

Annual Compliance Statement for the year ended 31 December 2023


On behalf of (name of authorised firm) we, the undersigned, make this written statement in fulfillment of the requirement of Rule 3.4.1(1) of the Governance and Controlled Functions Rules 2020.

In the schedules to this Statement we have provided information about compliance with the regulatory provisions described therein.

We have reviewed the whole of Chapter 3 of the Governance and Controlled Functions Rules 2020. We note that several rules impose general obligations, responsibilities and duties that are not specifically mentioned in the schedules 1 to 5. We confirm that:

	Check appropriate box
a. The responses provided in schedules 1 to 5 of this Annual Compliance Statement represent a full account of the matters that the firm wishes to include in this statement to the Regulatory Authority, or	✓
b. The responses provided in schedules 1 to 5 of this Annual Compliance Statement, together with the additional disclosures at Schedule 6, represent a full account of the matters that the firm wishes to include in this statement to the Regulatory Authority.	

We confirm that, to the best of our knowledge and belief, having made all reasonable enquiries, all of the information given in this Annual Compliance Statement is true and complete.

Member of the Governing Body (EGF/NEGF)	Member of the Governing Body (EGF/NEGF)
Name:	Karim Zarka
Signature:	
Date:	25/4/2024

Senior Executive Function	Senior Executive Function
Name:	Alaa Ladkani
Signature:	
Date:	25/4/2024

Important

It is a contravention of Article 84 of the QFC Financial Services Regulations for any person to knowingly or recklessly provide information to the Regulatory Authority that is false, misleading or deceptive or to conceal information from the Regulatory Authority where such concealment is likely to mislead or deceive the Regulatory Authority.

Guidance Notes on completing the Annual Compliance Statement:

- Every reference number in the template corresponds to a Governance and Controlled Functions Rules 2020 rule with the references.
- **Schedule 1** must be answered by all firms .
- **Schedule 2** must be answered by all firms .
- **Schedule 3** must be answered by authorised firms that are branches.
- **Schedule 4** must be answered by all category A authorised firms that are incorporated in the QFC.
- **Schedule 5** must be answered by all category B authorised firms that are incorporated in the QFC.

Where the answer to any question is "No" the firm must :

- o state the reason(s) for the non compliance; and, separately
- o state what the firm is doing or intends to do to bring itself into compliance with this requirement.

Schedule 1 – to be completed by all authorised firms

Firm Details:

Name of firm	Chedid and Associates Qatar LLC
QFC Number	115
Is the firm incorporated in the QFC?	Yes
Is the firm operating as a branch in the QFC?	No
Is the firm a category A firm or a category B firm [1]?	Category B

Note

^[1] See definitions at 3.3.2 of the Governance and Controlled Functions Rules 2020

Schedule 2 – to be completed by all authorised firms.

Ref No.	Question:	Response (Check appropriate box)	Why is your firm not in compliance with this requirement?	What is your firm doing, or intending to do, to bring itself into compliance with this requirement?
3.1.2	Is every member of the governing body an individual who is approved to exercise either the executive governance function or the non-executive governance function?	Yes		
3.1.3	Does every independent non-executive member of the board meet all of the eligibility requirements set out at CTRL 3.1.3(1)	Yes		
3.1.4	Does the governing body have responsibility for approving and overseeing the implementation of the firm's strategic objectives, corporate governance framework and corporate culture?	Yes		
3.1.5	A governing body cannot relieve itself of an obligation under the CTRL Rules by repudiating the obligation or allocating it to another person or body – is this rule observed?	Yes		
3.1.6(2)	Has the governing body given the senior executive function a written document that sets out his or her responsibilities?	Yes		
3.1.6(2)	Has the senior executive function acknowledged, in writing, having received that document, and confirmed in the acknowledgement that he or she understands, and undertakes to carry out, those responsibilities?	Yes		
3.1.6(4)	Has the senior executive function given to each individual who exercises a controlled function for the firm a written document that sets out that individual's responsibilities and in line with CTRL 3.1.6(11) ^[1] ?	Yes		
3.1.6(5)	Has the senior executive function obtained the governing body's approval (or the approval of the body's audit committee, if any) in relation to the content of the document given to the individual who exercises the internal audit function ^[2] ?	Not Applicable	The Company does not have an individual approved for the Internal Audit function, however the internal auditor is formally appointed by the SEF and Governing Body	
3.1.6(6)	Has the senior executive function consulted with the governing body (or the body's risk committee, if any) in relation to the content of the document given (pursuant to CTRL 3.1.6(5)) to the individual who exercises the risk management function ^[3] ?	Not Applicable	The Company does not have an individual approved for the Risk Management Function, however risk management reports are regularly submitted by the Group Risk Management to the Governing Body	
3.1.6(8)	Has each individual who has received a written document pursuant to CTRL 3.1.6(5) acknowledged, in writing, having received that document, and confirmed in the acknowledgement that he or she understands, and undertakes to carry out, those responsibilities?	Yes		
3.1.7(a)	Is the governing body satisfied that it has access to sufficient information and independent advice about the firm's affairs to make informed decisions and discharge its responsibilities effectively?	Yes		

3.1.10	Has the governing body put in place a code of conduct or code of ethics for all employees that defines acceptable and unacceptable behaviour, and reminds them not to engage in illegal activity?	Yes		
3.1.11	Has the governing body put in place a written document setting out its own governance structure?	Yes		
3.1.12(e)	Has the governing body approved the organisational structure and corporate governance framework through which the firm is managed and controlled?	Yes		
3.1.12(f)	Has the governing body ensured that the firm has succession plans for its key functions?	Yes		
3.1.12(g)	Has the governing body established direct and independent contact with the firm's internal audit function?	Yes		
3.1.12(g)	Has the governing body established direct and independent contact with the firm's risk function?	Not Applicable	The Company does not have an individual approved for the Risk Management Function, however risk management reports are regularly submitted by the Group Risk Management to the Governing Body	
3.1.12(h)	Has the governing body ensured that the firm has effective policies, procedures and controls to deter, prevent, detect, report and remedy fraud, and ensured that appropriate resources are allocated for that purpose?	Yes		
3.1.14(1)(a)	Has the governing body approved strategic and business plans appropriate to the nature, scale and complexity of the firm's business?	Yes		
3.1.14(1)(b)	Are the strategic and business plans required at CTRL 3.1.14(1)(a) reviewed and if necessary updated periodically?	Yes		
3.1.15	During the past year, have all decisions about the appointment, remuneration, disciplining or dismissal, or the assessment of the performance of the individuals cited in Rule 3.1.15 been made in accordance with that rule?	Yes		
3.1.16(1)	Has the governing body established, for itself and the whole firm, a remuneration policy appropriate to the nature, scale and complexity of the firm's business?	Yes		
3.1.16	Does the remuneration policy required under CTRL 3.1.16(1) meet all the requirements set out at CTRL 3.1.16?	Yes		
3.1.17(1)	Has the governing body established a business resilience and continuity plan to ensure, so far as practicable, that the firm can continue to fulfil its obligations under the law applicable in the QFC in the event of an interruption?	Yes		
3.1.17(2)	Is the business resilience and continuity plan required under CTRL 3.1.17(1) periodically reviewed?	Yes		
3.1.17(3)	Is the business resilience and continuity plan required under CTRL 3.1.17(1) periodically tested at intervals not longer than 18 months?	Yes		

3.1.18(1)	Has the governing body ensured that the firm's corporate governance framework, and of its risk management framework, is designed: a) to avoid conflicts of interest (or to mitigate such conflicts if it is not possible to avoid them); and b) to deal effectively with any conflict of interest that arises?	Yes		
3.1.18(2)(a)	Does the firm's corporate governance framework, and of its risk management framework require that any conflict of interest that arises must be reported: a) to the firm's senior management, or, if the firm is a branch, to the body that is responsible for the branch; and b) if it is not addressed within a reasonable time by the senior management, to the firm's governing body?	Yes		
3.1.18(2)(b)	Has the senior management given the governing body, every 6 months, a written summary of all conflicts of interest addressed by the senior management during the period?	Yes		
3.1.19	Has the governing body put in place arrangements to ensure that the firm's corporate governance framework and risk management framework are reviewed at least once every 3 years by either the firm's internal auditor or an independent and objective external reviewer ^[4] ?	Yes		
3.1.20	Has the governing body of the firm (and each committee of the governing body where applicable) maintained appropriate records of its deliberations and decisions, sufficient to show that the body or committee is effective and has carried out its responsibilities?	Yes		
3.1.21	Is the governing body satisfied (taking specific account of the measures at CTRL 3.1.21(2)) that each employee to whom a responsibility is allocated within the firm's internal controls framework is sufficiently free from influence for the framework to be effective in achieving its purposes?	No	This requirement is documented in the Corporate Governance Manual approved by the Governing Body. However, the Assessment of Fitness and Propriety of the Compliance & MLRO Functions submitted to the Governing Body on yearly basis does not clearly assess the independence of the function.	Evidence of the assessment by Governing Body of the Compliance & MLRO functions to be documented on yearly basis
3.3.13 (c)	Does the Risk committee receive regular reports about the firm's risk profile, measurement against the approved risk appetite and risk limits; and any limit breaches and actions taken as a result of such breaches?	Not Applicable	The Company does not have an established Risk Committee. All risk management reports are submitted to the SEF and Governing Body directly.	
6.4.3 (2)	Has the firm established an internal audit function that provides independent and objective assurance on the effectiveness of risk management, internal control and governance processes?	Yes		
7.1.2	Does the firm have a documented risk management framework approved by the governing body?	Yes		
7.1.2 (2)	Does the risk management framework comprise of appropriate strategies, policies, procedures and controls to manage different types of material risks as per CTRL 7.1.2, and provide the firm's governing body with a comprehensive firm-wide view of material risks?	Yes		

7.1.2 (5)	<p>Does the risk management framework reflect the firm's business objectives and the business plan approved by the firm's governing body, and meets the requirements under 7.1.2(5)?</p> <p>The framework must include:</p> <p>a. a risk appetite statement;</p> <p>b. a risk management strategy;</p> <p>c. a risk management function dedicated to the framework;</p> <p>d. a management information system to support the effectiveness of the framework; and</p> <p>e. a robust review process to ensure that the framework remains effective</p>	Yes		
7.1.7 (4)	<p>Is the risk management strategy documented in writing and reviewed at least once in every year?</p>	Yes		
7.1.8	<p>Has the firm's senior management ensured that appropriate risk management training is available to individuals at all levels throughout the firm?</p>	No	<p>Risk Management Training was rolled out to senior management function only through Thomson Reuters E-Learning. Risk Management Function has also conducted interviews with Executive Management explaining the Risk Management Framework, these interviews were not delivered within context of training.</p>	<p>Risk Management Function will deliver a comprehensive training to the Executive Management along with individuals at all levels. This will be completed by July 31st, 2024.</p>

Note

- 1 Note CTRL Rule 3.1.6(12) – “The allocation of responsibilities referred to in this rule is separate from operational authorities and limits exercised
- 2 An authorised firm that is a QFC bank, or a QFC insurer (other than a QFC captive insurer) must have an individual who is approved to exercise
- 3 An authorised firm that is a QFC bank, or a QFC insurer (other than a QFC captive insurer) must have an individual who is approved to exercise
- 4 The firm must give a copy of the report to the Regulatory Authority within 30 days after the firm's governing body receives the report as per

Schedule 5 - to be completed by all Category B authorised firms that are incorporated in the QFC.				
Ref No.	Question:	Response (check appropriate box)	Why is your firm not in compliance with this requirement?	What is your firm doing, or intending to do, to bring itself into compliance with this requirement?
3.3.6(3)	Is the board of directors made up of at least 3 directors ^[1] ?	Yes		
3.3.6(6)	Are a majority of the members of the board of the firm non-executive members, and is at least 1 of the non-executive members an independent non-executive member.	Yes		
3.3.9(1)	Has the board of directors established a nominations committee[2]?	No	Not Applicable	
3.3.9(1)	Has the board of directors established a remuneration committee[3]?	No	Not Applicable	
3.3.9(1)	Has the board of directors established an audit committee[4]?	No	Not Applicable	
3.3.9(1)	Has the board of directors established a risk committee[5]?	No	Not Applicable	
3.3.11(2)	If a remuneration committee has been established are all of the members of the remuneration committee non-executive directors?	No	Not Applicable	
3.3.12(2)	If an audit committee has been established, are a majority of the members of the audit committee non-executive directors?	No	Not Applicable	
3.3.12(3)	If an audit committee has been established, the chair of the board must not be a member of the audit committee – is this rule observed?	No	Not Applicable	
3.3.12(4)	If an audit committee has been established during the last calendar year did the audit committee meet at least 4 times?	No	Not Applicable	
3.3.13(2)	If a risk committee has been established are a majority of the members of the risk committee non-executive directors?	No	Not Applicable	
3.3.14	During the last calendar year did the board of directors meet at least every 3 months and at least 4 times?	Yes		
3.3.15(1)	Is the chair of the board a non-executive director?	Yes		
3.3.15(3)	The chair of the board of a firm must not have been an employee of the firm during the previous 5 years – is this rule complied with?	Yes		
3.3.16(2)(a)	Has the board ensured that a suitable induction program is offered to a newly-appointed board member to help him or her to understand the duties and role of a member?	Yes		

3.3.16(2)(b)	Has the board ensured that regular updates and training are offered to each board member to maintain the member's competency for that role?	Yes		
3.3.17(2)	During the last calendar year did the board undertake the assessments of performance required under CTRL 3.3.17(1)?	Yes		
3.3.17(3)	During the last calendar year did the board review the effectiveness of its own governance practices and procedures, determine where improvements may be needed, and make any necessary changes?	Yes		
3.3.18	If the firm is the parent company of a corporate group, during the last calendar year has the board exercised adequate oversight over the subsidiaries while respecting the subsidiaries' legal and governance responsibilities.	No	Not Applicable	
3.3.18(3)	If the firm is the parent company of a corporate group, during the last calendar year has the board complied with all of the requirements of CTRL 3.3.18(3)?	No	Not Applicable	

Note

- 1 Or, where relevant, such greater number as may be directed by the Regulatory Authority.
- 2 The board of a Category B firm is not required to establish committees, and if no nominations
- 3 The board of a Category B firm is not required to establish committees, and if no
- 4 The board of a Category B firm is not required to establish committees, and if no audit
- 5 The board of a Category B firm is not required to establish committees, and if no risk