

# Policy Non-Audit Services

## Policy on non-audit services provided by the independent external auditors

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SG Fleet Group Limited  
ABN 40 167 554 574

Adopted by the Board on **13 February 2014**

## 1 Role of the Committee

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The Audit, Risk and Compliance Committee (**the Committee**) is responsible for the development and oversight of the Company's policy on the engagement of the external auditor to supply non audit services and ensure compliance with the policy.

## 2 What are non-audit services?

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'Non audit services' means any services provided by the external auditor which are not included in, or are not necessarily incidental to, the terms of the audit engagement.

## 3 CFO must approve all non-audit services

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To ensure auditor independence is maintained, the Company requires all engagements of the external auditor to provide non audit services to be approved in writing by the Chief Financial Officer.

## 4 CFO needs Committee approval for certain non-audit services

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The Chief Financial Officer must obtain the prior written approval of the Committee before the external auditor can be engaged to perform non audit services where:

- the fee for the particular engagement exceeds **\$100,000**; or
- the annual fees for all non-audit services exceed, or are likely to exceed, **50%** of the auditor's annual audit fees.

## 5 Monitoring and reporting

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### **Internal Audit**

Internal Audit will monitor whether this policy is being complied with and periodically report to the Committee as to compliance. Internal Audit must promptly report any breach of this policy to the chair of the Committee.

### **CFO**

The Chief Financial Officer must report to the Committee on a periodic basis regarding:

- any non-audit services provided by the auditor; and
- the amounts paid to the external auditor for those services.

## **Committee**

The Committee must provide an annual report to the Board with respect to the non audit services provided by the external auditor during the year. The report must include:

- the amounts paid or payable to the external auditor for non audit services provided during the year;
- a statement whether the Committee is satisfied that the provision of those services during the year is compatible with the general standard of independence for auditors; and
- the reasons for the Committee's opinion.