



IT audit

Appendix 6.2

IT audit

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Introduction

This appendix describes the processes applicable to Visma Enterprise.

The operation of Visma Enterprise's IT-solutions is subject to agreements with subcontractors. Those agreements and appendices thereto specify all conditions related to the operation.

The operational centres handle activities in relation to the operation such as installation, upgrades, versioning, backup/restore, support, monitoring and capacity planning. This goes for system as well as application software.

Audit unit

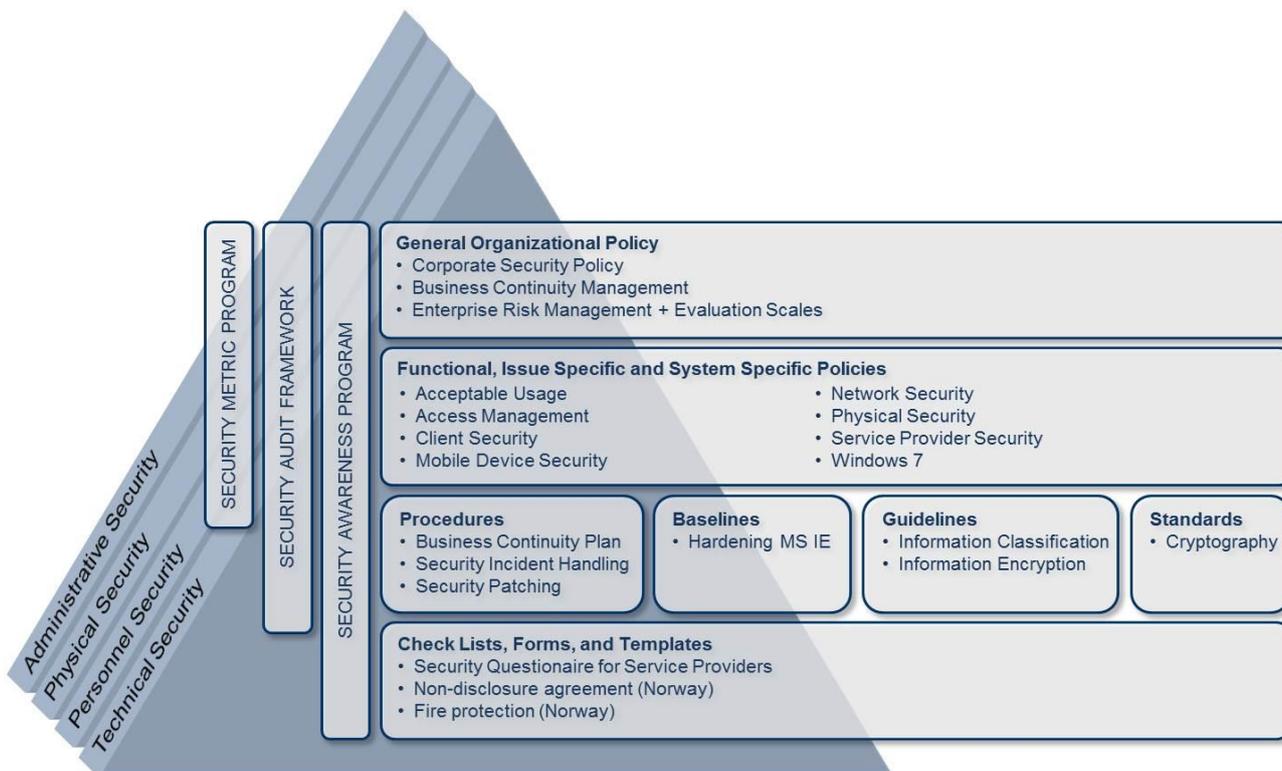
The responsibility for IT audit at Visma Enterprise rests with a Compliance function that refers directly to the management of Visma Enterprise.

The overall tasks are the following:

- Internal audit
- Communication with subcontractors in connection with audit
- Cooperation with Visma Enterprise's external auditors.

Security Governance and audit

Visma Enterprise has adopted a Security Governance model, where the security policy forms the upper level.



Internal audit

Visma Enterprise works continuously with internal audit in order to ensure that adopted processes and business procedures are complied with.

The basic subjects of audit are the following 4 areas:

- Administrative security
- Physical security
- Personal security
- Technical security.

Internal audits are carried out on basis of the defined framework including follow-up and reporting.

Internal audits are carried out annually, semi-annually and on an ad hoc basis. (Those reports cannot be handed out to customers).

Audit declarations from subcontractors

Visma Enterprise will receive audit declarations from subcontractors prepared by independent third parties.

The declarations are based on different standards depending on the character of the services provided by the individual supplier. The primary standards applied are:

- ISAE3402
- ISAE3000
- ISRS4400.

The audit declarations form part of the follow-up on services provided by the subcontractor to Visma Enterprise.

Visma Enterprise has defined a process for the provision by subcontractors of the declarations as well as for follow-up on any issues. (Those declarations cannot be handed out to customers).

Audit declarations for customers

Visma Enterprise has established a control environment based on the recognised framework CobiT. A number of control targets have been defined including underlying controls within the areas covered by CobiT:

- Plan and Organize (PO)
- Acquire and Implement (AI)
- Deliver and Support (DS)
- Monitor and Evaluate (ME).

Audit Policy

Visma Enterprise has developed an Audit Policy defining the guidelines for the customers' access to audit at Visma Enterprise.

The main elements of this policy are:

- A copy of Visma Enterprise's ISAE3402 declaration
- The preparation of a supplementary ISRS4400 declaration containing additional requirements defined by the customer
- Audit at Visma Enterprise
(Access to Visma Enterprise's subcontractors not included).

Declaration framework

The declaration is prepared by an external audit company and documented by the international standard:

International Standard on Assurance Engagement 3402 (ISAE3402)
Assurance Reports on Controls at a Service Organization

Scope

The declaration describes Visma Enterprise's control environment containing controls and their effects with regard to those elements of the payroll processing that have a consequence for the customer's financial reporting.

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The audit declaration provides an independent assessment of whether Visma Enterprise's controls are adequate, have been implemented correctly as well as an assessment of their function/efficiency.

The audit declaration covers a calendar year and is offered to customers who have used the audited services fully or partly during the period covered by the audit.

Invoicing

Audit declarations and audit assistance are provided in accordance with the applicable price list.