 15:12			

**Overall – Stages & Progress**

The entire Audit File can have a tailored structure based on the specific Type of Audit being undertaken that allows each Team to set specific workflows into Stages and Tasks (that are fully configurable) as shown below:



**Overall – Auditor Permissions**

Whilst MKinsight provides a full Role based Permission system which allows each customer to define their own Roles in MKinsight and the Permissions to associate with them, MKinsight also allows an Auditor’s Permissions on an individual Audit to be upgraded or downgraded for the specific assignment.

**Overall – Control Risk Self-Assessment (CSA)**

Control Risk Self-Assessments can be performed and undertaken within MKinsight by issuing Work Programmes directly from MKinsight to Control Owners who can complete their assessments directly on-line.

Upon receipt of a Control Owners response this can be promoted to become an active Work Programme and allow the User to decide on their audit approach and design of procedures.

## Performance Reporting

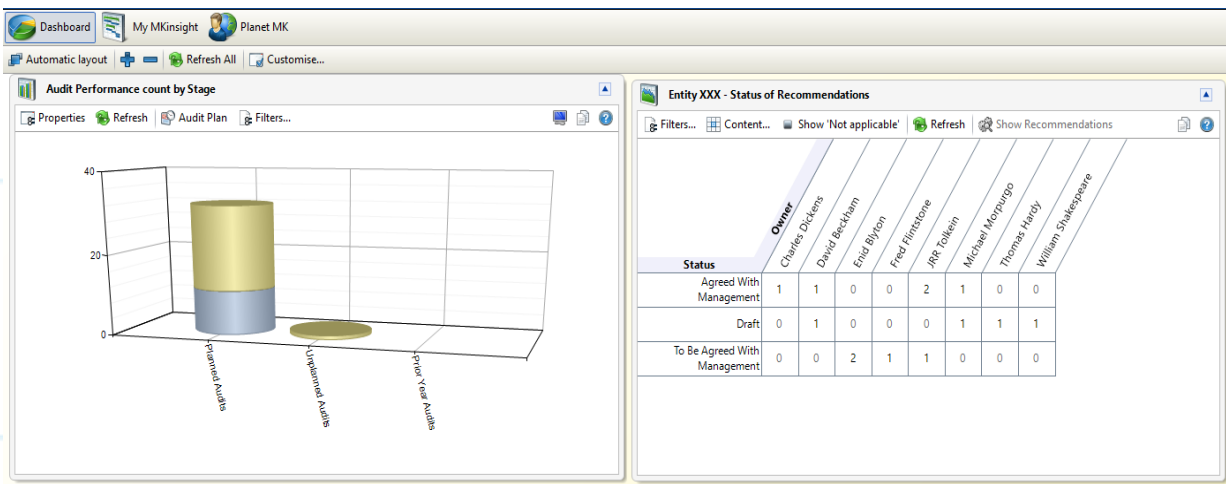
In addition to Performance Reporting for each individual Audit, MKinsight has a comprehensive Performance Reporting capability to enable Users to compare the Performance of either all or part of the Audit Team against all or part of any Annual Plan within the system.

Performance Reports can be generated monthly, quarterly, or an ad hoc basis. They be printed directly and, or exported directly to Excel (as is the case throughout MKinsight).

Dedicated custom reports can also deliver performance reports directly into .docx and .pdf as well as .xlsx.

System wide Performance Reports and Dashboards include analysis of:

- Planned Vs Budgeted time
- Budgeted Vs Actual time
- Planned Vs Actual time
- Budgeted Vs Actual Expenses
- Budget Vs Actual Costs based on daily rates
- The number of Audits at each stage (e.g. Completed) by Month
- The number of Live Audits at the end of each Month
- The achievement of Key Dates / Milestones by Audit Manager and Lead Auditor
- The achievement of Key Dates / Milestones by Audit Universe
- Number of Audit Completed Vs Annual Plan
- Recommendation/Action Matrix

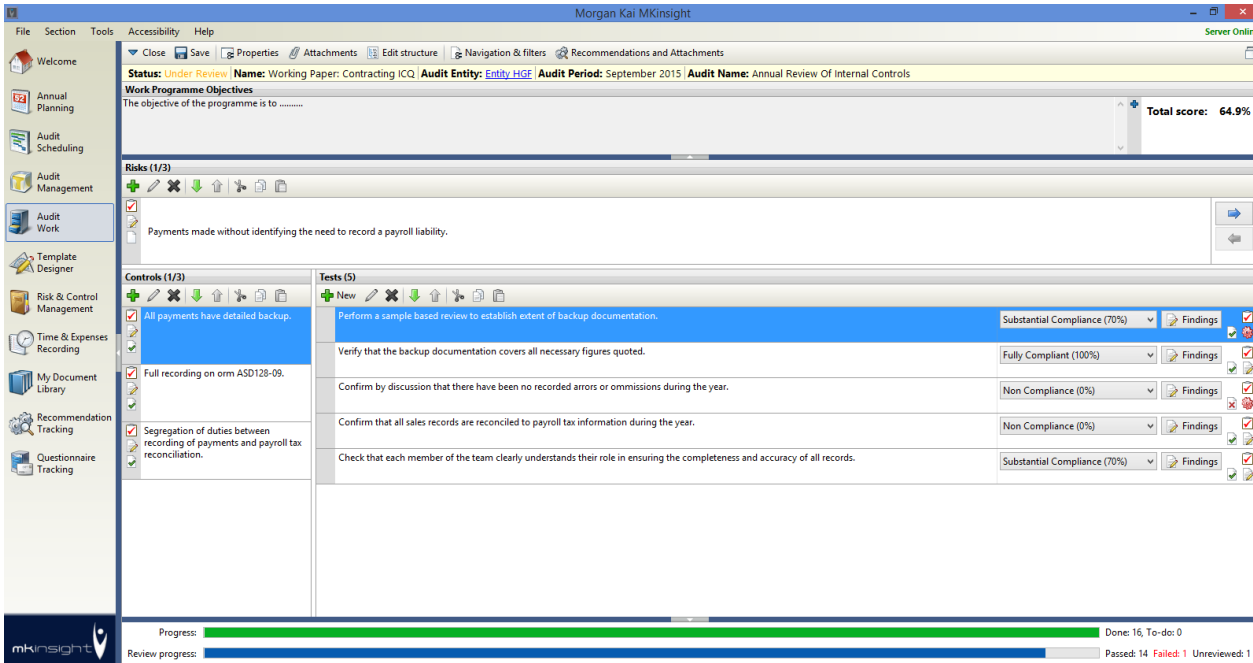


## Electronic Working Papers

MKinsight has a comprehensive electronic working papers capability which includes the ability to:

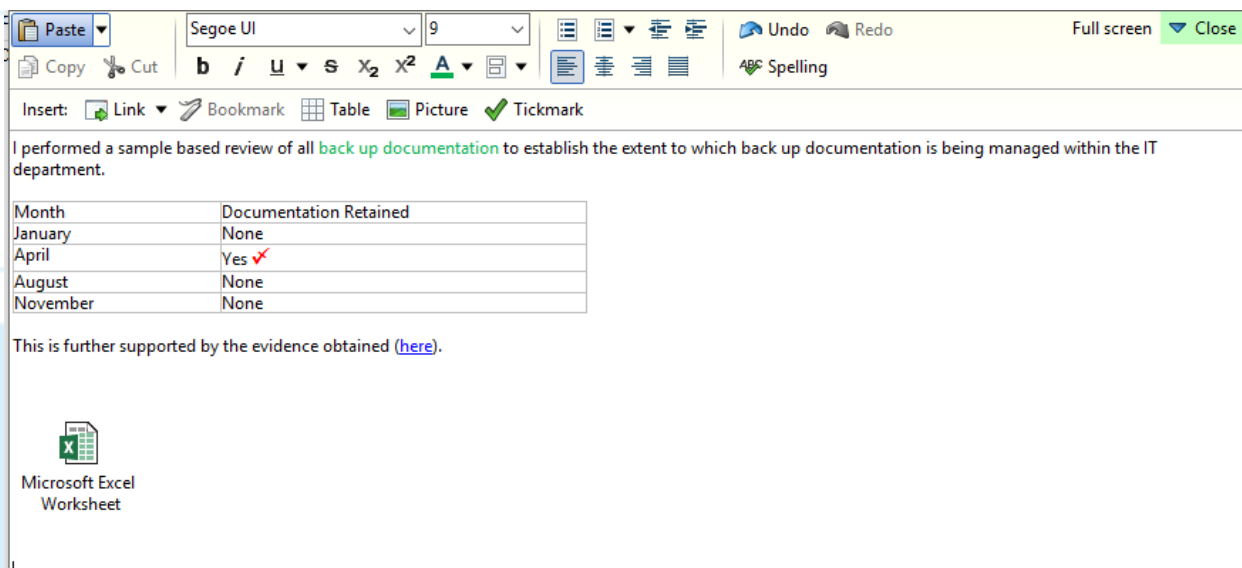
- Create Audit / Work Programme Templates – these are automatically synchronized to relevant Users and can include any number of embedded documents – for example if the Template includes a test for sampling purposes and you have an Excel spreadsheet that is really useful for recording the results of those samples you can embed it directly in the Template itself – it can then be launched, changed and saved and those changes are then saved for the Audit you are working on but the Template remains unchanged.
- Record work done / finding / issues / recommendations throughout
- All free text fields include “Word” functionality such as Bold, Italic, Alignment etc. plus full spell check facilities in any language
- Attach and embed any electronic evidence to support the work you have done.
- Full hyperlinking between the Auditor’s notes, attached supporting evidence, reviewer notes etc – this includes hyperlinking to attached supporting evidence and to any specific locations in attached Word documents, Excel spreadsheets etc
- Ability to bookmark to a specific page of a PDF attachment
- Ability to allocate individual tests to individual Auditors
- Full review and approval processes with several optional methodologies available including an unlimited number of levels of review at all levels of the working papers
- Full offline working with the ability to securely back up work over the internet at any stage
- Full consolidation and conflict resolution to cope with Auditors who have completed the same Audit / Work Programme offline and then secure a back up
- The ability to roll-forward Audit / Work Programmes from one Audit to another
- The ability to add ANY number of ANY types of additional fields at ANY level of the working papers – creating complete flexibility so auditors can always document whatever information the team may wish to capture





MKinsight has been built to provide a range of working methodologies. For example, Audits may begin with a simple blank Work Programme. Alternatively, the Auditor may wish to use templated Audit / Work Programmes. You can then decide whether or not those templates can be added to and, or edited during the course of fieldwork. MKinsight is not a methodology in its own right, it is a system designed to provide a series of tools and workflow options designed to enable teams to work in their preferred way.

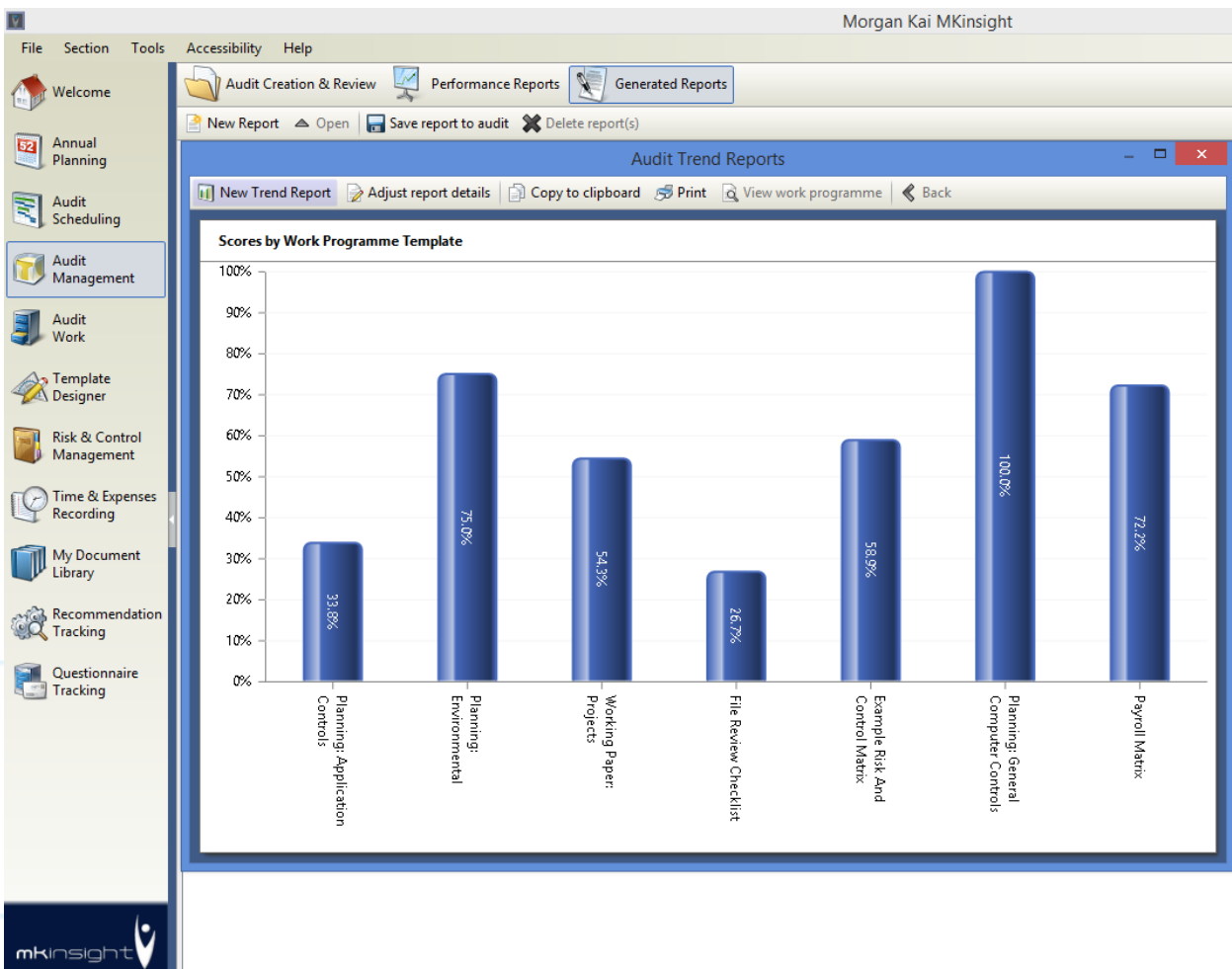
When the User is working within MKinsight as describe above the following screen illustrates the tools available to the auditor to document all work performed and evidence obtained:

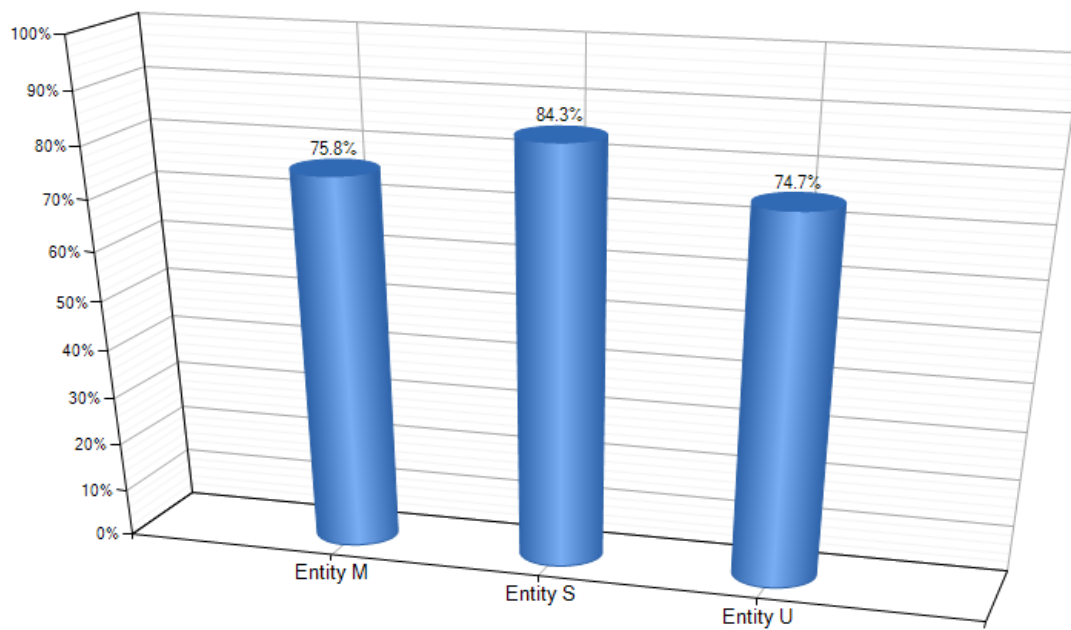


**Scoring Technology**

One of MKinsight's unique features is its scoring technology. Developed over several years this functionality runs alongside the normal process of documentation in Audit / Work Programmes. Whilst Auditors can, as would be expected in the normal course of day to day work, document their tests, test results, work done, conclusions, recommendations etc. they also create a quantitative result for each test in the form of a percentage. Consequently, each test, when performed by the Auditor, has the ability to score 0% or 100% or anything in between.

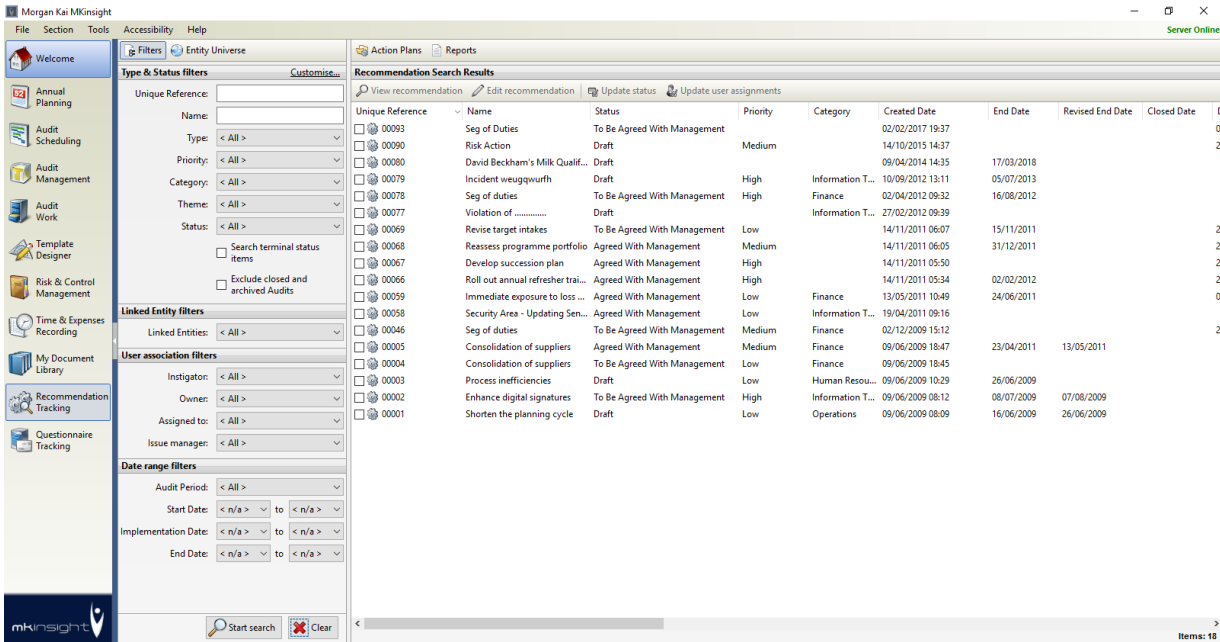
There are several alternative scoring technologies available within MKinsight however the main drive for this capability is to allow the Audit Team to identify emerging trends and ultimately to see, graphically, whether or not the control environment is strengthening or weakening over time.





## Recommendation / Action Tracking

MKinsight has a fully integrated Action / Recommendation tracking system. For example, when an Action / Recommendation is created within the Electronic Working Papers it is, at the point of synchronization, automatically transferred into the Action / Recommendation Tracking system. This eliminates any need for copy / pasting etc.



The life of an Action / Recommendation is mutually exclusive from that of the Audit. Even when an Audit is completed in MKinsight the Actions / Recommendations live on making continuous / timely follow-up simple and straight forward.

Each Action / Recommendation can have a range of related information such as Priority, Category, Dates, Owners, Free Text Fields, Management Comments, and Attached Documents etc. The User can configure the on screen View of an Action / Recommendation to make it easy to use and eliminate unwanted fields. In addition, it is also possible to create different types of Actions / Recommendations within MKinsight so that each 'type' of Action / Recommendation can have only the truly relevant fields and information associated with it.

Actions / Recommendations can also be grouped into hierarchies within discrete Action Plans that can themselves be monitored for completion etc. Also Actions / Recommendations can have dedicated Alerts to trigger an email to a responsible party. Examples of email Alerts include notifications that a deadline has been missed and at an earlier stage if a deadline is approaching with 10 days to go 6 days to go etc.

In addition, members of the organisation outside the Audit Team (such as Auditees) can also be given on-line access to monitor and update their own Actions / Recommendations (browser based, no

software required). The fields that such a User can update / modify is fully configurable within MKInsight.

On screen filtering, sorting, grouping along with a dedicated suite of standard and custom reports (e.g. Ageing analysis) and automatic extraction into Excel make MKInsight's Action / Recommendation Tracking system very flexible and very powerful tool in enabling easy monitoring and reporting over time:

Action Plans Reports

**Recommendation Reports**

Close Properties Export Print

**Recommendation ageing analysis (using Created Date)**

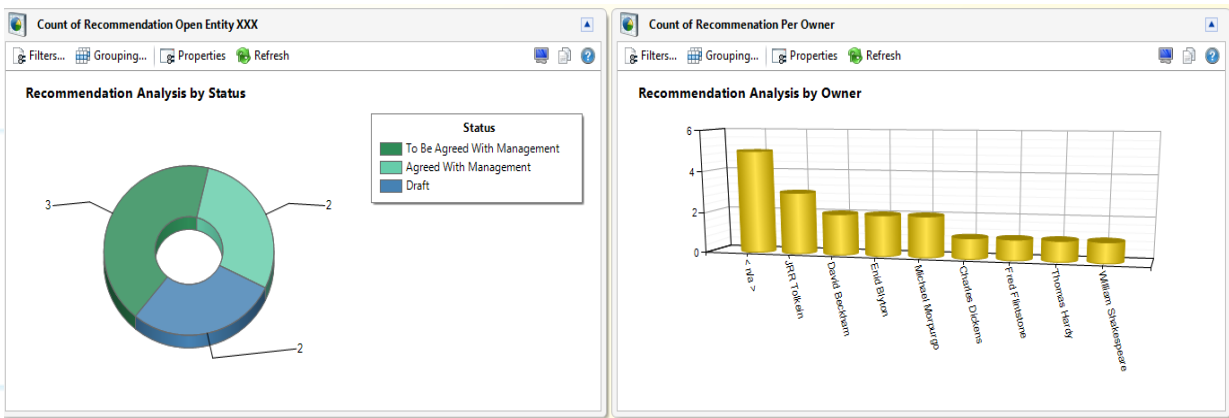
Name: Ageing Analysis

Description:

Data revision da... 26 February 2017

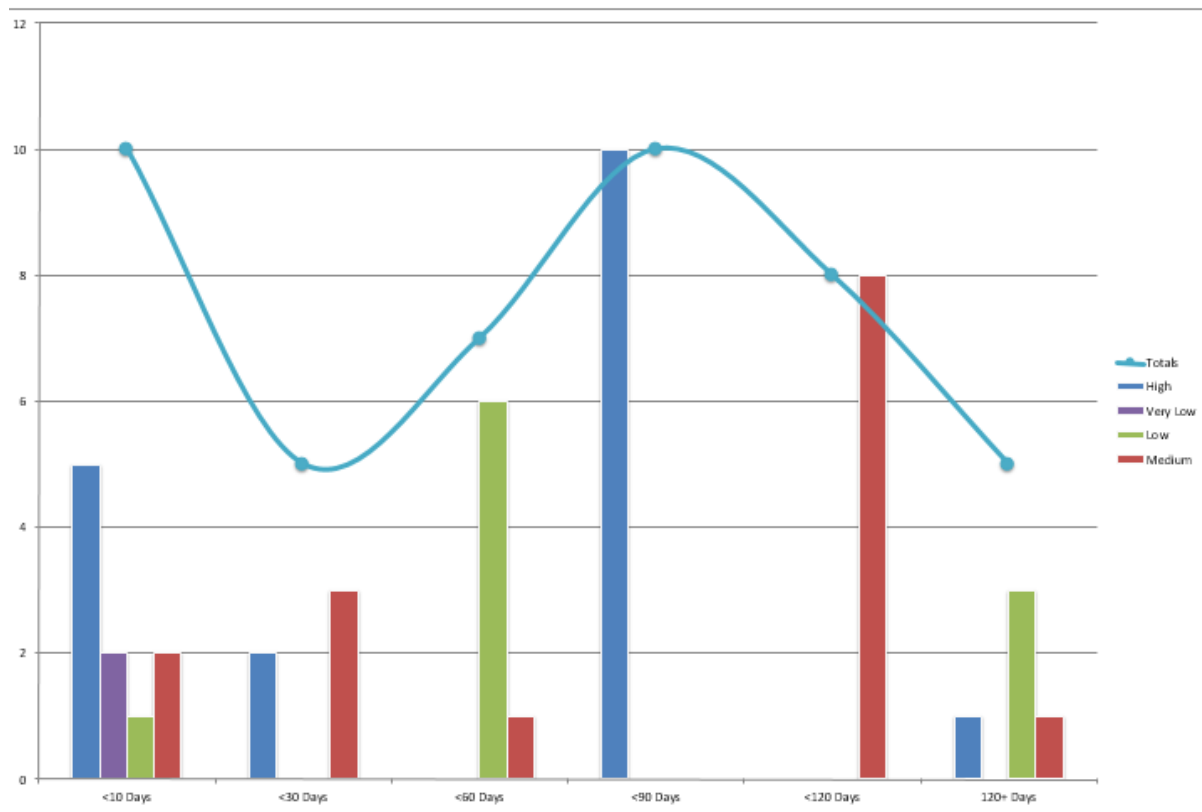
	< 30 Days	< 60 Days	< 90 Days	< 120 Days	120+ Days	Totals
Draft	0	0	0	0	6	6 (33%)
To Be Agreed With Management	1	0	0	0	5	6 (33%)
Agreed With Management	0	0	0	0	6	6 (33%)
<b>Totals</b>	<b>1 (6%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>17 (94%)</b>	<b>18 (100%)</b>

A suite of Dashboards is available to analyze and monitor the progress of Actions / Recommendations as they progress through their lifecycle with the ability to have up to 25 instances of dashboards that can be viewed in a variety of ways included (but not limited to) Count of Recommendations / Actions open by Entity, Count of Recommendations / Actions per Owner:



Graphical Reports are also available throughout MKinsight and as an example Recommendation/ Actions that are overdue can be ran at any time within MKinsight:

Breakdown by priority

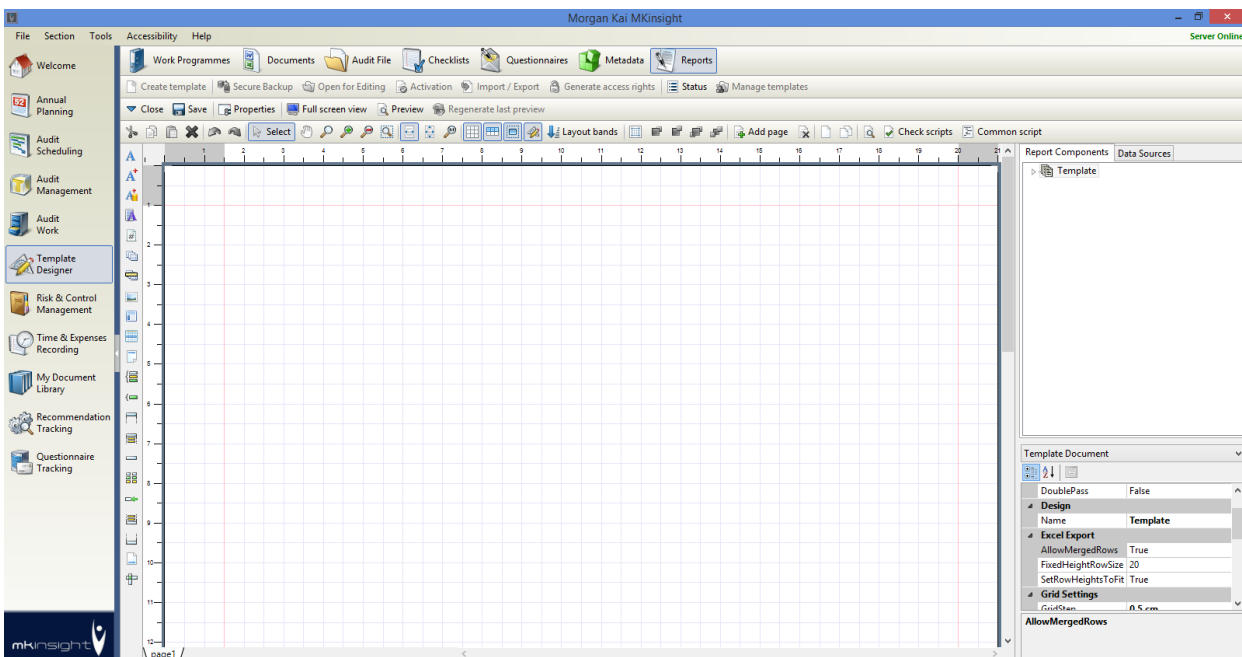


## Comprehensive Reporting

MKinsight has an extremely comprehensive reporting capability which includes:

### Templated Reports

The User, and or Morgan Kai, can develop report templates that make use of any data fields within MKinsight (including literally ANY documented information and all Meta Data fields added). These report templates are often used for things such as Draft Audit Reports, Annual Plans, Schedules, Exit or Closure Meeting Reports, Terms of Reference / Scoping documents etc. Reports generated in this way can be produced in .docx (Word), .rtf, .pdf, .xlsx and .csv formats.

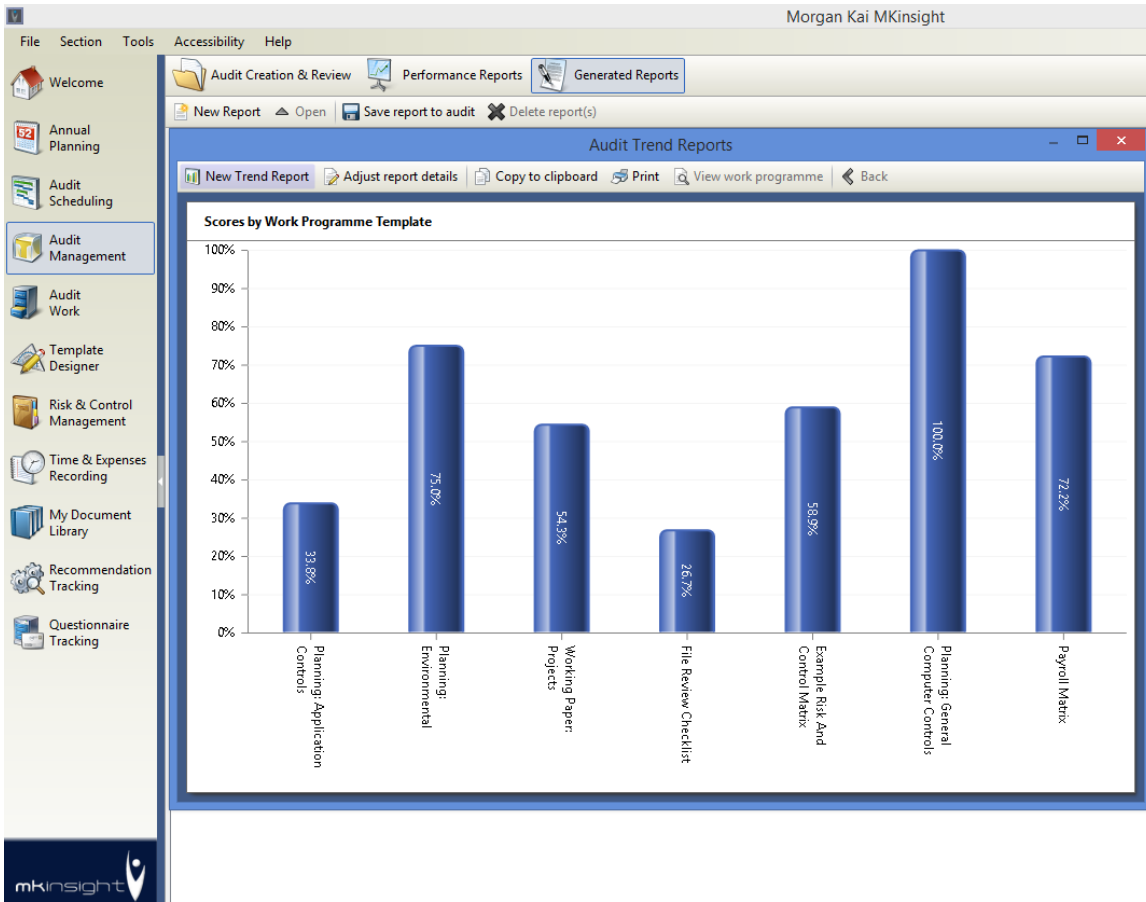


### Graphical Reports

By making use of MKinsight's unique Scoring Technology (see the Electronic Working Papers section above), MKinsight provides Users with a whole range of graphical reports which are capable of being filtered in many different ways to enable the identification of emerging trends etc.

MKinsight also provides the ability to create dynamic charts and graphs within Microsoft Excel reports.





**Instant Excel Reporting**

Throughout MKinsight on screen reports can be grouped and instantly exported to Excel – this covers a very wide range of data including the status of all current / past Audits, the status of Actions / Recommendations etc.

**Section Specific Reports**

MKinsight has an increasing array of reporting capabilities for each section of the application with a series of predetermined reports that have been designed based on the feedback of Users groups over a number of years. Reports generated have the ability to be saved as ‘Memorised’ reports so that weekly, monthly and quarterly reports can have their filters saved for ease of generation when required:

Regenerate memorised report

Select the type of report to generate

Name	Template type	Template Name	Layout	Created By	Created Date
Budget versus Actual Perfo...	Timesheet	Timesheet full details report	Spreadsheet layout	William Shakespeare	26/02/2017 17
Draft Audit Report	Audit	Audit report	Document layout	William Shakespeare	26/02/2017 17
Overdue Recommendation...	Recommendation	Graphical analysis report for overdue recommendations	Spreadsheet layout	William Shakespeare	26/02/2017 17
Performance Report	Audit	Audit performance report	Document layout	William Shakespeare	26/02/2017 17

Delete memorised report

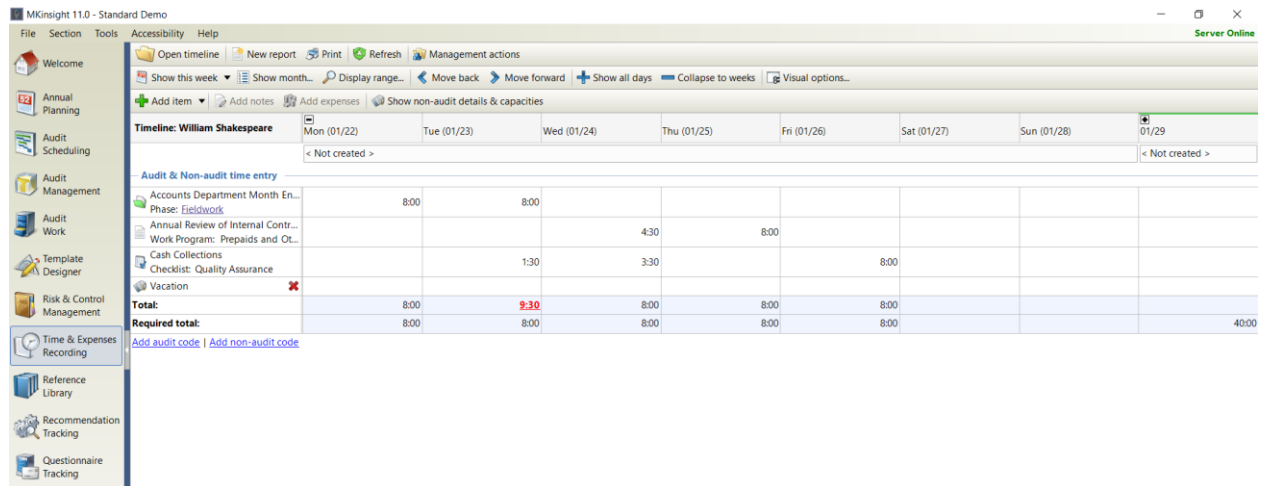
Finish Cancel

## Time and Expenses Recording

MKInsight provides comprehensive Time and Expenses Recording capabilities where auditors can charge time to audits and specific phases of an audit (planning, fieldwork, reporting). Users can also charge time to individual work programmes, checklists and non-audit activities such as travel, training, sickness, etc.

The list of Non Audit codes is fully definable within MKInsight and teams can have an unlimited list of Non Audit Codes. Individual Non Audit activities can be flagged as mandatory which requires the User to enter an explanation as to why they've used that activity.

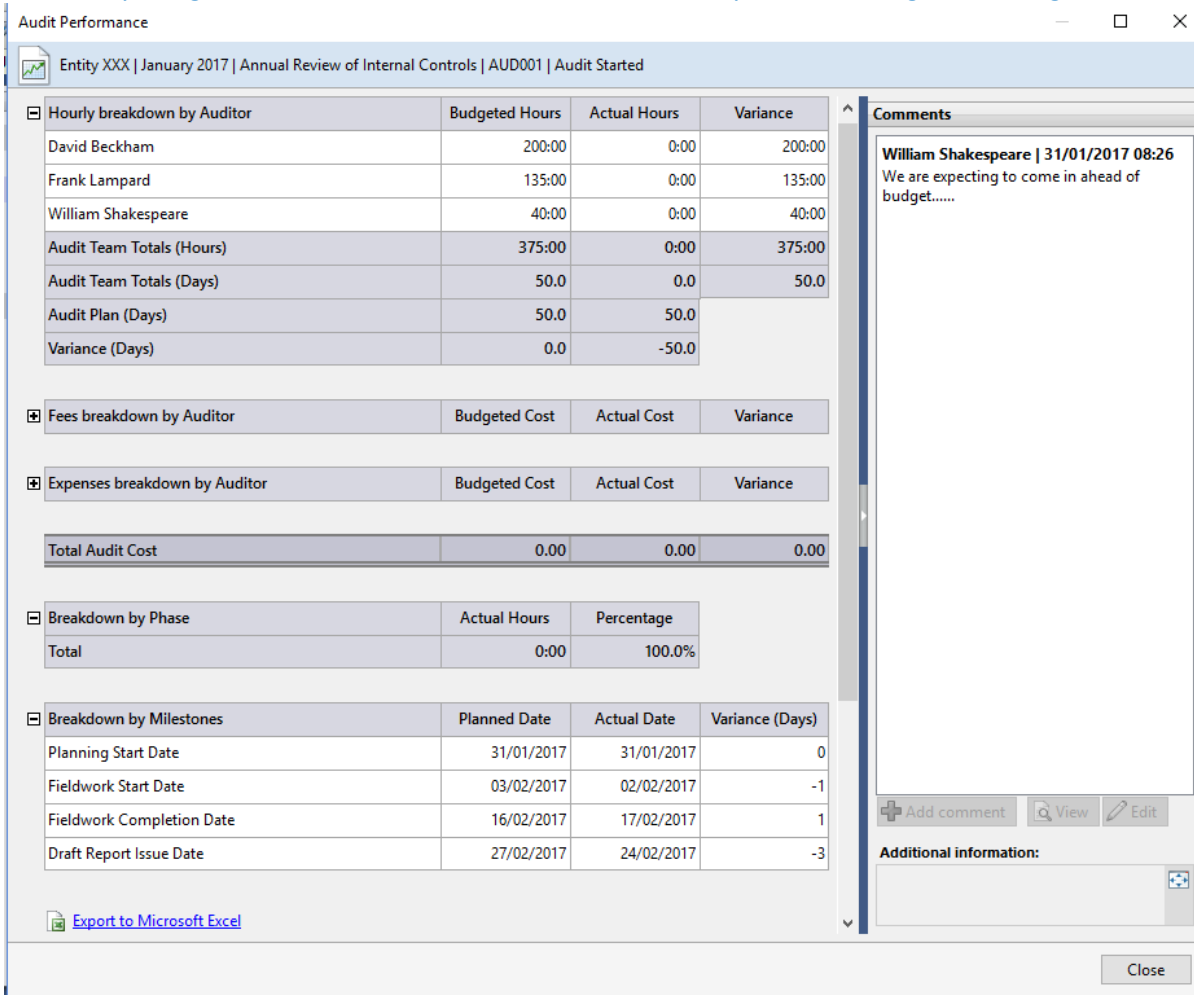
Teams can submit weekly, biweekly or monthly timesheets which can be self-approved or timesheets can go through an official review and approval process. Time can be recorded in both hours and minutes or decimalized hours and there is flexi-time capability which is optional and can be turned off if not required.



The screenshot displays the 'Time & Expenses Recording' module in MKInsight 11.0. The interface shows a navigation pane on the left with various audit management tools. The main window displays a timesheet for a timeline named 'William Shakespeare' covering the period from Monday, 01/22 to Sunday, 01/29. The timesheet table includes columns for each day and rows for different activities. A 'Required total' row is highlighted at the bottom of the activity list.

Timeline: William Shakespeare	Mon (01/22)	Tue (01/23)	Wed (01/24)	Thu (01/25)	Fri (01/26)	Sat (01/27)	Sun (01/28)	01/29
< Not created >								
-- Audit & Non-audit time entry --								
Accounts Department Month En...	8:00	8:00						
Phase: Fieldwork				4:30	8:00			
Annual Review of Internal Contr...								
Work Program: Prepaids and Ot...								
Cash Collections			1:30	3:30		8:00		
Checklist: Quality Assurance								
Vacation								
<b>Total:</b>	8:00	9:30		8:00	8:00	8:00		
<b>Required total:</b>	8:00	8:00		8:00	8:00	8:00		40:00

The User is able to instantly view the budget associated with the audit they are charging time to, so they can get an immediate view on whether or not they are about to go over budget:



The screenshot shows a window titled "Audit Performance" with a sub-header "Entity XXX | January 2017 | Annual Review of Internal Controls | AUD001 | Audit Started". The main content area is divided into several sections:

- Hourly breakdown by Auditor:** A table showing budgeted and actual hours for David Beckham, Frank Lampard, and William Shakespeare, along with team totals and a variance of -50.0 days.
- Fees breakdown by Auditor:** A table with columns for Budgeted Cost, Actual Cost, and Variance.
- Expenses breakdown by Auditor:** A table with columns for Budgeted Cost, Actual Cost, and Variance.
- Total Audit Cost:** A summary row showing 0.00 for budgeted, actual, and variance costs.
- Breakdown by Phase:** A table showing actual hours and percentage for the total (0:00, 100.0%).
- Breakdown by Milestones:** A table showing planned and actual dates and variance in days for Planning Start Date, Fieldwork Start Date, Fieldwork Completion Date, and Draft Report Issue Date.

On the right side, there is a "Comments" panel with a comment from William Shakespeare dated 31/01/2017 at 08:26, stating "We are expecting to come in ahead of budget.....". Below the comments are buttons for "Add comment", "View", and "Edit". At the bottom right, there is an "Additional information" section with a plus icon. An "Export to Microsoft Excel" link is located at the bottom left, and a "Close" button is at the bottom right.

Time and Expenses Reporting includes a full Flexi-Time system if required. In addition, an "auto-populate" function will, if asked, fill in your timesheet with jobs / codes from your last time sheet should you have remained on the same Audit(s) from one week to the next.

In addition, MKinsight will allow for long term absences by allowing several timesheets to be auto populated at once (e.g. long term sickness, maternity leave, paternity leave etc...).

The Time and Expenses recorded against both Audits and Non Audit activities is automatically fed into all Performance Reporting throughout MKinsight, which includes a wide array of detailed reporting with extensive filtering capabilities.

All on screen reports can be printed and/or exported to Excel. Graphical reports can also be generated automatically within MKinsight to allow Users to analyze time.

Time display format...

Name Planned vs. Actual Comparison report | Type Planned vs. Actual comparison report

**Planned vs. Actual comparison report**

Name: Planned vs. Actual Comparison report

Description:

	Planned time	Budgeted time	Scheduled time	Actual time	Actual vs. Planned time	Actual vs. Budgeted time	Actual vs. Scheduled time	Budgeted vs. Planned time	Scheduled vs. Planned time	Budgeted vs. Scheduled time
📁 Audits	375:00	375:00	0:00	11:30	363:30	363:30	-11:30	0:00	-375:00	375:00
📁 South America	375:00	375:00	0:00	11:30	363:30	363:30	-11:30	0:00	-375:00	375:00
📁 Division S5	375:00	375:00	0:00	11:30	363:30	363:30	-11:30	0:00	-375:00	375:00
📁 Entity XXX	375:00	375:00	0:00	11:30	363:30	363:30	-11:30	0:00	-375:00	375:00
📁 January 2017; A...	375:00	375:00	0:00	11:30	363:30	363:30	-11:30	0:00	-375:00	375:00
📁 Non-Audit codes	0:00	0:00	0:00	144:30	-144:30	-144:30	-144:30	0:00	0:00	0:00

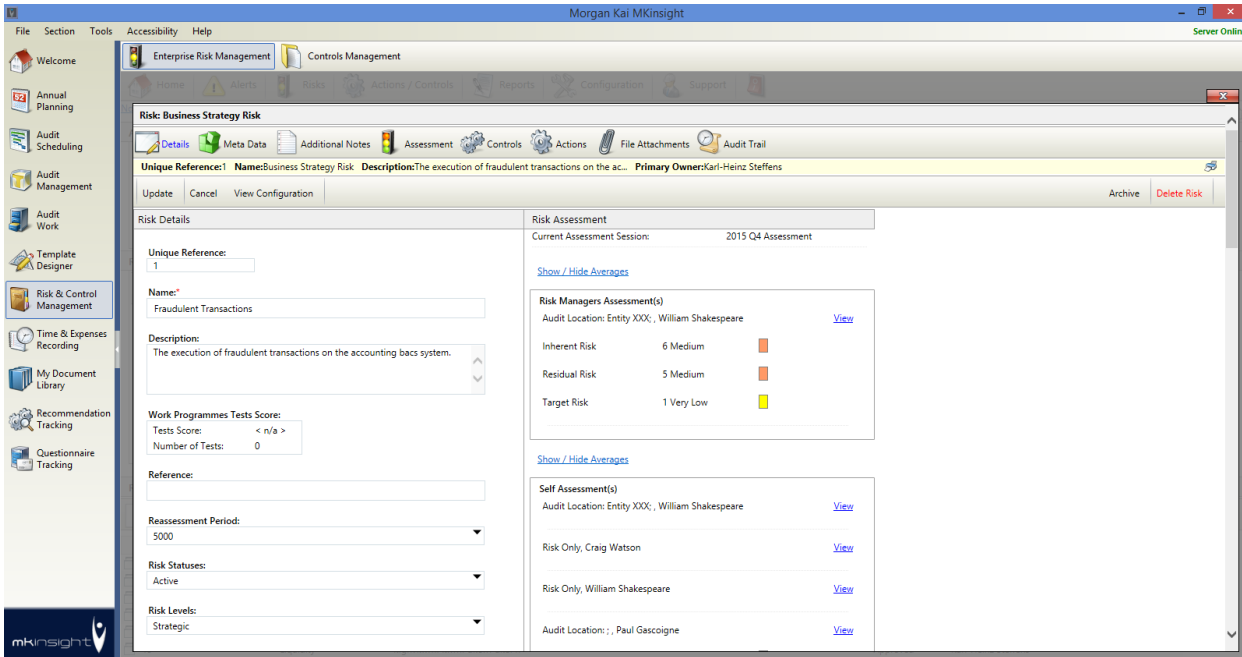
## Enterprise Risk Management

MKinsight has a comprehensive Enterprise Risk Management capability which can be used to enter, assess and manage the Enterprise level risks an organisation faces. In many cases this capability is in use within dedicated risk teams, in other cases Audit teams use it to record Enterprise level risks to aid and facilitate risk based Annual Planning and in other cases the two disciplines work alongside one another within MKinsight.

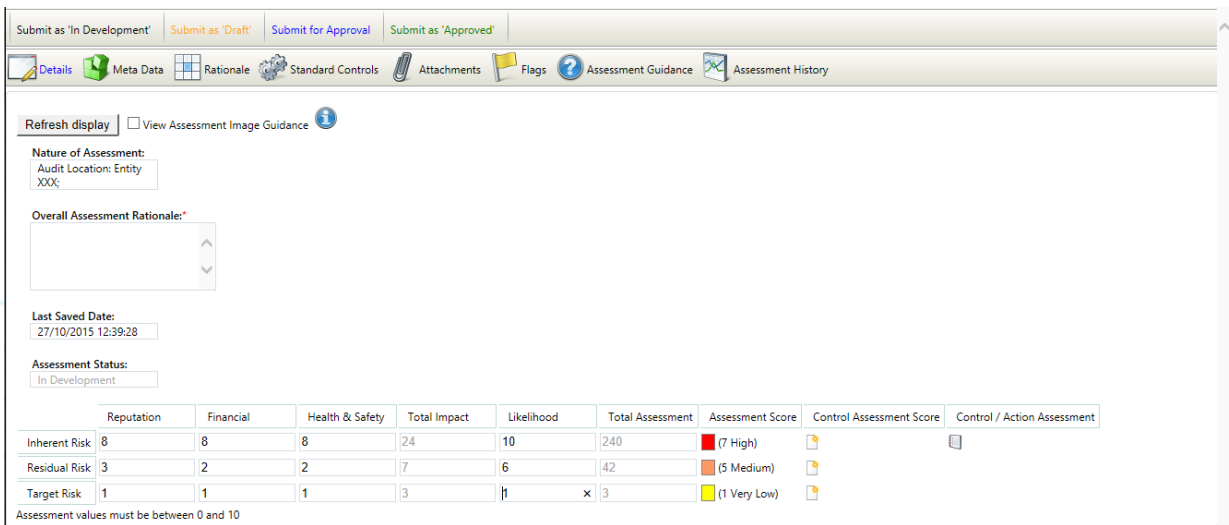
MKinsight was conceived as a fully integrated Audit and Enterprise Risk Management system with the Risk side informing Audit at the Annual Planning stage and Audit informing Risk Owners based on actual test results (this is done through MKinsight's unique Scoring Technology discussed in the Electronic Working Papers section).

The core functionality provided by the Enterprise Risk Management capability includes the ability to:

- Create Risks with a fully configurable set of definable lists, dates and free text fields
- Approve Risks based on definable User privileges
- Assess Risks based on definable methodologies including impact \* likelihood (using numbers or descriptors)
- Use multiple Impact Categories if required
- Use of a third dimension for Assessments to include control assessment, velocity, or speed factors
- Request an on-line assessment by someone elsewhere in the organisation
- Directly link Risks to any elements of the Audit Universe
- See any Risk Assessment in the Audit Universe at the Annual Planning stage
- Conduct comprehensive reporting with graphical and tabular interfaces

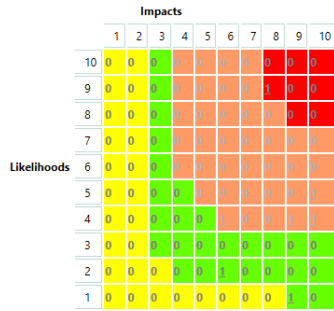


The following image illustrates the Risk Assessment view when performing ongoing Risk Assessments:



The Enterprise Risk Management module also provides for a range of graphical reporting and dashboards to allow the User to report on risks and view risk in the form of Heat Maps and more traditional reports at any point in time:

Assessment Grid:Corporate Risk Appetite



Displaying all risks matching the criteria: (Show Details...)

Total Impact | 
  Likelihood | 
  Total Assessment | 
  Assessment Score

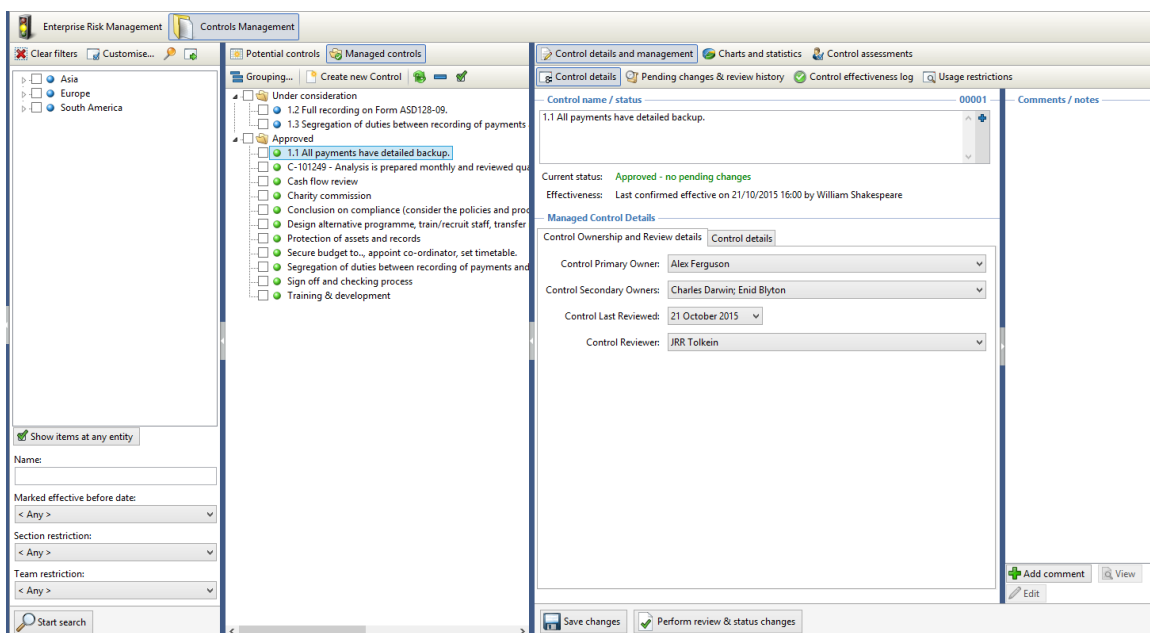
Unique Reference	Reference	Name	Description	Approval Status	Primary Owner	Objectives	Inherent Risk	Residual Risk	Target Risk								
<a href="#">Select 2</a>		Physical assault on staff.	A physical assault on members of staff whilst on duty.	Approved	William Shakespeare	20	8	160	7 High	10	7	70	6 Medium	6	2	12	3 Low



## Controls Management

MKInsight has a comprehensive Controls Management capability which supports teams who have a formal need to maintain a library of controls. Whether it is in the area of SOX Compliance, COSO Internal Controls Framework or for any other purpose, users can build a library of controls which can be updated by Control Owners on a periodic basis.

Whilst Control Owners are responsible for maintaining the library of controls and assessing the effectiveness on a regular basis, the same control can be used elsewhere in MKInsight whether it is imported into an audit programme template and assessed during fieldwork, or it may be used as a Proposed Control to mitigate one of the strategic risks within MKInsight’s Enterprise Risk Management module.



Controls Management includes the following features:

- Control Owners are notified of any changes to the control elsewhere in the system and can access the Controls Management online module via a web browser
- Full consolidation feature allowing Control Owners to identify specific attributes of a control that has been modified
- Each control has a full audit trail allowing all Control Owners to view a log of all changes to a control
- Ability to bulk upload existing controls into the Controls Management Library
- Online Assessment of controls on a periodic basis
- Dashboards which display various scores and trends for a specific set of control

## On-line Questionnaires

MKinsight allows the User to develop Questionnaire templates (of any type) that can be issued to individuals via an email request. When the respondent receives the email it includes a User defined request for their help in completing the questionnaire and at the bottom there is an encrypted hyperlink. They click on the hyperlink, it opens up their browser, and they can complete the questionnaire directly on-line.

These questionnaires can be used for Control Self-Assessment Questionnaires, Satisfaction Surveys, Research Questionnaires, Risk Assessment Surveys, or for any other purpose. Recipients can document their response and upload supporting file attachments if necessary.

This questionnaire functionality makes use of the same Scoring Technologies as the Electronic Working Papers and therefore has graphical trend analysis capabilities associated with their results.

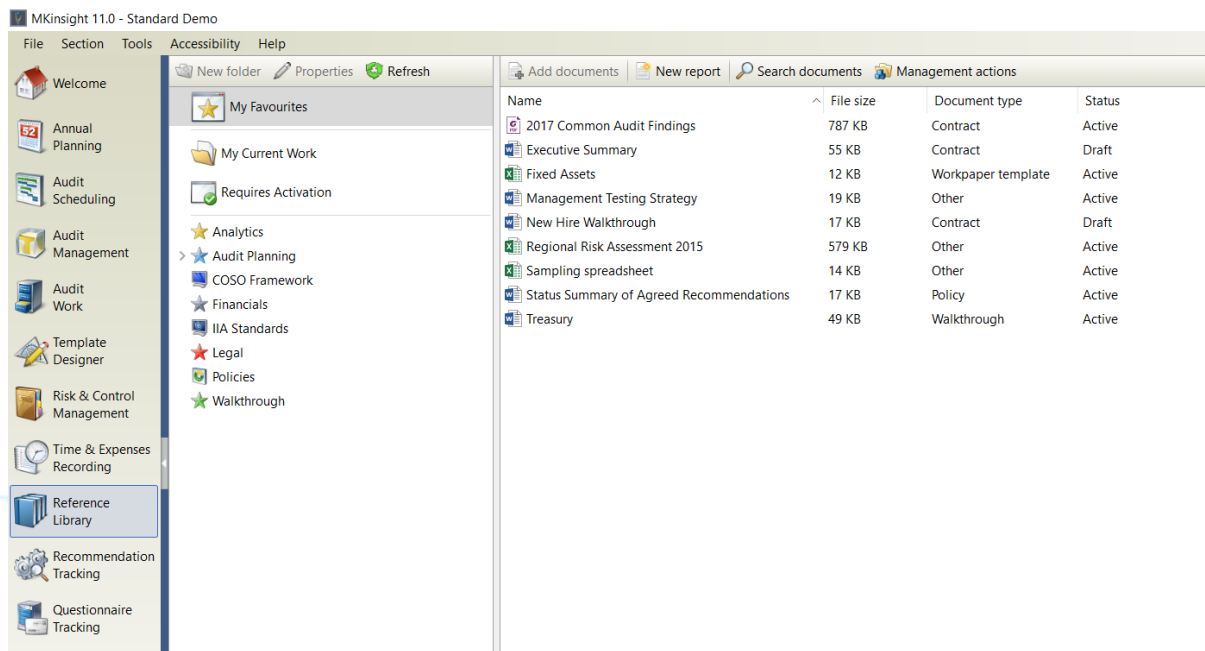
Once received the questionnaire can be reviewed and sent back to the original respondent requesting clarification on specific points raised. The questionnaire feedback can have the respondent's details associated with it or the respondent can remain anonymous.

## Reference Library

MKinsight allows Users to create an on-line library of any electronic documents. The documents can then, at the choice of each individual User, be synchronized to the Users local machine and made available off-line when the Auditor is out in the field.

These documents are nothing to do with the working papers on Audits which are taken care of separately in the Audit Management section – they are typically reference material such as policies, procedures, legislation, regulations or anything else that an Auditor might need to refer back to when out in the field.

Reference Library has its own folder structure to organize files into any number of folders and subfolders. Access privileges are delegated on a folder by folder basis to control who has access to which files. Each file has full version control so that the individuals responsible can determine the latest active copy and view previous revisions.



## Additional Points

Additional points to note:

- MKinsight has a comprehensive Role and Permission based system which allows each MKinsight customer to define the Roles in their own team (e.g. Audit Manager, Audit Senior etc) and the Permissions that they wish to associate with them
- MKinsight has full Windows Authentication and Active Directory Integration
- Full Audit trail and Event Logs for changes made within MKinsight
- System-wide searching is available including the ability for MKinsight to search inside attached documents
- Any word that appears anywhere on the screen in MKinsight is fully configurable
- Accessibility support is provided throughout
- Application Programming Interface (API) available

## Appendix 2 – Implementation Overview

Morgan Kai uses its own well-rehearsed implementation methodology which follows the steps outlined below:

### Key Activity 1: The Kick-Off Meeting

*Timescale: ½ day undertaken with the customer’s implementation team*

Once a new customer is contracted to implement MKinsight, the first activity is what we call the Kick-Off Meeting. This meeting is designed to discuss all the key aspects of the implementation including details regarding:

- The Stakeholders – and their success criteria
- The Key Dates – including all project dates, deadlines and milestones
- Governance Arrangements – including communication protocols between all members of the team
- Functional Priorities – including areas for the implementation to priorities
- Risks – the identification of any project risks and measures to mitigate them

The main deliverable from the Kick-Off meeting is a Project Initiation Document

### Key Activity 2: The Orientation Workshop

*Timescale: 1 session undertaken with the customer’s implementation team*

MKinsight is an out-of-the box solution with a very wide range of configurable options coupled with the ability to change ALL the terminology in the system.

Therefore, we hold an Orientation Workshop which would involve the senior members of the audit team and in the meeting, we discuss many of the functional options and alternatives that are available in MKinsight and the team can choose which options they would like turned on or off. In addition, we explore the terminology and changes that the team would like in this regard.

With options selected and terminology chosen we can then move to Activity 3, however please note that none of the decisions / choices made at the Orientation Workshop are final and unchangeable – any decision can be changed at any stage in the future and all functional options chosen can be changed by the Users (subject to permissions).

### Key Activity 3: System Configuration

*Timescale: 1 Week, Work Undertaken by Morgan Kai*

At this stage we at Morgan Kai take the decisions from the Orientation Workshop and configure ready to release to the customer. Once configured the software is released to the customer for installation – this will include the server and client side or just the client side if the customer has chosen to use Morgan Kai’s hosting service. Note: all software releases come with a full set of technical instructions.

## Key Activity 4: Software Installation

*Timescale: 1 day, Work Undertaken by the customer's IT Team fully supported by Morgan Kai*

Configured software is provided with full documentation. This includes both the server and client-side installation. On-site installation support can be provided if required although this is usually not necessary as the install is a straightforward process for a competent IT department.

## Key Activity 5: Report Template Development

*Timescale: Work Done When Requested*

A standard part of all implementations is the development of customer specific report templates for dealing with things such as draft audit reports etc. These are specified in terms of layout and design and built by Morgan Kai's team as part of normal implementation support.

## Key Activity 6: Training

*Timescale: TBD, On-site at the customers preferred location*

The following outlines the training courses that are offered for an implementation of MKinsight– these can be added to or amended based on individual requirements.

Morgan Kai includes *Super User Training* and *Auditor/User Training* as component parts of this proposed deployment. All training can be delivered on-site and will be in the customers fully configured MKinsight training database. Comprehensive training notes are provided and accompany each session undertaken. The training notes will mirror your own specific configuration requirements. All training sessions can accommodate up to 12 users. Morgan Kai can also provide additional training sessions following the implementation and rollout of MKinsight as required.

*Super User Training* is tailored to super-users and includes administrator type functions in addition to a comprehensive overview of all the features and functionality in MKinsight. MKinsight does not require any specific Technical Training. All Systems Administration options have been designed to be readily accessed, and changed as necessary, by nominated members of the Audit team.

*Auditor/User Training* will provide additional end-users with a comprehensive overview of the functionality within MKinsight. It will also provide users with the ability to utilize the functionality on a day to day basis to support every aspect of their auditing role. This training will follow the initial Super User Training and will be tailored specifically to support the role of your auditors.

Following on from the previous sessions we would then assist in initiating further roll out. There are several scenarios which may feature here namely whether the client would prefer a gradual roll out for example by region or a full "big bang" roll out where everyone starts to use the software at the same time. We would provide the relevant guidance and assistance in development the training plan and support the trainers in relation to delivery via the relevant documentation etc.

In addition to the interactive user trainings Morgan Kai provides detailed training materials, a comprehensive user manual, tutorial videos, task wizards, and support/helpdesk services. Guidance documents accompany all MKinsight new version releases and additional training sessions can be provided as necessary.

#### Documentation

As a framework to the implementation, Morgan Kai uses a Project Initiation (PID) Document to manage the key aspects and is outlined below:





**Sample Project Initiation Document:**



**Date: 12 November 2018**

**Client: Court of Accounts Republic of Moldova**

## A. Aims and Objectives

The objectives of the Project Initiation Document are as follows:

- ✦ To clearly identify all Stakeholders and their success criteria
- ✦ To identify and agree Key Dates / Milestones
- ✦ To confirm the deliverables and functional priorities of the implementation
- ✦ To detail governance arrangements for the implementation project
- ✦ To establish the roles and responsibilities of the individuals involved
- ✦ To identify possible risks that the implementation may be exposed to

## B. Stakeholders and Their Success Criteria

The following table summarizes all the key Stakeholders in both Customer and Morgan Kai, along with their success criteria.

<b>Name</b>	<b>Success Criteria</b>
Ideagen	Successful delivery of project to relevant timescale meeting the needs of all stakeholders
CCRM	TBD

### C. Key Dates / Milestones

Set out below are the key date / milestones that are present and critical in the vast majority of implementations. This should be discussed in detail with any additional dates documented during the course of the kick-off meeting.

**Implementation Start Date**

Kick Off Meeting TBD

**Orientation Workshop**

Decide on date for Orientation Workshop – Part 1 TBD  
 Decide on date for Orientation Workshop – Part 2 TBD  
 Date Preparation Document(s) to be complete and returned TBD  
 Determine Attendees of Orientation Workshop TBD

**Configuration and Issue of Software**

Implementation Version: 11.1  
 Server configuration (hosting) MK Hosted / Self Hosted  
 Date for Issue of Software TBD  
 Date for Server Install (if Self Hosted) TBD  
 Date for Client Install TBD

**Training**

NOTE: Key factors affecting the success of Training include:

- ✦ Attendance (remember if a User is not trained they are not able to access the help desk)
- ✦ Proximity of the training to the Users actually starting to work with MKinsight
- ✦ The ability to avoid distractions during the training

**Warning:** confirmation MUST be provided at least 72 hours ahead of any training that MKinsight has been installed successfully and training can go ahead. If confirmation is not received this WILL result in the automatic cancellation and rescheduling of the training.

Determine Systems Administrator User(s) TBD  
 Determine Training Dates and Venues(s) TBD

**Post Training/Go Live**

Live preparation: TBD  
 Build Audit /Entity Universe  
 Assign User/Roles Permission  
 Create Work/Audit Program Templates  
 Create Audit Plan (if applicable)

Target Date to begin using MKinsight for live audits (Go Live Date) TBD

## D. Deliverables and Functional Priorities

This section outlines the key deliverables from Morgan Kai as part of the implementation of MKinsight for Customer.

In addition, it exists to provide the implementation team with a clear indication as to the key functional areas that will receive the greatest attention by Customer during the early stages of roll-out. Any areas of functionality that are not going to be used should also be identified below.

### High or Lower Priority Areas

★ Annual Planning and Risk Assessment	High
★ Audit Scheduling	High
★ Online Recommendation Tracking	High
★ Time and Expenses Recording	High
★ Questionnaire Tracking	High
★ Self-Assessment Work Programs	High
★ My Document Library	High
★ Controls Management	High

### Reporting

The implementation package includes two customized reports that Morgan Kai will develop for Customer.

This process involves the following steps and can be started at any point in the Implementation.

- Determine required report template(s)
- Completion of Databanding/Mapping Process of sample report template
- Development of Report Template by MKinsight Report Development Team
- Testing of Report Templates by MKinsight Report Testers
- Issuance of Report Template for upload into customers MKinsight database.

### Languages Required

- ★ English

### Key Deliverables

- ★ Finalized Project Initiation Document (PID)
- ★ Version 11.1 of MKinsight
- ★ Technical Requirements Documentation
- ★ Installation Guide for The IT Team

## E. Governance Arrangements

Governance arrangements for the implementation of MKinsight must be clearly established at the outset. The key arrangements set up for the Court of Accounts of Republic of Moldova implementation are as follows:

### **Communication Protocols**

Communication will take place on a regular basis between Court of Accounts of Republic of Moldova and Ideagen's Project Manager in order to ensure a smooth implementation process.

This communication will be take place through regular update meetings (this will by telephone) between both parties as the below provisional: Choose an item.

This meetings / updates will cover the following points:

- Activities completed within the period
- Points for discussion
- Outstanding Actions
- Milestone Review
- Review of risks to implementation (if any)

### **Project Management Documentation**

This Project Initiation Document (PID) will be used to document and manage all activities associated with Court of Accounts of Republic of Moldova implementation of MKinsight. Whenever changes occur, or new actions arise this PID will be updated and distributed across the implementation teams.

## F. Roles and Responsibilities

The following table summarizes the roles and responsibilities of all the implementation team:

<b>Court of Accounts of Republic of Moldova</b>		
<b>Project Title</b>	<b>Name</b>	<b>Roles and Responsibilities</b>
Project Manager	TBD	TBD
<b>Ideagen</b>		
Account Director	TBD	Overall account responsibility from Ideagen
Implementation Project Manager	TBD	Responsible for all Ideagen day to day implementation activities
Implementation Project Manager - Technical	TBD	Responsible for all Ideagen day to day implementation technical activities

## G. Implementation Risk Register

Critical to any successful implementation is the honest and open recognition and management of specific risks that may impede a successful, on time implementation of MKinsight.

The initial implementation project risk register is detailed below, this will be managed on a continuous base against agreed actions within the combined project implementation team.

Risk	Impact	Likelihood	Mitigating Actions
Failure to Install Software resulting in a delay of training and the use of MKinsight.	High	Low	<ul style="list-style-type: none"> <li>Issue technical specification.</li> <li>Arrange on site / remote support</li> </ul>
System configuration does not reflect team's requirements.	High	Low	<ul style="list-style-type: none"> <li>Stakeholders provide all relevant methodology documentation and complete Configuration Workshop preparation document</li> <li>Methodology and configuration options confirmed during Orientation Workshop</li> </ul>
Team members are not receptive to new software	High	Low	<ul style="list-style-type: none"> <li>Involve audit team in process</li> <li>Clearly illustrate benefits</li> <li>Ensure thorough training</li> <li>Answer any questions</li> </ul>
Gap between training and use by audit team	High	Low	<ul style="list-style-type: none"> <li>Gap between training and roll out to be realistic</li> </ul>
Failure to meet delivery timescales	Medium	Low	<ul style="list-style-type: none"> <li>Review and communicate progress against plan on a frequent basis and take action as required</li> </ul>

## H. Actions Arising

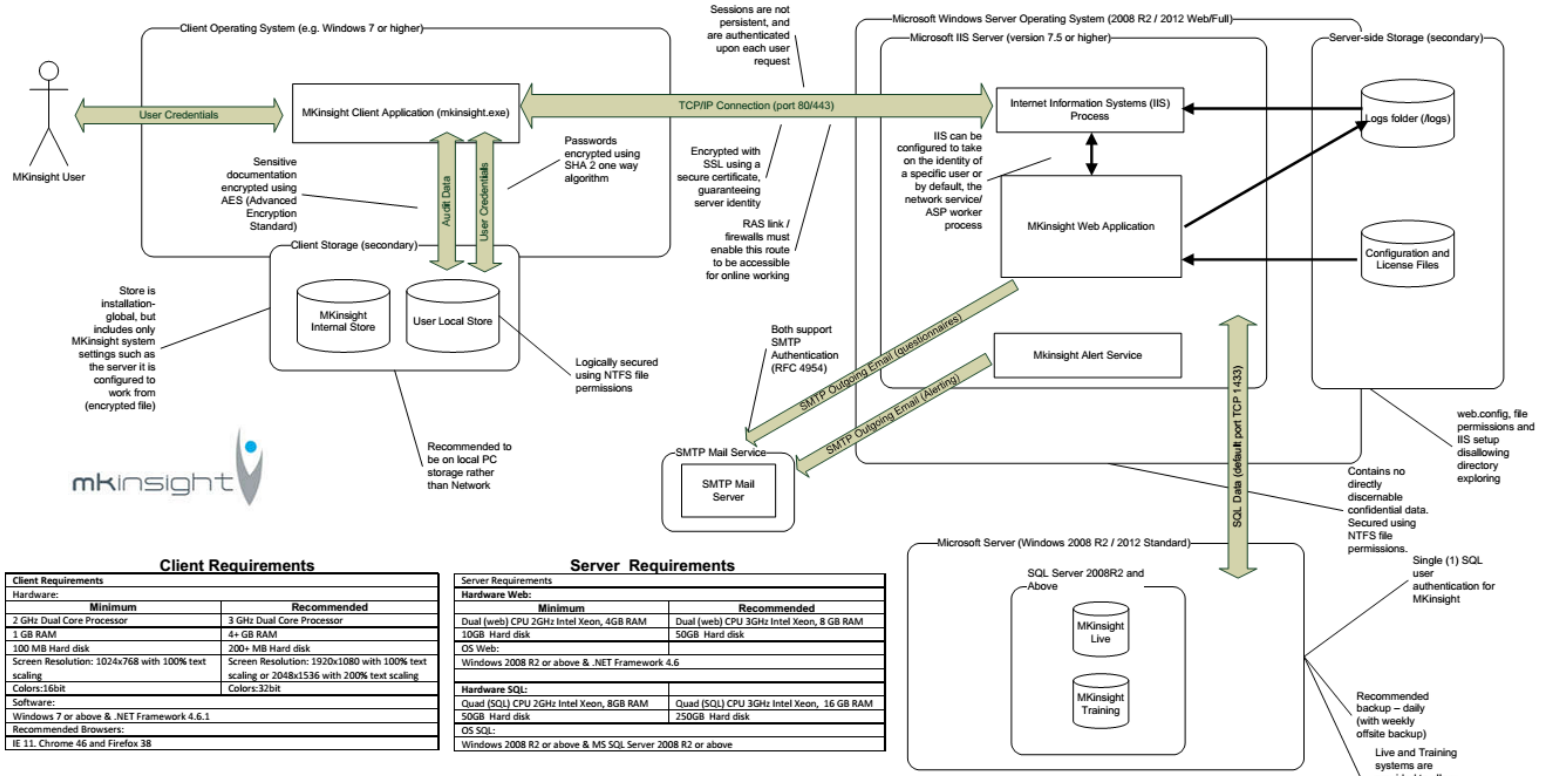
### Ideagen

- Action 1
- Action 2

### Court of Accounts of Republic of Moldova

- Action 1
- Action 2

### Appendix 3 – Technology Landscape



#### Client Requirements

Client Requirements	
Hardware:	
Minimum	Recommended
2 GHz Dual Core Processor	3 GHz Dual Core Processor
1 GB RAM	4+ GB RAM
100 MB Hard disk	200+ MB Hard disk
Screen Resolution: 1024x768 with 100% text scaling	Screen Resolution: 1920x1080 with 100% text scaling or 2048x1536 with 200% text scaling
Colors:16bit	Colors:32bit
Software:	
Windows 7 or above & .NET Framework 4.6.1	
Recommended Browsers:	
IE 11, Chrome 46 and Firefox 38	

#### Server Requirements

Server Requirements	
Hardware Web:	
Minimum	Recommended
Dual (web) CPU 2GHz Intel Xeon, 4GB RAM	Dual (web) CPU 3GHz Intel Xeon, 8 GB RAM
10GB Hard disk	50GB Hard disk
OS Web:	
Windows 2008 R2 or above & .NET Framework 4.6	
Hardware SQL:	
Minimum	Recommended
Quad (SQL) CPU 2GHz Intel Xeon, 8GB RAM	Quad (SQL) CPU 3GHz Intel Xeon, 16 GB RAM
50GB Hard disk	250GB Hard disk
OS SQL:	
Windows 2008 R2 or above & MS SQL Server 2008 R2 or above	

#### Notes to overview

Mkinsight directly follows the three-tier architecture model (presentation (client), logic (IIS), data (SQL Server))

Software is proven to work in Citrix environments (using Citrix presentation client) alongside or instead of a 'fat client' installation, using a wizard-style installer

VPNs and token authentication schemes are not specifically required. Software can run in a default mode requiring username and password combination (held internally by Mkinsight), or using Active Directory.

Minimum Hard Disk requirements (in addition to the OS requirements): Database server 50Gb – Web server 250Gb





Craig continues to remain the Key Account Manager for all State Audit Institutions across the globe due to his expertise in this industry. In addition, Craig is an active member of the Development Team advising on new developments to MKinsight as well as playing a pivotal role in Morgan Kai's Management Team.

**2013 - 2015**                      **Morgan Kai Limited, Leeds, UK**  
**Implementation Project Manager**

Responsibility for successful MKinsight implementation (International and Domestic)

Responsible for ensuring clients are provided with a world class service when purchasing MKinsight. This includes working through an implementation timescale that is not only realistic but ensuring that the client's own milestones are successfully achieved in a timely manner.

Project management is to the PRINCE2 methodology in order to manage the business and project risk effectively, therefore a typical implementation will include:

- Identification of all external and internal drivers to the client
- Identification of all stakeholders in order to understand requirements, manage expectations and create a common vision framework for the delivery and acceptance of change
- Identification of existing processes in order to facilitate change and assist in the mapping of new processes
- Identification of formal roles and responsibilities within the project so that effective communication channels are created
- Regular reviews of progress against the plan in order to ensure that all project risks are visible and managed effectively

**2009-2012**

**Audit Scotland, Edinburgh, Scotland  
Project Manager**

Project Manager for a number of business improvement activities. Specifically:

- Project lead for the Tender and Procurement of an Audit Software tool to deliver efficiencies in the audit process. This included development of scoring methodology for assessing tenders, site visits, due diligence checks as well as regular attendance at the Management team at all key stages of the project.
- Development and roll out of training materials and guidance to all financial auditors. Including the provision of training to all staff in the use of the audit software system.
- Responsible for managing the in-house support function in relation the audit software.
- Responsible for the management and development of a generic suite of audit programmes to be applied throughout the organisation.
- Key member of the Professional Standards Group in improving the audit approach in line with International Standards of Auditing.

**2006-2009**

**Audit Scotland, Edinburgh, Scotland  
Senior Auditor**

Delivering quality and relevant audit work, including specific ICT work, across a diverse range of clients and in so doing:

- draft audit plans and lead on the assessment of risk, determination of local priorities and the tactics for delivering successful audits, ensuring they cover key areas of risk
- assess resource requirements and schedule workload and audit visits to ensure the timely completion of audit assignments;
- use professional and technical expertise and experience to challenge and support audited bodies to be accountable, to demonstrate sound governance and to achieve continuous improvement;
- build good relationships with staff in audited bodies and utilise these relationships to ensure successful outcomes that add credibility and value to the reputation and strategic aims of Audit Scotland;

- identify points arising from audits including the formulation of sound conclusions and constructive recommendations and draft accurate, clear and concise audit reports;
- review the work of colleagues in accordance with Audit Services Group's Quality Assurance Framework;
- contributing to the achievement of financial and other performance targets.
- providing on the job supervision, training and mentoring of colleagues and generally contributing to the development and motivation of staff to help them achieve their full potential.
- contributing to the future development of Audit Scotland by identifying opportunities for innovation in the audit process.
- maintaining good working relationships across Audit Scotland and participating in collaborative working for the benefit of the Auditor General for Scotland/Accounts Commission, audited bodies and other stakeholders.
- undertake professional and personal development to maintain technical expertise, meet CPD requirements
- undertake a number of corporate activities that contribute to the strategic and business development of Audit Scotland. Key member of the Professional Standards Group and Chair of the Business Improvement Unit's Audit Management Software Group.

**2002– 2006**

**Midlothian Council, Dalkeith, Scotland  
Management Accountant**

- Responsible for the provision of financial advice to Heads of Departments.
- Responsible for the timely production of management reports on a periodic basis for the purposes of budget setting and monitoring. This includes preparation of journals and analysis of spend, trend analysis and projected outturn.
- Responsible for co-ordinating and managing large and complex EU grant claims.
- Where required assist in the co-ordination of financial statements preparation.
- Timely completion of annual returns such as the CIPFA Rating Review.
- Oversee and challenge bids by Departments for Spend to Save projects.

## Appendix 5 – Lauren Dalle Curriculum Vitae

### Lauren Dalle

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**Contact Details:** The supplier Group,  
West One, Wellington Street, Leeds LS1 1BA  
Tel: 0113 2455558  
ldalle@morgankai.com

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#### Education

**Degree:**

**Escem School of Business and Management**

- Master degree in Business and Management – Operational and Strategic management control specialization

**Undergraduate Program:**

**Hotel Management and Tourism School Occitanie**

- Two years undergraduate degree in Hotel Management and Tourism.
- 

#### Work History

**Morgan Kai (7 years)**

**Roles and Responsibilities:**

**November 2015 – Today**

- **Head of Implementation Standard Practices**
- Overall responsibility for the Implementation Practice Standards utilised globally on a daily basis.
- Responsible for ensuring clients are provided with a world class service when purchasing the software. This includes working through an implementation timescale that is not only realistic but ensuring that the client's own milestones are successfully achieved in a timely manner.
- Review and implementation of Best Practice Methodologies.
- Review of advanced complex processes with a view to align with the software capabilities

**January 2011 – October 2015**

- **Implementation Support Manager**

**Roles and Responsibilities:**

- Project management in software implementation:
  - Working within Prince2 methodology to ensure smooth implementation of MKinsight
  - Delivering Kick Off meetings whereby a realistic implementation timescale is agreed to ensure that the client's own milestones are successfully achieved in a timely manner
  - Management and delivery of Orientation Workshops to ensure that the software is correctly aligned with clients' audit/risk processes
  - Leading and delivering face to face and web-based training sessions of groups up to 12 persons.
  - Databanding and testing audit reports.

The following is an illustrative list of international the software clients where I have been appointed Project Manager and given overall responsibility for ensuring timely execution of the Project Implementation Plan

- **NAO Bahrain** – State Audit Office (public sector overseas implementation)
- **Schlumberger** – Global Oil & Gas producer (multi-language overseas implementation)
- **World Vision International** – Worldwide Charity organization (multi-language overseas implementation)

## Ernst & Young (2.5 years)

2008 – 2010

### **Roles and Responsibilities:**

#### ➤ **Auditor within the Technology operation unit, Strategic Gross Market**

- In charge of organization mission of account certification and consolidated accounts auditing. Part of the process was internal control analysis and recommendations made to the client's board of direction, in financial and social crisis timing.
- Reporting to E&Y partners and client's Administrative and Financial Directors, operations controller and chief accounting, respecting legal and statutory delays. This role included the participation to the intermediary and final debrief meetings.
- Management of teams up to 4 staff members.
- Clients panel : French subsidiaries of different industries such as:
  - Retailers: Playmobil
  - Food industry: Hero France, Montblanc
  - Online gaming: BIG and SPI of Group Lucien Barriere
  - Manufacturing: Alfa Laval and Dacral

#### ➤ **Internship within the Global Financial Advisory Services**

- Financial reporting assistant, year-end closing and preparation of annual publications
- Part of the accounts consolidation under IFRS and French GAAP, and financial publication of consolidated reports.
- Clients panel: subsidiaries of foreign real estate companies

**Accor North America (1 year)**

**2006 – 2007**

**Roles and Responsibilities:**

➤ **Operations Analyst intern of Red Roof Inn**

- Assistant in the head division of operations program and analysis
- Operational control of brand activity and in charge of the *Quarterly Renovation Reporting*
- Major part of the internal descending communication and leader in project management and team work: *3<sup>rd</sup> party website update, Copiers replacement, Formula 1 roll out, Energy contest.*



Appendix 6 – Joseph Cornish Curriculum Vitae

## Joseph Cornish

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### Contact Details

Morgan Kai Group Limited  
West One, Wellington Street, Leeds LS1 1BA  
+44 (0) 113 245 5558  
jcornish@morgankai.com

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### Education

#### Falmouth University

- BA (Hons) Fine Art

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### Work History

2016 – Present

**Morgan Kai Group Ltd**  
**Implementation Project Manager**

#### Roles and Responsibilities:

- Responsibility for a number of software implementations, both international and domestic
- Responsible for ensuring clients are provided with a world class service when purchasing the software. This includes working through an implementation timescale that is not only realistic but ensuring that the client's own milestones are successfully achieved in a timely manner
- Project management is to the PRINCE2 methodology in order to manage the business and project risk effectively, therefore a typical implementation will include:
  - Identification of all external and internal drivers to the client
  - Identification of all stakeholders in order to understand requirements, manage expectations and create a common vision framework for the delivery and acceptance of change
  - Identification of existing processes in order to facilitate change and assist in the mapping of new processes

- Identification of formal roles and responsibilities within the project so that effective communication channels are created
- Regular reviews of progress against the plan in order to ensure that all project risks are visible and managed effectively
- Providing in depth training sessions on the software either on-site and via WebEx

**2011 – 2016**                      **Connolly Europe Ltd**  
**Recovery Auditor**

**Roles and Responsibilities:**

- Detailed analysis of multiple data sets, commercial terms and processes in order to identify recovery opportunities:
  - High volume of client-driven retail data such as EPOS basket data, EDI receipts, AP/AR and JBP agreements
- Identification and specification of system development opportunities:
  - Good working knowledge of user needs and the ability to translate requirements into everyday language
- Design and development of system tools to reduce audit times and increase claim continuity:
  - Using advanced Excel and data analysis skills, produce new tools to facilitate the audit of unusually complex or client-specific commercial terms
- Supervisor to a dedicated team assigned specifically to turnover based recoveries:
  - New audit tool developed and several maintained from within this position
- Experience gained working on several retail audits in the United Kingdom:
  - Exposure to different working methods in the industry
  - System development undertaken on 3 separate audits
- Achieved the highest recovery value among my peers

**2010**

**The Carbon Trust**  
**Finance Coordinator**

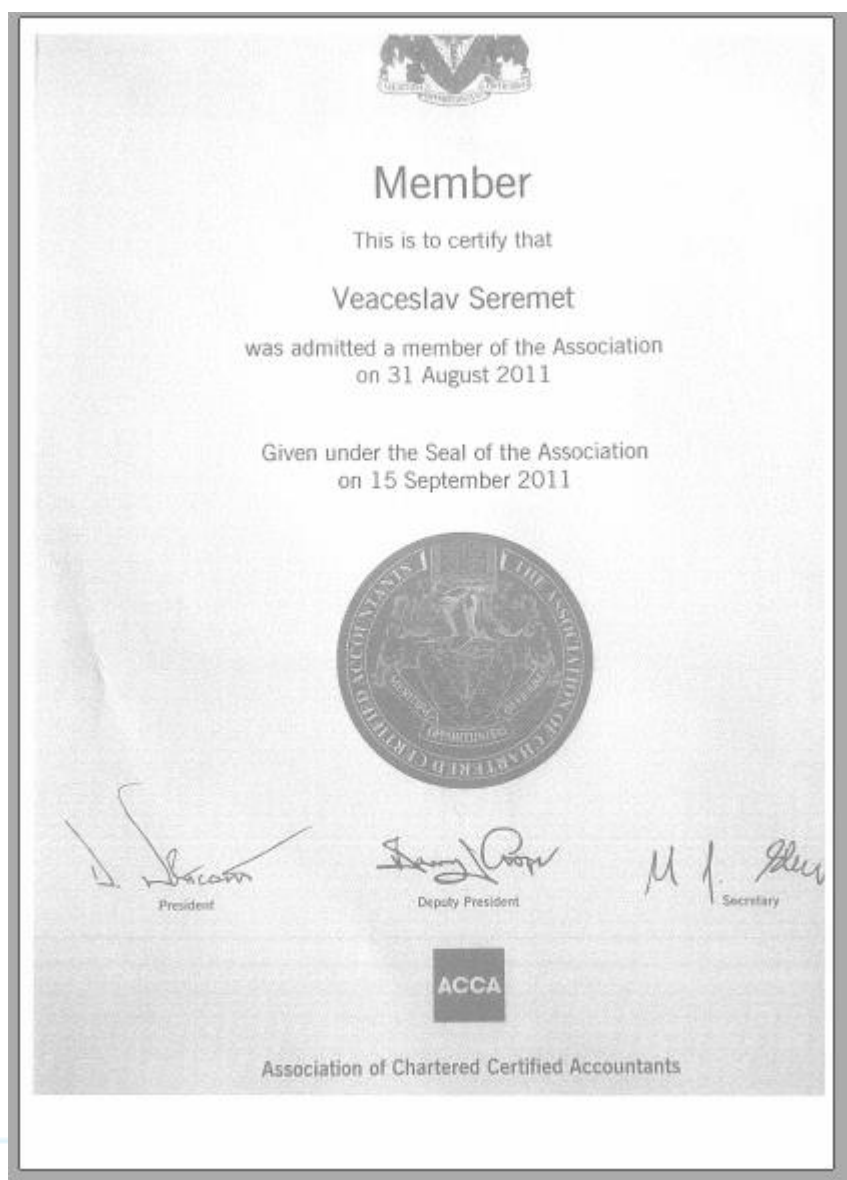
### Roles & Responsibilities:

- Document validation and the authorisation of government approved loan disbursements:
  - Equipment data verification in collaboration with external departments
  - Loan-to-project value ratio verifications as per specific government guidelines
- Production and implementation of energy-saving-calculator spreadsheets to speed up the application-to-disbursement process:
  - Excel based project regarding high volume LED light replacements
  - Substantial reduction in sub-contractor costs
- Training new members of the team
- Department responsibility during managerial absences

Appendix 7 – Sabin Catalin Mazilu, Grant Thornton



Appendix 8 – Veaceslav Seremet, Grant Thornton



Appendix 9 – Certificate of Incorporation Morgan Kai Limited



**CERTIFICATE OF INCORPORATION  
ON CHANGE OF NAME**

Company No. 3528524

The Registrar of Companies for England and Wales hereby certifies that  
HL MORGAN KAI LIMITED

having by special resolution changed its name, is now incorporated  
under the name of  
MORGAN KAI LIMITED

Given at Companies House, Cardiff, the 6th January 1999



COMPANIES HOUSE

HC006A

Appendix 10 – Registration Certificate Grant Thornton



REPUBLICA  MOLDOVA

**CERTIFICAT  
DE ÎNREGISTRARE**

Întreprinderea Mixtă Societatea de Audit "GRANT THORNTON  
AUDIT" Societate cu Răspundere Limitată  
ESTE ÎNREGISTRATĂ LA CAMERA ÎNREGISTRĂRII DE STAT

Numărul de *identificare de stat* - codul fiscal  
1009600002943

Data înregistrării 29.01.2009

Data eliberării 15.04.2010

Bobeica Ion, *registrator*

Funcția, numele, prenumele persoanei care a eliberat certificatul



  
semnătura

MD 0102741

 L.S.



## Appendix 11 – Grant Thornton Audit License

 REPUBLICA MOLDOVA <b>LICENȚĂ</b>	
Seria A MMII	Nr. 055481
Denumirea autorității de licențiere	<b>Camera de Licențiere</b>
Denumirea, forma juridică de organizare, sediul (adresa juridică) a titularului de licență	<b>Întreprinderea Mixtă Societatea de Audit "GRANT THORNTON AUDIT" S.R.L.</b> mun.Chișinău, str. Gr. Ureche, 69
Data și numărul certificatului de înregistrare de stat a titularului de licență	15.04.2010 MD 0102741
Numărul de înregistrare a întreprinderii sau IDNO	1009600002943
Codul fiscal	
Genul de activitate, integral sau parțial, pentru a cărui desfășurare se eliberează licența	<b>*Activitatea de audit*</b>
Data eliberării licenței	17 februarie 2009
Valabilă până la Prelungită până la: 17.02.2019	17 februarie 2014
Semnătura conducătorului autorității de licențiere	 <b>Director al Camerei de Licențiere</b> <b>Octavian BODIȘTEANU</b>
Notă: Licența este valabilă numai cu anexa autenticată de autoritatea de licențiere, în care sînt indicate condițiile de licențiere pentru genul de activitate specificat în licență.	

## ANEXĂ LA LICENȚA

Seria A MMII

Nr. 055481

Titular de licență Întreprinderea Mixtă Societatea de Audit "GRANT THORNTON  
AUDIT" S.R.L.

Titularul de licență este obligat să respecte următoarele condiții de licențiere pentru desfășurarea activității:

### \*Activitatea de audit\*

Reperfectată: 23.10.2017

1. Desfășurarea activității licențiate în conformitate cu cadrul legislativ și normativ.
2. Corespunderea societății de audit și a auditorului întreprinzător individual prevederilor art.5 din Legea nr. 61.
3. Prestarea de către societatea de audit și de către auditorul întreprinzător individual, pe lângă activitatea de audit, doar a serviciilor prevăzute la art.6 din Legea nr. 61.

Licența este valabilă cu auditorii:

Popa Emilia – auditor pentru auditul general, auditul instituțiilor financiare, auditul companiilor de asigurare;

Bride Stephane - auditor pentru auditul general;

Șeremet Veaceslav – auditor pentru auditul general.



## Appendix 12 – Insurance (Grant Thornton)

### CONTRACT DE ASIGURARE DE RĂSPUNDERE CIVILĂ PROFESIONALĂ ARP/17-108

PREZENTUL CONTRACT ACOPERĂ PRETENȚIILE ÎNAINȚATE FAȚĂ DE ASIGURAT ÎN TIMPUL PERIOADEI DE VALABILITATE A CONTRACTULUI, CONFORM CELOR DESCRISE MAI JOS ȘI A CIRCUMSTANȚELOR RAPORTATE/NOTIFICATE ASIGURĂTORULUI ÎN TIMPUL PERIOADEI DE VALABILITATE A CONTRACTULUI ȘI PIERDERILE REZULTATE SAU GENERATE DE ASTFEL DE CIRCUMSTANȚE, ACOPERIND INCLUSIV ȘI CHELTUIELILE DE JUDECATĂ, POTRIVIT DISPOZIȚIILOR ENUNȚATE ÎN PREZENTUL CONTRACT.

#### 1. DISPOZIȚII GENERALE

Potrivit prevederilor Contractului, Asiguratorul va compensa Asiguratului:

- (1) Pierderile rezultate în urma Pretențiilor înaintate Asiguratului în perioada de valabilitate a Contractului (sau după expirarea acestei perioade, dar care rezultă din circumstanțe notificate pentru prima dată Asiguratorului în timpul perioadei de valabilitate a Contractului conform prevederilor Clauzei 6A (3)) care decurg din orice act fraudulos în legătură cu activitatea profesională; și
- (2) Pierderi de regularizare ce rezultă sau decurg din circumstanțe care ar putea genera Pierderi de regularizare ce sunt notificate în perioada de valabilitate a Contractului și acceptate de către Asigurator în conformitate cu Clauza 6A (3); și
- (3) sumele plătite în mod rezonabil de către Asigurat sau în numele acestuia privind soluționarea, precum și costurile, taxele și cheltuielile rezonabile suportate pentru apărarea sau soluționarea circumstanțelor care decurg din desfășurarea unei Activități profesionale care ar putea genera o Pretenție ce poate fi acoperită de prezentul Contract și care este notificată și acceptată de către Asigurator în conformitate cu Clauza 6A (3).

### PROFESSIONAL INDEMNITY AGREEMENT ARP/17-108

THIS AGREEMENT APPLIES TO CLAIMS MADE DURING THE AGREEMENT PERIOD AGAINST THE ASSURED AS DESCRIBED HEREIN, AND TO CIRCUMSTANCES REPORTED TO THE INSURER DURING THE AGREEMENT PERIOD AND REGULATORY LOSS RESULTING OR ARISING FROM SUCH CIRCUMSTANCES, AND IS ON A DEFENCE COSTS INCLUSIVE BASIS, SUBJECT TO THE PROVISIONS OF THIS AGREEMENT AS SET OUT HEREIN.

#### 1. OPERATIVE CLAUSE

Subject to all other provisions of this Agreement, the Insurer will indemnify the Assured against:

- (1) Loss resulting from Claims made against the Assured during the Agreement Period (or after the Agreement Period but resulting from circumstances first notified to the Insurer during the Agreement Period as provided for by Clause 6A(3)) arising out of any Wrongful Act in connection with Professional Business; and
- (2) Regulatory Loss resulting or arising from circumstances that might give rise to Regulatory Loss that are notified during the Agreement Period and accepted as such by the Insurer under Clause 6A(3); and
- (3) sums reasonably paid by or on behalf of the Assured in settlement, and costs, charges and expenses reasonably incurred in defense or settlement, of circumstances arising out of the conduct of Professional Business that might give rise to a Claim for which cover may be provided by this Agreement and that are notified to and accepted as such by the Insurer under Clause 6A (3).



**2. DEFINIȚII ȘI INTERPRETĂRI**

**2A. Definiții**

În prezentul Contract, în orice context:

- (1) „Asigurat” înseamnă în mod individual sau colectiv:
  - (a) orice Societate asigurată;
  - (b) orice Persoană fizică asigurată.
- (2) „Societate asigurată” înseamnă:
  - (a) orice Membru al Țării;
  - (b) orice Societate care a fost în trecut în orice moment în timpul sau înainte de perioada de valabilitate a Contractului un Membru al Țării, cu excepția cazului în care o astfel de Societate a fost vândută, înstrăinată sau a încetat în alt mod să se califice ca atare cu excepția cazului de dizolvare sau încetare de a deservi Clienți;
  - (c) orice înlocuitor sau succesori, în orice moment în timpul perioadei de valabilitate a Contractului, a oricăroră dintre cele menționate mai sus la pct. (a) - (b), la discreția Asigurătorului.
- (3) „Pretenție/Acțiune” înseamnă orice cerere de despăgubire, compensare sau alte recuperări, în formă scrisă
- (4) „Deservirea clientului” înseamnă, referitor la o Societate, că oferă consultanță sau servicii ce constituie Activitatea sa profesională, direct sau indirect altor persoane decât Societăților asigurate.
- (5) „Control” înseamnă dreptul unei Societăți de a dirija sau de a dispune dirijarea gestionării sau politicilor unei alte Societăți, fie prin deținerea valorilor mobiliare cu drept de vot, prin contract sau în alt mod, și „care Controlează”, „Controlat de” și „sub Controlul comun” va fi interpretat corespunzător.
- (6) „Societate controlată” înseamnă o societate care este Controlată de o altă Societate sau pe care o altă astfel de Societate este capabilă să o controleze.
- (7) „Membru al Țării” înseamnă:



2

**2. DEFINITIONS AND INTERPRETATION**

**2A. Definitions**

In this Agreement, wherever appearing:

- (1) "Assured" means individually or collectively:
  - (a) any Assured Firm;
  - (b) any Individual Assured.
- (2) "Assured Firm" means:
  - (a) any Country Member;
  - (b) any Firm that was previously at any time during or prior to the Agreement Period a Country Member, unless such Firm was sold, disposed of or otherwise ceased to qualify as such except by reason of dissolution or ceasing to be Client Facing;
  - (c) any replacement to or successor of, at any time during the Agreement Period, any of the foregoing in (a) to (b) above, at the discretion of the Insurer.
- (3) "Claim" means any written demand for damages, compensation or other relief.
- (4) "Client Facing" means, in relation to a Firm, that it provides the advice or services constituting its Professional Business directly or indirectly to persons other than Assured Firms.
- (5) "Control" means the power of a Firm to direct or cause the direction of the management or policies of another Firm, whether through the ownership of voting securities, by contract or otherwise and "Controlling", "Controlled by" and "under common Control with" shall be construed accordingly.
- (6) Controlled Firm means a Firm which is Controlled by another Firm or which such other Firm is capable of Controlling.
- (7) "Country Member" means:



- (a) orice Membru sau Societate membră;
- (b) orice altă Societate care Controlează direct sau indirect sau este controlată de orice Membru al Țării;
- (c) orice altă Societate desemnată în orice astfel de scop de către Administrația GTA;

dar cu excepția oricăror dintre cele menționate mai sus, la pct.(a) - (c), care nu are sediul principal de activitate în țara indicată în Poliția;

- (8) „Cheltuieli de judecată”:
- (a) înseamnă costurile, taxele și cheltuielile rezonabile suportate de un Asigurat în apărarea sau soluționarea unei Pretenții;
  - (b) include costul oricărui apel, poprire sau obligație similară necesară în legătură cu contestația oricărei Acțiuni (reclamații) civile și costul oricărei garanții necesare în legătură cu o astfel de obligație.

- (9) „Asigurat al GTA” înseamnă un asigurat acoperit de prezentul Contract sau oricare alte contracte ale GTA.

- (10) „GTA” înseamnă Grant Thornton S.R.L. și/sau Grant Thornton Audit S.R.L., societate limitată prin garanție constituită în conformitate cu legislația Republicii Moldova.

- (11) „Administrația GTA” înseamnă organul de conducere al GTA, care la începutul perioadei acestui Contract este reprezentat de administratorii legali.

- (12) „Contractul/Polițele GTA” înseamnă:
- (a) prezentul Contract, inclusiv orice modificări la acesta;
  - (b) polițele de asigurare emise Membrilor, Societăților membre și altor persoane de către Asigurator, astfel cum au fost emise inițial sau, dacă au fost modificate ulterior, cu modificări ulterioare;

- (13) „Amendă sau penalitate” înseamnă, în măsura prevăzută de lege, orice amendă, penalitate, confiscare civilă, administrativă sau penală, sau ordonanță de plată

- (a) any Member or Member Firm;
- (b) any other Firm that directly or indirectly Controls or is Controlled by any Country Member;
- (c) any other Firm designated for any purpose as such by GTA Management;

but excluding any of the foregoing under subparagraphs (a) to (c) that does not have its primary place of business in the country identified in the Policy;

- (8) "Defense Costs":
- (a) means costs, charges and expenses reasonably incurred by an Assured in defense or settlement of a Claim;
  - (b) includes the cost of any appeal, attachment or similar bond required in connection with the contest of any civil Claim, and the cost of any security required in relation to any such bond.

- (9) "GTA Assured" means an assured under this Agreement or under any of the other GTA Agreements.

- (10) "GTA" means Grant Thornton S.R.L. and/or Grant Thornton Audit S.R.L., a company limited by guarantee incorporated under the laws of Republic of Moldova.

- (11) "GTA Management" means the management body of GTA from time-to-time, which as at inception of this Agreement are the legal administrators.

- (12) "GTA Agreement/Policies" means:
- (a) this Agreement, including any amendments thereto;
  - (b) the insurance policies issued to Members, Member Firms and others by Insurer, as originally issued or, where subsequently amended, as so amended;

- (13) "Fine or penalty" means, to the extent insurable by law, any civil, administrative or criminal fine, penalty, forfeiture or order for payment (inclusive of interest or



(inclusiv a dobânzii sau a impozitelor) de orice fel, care rezultă din orice Procedură de regularizare;

(14) „Societate” înseamnă o corporație, un parteneriat sau o altă entitate sau organizație de orice gen, indiferent de modul sau locul de organizare sau constituire, și include, de asemenea, în contextul în care acest lucru este necesar, o persoană fizică.

(15) „Persoană fizică asigurată” înseamnă orice partener, membru sau angajat al unei Societăți asigurate și include:

- (a) orice partener, membru sau angajat care aderă la o Societate asigurată în timpul perioadei de valabilitate a Contractului, dar numai de la data de aderare;
- (b) orice ex-partener, ex-membru sau ex-angajat al unei Societăți asigurate;
- (c) orice persoană care se consideră ca activând pentru sau în numele Societății asigurate, chiar dacă persoana în cauză nu este angajată și pe care Societatea asigurată dorește în mod rezonabil să o considere angajat în sensul prezentului Contract;
- (d) patrimoniul sau reprezentantul legal al unei persoane care altfel ar fi calificată drept Persoană fizică asigurată, din cauza decesului, incapacității sau insolvenței acesteia.

Termenii „partener”, „membru” și „angajat” includ directorii și/sau administratorii unei Societăți asigurate care este o entitate juridică și alte persoane cu statut similar în orice altă Societate asigurată.

(16) „Asigurător” înseamnă Societatea de asigurări “MOLDASIG” SA.

(17) „Nivel de acoperire” înseamnă, în legătură cu Contractul GTA, acea parte din acoperire oferită de respectivul Contract, care este identificată în Poliță, ca nivel separat.

(18) „Pierdere” înseamnă:

- (a) răspunderea legală a Asigurătorului pentru orice daune sau hotărâri

taxes) of whatsoever kind resulting from any Regulatory Proceeding;

(14) "Firm" means a corporation, partnership or other entity or organization of any nature, however and wherever organized or constituted and also includes, where the context so requires, a natural person.

(15) "Individual Assured" means any partner, member or employee of an Assured Firm, and includes:

- (a) any partner, member or employee who joins an Assured Firm during the Agreement Period, but only from the date on which he or she joins;
- (b) any past partner, member or employee of an Assured Firm;
- (c) any person who is held out as working for or in the name of the Assured Firm even if that person is not in law an employee and whom the Assured Firm reasonably wishes to regard as an employee for the purposes of this Agreement;
- (d) the estate or legal representative of a person who would otherwise qualify as an Individual Assured but for the fact of their death, incapacity or insolvency

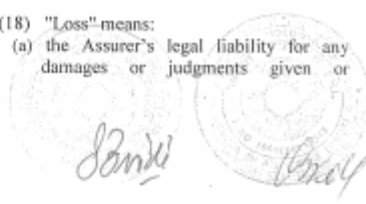
The terms 'partner', 'member' and 'employee' include directors and/or officers of any Assured Firm that is a corporate entity and others with similar status in any other Assured Firm.

(16) "Insurer" means Societatea de asigurări "MOLDASIG" SA

(17) "Layer of Coverage" means, in relation to the GTA Policies, that part of the coverage provided by the relevant Agreement that is identified in the Policy to that Agreement as a separate layer.

(18) "Loss" means:

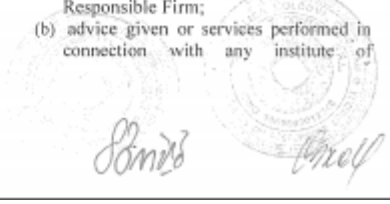
- (a) the Assurer's legal liability for any damages or judgments given or



- judecătorești sau decizii de arbitraj pronunțate sau acorduri soluționare în legătură cu o pretenție pentru un Act fraudulos;
- (b) orice daune exemplare, punitive sau alte daune multiple atribuite sau impuse Asiguratului, dar numai în măsura în care întreaga sau orice parte a acestora sunt asigurabile prin lege;
  - (c) Cheltuieli de judecată;
  - (d) Pierderi de regularizare;
  - (e) Sumele plătibile de Asigurător în conformitate cu clauza I (3).
- (19) „Membru” înseamnă orice Societate care a acceptat să fie și nu a încetat să mai fie Membru al GTA și al cărei nume este înscris în Registrul membrilor GTA sau orice Societate care este aprobată pentru această admitere de către GTA.
- (20) „Societate membră” înseamnă orice Societate care a fost admisă în calitate de și nu a încetat să fie Societate membră a GTA și al cărei nume este înscris în Registrul membrilor GTA sau orice Societate care este aprobată pentru o astfel de admitere de către Administrația GTA.
- (21) „Perioada de valabilitate a Contractului” înseamnă perioada de asigurare acoperită de acest Contract, conform celor specificate în Poliță.
- (22) „Activitate profesională” înseamnă consultanță sau servicii prestate în R. Moldova, de către sau în numele Societății asigurate sau de orice persoană pentru consultanța sau serviciile căreia, Societatea asigurată poartă răspundere legală (inclusiv, fără limitare la orice subcontractant) și include:
- (a) consultanță sau servicii de orice gen prestate de către o Persoană fizică asigurată din nume propriu, cu condiția ca comisionul, sau o parte a comisionului perceput pentru o astfel de activitate să fie transmis în beneficiul Societății sale responsabile sau o astfel de activitate să fie efectuată în numele unei astfel de Societăți responsabile;
- arbitration awards or settlements made in relation to a Claim for a Wrongful Act;
- (b) any exemplary, punitive, treble or other multiple damages awarded or imposed against the Assured, but only to the extent that the whole or any part thereof is insurable by law;
  - (c) Defense Costs;
  - (d) Regulatory Loss;
  - (e) Sums payable by the Insurer as provided by Clause I(3).
- (19) "Member" means any Firm who has agreed to be, and has not ceased to be, a member of GTA and whose name is entered in the register of members of GTA, or any Firm that is approved for such admission by GTA.
- (20) "Member Firm" means any Firm which has been admitted as, and has not ceased to be, a member firm of GTA and whose name is entered in the register of members of GTA, or any Firm that is approved for such admission by GTA Management.
- (21) "Agreement Period" means the period of insurance provided by this Agreement, as identified in the Policy.
- (22) "Professional Business" means advice given or services performed in R. of Moldova, by or on behalf of the Assured Firm or any person for whose advice or services the Assured Firm is legally responsible (including without limitation any subcontractor), and includes:
- (a) advice given or services performed of any nature by an Individual Assured in his own name, provided that either the fee or a portion of the fee for such work shall inure to the benefit of his Responsible Firm or such work is undertaken on behalf of such Responsible Firm;
  - (b) advice given or services performed in connection with any institute of



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- (b) consultanță sau servicii prestate în legătură cu orice institut al contabililor sau orice consiliu pentru standarde sau orice alt organism profesional;
- (c) efectuarea revizuirii procedurilor de control al calității activității profesionale în cadrul programelor sponsorizate de sau la invitația sau desemnarea oricărui organism profesional sau instituție de stat sau regională, inclusiv, fără limitarea oricărui institut al contabililor autorizați sau al contabililor publici certificați;
- (d) dezvoltarea, furnizarea și/sau implementarea de software;
- (e) o singură activitate sau furnizarea unei soluții complete de afaceri care ar putea include prevederile unui produs de lucru propriu al unei Societăți asigurate, activitatea subcontractanților care acționează în colaborare cu o Societate asigurată, produse software elaborate de alte persoane sau hardware-uri la computere sau mărfuri similare fabricate de alte persoane;
- (f) deținerea, păstrarea, posesiunea sau utilizarea informațiilor confidențiale (informații la care se aplică orice obligație de confidențialitate, intimitate sau orice altă obligație similară), inclusiv orice diseminare, comunicare sau dezvăluire prin orice mijloace (inclusiv în formă scrisă, verbală sau electronică) a acestor informații oricărei persoane, indiferent dacă este în cadrul sau în afara Societății asigurate, fie deliberat sau accidental, care are loc în contextul sau rezultă din orice consultanță sau servicii prestate de Societatea asigurată.

(23) „Cheltuieli de reprezentare” înseamnă costuri, taxe și cheltuieli rezonabile suportate de un Asigurat în apărarea sau în legătură cu o Procedură de regularizare.

(24) „Pierderi de regularizare” înseamnă orice Cheltuieli de reprezentare și orice Amendă sau Penalitate, indiferent dacă au fost suportate în timpul perioadei de valabilitate a Contractului sau după

- accountants or any standards board or any other professional body;
- (c) conducting reviews of the procedures for control of the quality of professional work under programs sponsored by or at the invitation or designation of any professional body or state or provincial institute, including without limitation any institute of chartered accountants or certified public accountants;
- (d) the development, supply and/or implementation of software;
- (e) a single activity or the provision of a complete business solution which might incorporate the provision of an Assured Firm's own work product, the work of subcontractors acting in conjunction with an Assured Firm, software products developed by others or computer hardware or similar goods manufactured by others;
- (f) the holding, storage, possession or use of confidential information (being information to which any obligation of confidentiality, privacy or any similar obligation applies), including any dissemination, communication or disclosure by any means whatsoever (including in written, oral or electronic form) of such information to any person, whether within or external to the Assured Firm, whether deliberate or inadvertent, taking place in the context of or arising out of any advice or services being provided by the Assured Firm.

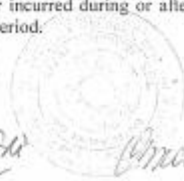
(23) "Representation Expenses" means reasonable costs, charges and expenses incurred by an Assured in defence of or in connection with a Regulatory Proceeding.

(24) "Regulatory Loss" means any Representation Expenses and any Fine or Penalty, whether incurred during or after the Agreement Period.

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*[Handwritten signature]*



*[Handwritten signatures]*

expirarea acestuia.

- (25) „Procedură de regularizare” înseamnă orice procedură administrativă, disciplinară, penală, de extrădare sau de regularizare sau orice anchetă, investigație sau examinare, de orice natură care se referă la sau care decurge din Activitatea profesională.
- (26) „Societate responsabilă” înseamnă Societatea asigurată în care orice Persoană fizică asigurată este sau a fost partener, membru sau angajat, sau în alt mod, cu care a avut relații strânse în momentul Actului fraudulos.
- (27) „Poliță” înseamnă Polița cu specificări, eliberată în baza acestui Contract.
- (28) „Act fraudulos” înseamnă orice act, eroare, omisiune, încălcare a contractului sau datoriei, sau calomnie, inclusiv orice încălcare a confidențialității sau a intimității sau a oricărei legi sau prevederi, care impune o obligație similară, indiferent de locul sau timpul comiterii și fie real sau presupus.
- (29) „Pretenție privind angajarea frauduloasă” înseamnă orice pretenție care rezultă din sau în legătură cu încetarea angajării sau a parteneriatului, discriminare, hărțuire sexuală, rasială sau de altă natură sau orice alte forme de delict la locul de muncă, în conformitate cu normele de drept comun sau altor forme de drept, cu privire la Persoană fizică asigurată efectivă sau potențială.
- (25) "Regulatory Proceeding" means any administrative, disciplinary, criminal, extradition or regulatory proceeding, or any inquiry, investigation or examination, of whatsoever kind concerning or arising out of Professional Business.
- (26) "Responsible Firm" means the Assured Firm in which any Individual Assured is or was a partner, member or employee, of otherwise with which he had the closest connection, at the time of the Wrongful Act.
- (27) "Policy" means the Policy with specifications to this Agreement.
- (28) "Wrongful Act" means any act, error, omission, breach of contract or duty, or slander, including any breach of confidence or privacy or of any law or requirement, imposing a similar obligation, whenever or wherever committed and whether actual or alleged.
- (29) "Wrongful Employment Claim" means any Claim arising out of or related to termination of employment or partnership, discrimination, sexual, racial or other harassment or any other workplace torts under statutory, common or other form of law in respect of any actual or prospective Individual Assured.

**2B. Interpretare**

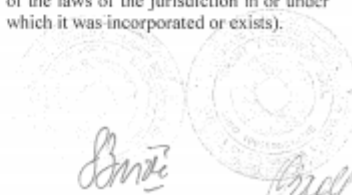
- (1) Referința la o „persoană” include, cu excepția cazului în care contextul prevede altfel, orice persoană fizică, societate, companie, corporație, persoană juridică, societate mixtă sau asociație (indiferent dacă are sau nu personalitate juridică separată și indiferent de legislația jurisdicției în care sau conform căreia a fost constituită sau funcționează).

**2B. Interpretation**

- (1) A reference to a "person" includes, unless the context otherwise specifically requires, any individual, firm, company, corporation, body corporate, joint venture or association (whether or not having separate legal personality and irrespective of the laws of the jurisdiction in or under which it was incorporated or exists).



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(2) Referința la o clauză, Poliță sau alineat este, cu excepția cazurilor în care se prevede altfel, o referință la o clauză din prezentul Contract sau Polița la prezentul Contract sau un alineat al clauzei relevante sau Poliței, după caz (și Polița este parte integrantă a prezentului Contract și trebuie interpretată la fel cum este stabilit în prezentul Contract).

(3) Un cuvânt care implică un gen va include (dacă este cazul) orice alt gen și un cuvânt care implică singularul va include (dacă este cazul) pluralul și invers.

(4) Referința la orice statut sau dispoziție legală include, cu excepția cazurilor în care se prevede altfel, statutul sau dispoziția legală cu modificări ulterioare, consolidată sau reintrodusă periodic înainte sau după expirarea datei prezentului Contract și include orice legislație subordonată conform Statutului sau dispoziției legale (cu modificări ulterioare, consolidată sau reînnoită) înainte sau după expirarea datei prezentului Contract.

(5) Referința la orice termen pentru orice acțiune, cale de atac, metodă sau procedură judiciară, document juridic, statut juridic, instanță, funcționar sau orice alt concept sau obiect legal, cu referire la orice altă jurisdicție decât a Republicii Moldova, se consideră că include o referință la ceea ce se potrivește cel mai bine în acea jurisdicție la termenul juridic.

(6) „Inclusiv”, „include” și „în special” sunt ilustrative, nici unul dintre ele nu limitează sensul cuvintelor care le preced și fiecare dintre ele vor fi considerate că includ expresia „fără limitare”. „Altul/Altele” și „altfel” sunt de asemenea ilustrative și nu trebuie să limiteze sensul cuvintelor care le preced.

(7) Titlurile servesc doar pentru comoditate și nu afectează interpretarea.

(2) A reference to a clause, Policy or paragraph is, except where otherwise stated, a reference to a clause of this Agreement or the Policy to this Agreement or a paragraph of the relevant clause or the Policy, as the case may be (and further the Policy forms part of this Agreement and shall be read as though it is set out in this Agreement).

(3) A word importing one gender shall (where appropriate) include any other gender and a word importing the singular shall (where appropriate) include the plural and vice versa.

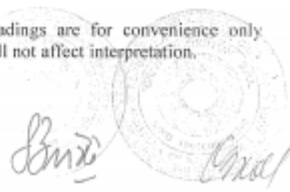
(4) A reference to any statute or statutory provision includes, except where otherwise stated, the statute or statutory provision as amended, consolidated or re-enacted from time to time before or after the date of this Agreement and includes any subordinate legislation made under the statute or statutory provision (as so amended, consolidated or re-enacted) before or after the date of this Agreement.

(5) A reference to any term for any action, remedy, method or judicial proceedings, legal document, legal status, court, official or any legal concept or thing shall, in respect of any jurisdiction other than the one from Republic of Moldova, be deemed to include a reference to what most nearly approximates in that jurisdiction to the legal term.

(6) "Including", "includes" and "in particular" are illustrative, none of them shall limit the sense of the words preceding it and each of them shall be deemed to incorporate the expression "without limitation". "Other" and "otherwise" are also illustrative and shall not limit the sense of the words preceding them.

(7) The headings are for convenience only and shall not affect interpretation.

B



- (8) Contractul de asigurare intră în vigoare din momentul semnării acestuia de către părți.
- (9) Răspunderea Asiguratorului în baza Contractului de asigurare începe la orele 00.00 ale zilei următoare datei înregistrării transferului bancar la contul curent al Asiguratorului.

### 3. FUZIUNI, ACHIZIȚII ȘI ENTITĂȚI NOI

A. O Societate care mai întâi întrunește dispozițiile definiției de Societate asigurată din clauza 2A (2) în orice moment în timpul (dar nu la începutul) Perioadei de valabilitate a Contractului va fi inclusă ca Societate asigurată sub acoperire de prezenta Contract începând cu data stipulată de GTA, cu condiția achitării unei prime și în baza oricăror altor termeni, condiții, limite de răspundere sau excluderi, care pot fi solicitate de către Asigurator.

B. În cazul fuzionării unei Societăți cu sau în urma achiziționării acesteia de către o Societate asigurată:

- (1) Societatea asigurată va:
- (a) notifica imediat Asiguratorul despre fuziune sau achiziție;
  - (b) completa (dacă este cazul) chestionarul Asiguratorului privind fuziunea sau achiziția;
  - (c) plăti o primă suplimentară care poate fi solicitată de Asigurator; și
  - (d) respecta alte prevederi care ar putea fi solicitate de Asigurator.
- (2) În urma executării subalın. (1) de mai sus, o Societate achiziționată devine Societate asigurată conform prevederilor prezentului Contract și potrivit altor termeni, condiții, limite de răspundere sau excluderi, după cum consideră potrivit, Asiguratorul, cu începere de la data notificării conform Clauzei 3B (1) (a) (sau dacă Asiguratorul decide astfel la data de fuziune sau achiziție relevantă).
- (a) În cazul unei achiziții, extinde acoperirea pentru o astfel de Societate achiziționată

(8) The insurance Agreement shall enter into force after being signed by the parties.

(9) Insurers liability according to the Agreement begins from 00.00 hours the day following the receipt of that amount into the account of the Insurer.

### 3. MERGERS, ACQUISITIONS AND NEW ENTITIES

A. A Firm that first satisfies the definition of Assured Firm in Clause 2A(2) at any time during (but not at inception of) the Agreement Period shall be included as an Assured Firm under this Agreement with effect from the date stipulated by GTA, subject to payment of a premium and any other terms, conditions, limits of liability or exclusions as may be required by the Insurer.

B. When a Firm is merged into or acquired by an Assured Firm:

- (1) the Assured Firm shall:
- (a) give prompt notice of the merger or acquisition to the Insurer;
  - (b) complete (if so required) the Insurer's questionnaire concerning the merger or acquisition;
  - (c) pay such additional premium as may be required by the Insurer; and
  - (d) comply with such other provisions as may be required by the Insurer.
- (2) following performance of sub-paragraph (1) above, an acquired Firm shall become an Assured Firm subject to the provisions of this Agreement, and subject to such other terms, conditions, limits of liability or exclusions as it may see fit, the Insurer shall with effect from the date of notification under Clause 3B(1)(a) (or if the Insurer so decides the date of the relevant merger or acquisition)
- (a) in the case of an acquisition, extend cover to such acquired Firm as an



- (a) „Rețea competitivă” înseamnă orice Societate sau rețea de Societăți (altele decât membrii GTA) care este sau este posibil să se angajeze în activități identice sau similare cu sau legate de activitățile membrilor GTA;
- (b) „Autoritate de stat” înseamnă orice autoritate supra-națională, națională, federală, statală, regională, municipală sau locală, agenție, adunare sau de alt organism, instanță, bancă centrală sau comercială, publică sau profesională sau de reglementare sau organ fiscal;
- (c) „Persoană” înseamnă orice persoană fizică, Societate sau autoritate de stat;
- (d) „Regulamente” înseamnă regulamentele GTA;
- (e) „Dispoziție legală” înseamnă, cu referire la orice Persoană, orice lege sau regulament (inclusiv orice reglementare profesională indiferent dacă are sau nu forță juridică) sau orice ordonanță sau decizie a oricărui arbitru sau instanță sau altei autorități de stat, în fiecare caz, care este obligatorie pentru o astfel de Persoană sau orice proprietate a acesteia sau la care o astfel de Persoană sau orice proprietate a acesteia se supune în conformitate cu principiile stabilite de drept internațional.

- (a) "Competing Network" means any Firm or network of Firms (other than members of GTA) which is, or is likely to be, engaged in activities identical or similar to or connected with the activities of members of GTA;
- (b) "Governmental Authority" means any supra-national, national, federal, state, regional, provincial, municipal or local government, authority, agency, assembly or other body, Court, central bank, or trade, public or professional or regulatory or taxing body;
- (c) "Person" means any natural person, Firm or Governmental Authority;
- (d) "Regulations" means the regulations of GTA;
- (e) "Requirement of Law" means, in relation to any Person, any law or regulation (including any professional regulation whether or not having the force of law) or any order or determination of any arbitrator or a court or other Governmental Authority, in each case, which is binding upon such Person or any of its property or to which such Person, or any of its property, is subject in accordance with established principles of international law.

SEMÑAT ÎN DOUĂ EXEMPLARE  
 ORIGINALE în limbile Română și Engleză, (unul  
 dintre care se eliberează Asiguratului, iar al doilea  
 - Asigurătorului) la Chișinău, la data de  
 21.12.2017.  
 În caz de divergențe apărute, limba Engleză va  
 prevala.

SIGNED IN TWO ORIGINALS, in  
 Romanian and English, one to be kept by the  
 Insured and the other by the Insurer) at  
 Chisinau, on 21.12.2017  
 In case of occurred divergences, the English  
 language will prevail.

"MOLDASIG" SA


Director vânzări/  
 Sales Director



Vitale Polivencu

"GRANT THORNTON AUDIT" SRL

Administrator



Stephane Bride

"GRANT THORNTON" SRL

Administrator



Olesia Bride

27



**Appendix 13 – No State Liabilities (Grant Thornton)**

Anexa nr.7 la Instrucțiunea aprobată prin ordinul IFPS nr. 400 din 14 martie 2014

CC 04 AE

**CERTIFICAT**  
**privind lipsa sau existența restanțelor față de bugetul public național**

Nr.  din   
№ or

**1. Destinatari / Получатели**

Pentru participare la proceduri de achiziții publice

**2. Date despre contribuabil / Информация о налогоплательщике**

Denumirea / Наименование	Codul fiscal / Numărul de identificare / Фискальный код / Идентификационный номер
S.A. GRANT THORNTON AUDIT S.R.L.	100960002943
Adresa sediului de bază (strada, numărul) / Адрес основного местонахождения (улица, номер)	Codul - Denumirea localității / Код - Наименование населенного пункта
Gr. Ureche nr.69	0150-SEC RISCANI

**3. Atestarea lipsei sau existenței restanțelor conform datelor Sistemului Informațional Automatizat / Подтверждение отсутствия или наличия недоимки согласно данных Автоматизированной Информационной Системы**

La data emiterii prezentului certificat restanța la bugetul public național constituie/ На дату выдачи данной справки недоимка перед национальным публичным бюджетом составляет: **0,00 lei/лей.**

**4. Valabil până la / Действителен до 27.11.2018**

**5. Autentificarea organului fiscal / Подтверждение налогового органа**



*Svetlana Slonovskaia*  
Semnatura/Подпись

**Ana STOICOV**  
Numele și prenumele/Имя и фамилия

Este extras din Sistemul Informațional al SFS SIA „Contul curent al contribuabilului”/ 12.11.2018 ora 13:53:21  
 cu aplicarea prevederilor pct. 82-83 Ordin IFPS nr.400 din 14.03.2014 (Monitorul Oficial 72-77/399, 28.03.2014)  
**NOTA (2,52)**

## Appendix 14 – Maintenance and Support Agreement

### MORGAN KAI LIMITED – MAINTENANCE AND SUPPORT AGREEMENT

This Maintenance and Support Agreement is entered into between:

- (1) **Morgan Kai Limited**, a company incorporated under the laws of England and Wales (company number 3528524) and having its registered office at West One, Wellington Street, Leeds LS1 1BA, (hereinafter referred to as "MKL"); and
- (2) **The Customer** as identified by the previous purchase of the Software and, or the continued use of MKL's Subscription Service plus the ongoing payments for continued Maintenance and Support (note: no organisation can be, or claim to be, party to this Agreement without having previously purchased the Software or being an ongoing Customer of MKL's Subscription Service).

In consideration for payments made or to be made by the Customer to MKL, MKL shall perform all of its Maintenance and Support in accordance with the provisions and specifications below:

#### Definitions

For the purposes of this Agreement:-

- "Software" shall mean the Software provided under the terms of a separate Purchase or Subscription Service Agreement.
- "Valid Users" shall mean individual Users operating the Software under MKL's License Agreement and who have been fully trained in the Software

#### The Service

Provided that all valid invoices due to MKL are paid Maintenance and Support services entitle the Customer's Valid Users to following:

**Help Desk Support** for direct Users of the Software including:

- Email support for questions and queries relating to the ongoing use of the Software
- Telephone support for the ongoing use of the Software
- Webex support to assist with the ongoing use of the Software

**Technical Support** including:

- Assistance with the resolution of technical (non functional) queries and questions regarding MKInsight's application architecture
- Provision of Technical documentation relating to software installation and upgrade procedures
- The provision of all Service Packs provided to MKL's Customer Base on a periodic basis
- Assistance with the identification and resolution of Software errors
- Periodic Technical Bulletins

**Software Upgrades** including:

- All new Versions of the Software
- All new Service Packs for current Versions of the Software
- Technical support documentation

**Support Environments** including:

- Full access to all published on-line flash video and documentation based training materials
- Full access to any available User Forums administered by MKL

**User Manuals** including:

- Detailed Word manuals covering all aspects of functionality
- New Version notifications detailing upcoming functionality

**Categorisation Of, And Response To, Reported Faults** includes:

- An initial categorisation of any reported faults in the following way:

CATEGORY	DESCRIPTION
Critical	All users are unable to use critical system functionality
High	One or more users are unable to use critical functionality or all users are unable to use significant functionality
Medium	One or more users are unable to use significant functionality or all users are unable to use minor functionality
Low	One or more users are unable to use minor functionality

- When dealing with any faults categorised in this way MKL aims to respond based on the following Service Levels:

CATEGORY	RESPONSE TIME	ESCALATION
Critical	Within 1 hour	Within 2 hours
High	Within 1.5 hour	Within 3 hours
Medium	Within 2 hours	Within 1 day
Low	Within 4 hours	Within 5 days

- MKL's aim is to provide excellence in support for all Customers. In targeting these Service Levels MKL does not warrant that these Service Levels will be achieved every time – technical support is provided directly by MKL's dedicated, in-house technical teams and these response times are based on Business Hours which may vary for different locations around the World. MKL shall deploy sufficient number of it's well trained employees (depending on the nature of the support required) to provide the maintenance and support services to the customer escalation times refer to the escalation of the fault within Morgan Kai. All escalation is to both the Morgan Kai Technical Manager and the Account Manager.

#### Support For Previous Versions

Subject to all valid invoices being paid up to date and there having been no gap in the Maintenance and Support Service period since the Customer began using the Software MKL will fully support, under the terms of this Agreement, up to two previous Versions of the Software.

#### Intellectual Property Rights

Nothing in this Agreement shall in any way alter the terms of MKL's Standard License Agreement for the Software. In addition, the copyright and all other intellectual property rights howsoever arising, in all elements and components of the Software and any trade mark used in or on any part of the Software and related materials together with any technical information or data provided to the Customer by MKL pursuant to this Agreement, whether as part of the Software or howsoever otherwise, shall remain the exclusive property of MKL.

#### Commercial Terms And Pricing

The Commercial Terms governing this Agreement are as stated in MKL's Standard Terms of Business. For clarity the Maintenance and Support Fee is charged at the rate of 20% of the Current License Fee. No variation to these Standard Terms of Business can apply unless specifically agreed in writing by MKL.

#### Term of This Agreement

This Agreement covers any period agreed to by MKL in accordance with MKL's Standard Terms of Business and any event is always based on the Anniversary date of the Customer's Purchase of the Software. Any failure by the Customer to renew their ongoing Maintenance and Services Agreement with MKL in a timely manner on the due date will end MKL's responsibilities to provide ongoing Maintenance and Support Services to the Customer.

#### Law

This Maintenance and Support Agreement shall be construed in accordance with the laws of England and Wales.



Appendix 15 – ISO 9001 Certificate




Appendix 16 – ISO 14001 Certificate



Appendix 17 – ISO27001:13 Certificate









*Appendix to Certificate*

The Protection of:  
Company Information, Data, Systems, Applications and Customer Solutions;  
Customer Information and Data used for Administrative, Support or Testing Purposes;  
Customer Information and Data Hosted at Remote Sites.  
Statement of Applicability - Version 3 dated 3/9/2018

Certificate Number:	Date of Issue: (Original)	Date of Issue:
62371/C/0000/UK/En	13 January 2015	21 September 2018
Issue No:	Expiry Date:	
10	20 September 2021	



It shall be the responsibility of the certificate holder to ensure compliance with the terms and conditions of the Statement of Applicability. The URS logo is a registered trademark of the United Registrar of Systems. The URS logo is a registered trademark of the United Registrar of Systems. The URS logo is a registered trademark of the United Registrar of Systems.

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Appendix 18 – ISO9001:2008 (Grant Thornton)



THE INTERNATIONAL CERTIFICATION NETWORK

CERTIFICATE

SRAC as an IQNet Partner hereby states that the organization:

**GRANT THORNTON AUDIT S.R.L.**

MD-2005, Str. Grigore Ureche, nr. 69, Chişinău, Republica Moldova

for the following scope:

Financial audit activities

has implemented and maintains a

Quality Management System

which fulfils the requirements of the following standard:

**ISO 9001 : 2008**

Issued on: 2017 - 11 - 22

First issued on: 2017 - 11 - 22

for the validity date, please refer to the original certificate\* issued by SRAC

Registration Number: RO - 11244



*Alex Stoichitoiu*  
Alex Stoichitoiu  
President of IQNet

*eng. Mihaela Cristea*  
eng. Mihaela Cristea  
SRAC General Manager



**IQNet Partners\*\*:**  
AENOR Spain APNOR Certification France APCER Portugal CCC Cyprus CIBQ Italy  
CQC China CQM China CQS Czech Republic Cro Cert Croatia DQS Holding GmbH Germany FCAV Brazil  
FONDONORMA Venezuela ICONTEC Colombia Inspecta Certification Finland INTECO Costa Rica  
IRAM Argentina JQA Japan KPQ Korea MIRTEC Greece MSZT Hungary Nemko AS Norway NSAI Ireland PCBC Poland  
Quality Austria Austria RR Russia SIGE Mexico SII Israel SIQ Slovenia SRIM QAS International Malaysia  
SQS Switzerland SRAC Romania TEST St Petersburg Russia TSE Turkey Vincotte Belgium YUQS Serbia  
IQNet is represented in the USA by: APNOR Certification, CIBQ, DQS Holding GmbH and NSAI Inc.

\* This attestation is directly linked to the IQNet Partner's original certificate and shall not be used as a stand-alone document  
\*\* The list of IQNet partners is valid at the time of issue of this certificate. Updated information is available under [www.iqnet-certification.com](http://www.iqnet-certification.com)

Appendix 19 – ISO9001:2008 (Grant Thornton)





## Appendix 20 – European Single Procurement Document (Grant Thornton)

Annex No.1  
Order  
No.177 of October 9, 2018  
Ministry of Finance

### The standard form for the European Single Procurement Document

The European Single Procurement Document, thereafter the ESPD, is a self-declaration that provides preliminary evidence and replaces certificates issued by public authorities or third parties. It is available in the State language and English and is used as a preliminary proof of fulfilling the necessary conditions in the public procurement procedures in the Republic of Moldova. Due to the ESPD, bidders are no longer required to provide full documentation in different formats as previously used in public procurement procedures, which is a significant simplification of access to cross-border bidding opportunities. Starting in October 2018, ESPD will be available exclusively in electronic form.

The Ministry of Finance provides a free web service for buyers, bidders and other interested parties to complete ESPD in electronic format. The online form can be completed, printed and then sent to the buyer along with the rest of the offer. If the procedure is conducted electronically, the ESPD may be exported, stored and filed electronically. An ESPD filed under an earlier public procurement procedure may be reused, with the condition that provided information remains accurate. Tenderers may be excluded from the procurement procedure or may be prosecuted if information from the ESPD is false, undisclosed or cannot be substantiated by supporting evidence.

#### Part I. Information concerning the procurement procedure and the contracting authority or contracting entity.

Part I of the ESPD form is completed online only by the contracting authority or the contracting entity and includes the following information:

A.	Publishing information	
	The number of the ad / invitation published in PPB, and, where appropriate, the ad number in J.O	<b>Answer</b>  text  (shall be completed by the contracting authority or the contracting entity)
B.	Identity of the procurer	
	Official name	<b>Răspuns</b>  text  (se completează de către autoritatea contractantă sau
	Country	
	Unique identification number of the authority	

		entitatea contractantă)
<b>C.</b>	<b>Information about the procurement procedure</b>	
	Type of the procedure	<b>Răspuns</b>  text  (se completează de către autoritatea contractantă sau entitatea contractantă)
	Unique identification number of the authority	
	The date of opening the offers	
	Name of the procurement object	
	Short description	

**Part II: Information concerning the economic operator**

Part II of the ESPD form is completed online only by economic operators and includes the following information.

<b>A.</b>	<b>Information about the economic operator</b>	
	Name:	Societate de audit „Grant Thornton Audit” SRL
	Address:	str. Grigore Ureche 69
	Postal code	MD 2005
	City: Bucharest	Chisinau
	Country: Romania	Republica Moldova
	Web address	<a href="http://www.grantthornton.md">www.grantthornton.md</a>
	e-mail:	<a href="mailto:office@md.gt.com">office@md.gt.com</a>
	Telephone:	+373 22 860571
	Contact person (s)	Stephane Bride
	Unique identification number (IDNO/IDNP), if applicable	c/f 1009600002943
	VAT-number, if applicable	TVA 0607557
	Legal status of the economic operator	Stephane Bride
	Founders' names	
	The economic operator is:	It is selected by economic operators
	<ul style="list-style-type: none"> <li>• small enterprise</li> <li>• medium enterprise</li> </ul>	<input type="checkbox"/> No <input type="checkbox"/> Yes
	Only if the procurement is reserved: Is the economic operator a sheltered workshop or a "social enterprise" or will it ensure the execution of the contract in the context of sheltered employment programs? - What is the appropriate proportion of disabled or disadvantaged employees?	It is selected by economic operators NA It is completed  text

	<ul style="list-style-type: none"> <li>- If necessary, please specify to which categories of disabled or disadvantaged workers belong to the employees concerned?</li> </ul>	It is completed  text
	<p>Where appropriate, is registered the economic operator's business activity or have equivalent certification within a national system of economic activities that it carries out?</p> <ul style="list-style-type: none"> <li>- Please provide constituent documents, if applicable:</li> <li>- If the constitution or certification acts are available in electronic format, please specify:</li> <li>- Please provide the authorizations on which commercial activities are based, if applicable:</li> <li>- Does the registration or certification cover all the required selection criteria?</li> </ul>	<p>It is completed  text  Provided with Practice Licence and Registration</p> <p>YES</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
	<p><i>Please fill in the missing information in Part II, Section A, B, C or D if applicable, ONLY if it is requested in the relevant procurement notice or documents</i></p>	
	<p>Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge?</p> <ul style="list-style-type: none"> <li>- If the relevant documentation is available electronically, please indicate:</li> </ul>	Yes, it was provided
	<p>Is the economic operator participating in the procurement procedure together with others?</p>	Yes, with MK
	<p><i>Please ensure that the others concerned provide a separate ESPD form.</i></p>	
	<p>Please indicate the role of the economic operator in the group (leader, responsible for specific tasks, etc.):</p>	Subcontractors, responsible for specific tasks
	<p>Please identify the other economic operators participating in the procurement procedure together:</p>	MK
	<p>Where applicable, name of the participating group:</p>	GT

	Where applicable, indication of the lot(s) for which the economic operator wishes to tender:	NA
<b>B.</b>	<b>Information about representatives of the economic operator</b>	
	<i>Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:</i>	
	First name	Bride
	Name	Stephane Christophe
	Birth name	Senegal
	Birth place	6B, Dinu Vintilă Str.
	Street and number	021102
	Postal code	Bucharest
	City	Romania
	Country	<a href="mailto:Stephane.bride@ro.gt.com">Stephane.bride@ro.gt.com</a>
	--	+40 733 602 496
	e-mail	COO
	Telephone	
	Position/Acting in the capacity of:	
	<i>If needed, please provide detailed information on the representation (its forms, extent, purpose ...):</i>	
<b>C.</b>	<b>Information about reliance on the capacities of other entities</b>	
	Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?	Yes, on MK
	<p><i>Please provide a separate ESPD form setting out the information required under Sections A and B of this Part and Part III for each of the entities concerned, duly filled in and signed by the entities concerned.</i></p> <p><i>Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control, and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.</i></p> <p><i>Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, please include the information under Parts IV and V for each of the documents concerned.</i></p>	
<b>D.</b>	<b>Information concerning subcontractors on whose capacity the economic operator does not rely</b>	N/A
	<i>Section to be filled-in only if this information is explicitly required by the contracting authority or contracting entity.</i>	

	Does the economic operator intend to subcontract any share of the contract to third parties?	It is selected by economic operators <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes and in so far as known, please list the proposed subcontractors.	
	<i>If the contracting authority or contracting entity explicitly requests this information in addition to the information under this section, please provide the information required under Sections A and B of this Part and Part III for each of the (categories of) subcontractors concerned.</i>	

**Part III: Exclusion grounds**

Part III of the ESPD form is completed online only by the contracting authority, the contracting entity and the economic operators.

<b>A.</b>	<b>Grounds relating to criminal convictions</b>	
	<p><b>Article 18</b> of the Law no.131 of 03.07.2015 establishes the following grounds for exclusion.</p> <p><i>Par. (1) The contracting authority has the obligation to exclude from the award procedure any tenderer or candidate who is aware that during the last 5 years he has been convicted by the final decision of a court for participation in the activities of an organization or criminal groups, for corruption, fraud and / or money laundering, terrorist offenses or offenses related to terrorist activities, terrorist financing, child labor and other forms of trafficking in human beings.</i></p> <p><i>Par. (1<sup>1</sup>) The obligation to exclude the tenderer / candidate shall also apply if the person convicted by a final judgment of a court for the offenses referred to in paragraph 1 is a member of the administration, management or control body within the court.</i></p> <p><i>Par. (6) Any bidder / candidate who is in one of the situations referred to in Article 18 (1) and (2) of Law 131 / 03.07.2018 on public procurement, provides evidence that the measures taken by him are sufficient to prove his reliability despite the existence of a reason for exclusion. If the contracting authority considers such sufficient evidence, the tenderer / candidate concerned is not excluded from the public procurement procedure.</i></p> <p><i>Par. (7) In the context of paragraph (6), the tenderer / candidate proves that he has paid or has undertaken to pay compensation in respect of any damage caused by crime or misconduct, has fully clarified the facts and circumstances by actively cooperating with the authorities competent to investigate the case and has undertaken concrete measures at the technical, organizational and personnel level, appropriate to prevent any new offenses or deviations.</i></p> <p><i>Par. (8) The measures taken by the tenderer / candidate within the meaning of para. (7) shall be assessed taking into account the gravity and particular circumstances of the offense or irregularity. If it considers that the measures taken are insufficient, the contracting authority shall inform the tenderer / candidate of the reasons for the exclusion.</i></p> <p><i>Par. (9) A tenderer / candidate who has been excluded by a final judgment of a court from participation in the procurement procedures is not entitled to make use of the possibility provided in paragraph (6) - (8).</i></p>	
	Participation in a criminal organization Text	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Corruption Text	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Fraud	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<i>Text</i>	
	Terrorist offences or offences linked to terrorist activities <i>Text</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Money laundering or terrorist financing <i>Text</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Child labour and other forms of trafficking in human beings <i>Text</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B.</b>	<b>Grounds relating to the payment of taxes or social security contributions</b>	
	<p><b>Article 18</b> of the Law no.131 of 03.07.2015 establishes the following grounds for exclusion.</p> <p><i>Par. (2) The contracting authority has the obligation to exclude from the award procedure any tenderer or candidate who is in any of the following situations:</i></p> <p><i>Letter. (b) has not fulfilled its obligations to pay taxes, social security taxes and social security contributions in accordance with the legal provisions in force in the Republic of Moldova or in the country where it is established.</i></p> <p><i>Par. (2<sup>2</sup>) By way of derogation from paragraph 2 b) the tenderer / candidate is not excluded from the award procedure if he / she enjoys, under the law, the staggered payment of taxes, social security contributions or other facilities for payment, including late payment (penalties) and / or fines.</i></p>	
	<b>Payment of taxes</b> text	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is this breach of obligations established by means other than a judicial or administrative decision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If this breach of obligations has been established by a judicial or administrative decision, is this decision final and binding?</p> <p><i>Please indicate the date of conviction or decision</i> <i>In case of conviction, insofar as established directly therein, the length of the period of exclusion</i> <i>Describe what means have been used</i></p>	<input type="checkbox"/> Da <input type="checkbox"/> Nu  It is completed by economic operators  text
	<p>Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines?</p> <p><i>Please provide details</i> <i>Is this information available for authorities free of charge from a national database?</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No It is completed by economic operators:  text   web address, issuing authority or body, precise reference of the documentation
	<b>Social insurance payment</b>	

	Has the economic operator violated its obligations regarding the payment of social security contributions both on the territory of the Republic of Moldova and in other states?	
	Is this breach of obligations established by other means than a judicial or administrative decision?	<input type="checkbox"/> Yes    No
	If this breach of obligations has been established by a judicial or administrative decision, is this decision final and binding? <i>Please indicate the date of conviction</i> <i>In case of conviction, insofar as established directly therein, the length of the period of exclusion</i> <i>Describe what means have been used</i>	<input type="checkbox"/> Yes    No
	Has the economic operator fulfilled its obligations to pay taxes or social security contributions owed or by making a binding arrangement for payment, including, where appropriate, any accumulated interest or fines? <i>Please provide details</i> <i>Is this information available for authorities free of charge from a national database?</i>	<input type="checkbox"/> Yes    No It is completed by economic operators:  text   web address, issuing authority or body, precise reference of the documentation
<b>C.</b>	<b>Inclusion in the ban list of economic operators.</b>	
	It is the economic operator included in the list of prohibition of economic operators in accordance with Article 18 of par. e) of the Law no.131 of 03.07.2015 on public procurement.	<input type="checkbox"/> Yes    No
<b>D.</b>	<b>Grounds relating to insolvency, conflicts of interests or professional misconduct</b>	
	<b>Art. 18</b> par. 2 of the Law no.131 of 03.07.2015 establishes the following grounds for exclusion. <i>Letter. (a) are in insolvency proceedings following court order;</i> <i>Letter. (c) has been convicted in the last 3 years by the final judgment of a court of law for an offense concerning professional ethics or for committing an error in professional matters;</i>  <i>Letter. (d) presented false information or failed to submit the information requested by the contracting authority for the purpose of demonstrating that the qualification and selection criteria were met;</i> <i>Letter. (d<sup>1</sup>) has violated applicable environmental, labor and social security obligations if the contracting authority demonstrates this by any appropriate means;</i> <i>Letter. (d<sup>2</sup>) is guilty of a professional misconduct which questions its integrity if the contracting authority demonstrates, by any appropriate means, that fact;</i> <i>Letter.(d<sup>3</sup>) has entered into agreements with other economic operators aimed at distorting competition, if this is determined by a decision of the body empowered to do so;</i> <i>Letter. (d<sup>4</sup>) is in a situation of conflict of interest that can not be effectively remedied by the measures provided by art. 74.</i>	
	To the extent of his knowledge, did the economic operator violated its environmental obligations?	<input type="checkbox"/> Yes    No



	<p>Did you take action to prove your reliability (self-correction)? <i>Please describe them</i></p>	<input type="checkbox"/> Yes    No
	<p>To the extent of his knowledge, did the economic operator violated his social obligations?</p>	<input type="checkbox"/> Yes    No
	<p>Did you take action to prove your reliability (self-correction)? <i>Please describe them</i></p>	<input type="checkbox"/> Yes    No
	<p>To the extent of his knowledge, did the economic operator violated his obligations in the field of labor?</p>	<input type="checkbox"/> Yes    No
	<p>Did you take action to prove your reliability (self-correction)? <i>Please describe them</i></p>	<input type="checkbox"/> Yes    No
	<p><b>Bankruptcy</b></p>	
	<p>Is the economic operator in bankruptcy? <i>Please describe them</i></p>	<input type="checkbox"/> Yes    No
	<p><i>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</i></p>	
	<p><i>Is this information available for authorities free of charge from a national database?</i></p>	<input type="checkbox"/> Yes    No It is completed by economic operators:  text   web address, issuing authority or body, precise reference of the documentation
	<p><b>Insolvency</b></p>	
	<p>Is the economic operator in a state of insolvency or liquidation? <i>Please describe them</i></p>	<input type="checkbox"/> Yes    No
	<p><i>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</i></p>	
	<p><i>Is this information available for authorities free of charge from a national database?</i></p>	<input type="checkbox"/> Yes    No It is completed by economic operators:  text

		web address, issuing authority or body, precise reference of the documentation
	<b>Bankruptcy</b>	
	Is the economic operator in a similar situation, such as bankruptcy, resulting from a similar procedure in national laws or regulations? <i>Please describe them</i>	<input type="checkbox"/> Yes    No
	<i>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</i>	
	Is this information available for authorities free of charge from a national database?	<input type="checkbox"/> Yes    No It is completed by economic operators:  text   web address, issuing authority or body, precise reference of the documentation
	<b>Assets managed by the liquidator</b>	
	Are the assets administered by a liquidator or by the court? <i>Please describe them</i>	<input type="checkbox"/> Yes    No
	<i>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</i>	
	Is this information available for authorities free of charge from a national database?	<input type="checkbox"/> Yes    No It is completed by economic operators:  text   web address, issuing authority or body, precise reference of the documentation

	<b>Economic activities are suspended</b>	
	Is the economic operator's economic activities suspended? <i>Please describe them</i>	<input type="checkbox"/> Da <input type="checkbox"/> Nu
	<i>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</i>	
	Is this information available for authorities free of charge from a national database?	<input type="checkbox"/> Yes <input type="checkbox"/> No It is completed by economic operators:  text   web address, issuing authority or body, precise reference of the documentation

	<b>Agreements with other economic operators aimed at distorting competition</b>	
	Has the economic operator entered into agreements with other economic operators that have the object of distorting competition? <i>Please, describe</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Specify the reasons why you may still be able to execute the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</i>	
	You've taken action to prove your reliability (self-correction) <i>Please, describe</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Conflict of interest arising from participation in the procurement procedure.</b>	
	Is an economic operator aware of any conflict of interest, as specified in national law, the relevant notice or procurement documents arising from its participation in the procurement procedure? <i>Please, describe</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Direct or indirect involvement in the preparation of this procurement procedure.</b>	
	Has the economic operator or an undertaking linked to it advised the contracting authority or contracting entity or otherwise participated in the preparation of the procurement procedure? <i>Please, describe</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<b>Early termination, damages or other comparable penalties</b>	
	The economic operator was in a situation where a previous public procurement contract, a previous contract concluded with a contracting entity or a previous concession contract was made in advance or other damages or other comparable penalties were imposed in relation to that previous contract: <i>Please, describe</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	You've taken action to prove your reliability (self-correction) <i>Please, describe</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Guilty of misinterpretation, non-disclosure of information, inability to provide the necessary documents and obtain confidential information relating to this procedure</b>	
	The economic operator was in one of the following situations : a) He has not been guilty of misrepresentation in supplying the information necessary to verify the absence of grounds for exclusion or the fulfilment of the selection criteria; b) Has hidden such information; c) It was not in a position to provide without delay the supporting documents requested by the contracting authority or by the contracting entity and d) Has attempted to unduly influence the decision-making process of the contracting authority or the contracting entity, to obtain confidential information that could give it undue advantage in the public procurement procedure, or to provide inadvertently false information that may have a significant influence on the decisions on exclusion, selection and award?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p><b>Art.18</b> of the Law No.131 of din 03.07.2015 provides:  <i>Paragraph (3)The contracting authority shall extract the information necessary to ascertain the existence or non-existence of the circumstances described in paragraph (1) and (2) from the available databases of public authorities or third parties. If this is not possible, the contracting authority has the obligation to accept as sufficient and relevant to demonstrate that the tenderer / candidate does not fall into any of the situations referred to in paragraph (1) and (2) any document deemed to be edifying from this point of view in the country of origin or in the country where the bidder / candidate is established, such as certificates, legal records or other equivalent documents issued by the competent authorities of the country concerned.</i></p> <p><i>Paragraph (4) As regards the situations referred to in paragraph (2), in accordance with the national law of the country in which the bidders / candidates are established, the provisions of paragraph (3) refers to natural and legal persons, including, where applicable, company directors or any person with the power to represent, decide or control the bidder / candidate.</i></p>	

	<p><i>Paragraph (5) If in the country of origin or in the country where the bidder / candidate is established no documents of the nature specified in par. (3) are issued or these documents do not cover all the situations provided in paragraph (1) and (2), the contracting authority is required to accept a declaration on its own responsibility or, if there are no legal provisions on the declaration on its own responsibility, a genuine declaration given to a notary, an administrative or judiciary authority or a professional association with competence in this respect.</i></p>
--	---

**Part IV – Selection criteria**

Part IV is completed online by the contracting authority, contracting entity and economic operators and includes.

<b>A.</b>	<b>Meeting selection criteria</b>	
	Art.21 of the Law no.131 of 03.07.2015 establishes the following reasons for selection:	
	Enrolling in a relevant professional register:	
	It is enrolled in one of the relevant national professional or trade registers or EU Member States where it is established	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p><i>This information is available free of charge to the authorities, from a national database?</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.
	<p>An authorization is required for the economic operator to be able to provide the service in question in the country where it is established:  <i>Please, describe</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p><i>This information is available free of charge to the authorities, from a national database?</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by the economic operator:/text/ the internet address, the issuing authority or the

		issuing body. Exact reference of the documentation.
<b>B.</b>	<b>Economic and financial standing</b>	
	Article 20 (1) of Law 131 of 03.07.2018 on public procurement, establishes that, Prove of the economic and financial standing of the economic operator is achieved by presenting one or more relevant documents, such as	
	<b>Bank statements</b>	
	The economic operator will be in a position to provide bank statements or, where appropriate, evidence of professional risk insurance or to provide information enabling the contracting authority or the contracting entity to obtain this information directly by accessing a national database in any State, free of charge? <i>Please, describe</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No se completează de to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.
	<b>Annual turnover</b> Article 20 of the Law No 131 of 03.07.2018 on Public Procurement establishes that. <i>Par. (1<sup>1</sup>) For the purposes of paragraph (1) letter (c) the minimum annual turnover imposed on economic operators shall not exceed twice the estimated value of the contract, except in duly justified cases, such as those relating to special risks related to the nature of the goods, works or services. The contracting authority shall indicate the main reasons for such a requirement in the awarding documentation. When a contract is divided into lots, the turnover index is applied for each individual lot. However, the contracting authority shall establish the minimum annual turnover imposed on economic operators in respect of groups of lots where several lots are to be awarded to the successful bidder at the same time. Where contracts based on a framework agreement are to be awarded, the maximum annual turnover shall be calculated by reference to the maximum expected size of the specific contracts to be executed at the same time or, if this is not known, on the basis of the value estimated framework agreement. In the case of dynamic purchasing systems, the maximum annual turnover is calculated on the basis of the expected maximum size of the specific contracts to be awarded under that scheme.</i>	
	The annual turnover for the number of financial exercises required in the relevant notice, in the procurement documents or in the ESPD is as follows: <i>To be completed by the contracting authority</i> Value	To be completed by the economic operator

		Turnover: [number]
	<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No se completează de to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.
	<b>Overage Annual turnover</b>	
	The overage annual turnover for the number of financial years required in the relevant notice, in the procurement documents or in the ESPD is as follows: <i>To be completed by the contracting authority</i>  Number of years                  Value	To be completed by the economic operator Year: [number] Turnover: [number] Year: [number] Turnover: [number] Year: [number] Turnover: [number]
	<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No se completează de to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.
	<b>Financial Report</b>	
	The economic operator will be in a position to provide the registered financial report, extracts from the financial report or to provide information enabling the	<input type="checkbox"/> Yes <input type="checkbox"/> No



	contracting authority or the contracting entity to obtain this report directly by accessing a national database in any State available free of charge?	
	<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No se completează de to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.
	<i>If the contracting authority or the contracting entity requests in the contract notice the submission of forms containing information on economic or financial standing, please provide the forms requested in the contract notice</i>	
	<p><b>Article 20</b> of the Law No 131 of 03.07.2018 on Public Procurement establishes that.</p> <p><i>Par. (5) If the bidder / candidate demonstrates his economic and financial standing by invoking his / her support, according to the provisions of para. (4) by another person, he or she has the obligation to prove his / her support by submitting in written form a firm commitment of that person, signed in authentic form, by which that person confirms that he will make available to the bidder / candidate the financial resources invoked. The person who provides the financial support must meet the relevant selection criteria and must not be in any of the situations provided by art. 18 par. (1) and par. (2) letter a), c) -d3), which leads to exclusion from the award procedure.</i></p> <p><i>Par. 6. Where the bidder / candidate relies on the capacities of another person for the criteria of economic and financial standing, the contracting authority shall require that the bidder / candidate and that person be jointly liable for the performance of the contract.</i></p> <p><i>Par. (7) Under the same conditions as in para. (4) - (6), an association of economic operators has the right to rely on the capacities of the members of the association or of other persons.</i></p>	
<b>C.</b>	<b>Technical and /or professional ability</b>	
	<b>Article 21</b> of the Law No 131 of 03.07.2018 establishes the following selection reasons:	
	The economic operator will be able to provide the documents requested by the contracting authority or the contracting entity in the contract notice demonstrating the technical and / or professional ability to execute the future contract or provide information to enable the contracting authority or contracting entity to obtain this information directly by accessing a national database in any state, available free of charge?	<input type="checkbox"/> Da <input type="checkbox"/> Nu
	<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by

		the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.
	<i>If the contracting authority or the contracting entity requests in the contract notice the submission of forms containing information on technical or professional capacity, please provide the forms requested in the contract notice.</i>	
	<b>For public works contracts: execution of works of the specified type</b>	
	<b>For public works contracts only:</b> in the reference period, the economic operator has performed the following works of the specified type. Contracting authorities may require experience up to five years and can accept the experience gained over five years ago.	
	Description	
	Value	
	Date of commencement	
	Data of completion	
	Beneficiaries	
	<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.
	For goods and services procurement contracts: execution of deliveries, services of the specified type	
	For goods and services procurement contracts: during the reference period, the economic operator made the following deliveries, the main deliveries of the type specified in the contract notice. Contracting authorities	

	<p>may require experience of up to three years and can accept the experience accumulated more than three years ago. <i>Please, describe</i></p>	
	Value	
	Date of commencement	
	Data of completion	
	Beneficiaries	
	<p><i>This information is available free of charge to the authorities, from a national database?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.</p>
	<p><i>If the contracting authority or the contracting entity requests the submission of some forms in the contract notice, please provide the forms requested in the contract notice.</i></p>	
	<p><b>Technical installations and quality assurance measures</b></p>	
	<p>Please provide details of the technicians or technical bodies that the economic operator may require, in particular those responsible for quality control in connection with this procurement exercise. <i>Please, describe</i></p>	
	<p>Please provide a statement on the management and traceability systems within the used supply chain.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p><i>This information is available free of charge to the authorities, from a national database?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference</p>

		of the documentation.
	<i>If the contracting authority or the contracting entity requests the submission of some forms in the contract notice, please provide the forms requested in the contract notice.</i>	
	<b>Allowing controls</b>	
	<p>For complex products or services to be provided or, exceptionally, for the goods or services required for a particular purpose. Will the economic operator allow verification of the production capacities or technical capacity of the economic operator and, if necessary, of the means of study and research available to him and the quality control measures? Please note that if the economic operator has decided to subcontract part of the contract and rely on the subcontractor's capacities for the execution of that part, you must complete a separate ESPD for such subcontractors.</p> <p><i>Allow controls</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Diplomas of vocational education and training</b>	
	<p>The following educational and professional qualifications are held by the service provider or by the contractor himself and / or according to the requirements set out in the contract notice or in the procurement procedure documents by his / her managerial staff</p> <p><i>Please, describe</i></p>	
	<p><i>This information is available free of charge to the authorities, from a national database?</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.
	<i>If the contracting authority or the contracting entity requests the submission of some forms in the contract notice, please provide the forms requested in the contract notice.</i>	
	<b>Environment Management measures</b>	

	<p>The economic operator will be able to apply the following environmental management measures when executing the contract:</p> <p><i>Please, describe</i></p>	
	<p><i>This information is available free of charge to the authorities, from a national database?</i></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No                      to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.</p>
	<p><b>Number of managerial staff</b></p>	
	<p>The number of managerial staff members of the economic operator for the past three years was as follows.</p>	<p>Year                      Number                      Year                      Number                      Year                      Number</p>
	<p><b>For procurement of goods / services: samples, descriptions or photographs, without certificates of authenticity</b></p>	
	<p>For public goods / service contracts: the economic operator will provide the required samples, descriptions or photographs of the products / services to be supplied / supplied which do not have to be accompanied by certificates of authenticity.</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
	<p><i>This information is available free of charge to the authorities, from a national database?</i></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No                      to be completed by the economic operator:/text/ the internet address, the</p>

		issuing authority or the issuing body. Exact reference of the documentation.
	<i>If the contracting authority or the contracting entity requests the submission of some forms in the contract notice, please provide the forms requested in the contract notice.</i>	
<b>D.</b>	<b>Quality assurance systems and environmental management standards.</b>	
	Art. par. of the law establishes the following reasons for selection.	
	Certificates issued by independent bodies on environmental management systems or standards	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.
	<i>If the contracting authority or the contracting entity requests the submission of some forms in the contract notice, please provide the forms requested in the contract notice.</i>	

**Part V- General guidelines for all selection criteria**

Part V - shall be completed online by the contracting authority, the contracting entity and the economic operators and shall include.

<b>A.</b>	<b>Meeting all selection criteria:</b>	
	The economic operator will be in a position to provide the forms, certificates, endorsements and other documents indicated in the contract notice or to provide information enabling the contracting authority or the contracting entity to obtain these documents directly by accessing a	<input type="checkbox"/> Yes <input type="checkbox"/> No

	national database any state, available free of charge?  Term	
	<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.

**Part VI - Preselection of qualified candidates for the restricted procedure, negotiation, competitive dialogue and partnership for innovation**

Part VI shall be completed online by the contracting authority, the contracting entity and the economic operators and shall include

The economic operator declares that: It meets the applicable objective and non-discriminatory criteria or rules for limiting the number of candidates in the following way:	
The economic operator declares that: It has certificates or other forms of supporting documents, as required by the relevant contract notice:	
<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No to be completed by the economic operator:/text/ the internet address, the issuing authority or the issuing body. Exact reference of the documentation.

**Part VII- Concluding statements**

*The economic operator states that the information presented in Parts II to VI above is accurate and correct and that it was provided by knowing in full the consequences of serious cases of false statements.*



*The undersigned officially declares to be able , upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:*

1. The contracting authority or the contracting entity shall have the opportunity to obtain the supporting documents concerned directly by accessing a relevant database which is available free of charge and shall be granted access to that information if necessary.

The economic operator officially declares that it agrees that [NAME OF THE CONTRACTING AUTHORITY], as described in Part I, Section A, will have access to the supporting documents on the information it has provided in this Single European Procurement Document for the purpose of [ SINGLE CODE IDENTIFICATION OF THE PROCUREMENT PROCEDURE AND PUBLICATION REFERENCE IN THE OFFICIAL JOURNAL OF THE EUROPEAN UNION (REFERENCE NUMBER), IF APPROPRIATE].

Name: [text]  
Position: [text]  
Date: [date]  
Place: [text]  
Signature



Appendix 21 – European Single Procurement Document (Morgan Kai Limited)

This has been completed online and below is the downloaded completed document which has been signed and stamped.

# European Single Procurement Document (ESPD)

## Part I: Information concerning the procurement procedure and the contracting authority or contracting entity

### Information about publication

For procurement procedures in which a call for competition has been published in the Official Journal of the European Union, the information required under Part I will be automatically retrieved, provided that the electronic ESPD-service is used to generate and fill in the ESPD. Reference of the relevant notice published in the Official Journal of the European Union:

**Notice number in the OJS:**

-

**OJS URL**

**National Official Journal**

-

In case publication of a notice in the Official Journal of the European Union is not required, please give other information allowing the procurement procedure to be unequivocally identified (e. g. reference of a publication at national level)

### Identity of the procurer

**Official name:**

-

**Country:**

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### Information about the procurement procedure

**Type of procedure**

Not specified

**Title:**

-

**Short description:**

-

**File reference number attributed by the contracting authority or contracting entity (if applicable):**

## Part II: Information concerning the economic operator

### A: Information about the economic operator

**Name:**

Morgan Kai Limited

**Street and number:**

West One, Wellington Street

**Postcode:**

LS1 1BA

**City:**

Leeds

**Country:**

United Kingdom

**Internet address (web address) (if applicable):**

www.mkinsight.com

**E-mail:**

enquiries@morgankai.com

**Telephone:**

+44(0)113 245 5558

**Contact person or persons:**

Craig Watson

**VAT number, if applicable:**

859 6599 43

**If no VAT number is applicable, please indicate another national identification number, if required and applicable**

3528524

**Is the economic operator a Micro, a Small or a Medium-Sized Enterprise?**

Yes

No

**Only in case the procurement is reserved: is the economic operator a sheltered workshop, a 'social business' or will it provide for the performance of the contract in the context of sheltered employment programmes?**

Yes

No

**If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?**

Yes

No

- In addition, please complete the missing information in Part IV, Sections A, B, C or D as the case may be ONLY if this is required in the relevant notice or procurement documents

**e) Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge?**

Yes

No

**If the relevant documentation is available electronically, please indicate:**

This can be provided by Morgan Kai on request

**Is the economic operator participating in the procurement procedure together with others?**

Yes

No

- Please ensure that the others concerned provide a separate ESPD form.

**a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks...):**

Morgan Kai is the main contractor/leader for delivery of MKinsight Audit Management Software implementation, training an ongoing support

**b) Please identify the other economic operators participating in the procurement procedure together:**

Grant Thornton, Moldova providing full support for Audit methodology Assistance

**c) Where applicable, name of the participating group:**

Morgan Kai Limited and Grant Thornton collaborative approach

**Where applicable, indication of the lot(s) for which the economic operator wishes to tender:**

Procurement of Audit Management IT Software together with Methodology Assistance

**B: Information about representatives of the economic operator #1**

- Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

**First name**

Craig

**Last name**

Watson

**Date of birth**

27-10-1977

**Place of birth**

Edinburgh

**Street and number:**

114 Wellington Street

**Postcode:**

LS1 1BA

**City:**

Leeds

**Country:**

United Kingdom

**E-mail:**

cwatson@morgankai.com

**Telephone:**

+44(0)113 245 5558

**Position/Acting in the capacity of:**

Group Commercial Director, Morgan Kai Limited

**If needed, please provide detailed information on the representation (its forms, extent, purpose ...):**

-

**C: Information about reliance on the capacities of other entities**



**Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?**

Yes

No

- Please provide a separate ESPD form setting out the information required under Sections A and B of this Part and Part III for each of the entities concerned, duly filled in and signed by the entities concerned.

Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.

Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, please include the information under Parts IV and V for each of the entities concerned.

#### **D: Information concerning subcontractors on whose capacity the economic operator does not rely**

- (Section to be filled-in only if this information is explicitly required by the contracting authority or contracting entity.)

**Does the economic operator intend to subcontract any share of the contract to third parties?**

Yes

No

**If yes and in so far as known, please list the proposed subcontractors:**

Grant Thornton Moldova

- If the contracting authority or contracting entity explicitly requests this information in addition to the information under Part I, please provide the information required under Sections A and B of this Part and Part III for each of the (categories of) subcontractors concerned.

#### **Part III: Exclusion grounds**

**A: Grounds relating to criminal convictions**

**Article 57(1) of Directive 2014/24/EU sets out the following reasons for exclusion**

**Participation in a criminal organisation**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for participation in a criminal organisation, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

Your answer?

- Yes  
 No

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Is this information available at no cost to the authorities from an EU Member State database?

- Yes  
 No

**Corruption**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for corruption, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator. "

Your answer?

- Yes  
 No



Is this information available at no cost to the authorities from an EU Member State database?

Yes

No

**Fraud**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for fraud, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48).

Your answer?

Yes

No

Is this information available at no cost to the authorities from an EU Member State database?

Yes

No

**Terrorist offences or offences linked to terrorist activities**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for terrorist offences or offences linked to terrorist activities, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

Your answer?

Yes

No

Is this information available at no cost to the authorities from an EU Member State database?

-7-

Yes

No

**Money laundering or terrorist financing**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for money laundering or terrorist financing, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

Your answer?

Yes

No

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Is this information available at no cost to the authorities from an EU Member State database?

Yes

No

**Child labour and other forms of trafficking in human beings**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for child labour and other forms of trafficking in human beings, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1).

Your answer?

Yes

No

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Is this information available at no cost to the authorities from an EU Member State database?

-8-

Yes

No

**B: Grounds relating to the payment of taxes or social security contributions**

**Article 57(2) of Directive 2014/24/EU sets out the following reasons for exclusion**

**Payment of taxes**

Has the economic operator breached its obligations relating to the payment of taxes, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

Your answer?

Yes

No

---

Is this information available at no cost to the authorities from an EU Member State database?

Yes

No

**Payment of social security**

Has the economic operator breached its obligations relating to the payment social security contributions, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

Your answer?

Yes

No

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Is this information available at no cost to the authorities from an EU Member State database?

Yes

No

**C: Grounds relating to insolvency, conflicts of interests or professional misconduct**

**Article 57(4) of Directive 2014/24/EU sets out the following reasons for exclusion**

**Breaching of obligations in the field of environmental law**

Has the economic operator, to its knowledge, breached its obligations in the field of environmental law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

Your answer?

Yes

No

**Breaching of obligations in the field of social law**

Has the economic operator, to its knowledge, breached its obligations in the field of social law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

Your answer?

Yes

No

**Breaching of obligations in the fields of labour law**

Has the economic operator, to its knowledge, breached its obligations in the field of labour law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

Your answer?

Yes

No

**Bankruptcy**

Is the economic operator bankrupt? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Your answer?

Yes

No



Is this information available at no cost to the authorities from an EU Member State database?

Yes

No

#### **Insolvency**

Is the economic operator the subject of insolvency or winding-up? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Your answer?

Yes

No

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Is this information available at no cost to the authorities from an EU Member State database?

Yes

No

#### **Arrangement with creditors**

Is the economic operator in arrangement with creditors? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Your answer?

Yes

No

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Is this information available at no cost to the authorities from an EU Member State database?

Yes

No

#### **Analogous situation like bankruptcy under national law**

Is the economic operator in in any analogous situation like bankruptcy arising from a similar procedure under national laws and regulations? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Your answer?

- Yes
- No

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Is this information available at no cost to the authorities from an EU Member State database?

- Yes
- No

**Assets being administered by liquidator**

Are the assets of the economic operator being administered by a liquidator or by the court? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Your answer?

- Yes
- No

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Is this information available at no cost to the authorities from an EU Member State database?

- Yes
- No

**Business activities are suspended**

Are the business activities of the economic operator suspended? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Your answer?

- Yes
- No

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Is this information available at no cost to the authorities from an EU Member State database?

- Yes
- No

**Agreements with other economic operators aimed at distorting competition**

Has the economic operator entered into agreements with other economic operators aimed at distorting competition?

Your answer?

Yes

No

**Guilty of grave professional misconduct**

Is the economic operator guilty of grave professional misconduct? Where applicable, see definitions in national law, the relevant notice or the procurement documents.

Your answer?

Yes

No

**Conflict of interest due to its participation in the procurement procedure**

Is the economic operator aware of any conflict of interest, as indicated in national law, the relevant notice or the procurement documents due to its participation in the procurement procedure?

Your answer?

Yes

No

**Direct or indirect involvement in the preparation of this procurement procedure**

Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?

Your answer?

Yes

No

**Early termination, damages or other comparable sanctions**

Has the economic operator experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?

Your answer?

Yes

No



**Guilty of misinterpretation, withheld information, unable to provide required documents and obtained confidential information of this procedure**

Can the economic operator confirm that:

- a) It has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,
- b) It has withheld such information,
- c) It has not been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and
- d) It has undertaken to unduly influence the decision making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?

Your answer?

- Yes
- No

**D: Purely national exclusion grounds**

**Do the purely national grounds of exclusion, which are specified in the relevant notice or in the procurement documents, apply?**

**Purely national exclusion grounds**

Other exclusion grounds that may be foreseen in the national legislation of the contracting authority's or contracting entity's Member State. Has the economic operator breached its obligations relating to the purely national grounds of exclusion, which are specified in the relevant notice or in the procurement documents?

Your answer?

- Yes
- No

---

Is this information available at no cost to the authorities from an EU Member State database?

- Yes
- No

## Part IV: Selection criteria

### **α: Global indication for all selection criteria**

**Concerning the selection criteria the economic operator declares that It satisfies all the required selection criteria**

Your answer?

- Yes  
 No

## Finish

### **Part V: Reduction of the number of qualified candidates**

**The economic operator declares that:**

**It meets the objective and non discriminatory criteria or rules to be applied in order to limit the number of candidates in the following way:**

**In case certain certificates or other forms of documentary evidence are required, please indicate for each whether the economic operator has the required documents:**

If some of these certificates or forms of documentary evidence are available electronically, please indicate for each:

Your answer?

- Yes  
 No

### **Please describe them**

All relevant certificates and requests have been attached in our RFP response. Should other documents be required Morgan Kai will not hesitate to provide the to the Contracting authority/contracting entity immediately upon request

---

Is this information available at no cost to the authorities from an EU Member State database?

- Yes  
 No

### **Part VI: Concluding statements**

The economic operator formally declares that the information stated under Parts II - V above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The economic operator formally declares to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

- a) The contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge (on condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access), or
- b) As of 18 October 2018 at the latest (depending on the national implementation of the second subparagraph of Article 59(5) of Directive 2014/24/EU), the contracting authority or contracting entity already possesses the documentation concerned.

The economic operator formally consents to the contracting authority or contracting entity as set out in Part I, gaining access to documents supporting the information, which has been provided in Part III and Part IV of this European Single Procurement Document for the purposes of the procurement procedure as set out in Part I.

Date, place and, where required or necessary, signature(s):

**Date**

17-11-2018

**Place**

United Kingdom

**Signature**



**Appendix 22 – Morgan Kai Limited Financial Statements 2017**

Company Registration No. 4694811 (England and Wales)

**Morgan Kai Group Limited**  
**CONSOLIDATED**  
**FULL DETAILED FINANCIAL STATEMENTS**  
**for the year ended**  
**31 December 2017**

**Morgan Kai Group Limited**  
Consolidated Annual Report and Accounts  
Year Ended 31 December 2017

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## Morgan Kai Group Limited

### OFFICERS AND PROFESSIONAL ADVISERS

---

DIRECTORS:	P. A. Gascoigne T. A. L. Gascoigne
COMPANY NUMBER:	4694811 Registered in England and Wales
REGISTERED OFFICE:	West One Wellington Street Leeds LS1 1BA
BANKERS:	NatWest Norwich City Office Norwich NR2 1HX
SOLICITORS:	Slater Heelis Oaklands House 34 Washway Road Sale M33 6FS
ACCOUNTANTS	Brown Butler Chartered Accountants 28 St Paul's Street Leeds LS1 2JT



## Morgan Kai Group Limited

### DIRECTORS' REPORT

for the year ended 31 December 2017

---

The Directors submit their consolidated report and accounts for Morgan Kai Group Limited for the year ended 31 December 2017.

#### PRINCIPAL ACTIVITIES

The principal activity of the Group during the year was the Sales and Development of MKinsight Internal Audit and Risk Management software.

#### REVIEW OF THE BUSINESS

The Directors are pleased with the results achieved during 2017. The Group has experienced significant growth in its core business of Audit and Risk Management Software (MKinsight). The company's results for 2017 have been in line with forecast.

#### DIRECTORS

The present composition of the board is set out on page 3 and the Directors who held office during the year are set out below:

P. A. Gascoigne, Director  
T. A. L. Gascoigne, Director

Signed by order of the Board

Paul Gascoigne  
**Director**



20<sup>th</sup> January 2018



**Morgan Kai Group Limited**  
**CONSOLIDATED PROFIT AND LOSS ACCOUNT**  
for the year ended 31 December 2017

	<i>Notes</i>	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
TURNOVER			-	4,451,918	4,128,940
Cost of sales			-	(1,465,499)	(830,533)
<b>GROSS PROFIT</b>			-	<b>2,986,419</b>	<b>3,298,407</b>
Other operating expenses	2	(20,100)	(20,100)	(2,136,438)	(1,788,513)
<b>OPERATING PROFIT / (LOSS)</b>		<b>(20,100)</b>	<b>(20,100)</b>	<b>849,981</b>	<b>1,509,894</b>
Exceptional Items			-	-	(773,821)
Operating profit after exceptional items		(20,100)	(20,100)	849,981	736,073
Income from shares in group undertakings		1,107,000	971,000	-	-
Interest receivable			-	29,538	23,478
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	3	<b>1,086,900</b>	<b>950,900</b>	<b>879,519</b>	<b>759,551</b>
Taxation	4	-	-	(206,212)	(290,101)
<b>PROFIT FOR THE FINANCIAL YEAR</b>		<b>1,086,900</b>	<b>950,900</b>	<b>673,307</b>	<b>469,450</b>

The group had no recognised gains or losses other than the profit for the year, and the above results derive from continuing operations.


**Morgan Kai Group Limited**  
**CONSOLIDATED BALANCE SHEET**  
 for the year ended 31 December 2017

	Notes	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
FIXED ASSETS	5	-	-	52,162	83,769
INTANGIBLE ASSETS					
Investments		110,550	130,650	-	-
Goodwill	6		-	123,610	146,083
IPR	7		-	70,385	84,231
		110,550	130,650	193,995	230,314
CURRENT ASSETS					
Debtors	8	104,473	223,821	1,897,621	1,707,920
Cash at bank		34,313	1,077	229,335	430,946
		138,786	224,898	2,126,956	2,138,866
CREDITORS: Amounts falling due within one year	9	(128,204)	(237,316)	(1,990,412)	(1,659,555)
NET CURRENT ASSETS / (LIABILITIES)		10,582	(12,418)	136,544	479,311
NET ASSETS		121,132	118,232	382,701	793,394
CAPITAL AND RESERVES					
Called up share capital	11	830	830	830	830
Capital redemption reserve		170	170	170	170
Profit and (Loss) Account	12	120,132	117,232	381,701	792,394
EQUITY SHAREHOLDERS' FUNDS	13	121,232	118,232	382,701	793,394

For the year ended 31 December 2017 the company was entitled to exemption under Section 477(1) of the Companies Act 2006. Members have not required the company to obtain an audit of the accounts for the year in question in accordance with Section 476. The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

The directors have taken advantage, in the preparation of the accounts, of the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These accounts were approved and authorised for issue by the Board of Directors on 20<sup>th</sup> January 2018 and signed on its behalf by:

Paul Gascoigne ...  ... Director

The notes on pages 7 to 14 form part of these accounts.

**Morgan Kai Group Limited**  
**CONSOLIDATED OPERATING EXPENSES**  
 for the year ended 31 December 2017

---

**1. Accounting Policies**

(a) Basis of Preparation

(b) The accounts are prepared under the historical cost convention and the Financial Reporting Standard for Smaller Entities (effective January 2015) (the FRSSE).

(c) Turnover

Turnover represents amounts receivable for goods and services net of VAT.

(d) Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

Intellectual property rights	Straight line basis over 13 years
------------------------------	-----------------------------------

(e) Depreciation

Depreciation of tangible fixed assets is provided on cost over their estimated useful lives. The annual rates and methods of depreciation are as follows:

Fixtures, fittings and equipment	Straight line basis over 3 to 5 years
----------------------------------	---------------------------------------

(f) Leases

Operating lease rentals are charged to the profit and loss account as incurred.

(g) Investments

Fixed asset investments are stated at cost less amortisation which is being provided at a rate of 5% per annum on the original cost of the investment. The Directors consider that this policy will amortise the investments over their expected useful lives.

(h) Goodwill

Morgan Kai Group Limited acquired Morgan Kai Limited on 30 April 2003. The business combination resulted in goodwill which has been calculated as the difference between the cost of the entity and the fair value of the net identifiable assets. Internally generated goodwill has not been capitalised.

Goodwill has been capitalised as an asset and is amortized over its useful economic life of 20 years.

## Morgan Kai Group Limited

### CONSOLIDATED OPERATING EXPENSES

for the year ended 31 December 2017

---

(i) Deferred Tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed by the balance sheet date. Deferred tax is not recognised when assets are re-valued unless, by the balance sheet date, the company has entered into a binding agreement to sell the assets and recognised the gains or losses expected to arise on sale.

(j) Cash Flow Statement

The company qualifies as a small company under the Companies Act 2006. The Directors have elected to take advantage of the exemption under FRSSE not to prepare a cash flow statement

(k) Research and development

Development expenditure incurred on an individual project is carried forward when its future recoverability can reasonably be regarded as assured. Any expenditure carried forward is amortised in line with the expected future sales from the related project.

(l) Foreign currency transactions

Transactions in foreign currencies are recorded at the exchange rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are retranslated at the closing rates at the balance sheet date. All exchange differences are included in the profit and loss account.

**Morgan Kai Group Limited**  
**CONSOLIDATED OPERATING EXPENSES**  
 for the year ended 31 December 2017

**2. Other Operating Expenses**

	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
Administration expenses	20,100	20,100	2,136,438	1,788,513

**3. Profit on Ordinary Activities Before Taxation**

The profit is after charging:

	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
Amortisation of Investments and Goodwill				
Charge for the year:	20,100	20,100	-	-
- Subsidiary	-	-	22,473	22,473
- Goodwill	-	-	-	-
Amortisation of IPR				
- Charge for the year	-	-	13,846	13,846
Depreciation of owned assets				
- Charge for the year	-	-	49,032	53,733
Operating lease charges				
- Land and buildings	-	-	94,068	37,127

**4. Tax on Profit on Ordinary Activities**

	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
Current year	-	-	206,212	290,101

**Morgan Kai Group Limited**  
**CONSOLIDATED OPERATING EXPENSES**  
 for the year ended 31 December 2017

**5. Tangible Assets**

	<i>Consolidated</i> £
Cost	
At 1 January 2017	230,840
Additions	17,424
Disposals	-
At 31 December 2017	<u>248,264</u>
Depreciation	
At 1 January 2017	147,070
Charge for the year	49,032
Disposals	-
At 31 December 2017	<u>196,102</u>
Net Book Value	
At 31 December 2017	<u>52,162</u>
At 31 December 2016	<u>83,769</u>

**6. Goodwill**

	<i>Consolidated</i> £
Cost	
At 1 January 2017	452,358
At 31 December 2017	<u>452,358</u>
Amortisation	
At 1 January 2017	306,275
Charge for the year	22,473
At 31 December 2017	<u>328,748</u>
Net Book Value	
At 31 December 2017	<u>123,610</u>
At 31 December 2016	<u>146,083</u>

**Morgan Kai Group Limited**  
**CONSOLIDATED OPERATING EXPENSES**  
for the year ended 31 December 2017

**7. IPR**

	<i>Consolidated</i> £
Cost	
At 1 January 2017 and 31 December 2017	180,000
Amortisation	
At 1 January 2017	95,769
Charge for the year	13,846
At 31 December 2017	109,615
Net Book Value	
At 31 December 2017	70,385
At 31 December 2016	84,231

**8. Debtors**

	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
Trade debtors			729,060	895,290
Amounts owed by group companies	104,473	223,821	-	-
Other debtors	-	-	1,168,561	812,630
	<u>104,473</u>	<u>223,821</u>	<u>1,897,621</u>	<u>1,707,920</u>

**9. Creditors Amounts Falling Due Within One Year:**

	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
Trade creditors	-	-	186,136	54,281
Accruals and deferred income	-	-	1,236,467	1,049,881
Corporation tax	-	-	401,066	284,209
Other taxation and social security	-	-	38,539	33,868
Other creditors	128,204	237,316	128,204	237,316
Amounts owed to subsidiary	-	-	-	-
	<u>128,204</u>	<u>237,316</u>	<u>1,990,412</u>	<u>1,659,555</u>



**Morgan Kai Group Limited**  
**CONSOLIDATED OPERATING EXPENSES**  
for the year ended 31 December 2017

**10. Related Party Transactions**

The following director had loans during the year in relation to Morgan Kai Limited. Interest is charged at HMRC's official rate of interest. The movement on these loans was as follows:

	P. A. Gascoigne
Loan account balance b/f at 1 January 2017	812,630
Advanced	1,139,062
Interest	29,499
Total	<u>1,981,191</u>
Loans repaid	<u>(812,630)</u>
Balance c/f at 31 December 2017	<u>1,168,561</u>

**11. Share Capital**

Allotted, called up and full paid:

Number:	Class:	Nominal Value:	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
460	Ordinary	£1	460	460	460	460
370	Preference	£1	370	370	370	370
			<u>830</u>	<u>830</u>	<u>830</u>	<u>830</u>

Both classes of shares accrue discretionary dividends in line with the articles of association and the preference shares have no voting rights.

**Morgan Kai Group Limited**  
 CONSOLIDATED OPERATING EXPENSES  
 for the year ended 31 December 2017

**12. Profit and Loss Account**

	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
At 1 January 2017	117,232	112,632	792,394	1,269,244
Profit for the year after tax	1,086,900	950,900	673,307	469,450
	1,204,132	1,063,532	1,465,701	1,738,694
Dividends	(1,084,000)	(366,300)	(1,084,000)	(366,300)
Purchase of own Shares	-	(580,000)	-	(580,000)
At 31 December 2017	120,132	117,232	381,701	792,394

**13. Reconciliation of Movement in Shareholders' Funds**

	2017 Co. Only £	2016 Co. Only £	2017 Consol'd £	2016 Consol'd £
Profit for the financial year	1,086,900	950,900	673,307	469,450
Dividends paid	(1,084,000)	(366,300)	(1,084,000)	(366,300)
Purchase of own shares	-	(580,000)	-	(580,000)
Net increase / (deduction) to shareholders' funds	2,900	4,600	(410,693)	(476,850)
Opening shareholders' funds	118,232	113,632	793,394	1,270,244
Closing shareholders' funds	121,132	118,232	382,701	793,394

**14. Controlling Party**

The company was controlled throughout the year by Paul A Gascoigne by virtue of his ownership of 100% of the company's issued voting Ordinary share capital.

**Appendix 23 – Morgan Kai Limited Financial Statements 2016**

Company Registration No. 4694811 (England and Wales)

**Morgan Kai Group Limited**  
**CONSOLIDATED**  
**FULL DETAILED FINANCIAL STATEMENTS**  
**for the year ended**  
**31 December 2016**

**Morgan Kai Group Limited**  
Consolidated Annual Report and Accounts  
Year Ended 31 December 2016

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## Morgan Kai Group Limited

### OFFICERS AND PROFESSIONAL ADVISERS

---

DIRECTORS:	P. A. Gascoigne T. A. L. Gascoigne R. L. Gascoigne (resigned 04/02/16) M. A. Gascoigne (resigned 04/02/16)
COMPANY NUMBER:	4694811 Registered in England and Wales
REGISTERED OFFICE:	West One Wellington Street Leeds LS1 1BA
BANKERS:	NatWest Norwich City Office Norwich NR2 1HX
SOLICITORS:	Slater Heelis Oaklands House 34 Washway Road Sale M33 6FS
ACCOUNTANTS	Brown Butler Chartered Accountants 28 St Paul's Street Leeds LS1 2JT

## Morgan Kai Group Limited

### DIRECTORS' REPORT

for the year ended 31 December 2016

---

The Directors submit their consolidated report and accounts for Morgan Kai Group Limited for the year ended 31 December 2016.

#### PRINCIPAL ACTIVITIES

The principal activity of the Group during the year was the Sales and Development of MKinsight Internal Audit and Risk Management software.

#### REVIEW OF THE BUSINESS

The Directors are pleased with the results achieved during 2016. The Group has experienced significant growth in its core business of Audit and Risk Management Software (MKinsight). The company's results for 2016 have been in line with forecast.

#### DIRECTORS

The present composition of the board is set out on page 3 and the Directors who held office during the year are set out below:

P. A. Gascoigne, Director  
T. A. L. Gascoigne, Director  
R. L. Gascoigne, Director (resigned 04/02/16)  
M. A. Gascoigne, Director (resigned 04/02/16)

Signed by order of the Board

Paul Gascoigne  
**Director**



20<sup>th</sup> January 2017

**Morgan Kai Group Limited**  
 CONSOLIDATED PROFIT AND LOSS ACCOUNT  
 for the year ended 31 December 2016

	Notes	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
TURNOVER			-	4,128,940	3,300,182
Cost of sales			-	(830,533)	(944,709)
<b>GROSS PROFIT</b>			-	<b>3,298,407</b>	<b>2,355,473</b>
Other operating expenses	2	(20,100)	(20,100)	(1,788,513)	(1,599,235)
<b>OPERATING PROFIT / (LOSS)</b>		<b>(20,100)</b>	<b>(20,100)</b>	<b>1,509,894</b>	<b>756,238</b>
Exceptional Items		-	-	(773,821)	(433,909)
Operating profit after exceptional items		(20,100)	(20,100)	736,073	322,329
Income from shares in group undertakings		971,000	390,000	-	-
Interest receivable		-	-	23,478	26,922
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	3	<b>950,900</b>	<b>369,900</b>	<b>759,551</b>	<b>349,251</b>
Taxation	4	-	-	(290,101)	(130,089)
<b>PROFIT FOR THE FINANCIAL YEAR</b>		<b>950,900</b>	<b>369,900</b>	<b>469,450</b>	<b>219,162</b>

The group had no recognised gains or losses other than the profit for the year, and the above results derive from continuing operations.



**Morgan Kai Group Limited**  
**CONSOLIDATED BALANCE SHEET**  
 for the year ended 31 December 2016

	Notes	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
<b>FIXED ASSETS</b>	5	-	-	83,769	104,559
<b>INTANGIBLE ASSETS</b>					
Investments		130,650	150,750	-	-
Goodwill	6	-	-	146,083	168,556
IPR	7	-	-	84,231	98,077
		<u>130,650</u>	<u>150,750</u>	<u>230,314</u>	<u>266,633</u>
<b>CURRENT ASSETS</b>					
Debtors	8	223,821	3,105	1,707,920	1,548,970
Cash at bank		1,077	5,308	430,946	463,312
		<u>224,898</u>	<u>8,413</u>	<u>2,138,866</u>	<u>2,012,282</u>
<b>CREDITORS: Amounts falling due within one year</b>	9	(237,316)	(45,531)	(1,659,555)	(1,113,230)
<b>NET CURRENT ASSETS / (LIABILITIES)</b>		<u>(12,418)</u>	<u>(37,118)</u>	<u>479,311</u>	<u>899,052</u>
<b>NET ASSETS</b>		<u>118,232</u>	<u>113,632</u>	<u>793,394</u>	<u>1,270,244</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	11	830	1,000	830	1,000
Capital redemption reserve		170	-	170	-
Profit and (Loss) Account	12	117,232	112,632	792,394	1,269,244
<b>EQUITY SHAREHOLDERS' FUNDS</b>	13	<u>118,232</u>	<u>113,632</u>	<u>793,394</u>	<u>1,270,244</u>

For the year ended 31 December 2016 the company was entitled to exemption under Section 477(1) of the Companies Act 2006. Members have not required the company to obtain an audit of the accounts for the year in question in accordance with Section 476. The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

The directors have taken advantage, in the preparation of the accounts, of the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These accounts were approved and authorised for issue by the Board of Directors on 20<sup>th</sup> January 2017 and signed on its behalf by:

Paul Gascoigne  Director

The notes on pages 7 to 14 form part of these accounts.

**Morgan Kai Group Limited**  
**CONSOLIDATED NOTES TO THE ACCOUNTS**  
 for the year ended 31 December 2016

**1. Accounting Policies**

(a) Basis of Preparation

(b) The accounts are prepared under the historical cost convention and the Financial Reporting Standard for Smaller Entities (effective January 2015) (the FRSSSE).

(c) Turnover

Turnover represents amounts receivable for goods and services net of VAT.

(d) Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

Intellectual property rights	Straight line basis over 13 years
------------------------------	-----------------------------------

(e) Depreciation

Depreciation of tangible fixed assets is provided on cost over their estimated useful lives. The annual rates and methods of depreciation are as follows:

Fixtures, fittings and equipment	Straight line basis over 3 to 5 years
----------------------------------	---------------------------------------

(f) Leases

Operating lease rentals are charged to the profit and loss account as incurred.

(g) Investments

Fixed asset investments are stated at cost less amortisation which is being provided at a rate of 5% per annum on the original cost of the investment. The Directors consider that this policy will amortise the investments over their expected useful lives.

(h) Goodwill

Morgan Kai Group Limited acquired Morgan Kai Limited on 30 April 2003. The business combination resulted in goodwill which has been calculated as the difference between the cost of the entity and the fair value of the net identifiable assets. Internally generated goodwill has not been capitalised.

Goodwill has been capitalised as an asset and is amortized over its useful economic life of 20 years.

**Morgan Kai Group Limited**  
CONSOLIDATED NOTES TO THE ACCOUNTS  
for the year ended 31 December 2016

---

(i) Deferred Tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed by the balance sheet date. Deferred tax is not recognised when assets are re-valued unless, by the balance sheet date, the company has entered into a binding agreement to sell the assets and recognised the gains or losses expected to arise on sale.

(j) Cash Flow Statement

The company qualifies as a small company under the Companies Act 2006. The Directors have elected to take advantage of the exemption under FRSSE not to prepare a cash flow statement

(k) Research and development

Development expenditure incurred on an individual project is carried forward when its future recoverability can reasonably be regarded as assured. Any expenditure carried forward is amortised in line with the expected future sales from the related project.

(l) Foreign currency transactions

Transactions in foreign currencies are recorded at the exchange rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are retranslated at the closing rates at the balance sheet date. All exchange differences are included in the profit and loss account.

**Morgan Kai Group Limited**  
 CONSOLIDATED NOTES TO THE ACCOUNTS  
 for the year ended 31 December 2016

**2. Other Operating Expenses**

	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
Administration expenses	20,100	20,100	1,788,513	1,599,235

**3. Profit on Ordinary Activities Before Taxation**

The profit is after charging:

	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
Amortisation of Investments and Goodwill				
Charge for the year:				
- Subsidiary	20,100	20,100		
- Goodwill			22,473	22,473
Amortisation of IPR				
- Charge for the year			13,846	13,846
Depreciation of owned assets				
- Charge for the year			53,733	53,576
Operating lease charges				
- Land and buildings			37,127	23,732

**4. Tax on Profit on Ordinary Activities**

	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
Current year	-	-	290,101	130,089

**Morgan Kai Group Limited**  
**CONSOLIDATED NOTES TO THE ACCOUNTS**  
 for the year ended 31 December 2016

**5. Tangible Assets**

	<i>Consolidated</i> £
Cost	
At 1 January 2016	216,364
Additions	34,936
Disposals	(20,459)
At 31 December 2016	<u>230,841</u>
Depreciation	
At 1 January 2016	111,805
Charge for the year	53,733
Disposals	(18,466)
At 31 December 2016	<u>147,702</u>
Net Book Value	
At 31 December 2016	<u>83,769</u>
At 31 December 2015	<u>104,559</u>

**6. Goodwill**

	<i>Consolidated</i> £
Cost	
At 1 January 2016	452,358
At 31 December 2016	<u>452,358</u>
Amortisation	
At 1 January 2016	283,802
Charge for the year	22,473
At 31 December 2016	<u>306,275</u>
Net Book Value	
At 31 December 2016	<u>146,083</u>
At 31 December 2015	<u>168,556</u>

**Morgan Kai Group Limited**  
**CONSOLIDATED NOTES TO THE ACCOUNTS**  
 for the year ended 31 December 2016

**7. IPR**

	<i>Consolidated</i> £
Cost	
At 1 January 2016 and 31 December 2016	180,000
Amortisation	
At 1 January 2016	81,923
Charge for the year	13,846
At 31 December 2016	95,769
Net Book Value	
At 31 December 2016	84,231
At 31 December 2015	98,077

**8. Debtors**

	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
Trade debtors			895,290	520,991
Amounts owed by group companies	223,821	3,105	-	-
Other debtors	-	-	812,630	1,027,979
	<u>223,821</u>	<u>3,105</u>	<u>1,707,920</u>	<u>1,548,970</u>

**9. Creditors Amounts Falling Due Within One Year:**

	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
Trade creditors	-	-	54,281	63,661
Accruals and deferred income	-	-	1,049,881	873,927
Corporation tax	-	-	284,209	133,321
Other taxation and social security	-	-	33,868	42,321
Other creditors	237,316	-	237,316	-
Amounts owed to subsidiary	-	45,531	-	-
	<u>237,316</u>	<u>45,531</u>	<u>1,659,555</u>	<u>1,113,230</u>

**Morgan Kai Group Limited**  
 CONSOLIDATED NOTES TO THE ACCOUNTS  
 for the year ended 31 December 2016

**10. Related Party Transactions**

The following directors / secretary had loans during the year in relation to Morgan Kai Limited. Interest of 3% per annum from is being charged on these loans. The movement on these loans was as follows:

	P. A. Gascoigne	R. L. Gascoigne	M. A. Gascoigne	Total
Loan account balance b/f at 1 January 2016	773,821	2,065	252,092	1,027,978
Advanced	789,950	-	-	789,950
Interest	22,680	-	725	23,405
Total	1,586,451	2,065	252,817	1,841,333
Loan cancelled	(773,821)			(773,821)
Loans repaid	-	(2,065)	(252,817)	(254,882)
Balance c/f at 31 December 2016	812,630	-	-	812,630

In addition, the following share buy backs (purchase of own shares) by Morgan Kai Group Limited took place:

Share Holder	Shares Purchased	Amount £
R. L. Gascoigne	50	170,000
M. A. Gascoigne	100	340,000
P. Thompson	20	70,000
	170	580,000



**Morgan Kai Group Limited**  
 CONSOLIDATED NOTES TO THE ACCOUNTS  
 for the year ended 31 December 2016

**11. Share Capital**

Allotted, called up and full paid:

Number:	Class:	Nominal Value:	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
460	Ordinary	£1	460	630	460	630
370	Preference	£1	370	370	370	370
			<u>830</u>	<u>1,000</u>	<u>830</u>	<u>1,000</u>

Both classes of shares accrue discretionary dividends in line with the articles of association and the preference shares have no voting rights.

**12. Profit and Loss Account**

	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
At 1 January 2016	112,632	109,032	1,269,244	1,416,382
Profit for the year after tax	950,900	369,900	469,450	219,162
	<u>1,063,532</u>	<u>478,932</u>	<u>1,738,694</u>	<u>1,635,544</u>
Dividends	(366,300)	(366,300)	(366,300)	(366,300)
Purchase of own Shares	(580,000)	-	(580,000)	-
At 31 December 2016	<u>117,232</u>	<u>112,632</u>	<u>792,394</u>	<u>1,269,244</u>

**Morgan Kai Group Limited**  
 CONSOLIDATED NOTES TO THE ACCOUNTS  
 for the year ended 31 December 2016

**13. Reconciliation of Movement in Shareholders' Funds**

	2016 Co. Only £	2015 Co. Only £	2016 Consol'd £	2015 Consol'd £
Profit for the financial year	950,900	369,900	469,450	219,162
Dividends paid	(366,300)	(366,300)	(366,300)	(366,300)
Purchase of own shares	(580,000)	-	(580,000)	-
Net increase / (deduction) to shareholders' funds	4,600	3,600	(476,850)	(147,138)
Opening shareholders' funds	113,632	110,032	1,270,244	1,417,382
Closing shareholders' funds	118,232	113,632	793,394	1,270,244

**14. Controlling Party**

The company was controlled throughout the year by its Directors by virtue of their ownership of 97% of the company's issued voting share capital for the period from 01/01/16 to 04/02/16, 96% of the company's issued voting share capital from 04/02/16 to 22/06/16 and 100% from 22/06/16 to the year end.

**Appendix 24 – Morgan Kai Limited Financial Statements 2015**

Company Registration No. 4694811 (England and Wales)

**Morgan Kai Group Limited**  
**CONSOLIDATED**  
**FULL DETAILED FINANCIAL STATEMENTS**  
**for the year ended**  
**31 December 2015**

**Morgan Kai Group Limited**  
Consolidated Annual Report and Accounts  
Year Ended 31 December 2015

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Directors' Report	4
Profit and Loss Account	5
Balance Sheet	6
Notes to the Accounts	7-13

## Morgan Kai Group Limited

### OFFICERS AND PROFESSIONAL ADVISERS

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DIRECTORS:	P. A. Gascoigne T. A. L. Gascoigne R. L. Gascoigne (resigned 04/02/16) M. A. Gascoigne (resigned 04/02/16)
COMPANY NUMBER:	4694811 Registered in England and Wales
REGISTERED OFFICE:	West One Wellington Street Leeds LS1 1BA
BANKERS:	NatWest Norwich City Office Norwich NR2 1HX
SOLICITORS:	Slater Heelis Oaklands House 34 Washway Road Sale M33 6FS
ACCOUNTANTS	Brown Butler Chartered Accountants 28 St Paul's Street Leeds LS1 2JT

**Morgan Kai Group Limited**  
**CONSOLIDATED PROFIT AND LOSS ACCOUNT**  
for the year ended 31 December 2015

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The Directors submit their consolidated report and accounts for Morgan Kai Group Limited for the year ended 31 December 2015.

**PRINCIPAL ACTIVITIES**

The principal activity of the Group during the year was the Sales and Development of MKinsight Internal Audit and Risk Management software.

**REVIEW OF THE BUSINESS**

The Directors are pleased with the results achieved during 2015. The Group has experienced significant growth in its core business of Audit and Risk Management Software (MKinsight). The company's results for 2015 have been in line with forecast.

**DIRECTORS**

The present composition of the board is set out on page 3 and the Directors who held office during the year are set out below:

- P. A. Gascoigne, Director
- R. S. Walker, Director (resigned 24/04/15)
- T. A. L. Gascoigne, Director
- R. L. Gascoigne, Director (resigned 04/02/16)
- M. A. Gascoigne, Director (resigned 04/02/16)
- T. Walker, Company Secretary (resigned 24/04/15)

Signed by order of the Board

Paul Gascoigne  
**Director**



13<sup>th</sup> July 2016

**Morgan Kai Group Limited**  
 CONSOLIDATED PROFIT AND LOSS ACCOUNT  
 for the year ended 31 December 2015

	Notes	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
TURNOVER			-	3,300,182	3,481,466
Cost of sales			-	(944,709)	(594,948)
<b>GROSS PROFIT</b>			-	<b>2,355,473</b>	<b>2,886,518</b>
Other operating expenses	2	(20,100)	(20,100)	(1,599,235)	(1,387,172)
<b>OPERATING PROFIT / (LOSS)</b>		<b>(20,100)</b>	<b>(20,100)</b>	<b>756,238</b>	<b>1,499,346</b>
Exceptional Items		-	-	(433,909)	(886,127)
Operating profit after exceptional items		(20,100)	(20,100)	322,329	613,219
Income from shares in group undertakings		390,000	25,000	-	-
Interest receivable		-	-	26,922	26,534
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	3	<b>369,900</b>	<b>4,900</b>	<b>349,251</b>	<b>639,753</b>
Taxation	4	-	-	(130,089)	(313,518)
<b>PROFIT FOR THE FINANCIAL YEAR</b>		<b>369,900</b>	<b>4,900</b>	<b>219,162</b>	<b>326,235</b>

The group had no recognised gains or losses other than the profit for the year, and the above results derive from continuing operations.



**Morgan Kai Group Limited**  
**CONSOLIDATED BALANCE SHEET**  
 for the year ended 31 December 2015

	Notes	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
<b>FIXED ASSETS</b>	5	-	-	104,559	86,486
<b>INTANGIBLE ASSETS</b>					
Investments		150,750	170,850	-	-
Goodwill	6	-	-	168,556	191,029
IPR	7	-	-	98,077	111,923
		150,750	170,850	266,633	302,952
<b>CURRENT ASSETS</b>					
Debtors	8	3,105	3,105	1,548,970	1,701,354
Cash at bank		5,308	2,106	463,312	436,559
		8,413	5,211	2,012,282	2,137,913
<b>CREDITORS: Amounts falling due within one year</b>	9	(45,531)	(66,029)	(1,113,230)	(1,109,969)
<b>NET CURRENT ASSETS / (LIABILITIES)</b>		(37,118)	(60,818)	899,052	1,027,944
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		113,632	110,032	1,270,244	1,417,382
<b>NET ASSETS</b>		113,632	110,032	1,270,244	1,417,382
<b>CAPITAL AND RESERVES</b>					
Called up share capital	10	1,000	1,000	1,000	1,000
Profit and (Loss) Account	11	112,632	109,032	1,269,244	1,416,382
<b>EQUITY SHAREHOLDERS' FUNDS</b>	12	113,632	110,032	1,270,244	1,417,382

For the year ended 31 December 2015 the company was entitled to exemption under Section 477(1) of the Companies Act 2006. Members have not required the company to obtain an audit of the accounts for the year in question in accordance with Section 476. The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

The directors have taken advantage, in the preparation of the accounts, of the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2015).

These accounts were approved and authorised for issue by the Board of Directors on 13<sup>th</sup> July 2016 and signed on its behalf by:

Paul Gascoigne  Director

The notes on pages 7 to 13 form part of these accounts.

**Morgan Kai Group Limited**  
CONSOLIDATED NOTES TO THE ACCOUNTS  
for the year ended 31 December 2015

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**1. Accounting Policies**

(a) Basis of Preparation

(b) The accounts are prepared under the historical cost convention and the Financial Reporting Standard for Smaller Entities (effect 2015) (the FRSSE).

(c) Turnover

Turnover represents amounts receivable for goods and services net of VAT.

(d) Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

Intellectual property rights                      Straight line basis over 13 years.

(e) Depreciation

Depreciation of tangible fixed assets is provided on cost over their estimated useful lives. The annual rates and methods of depreciation are as follows:

Fixtures, fittings and equipment              Straight line basis over 3 to 5 years

(f) Leases

Operating lease rentals are charged to the profit and loss account as incurred.

(g) Investments

Fixed asset investments are stated at cost less amortisation which is being provided at a rate of 5% per annum on the original cost of the investment. The Directors consider that this policy will amortise the investments over their expected useful lives.

(h) Goodwill

Morgan Kai Group Limited acquired Morgan Kai Limited on 30 April 2003. The business combination resulted in goodwill which has been calculated as the difference between the cost of the entity and the fair value of the net identifiable assets. Internally generated goodwill has not been capitalised.

Goodwill has been capitalised as an asset and is amortized over its useful economic life of 20 years.

**Morgan Kai Group Limited**  
CONSOLIDATED NOTES TO THE ACCOUNTS  
for the year ended 31 December 2015

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(i) Deferred Tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed by the balance sheet date. Deferred tax is not recognised when assets are re-valued unless, by the balance sheet date, the company has entered into a binding agreement to sell the assets and recognised the gains or losses expected to arise on sale.

(j) Cash Flow Statement

The company qualifies as a small company under the Companies Act 2006. The Directors have elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement

(k) Research and development

Development expenditure incurred on an individual project is carried forward when its future recoverability can reasonably be regarded as assured. Any expenditure carried forward is amortised in line with the expected future sales from the related project.

(l) Foreign currency transactions

Transactions in foreign currencies are recorded at the exchange rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are retranslated at the closing rates at the balance sheet date. All exchange differences are included in the profit and loss account.

**Morgan Kai Group Limited**  
**CONSOLIDATED NOTES TO THE ACCOUNTS**  
 for the year ended 31 December 2015

**2. Other Operating Expenses**

	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
Administration expenses	20,100	20,100	1,599,235	1,387,172

**3. Profit on Ordinary Activities Before Taxation**

The profit is after charging:

	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
Amortisation of Investments and Goodwill Charge for the year:				
- Subsidiary	20,100	20,100		
- Goodwill			22,473	22,473
Amortisation of IPR - Charge for the year			13,846	13,846
Depreciation of owned assets - Charge for the year			53,576	41,834
Operating lease charges - Land and buildings			23,732	30,077

**4. Tax on Profit on Ordinary Activities**

	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
Current year	-	-	130,089	313,518

**Morgan Kai Group Limited**  
**CONSOLIDATED NOTES TO THE ACCOUNTS**  
 for the year ended 31 December 2015

**5. Tangible Assets**

	<i>Consolidated</i>
	£
Cost	
At 1 January 2015	233,463
Additions	71,865
Disposals	(88,964)
At 31 December 2015	<u>216,364</u>
Depreciation	
At 1 January 2015	146,977
Charge for the year	53,576
Disposals	(88,748)
At 31 December 2015	<u>111,805</u>
Net Book Value	
At 31 December 2015	<u>104,559</u>
At 31 December 2014	<u>86,486</u>

**6. Goodwill**

	<i>Consolidated</i>
	£
Cost	
At 1 January 2015	452,358
At 31 December 2015	<u>452,358</u>
Amortisation	
At 1 January 2015	261,329
Charge for the year	22,473
At 31 December 2015	<u>283,802</u>
Net Book Value	
At 31 December 2015	<u>168,556</u>
At 31 December 2014	<u>191,029</u>

**Morgan Kai Group Limited**  
**CONSOLIDATED NOTES TO THE ACCOUNTS**  
 for the year ended 31 December 2015

**7. IPR**

	<i>Consolidated</i> £
Cost	
At 1 January 2015 and 31 December 2015	180,000
Amortisation	
At 1 January 2015	68,077
Charge for the year	13,846
At 31 December 2015	81,923
Net Book Value	
At 31 December 2015	98,077
At 31 December 2014	111,923

**8. Debtors**

	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
Trade debtors			520,991	790,967
Amounts owed by group companies	3,105	3,105	-	-
Other debtors	-	-	1,027,979	910,387
	3,105	3,105	1,548,970	1,701,354

**9. Creditors Amounts Falling Due Within One Year:**

	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
Trade creditors	-	-	63,661	60,144
Loans	-	-	-	-
Accruals and deferred income	-	-	873,927	676,810
Corporation tax	-	-	133,321	318,587
Other taxation and social security	-	-	42,321	54,428
Other creditors	-	-	-	-
Amounts owed to subsidiary	45,531	66,029	-	-
	45,531	66,029	1,113,230	1,109,969

**Morgan Kai Group Limited**  
 CONSOLIDATED NOTES TO THE ACCOUNTS  
 for the year ended 31 December 2015

**10. Share Capital**

Allotted, called up and full paid:

Number:	Class:	Nominal Value:	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
630	Ordinary	£1	630	1,000	630	1,000
370	Preference	£1	370	-	370	-
			<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>

Both classes of shares accrue discretionary dividends in line with the articles of association and the preference shares have no voting rights.

**11. Profit and Loss Account**

	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
At 1 January 2015	109,032	104,132	1,416,382	1,090,147
Profit for the year after tax	369,900	4,900	219,162	326,235
	<u>478,932</u>	<u>109,032</u>	<u>1,635,544</u>	<u>1,416,382</u>
Dividends	(366,300)	-	(366,300)	-
At 31 December 2015	<u>112,632</u>	<u>109,032</u>	<u>1,269,244</u>	<u>1,416,382</u>



**Morgan Kai Group Limited**  
 CONSOLIDATED NOTES TO THE ACCOUNTS  
 for the year ended 31 December 2015

**12. Reconciliation of Movement in Shareholders' Funds**

	2015 Co. Only £	2014 Co. Only £	2015 Consol'd £	2014 Consol'd £
Profit for the financial year	369,900	4,900	219,162	326,235
Dividends Paid	(366,300)	-	(366,300)	-
Net increase / (deduction) to shareholders' funds	3,600	4,900	(147,138)	326,235
Opening shareholders' funds	110,032	105,132	1,417,382	1,091,147
Closing shareholders' funds	113,632	110,032	1,270,244	1,417,382

**Appendix 25 – Grant Thornton Financial Statements 2017**

*Ursoi codice 8330*

*30-11-17-17*

DIRECȚIA GENERALĂ  
 PENTRU STATISTICĂ  
 29. MAR. 2018  
 # MUNICIPIULUI CHIȘINĂU  
 Nr.

Anexe la SNC  
 "Prezentarea situațiilor financiare"  
 Aprobate de Ministerul Finanțelor  
 al Republicii Moldova  
*M3-2017*  
*1BE-2017*  
*12mf-2017*  
*ASA-2017*

„29” 03 2018  
 Data primirii

### SITUAȚIILE FINANCIARE

pentru perioada 01.01.2017 - 31.12.2017

Entitatea **Grant Thornton Audit SRL** |4|0|5|9|5|0|9|0|  
 (Denumirea completă) Cod CUIIO  
 |1|0|0|9|6|0|0|0|0|2|9|4|3|  
 Cod IDNO

Sediul: MD 2005 m. Chisinau |0|1|5|0|  
 Cod poștal Raionul (municipiul, UTA); Localitatea Cod CUATM

str. Grigore Ureche 69  
strada, nr. bl.

Activitatea principală Servicii de audit |6|9|2|0|  
 Cod CAEM, rev.2  
 |7|4|1|2|0|  
 Cod CAEM, ediția 2005

Forma de proprietate Privata |1|6|  
 Cod CFP

Forma organizatorico-juridică SRL |5|3|0|  
 Cod CFOJ

Date de contact: Tel. 022860571 e-mail \_\_\_\_\_  
 WEB \_\_\_\_\_

Numele și coordonatele al contabilului-șef: Dl (dna) Ribacova Marina  
 Tel. 022860571

Unitatea de măsură: leu

**Notă informativă privind veniturile și cheltuielile clasificate după natură**

Anexa 8

Indicatori	Cod rd.	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
Venituri din vânzări	010	6792685	5681515
Alte venituri din activitatea operațională	020	37453	4101
Venituri din alte activități	030	143334	66244
<b>Total venituri</b> (rd.010 + rd.020 + rd.030)	040	6973472	5751860
Variația stocurilor	050		
Costul vânzărilor mărfurilor vândute	060		
Cheltuieli privind stocurile	070	10889	8810
Cheltuieli cu personalul privind remunerarea muncii	080	1206723	1224025
Contribuții de asigurări sociale de stat obligatorii și prime de asigurare obligatorie de asistență medicală	090	331849	332864
Cheltuieli cu amortizarea și deprecierea activelor imobilizate	100	28431	44293
Alte cheltuieli	110	4622822	3854374
Cheltuieli din alte activități	120	166748	92066
<b>Total cheltuieli</b> (rd.050 + rd.060 + rd.070 + rd.080 + rd.090 + rd.100 + rd.110 + rd.120)	130	6367462	5556432
Profit (pierdere) pînă la impozitare (rd.040 – rd.130)	140	606010	195428
Cheltuieli privind impozitul pe venit	150	80604	33607
Profit (pierdere) net al perioadei de gestiune (rd.140 – rd.150)	160	525406	161821

Anexa 1

## BILANȚUL

la 31 decembrie 2017

Nr. cpt.	ACTIV	Cod rd.	Sold la	
			Începutul perioadei de gestiune	Sfârșitul perioadei de gestiune
1	2	3	4	5
1.	<b>Active imobilizate</b>			
	Imobilizări necorporale	010	4914	2764
	Imobilizări corporale în curs de execuție	020		
	Terenuri	030		
	Mijloace fixe	040	61276	68317
	Resurse minerale	050		
	Active biologice imobilizate	060		
	Investiții financiare pe termen lung în părți neafiliate	070		
	Investiții financiare pe termen lung în părți afiliate	080		
	Investiții imobiliare	090		
	Creanțe pe termen lung	100		
	Avansuri acordate pe termen lung	110		
	Alte active imobilizate	120		
	<b>Total active imobilizate</b> (rd.010 + rd.020 + rd.030 + rd.040 + rd.050 + rd.060 + rd.070 + rd.080 + rd.090 + rd.100 + rd.110 + rd.120)	130	66190	71081
2.	<b>Active circulante</b>			
	Materiale	140		
	Active biologice circulante	150		
	Obiecte de mică valoare și scurtă durată	160	7640	9635
	Producția în curs de execuție și produse	170		
	Mărfuri	180		
	Creanțe comerciale	190	832257	1155957
	Creanțe ale părților afiliate	200		
	Avansuri acordate curente	210	8892	38909
	Creanțe ale bugetului	220	470805	506781
	Creanțe ale personalului	230	953	4202
	Alte creanțe curente	240	36471	30246
	Numerar în casierie și la conturi curente	250	987793	50862
	Alte elemente de numerar	260		
	Investiții financiare curente în părți neafiliate	270		
	Investiții financiare curente în părți afiliate	280		
	Alte active circulante	290	21318	78095
	<b>Total active circulante</b> (rd.140 + rd.150 + rd.160 + rd.170 + rd.180 + rd.190 + rd.200 + rd.210 + rd.220 + rd.230 + rd.240 + rd.250 + rd.260 + rd.270 + rd.280 + rd.290)	300	2366129	1874687
	<b>Total active</b> (rd.130 + rd.300)	310	2432319	1945768

Nr. cpt.	P A S I V	Cod rd.	Sold la	
			Începutul perioadei de gestiune	Sfârșitul perioadei de gestiune
1	2	3	4	5
3.	<b>Capital propriu</b>			
	Capital social și suplimentar	320	5400	5400
	Rezerve	330		
	Corecții ale rezultatelor anilor precedenți	340	x	
	Profit nerepartizat (pierdere neacoperită) al anilor precedenți	350	240228	240228
	Profit net (pierdere netă) al perioadei de gestiune	360	x	161821
	Profit utilizat al perioadei de gestiune	370	x	
	Alte elemente de capital propriu	380		
	<b>Total capital propriu</b> (rd.320 + rd.330 + rd.340 + rd.350 + rd.360 - rd.370 + rd.380)	390	245628	407449
4.	<b>Datorii pe termen lung</b>			
	Credite bancare pe termen lung	400		
	Împrumuturi pe termen lung	410	495000	
	Datorii pe termen lung privind leasingul financiar	420		
	Alte datorii pe termen lung	430		
	<b>Total datorii pe termen lung</b> (rd.400 + rd.410 + rd.420 + rd.430)	440	495000	
5.	<b>Datorii curente</b>			
	Credite bancare pe termen scurt	450		
	Împrumuturi pe termen scurt	460		
	Datorii comerciale	470	134528	94580
	Datorii față de părțile afiliate	480		
	Avansuri primite curente	490	473150	955664
	Datorii față de personal	500	27017	73643
	Datorii privind asigurările sociale și medicale	510		
	Datorii față de buget	520	713	120
	Venituri anticipate curente	530		
	Datorii față de proprietari	540	555186	89975
	Finanțări și încasări cu destinație specială curente	550		
	Provizioane curente	560	64861	
	Alte datorii curente	570	436236	324337
	<b>Total datorii curente</b> (rd.450 + rd.460 + rd.470 + rd.480 + rd.490 + rd.500 + rd.510 + rd.520 + rd.530 + rd.540 + rd.550 + rd.560 + rd.570)	580	1691691	1538319
	<b>Total pasive</b> (rd.390 + rd.440 + rd.580)	590	2432319	1945768



Anexa 2

## SITUAȚIA DE PROFIT ȘI PIERDERE

de la 01.01.2017 pînă la 31.12.2017

Indicatori	Cod rd.	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
Venituri din vânzări	010	6792685	5681515
Costul vânzărilor	020	4530920	4003823
Profit brut (pierdere brută) (rd.010 – rd.020)	030	2261765	1677692
Alte venituri din activitatea operațională	040	37453	4101
Cheltuieli de distribuire	050		
Cheltuieli administrative	060	1659875	1444002
Alte cheltuieli din activitatea operațională	070	9921	16541
Rezultatul din activitatea operațională: profit (pierdere) (rd.030 + rd.040 – rd.050 – rd.060 – rd.070)	080	629422	221250
Rezultatul din alte activități: profit (pierdere)	090	(23412)	(25822)
Profit (pierdere) pînă la impozitare (rd.080 + rd.090)	100	606010	195428
Cheltuieli privind impozitul pe venit	110	80604	33607
Profit net (pierdere netă) al perioadei de gestiune (rd.100 – rd.110)	120	525406	161821

Anexa 3

## SITUAȚIA MODIFICĂRILOR CAPITALULUI PROPRIU

de la 01.01.2017 pînă la 31.12.2017

Nr. d/o	Indicatori	Cod rd.	Sold la începutul perioadei de gestiune	Majorări	Diminuări	Sold la sfîrșitul perioadei de gestiune
1	2	3	4	5	6	7
1	<b>Capital social și suplimentar</b>					
	Capital social	010	5400			5400
	Capital suplimentar	020				
	Capital nevărsat	030	( )	( )	( )	( )
	Capital nefinregistrat	040				
	Capital retras	050	( )	( )	( )	( )
	<b>Total capital social și suplimentar</b> (rd.010 + rd.020 + rd.030 + rd.040 + rd.050)	060	5400			5400
2	<b>Rezerve</b>					
	Capital de rezervă	070				
	Rezerve statutare	080				
	Alte rezerve	090				
	<b>Total rezerve</b> (rd.070 + rd.080 + rd.090)	100				
3	<b>Profit nerepartizat (pierdere neacoperită)</b>					
	Corecții ale rezultatelor anilor precedenți	110				
	Profit nerepartizat (pierdere neacoperită) al anilor precedenți	120	240228			240228
	Profit net (pierdere netă) al perioadei de gestiune	130	x	161821		161821
	Profit utilizat al perioadei de gestiune	140	x			
	Rezultatul din tranziția la noile reglementări contabile	150				
	<b>Total profit nerepartizat (pierdere neacoperită)</b> (rd.110 + rd.120 + rd.130 + rd.140 + rd.150)	160	240228	161821		402049
4	<b>Alte elemente de capital propriu, din care</b>	170				
	Diferențe din reevaluare	171				
	Subvenții entităților cu proprietate publică	172				
	<b>Total capital propriu</b> (rd.060 + rd.100 + rd.160 + rd.170)	180	245628	161821		407449



## SITUAȚIA FLUXURILOR DE NUMERAR

de la 01.01.2017 pînă la 31.12.2017

Indicatori	Cod. rd.	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
<b>Fluxuri de numerar din activitatea operațională</b>			
Încasări din vânzări	010	7712822	3789049
Plăți pentru stocuri și servicii procurate	020	4871614	4433036
Plăți către angajați și organe de asigurare socială și medicală	030	2294336	1389706
Dobânzi plătite	040		
Plata impozitului pe venit	050	238368	710981
Alte încasări	060	400	2287036
Alte plăți	070	333351	464571
<b>Fluxul net de numerar din activitatea operațională</b> (rd.010 – rd.020 – rd.030 – rd.040 – rd.050 + rd.060 – rd.070 )	080	(24447)	(922209)
<b>Fluxuri de numerar din activitatea de investiții</b>			
Încasări din vânzarea activelor imobilizate	090		
Plăți aferente intrărilor de active imobilizate	100		
Dobânzi încasate	110		
Dividende încasate	120		
Alte încasări (plăți)	130		
<b>Fluxul net de numerar din activitatea de investiții</b> (rd.090 – rd.100 + rd.110 + rd.120 ± rd.130)	140		
<b>Fluxuri de numerar din activitatea financiară</b>			
Încasări sub formă de credite și împrumuturi	150	885000	
Plăți aferente rambursării creditelor și împrumuturilor	160		
Dividende plătite	170		
Încasări din operațiuni de capital	180		
Alte încasări (plăți)	190		
<b>Fluxul net de numerar din activitatea financiară</b> (rd.150 – rd.160 – rd.170 + rd.180 ± rd.190)	200	885000	
<b>Fluxul net de numerar total</b> (± rd.080 ± rd.140 ± rd.200)	210		(922209)
Diferențe de curs valutare favorabile (nefavorabile)	220	(155)	(14722)
<b>Sold de numerar la începutul perioadei de gestiune</b>	230	127395	987793
<b>Sold de numerar la sfârșitul perioadei de gestiune</b> (± rd.210 ± rd.220 + rd.230)	240	987793	50862

**Date generale**

1. Certificat de înregistrare a entității, eliberat de Camera Înregistrării de Stat.  
Număr de înregistrare 1009600002943 Data înregistrării 29.01.2009 Seria MD Număr 0102741
2. Capital social înregistrat de Camera Înregistrării de Stat:  
data “\_29\_” ianuarie 2009, suma 5400 lei, inclusiv:
  - 1) cota statului \_\_\_\_\_ lei,
  - 2) cota deținătorilor a cel puțin 20% 5400 lei.
 Modificări ulterioare:
  - a) “\_\_\_\_\_” \_\_\_\_\_, suma \_\_\_\_\_ lei, inclusiv cota statului \_\_\_\_\_ lei,
  - b) “\_\_\_\_\_” \_\_\_\_\_, suma \_\_\_\_\_ lei, inclusiv cota statului \_\_\_\_\_ lei.
3. Entitățile, activitatea cărora necesită licență, indică:
 

Licența în vigoare:

  - 1) Număr A MMII 039838 data eliberării 17.02.2009  
Termen de valabilitate – pina la 17.02.2019  
Tipul de activitate Activitatea de audit  
Organul care a eliberat licența Camera de Licențiere
  - 2) Număr A MMII 047103 data eliberării 17.02.2009  
Termen de valabilitate – pina la 17.02.2019  
Tipul de activitate Activitatea de audit  
Organul care a eliberat licența Camera de Licențiere
  - 3) Număr \_\_\_\_\_, data eliberării \_\_\_\_\_  
Termen de valabilitate \_\_\_\_\_  
Tipul de activitate \_\_\_\_\_  
Organul care a eliberat licența \_\_\_\_\_
4. Numărul mediu scriptic al personalului în perioada de gestiune 13 persoane, inclusiv pe categorii:
  - 1) personal administrativ 13 persoane,
  - 2) muncitori \_\_\_\_\_ persoane.
5. Numărul personalului la 31 decembrie 2017 13 persoane.
6. Remunerarea personalului entității în perioada de gestiune 1224025 lei.
7. Remunerarea membrilor organelor de administrare, de conducere și supraveghere și alte angajamente apărute sau asumate în legătură cu pensiile membrilor actuali sau ale foștilor membri ai acestor organe, pe categorii \_\_\_\_\_ lei.
8. Avansurile și creditele acordate membrilor organelor specificate la pct.7 \_\_\_\_\_ lei, inclusiv rambursate \_\_\_\_\_ lei.
9. Valoarea activelor imobilizate și circulante, înregistrate în calitate de gaj<sup>1</sup>
  - 1) valoarea de gaj \_\_\_\_\_ lei,
  - 2) valoarea contabilă \_\_\_\_\_ lei.
10. Numărul acțiunilor ordinare la finele perioadei de gestiune \_\_\_\_\_ unități.
11. Profit net (pierdere netă) a perioadei de gestiune pentru o acțiune ordinară:
  - 1) profit \_\_\_\_\_ lei \_\_\_\_\_ bani,
  - 2) pierdere \_\_\_\_\_ lei \_\_\_\_\_ bani.
12. Dividende calculate pentru o acțiune ordinară pentru perioada de gestiune:
  - 1) plătite \_\_\_\_\_ lei \_\_\_\_\_ bani,
  - 2) planificate pentru plată \_\_\_\_\_ lei \_\_\_\_\_ bani.
13. Valută străină disponibilă, recalculată în monedă națională a Republicii Moldova – total 22382 lei, inclusiv (lei, denumirea și codul valutei):
  - 1) 17900 lei/ EUR/ 978
  - 2) 4482 lei / USD/ 840
  - 3) \_\_\_\_\_
14. Numerar legat – total \_\_\_\_\_ lei.

<sup>1</sup> În rîndurile, în care se înscru sumele de gaj, în toate coloanele prin fracție se reflectă:

a) la numărător – valoarea de gaj;  
b) la numitor – valoarea contabilă



Anexa 7  
 la SNC „Prezentarea situațiilor financiare”

 Informații cerute de Standardele Naționale de Contabilitate\*  
 Active imobilizate

Indicatori	2	3	4	5	6	7	8	9
Existența la începutul perioadei (la costul de intrare)	Amortizarea acumulată la începutul perioadei	Deprecierea acumulată la începutul perioadei	Intrarea în cursul perioadei (la costul de intrare)	Ieșirea în cursul perioadei (la costul de intrare)	Existența la sfârșitul perioadei (la costul de intrare)	Amortizarea acumulată la sfârșitul perioadei	Deprecierea acumulată la sfârșitul perioadei	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1. Imobilizări necorporale în curs de execuție								
2. Imobilizări necorporale în utilizare, total inclusiv:	117889	112974				117889	115127	
2.1. brevete și mărci								
2.2. programe informatice								
Nota informativă:								
a) valoarea imobilizărilor necorporale amortizabile	117889	x		x		117889	x	x
b) valoarea imobilizărilor necorporale neamortizabile		x		x			x	x
2. Terenuri								
3. Mijloace fixe, total inclusiv	392497	331221		47186		439683	371367	
3.1. clădiri								
3.2. construcții speciale								
3.3. mașini, utilaje, instalații de transmisie	392497	331221		47186		439683	371367	
3.4. mijloace de transport								
4. Investiții imobiliare evaluate conform metodei bazate pe cost								

Anexa 9

**NOTĂ INFORMATIVĂ**  
privind relațiile cu nerezidenții

Tabelul 1

Creanțe, investiții financiare și datorii pe termen lung aferente *fondatorilor* nerezidenți

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune
			Intrări/ majorări	Ieșiri/ diminuări	Diferențe de curs valutar	
1	2	3	4	5	6	7
<b>Creanțe și investiții financiare pe termen lung – total</b>	<b>010</b>					
Creanțe comerciale, <i>inclusiv pe țări:</i>	020					
-						
-						
-						
Avansuri acordate, <i>inclusiv pe țări:</i>	030					
-						
-						
-						
Împrumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe țări:</i>	040					
-						
-						
-						
Alte creanțe și investiții financiare, <i>inclusiv pe țări:</i>	050					
-						
-						
-						
<b>Datorii pe termen lung – total</b>	<b>060</b>					
Datorii comerciale, <i>inclusiv pe țări:</i>	070					
-						
-						
-						
Avansuri primite, <i>inclusiv pe țări:</i>	080					
-						
-						
-						
Credite bancare, împrumuturi și datorii privind leasingul financiar, <i>inclusiv pe țări:</i>	090					
-						
-						
-						
Alte datorii, <i>inclusiv pe țări:</i>	100					
-						
-						
-						

Rd.010= rd.020 + rd.030 + rd.040 + rd.050

Rd.060= rd.070 + rd.080 + rd.090 + rd.100

Col.7 = col.3+col.4-col.5±col.6

Tabelul 2  
 Creanțe, investiții financiare și datorii pe termen lung aferente nerezidenților, *cu excepția fondatorilor*

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune
			Intrări/ majorări	Ieșiri/ diminuări	Diferențe de curs valutar	
1	2	3	4	5	6	7
<b>Creanțe și investiții financiare pe termen lung – total</b>	<b>010</b>					
Creanțe comerciale, <i>inclusiv pe țări:</i>	020					
-						
-						
-						
Avansuri acordate, <i>inclusiv pe țări:</i>	030					
-						
-						
-						
Împrumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe țări:</i>	040					
-						
-						
-						
Depozite, <i>inclusiv pe țări:</i>	050					
-						
-						
-						
Alte creanțe și investiții financiare, <i>inclusiv pe țări:</i>	060					
-						
-						
-						
<b>Datorii pe termen lung – total</b>	<b>070</b>					
Datorii comerciale, <i>inclusiv pe țări:</i>	080					
-						
-						
-						
Avansuri primite, <i>inclusiv pe țări:</i>	090					
-						
-						
-						
Credite bancare, împrumuturi și datorii privind leasingul financiar, <i>inclusiv pe țări:</i>	100					
-						
-						
-						
Alte datorii, <i>inclusiv pe țări:</i>	110					
-						
-						
-						

Rd.010= rd.020 + rd.030 + rd.040 + rd.050 + rd.60

Rd.070= rd.080 + rd.090 + rd.100 + +rd.110

Col.7 = col.3+col.4-col.5±col.6



Tabelul 4

Creanțe, investiții financiare și datorii curente aferente nerezidenților, cu excepția fondatorilor

Indicatori	Cod rd./cod fără	Sold la începutul perioadei de gestiune		Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune			
		La care termenul de plată nu a sosit sau este expirat până la un an	3	Terminenul expirat mai mult de un an	4	Intrări/majorări		La care termenul de plată nu a sosit sau este expirat până la un an	9	10
						Total	5			
<b>Creanțe și investiții financiare curente – total</b>	<b>010</b>									
Creanțe comerciale, <i>inclusiv pe lângă:</i>	020									
-										
-										
Avansuri acordate, <i>inclusiv pe lângă:</i>	030									
-										
-										
Imprumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe lângă:</i>	040									
-										
-										
Depozite, <i>inclusiv pe lângă:</i>	050									
-										
-										
Alte creanțe și investiții financiare, <i>inclusiv pe lângă:</i>	060									
-										
-										
<b>Datorii curente – total</b>	<b>070</b>									
Datorii comerciale, <i>inclusiv pe lângă:</i>	080									
-										
-										
Avansuri primite, <i>inclusiv pe lângă:</i>	090									
-										
-										
Credite bancare, imprumuturi și datorii privind leasingul financiar, <i>inclusiv pe lângă:</i>	100									
-										
-										
Alte datorii, <i>inclusiv pe lângă:</i>	110									
-										
-										

Rd.010= rd.020 + rd.030 + rd.040 + rd.050 + rd.060

Rd.070= rd.080 + rd.090 + rd.100 + rd.110

Col(9+10) = col.(3+4) + col.5 – col.7 + col.8

Tabelul 5

Investiții financiare în străinătate și participarea nerezidenților în capitalul social

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Intrări/ majorări	Ieșiri/ diminuări	Sold la sfârșitul perioadei de gestiune
1	2	3	4	5	6
<b>Investiții financiare</b>	010				
Cote de participație și acțiuni de pînă la 10% inclusiv, în capitalul social al entităților nerezidente, <i>inclusiv pe țări:</i>	020				
-					
-					
-					
Cote de participație și acțiuni de peste 10% în capitalul social al entităților nerezidente, <i>inclusiv pe țări:</i>	030				
-					
-					
-					
<b>Capital social</b>	040				
Cote de participație și acțiuni de pînă la 10% inclusiv, <i>inclusiv pe țări:</i>	050				
-					
-					
-					
Cote de participație și acțiuni de peste 10%, <i>inclusiv pe țări:</i>	060				
-					
-					
-					

d.010= rd.020 + rd.030

d.040= rd.050 + rd.060

col.6 = col.3+col.4-col.5

Tabelul 7

Bunuri ale nerezidenților înregistrate în conturi extrabilanțiere

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Intrări/ diminuări	Ieșiri/ micșorări	Sold la sfârșitul perioadei de gestiune
1	2	3	4	5	6
Bunuri primite în baza contractelor de comision, <i>inclusiv pe țări</i>	010				
-					
-					
-					
Bunuri primite spre prelucrare, <i>inclusiv pe țări</i>	020				
-					
-					
-					
Bunuri obținute din materialele prelucrate, <i>inclusiv pe țări</i>	030				
-					
-					
-					

Col.6 = col.3+col.4-col.5



Venituri și cheltuieli aferente tranzacțiilor cu nerezidenții

Tabelul 6

Indicatori	Cod rd./ cod țară	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
<b>Venituri – total</b>	010		
Venituri aferente bunurilor procurate și vândute peste hotare fără trecerea frontierei de stat a Republicii Moldova, inclusiv pe țări:	020		
-			
-			
-			
Venituri din dobânzi aferente activității operaționale și altor activități, inclusiv pe țări:	030		
-			
-			
-			
Venituri din dividende și participații în alte entități, inclusiv pe țări:	040		
-			
-			
-			
Venituri din decontarea datoriilor cu termenul de prescripție expirat, inclusiv pe țări:	050		
-			
-			
-			
Alte venituri, inclusiv pe țări:	060		
-			
-			
-			
<b>Cheltuieli – total</b>	070		
Cheltuieli aferente bunurilor procurate și vândute peste hotare fără trecerea frontierei de stat a Republicii Moldova, inclusiv pe țări:	080		
-			
-			
-			
Cheltuieli privind dobânzile, inclusiv pe țări:	090		
-			
-			
-			
Cheltuieli și provizioane aferente creanțelor comerciale și altor creanțe compromise, inclusiv pe țări:	100		
-			
-			
-			
Alte cheltuieli, inclusiv pe țări:	110		
-			
-			
-			

Rd.010= rd.020 + rd.030 + rd.040 + rd.050 + rd.060

Rd.070= rd.080 + rd.090 + rd.100 + rd.110

Persoanele responsabile de semnarea rapoartelor financiare ale entității\*

Administratores *Beirle Stephane*  
 Contabil - șef *Robson & Maria*

\* conform art.36 din Legea contabilității





## Notă explicativă

### Informații privind corespunderea situațiilor financiare

#### Standardelor Naționale de Contabilitate

Situațiile financiare sînt întocmite în conformitate cu prevederile Standardelor Naționale de Contabilitate. Abateri de la principiile de baza și caracteristicile calitative prevăzute în Standardele Naționale de Contabilitate nu au fost comise.

#### Dezvăluirea politicilor contabile

Indicatorii situațiilor financiare au fost determinați în baza metodelor și procedurilor prevăzute în politicile contabile aprobate prin ordinul directorului entității nr. 1 din 30 decembrie 2014. Astfel, Mijloacele fixe cuprind imobilizările corporale transmise în exploatare, valoarea unitară a cărora depășește plafonul valoric prevăzut de legislația fiscală (pct. 4 din SNC „Imobilizări necorporale și corporale”). Valoarea reziduală a mijloacelor fixe este nesemnificativă și se consideră nulă (pct. 20 din SNC „Imobilizări necorporale și corporale”). Amortizarea imobilizărilor mijloacelor fixe se calculează prin metoda liniară (pct. 22 din SNC „Imobilizări necorporale și corporale”).

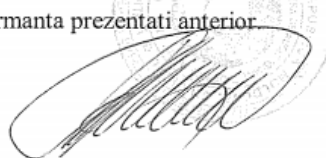
Contabilitatea stocurilor se ține în expresie cantitativă și valorică (art. 17 alin. (5) din Legea contabilității, pct. 10 din SNC „Stocuri”). Obiectele de mică valoare și scurta durată cuprind bunurile valoarea unitară a cărora nu depășește plafonul stabilit de legislație (pct. 6 subpct. 3) din SNC „Stocuri”). Stocurile iesite se evaluează prin metoda costului mediu ponderat (pct. 33, 36 din SNC „Stocuri”). Obiectele de mică valoare și scurtă durată, valoarea unitară a cărora nu depășește 1/6 din plafonul stabilit de legislație, se decontează la costuri/cheltuieli curente, active imobilizate etc. prin calcularea uzurii (pct. 51 din SNC „Stocuri”). Cheltuielile anticipate cuprind valoarea anvelopelor, acumulatele procurate separat de mijloacele de transport, formularele cu regim special și alte costuri suportate în perioada curentă, dar care se referă la perioadele viitoare. Cheltuielile anticipate se decontează la costuri/cheltuieli curente prin metoda liniară (pct. 8 din SNC „Cheltuieli”).

Veniturile se recunosc separat pentru fiecare tranzacție (pct. 9 din SNC „Venituri”). Veniturile din prestarea serviciilor se recunosc după metoda prestării integrale (pct. 21 din SNC „Venituri”). Costul vânzării cuprinde valoarea contabilă (costul efectiv) a serviciilor prestate (pct. 20 subpct. 1) din SNC „Cheltuieli”). Activele și datoriile în valută străină se recalculază în moneda națională la data raportării (pct. 13 din SNC „Diferențe de curs valutar și de sumă”).

Pe parcursul perioadei de gestiune nu au fost înregistrate modificări în politicile contabile.

#### Analiza activității economico-financiare a întreprinderii Grant Thornton Audit SRL în anul 2017

Valoarea veniturii din vânzări înregistrat de entitatea Grant Thornton Audit SRL în anul 2017 constituie 5681515 lei acesta diminuează-se cu 1111170 lei față de anul precedent. Activitatea operațională a entității include un singur tip de activitate, în particular prestarea serviciilor de audit. Valoarea cheltuielilor suportate pe parcursul anului 2017 constituie 5556432 lei, suma acestora diminuează-se cu 811030 lei față de anul precedent, fapt care se apreciază pozitiv. În structura cheltuielilor întreprinderii Grant Thornton Audit SRL ponderea cea mai mare în anul 2017 o dețin alte cheltuieli a activității operaționale, constituind 70,9 % aceasta reducându-se față de anul precedent cu 1,7 %. Per ansamblu situația financiară a întreprinderii Grant Thornton Audit SRL în anul 2017 este favorabilă, fapt relevat prin intermediul indicatorilor de performanță prezentați anterior.



**Appendix 26 – Grant Thornton Financial Statements 2016**

**SITUAȚIILE FINANCIARE**  
 pentru perioada **01.01.2016 - 31.12.2016**

Entitatea **Grant Thornton Audit SRL**      |4|0|5|9|5|0|9|0|  
(Denumirea completă)      Cod CUIIT

\_\_\_\_\_ |1|0|0|9|6|0|0|0|0|2|9|4|3|  
Cod IDNO

Sediul: MD 2005      m. Chisinau      |0|1|5|0|  
Cod poștal      Raional (municipiul, UTA): Localitatea      Cod CUATM

str. Grigore Ureche 69  
strada, nr. bl.

Activitatea principală Servicii de audit      |6|9|2|0|  
Cod CAEM, rev.2

Forma de proprietate Privata      |7|4|1|2|0|  
Cod CAEM, ediția 2005

Forma organizatorico-juridică SRL      |1|6|  
Cod CFP

Date de contact: Tel. 022860571 e-mail \_\_\_\_\_  
 WEB \_\_\_\_\_      |5|3|0|  
Cod CFOJ

Unitatea de măsură: leu

Numele și coordonatele al contabilului-șef: Dl (dna) Ribacova Marina  
 Tel. 022860571

Anexa 8

**Notă informativă privind veniturile și cheltuielile clasificate după natură**

Indicatori	Cod rd.	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
Venituri din vânzări	010	8112337	6792685
Alte venituri din activitatea operațională	020	179	37453
Venituri din alte activități	030	222235	143334
<b>Total venituri</b> (rd.010 + rd.020 + rd.030)	040	8334751	6973472
Variația stocurilor	050		
Costul vânzărilor mărfurilor vândute	060		
Cheltuieli privind stocurile	070	21810	10889
Cheltuieli cu personalul privind remunerarea muncii	080	1851832	1206723
Contribuții de asigurări sociale de stat obligatorii și prime de asigurare obligatorie de asistență medicală	090	506909	331849
Cheltuieli cu amortizarea și deprecierea activelor imobilizate	100	34502	28431
Alte cheltuieli	110	4621233	4622822
Cheltuieli din alte activități	120	75741	166748
<b>Total cheltuieli</b> (rd.050 + rd.060 + rd.070 + rd.080 + rd.090 + rd.100 + rd.110 + rd.120)	130	7112027	6367462
Profit (pierdere) pînă la impozitare (rd.040 – rd.130)	140	1222724	606010
Cheltuieli privind impozitul pe venit	150	151929	80604
Profit (pierdere) net al perioadei de gestiune (rd.140 – rd.150)	160	1070795	525406

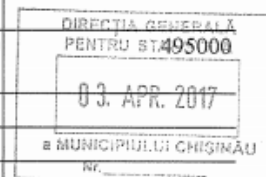
Anexa I

## BILANȚUL

la 31 decembrie 2016

Nr. cpt.	ACTIV	Cod rd.	Sold la	
			Începutul perioadei de gestiune	Sfârșitul perioadei de gestiune
1	2	3	4	5
1.	<b>Active imobilizate</b>			
	Imobilizări necorporale	010	10279	4914
	Imobilizări corporale în curs de execuție	020	9575	
	Terenuri	030		
	Mijloace fixe	040	35857	61276
	Resurse minerale	050		
	Active biologice imobilizate	060		
	Investiții financiare pe termen lung în părți neafiliate	070		
	Investiții financiare pe termen lung în părți afiliate	080		
	Investiții imobiliare	090		
	Creanțe pe termen lung	100		
	Avansuri acordate pe termen lung	110		
	Alte active imobilizate	120		
	<b>Total active imobilizate</b> (rd.010 + rd.020 + rd.030 + rd.040 + rd.050 + rd.060 + rd.070 + rd.080 + rd.090 + rd.100 + rd.110 + rd.120)	130	55711	66190
2.	<b>Active circulante</b>			
	Materiale	140	916	
	Active biologice circulante	150		
	Obiecte de mică valoare și scurtă durată	160	5309	7640
	Producția în curs de execuție și produse	170		
	Mărfuri	180		
	Creanțe comerciale	190	2173051	832257
	Creanțe ale părților afiliate	200		
	Avansuri acordate curente	210	13418	8892
	Creanțe ale bugetului	220	205227	470805
	Creanțe ale personalului	230	2	953
	Alte creanțe curente	240	4226	36471
	Numerar în casierie și la conturi curente	250	127395	987793
	Alte elemente de numerar	260		
	Investiții financiare curente în părți neafiliate	270		
	Investiții financiare curente în părți afiliate	280		
	Alte active circulante	290	4009	21318
	<b>Total active circulante</b> (rd.140 + rd.150 + rd.160 + rd.170 + rd.180 + rd.190 + rd.200 + rd.210 + rd.220 + rd.230 + rd.240 + rd.250 + rd.260 + rd.270 + rd.280 + rd.290)	300	2533553	2366129
	<b>Total active</b> (rd.130 + rd.300)	310	2589264	2432319

Nr. cpt.	P A S I V	Cod rd.	Sold la	
			Începutul perioadei de gestiune	Sfârșitul perioadei de gestiune
1	2	3	4	5
3.	<b>Capital propriu</b>			
	Capital social și suplimentar	320	5400	5400
	Rezerve	330		
	Corecții ale rezultatelor anilor precedenți	340	x	
	Profit nerepartizat (pierdere neacoperită) al anilor precedenți	350	(1779)	(1779)
	Profit net (pierdere netă) al perioadei de gestiune	360	x	525406
	Profit utilizat al perioadei de gestiune	370	x	(283399)
	Alte elemente de capital propriu	380		
	<b>Total capital propriu</b> (rd.320 + rd.330 + rd.340 + rd.350 + rd.360 - rd.370 + rd.380)	390	3621	245628
4.	<b>Datorii pe termen lung</b>			
	Credite bancare pe termen lung	400		
	Împrumuturi pe termen lung	410	445000	495000
	Datorii pe termen lung privind leasingul financiar	420		
	Alte datorii pe termen lung	430		
	<b>Total datorii pe termen lung</b> (rd.400 + rd.410 + rd.420 + rd.430)	440	445000	
5.	<b>Datorii curente</b>			
	Credite bancare pe termen scurt	450		
	Împrumuturi pe termen scurt	460	30000	
	Datorii comerciale	470		134528
	Datorii față de părțile afiliate	480		
	Avansuri primite curente	490	922646	473150
	Datorii față de personal	500	7765	27017
	Datorii privind asigurările sociale și medicale	510	7126	
	Datorii față de buget	520	44045	713
	Venituri anticipate curente	530		
	Datorii față de proprietari	540	517134	555186
	Finanțări și încasări cu destinație specială curente	550		
	Provizioane curente	560		64861
	Alte datorii curente	570	611927	436236
	<b>Total datorii curente</b> (rd.450 + rd.460 + rd.470 + rd.480 + rd.490 + rd.500 + rd.510 + rd.520 + rd.530 + rd.540 + rd.550 + rd.560 + rd.570)	580	2140643	1691691
	<b>Total pasive</b> (rd.390 + rd.440 + rd.580)	590	2589264	2432319





Anexa 2

**SITUAȚIA DE PROFIT ȘI PIERDERE**  
 de la 01.01.2016 pînă la 31.12.2016

Indicatori	Cod rd.	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
Venituri din vânzări	010	8112337	6792685
Costul vânzărilor	020	5460343	4530920
Profit brut (pierdere brută) (rd.010 – rd.020)	030	2651994	2261765
Alte venituri din activitatea operațională	040	179	37453
Cheltuieli de distribuire	050		
Cheltuieli administrative	060	1106887	1659875
Alte cheltuieli din activitatea operațională	070	469056	9921
Rezultatul din activitatea operațională: profit (pierdere) (rd.030 + rd.040 – rd.050 – rd.060 – rd.070)	080	1076230	629422
Rezultatul din alte activități: profit (pierdere)	090	146494	(23412)
Profit (pierdere) pînă la impozitare (rd.080 + rd.090)	100	1222724	606010
Cheltuieli privind impozitul pe venit	110	151929	80604
Profit net (pierdere netă) al perioadei de gestiune (rd.100 – rd.110)	120	1070795	525406

Anexa 3

**SITUAȚIA MODIFICĂRIILOR CAPITALULUI PROPRIU**

de la 01.01.2016 pînă la 31.12.2016

Nr. d/o	Indicatori	Cod rd.	Sold la începutul perioadei de gestiune	Majorări	Diminuări	Sold la sfîrșitul perioadei de gestiune
1	2	3	4	5	6	7
1	<b>Capital social și suplimentar</b>					
	Capital social	010	5400			5400
	Capital suplimentar	020				
	Capital nevărsat	030	( )	( )	( )	( )
	Capital neînregistrat	040				
	Capital retras	050	( )	( )	( )	( )
	<b>Total capital social și suplimentar</b> (rd.010 + rd.020 + rd.030 + rd.040 + rd.050)	060	5400			5400
2	<b>Rezerve</b>					
	Capital de rezervă	070				
	Rezerve statutare	080				
	Alte rezerve	090				
	<b>Total rezerve</b> (rd.070 + rd.080 + rd.090)	100				
3	<b>Profit nerepartizat (pierdere neacoperită)</b>					
	Corecții ale rezultatelor anilor precedenți	110				
	Profit nerepartizat (pierdere neacoperită) al anilor precedenți	120	(1779)			(1779)
	Profit net (pierdere netă) al perioadei de gestiune	130	x	525406		525406
	Profit utilizat al perioadei de gestiune	140	x		283399	(283399)
	Rezultatul din tranziția la noile reglementări contabile	150				
	<b>Total profit nerepartizat (pierdere neacoperită)</b> (rd.110 + rd.120 + rd.130 + rd.140 + rd.150)	160	(1779)	525406	283399	240228
4	<b>Alte elemente de capital propriu, din care</b>	170				
	Diferențe din reevaluare	171				
	Subvenții entităților cu proprietate publică	172				
	<b>Total capital propriu</b> (rd.060 + rd.100 + rd.160 + rd.170)	180	3621	525406	283399	245628

## SITUAȚIA FLUXURILOR DE NUMERAR

de la 01.01.2016 pînă la 31.12.2016

Indicatori	Cod. rd.	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
<b>Fluxuri de numerar din activitatea operațională</b>			
Încasări din vânzări	010	8208725	7712822
Plăți pentru stocuri și servicii procurate	020	4199633	4871614
Plăți către angajați și organe de asigurare socială și medicală	030	2193028	2294336
Dobânzi plătite	040		
Plata impozitului pe venit	050		238368
Alte încasări	060	5920	400
Alte plăți	070	1708589	333351
<b>Fluxul net de numerar din activitatea operațională</b> (rd.010 – rd.020 – rd.030 – rd.040 – rd.050 + rd.060 – rd.070 )	080	113395	(24447)
<b>Fluxuri de numerar din activitatea de investiții</b>			
Încasări din vânzarea activelor imobilizate	090		
Plăți aferente intrărilor de active imobilizate	100		
Dobânzi încasate	110		
Dividende încasate	120		
Alte încasări (plăți)	130		
<b>Fluxul net de numerar din activitatea de investiții</b> (rd.090 – rd.100 + rd.110 + rd.120 ± rd.130)	140		
<b>Fluxuri de numerar din activitatea financiară</b>			
Încasări sub formă de credite și împrumuturi	150	445000	885000
Plăți aferente rambursării creditelor și împrumuturilor	160		
Dividende plătite	170	1026634	
Încasări din operațiuni de capital	180		
Alte încasări (plăți)	190	2462	
<b>Fluxul net de numerar din activitatea financiară</b> (rd.150 – rd.160 – rd.170 + rd.180 ± rd.190)	200	(579172)	885000
<b>Fluxul net de numerar total</b> (± rd.080 ± rd.140 ± rd.200)	210	(465777)	
Diferențe de curs valutar favorabile (nefavorabile)	220	88414	(155)
<b>Sold de numerar la începutul perioadei de gestiune</b>	230	504758	127395
<b>Sold de numerar la sfârșitul perioadei de gestiune</b> (± rd.210 ± rd.220 + rd.230)	240	127395	987793

## Date generale

1. Certificat de înregistrare a entității, eliberat de Camera Înregistrării de Stat.  
Număr de înregistrare 1009600002943 Data înregistrării 29.01.2009 Seria MD Număr 0102741
2. Capital social înregistrat de Camera Înregistrării de Stat:  
data “\_29\_” ianuarie 2009, suma 5400 lei, inclusiv:
  - 1) cota statului \_\_\_\_\_ lei,
  - 2) cota deținătorilor a cel puțin 20% 5400 lei.
 Modificări ulterioare:
  - a) “\_\_\_\_\_” \_\_\_\_\_, suma \_\_\_\_\_ lei, inclusiv cota statului \_\_\_\_\_ lei,
  - b) “\_\_\_\_\_” \_\_\_\_\_, suma \_\_\_\_\_ lei, inclusiv cota statului \_\_\_\_\_ lei.
3. Entitățile, activitatea cărora necesită licență, indică:  
Licența în vigoare:
  - 1) Număr A MMII 039838 data eliberării 17.02.2009  
Termen de valabilitate – pina la 17.02.2019  
Tipul de activitate Activitatea de audit  
Organul care a eliberat licența Camera de Licențiere
  - 2) Număr A MMII 047103 data eliberării 17.02.2009  
Termen de valabilitate – pina la 17.02.2019  
Tipul de activitate Activitatea de audit  
Organul care a eliberat licența Camera de Licențiere
  - 3) Număr \_\_\_\_\_, data eliberării \_\_\_\_\_  
Termen de valabilitate \_\_\_\_\_  
Tipul de activitate \_\_\_\_\_  
Organul care a eliberat licența \_\_\_\_\_
4. Numărul mediu scriptic al personalului în perioada de gestiune 13 persoane, inclusiv pe categorii:
  - 1) personal administrativ 13 persoane,
  - 2) muncitori \_\_\_\_\_ persoane.
5. Numărul personalului la 31 decembrie 2016 13 persoane.
6. Remunerarea personalului entității în perioada de gestiune 1 206 723 lei.
7. Remunerarea membrilor organelor de administrare, de conducere și supraveghere și alte angajamente apărute sau asumate în legătură cu pensiile membrilor actuali sau ale foștilor membri ai acestor organe, pe categorii \_\_\_\_\_ lei.
8. Avansurile și creditele acordate membrilor organelor specificate la pct.7 \_\_\_\_\_ lei, inclusiv rambursate \_\_\_\_\_ lei.
9. Valoarea activelor imobilizate și circulante, înregistrate în calitate de gaj<sup>1</sup>
  - 1) valoarea de gaj \_\_\_\_\_ lei,
  - 2) valoarea contabilă \_\_\_\_\_ lei.
10. Numărul acțiunilor ordinare la finele perioadei de gestiune \_\_\_\_\_ unități.
11. Profit net (pierdere netă) a perioadei de gestiune pentru o acțiune ordinară:
  - 1) profit \_\_\_\_\_ lei \_\_\_\_\_ bani,
  - 2) pierdere \_\_\_\_\_ lei \_\_\_\_\_ bani.
12. Dividende calculate pentru o acțiune ordinară pentru perioada de gestiune:
  - 1) plătite \_\_\_\_\_ lei \_\_\_\_\_ bani,
  - 2) planificate pentru plată \_\_\_\_\_ lei \_\_\_\_\_ bani.
13. Valută străină disponibilă, recalculată în monedă națională a Republicii Moldova – total 97006 lei, inclusiv (lei, denumirea și codul valutei):
  - 1) 88717 lei/ EUR/ 978
  - 2) 8289 lei / USD/ 840
  - 3) \_\_\_\_\_
14. Numerar legat – total \_\_\_\_\_ lei.

<sup>1</sup> În rîndurile, în care se înscriu sumele de gaj, în toate coloanele prin fracție se reflectă:  
a) la numărător – valoarea de gaj;  
b) la numitor – valoarea contabilă



**Informații cerute de Standardele Naționale de Contabilitate\***  
**Active imobilizate**

Indicatori	2	3	4	5	6	7	8	9
	Existența la începutul perioadei (la costul de intrare)	Amortizarea acumulată la începutul perioadei	Deprecierea acumulată la începutul perioadei	Intrarea în cursul perioadei (la costul de intrare)	Ieșirea în cursul perioadei (la costul de intrare)	Existența la sfârșitul perioadei (la costul de intrare)	Amortizarea acumulată la sfârșitul perioadei	Deprecierea acumulată la sfârșitul perioadei
<b>1</b>								
1. Imobilizări necorporale în curs de execuție								
2. Imobilizări necorporale în utilizare, total inclusiv:	117889	107609				117889	112974	
2.1. brevete și mărci								
2.2. programe informatice								
Nota informativă:								
a) valoarea imobilizărilor necorporale amortizabile	117889	x	x	x	x	117889	x	x
b) valoarea imobilizărilor necorporale neamortizabile		x	x	x	x		x	x
2. Terenuri								
3. Mijloace fixe, total inclusiv	338647	302789				392497	331221	
3.1. clădiri								
3.2. construcții speciale								
3.3. mașini, utilaje, instalații de transmisie	338647	302789		53590		392497	331221	
3.4. mijloace de transport								
4. Investiții imobiliare evaluate conform metodei bazate pe cost								

Anexa 9

**NOTĂ INFORMATIVĂ**  
privind relațiile cu nerezidenții

Tabelul 1

Creanțe, investiții financiare și datorii pe termen lung aferente *fondatorilor* nerezidenți

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune
			Intrări/ majorări	leșiri/ diminuări	Diferențe de curs valutar	
1	2	3	4	5	6	7
<b>Creanțe și investiții financiare pe termen lung – total</b>	<b>010</b>					
Creanțe comerciale, <i>inclusiv pe țări:</i>	020					
-						
-						
-						
Avansuri acordate, <i>inclusiv pe țări:</i>	030					
-						
-						
-						
Împrumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe țări:</i>	040					
-						
-						
-						
Alte creanțe și investiții financiare, <i>inclusiv pe țări:</i>	050					
-						
-						
-						
<b>Datorii pe termen lung – total</b>	<b>060</b>					
Datorii comerciale, <i>inclusiv pe țări:</i>	070					
-						
-						
-						
Avansuri primite, <i>inclusiv pe țări:</i>	080					
-						
-						
-						
Credite bancare, împrumuturi și datorii privind leasingul financiar, <i>inclusiv pe țări:</i>	090					
-						
-						
-						
Alte datorii, <i>inclusiv pe țări:</i>	100					
-						
-						
-						

Rd.010= rd.020 + rd.030 + rd.040 + rd.050

Rd.060= rd.070 + rd.080 + rd.090 + rd.100

Col.7 = col.3+col.4-col.5+col.6

Tabelul 2  
Creanțe, investiții financiare și datorii pe termen lung aferente nerezidenților, *cu excepția fondatorilor*

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune
			Intrări/ majorări	Ieșiri/ diminuări	Diferențe de curs valutar	
1	2	3	4	5	6	7
<b>Creanțe și investiții financiare pe termen lung – total</b>	<b>010</b>					
Creanțe comerciale, <i>inclusiv pe țări:</i>	020					
-						
-						
-						
Avansuri acordate, <i>inclusiv pe țări:</i>	030					
-						
-						
-						
Împrumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe țări:</i>	040					
-						
-						
-						
Depozite, <i>inclusiv pe țări:</i>	050					
-						
-						
-						
Alte creanțe și investiții financiare, <i>inclusiv pe țări:</i>	060					
-						
-						
-						
<b>Datorii pe termen lung – total</b>	<b>070</b>					
Datorii comerciale, <i>inclusiv pe țări:</i>	080					
-						
-						
-						
Avansuri primite, <i>inclusiv pe țări:</i>	090					
-						
-						
-						
Credite bancare, împrumuturi și datorii privind leasingul financiar, <i>inclusiv pe țări:</i>	100					
-						
-						
-						
Alte datorii, <i>inclusiv pe țări:</i>	110					
-						
-						
-						

Rd.010= rd.020 + rd.030 + rd.040 + rd.050 + rd.60

Rd.070= rd.080 + rd.090 + rd.100 + rd.110

Col.7 = col.3+col.4-col.5+col.6



Tabelul 4

Creanțe, investiții financiare și datorii curente aferente nerezidenților, cu excepția fondatorilor

Indicatori	Cod rd./cod țară	Sold la începutul perioadei de gestiune		Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune							
		La care termenul de plată nu a sosit sau este expirat până la un an	3	Termenul expirat mai mult de un an	4	Total	Intări/mușori	La care termenul de plată nu a sosit sau este expirat până la un an	5	Diferențe de curs valutar	8	Termenul expirat mai mult de un an	9	10
<b>Creanțe și investiții financiare curente – total</b>	<b>1</b>													
Creanțe comerciale, <i>inclusiv pe țări:</i>														
-	010													
-	020													
-														
Avansuri acordate, <i>inclusiv pe țări:</i>														
-	030													
-														
Împrumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe țări:</i>														
-	040													
-														
-														
Depozite, <i>inclusiv pe țări:</i>														
-	050													
-														
-														
Alte creanțe și investiții financiare, <i>inclusiv pe țări:</i>														
-	060													
-														
-														
<b>Datoriile curente – total</b>	<b>070</b>													
Datorii comerciale, <i>inclusiv pe țări:</i>														
-	080													
-														
-														
Avansuri primite, <i>inclusiv pe țări:</i>														
-	090													
-														
-														
Credite bancare, împrumuturi și datorii privind leasingul financiar, <i>inclusiv pe țări:</i>														
-	100													
-														
-														
Alte datorii, <i>inclusiv pe țări:</i>														
-	110													
-														
-														

Rd.010= rd.020 + rd.030 + rd.040 + rd.050 + rd.060

Rd.070= rd.080 + rd.090 + rd.100 + rd.110

Cod.(9+10) = col.(3+4) + col.5 + col.7 + col.8

Tabelul 5

Investiții financiare în străinătate și participarea nerezidenților în capitalul social

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Intrări/ majorări	Ieșiri/ diminuări	Sold la sfârșitul perioadei de gestiune
1	2	3	4	5	6
<b>Investiții financiare</b>	010				
Cote de participație și acțiuni de pînă la 10% inclusiv, în capitalul social al entităților nerezidente, <i>inclusiv pe țări:</i>	020				
-					
-					
-					
Cote de participație și acțiuni de peste 10% în capitalul social al entităților nerezidente, <i>inclusiv pe țări:</i>	030				
-					
-					
-					
<b>Capital social</b>	040				
Cote de participație și acțiuni de pînă la 10% inclusiv, <i>inclusiv pe țări:</i>	050				
-					
-					
-					
Cote de participație și acțiuni de peste 10%, <i>inclusiv pe țări:</i>	060				
-					
-					
-					

d.010= rd.020 + rd.030  
d.040= rd.050 + rd.060  
col.6 = col.3+col.4-col.5

Tabelul 7

Bunuri ale nerezidenților înregistrate în conturi extrabilanțiere

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Intrări/ diminuări	Ieșiri/ micșorări	Sold la sfârșitul perioadei de gestiune
1	2	3	4	5	6
Bunuri primite în baza contractelor de comision, <i>inclusiv pe țări</i>	010				
-					
-					
-					
Bunuri primite spre prelucrare, <i>inclusiv pe țări</i>	020				
-					
-					
-					
Bunuri obținute din materialele prelucrate, <i>inclusiv pe țări</i>	030				
-					
-					
-					

Col.6 = col.3+col.4-col.5

Venituri și cheltuieli aferente tranzacțiilor cu nerezidenții

Tabelul 6

Indicatori	Cod rd./ cod țară	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
<b>Venituri – total</b>	010		
Venituri aferente bunurilor procurate și vândute peste hotare fără trecerea frontierei de stat a Republicii Moldova, <i>inclusiv pe țări:</i>	020		
-			
-			
-			
Venituri din dobinzi aferente activității operaționale și altor activități, <i>inclusiv pe țări:</i>	030		
-			
-			
-			
Venituri din dividende și participații în alte entități, <i>inclusiv pe țări:</i>	040		
-			
-			
-			
Venituri din decontarea datoriilor cu termenul de prescripție expirat, <i>inclusiv pe țări:</i>	050		
-			
-			
-			
Alte venituri, <i>inclusiv pe țări:</i>	060		
-			
-			
-			
<b>Cheltuieli – total</b>	070		
Cheltuieli aferente bunurilor procurate și vândute peste hotare fără trecerea frontierei de stat a Republicii Moldova, <i>inclusiv pe țări:</i>	080		
-			
-			
-			
Cheltuieli privind dobânzile, <i>inclusiv pe țări:</i>	090		
-			
-			
-			
Cheltuieli și provizioane aferente creanțelor comerciale și altor creanțe compromise, <i>inclusiv pe țări:</i>	100		
-			
-			
-			
Alte cheltuieli, <i>inclusiv pe țări:</i>	110		
-			
-			
-			

Rd.010= rd.020 + rd.030 + rd.040 + rd.050 + rd.060

Rd.070= rd.080 + rd.090 + rd.100 + rd.110

Persoanele responsabile de semnarea rapoartelor financiare ale entității\*



\* conform art.36 din Legea contabilității



## Notă explicativă

### Informații privind corespunderea situațiilor financiare

#### Standardelor Naționale de Contabilitate

Situațiile financiare sînt întocmite în conformitate cu prevederile Standardelor Naționale de Contabilitate. Abateri de la principiile de baza și caracteristicile calitative prevăzute în Standardele Naționale de Contabilitate nu au fost comise.

#### Dezvăluirea politicilor contabile

Indicatorii situațiilor financiare au fost determinați în baza metodelor și procedurilor prevăzute în politicile contabile aprobate prin ordinul directorului entității nr. 1 din 30 decembrie 2014. Astfel, Mijloacele fixe cuprind imobilizările corporale transmise în exploatare, valoarea unitară a cărora depășește plafonul valoric prevăzut de legislația fiscală (pct. 4 din SNC „Imobilizări necorporale și corporale”). Valoarea reziduală a mijloacelor fixe este nesemnificativă și se considera nulă (pct. 20 din SNC „Imobilizări necorporale și corporale”). Amortizarea imobilizărilor mijloacelor fixe se calculează prin metoda liniară (pct. 22 din SNC „Imobilizări necorporale și corporale”).

Contabilitatea stocurilor se ține în expresie cantitativă și valorică (art. 17 alin. (5) din Legea contabilității, pct. 10 din SNC „Stocuri”). Obiectele de mică valoare și scurtă durată cuprind bunurile valoarea unitară a cărora nu depășește plafonul stabilit de legislație (pct. 6 subpct. 3) din SNC „Stocuri”). Stocurile iesite se evaluează prin metoda costului mediu ponderat (pct. 33, 36 din SNC „Stocuri”). Obiectele de mică valoare și scurtă durată, valoarea unitară a cărora nu depășește 1/6 din plafonul stabilit de legislație, se decontează la costuri/cheltuieli curente, active imobilizate etc. prin calcularea uzurii (pct. 51 din SNC „Stocuri”). Cheltuielile anticipate cuprind valoarea anvelopelor, acumulatele procurate separat de mijloacele de transport, formularele cu regim special și alte costuri suportate în perioada curentă, dar care se referă la perioadele viitoare. Cheltuielile anticipate se decontează la costuri/cheltuieli curente prin metoda liniară (pct. 8 din SNC „Cheltuieli”).

Veniturile se recunosc separat pentru fiecare tranzacție (pct. 9 din SNC „Venituri”). Veniturile din prestarea serviciilor se recunosc după metoda prestării integrale (pct. 21 din SNC „Venituri”). Costul vânzării cuprinde valoarea contabilă (costul efectiv) a serviciilor prestate (pct. 20 subpct. 1) din SNC „Cheltuieli”). Activele și datoriile în valută străină se recalculează în moneda națională la data raportării (pct. 13 din SNC „Diferențe de curs valutar și de sumă”).

Pe parcursul perioadei de gestiune nu au fost înregistrate modificări în politicile contabile.

#### Analiza activității economico-financiare a întreprinderii Grant Thornton Audit SRL în anul 2016

Valoarea veniturii din vânzări înregistrat de entitatea Grant Thornton Audit SRL în anul 2016 constituie 6792685 lei acesta diminuează-se cu 1319652 lei față de anul precedent. Activitatea operațională a entității include un singur tip de activitate, în particular prestarea serviciilor de audit. Valoarea cheltuielilor suportate pe parcursul anului 2016 constituie 6367462 lei, suma acestora diminuează-se cu 744565 lei față de anul precedent, fapt care se apreciază pozitiv. În structura cheltuielilor întreprinderii Grant Thornton Audit SRL ponderea cea mai mare în anul 2016 o deține alte cheltuieli a activității operaționale, constituind 65.0% aceasta reducându-se față de anul precedent cu 5.6%. Per ansamblu situația financiară a întreprinderii Grant Thornton Audit SRL în anul 2016 este favorabilă, fapt relevat prin intermediul indicatorilor de performanță prezentați anterior.

Appendix 27 – Grant Thornton Financial Statements 2015

330 Tareb Vnt.

31 martie 2016 Tarus  
Data primirii

**SITUAȚIILE FINANCIARE**  
pentru perioada 01.01.2015 - 31.12.2015

DIRECȚIA GENERALĂ PENTRU STATISTICĂ  
31 MAR. 2016  
MUNICIPIULUI CHIȘINĂU

Anexa la SNC  
"Prezentarea situațiilor financiare"  
Aprobat de Ministerul Finanțelor  
al Republicii Moldova

Entitatea **Grant Thornton Audit SRL** |4|0|5|9|5|0|9|0|  
(Denumirea completă) Cod CUIIO  
|1|0|0|9|6|0|0|0|0|2|9|4|3|  
Cod IDNO

Sediul: MD 2005 m. Chisinau |0|1|5|0|  
Cod poștal Raionul (municipiul, UTA): Localitatea Cod CUATM  
str. Grigore Ureche 69  
strada, nr. bl.

Activitatea principală Servicii de audit  
Cod CAEM, rev.2 |6|9|2|0|  
|7|4|1|2|0|  
Cod CAEM, ediția 2005  
Cod CFP |1|6|  
Cod CFOJ |5|3|0|

Forma de proprietate Privata  
Forma organizatorico-juridică SRL

Date de contact: Tel. 022860571 e-mail \_\_\_\_\_  
WEB \_\_\_\_\_

Numele și coordonatele al contabilului-șef: DI (dna) Ribacova Marina  
Tel. 022860571

Unitatea de măsură: leu



Notă informativă privind veniturile și cheltuielile clasificate după natură

Anexa 8

Indicatori	Cod rd.	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
Venituri din vânzări	010	8714096	8112337
Alte venituri din activitatea operațională	020	2486	179
Venituri din alte activități	030	376367	222235
<b>Total venituri</b> (rd.010 + rd.020 + rd.030)	040	9092949	8334751
Variația stocurilor	050		
Costul vânzărilor mărfurilor vândute	060		
Cheltuieli privind stocurile	070	87579	21810
Cheltuieli cu personalul privind remunerarea muncii	080	1489867	1851832
Contribuții de asigurări sociale de stat obligatorii și prime de asigurare obligatorie de asistență medicală	090	402265	506909
Cheltuieli cu amortizarea și deprecierea activelor imobilizate	100	52917	34502
Alte cheltuieli	110	5070224	4621233
Cheltuieli din alte activități	120	82189	75741
<b>Total cheltuieli</b> (rd.050 + rd.060 + rd.070 + rd.080 + rd.090 + rd.100 + rd.110 + rd.120)	130	7185041	7112027
Profit (pierdere) pînă la impozitare (rd.040 – rd.130)	140	1907908	1222724
Cheltuieli privind impozitul pe venit	150	239259	151929
Profit (pierdere) net al perioadei de gestiune (rd.140 – rd.150)	160	1668649	1070795



Nr. crt.	P A S I V	Cod rd.	Sold la	
			Începutul perioadei de gestiune	Sfârșitul perioadei de gestiune
1	2	3	4	5
3.	<b>Capital propriu</b>			
	Capital social și suplimentar	320	5400	5400
	Rezerve	330		
	Corecții ale rezultatelor anilor precedenți	340	x	
	Profit nerepartizat (pierdere neacoperită) al anilor precedenți	350	502628	(113507)
	Profit net (pierdere netă) al perioadei de gestiune	360	x	1070795
	Profit utilizat al perioadei de gestiune	370	x	(959067)
	Alte elemente de capital propriu	380		
	<b>Total capital propriu</b> (rd.320 + rd.330 + rd.340 + rd.350 + rd.360 - rd.370 + rd.380)	390	508028	3621
4.	<b>Datorii pe termen lung</b>			
	Credite bancare pe termen lung	400		
	Împrumuturi pe termen lung	410		445000
	Datorii pe termen lung privind leasingul financiar	420		
	Alte datorii pe termen lung	430		
	<b>Total datorii pe termen lung</b> (rd.400 + rd.410 + rd.420 + rd.430)	440		445000
5.	<b>Datorii curente</b>			
	Credite bancare pe termen scurt	450		
	Împrumuturi pe termen scurt	460	30000	30000
	Datorii comerciale	470		
	Datorii față de părțile afiliate	480		
	Avansuri primite curente	490	864384	922646
	Datorii față de personal	500	3004	7765
	Datorii privind asigurările sociale și medicale	510	2623	7126
	Datorii față de buget	520	129869	44045
	Venituri anticipate curente	530		
	Datorii față de proprietari	540	36661	517134
	Finanțări și încasări cu destinație specială curente	550		
	Provizioane curente	560		
	Alte datorii curente	570	109522	611927
	<b>Total datorii curente</b> (rd.450 + rd.460 + rd.470 + rd.480 + rd.490 + rd.500 + rd.510 + rd.520 + rd.530 + rd.540 + rd.550 + rd.560 + rd.570)	580	1176063	2140643
	<b>Total pasive</b> (rd.390 + rd.440 + rd.580)	590	1684091	2589264



## SITUAȚIA DE PROFIT ȘI PIERDERE

Anexa 2

de la 01.01.2015 pînă la 31.12.2015

Indicatori	Cod rd.	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
Venituri din vânzări	010	8714096	8112337
Costul vânzărilor	020	3390254	5460343
Profit brut (pierdere brută) (rd.010 – rd.020)	030	5323842	2651994
Alte venituri din activitatea operațională	040	2486	179
Cheltuieli de distribuire	050		
Cheltuieli administrative	060	3139855	1106887
Alte cheltuieli din activitatea operațională	070	572743	469056
Rezultatul din activitatea operațională: profit (pierdere) (rd.030 + rd.040 – rd.050 – rd.060 – rd.070)	080	1613730	1076230
Rezultatul din alte activități: profit (pierdere)	090	294178	146494
Profit (pierdere) pînă la impozitare (rd.080 + rd.090)	100	1907908	1222724
Cheltuieli privind impozitul pe venit	110	239259	151929
Profit net (pierdere netă) al perioadei de gestiune (rd.100 – rd.110)	120	1668649	1070795

Anexa 3

## SITUAȚIA MODIFICĂRILOR CAPITALULUI PROPRIU

de la 01.01.2015 pînă la 31.12.2015

Nr. d/o	Indicatori	Cod rd.	Sold la începutul perioadei de gestiune	Majorări	Diminuări	Sold la sfîrșitul perioadei de gestiune
1	2	3	4	5	6	7
1	<b>Capital social și suplimentar</b>					
	Capital social	010	5400			5400
	Capital suplimentar	020				
	Capital nevărsat	030	( )	( )	( )	( )
	Capital neînregistrat	040				
	Capital retras	050	( )	( )	( )	( )
	<b>Total capital social și suplimentar</b> (rd.010 + rd.020 + rd.030 + rd.040 + rd.050)	060	5400			5400
2	<b>Rezerve</b>					
	Capital de rezervă	070				
	Rezerve statutare	080				
	Alte rezerve	090				
	<b>Total rezerve</b> (rd.070 + rd.080 + rd.090)	100				
3	<b>Profit nerepartizat (pierdere neacoperită)</b>					
	Corecții ale rezultatelor anilor precedenți	110				
	Profit nerepartizat (pierdere neacoperită) al anilor precedenți	120	502628		616135	(113507)
	Profit net (pierdere netă) al perioadei de gestiune	130	x	1070795		1070795
	Profit utilizat al perioadei de gestiune	140	x	( 959067)	( )	(959067)
	Rezultatul din tranziția la noile reglementări contabile	150				
	<b>Total profit nerepartizat (pierdere neacoperită)</b> (rd.110 + rd.120 + rd.130 + rd.140 + rd.150)	160	502628	111728	616135	(1779)
4	<b>Alte elemente de capital propriu, din care</b>	170				
	Diferențe din reevaluare	171				
	Subvenții entităților cu proprietate publică	172				
	<b>Total capital propriu</b> (rd.060 + rd.100 + rd.160 + rd.170)	180	508028	111728	616135	3621

## SITUAȚIA FLUXURILOR DE NUMERAR

de la 01.01.2015 pînă la 31.12.2015

Indicatori	Cod. rd.	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
<b>Fluxuri de numerar din activitatea operațională</b>			
Încasări din vânzări	010	9560963	8208725
Plăți pentru stocuri și servicii procurate	020	5200602	4199633
Plăți către angajați și organe de asigurare socială și medicală	030	1839090	2193028
Dobânzi plătite	040		
Plata impozitului pe venit	050		
Alte încasări	060	17039	5920
Alte plăți	070	1710250	1708589
<b>Fluxul net de numerar din activitatea operațională</b> (rd.010 – rd.020 – rd.030 – rd.040 – rd.050 + rd.060 – rd.070 )	080	828060	113395
<b>Fluxuri de numerar din activitatea de investiții</b>			
Încasări din vânzarea activelor imobilizate	090		
Plăți aferente intrărilor de active imobilizate	100		
Dobânzi încasate	110		
Dividende încasate	120		
Alte încasări (plăți)	130		
<b>Fluxul net de numerar din activitatea de investiții</b> (rd.090 – rd.100 + rd.110 + rd.120 ± rd.130)	140		
<b>Fluxuri de numerar din activitatea financiară</b>			
Încasări sub formă de credite și împrumuturi	150		445000
Plăți aferente rambursării creditelor și împrumuturilor	160	241907	
Dividende plătite	170	2124830	1026634
Încasări din operațiuni de capital	180		
Alte încasări (plăți)	190	37081	2462
<b>Fluxul net de numerar din activitatea financiară</b> (rd.150 – rd.160 – rd.170 + rd.180 ± rd.190)	200	(2329656)	(579172)
<b>Fluxul net de numerar total</b> (± rd.080 ± rd.140 ± rd.200)	210	(1501596)	(465777)
Diferențe de curs valutar favorabile (nefavorabile)	220	240389	88414
<b>Sold de numerar la începutul perioadei de gestiune</b>	230	1765965	504758
<b>Sold de numerar la sfârșitul perioadei de gestiune</b> (± rd.210 ± rd.220 + rd.230)	240	504758	127395

## Date generale

1. Certificat de înregistrare a entității, eliberat de Camera Înregistrării de Stat.  
Număr de înregistrare 1009600002943 Data înregistrării 29.01.2009 Seria MD Număr 0102741
2. Capital social înregistrat de Camera Înregistrării de Stat:  
data “\_29\_” ianuarie 2009, suma 5400 lei, inclusiv:  
1) cota statului \_\_\_\_\_ lei,  
2) cota deținătorilor a cel puțin 20% 5400 lei.  
Modificări ulterioare:  
a) “\_” \_\_\_\_\_, suma \_\_\_\_\_ lei, inclusiv cota statului \_\_\_\_\_ lei,  
b) “\_” \_\_\_\_\_, suma \_\_\_\_\_ lei, inclusiv cota statului \_\_\_\_\_ lei.
3. Entitățile, activitatea cărora necesită licență, indică:  
Licența în vigoare:  
1) Număr A MMII 039838 data eliberării 17.02.2009  
Termen de valabilitate – pina la 17.02.2019  
Tipul de activitate Activitatea de audit  
Organul care a eliberat licența Camera de Licențiere  
2) Număr A MMII 047103 data eliberării 17.02.2009  
Termen de valabilitate – pina la 17.02.2019  
Tipul de activitate Activitatea de audit  
Organul care a eliberat licența Camera de Licențiere  
3) Număr \_\_\_\_\_, data eliberării \_\_\_\_\_  
Termen de valabilitate \_\_\_\_\_  
Tipul de activitate \_\_\_\_\_  
Organul care a eliberat licența \_\_\_\_\_
4. Numărul mediu scriptic al personalului în perioada de gestiune 13 persoane, inclusiv pe categorii:  
1) personal administrativ 13 persoane,  
2) muncitori \_\_\_\_\_ persoane.
5. Numărul personalului la 31 decembrie 2015 13 persoane.
6. Remunerarea personalului entității în perioada de gestiune 1851832 lei.
7. Remunerarea membrilor organelor de administrare, de conducere și supraveghere și alte angajamente apărute sau asumate în legătură cu pensiile membrilor actuali sau ale foștilor membri ai acestor organe, pe categorii \_\_\_\_\_ lei.
8. Avansurile și creditele acordate membrilor organelor specificate la pct.7 \_\_\_\_\_ lei, inclusiv rambursate \_\_\_\_\_ lei.
9. Valoarea activelor imobilizate și circulante, înregistrate în calitate de gaj<sup>1</sup>  
1) valoarea de gaj \_\_\_\_\_ lei,  
2) valoarea contabilă \_\_\_\_\_ lei.
10. Numărul acțiunilor ordinare la finele perioadei de gestiune \_\_\_\_\_ unități.
11. Profit net (pierdere netă) a perioadei de gestiune pentru o acțiune ordinară:  
1) profit \_\_\_\_\_ lei \_\_\_\_\_ bani,  
2) pierdere \_\_\_\_\_ lei \_\_\_\_\_ bani.
12. Dividende calculate pentru o acțiune ordinară pentru perioada de gestiune:  
1) plătite \_\_\_\_\_ lei \_\_\_\_\_ bani,  
2) planificate pentru plată \_\_\_\_\_ lei \_\_\_\_\_ bani.
13. Valută străină disponibilă, recalculată în monedă națională a Republicii Moldova – total 97006 lei, inclusiv (lei, denumirea și codul valutei):  
1) 88717 lei/ EUR/ 978  
2) 8289 lei / USD/ 840  
3) \_\_\_\_\_
14. Numerar legat – total \_\_\_\_\_ lei.

<sup>1</sup> În rîndurile, în care se înscriu sumele de gaj, în toate coloanele prin fracție se reflectă:

a) la numărător – valoarea de gaj;  
b) la numitor – valoarea contabilă



Anexa 7,  
la SNC „Prezentarea situațiilor financiare”

**Informații cerute de Standardele Naționale de Contabilitate\***  
**Active imobilizate**

Indicatori	2	3	4	5	6	7	8	9
Existența la începutul perioadei (la costul de intrare)	Amortizarea acumulată la începutul perioadei	Deprecierea acumulată la începutul perioadei	Intrarea în cursul perioadei (la costul de intrare)	Ieșirea în cursul perioadei (la costul de intrare)	Existența la sfârșitul perioadei (la costul de intrare)	Amortizarea acumulată la sfârșitul perioadei	Deprecierea acumulată la sfârșitul perioadei	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1. Imobilizări necorporale în curs de execuție								
2. Imobilizări necorporale în utilizare, total inclusiv:	120951	102619				117889	107609	
2.1. brevete și mărci								
2.2. programe informatice								
Nota informativă:								
a) valoarea imobilizărilor necorporale amortizabile	120951	x	x	x	x	117889	x	x
b) valoarea imobilizărilor necorporale neamortizabile		x	x	x	x		x	x
2. Terenuri								
3. Mijloace fixe, total inclusiv	322943	276273				338647	302789	
3.1. clădiri								
3.2. construcții speciale								
3.3. mașini, utilaje, instalații de transmisie	322943	276273				338647	302789	
3.4. mijloace de transport								
4. Investiții imobiliare evaluate conform metodei bazate pe cost								

**NOTĂ INFORMATIVĂ**  
privind relațiile cu nerezidenții

Anexa 9

Tabelul 1

Creanțe, investiții financiare și datorii pe termen lung aferente *fondatorilor* nerezidenți

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune
			Intrări/ majorări	Ieșiri/ diminuări	Diferențe de curs valutar	
1	2	3	4	5	6	7
<b>Creanțe și investiții financiare pe termen lung – total</b>	<b>010</b>					
Creanțe comerciale, <i>inclusiv pe țări:</i>	020					
-						
-						
-						
Avansuri acordate, <i>inclusiv pe țări:</i>	030					
-						
-						
-						
Împrumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe țări:</i>	040					
-						
-						
-						
Alte creanțe și investiții financiare, <i>inclusiv pe țări:</i>	050					
-						
-						
-						
<b>Datorii pe termen lung – total</b>	<b>060</b>					
Datorii comerciale, <i>inclusiv pe țări:</i>	070					
-						
-						
-						
Avansuri primite, <i>inclusiv pe țări:</i>	080					
-						
-						
-						
Credite bancare, împrumuturi și datorii privind leasingul financiar, <i>inclusiv pe țări:</i>	090					
-						
-						
-						
Alte datorii, <i>inclusiv pe țări:</i>	100					
-						
-						
-						

Rd.010= rd.020 + rd.030 + rd.040 + rd.050

Rd.060= rd.070 + rd.080 + rd.090 + rd.100

Col.7 = col.3+col.4+col.5+col.6

Tabelul 3

Creanțe, investiții financiare și datorii curente *fondatorilor nerezidenți*

Indicatori	Cod rd./cod țară	Sold la începutul perioadei de gestiune		Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune		
		La care termenul de plată nu a sosit sau este expirat până la un an	Termenul expirat mai mult de un an	Total	Transferări din active și datorii pe termen lung în active și datorii curente	Ieșiri/diminuări	Diferențe de curs valutar	La care termenul de plată nu a sosit sau este expirat până la un an	Termenul expirat mai mult de un an
		3	4	5	6	7	8	9	10
<b>Creanțe și investiții financiare curente – total</b>	<b>2</b>								
Creanțe comerciale, <i>inclusiv pe țări:</i>	010								
-	020								
-									
-									
Avansuri acordate, <i>inclusiv pe țări:</i>	030								
-									
-									
Împrumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe țări:</i>	040								
-									
-									
-									
Alte creanțe și investiții financiare, <i>inclusiv pe țări:</i>	050								
-									
-									
<b>Datorii curente – total</b>	<b>060</b>								
Datorii comerciale, <i>inclusiv pe țări:</i>	070								
-									
-									
Avansuri primite, <i>inclusiv pe țări:</i>	080								
-									
-									
Credite bancare, împrumuturi și datorii privind leasingul financiar, <i>inclusiv pe țări:</i>	090								
-									
-									
Datorii privind dividendele calculate, <i>inclusiv pe țări:</i>	100								
-									
-									
Alte datorii, <i>inclusiv pe țări:</i>	110								
-									
-									

Rd.010= rd.020 + rd.030 + rd.040 + rd.050  
 Rd.060= rd.070 + rd.080 + rd.090 + rd.100 + rd.110  
 Col.(9+10) = col.(3+4) + col.5 – col.7 + col.8

Tabelul 2  
 Creanțe, investiții financiare și datorii pe termen lung aferente nerezidenților, *cu excepția fondatorilor*

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune
			Intrări/ majorări	Ieșiri/ diminuări	Diferențe de curs valutar	
1	2	3	4	5	6	7
<b>Creanțe și investiții financiare pe termen lung – total</b>	<b>010</b>					
Creanțe comerciale, <i>inclusiv pe țări:</i>	020					
-						
-						
-						
Avansuri acordate, <i>inclusiv pe țări:</i>	030					
-						
-						
-						
Împrumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe țări:</i>	040					
-						
-						
-						
Depozite, <i>inclusiv pe țări:</i>	050					
-						
-						
-						
Alte creanțe și investiții financiare, <i>inclusiv pe țări:</i>	060					
-						
-						
-						
<b>Datorii pe termen lung – total</b>	<b>070</b>					
Datorii comerciale, <i>inclusiv pe țări:</i>	080					
-						
-						
-						
Avansuri primite, <i>inclusiv pe țări:</i>	090					
-						
-						
-						
Credite bancare, împrumuturi și datorii privind leasingul financiar, <i>inclusiv pe țări:</i>	100					
-						
-						
-						
Alte datorii, <i>inclusiv pe țări:</i>	110					
-						
-						
-						

Rd.010= rd.020 + rd.030 + rd.040 + rd.050 + rd.60

Rd.070= rd.080 + rd.090 + rd.100 + rd.110

Col.7 = col.3+col.4-col.5+col.6

Tabelul 4

Creanțe, investiții financiare și datorii curente aferente nerezidenților, cu excepția fondatorilor

Indicatori	Cod rd/cod fără	Sold la începutul perioadei de gestiune		Modificări în perioada de gestiune			Sold la sfârșitul perioadei de gestiune		
		La care termenul de plată nu a sosit sau este expirat până la un an	Termenul expirat mai mult de un an	Total	Transferări din active și datorii pe termen lung în active și datorii curente	leșuri/diminuări	Diferențe de curs valutar	La care termenul de plată nu a sosit sau este expirat până la un an	
1	2	3	4	5	6	7	8	9	10
<b>Creanțe și investiții financiare curente – total</b>	010								
Creanțe comerciale, <i>inclusiv pe fără:</i>	020								
-									
-									
-									
Avansuri acordate, <i>inclusiv pe fără:</i>	030								
-									
-									
-									
Împrumuturi acordate și creanțe privind leasingul financiar, <i>inclusiv pe fără:</i>	040								
-									
-									
-									
Depozite, <i>inclusiv pe fără:</i>	050								
-									
-									
-									
Alte creanțe și investiții financiare, <i>inclusiv pe fără:</i>	060								
-									
-									
-									
<b>Datorii curente – total</b>	070								
Datorii comerciale, <i>inclusiv pe fără:</i>	080								
-									
-									
-									
Avansuri primite, <i>inclusiv pe fără:</i>	090								
-									
-									
-									
Credite bancare, împrumuturi și datorii privind leasingul financiar, <i>inclusiv pe fără:</i>	100								
-									
-									
-									
Alte datorii, <i>inclusiv pe fără:</i>	110								
-									
-									
-									

Rd.010= rd.020 + rd.030 + rd.040 + rd.050 + rd.060

Rd.070= rd.080 + rd.090 + rd.100 + rd.110

Col.(9+10) = col.(3+4) + col.5 - col.7 + col.8

Tabelul 5

## Investiții financiare în străinătate și participarea nerezidenților în capitalul social

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Intrări/ majorări	Ieșiri/ diminuări	Sold la sfârșitul perioadei de gestiune
1	2	3	4	5	6
<b>Investiții financiare</b>	010				
Cote de participație și acțiuni de pînă la 10% inclusiv, în capitalul social al entităților nerezidente, <i>inclusiv pe țări:</i>	020				
-					
-					
-					
Cote de participație și acțiuni de peste 10% în capitalul social al entităților nerezidente, <i>inclusiv pe țări:</i>	030				
-					
-					
-					
<b>Capital social</b>	040				
Cote de participație și acțiuni de pînă la 10% inclusiv, <i>inclusiv pe țări:</i>	050				
-					
-					
-					
Cote de participație și acțiuni de peste 10%, <i>inclusiv pe țări:</i>	060				
-					
-					
-					

d.010= rd.020 + rd.030

d.040= rd.050 + rd.060

col.6 = col.3+col.4+col.5

Tabelul 7

## Bunuri ale nerezidenților înregistrate în conturi extrabilanțiere

Indicatori	Cod rd./ cod țară	Sold la începutul perioadei de gestiune	Intrări/ diminuări	Ieșiri/ micșorări	Sold la sfârșitul perioadei de gestiune
1	2	3	4	5	6
Bunuri primite în baza contractelor de comision, <i>inclusiv pe țări</i>	010				
-					
-					
-					
Bunuri primite spre prelucrare, <i>inclusiv pe țări</i>	020				
-					
-					
-					
Bunuri obținute din materialele prelucrate, <i>inclusiv pe țări</i>	030				
-					
-					
-					

Col.6 = col.3+col.4+col.5



Venituri și cheltuieli aferente tranzacțiilor cu nerezidenții

Tabelul 6

Indicatori	Cod rd./ cod țară	Perioada de gestiune	
		precedentă	curentă
1	2	3	4
<b>Venituri – total</b>	010		
Venituri aferente bunurilor procurate și vândute peste hotare fără trecerea frontierei de stat a Republicii Moldova, <i>inclusiv pe țări:</i>	020		
-			
-			
Venituri din dobânzi aferente activității operaționale și altor activități, <i>inclusiv pe țări:</i>	030		
-			
-			
Venituri din dividende și participații în alte entități, <i>inclusiv pe țări:</i>	040		
-			
-			
Venituri din decontarea datoriilor cu termenul de prescripție expirat, <i>inclusiv pe țări:</i>	050		
-			
-			
Alte venituri, <i>inclusiv pe țări:</i>	060		
-			
-			
<b>Cheltuieli – total</b>	070		
Cheltuieli aferente bunurilor procurate și vândute peste hotare fără trecerea frontierei de stat a Republicii Moldova, <i>inclusiv pe țări:</i>	080		
-			
-			
Cheltuieli privind dobânzile, <i>inclusiv pe țări:</i>	090		
-			
-			
Cheltuieli și provizioane aferente creanțelor comerciale și altor creanțe compromise, <i>inclusiv pe țări:</i>	100		
-			
-			
Alte cheltuieli, <i>inclusiv pe țări:</i>	110		
-			
-			

Rd.010= rd.020 + rd.030 + rd.040 + rd.050 + rd.060

Rd.070= rd.080 + rd.090 + rd.100 + rd.110

Persoanele responsabile de semnarea rapoartelor financiare ale entității\*

*conf. SA Moldova*  
*Administrator*

\* conform art.36 din Legea contabilității





## Notă explicativă

### Informații privind corespunderea situațiilor financiare

#### Standardelor Naționale de Contabilitate

Situațiile financiare sînt întocmite în conformitate cu prevederile Standardelor Naționale de Contabilitate. Abateri de la principiile de baza și caracteristicile calitative prevăzute în Standardele Naționale de Contabilitate nu au fost comise.

#### Dezvăluirea politicilor contabile

Indicatorii situațiilor financiare au fost determinați în baza metodelor și procedeeelor prevăzute în politicile contabile aprobate prin ordinul directorului entității nr. 1 din 30 decembrie 2014. Astfel, Mijloacele fixe cuprind imobilizările corporale transmise în exploatare, valoarea unitară a cărora depășește plafonul valoric prevăzut de legislația fiscală (pct. 4 din SNC „Imobilizări necorporale și corporale”). Valoarea reziduală a mijloacelor fixe este nesemnificativă și se considera nulă (pct. 20 din SNC „Imobilizări necorporale și corporale”). Amortizarea imobilizărilor mijloacelor fixe se calculează prin metoda liniară (pct. 22 din SNC „Imobilizări necorporale și corporale”).

Contabilitatea stocurilor se ține în expresie cantitativă și valorică (art. 17 alin. (5) din Legea contabilității, pct. 10 din SNC „Stocuri”). Obiectele de mică valoare și scurta durată cuprind bunurile valoarea unitară a cărora nu depășește plafonul stabilit de legislație (pct. 6 subpct. 3) din SNC „Stocuri”). Stocurile iesite se evaluează prin metoda costului mediu ponderat (pct. 33, 36 din SNC „Stocuri”). Obiectele de mică valoare și scurtă durată, valoarea unitară a cărora nu depășește 1/6 din plafonul stabilit de legislație, se decontează la costuri/cheltuieli curente, active imobilizate etc. prin calcularea uzurii (pct. 51 din SNC „Stocuri”). Cheltuielile anticipate cuprind valoarea anvelopelor, acumuloarelor procurate separat de mijloacele de transport, formularele cu regim special și alte costuri suportate în perioada curentă, dar care se referă la perioadele viitoare. Cheltuielile anticipate se decontează la costuri/cheltuieli curente prin metoda liniară (pct. 8 din SNC „Cheltuieli”).

Veniturile se recunosc separat pentru fiecare tranzacție (pct. 9 din SNC „Venituri”). Veniturile din prestarea serviciilor se recunosc după metoda prestării integrale (pct. 21 din SNC „Venituri”). Costul vânzărilor cuprinde valoarea contabilă (costul efectiv) a serviciilor prestate (pct. 20 subpct. 1) din SNC „Cheltuieli”). Activele și datoriile în valută străină se recalculează în moneda națională la data raportării (pct. 13 din SNC „Diferențe de curs valutar și de sumă”).

Pe parcursul perioadei de gestiune nu au fost înregistrate modificări în politicile contabile.

#### Analiza activității economico-financiare a întreprinderii Grant Thornton Audit SRL în anul 2015

Valoarea veniturii din vânzări înregistrat de entitatea Grant Thornton Audit SRL în anul 2015 constituie 8112337 lei acesta diminuează-se cu 601759 lei față de anul precedent. Activitatea operațională a entității include un singur tip de activitate, în particular prestarea serviciilor de audit. Valoarea cheltuielilor suportate pe parcursul anului 2015 constituie 7112027 lei, suma acestora diminuează-se cu 73014 lei față de anul precedent, fapt care se apreciază pozitiv. În structura cheltuielilor întreprinderii Grant Thornton Audit SRL ponderea cea mai mare în anul 2015 o deține alte cheltuieli a activității operaționale, constituind 65.0% aceasta reducându-se față de anul precedent cu 5.6%. Per ansamblu situația financiară a întreprinderii Grant Thornton Audit SRL în anul 2015 este favorabilă, fapt relevat prin intermediul indicatorilor de performanță prezentați anterior.



