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1. General

1.1 In order to strengthen the management of fixed assets, protect the safety and integrity of fixed assets, and improve the efficiency of fixed asset use, these regulations are formulated in accordance with relevant laws and regulations, the Financial Management Policy of Superior management company,and in combination with the fixed asset management practices of International Djibouti Industrial Parks Operation FZCO(hereinafter referred to as IDIPO).

1.2 Fixed assets as referred to in these regulations refer to tangible assets held for the production of goods, provision of services, leasing or management, with a useful life of more than one fiscal year and a unit value of USD700 (inclusive) or equivalent foreign currency. The management of large-value low-value consumables shall be managed in accordance with the fixed assets in these regulations.

1.3 In the daily work of fixed asset business, strengthen the control of the following key aspects or key links:

1.3.1 Allocation of rights and responsibilities, division of responsibilities, organization setup and staffing;

1.3.2 Fixed asset acquisition, decision-making and approval procedures;

1.3.3 Control process of fixed asset acquisition, acceptance, use, maintenance, disposal and transfer, fixed asset investment budget, project progress, acceptance and use, maintenance, internal adjustment, investment transfer, sale and lease and scrapping, etc.

1.3.4 Fixed asset cost accounting, depreciation and impairment provision, disposal and other accounting treatments.

1.4 Clearly designate the department responsible for the physical management of fixed assets (hereinafter referred to as"fixed asset management department"). The fixed asset management department and the financial department shall, together with the asset-using department, conduct a comprehensive inventory of fixed assets at the middle of each year to ensure that the accounts, cards and objects are consistent.

2. Job division and authorization approval

2.1 The responsibilities and powers of relevant departments and positions shall be clarified to ensure that incompatible positions handling fixed asset business are separated, mutually restricted and supervised. The same department shall not handle the entire process of fixed asset business. Incompatible positions in fixed asset business shall at least include:

2.1.1 Preparation and approval of fixed asset investment budget, approval and execution;

2.1.2 Acquisition, acceptance and payment of fixed assets;

2.1.3 Application and approval of fixed asset insurance;

2.1.4 Custody, inspection and inventory of fixed assets;

2.1.5 Application and approval, approval and execution of fixed asset disposal;

2.1.6 Execution of fixed asset acquisition and disposal business and related accounting records.

2.2 A strict authorization and approval system shall be established for fixed asset business, and the authorization and approval methods, powers, procedures, responsibilities and related control measures shall be clarified. It is strictly forbidden for unauthorized departments and positions to handle fixed asset business.

2.3 Approval personnel shall approve within the scope of authorization in accordance with the provisions of the fixed asset business authorization and approval system, and shall not approve beyond the scope of authority. The person in charge shall handle fixed asset business within the scope of his/her duties and in accordance with the approval opinions of the approver. For fixed asset business approved by the approver beyond the scope of authorization, the person in charge has the right to refuse to handle it and shall promptly report to the superior competent department and the original authorizer.

2.4 Clarify the control requirements for the preparation, acquisition and acceptance, use and maintenance, and disposal of fixed asset investment budgets, and set up corresponding records or vouchers to truthfully record the business development of each link, and promptly transmit relevant information to ensure that the entire process of fixed asset business is effectively controlled.

2.5 The fixed asset procurement department shall refer to the "Procurement Management Policy" for implementation, and the actual use department shall be responsible for safekeeping, and the Finance Department shall assist in registration, inventory, disposal and other work. The numbering rules shall be based on the internal numbering of the financial system.

3. Fixed assets acquisition and acceptance

3.1 Budget management shall be implemented for the purchase and construction of fixed assets. All fixed asset purchase and construction and major repair projects shall be included in the company's annual budget:

3.2 Fixed asset purchase, construction, renovation and major repair projects shall be approved in advance and reported as required in the IDIPO budget investment plan at the end of the previous year. For those not reported before, refer to the "Procurement Management Regulations" for extra-budgetary procurement.

3.3 Strictly inspect and accept the delivery of fixed assets to ensure that the quantity and quality of fixed assets meet the requirements for use. The acceptance of fixed assets for delivery and use shall be jointly implemented by the fixed asset management department, the user department and relevant departments. If necessary, external professional institutions may be hired to assist in the acceptance. They can be put into use only after the acceptance is qualified.

3.4 The fixed asset management department shall establish fixed asset cards based on single items (individuals) of physical objects. The card content includes fixed asset code, purchase and construction time, specifications, models, user departments, storage locations, amounts, etc., to ensure effective identification and easy inventory. Fixed asset codes are automatically generated by the financial system SAP. The fixed asset management department and the user department shall also establish fixed asset ledgers and check with the financial system regularly.

3.5 The fixed asset procurement agent shall obtain fixed asset labels and immediately paste the obtained labels on the fixed assets. The pasting location should be selected in a place that is not easily damaged and convenient for viewing and scanning.

3.6 The acquisition cost of fixed assets shall be confirmed in a timely manner. For fixed assets that have not yet completed the acceptance procedures but have reached the expected usable state, "construction in progress" should be promptly transferred to "fixed assets" for accounting.

4. Use and maintenance of fixed assets

4.1The depreciation policy such as the scope of fixed assets for depreciation, depreciation method, depreciation period, net residual value, etc. shall be determined. Once the depreciation policy is determined, it shall not be changed at will.

4.2 The fixed asset user department is responsible for the daily maintenance and upkeep of fixed assets, regular inspections, and timely elimination of risks. The fixed asset user department shall apply for major repairs of fixed assets, and arrange repairs after approval by the company's prescribed procedures.

4.3 For sealed and temporarily unused fixed assets, a dedicated person shall be designated to be responsible for daily management and regular inspections to ensure the safety and integrity of the assets.

4.4 If the management department needs to insure fixed assets, it shall submit the insurance demand to the Finance Department in a timely manner. The Finance Department shall be responsible for determining the insurance policy and formulating the insurance procedures according to the nature of the fixed assets, and timely handling the relevant insurance procedures such as insurance, transfer, claim settlement and withdrawal.

4.5 The mortgage of fixed assets shall be reported to Superior management company for approval and handled in accordance with relevant regulations. After the mortgage obligation is completed, the fixed asset mortgage liability should be released in a timely manner. The fixed asset management department takes the lead, and the financial and user departments send representatives to participate in the inventory team, and conduct the inventory work in accordance with the following procedures:

4.5.1. Before the inventory, check the fixed asset management department, the user department and the fixed asset account records of the financial department, and prepare a list of fixed assets for the inventory based on the account verification.

4.5.2. Check one by one according to the fixed asset list, and after confirming that the physical objects are stored intact, affix fixed asset information labels to ensure effective identification and inventory of assets, and prepare a surplus and shortage table for the fixed asset inventory.

4.5.3. The inventory team should take the lead in finding out the reasons for the surplus and shortage of fixed assets in the inventory, clarify the responsibilities, and put forward treatment opinions. After approval by the authorized department and the person in charge of the company or its authorized personnel, the fixed asset management department, the user department and the financial department shall adjust the relevant book records in a timely manner. If the net loss of a single fixed asset is USD 15,000 or more, the cause of the loss, relevant evidence and the company's approval opinion shall be reported to Superior management company in writing.

4.5.4. Prepare a fixed asset inventory report based on the inventory results, and record in detail the number, name, original value or replacement value of the unused, unnecessary, idle, surplus, shortage, and damaged fixed assets, depreciation or estimated depreciation and net value, and the reasons for surplus and shortage.

4.6 If there are signs of impairment of fixed assets, the custodian department and the finance department shall conduct impairment tests in accordance with the provisions of the Superior management company Accounting Policy, and make impairment provisions after approval by Superior management company.

5. Disposal and transfer of fixed assets

5.1The using department shall not handle the scrapped fixed assets without authorization, and shall consult with the company's fixed asset management, finance and other departments and handle them in time according to the company's scrapped asset handling procedures.

5.2 For fixed assets that are scrapped abnormally, the reasons for scrapping, estimated cleaning costs and recoverable residual value, estimated selling value, etc. shall be noted, and scrapping and cleaning shall be carried out after approval by Superior management company.

5.3 For fixed assets to be sold or transferred out for investment, the original price, depreciation, estimated useful life, used life, estimated selling price or transfer price of the fixed assets shall be listed. They may be sold or transferred only after approval by Superior management company.

5.4 For fixed assets to be sold or transferred out for investment, if the book value of a single or batch of fixed assets is more than RMB 1 million or equivalent foreign currency, or its original value accounts for more than 20% of the original value of all fixed assets of the company, it shall be entrusted to an intermediary institution with corresponding qualifications for evaluation, and the evaluation results shall be used as the pricing basis and reported to Superior management company for filing. If the asset scale is smaller than the above standards, the company shall determine whether to evaluate or not according to the actual situation.

5.5 For fixed assets that have completed the disposal procedures, the using department, fixed asset management department and financial department shall promptly update the asset ledger and accounting information. The fixed asset management department shall promptly cancel the insurance procedures in accordance with the company's insurance business management procedures.

5.6 If the disposal of fixed assets involves changes in property rights, the company's fixed asset management department shall promptly handle the property rights change procedures.

5.7 If fixed assets need to be transferred between companies, departments and personnel, the "Fixed Asset Transfer Transfer Form" shall be filled out by the transfer-in department or relevant department, and shall be signed and confirmed by the company's fixed asset management department, transfer-in, transfer-out departments and the company's financial department, and then submitted to the company's leaders or authorized personnel for approval. The fixed asset management department, financial department, transfer-in, transfer-out departments shall promptly change the fixed asset ledger registration information.

5.8

In case of confirmation and handling of fixed asset losses, the relevant requirements of the " Asset Loss Handling" shall be followed.

6. Supplementary Provisions

6.1 Any matters not covered in this system shall be implemented in accordance with relevant laws and regulations and the fixed asset management system of Superior management company.

6.2 This system applies to all departments of IDIPO and its entrusted companies, and the participating companies may refer to it for implementation.

6.3 This system shall be interpreted and revised by the IDIPO Finance Department.

6.4 This system shall take effect from the date of promulgation.

Appendix

1. Fix Asset Handover Form

Fix Asset Handover Form.›

2. Fix Asset Disposal Form

Fixed assets disposal application form								
Items	Asset Name	Purchase time	Specifications	Quantity	Original value	Net value	Disposal reason	Fixed Asset Code
1								
2								
User department comments:								

3. Depreciation period of fixed assets

Name	Depreciation	Residual Rate
Warehouse_Structure _Steel	30	5%
Warehouse_Structure _Concrete	25	5%
Warehouse_Other	5	5%
Commercial Building_Structure _Steel	50	5%
Commercial Building_Structure _Concrete	50	5%
Commercial Building_Other	5	5%
Mechanical Equipment_Operate_Warehouse machinery_Field Forks	15	5%
Mechanical Equipment_Operate_Warehouse machinery_Crane Backhoe Loader	10	5%

Mechanical Equipment_Operate_Warehouse machinery_Electronic Crane	10	5%
Mechanical Equipment_Operate_Warehouse machinery_Derrick	10	5%
Mechanical Equipment_Operate_Warehouse machinery_Excavator	10	5%
Mechanical Equipment_Operate_Warehouse machinery_Forklift	8	5%
Mechanical Equipment_Operate_Warehouse machinery_Other Bulk Machinery	5	5%
Mechanical Equipment_Operate_Working Machinery Tools	5	5%
Mechanical Equipment_Electrical And	5	5%

Mechanical		
Mechanical Equipment_Refrigeration_Fluorine Refrigeration	10	5%
Mechanical Equipment_Refrigeration_Ammonia Refrigeration	20	5%
Mechanical Equipment_Refrigeration_Pressure Vessels	20	5%
Mechanical Equipment_Refrigeration_Other	10	5%
Vehicles_Passenger_Administrative	5	5%
Vehicles_Passenger_Operate	5	5%
Vehicles_Operating_High Operating Vehicles	8	5%
Vehicles_Operating_Light Operating Vehicles	5	5%

Vehicles_Vehicle Auxiliary Equipment	5	5%
Office supply_Furniture	5	5%
Office supply_Appliances	5	5%
Office supply_IT Equipment	3	5%
Office supply_Other	5	5%
ICT_Fibre	20	5%
ICT_Network equipment	5	5%
ICT_Safety equipment	5	5%
ICT_Terminal equipment	5	5%
ICT_Storage device	5	5%
ICT_AV equipment	5	5%
ICT_Gate equipment	5	5%
ICT_I/O device	5	5%
ICT_Generate room equipment	8	5%
ICT_Video conferencing system	5	5%

equipment		
ICT_other	5	5%
Park facility_Yard	30	5%
Park facility_Road	30	5%
Park facility_Leveling land	30	5%
Park facility_Civil construction_Building_Steel	50	5%
Park facility_Civil construction_Building_Concrete	50	5%
Park facility_Civil construction_Groove	20	5%
Park facility_Civil construction_Pool	10	5%
Park facility_Civil construction_Other	5	5%
Park facility_Equiptment_High-Voltage	10	5%

Power		
Park facility_Equiptment_Weighbridge	10	5%
Park facility_Equiptment_Low-Voltage Power	5	5%
Park facility_Equiptment_Low-Voltage Power	5	5%
Park facility_Other	5	5%