

# **TAXATION DISCIPLINARY BOARD**

## **POLICY FOR THE SELECTION AND APPOINTMENT OF AUDITORS**

### **1. INTRODUCTION**

- 1.1 This policy relates to the appointment of auditors to the Taxation Disciplinary Board Ltd to conduct a formal audit and report to the members in accordance with Chapter 3 of Part 16 of the Companies Act 2006.

### **2. PROCEDURES**

- 2.1 The Board of the Taxation Disciplinary Board Ltd, and in accordance with the expressed wishes of the Sponsors, has currently determined that the company will be subject to statutory audit by appropriately regulated auditors with the current auditors being appointed at the Extraordinary General meeting on 17<sup>th</sup> December 2021.
- 2.2 The Members will appoint the auditors on an annual basis.
- 2.3 Normally, unless otherwise formally determined, the Board will call for the competitive bid of the Company's audit services every five years.
- 2.4 The competitive bid process will begin at least 6 months prior to the normal start of the auditor's activities for the coming year.
- 2.5 The Board will identify the selection criteria which will include:
- (a) experience of the audit firm with organisations of similar limited size and internal control.
  - (b) experience of the audit firm in professional and/or regulatory settings.
  - (c) experience of the specific individuals to be assigned to the audit.
  - (d) size of the firm.
  - (e) ability of the firm to meet the Taxation Disciplinary Board Ltd time requirements.
  - (f) estimate of audit hours
  - (g) billing rates.
  - (h) location of office(s).
  - (i) other information as may be determined.
- 2.6 The Executive and Strategy Officer, in consultation with a member of the Board, will compile a list of audit firms with offices in a reasonable geographic location and with experience which may meet a majority of the above criteria.

- 2.7 The Executive and Strategy Officer will manage the competitive bid process on behalf of the Board.
- 2.8 The Board, or a majority thereof as determined by the Board, but to include the Chair, will interview prospective audit firm candidates and select and rank the top three candidates, or such number of candidates as is practicable, up to three.
- 2.9 The Board will make a final decision from the candidates identified in 2.8 above.

December 2024