

TeoLupus

INTERNAL AUDIT AND RISK MANAGEMENT CONSULTING

For a **SAFE**
Tomorrow

*Evaluate your risks
and strengthen your controls
with
TeoLupus*

**Periodical Internal Audit Service
Establishing the Internal Audit Department**

**ERP Consulting
Fixed Asset Service
Dealer(Franchise) Audit and Consulting
*Other Services***

About Us

Who Are We?

TeoLupus Internal Audit and Risk Management Consulting is a consulting company that offers "tailor made" enterprise solutions in Internal Audit, Internal Control, Risk Management and related fields with its CIA, CPA, CCSA, CFSA, CRMA, CGAP, CISA, CFE certified professionals.

Our Mission

As TeoLupus, our goal is to enable your company's operations to be effective and efficient in international standards; its internal controls, internal audit structure, corporate governance structure, and reputation to be sustainable and eventually gain access to new markets, credit facilities and other sources while growing healthy in an institutionalized manner.

Moreover, as a team with our colleagues, academicians and solution partners by doing R&D in the Internal Audit and Risk Management area and giving voluntary training in Internal Audit, Risk Management, Internal Control subjects, we see creating an "Internal Audit Awareness" as part of our mission.

Our Vision

As TeoLupus we act with the understanding of "One to One with our Customers" and "tailor made" service completely tailored to the needs of your company.

How Do We Work?

What kind of working model do we follow generally in line with this mission and vision?

First, together with our expert staff that has the broad knowledge of international standards and our solution partners, we learn about your company, your needs, we determine the scope and duration of the work.

After this preliminary work, we start to apply services that will enable your company to recognize its risks and take measure, strengthen its controls, increase its efficiency and effectiveness, increase competitiveness and reputation and add value.

Our Services

International / Turkey (IFRS / IFRS Financial Reporting Standards Compliance Consulting
Turquality Consulting
Annual Report Preparation Service
Sustainability Reporting

Strategic Consulting Services: Corporate Identity, Intellectual Property Rights Strategy Building, Business Continuity and Emergency Management Consultancy



CERTIFIED FRAUD EXAMINER



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Do you Know Your Risks?

**ESTABLISHING THE INTERNAL AUDIT DEPARTMENT
PERIODICAL OUTSOURCED INTERNAL AUDIT
SERVICES**



Know your risks,
increase the efficiency and effectiveness of your controls,
Write and organise your procedures,
Increase the competitive strength and reputation for your company,

Stay ready for external audit

**Are you prepared for fraud risks?
Do you think your internal controls are sufficient?
Do you think that your internal activities oversized your internal controls?**

INCREASE THE EFFECTIVENESS OF YOUR EXISTING INTERNAL AUDIT DEPARTMENT

ADD VALUE TO YOUR COMPANY

Internal Audit and Risk Management Services

TeoLupus

INTERNAL AUDIT AND RISK MANAGEMENT CONSULTING

CONSULTING FOR THE ESTABLISHMENT OF INTERNAL AUDIT DEPARTMENT

When you decide to establish an Internal Audit Department at your company, as TeoLupus with our team of auditors with international certificates (CIA, CCSA, CFSA, CRMA, CGAP, CISA, CFE) examining your company, we present you a project for your company to be structured in compliance with the International Internal Audit Standards.

In this specially designed project for your company, starting from the selection of the internal audit manager and the employees, preparation of the internal audit charter and giving the internal audit awareness training for the management levels which the audit department will be connected to, there are stages like mapping the required process, stating the risks and controls and developing the controls and writing procedures.

At the end of this project, we complete the establishment of the Internal Audit Department and make it ready to work on your site.

As per your plan, we also offer services after establishment for the evaluation of the work of your internal audit department, internal and external evaluations to be done within the framework Quality Assurance and Improvement Program, refreshment, and additional training to be given, preparation for the internal audit certification exams.

OUTSOURCED INTERNAL AUDIT SERVICE

We can provide you the service of internal audit. as TeoLupus Internal Audit and Management Consulting, again with our employees who have broad knowledge of international internal audit standards, without needing a separate internal audit department in your company, with regular visits done to your company based on risk evaluation and internal audit plan done with you,

While providing you the internal audit service, principally we put your company under the microscope and we assess your need, the scope and time of the work together with you. After this initial work, we make our internal audit program that will enable you to recognize the available risks of your company and take precautions, strengthen the controls, increasing the efficiency and effectiveness.

With this specialized audit service that you will receive from us, we aim to enable you to have the control of the risks and increase the effectiveness, efficiency and as a result: the reputation of your company.

Internal Audit aims to give reasonable assurance for the early assessment of the risks within the assurance and consulting activities and for companies to manage predicted risks with awareness while auditing the compatibility and effectiveness of their internal controls.

According to The Institute of Audit of Internal Auditors (IIA) works, there is a model under the name of Three Defense Lines which states the defenses of the company against threats

According to this:

First Defense Line

Management controls, internal control precautions

Second Defense Line

Financial control, security, risk management, quality and compliance

Third Defense Line

Internal Audit

Certificates that are expected to be taken by internal auditors:

- Certified Internal Auditor, CIA
- Certified Financial Services Auditor, CFSA
- Certification in Control Self-Assessment, CCSA
- Certified Government Auditing Professional, CGAP
- Certification in Risk Management Assurance, CRMA

Our employees are auditors who have at least one of these certificates.

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Protect Your Assets

Counting the Fixed Asset Inventory
Establishment of Follow Up and
Management System

Audit of Fixed Assets Management Process



Do you take the
inventory properly?
How do you follow up
your fixed assets?
Are you sure about the
safety of your assets?

Fixed Asset Services

TeoLupus

INTERNAL AUDIT AND RISK MANAGEMENT CONSULTING

1 Inventory Stock Taking	2 Establishing Tracking and Management System	3 Fixed Assets Process Management Audit
<ul style="list-style-type: none"> * Tagging fixed assets with barcode labels 	<ul style="list-style-type: none"> * Assessing the current amounts by physical 	<ul style="list-style-type: none"> * Analysis of control criterias
<ul style="list-style-type: none"> * Enabling fixed assets inventory results being monitored in a database 	<ul style="list-style-type: none"> * Evaluating the physical inventory count results according to the Tax Law 	<ul style="list-style-type: none"> * Risk evaluations * Analytical procedures
	<ul style="list-style-type: none"> * Removing the differences by fixing accounting records and helping company officials for taking the adjusted trial balance for inventory 	<ul style="list-style-type: none"> * Accounting audit: Analysis of fixed assets purchased in the current year, the end balance of the depreciation expenses, examination of account and etc.

As TeoLupus we build the inventory tracking and management system with you, with our inventory counts and reconciliations we help you to take the inventory properly and by auditing your fixed assets management process we help you to improve this important process.

WHY IS IT IMPORTANT TO ENSURE PROPER STOCK-TAKING?

There are many results of not performing stocktaking in the Tax Code. The most severe of them is the tax assessment of the tax base of the period according to the Turkish law (Article 30/3).

- If you don't want to be subject to tax assessment according to the Turkish Tax Procedure Law (TPL),
- If you don't want to be subject to heavy fines from the breach of Article 66 of the Turkish Commercial Code (TCC)
- If you want to maintain your corporate prestige by preparing accurate financial statement according to the TPL and maintain your corporate prestige you must ensure proper stock-counting in your company.

HOW DOES IT HELPS YOU TO AUDIT THE FIXED-ASSETS PROCESS?

It enables the risks and control deficiencies to be assessed and the analyses that will benefit the improvement of the process to be at your hand before they harm your company.

We ensure your staff to be trained for the risks about the importance of tracking and counting fixed assets.

WHAT ARE THE BENEFITS OF A TRACKING AND MANAGEMENT SYSTEM?

- Maximizes the (ROI-Return On Investment) by knowing the cost of fixed assets and the amount invested for them..
- Increases reliability.
- By enabling the use of fixed assets with maximum efficiency - within the knowledge of where and who have them- improves overall efficiency.
- Provides continuity of usage and reduces the risk of loss by warranty, repair, service and maintenance management.
- Prevents licensing, serial number, multiple billing, service and maintenance errors.
- Enables evaluating and comparing suppliers, maintenance, and service companies. This data is important in service and maintenance agreements that can be made in the future.
- Accumulation and keeping of true and comprehensive data about fixed assets in a central database enable rational decision-making for investments and information sharing.
- Makes it possible to reach the true cost of ownership (TOC - Total Cost Of Ownership) by tracking the life-cycle of fixed assets.
- Prevents from holding and purchasing unnecessary, excess and useless fixed assets and in the long term with the estimated costs, reduces the cost of fixed assets and IT equipment.

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Choosing the Right ERP

ERP Optimisation

Do you receive the optimum efficiency from your current ERP software?



How can you be sure that you chose the right ERP for your company?

Have you done sufficient preparation for the application and implementation of the new ERP?

Has the time come to for the transition to the new ERP?

Do you think your employees and your internal processes are ready for this change?

1-OPTIMISATION OF YOUR CURRENT ERP (ENTERPRISE RESOURCE PLANNING) SYSTEM

In some situations companies cannot use the ERP system they share serious amount of money and time efficiently for various reasons and they tend to compensate for this deficiency using different software.

Among the reasons for this situation, problems in data quality, data prepared not timely, technical issues experienced during the usage of the ERP system, lack of education, high employee turnover rates, business processes to be not compatible with the ERP system and problems with the job descriptions can be considered.

Compensating this case, some of the analysis, management reports are attempted to be created with the data received from outside the system and with different software.

As TeoLupus, by examining your existing ERP system and process, we identify the factors that prevent you from using your ERP system at full capacity and offer you suggestions to overcome them.

With your consent, we search for KOSCEB and a variety of government incentives, put them into practice and we support you to use your ERP system efficiently.

2-CHOOSING THE ERP SOFTWARE AND THE TRANSITION CONSULTING

For a successful application it is important to the dynamics of continuity of an implementation team and teamwork be fulfilled.

During the preparation and selection of the suitable ERP and implementation, there will a management team from our company at your site until the end of the project.

We deliver the consulting services below during the selection of a new ERP software to ensure that the right software is selected:

- Practitioner's (partner's) supervision
- Externally received services (Outsource) management
- Training audit
- Document audit
- Fiction audit
- Security audit

WHAT ARE THE BENEFITS OF CHOOSING THE RIGHT ERP?

The ERP system that contains document management, workflow automation, data management, accounting, finance, reporting and so on:

Simplifies your business processes and redesigning,

Ensures effective and efficient use of your sources,

Keeps your inventory at optimum levels, Shortens the order cycle,

Generates new data by Integrating data like customer, supplier, financial information.

Enables making the right and timely decisions as with the information received, and gaining competitive advantage as a result of all of these.

3- ERP POST-TRANSITION PERIOD SUPPORT AND CONSULTING SERVICES

Our company, with the management consulting service that it gives prior to the transition to the ERP system, the transition and post-transition, aims a smooth transition to the ERP system and achieve you to get the maximum efficiency from your investment.

Our company, with the management consulting service that it gives prior to the transition to the ERP system, during the transition and post-transition aims a smooth transition and you to get the maximum efficiency from your investment.

Dealer(franchise) Audit Services

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Franchise

Do you audit your dealers?



Are your dealers (franchisees) following the conditions of the dealer (franchise) contract ?

Do you consider the possibility of their nonperformance?

Are the system entry fees collected on time?

Are there difficulties in collection of the product and services fees supplied for dealers?

Analysis of the Franchise Contract In Terms of Legal Risks

Analysis of the Franchise Contract In Terms of Commercial Risks

Compliance Control of The Franchise Contract

Analysis and Periodical Report of the Financial Status of Your Dealers

**MYSTERY CLIENT
STUDY**

Dealer(franchise) Audit Services

TeoLupus

INTERNAL AUDIT AND RISK MANAGEMENT CONSULTING

1-ANALYSIS OF THE DEALER (FRANCHISE) CONTRACT IN TERMS OF LEGAL RISKS

By reviewing the dealer agreement before signing for you and informing you about the potential risks, you will have the opportunity to review the subjects that will be revised and change them if necessary. Thus, you will be able to take measures against negative situations.

2-ANALYSIS OF THE DEALER (FRANCHISE) CONTRACT IN TERMS OF COMMERCIAL RISKS

Designing the articles in the dealer (franchise) contract in accordance with company strategies like commercial profitability sales promotion and market expansion and revising the compatibility with the agreement articles and commercial objectives will provide added value to your business.

3-COMPLIANCE AUDIT OF THE DEALER (FRANCHISE) CONTRACT

By auditing your dealers to see whether they are acting according to the conditions of the agreement with regular intervals and monitoring the risk of them acting outside of the agreement and having prior knowledge will allow you to better manage the risk of your dealers .

4- ANALYSIS AND PERIODICAL REPORTING THE FINANCIAL STATUS OF YOUR DEALER (FRANCHISE)

With the regular financial review and reporting you will be able to have control over the financial condition of your dealers and you will have the opportunity to see possible damages before they occur.

Let us audit your dealers for your successful and quality proven brand to be prevented from getting harmed by their activities.

MYSTERY CLIENT SERVICE

MYSTERY CLIENT is our service of auditing and reporting whether your dealer salespeople and managers' communication and behavior towards your customers are appropriate for the corporate behavior that you expect within the fictionary cases that will be designed with you.

Customer communication and customer satisfaction is a factor that directly affect the sales. The dealer employee that the customer communicates directly represents your company. This communication to be right and appropriate is one of the most important factors what will determine customer's purchasing behavior will show whether continuous demand for your products

The positive/negative scenarios we determine with you and what we encounter during audits will be reported to your side and you will get independent information about establishing communication with customers right in your dealers.

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Our Most Important Asset For Organizational Success : Human Resources

My Company Needs Crisis Management and Solutions !

- My turnover and profitability are declining, I have started having difficulty in competing with my competitors, Customers don't prefer our products as much as they used to,
- My employees are not happy neither...

*I miss our good old days,
even going to work has become difficult !*

"We have grown very fast" But ...

*"... my siblings and I were happier in our initial years !
Now we have to cope with many problems
that we can not foresee...
I would be right if I say that we have lost all joy !"*

- Is the family the problem?
- Is it us as the board of directors?
- Are our managers the problem?
 - Our employees?
- The systems we have set up?

*If you are asking :
Isn't it time that we should have a «check up» ?,*

*As TeoLupus Let us review, your human
resources systems and applications,
recommend the necessary change and
transformation actions and implement them together.*

1) Human Resources Activities, Beginning

- Formation of organizational structure
- Preparation of Norm Cadre
- Work Analyses
- Developing the Job Descriptions
- Formation of Competency Analyses and Competency Model and Structure
- Human Resources Process designs



2) Human Resources Activities Salary & Wage Administration Fundamentals

- Implementation of Work Evaluation System
- Grading of Works
- Setting Up Duty - Salary / Wage Structure - Scaling
- Formation of Premium and Reward Systems



3) Human Resources Activities Organizational Development

- Formation of Performance Evaluation System
- Setting up Performance Evaluation System - Rewards relationships
- Establishment of Authorization Tables
- Conducting Individual Development Analyses
- Formation of Departmental Development Analyses
- Setting up Evaluation and Selection Systems of Education/Training Firms
- Preparation of the Annual Education/Training Budget and Plans
- Organizing Education/Training events and preparing training activity reports
- Providing Employee Counseling and Career Development Support
- Independent (External) Membership for Board of Directors

4) Human Resources Activities - Small & Medium Sized Enterprises and Family Companies

- Consultancy for formation of Family Constitution
- Preparation of the Description of Duties and Authorities of Chair and Members of the Board of Directors
- Providing Coaching and Mentoring Support for Future Generations
- Performing and reporting Corporate Culture Analyses
- Establishing Suggestion Development Systems
- Trainings on Leadership and Management
- Workshops for Leadership Development



Digital Transformation Services

TeoLupus

INTERNAL AUDIT AND RISK MANAGEMENT CONSULTING

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Don't Let Technology Manage You, You Manage Technology

We prepare your
«**Digital Road Map**» aligned
with your targets and strategies
by determining your company's
digitalization level.

Reviewing systems that comprise
your infrastructure, customer relations
and work processes (transaction flows) as per
priorities of your company is critical
for sustainability of your company.

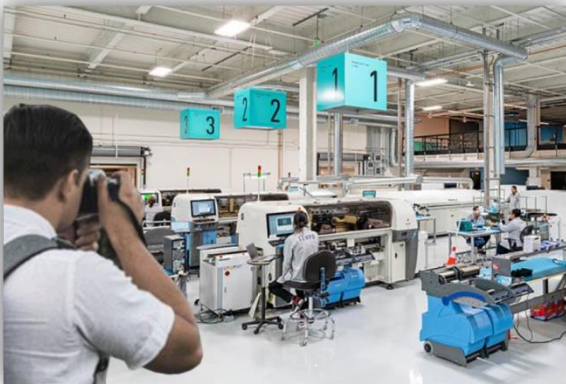
We are with you in all digital
Transformation solutions regarding
review of your business model,
analysis of your business processes,
Restructuring of your processes
as per your customer and business targets.

Instead of resisting the inevitable
advancement of technology,
we prepare you for the future by actualizing
your improvement, efficiency, growth,
sustainability and profitability targets in line
with technologies that provide
economic edge and reliability.

Dijital Transformation Services

TeoLupus

INTERNAL AUDIT AND RISK MANAGEMENT CONSULTING



From manufacturing to service sectors, in all fields, information technology and systems have become indispensable decision support systems in contemporary world. The increase in business fields relying on information and data processing with new methods and techniques have rendered information vital for enterprises.



When you decide to get digital transformation and technology consultancy services, we as TeoLupus will prepare your transformation project with you and with our certified experts in their fields, to provide your restructuring in line with your corporate targets and strategies.

Immediately after initial evaluation report of your company, we determine your road map, submit your project work and action plan for your evaluation, synchronized with your calendar.



We prepare your company for the future, using our expertise and experience to form a management system that meets auditability standards. We start from your company's technological infrastructure, evaluate your information technology investment, help you provide for correctness, reliability and accessibility of information so that your decisions will be sound and applicable.



OUR TECHNOLOGY CONSULTANCY SERVICES :

- Preparation for Digital Transformation
- Conformity to Personal Data Protection Act and ISO 27001
- Digitilization of Processes
- Determination of Digital Security and Risk Exposure
- Transformation and System Integration
- Management Decision Systems Consultancy

Managing Legal Risks Services

TeoLupus

INTERNAL AUDIT AND RISK MANAGEMENT CONSULTING

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Law is one of the «Risk Management» tools.

After risk actualizes... Certainly,
It's necessary to get the best result

**But correction after risk actualization creates
a financial burden on your company and
takes your time.**

**Therefore, risks that pose legal threats
must be eliminated or managed.**

**In our opinion, it is very important
to take precautions in advance against
contingent risks.**

By means of precautionary law, we will determine
any risks that your company may be exposed
to compliance risks and take the necessary
legal measures in advance to minimize any unfavorable
effects to your company arising from
the implementation of these laws and regulations.

Laws and regulations particular to your sector
and company will be followed up and
reported along with recommendations.

**According to Legal Risk Management and
Corporate preferences ;**

- Risk may be avoided
- Risk may be accepted
- Risk may be shared or mitigated

**Risk management may offer revenue
increasing opportunities to your company.
It can also provide insights for the management
of strategic, operational, information technology
and financial risks as well as prevent damages
to your corporate reputation.**

**Those who don't manage their risks can not
manage crisis neither.**

Managing Legal Risks Services

TeoLupus

INTERNAL AUDIT AND RISK MANAGEMENT CONSULTING

OUR SERVICES ;

- 1) Following the laws and regulations, corporate effect analysis, reporting about the precautions necessitated by the probabilities of favorable or unfavorable consequences for taking action.

Keeping track of the Official Gazette, Court of Appeal resolutions and as per the company's request, following legislation about foreign markets, acknowledgement about subjects that may affect the sector and the company.

- 2) Analysis of your corporate objectives, strategy and probable risks, predicting potential conflicts, acknowledgement about risks and installation of precautions to all your business processes.

When there is a change in the way of doing business in your sector, analyzing how your company and sector will be affected and proposing solution options.

- 3) Reviewing current contracts, determination of legal inconveniences and restructuring and rewriting the contracts in a manner favorable for the company. Reviewing new contracts before they are signed, restructure them if necessary before signing on.

- 4) In case any legislation that is probable to come into force imposes a risk for the sector and the company, managing the relationship with the related public organizations and institutions.

- 5) Following the legal processes regarding the restructuring of your Receivables and Debts.

Following up concordat (scheme of debt restructuring) processes, restructuring of your loan debts with banks and financial institutions and processes related to the collection of receivables.

Providing consultancy services in all kinds of legal matters.

- 6) *Providing consultancy services in every field concerning your company such as Labor Law, Code of Obligations, Commercial Law and Personal Data Protection Act.*

If you have started export activities, contracts including clauses to protect you that you sign with distributors and vendors in your target markets.

Taking different legal protective measures against possible default risks by domestic customers on their debts to your company, whose collaterals may be insufficient to protect your receivables.

Putting into lease contracts of immovable assets all the clauses that will minimize all kinds of lease risks.

Reviewing labor contracts to prevent damage to the company's reputation and undesirable financial losses that could arise from claims of employees

Taking the legal measures for the protection of your company's Intellectual and Industrial Rights

Taking the legal measures against indemnity liabilities arising from customer complaints about production

Many companies have been inflicted with damages from various aspects on these and similar issues.

We profoundly analyze risks that your company is exposed to with our team comprising our legal advisors, risk management, internal control and internal audit experts. We provide legal precautions compatible with your targets and strategies and monitor their application.

Other Services

INTERNATIONAL/TURKEY COMPLIANCE CONSULTING WITH IFRS-TFRS FINANCIAL REPORTING STANDARDS

Turkish Commercial Code, as a new application, regulates certain equity companies to process their accounting records, prepare financial charts comparative with previous years according to Turkey Financial Reporting Standards (TFRS) fully compliant with International Financial Reporting Standards (IFRS) and regulates the external audit.

These companies will also be subject to independent audit in accordance with the international auditing standards.

With IFRS-TFRS, it is aimed financial reports to be prepared in common standards and readers to understand the same thing.

With financial figures that reflect the fact, it is aimed that the decision-makers (managers, shareholders, lenders and credit rating agencies) to give correct and timely decisions by reaching more transparent information.

Our company both with its training and consulting aims to enable your accounting employees to apply IFRS-TFRS.

TURQUALITY CONSULTING

TURQUALITY is a governmental incentive platform designed for companies that retains the competitive advantage of our country and have product groups with branding potentials which supplies all the necessary institutionalisation and improvements for all processes from production to marketing, from sales to after sales service for you to be a global player with your brand in the international market.

As TeoLupus, we give you the necessary support that will prepare your brand to Turquality nomination process.

In this process, you will be able to accelerate your business progress by attaining the opportunity of improvement in your company processes like marketing, sales, after-sales service, procurement, financial services and human resources besides incentives for branding.

ANNUAL REPORT PREPARATION SERVICE IN COMPLIANCE WITH TURKISH COMMERCIAL LAW

According to the Turkish Commercial Code, all equity companies are required to prepare annual reports on specified formats. Annual Report is the professional appearance of a company to the outside world.

We support your company for the preparation of the annual report according to the legislation and in accordance with the Turkish Commercial Code, for the establishment and overview of its governance structure and organizational regulations.

SUSTAINABILITY REPORTING

Sustainability reporting is the application of being liable to measure and give an explanation to the internal and external stakeholders about corporate performance towards sustainable development goal.

The sustainability report that declares the economic, environmental, social and governance performance data of your organisation to your stakeholders contributes to your corporate reputation by expressing the impact of your organisation on the society and on sustainable development.

We support you for the sustainability report that explains your social responsibility to be prepared according to the international norms.

STRATEGIC CONSULTING SERVICES

Corporate Identity, Intellectual and Industrial Property Rights Strategy for , Business Continuity and Emergency Management Preparation

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