

Jullian Consultores Limitada
Internal Regulations
Audit Services

Contenido

1. Introduction.....	3
2. Continuous improvement	3
3. Supervision of Internal Regulations.....	3
4. Audit standards and policies.....	3
4.1. Introduction	3
4.2. Audit procedures	4
4.3. Quality control	4
4.4. Technical competency requirements	5
5. Standards for confidentiality and handling of privileged information.....	7
5.1. Confidentiality standards.....	7
5.2. Handling of privileged information	7
6. Conflicts related to independence of judgment.....	8
6.1. Conflict of interest resolution.....	8
6.2. Compliance with independence of judgment requirements	9
7. Standards and policies on handling irregularities.....	10
8. Continuous training programs and staff training	11
9. Fee structure standards	12
10. Guidelines and policies for audit staff conduct	12
11. Quality audit	13
11.1. Introduction	13
11.2. Audit procedures	13
11.2.1. Acceptance of audit work	13
11.2.2. Audit planning	13
11.2.3. Audit work plan	14
11.3. Audit quality control.....	15

1. Introduction

The Internal Regulations (IR) establish the standards and procedures that regulate the professional work of Jullian Consultores Limitada in the field of financial statement auditing, in accordance with local market legislation and the Standards established in Title XXVIII of Law No. 18.045 on Securities Market, General Rule No. 275, with modifications of General Rule 355, issued by the Financial Market Commission (CMF) and International Financial Reporting Standards (IFRS).

The Company has established policies and procedures that are fundamental to the purpose of providing an audit service that guarantees a higher degree of security, transparency, and quality throughout its entire process.

The drafting of this IR, as well as the approval, maintenance, and supervision of the regulations contained therein, are the responsibility of the following:

Drafting	: IRCI Committee
Approval	: Principal Partner
Maintenance	: IRCI Committee
Supervision	: Firm Partners

2. Continuous improvement

The responsibility for developing, approving, and maintaining the standards contained in the IR has been assigned to a committee, which has been called "Internal Regulations Continuous Improvement" (IRCI), a committee whose mission is the permanent review of the IR, its updating, and its improvement. This IRCI committee will be made up of the firm's Partners and the audit manager. It will be the responsibility of the main Partner to approve the modifications to the IR that emanate from said committee.

The permanent review of the standards contained in the IR will allow for the improvement of the quality of the audit service.

3. Supervision of Internal Regulations

The responsibility for monitoring compliance with the procedures, standards, and policies established in these Internal Regulations (IR) is the responsibility of the firm's Partners.

4. Audit standards and policies

4.1. Introduction

Jullian Consultores Limitada has established a series of policies and procedures that must be applied in the audit services it provides to its clients.

The standards referred to are detailed in the document called "Quality Audit," which mentions the set of analysis, study, review, and audit tasks that pursue the fulfillment of the following objectives:

- Establish an audit work plan consistent with the operations of a given company and with the nature of the balances of its financial statements. At the same time, the result of the execution of the work plan will provide the appropriate basis for issuing an opinion on the reasonableness of the balance of said financial statements.
- Conduct an effective and efficient audit.

4.2. Audit procedures

To conduct the work plan and fulfill the objectives of the audit services, our approach considers the following aspects:

- a. Evaluation of clients and inherent risks associated with the stage prior to the acceptance of providing audit services.
- b. Knowledge of the client, which will be achieved through filling out the form specially designed for such purposes in which the following information is requested, at a minimum:
 - Organizational structure.
 - Main assets.
 - Debt structure.
 - Equity.
 - Main financial indices.
 - Tax and labor situation.
 - Income and expense structure.
- c. Understanding of the market in which the client operates.
- d. Knowledge of the client's accounting and computer system.
- e. Knowledge of internal control procedures.
- f. Definition of work plan.
- g. Application of audit procedures.
- h. Documentation and support of the work performed.
- i. Evaluation and communication to the Company's partner of the observations that arose because of the application of the audit procedures.

4.3. Quality control

The purpose of the procedures policies stated in these internal regulations is to contribute to the achievement of the commitment assumed at the time of accepting the client of our services, which considers the following aspects:

- a. Commitment and responsibility of the audit staff in relation to the quality control of the service:
One of the responsibilities of the auditor in charge is to promote the quality of the service to be provided, through obtaining sufficient and competent evidence to provide a reasonable basis to issue an opinion on the financial statements.
- b. Compliance with ethical provisions:
Our Company's personnel must comply with the following standards and values:
 - i. Integrity
 - ii. Objectivity
 - iii. Professional competence and due care
 - iv. Confidentiality

v. High standards of conduct

Our company, in addition to ensuring compliance with the procedures of its IR, enhances the skills and technical knowledge of its specialized professionals to ensure that the client receives a highly qualified service.

The Company's professional should be characterized by the permanent pursuit of knowledge.

Our staff is familiar with the policies of confidentiality of the information obtained because of the audit work conducted, of the professional relationships established with the client throughout the process or through interviews oriented towards the knowledge of the business.

c. Service quality control:

Our policies establish the following instances aimed at maintaining the levels of service quality:

- The Partner in charge of the work will have at least two meetings with their work team, one at the beginning of the audit for planning and a final one for the closure of the process and delivery of reports to the client. This does not exclude that intermediate meetings should be held with the Partner to report the degree of progress in the work plan and the relevant situations detected.
- The Partner in charge of the work will dedicate at least 10% of the estimated hours for direction, supervision, and approval of the audit process of the financial statements to each of the phases.
- The Partner in charge of the work will hold a meeting at the beginning of the audit with the board of directors of the audited entity or administrators, if it does not have a board of directors, the planning and phases of the process will be defined. Likewise, during the process, the client must be informed of those situations that prevent adequate progress in the work plan and, in general, all those situations that affect the financial statements must be made known. A final meeting is being held to conclude the audit work.
- Adequate protection of working papers, both physical and electronic, that support the audit work, must be maintained.

4.4. Technical competency requirements

The Administration and Finance Management of Jullian Consultores Limitada will be responsible for ensuring compliance with the minimum standards of technical competence, established in General Rule No. 275 of the Financial Market Commission (CMF) of January 19, 2010, and No. 355 of December 2, 2013. Namely:

- a. The partners who direct, conduct, and sign the audit reports, as well as the personnel who participate in the audits, must possess a degree in auditing accounting, commercial engineering, information and management control engineering, or equivalent auditing studies issued by a university recognized by the State. In the case of degrees obtained from a Professional Institute, the curricular program must be accredited by the National Accreditation Commission or by Accreditation Agencies authorized by said Commission. Meanwhile, for people who have obtained their degree abroad, it must be duly revalidated or approved to an equivalent degree in Chile.

- b. The degrees mentioned in the previous point must be from a study period of at least eight semesters, with subjects taught based on International Financial Reporting Standards, Generally Accepted Auditing Standards in Chile, and International Auditing Standards.
- c. If said subjects have not been taught based on the aforementioned Standards, the personnel must have additional advanced studies on the matter. The courses or extension study programs must have at least a minimum duration of 100 to 120 chronological hours, to infer that they have such knowledge.
- d. The partners who direct, conduct, and sign the audit reports must have experience in the field of auditing financial statements of at least 5 years (counted from the date on which the degree was obtained in Chile or abroad); while the senior auditor who participates in the audit must have at least 4 years of experience in audits of financial statements, assistants with experience between 0 and 12 months.
The assistant category is oriented to collaborative personnel in the audit team, who may be studying in the last two years of the career of; public accountant and/or auditor, commercial engineer, information and management control engineer, or related audit career, duly accredited.
The curricular mesh of the mentioned careers should consider at least four semesters of accounting and two semesters of auditing.
- e. The partners who direct, conduct, and sign the audit reports must have experience in the field of auditing financial statements of a specific industry, of at least 5 years; while the senior auditor who participates in the audit must have at least 4 years of experience in audits of financial statements. In case of lack of said experience of the work team, the hours of intervention of the partner in the audit process will increase to 40%.
Jullian Consultores Limitada will limit itself to performing services to entities as indicated in article 242 of Law 18.045.
- f. The work teams in the audits of financial statements of the same entity will rotate every 3 years; and the partners of the external audit firm will rotate when they conduct the audit of the entity for a period exceeding 5 consecutive years, the latter according to what is established in letter f) of article 243 of Law 18.045.
Institutional positions in Jullian Consultores Limitada and required professional title:

Audit Partner:	Senior Auditor:	Assistants A and B:
<ul style="list-style-type: none"> • Public Accountant Auditor • Commercial Engineer • Information and Management Control Engineer 	<ul style="list-style-type: none"> • Public Accountant and Auditor • Commercial Engineer • Information and Management Control Engineer 	<ul style="list-style-type: none"> • Public Accountant and Auditor • Commercial Engineer • Information and Management Control Engineer

Minimum number of semesters, according to academic degree to perform the functions of external auditor in our firm:

Description	Public Accountant and Auditor	Commercial Engineer	Information and Management Control Engineer
Min. number of semesters	8 to 10 semesters	10 semesters	10 semesters
Min. number of Audit Subjects	4 subjects	0 subjects	1 subject
Min. number of Accounting Subjects	4 subjects	4 subjects	2 subjects

5. Standards for confidentiality and handling of privileged information

5.1. Confidentiality standards

This section is oriented to provide standards that allow maintaining the client's confidential information, obtained during the audit work, in its various execution stages.

Auditors have the obligation not to reveal to third parties, either orally or in writing, the information that has been obtained throughout the audit process.

Confidentiality is a guarantee stipulated in each of the work contracts of the professionals that make up the Company. Annex that is filled out and signed by each member of the audit area at the time of joining or termination of the employment relationship with the company.

Jullian Consultores Limitada, whether represented by the main partner, professional and support staff, must maintain in absolute confidentiality the information collected and must not use or reveal to third parties, except by:

- Legal provisions that require so.
- Professional requirements for disclosure in the financial statements.
- Client consent.

Any doubt about disclosure must be consulted with the main partner, it being essential that the confidentiality of the information be maintained even after the audit work has been completed.

5.2. Handling of privileged information

The adequate handling of the client's privileged information is possible to guarantee through compliance with a series of policies and standards that protect the Company from eventual legal, ethical, and reliability risks, according to what is established in Title XXI of Law 18.045, and of reserved information.

The Company, including its partners, professionals in the audit area, and in general all the personnel that are part of Jullian Consultores Limitada, must respect and maintain in strict reserve the privileged and reserved information of their clients. The foregoing means that they will not be able to use the information for their own and/or third-party benefit, nor will they be able to acquire securities for themselves or for third parties about which they possess information about these characteristics.

The information in question ceases to have a privileged or reserved character in the following cases:

- That the Law or some regulation requires that it be revealed.
- When a regulatory or supervisory body requires that it be revealed.
- The client has given authorization to reveal it and there are no legal prohibitions or other contractual provisions.

In the event of an incident of use of privileged information, clients will make use of the liability clause of the confidentiality contract signed between the parties, which indicates that Jullian Consultores declares to be aware that the disclosure or use of confidential information produced in contravention of this agreement, may cause serious harm to the Discloser. Consequently, "Jullian Consultores declares to be aware that, according to the law applicable to this agreement, the total or partial breach of it will produce, among other consequences, the exercise of the corresponding actions of a criminal and/or civil nature, aimed at obtaining the application of appropriate sanctions and compensation for all damages, foreseen and unforeseen, direct and indirect, material or moral, arising from or linked to said breach."

6. Conflicts related to independence of judgment

6.1. Conflict of interest resolution

The objective is to provide information that provides the necessary plans and policies to identify and resolve potential conflicts of interest. The identification and resolution of these conflicts is a key component in the evaluation of the acceptance of the commitment, as well as for the decision to participate in business relationships or financial relationships with third parties.

The plans and policies must be focused on solving the following conflicts that may arise from this relationship:

- Conflicts related to independence
- Professional conflicts
- Business or commercial conflicts

The company has policies and procedures to evaluate the implications that accepting audit commitments, providing professional services other than auditing, subscribing to certain fee agreements, among others, which threaten the existing relationship with the client and the independence requirements of the latter.

The firm must protect its independence and avoid any conflict of interest of this type. For this, the company has basic procedures, such as:

- All professionals of the company must declare in their individual contracts the abstention from receiving gifts or gratuities to unquestionably safeguarding professional independence in the various audits addressed.
- Annually, all staff, both management, heads, and administrative staff, must make a declaration stating that they do not have any link with any of the entities belonging to the firm's client portfolio, either directly or indirectly.
- All company personnel must complete an "Investment Declaration" form, with the purpose of periodically checking that employees have not been involved in financial participation with the Company's client portfolio, directly or indirectly.

If it is detected that there have been breaches of the indicated procedures, the following administrative measures will be taken:

- Removal of the professional from the audit work team.
- Review of the work conducted by this professional, to verify the existence of an independence problem and/or conflicts of interest, in the development of the work.
- In justified cases, sanctions will be issued regarding non-compliance with the standard.

6.2. Compliance with independence of judgment requirements

The firm and its staff must possess, demonstrate, and maintain absolute independence regarding any interest that could be considered incompatible with the principles of integrity and objectivity regulated by the profession. To guarantee such independence, procedures have been designed to ensure compliance with the independence of the firm's personnel in the development of external audit work.

The firm requires partners, managers, professional and administrative staff to report once a year on:

- Companies in which they maintain investments.
- Companies where people with kinship relationships hold positions in senior management.

The Partner reviews this information to prevent conflicts of interest. The firm's staff has the responsibility to report promptly if this information is modified during the year.

For greater independence, the firm has been established as a policy to require its partners, managers, professional and administrative staff not to invest in companies with which the firm maintains a current contractual relationship. The list of companies that are clients of the firm is available on the internal network, and it is the responsibility of the main partner to keep it updated.

Partners, managers, and professional staff may not accept gifts or favors from the client that compromise their independence in the development of the work, as well as the prestige of the firm; in general, they must avoid facts and circumstances that may create situations that threaten independence.

Partners, managers, and professional staff must issue a statement on the application in the development of the work of the profession's ethical standards contained both in the Code of Ethics issued by the International Federation of Accountants (IFAC) and the Code of Ethics of the Auditor Accountant issued by the College of Accountants of Chile A.G.

Services that the Firm and its Staff are not authorized to perform for Audit clients: In accordance with the requirements established in Article No. 242 of Law No. 18.045, the Firm may develop activities other than those indicated in Article No. 239 of said law, as long as the technical suitability or independence of judgment in the provision of external audit services is not compromised, and prior compliance with its internal regulations. The following services cannot be provided to audit clients:

- Internal audit.
- Development or implementation of accounting systems and financial statement presentation.

- Bookkeeping or Preparation of accounting records and financial statements.
- Appraisals, valuations, and actuarial services that involve the calculation, estimation, or analysis of events or factors of economic impact that serve for the determination of amounts of reserves, assets, or obligations and that entail an accounting record in the financial statements of the audited entity.
- Advice on the hiring and administration of personnel and human resources.
- Sponsorship or representation of the audited entity in any type of administrative management or judicial and arbitration procedure, except in tax audits and trials, provided that the amount of the set of said procedures is immaterial according to generally accepted auditing criteria. The professionals who conduct such procedures may not intervene in the external audit of the person they defend or represent.
- Assume management responsibilities.
- In general, valuation, tax, internal audit, and technology services that cause a threat of self-review.

7. Standards and policies on handling irregularities

The Company's IR establishes the procedures to be followed in those situations in which illegal acts or irregularities are detected during an audit, which affect the administration and the veracity of the financial statements of the audited companies.

If, because of the audit, irregularities, anomalies, or crimes are detected, the following measures will be adopted:

- At the time of discovering irregularity, the professional must keep absolute reserve of the situation.
- To verify and verify the investigation of the irregularity, the work must be reviewed again to ensure that no error has been incurred in the procedures.
- All documentary evidence of the irregularity must be carefully gathered.
- The professional who detects the irregularity must personally and privately inform the audit partner of what happened, an instance in which he will attach all the supporting background of the situation.
- It will be the responsibility of the Partner to confidentially inform the Board of Directors of the situation, through meetings, in case of not having a Board of Directors, with its administrators.
- Under no circumstances may the senior in charge of the work or his audit assistant inform the client of an irregularity, no matter how evident it may be or even if at the time he has all the supporting documentation.

Money laundering covers procedures that seek to change the identity of money obtained illegally, to give the impression that such money originated from legitimate sources. Because the firm's services, consisting of tax and financial planning, can be used as a vehicle by money launderers, all staff must be informed of the legal position, and the steps to follow to protect the company's position before the law.

The procedures to be conducted as part of the audit work include careful documentation of the knowledge of the client, and of certain transactions with special characteristics.

Staff must be alert to the possibility of money laundering, which could occur in the following situations:

- The use of phantom companies or consortiums.
- Services or investments related to unknown sources, purchases, or sales of securities without any discernible purpose, or conducted in unusual circumstances.
- Questionable international activities, that is, with countries where drug production and trafficking are important.
- Unusual company transactions, that is, payments for unspecified services, excessive agent commissions, significant payments made in cash, among others.
- Transactions with large amounts of money without a clear business purpose.

The work team must report on the identification or suspicion of non-compliance to the Partner in charge of the work, so that he can evaluate the implications of non-compliance in relation to other aspects of the audit.

The Partner in charge must point out to the administration or the board of directors the deficiencies or suspicions of non-compliance detected within the development of the audit, the circumstances of their occurrence, and the effect on the financial statements. In the following circumstances, the duty to notify third parties outside the entity may exist:

- In response to inquiries from an auditor to a predecessor auditor, in accordance with the requirements of Section AU 210.
- In response to a court order.
- In compliance with the requirements for audits of entities that receive financial assistance from a government agency.
- In the event that there is an alleged situation of irregularity, anomaly, or crime, its importance, significance, seriousness, and regulation will be evaluated to be legally analyzed and, if as a result of said analysis, an indication of possible crime is concluded, said situation will be communicated to the Financial Market Commission and Public Ministry.

8. Continuous training programs and staff training

Jullian Consultores Limitada seeks to provide high-quality services to its clients, so one of its main objectives is that its staff continuously improves in their areas of work. The above translates into support for its workers in the pursuit of studies in their areas of specialization or that helps them continuously improve it. To achieve this objective, the Company has policies of external and internal training and follow-up of these, which are manifested below:

- As a policy, the firm has minimum hours of annual training for the following positions:

Partner: 30 hours
Manager: 40 hours
Senior: 30 hours
Assistant: 20 hours

- Internally, in December of each year, the internal training planning for the following year is conducted. A professional will be assigned who will prepare, present, and train the staff in updating the Regulations.

9. Fee structure standards

The policy established by Jullian Consultores Limitada for charging for audit services considers aspects related to the organizational structure of the potential client, corporate structure, social purpose, volume of activities, accounting, tax, and legal situation at the time of evaluating the background for the preparation of the service proposal.

The calculation of fees involves considering time, profile, and number of personnel that will make up the audit work team, which determines hourly valuation and subsequent charging of services. What guarantees independence and contingencies of the audit work.

The Administration and Finance Management maintain monitoring controls regarding limits and threats of fee dependence.

In the event of pending fees to be collected from the previous year's audit, especially if a significant part is not collected before the issuance of the audit report for the following year, a threat to independence arises. Therefore, it is required that the client has paid those fees before issuing the audit report.

10. Guidelines and policies for audit staff conduct

The minimum ethical principles that must be fulfilled by the professional in the performance of their profession are the following:

- Integrity: Rectitude, probity, dignity, and sincerity, moral conscience, loyalty, truthfulness, justice, and equity must be maintained under any circumstance of the exercise of the profession.
- Objectivity: The auditor must maintain impartiality and act without prejudice in all matters.
- Independence: They must have and demonstrate independence with respect to any interest that could be considered incompatible with the principles of integrity and objectivity of the profession.
- Responsibility: The auditor unquestionably commits their qualified and required capacity to conduct their work.
- Confidentiality: It is promised to maintain a strict professional reserve, unless there are some circumstances, in accordance with the regulations in which there is a duty to notify third parties outside the entity.
- Respect and observance of Regulatory and Regulatory Provisions: The work will be conducted in compliance with the standards, laws, and professional regulations promulgated by the state and college of accountants of Chile.
- Professional Competence and Update: Staff will be trained with the purpose that they are professionals who have the capacity to develop the committed services.
- Dissemination and Collaboration: There is an obligation to contribute to the development, improvement, and dignity of the profession.

- Respect among colleagues: We promote sincerity, good faith, and loyalty among professionals, since they are basic conditions for the free and honest exercise of the profession.
- Ethical conduct: Professionals should not perform acts that may affect the good reputation or discredit of the profession, they must maintain the highest standards, conducting legal and ethical practices. The relationship with their colleagues must be with respect, impartiality, collaboration, and courtesy. We maintain an environment without discrimination and harassment. We provide a safe environment for our staff.

For assistance with any consultation or complaint, the professional may choose to mention the Partners, supervisors, human resources professionals, or whoever seems most appropriate according to the situation to be raised.

Staff join the firm and then, at least every 1 year, receive training on standards of conduct and professional ethics.

11. Quality audit

11.1. Introduction

A quality audit comprises the execution of a series of tasks that will guarantee the issuance of a well-founded audit opinion on the review of all significant aspects of the financial statements.

Our Company has defined compliance with the procedures indicated in point 6.2 and 6.3, in addition to adherence to what is regulated in the internal regulations.

11.2. Audit procedures

The quality audit defined by Jullian Consultores Limitada includes the application of audit procedures, issuance, and signature of safeguard letters, filling out forms, documentary support, and filing of working papers, aspects that are listed and explained in a general way below:

11.2.1. Acceptance of audit work

Prior to the start of the audit work, the client will manifest and formalize their agreement, with the signature of the "Audit acceptance letter", issued by Jullian Consultores Limitada, in which the commitment of our firm to fully comply with the audit services established in the service proposal, in the terms indicated therein, is generally established.

11.2.2. Audit planning

The audit planning process, once the "Audit acceptance letter" has been issued, considers the evaluation of a series of aspects that will allow defining the execution of the different tasks indicated in the work plan. Planning includes conducting the following tasks:

- Knowledge of the client, which will be achieved through filling out the form specially designed for such purposes in which information is collected regarding the corporate structure, organizational structure, market participation, main assets and liabilities, equity situation, main financial

indices, income tax status, constitution of the most relevant income and expenses, and information system used.

- Preliminary analytical review of the balance sheet and the consequent determination of the most significant items and variations of the balance sheet.
- Evaluation and determination of materiality, which must be duly documented to identify the magnitude and nature of an error that could affect the judgment of interpretation of the financial statements.
- Interviews with the administration of the company to identify areas of higher risk and on which it will be necessary to direct audit efforts, these will be based on internal control questionnaires.
- Evaluation of the risks inherent to the operation of the business.
- Evaluation of internal control policies of the entity.
- Preparation of the work plan.

11.2.3. Audit work plan

The "Quality Audit" manual is oriented to establish the application of policies and procedures that will allow Jullian Consultores Limitada to achieve the objectives and commitments acquired with our clients at the time of acceptance by each of them, of the audit services proposed in the document "service proposal".

The Quality Audit manual considers procedures, documents, and forms necessary to perform the audit work.

By conducting our audit procedures, we can obtain sufficient means of proof to achieve a reasonable basis to issue our opinion of the financial statements.

Below are the audit procedures that are applied in each job:

- i. Work assignment. Adequate assignment and supervision of fieldwork. Verification of periodicity in the reports to the client of the situations detected by the person in charge of quality control.
- ii. ii. Audit program: The audit program will be established after identifying the most significant areas or items of the balance sheet, defined after completing the planning and internal control stage.
- iii. Balance confirmation: To financial institutions, clients, suppliers, related entities, and lawyers, with the purpose of supporting information from external sources, the accounting balances manifested by management. We will also inquire about litigation and legal contingencies that can be considered in the presentation of the financial statements.
- iv. Significant unusual transactions. Those transactions conducted by the company, qualified as "unusual", and whose balance is significant on the balance sheet, will be reviewed.
- v. Tax and labor situation. In a general way, the possible existence of tax and/or labor contingencies that could affect the company's equity situation and that should be revealed will be reviewed.
- vi. Correspondence with CMF. For companies registered in the CMF registry, the file and safeguarding of the communication maintained with said body will be reviewed.
- vii. Inventory taking. The planning and coordination in the inventory taking at the end of the year will be supervised to validate the stock of inventories conducted by the client.

- viii. Document counting. The planning and coordination in the counting of documents in the portfolio will be supervised to validate their balance.
- ix. Working papers: Working papers will be prepared according to the firm's standard formats, which evidence the work conducted and which adequately support the opinion issued on the financial statements.
- x. Safeguarding working papers. Procedures that safeguard the integrity of the working papers of the audit conducted will be applied, under the appropriate confidentiality and custody for their recoverability.

11.3. Audit quality control

To ensure the quality of the service provided, after the execution of the audit procedures, the person in charge of quality control must perform the following activities:

- i. Supervision of fieldwork. It will be verified that each working paper, made by the audit assistants, has the review and approval of the senior in charge.
- ii. Monitoring of application of standards. The adequate application of accounting and auditing standards in the entity under review will be safeguarded.
- iii. Analysis of variations. Finally, the variations and changes experienced with respect to the preliminary visit will be analyzed.
- iv. Results of the audit work. Review the audit work reports that are made.
 - Informative minutes.
 - Audit attention points.
 - Adjustment proposal.
 - Review of subsequent events.
 - Receipt of a lawyer's letter.
- v. Adjustments. Review of the adjustments proposed, and adjustments made at the close of the audit.
- vi. Audit evidence. The sufficiency of the evidence of the audit conducted will be reviewed and evaluated.
- vii. Safeguarding of information. The backups that support the audit work, whether physical or electronic, must be protected and safeguarded from unauthorized third parties.
- viii. Issuance of financial statements. The adequate presentation of the financial statements will be verified, ensuring the correct classification of the different items, preparation of the notes to the financial statements, integrity in the presentation of liabilities and contingencies, to ratify that the financial statements are free of significant errors.
- ix. Opinion. Review of the opinion of the financial statements. Management for the approval by the audit partner and obtaining the respective signature.
- x. Safeguard letter. Once the work has been completed, the issuance and signature of the safeguard letter by the management of the entity under review will be managed.