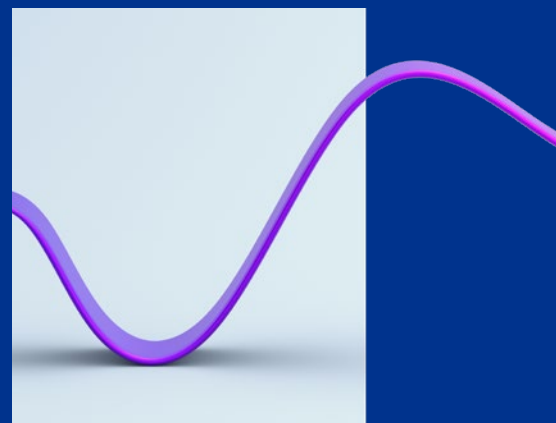
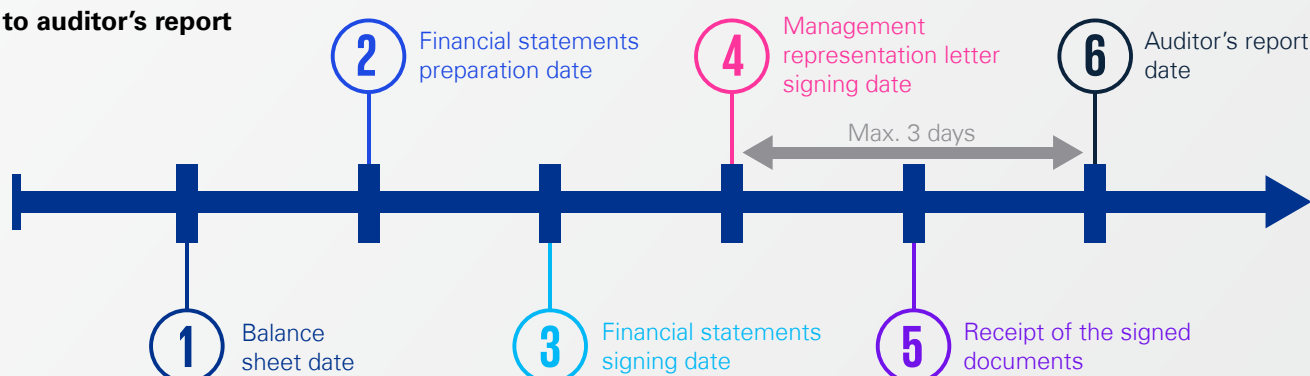


Signatures

Setting necessary signatures correctly in the course of an audit



From financial statements to auditor's report



1 Balance sheet date of the company

2 Financial statements preparation date: corresponds to the date printed on the last page of the notes (and, if applicable, of the management report)

3 Signing of the financial statements (and, if applicable, management report) by all legal representatives (managing directors/board members)

4 Signing of the management representation letter by all legal representatives (managing directors/board members): The date of the management representation letter can either correspond to the date of the financial statement (and, if applicable, the management report) or can be a later date.

5 Receipt of the signed documents by KPMG: Date on which KPMG receives the signed documents (financial statements, management report, if applicable, and management representation letter). Earliest possible auditor's report date!

6 Auditor's report date: The date of the audit report may be a maximum of 3 calendar days after the management representation letter signing date (example of maximum time period: 12.2. and 15.2.)

Valid signature of the annual financial statements and the management report

Who? The annual financial statements and the management report must be signed by all legal representatives. The legal representatives at the time of preparation of the annual financial statements (financial statements preparation date) are decisive here.

When? The signing will (only) take place when the annual financial statements and the management report have been assessed by the legal representatives as correct and complete in terms of content and after all necessary corrections have been made. If several signatures (e. g. 3 legal representatives) are required, the signatures can be made on different days, even if a qualified electronic signature is used. There is no provision for a period of time

within which these must be present (usually within the normal signature process).

How? The financial statements can be signed either by hand or by qualified electronic signature. A qualified electronic signature is generally equivalent to a handwritten signature (see Section 4 (1) of the Signature and Trust Services Act (SVG), with a few exceptions pursuant to Section 2).

Valid signature of the management representation letter for the auditor

Who? The management representation letter must be signed by all legal representatives. The legal representatives at the time of signing the management representation letter are decisive here.

When? The management representation letter must be signed by the legal representatives at the end of the audit. The signature and return to KPMG must be made promptly to ensure the timely completion of KPMG's audit report. The date of the management representation letter and the audit report of KPMG must be close to each other due to the professional requirements for the audit of the financial statements (max. 3 calendar days)!

How? The management representation letter can be signed either by hand or by qualified electronic signature. In the case of a handwritten signature, it is necessary to print out the entire management representation letter including all enclosures, set the date of the signature, sign it and then scan it as a complete document. The complete document can then be sent to us electronically via e-mail. In the case of a qualified electronic signature, it is not necessary to print out and set the signature date.

How do I get the relevant signature pages and to whom should the signature pages be returned?

You will receive all documents to be signed in the draft report provided to you by the KPMG Audit Back Office. Please return the required signed documents directly to all persons that were added to the mailing list of the draft report. Electronic transmission as scanned documents is possible. Only on the day on which the auditor has received all signed documents (financial statements, management report and management representation letter) shall the audit be deemed to have been substantively completed and the auditor may determine the date of the auditor's report. Pre-dated documents will not be accepted.

Does KPMG require the original signature pages as hard copy versions?

Transmission of the handwritten signature pages as a scanned document via e-mail is usually sufficient. In this case, please make sure that the quality of the scanned document is good.

Is it a problem if financial statement preparation date and date of the auditor's report/qualified electronic signature are different?

No. The financial statement preparation date documents the time of preparation by the legal representatives. The date of the auditor's report marks the substantial completion of the audit by the auditor. The date of a qualified electronic signature of the financial statements or auditor's report marks the date on which a declaration of intent was made by the legal representatives for the financial statements or by the auditor for the audit opinion.

It is not necessary that the dates for the preparation and submission of the declaration of intent are on the same date. However, the date of preparation of the financial statements must be before or identical to the date of the auditor's report (completion of all substantive audit procedures). The auditor's report must be signed by means of a qualified electronic signature within a normal period of time.

What should be considered with regard to the affixing of an electronic image of the signature of the signatory?

An image of the signature does not replace a handwritten signature. Therefore, a qualified electronic signature or a handwritten signature is required to sign the financial statements, management report or management representation letter.

Can the financial statements and the management report be signed electronically in a qualified manner, or can parts of the legal representatives sign electronically and parts by hand?

Yes, Section 4 (1) SVG also applies to the signing of the financial statements and management report. In addition, it is possible (even in the case of several signing representatives) that parts are signed electronically in a qualified manner and other parts are signed with a handwritten signature. For practical reasons, the financial statements and the management report should be designed as separate documents and each document requires to be signed separately (qualified electronic or handwritten signature).

In order to ensure the attribution and completeness of the signatures in the case of handwritten signatures, it is required that the names of the legal representatives are printed on the signature page (or completed manually by the signatory) so that the signatory representatives can sign under/above their printed name.

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