

## **Internal Audit Office Charter**

**Year 2017**

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This Internal Audit Office Charter has been adopted by Nation Broadcasting Corporation Public Company Limited so that all employees will have the comprehension of the purpose, role, duty, responsibility and authority of the Internal Audit Office, including the operating procedures of the office.

### **Purpose**

The purpose of the Internal Audit Office is to assist the employees at every level to perform their jobs efficiently and effectively as well as to ensure that the internal control of the company is sufficient and efficient under appropriate expenses including continuous improvement in the efficacy of operations by providing governing bodies with insight and recommendations based on analyses and assessments of data and business processes. In addition, the Internal Audit Office provides an advisory concerning the working scheme and the new working system improvement.

### **Role, Duty and Responsibility**

The Internal Audit Office has duty and responsibility to audit the activities in the company and report the findings to the Audit Committee and the Management as following details:

1. Review and report the accuracy and completeness of the financial reports, the operating procedures including the assessment and performance measurement.
2. Review the operating system that may have significant impact on the operation and report whether they are in compliance with the company's policy, business plan, operating procedures and associated laws.
3. Review the means of safeguarding assets, as appropriate, verify the existence of such assets, and appraise the economy and efficiency with which assets are employed.
4. Review the sufficiency of the company's internal control system in order to develop and improve the system to be more efficient and appropriate.
5. Review the efficiency of the operations improvement to ascertain whether it is taken into consideration and conducted regularly in order to ensure continuous development.
6. Perform other internal audit activities as assigned by the Audit Committee or the Management.


### Authority

1. The Internal Auditor has freedom to investigate any transaction in accordance with the General Accepted Internal Audit Practice.
2. The Internal Auditor can investigate all the assets and activities of the company including accounting books, vouchers, correspondence and associated reports.
3. The Internal Auditor can ask any employee to provide information and explanation regarding the audited matter.

### Auditing guidelines and practices

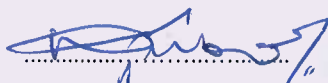
1. Periodically investigate all departments to ascertain whether they operate their businesses in accordance with established business plans, policies, company's objectives, operating procedures and associated laws, also provide advice and guidance for efficient operations progress and follow-up to determine whether the corrective actions are relative to the Internal Audit Office's recommendations.
2. When the investigation is completed, the Internal Audit Manager must arrange a meeting with management of the audited department to advise or to exchange their views regarding the findings and weakness found during the investigation including the corrective measures before preparing the audit report.
3. The audit report must be a written form explaining the purpose and framework of the investigation, the weakness found and recommendation given for improvement.
4. The Internal Auditor must monitor and follow up the operating performance as recommended in the audit report and coordinate with personnel of the audited department to ensure that the corrective measures have properly been implemented.
5. The Internal Audit Manager has to develop auditing personnel to have sufficient knowledge and skill in order to carry out auditing activities effectively.
6. The Internal Auditor must carry out the duty with honesty, integrity, good human relationship, neutral and good attitudes.

**This charter is effective as of December 28<sup>th</sup>, 2016**




.....  
(Mr. Thepchai Sae Yong)

Chairman of the Board of Director



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(Dr. Supong Limtanakool)

Chairman of the Audit Committee



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(Mr. Supawat Sa-nguan-ngam)

Managing Director