

## **Tender for Provider of statutory audit and related services for years 2027-2029 of VIG RE zajišťovna, a.s. – Tender documentation**

### **Annex No.1 – Part II - Additional requirements on the Tender Structure**

Dear Mrs/Mr

The Audit Committee of VIG RE zajišťovna, a.s. had asked the Board of Management to initiate and conduct a tendering process for the annual statutory audit and related audit activities for VIG RE zajišťovna, a.s. The Board of Management decided to conduct the public tendering process in compliance with the provisions of, in particular, Article 16 of Regulation (EU) No 537/2014 of the European Parliament and of the Council of 16 April 2014 on specific requirements for the statutory audit of public interest entities ("Audit Regulation") and applicable local legal requirements. With this letter we invite your audit firm to participate in the tender.

### **1 Subject of the Tender**

The tender includes the following audit services:

- the statutory audit of the annual financial statements of VIG RE zajišťovna, a.s. prepared in accordance with IFRS Accounting Standards as adopted by the European Union (in Czech and in English), and the review of other information describing matters that are also presented in the annual report that they are consistent with the financial statements and prepared in accordance with applicable laws and regulations;
- the audit of the reporting package prepared in accordance with the Group guidelines for consolidation purposes of VIG RE zajišťovna, a.s. (on the basis of IFRS as adopted by the EU) in English;

The tender includes the following additional activities:

- the Solvency II regulatory reviews at entity level.

Bidders may submit offers for all services or only for selected services. It is **not mandatory** to submit an offer covering the entire scope.

All audit services and additional audit activities shall be provided starting from the financial year ending on 31 December 2027. We intend to award these to the audit firm selected in this process, subject to the relevant resolution of the competent bodies, for the financial years 2027, 2028, and 2029, with the possibility of extension for up to three additional years, i.e. until 2032 included.

## **2 About Us**

For information on our undertaking as well as our group of companies and key figures, please refer to our website <https://www.vig-re.com/history> and the website <https://group.vig/en/>.

Furthermore, we kindly ask you to state your additional requirements for other information that enables you to submit an adequate proposal in a letter to us by 29 August 2025 at the latest. All received information requests will be answered by e-mail by 30 September 2025, collected and accessible to all participating audit firms by 30 September 2025.

## **3 The Tendering Process**

### **3.1 Goal**

The objective of the tender is to obtain a meaningful proposal as a basis for the selection of our provider of audit services specified above ("Provider"). The selection of the Provider is based on defined selection criteria, which are presented in Appendix. Please use the selection criteria as a guideline and structure your proposal accordingly.

### **3.2. Organization and Time Schedule**

The administrative implementation of the selection process is carried out by a joined team of VIG Re zajišťovna, a.s. the Finance Department and Corporate Governance & Legal Department. The election of the

proposal for the auditor will be prepared and taken by the responsible board. The date of the election will be defined and communicated in advance.

Please refrain from contacting members of the Board of Management as well as other employees of our undertaking and members of the Audit Committee and Supervisory Board during the tendering process.

The selection procedure includes the following key steps (subject to change):

<b>July 2025</b>	Start of the selection procedure and public announcement of the tender
<b>15.08.2025</b>	End of the registration period for participation incl. declaration of confidentiality and declaration of independence of the auditors ( <a href="mailto:r.vikova@vig-re.com">r.vikova@vig-re.com</a> )
<b>29.08.2025</b>	End of the feedback period for questions on the selection procedure or company information
<b>30.09.2025</b>	Provision of answers to all participants
<b>15.10.2025</b>	Submission of the proposals to VIG Re zajišťovna, a.s. ( <a href="mailto:r.vikova@vig-re.com">r.vikova@vig-re.com</a> )
<b>October - November 2025</b>	Presentations of selected proposals by the audit firms
<b>15.12.2025</b>	Submission of the final proposals to VIG Re zajišťovna, a.s. ( <a href="mailto:r.vikova@vig-re.com">r.vikova@vig-re.com</a> )
<b>2026</b>	Preparation of the Election of the auditor for 2027 at the Annual General Meeting

### 3.3 Questions about the Tender

We offer you to submit questions to us. Please send your collected questions until 29 August 2025 by e-mail only to: [r.vikova@vig-re.com](mailto:r.vikova@vig-re.com).

We will collect and answer all incoming questions and make them available anonymously to all applicants participating via e-mail.

### **3.4 Format of the Written Proposal Document**

Your proposal for the VIG Re zajišťovna, a.s. is required to be written in English. Please address the selection criteria we have provided in the body of the proposal. Please provide the CVs of the team members in the attachment and include a declaration of independence signed by the intended local audit partner (with reference to any requirements regarding cooling-in for specific non-audit services in accordance with nationally applicable law).

Your proposal should also include information on whether individual audit activities in addition to the annual audit (e.g. the regulatory reviews) are part of the annual audit or a (legally required or voluntary) non-audit service according to local law. Finally, your proposal should include information on non-audit services prohibited in the Czech Republic. In particular, please indicate the extent to which tax advisory services and valuation services are permitted and which non-audit services, if any, are otherwise prohibited.

Please send the proposal for VIG Re zajišťovna, a.s. electronically to Mrs. Radka Vikova, Corporate Secretary, email: [r.vikova@vig-re.com](mailto:r.vikova@vig-re.com) no later than 15 October 2025.

### **3.5 Selection Criteria for the Written Proposal**

With regard to the presentations on our selection criteria, we ask you to use our selection criteria as shown in Appendix as a guide in your proposal.

In addition, the proposal should address whether your audit firm has already been subject to an inspection by the competent auditor oversight authority and, if so, with what results. For this purpose, please submit the audit report in English to the extent legally possible.

### **3.5 Fee**

When determining the fee, we ask you to consider the following criteria:

- Presentation of a fee proposal for the individual services mentioned in point 1 including all expenses and disbursements (e.g. travel costs and other costs intended to be charged) excluding VAT. Please indicate the VAT rate separately. In addition to the audit procedures, the necessary services also include correspondence with the group auditor and the fulfilment of the reports required in accordance with the group instructions.
- The fee shall be prepared on an annual basis for the years 2027 to 2029. In addition, it must be stated how a possible extension of the mandates for up to a further three years is to be estimated, based on the prices offered.
- The offer for the fee must be binding. If you have made certain assumptions in this regard, please present and explain them clearly.
- Please provide an overview of the fee and the scope of audit services in EUR including a quantity structure with a list of working hours for the respective unit.
- Describe your approach and the fee for possible additional work outside the proposed audit scope; we request that you indicate the hourly/daily rates for non-audit services.

### **3.6 Oral Presentation of the Proposal**

Based on our assessment of the proposals and our impressions of the applicants during the preliminary correspondence, we will decide which providers we will invite to a presentation of the proposal. It will be announced whether this can take place in a face-to-face format or in a digital format.

Please limit your presentation to a maximum of one hour and a maximum of 5 participants. From our side the members of the selection committee will attend the presentation. We will inform you of the exact group of participants within the invitation to the presentation of the proposal.

#### **4. Costs of the Tender**

Each participating audit firm bears the costs associated with the participation in the tendering process itself.

#### **5. Disclaimer**

This document is for informational purposes only. No binding effect on the part of VIG Re zajišťovna, a.s. towards any contacted auditing firm, another undertaking of the VIG Group or a third party shall arise from this letter.

If you have any questions regarding this call for applications, please do not hesitate to contact the above-mentioned central contact person.

We are looking forward to your participation.

VIG Re zajišťovna, a.s.

Contact:

VIG Re zajišťovna, a.s.  
Templová 747/5,  
110 01 Praha 1  
Mrs. Radka Víková, Corporate Secretary  
Tel: +420 774 701 494  
Email: r.vikova@vig-re.com

## Appendix: Selection Criteria for the Assessment of Audit Quality

We will apply the following criteria in selecting the proposal for our auditor:

Selection criterion	Sub criterion
Qualifications of the senior members of the audit team	<ul style="list-style-type: none"> <li>• Education and qualifications (special qualifications, publication activity, participation in committees etc.)</li> <li>• Experience with public interest entities (PIEs) and groups of PIEs</li> <li>• Specific expertise (e.g.: insurance/reinsurance-specific knowledge, esp. actuarial knowledge, experience with IFRS, esp. IFRS 9 and IFRS 17, IT audits, sustainability)</li> <li>• Industry experience or practical experience in comparable audits</li> <li>• Involvement of (external) specialists (e.g.: actuaries, regulatory, IT, tax, valuation specialists).</li> <li>• Support from a specialist policy department (within the audit firm and/or in the network)</li> <li>• Measures to ensure independence</li> </ul>
Time availability of the senior members of the audit team	<ul style="list-style-type: none"> <li>• Single point of contact during the audit period until the audit opinion is issued</li> <li>• Time and personnel planning of the audit in the form of a "quantity structure" for preliminary and annual audits</li> <li>• (Percentage) allocation of the total time budget to qualification levels (partner, senior manager, junior manager etc.) of audit team members and (external) specialists (e.g.: Actuaries, regulatory, IT, tax, valuation specialists).</li> <li>• Preview continuity of the audit team and approach to changes</li> <li>• Sufficient capacity to finalise audit in requested timeline</li> </ul>

Audit approach	<ul style="list-style-type: none"> <li>• Procedure for identification of significant audit areas</li> <li>• Audit approach and methods for these audit areas</li> <li>• Materiality considerations (including those relating to regulatory audits)</li> <li>• Consideration of the company's internal control system</li> <li>• Use of IT tools including AI</li> <li>• Cooperation with internal audit</li> <li>• Audit approach in case of year-end fast close</li> <li>• Local handover management with precedent auditor</li> </ul>
Communication and service concept	<ul style="list-style-type: none"> <li>• Procedure for communication between auditor and audit committee</li> <li>• Procedure for communication between auditor and undertaking</li> <li>• Communication media / methods provided (e.g. electronic communication, web-based communication platforms)</li> <li>• Guaranteed availability and response times for enquiries</li> <li>• Communication in case of potential optimisation of the financial reporting process</li> </ul>



International presence and cooperation (auditor's network)	<ul style="list-style-type: none"> <li>• Size / capability of the respective location</li> <li>• Assurance of quality standards within the network</li> <li>• A list of reference clients</li> <li>• Collaboration with group auditor</li> </ul>
Quality assurance system	<ul style="list-style-type: none"> <li>• Selection, education and training of employees</li> <li>• Dealing with non-audit services (information on changes in the local legal situation)</li> <li>• Key internal processes and controls to ensure audit quality</li> <li>• IT tools for quality assurance</li> <li>• Information on quality audits that have taken place</li> <li>• Quality assurance and handling of deficiencies in audit quality (also with members of the network)</li> </ul>
Presentation of the proposal	<ul style="list-style-type: none"> <li>• Motivation and persuasiveness</li> <li>• Ability to present complex topics in an understandable way</li> <li>• Homogeneity of the examination team</li> <li>• Innovation and proactivity in the presentation</li> <li>• Quality of the discussion with undertaking's representatives and the audit committee</li> </ul>
Fee	<ul style="list-style-type: none"> <li>• For details please see point 3.5.</li> </ul>