

## **SERVICE DESCRIPTIONS**

### **1. Service descriptions for Assistance with accounting**

This service descriptions are part of the overall contractual basis between Jacobsen Accounting and the Customer and describes the overall aspects of Assistance with accounting, including purposes and scope, division of responsibility and communication.

#### **1.1. The purpose of Assistance with accounting**

The purpose of Assistance with accounting is to assist management with the preparation and presentation of the annual report etc., without obtaining any degree of assurance that the annual report presented by the management is without material misstatement.

We therefore only assist via our expertise in accounting and financial reporting the Customer with the preparation and presentation of financial information.

If, at the end of our work, we are aware of issues that give us reason to believe that:

- The financial information provided does not properly refer to or describe the accounting framework used;
- It is necessary to change the financial information provided so that the financial information does not contain material misstatement, or
- The financial information provided is otherwise misleading

Then we will suggest the Customer to make appropriate changes.

If the Customer refuses to change the financial information or not allow us to make the proposed changes, we must resign and inform the Customer of the reasons for our resignation.

#### **1.2. Limitation of the task**

Since an assignment of preparing financial statement is not a certifying assignment (audit), we are not required to verify the accuracy or completeness of the information provided to us by the Customer for the purpose of the assignment.

#### **1.3. Our responsibility as accounting consultant**

It is our responsibility to carry out the assistance with financial statement in accordance with the Accounting Act.

As stated, we are not required to verify the accuracy or completeness of the information provided to us by the Customer for the purpose of providing financial information.

#### **1.4. Management's responsibility for the financial report**

It is the Customer, who is responsible for the organization of the bookkeeping and for the financial reporting, so that the rules of the bookkeeping and accounting legislation are fulfilled. It is also the Customer's responsibility to inform us of any matters which, in the opinion of the Customer, have not been properly dealt with.

The Customer is thus responsible for:

- Preparation of an annual report that gives a true and fair view in accordance with the Danish Financial Statement Act and any additional executive orders or an alternative accounting framework that you have decided to apply to the financial statements
- The preparation and presentation of the financial statements is consistent with an accounting concept that is acceptable in consideration of the intended use of the financial statements and intended users, the accuracy and completeness of the records, documents, statements and other information they provide us in the preparation of the accounts
- Necessary assessments in connection with the preparation and presentation of the financial statements, including assessments that we may provide assistance in connection with the task, the internal control that management deems necessary for the preparation of an annual report without material misstatement, whether due to fraud or error
- To give us access to all information known to management that is relevant to the preparation of the annual report and the true picture, such as registrations, documentation, and other matters
- To provide us with additional information that we must request in relation to the assistance
- To give us unrestricted access to individuals at the Customer for whom we find it necessary to obtain information
- Preparation of a management's review that meets the requirements of the accounting legislation and describes the most important activities and explains any significant changes in activities and financial conditions.

As part of our work, we will ask the management to confirm in writing the claims given to us in connection with the assistance.

#### **1.5. Communication with the Customer**

We will inform the Customer of the matters concerning the task, which we assess that require the Customer's attention.

This can for example be:

- Our view of applied accounting principles, including applied accounting practices, accounting estimates and information in the annual report

- Significant results of the performance of the task, including situations where we considered performing additional actions
- Any significant difficulties we may encounter in our work
- Other relevant issues that may have arisen during the assignment

This information and communication can be in both oral and/or written form and can be done in the form of e.g., e-mails, letters, and notes.

## **2. Service descriptions Bookkeeping assistance**

This service descriptions are part of the overall contractual basis between Jacobsen Accounting and the Customer and describes the overall aspects of Assistance with bookkeeping, including purpose and scope, division of responsibility and communication.

### **2.1. The purpose of Assistance with bookkeeping**

The work is carried out in accordance with the legislation in this regard, including relevant parts of the Bookkeeping Act, the VAT Act, the tax legislation, and good bookkeeping practice.

We assist with the preparation of the bookkeeping in accordance with the legislation by applying our expertise in bookkeeping and financial reporting. The work will be carried out in accordance with generally accepted guidelines for bookkeeping.

After the completion of the assignment all material delivered will be returned to the Customer. We only store the material required under the Bookkeeping Act. The general filing and destruction rules of the bookkeeping and accounting legislation will apply.

### **2.2. Limitation of the task**

Since a bookkeeping assistance assignment is not a certifying assignment, we are not required to verify the accuracy or completeness of the information we receive for the purposes of bookkeeping.

We do not participate in the execution of transactions and thus have no access to cash accounts, including making payments.

### **2.3. Our responsibility for bookkeeping**

When assisting with the bookkeeping, we are responsible for ensuring that the bookkeeping is prepared in accordance with the legislation and good bookkeeping practice, just as it is our responsibility to make reconciliations etc. available at the agreed level.

Unless otherwise stated in the Contract, we are responsible for posting of documents, reconciliation of balance with financial and credit institutions, reconciliation of debtors, goods and cost creditors, inventories as well as preparation and reconciliation of VAT accounts.

We are also responsible for archiving and backup of electronic bookkeeping during the contract's period.

#### **2.4. Customer's responsibility for bookkeeping**

It is the Customer who is responsible for the organization of the bookkeeping and for the financial reporting, so that the rules for bookkeeping, tax, VAT, and accounting are fulfilled. It is also the Customer's responsibility to inform us of any matters which, in the Customer's opinion, have not been properly dealt with.

The Customer is thus responsible for:

- The content and completeness of bookkeeping material, including, but not limited to, sales invoices, purchase invoices, payslips, bank statements, creditors' statements and specifications of receivables, debt, and inventories
- Necessary assessments in connection with the preparation and presentation of the bookkeeping
- The internal control that the Customer considers necessary to prepare the bookkeeping in accordance with the law
- Approval and attestation of transactions and statements etc. before handing over to bookkeeping according to agreed approval procedures
- Give us additional information that we must request in relation to the assistance, including, but not limited to, relevant correspondence with public authorities etc.
- Storage and archiving of bookkeeping documents etc. according to the Bookkeeping Act's storage rules

#### **2.5. Communication with the Customer**

We will inform the Customer of the matters relating to the task, which we assess that require the Customer's attention.

This information and communication can be in both oral and/or written form and can include both e-mails, letters, and notes.