

05/07/2024

RFP FOR CORPORATE AUDITOR EVS BROADCAST EQUIPMENT

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Request for Proposal (RFP) for Corporate Auditor Services for EVS Broadcast Equipment

1. Introduction

Company Name: EVS Broadcast Equipment SA

Date Issued: 05/07/2024

RFP Reference Number: RFP2024.02.01

Submission Deadline: 31/08/2024

Contact Person: Veerle De Wit, CFO, v.dewit@evs.com, Delphine Boufflette, head of group accounting, d.boufflette@evs.com

1.1. Background

EVS Broadcast Equipment SA is a global leading provider of high-quality and innovative broadcast technology, offering solutions under the form of hardware, software, licenses and services to top tier customers all around the world. Launched in 1994, EVS is a stock-quoted company, traded on the Euronext stock exchange in Brussels. The headquarters are located in Liège, Belgium and the group has 18 offices worldwide (see annexe for the overall group structure).

As part of our ongoing commitment to financial transparency, compliance, and governance, the audit committee of EVS is seeking proposals from qualified audit firms to serve as our corporate auditor as from the financial year 2025. The selected firm will perform a comprehensive audit of our financial statements, assess internal controls, and ensure compliance with industry-specific regulations.

2. Scope of Work

The selected corporate auditor will be responsible for:

Annual and interim Audit:

Conducting an independent audit of the company's consolidated annual financial statements in accordance with the IFRS rules in vigor and in line with the companies code.

Conduct an independent audit of the belgian statutory accounts based and BEGAAP.

Issuing audit reports, both for consolidated statements as well as local belgian statutory accounts, that provide an opinion on the fairness and accuracy of the financial statements for the annual reporting (full review) as well as the H1 interim reporting (limited review based on the condensed interim financial information).

Internal Controls Review:

Assessing the company's internal control systems specific to the broadcast industry, including inventory management, revenue recognition, and quality assurance.

Review efficiency and controls with regard to the internal IT infrastructure.

Identifying potential risks and suggesting improvements to internal processes.

Compliance:

Ensuring compliance with relevant laws, regulations, and industry standards, including those specific to EVS broadcast equipment.

Reviewing adherence to governance practices and other industry-specific compliance requirements.

Auditing the ESG regulatory compliance, including the CSRD framework.

Communication:

Providing regular updates to the company's audit committee (at least 4 audit committees are scheduled a year) and senior management.

Presenting audit findings and recommendations to the audit committee.

Additional Services:

Additional services to be foreseen are the following: report for interim and full dividend pay out (2 reports), CSRD audit (as referred to in "compliance" section), report for issuing of warrants (1 report per year),...

Major entities of the Group are:

- EVS Broadcast Equipment SA based in Liège, Belgium,
- EVS Broadcast Equipment INC based in Fairfield, USA and
- EVS Broadcast Equipment Ltd based in HongKong

The above entities are the sales entities of EVS group and are currently under full scope review. All other entities are R&D or sales and support entities and are reviewed according to the local legislation.

3. Period of nomination

The period of nomination is starting the financial year 2025. The auditor will be officially nominated during the General Assembly of May 2025 and this for a period of 3 years. Subsequent extensions are to be presented to the General Assembly.

4. Corporate calendar

EVS' financial year runs from January 1st till December 31st. As a stock quoted company, EVS provides quarterly statements towards the market (a generic business update in 1Q and 3Q and a full detailed publication on HY and FY results). EVS pays dividends and generally issues an interim dividend during the month of November and a final dividend in May of the following year, post the General Assembly.

The corporate calendar is scheduled as follows:

Mid February: audit committee and results of the financial year

Early April: approval of the annual report

Mid April: local works council presentation of the results of the financial year

Mid May: audit committee and update 1Q, plus General Assembly including final dividend payment

Mid August: audit committee and results 1H

Mid November: audit committee and update 3Q, plus interim dividend payment

5. Proposal Requirements

Your proposal should include the following elements:

Firm Overview:

Background information on your firm, including experience in auditing companies in the broadcast industry or similar sectors.

Details on your expertise with technology and hardware/software-based businesses.

Audit Team:

Information on the team assigned to our audit, including names, roles, and relevant qualifications.

Description of how the team will interact with our staff and management, particularly in technical environments. Particular attention is to be given to the global aspect of the company, and how the international character of the engagement will be addressed.

Methodology and Approach:



Outline of your audit methodology and approach, including specific methods for assessing risk in a technology-focused business. Please elaborate on audit practices, including automation activities and use of future-proof technology.

Description of your experience in dealing with industry-specific risks and regulations.

Timeline:

Proposed schedule for completing the audit, including key milestones.

How you ensure the audit process aligns with industry events, product launches, and compliance deadlines.

References:

Contact information for at least three clients in similar industries who can provide references for your audit services.

Fee Structure:

Detailed breakdown of your proposed fee structure, including fixed fees, hourly rates, and any additional costs.

Description of any additional costs for specific services or out-of-scope work, especially those related to technology and compliance requirements.

Conflicts of Interest:

Disclosure of any potential conflicts of interest related to auditing our company or our industry.

Description of how you maintain independence and objectivity, particularly in technology-based environments.

Additional Information:

Any other information you believe is relevant to your proposal, including any industry-specific expertise or certifications.

As EVS is a company in motion, with important ambitions over time, we would like to see some evolutive approach when it comes to additional entities/acquisitions being included in the scope.

6. Submission Guidelines

Proposals must be submitted by 31/08/2024. Please submit your proposal in electronic format to v.dewit@evs.com.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Experience and Qualifications:

Experience auditing companies in the broadcast industry or similar technology-focused sectors.



Qualifications and expertise of the audit team.

Methodology and Approach:

Robustness of the proposed audit methodology, with a focus on technology and industry-specific risks.

Effectiveness in assessing internal controls and compliance.

Fee Structure:

Cost-effectiveness and transparency of the fee structure.

Clarity and comprehensiveness of cost breakdowns.

References and Reputation:

Positive references from previous clients in technology or broadcast equipment industries.

Good reputation for quality and professionalism.

Conflicts of Interest:

Absence of conflicts of interest that could compromise objectivity.

Commitment to maintaining independence.

Communication and Flexibility:

Ability to communicate effectively with stakeholders.

Willingness to adapt to changing requirements or additional services.

8. Important Dates

RFP Issue Date: 05/07/2024

Submission Deadline: 31/08/2024

Shortlisting and company presentations: September 2024

Decision Announcement: audit committee of 3Q24 scheduled for 12/11/2024

Audit Start Date: 01/01/2025

9. Contact Information

For any questions or clarifications, please contact:



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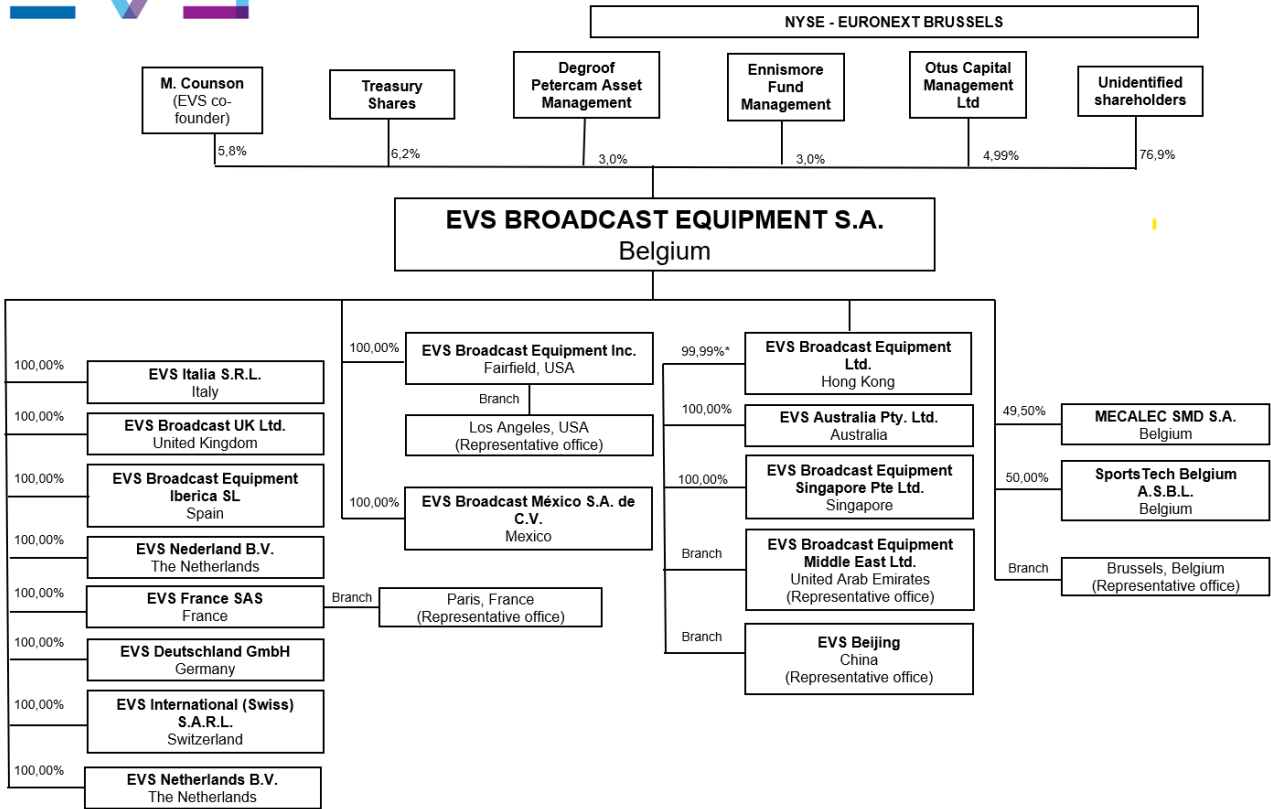
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Annexe: EVS group structure



As of 10th June 2024



* The remaining 0.01% is held by EVS International (Swiss) S.A.R.L.

