Request for proposal on audit of Munters Group

The Board of Directors of Munters Group AB will run a tender process for our external audit of the Munters Group and, in accordance with EU Regulation No 537/2014, we would like to invite you to participate in this process. All "Big 4" are invited to tender. However, the invitation letter sent out to the Big 4 is also published on Munters Group's website to enable other agencies to submit tenders. Please kindly inform us by August 17th latest if your firm intends to participate.

The overall procedure for the tenderer is to:

- Attend a company presentation at Munters office in Kista (Borgarfjordsgatan 16, Stockholm) on September 9th or 10th. During this presentation Munters will present the Munters Group in general terms and what we are looking for in terms of scope and decision criteria for the audit tender. At the same time you will have the opportunity to briefly present your company, the proposed team members and why you are interested in the tender. This presentation meeting will from Munters side be attended by Annette Kumlien (GVP, CFO), Anna Sandberg (Director Group Financial Control), Martin Önneflod (VP Business Control, Development & Strategy) & Ena Ryan (Director Global Sourcing). Please block the mentioned dates, individual time slot will follow.

- Submit a written tender letter outlining your resources, the design of relevant services and teams and the proposed fee by November 2nd. The written audit tender letter will be submitted through Scan Market (Munters e-Sourcing solution) where a number of questions related to the decision criteria's is requested to be answered as well as the formal tender letter. Information on what to include in the tender letter and Munters decision criteria's will be given on the presentation day in September and be distributed shortly thereafter.

- If selected, based on received information/perception from the presentation day as well as the audit tender letter, make a presentation of the tender to our evaluation group consisting of Helen Fasth Gillstedt (Chairman of the Audit Committee), Annette Kumlien, Anna Sandberg, Martin Önneflod and Ena Ryan by November 17th and 18th at Munters office in Kista.

The final decision/recommendation will be made in early December. A draft timetable for the quotation process is presented below.

Our intention is to hire an audit firm that creates an effective audit process and at the same time contributes to increased business value for Munters. Key decision criteria in our evaluation will be described and communicated on the presentation day in September.

We would appreciate being informed if your firm intends to participate in the tender process no later than August 17th. At this time we also need you to sign a Non-disclosure Agreement as well as let us know who from your firm, name, title and contact detail, will attend the presentation meeting in September.

Due to the fact that one in the evaluation group is English speaking, the audit tender letter and all presentations are required in English. And, dependent on the evolvement of the current Corona situation, we will of course adopt to the latest recommendations and circumstances, which could impact the planned physical meeting.

If you need additional information, please refer to Anna Sandberg, Director Group Financial Control at phone number 072-454 17 88 or email address anna.sandberg@munters.se.

Time schedule for the audit tender process

Aktivitet	**Date**
Heads-up and time table for tender process to tenderers	Late May
Tenderers to confirm participation in the audit tender process and sign Non-disclosure agreements	August 17th
Presentation of Munters Group, the scope and decision criteria to tenderers	Sep 9th -10th
Final tender invitation letter (RFP) to be sent out to tenderers and access to date room provided	Mid Sep
Deadline for questions from tenderers	Sep 30th
Answers on questions from tenderers distributed through Scan Market	Oct 26th
Deadline tender proposal	Nov 2nd
Tender presentation by selected firms to Munters evaluation group*	Nov 17th – 18th
Decision preferred supplier by Audit committee for recommendation to Nomination Committee	Early Dec
Tenderers informed on preferred supplier	Mid Dec
Notice of annual general meeting sent out	April 2021
Annual general meeting held	May 2021

* Helen Fasth Gillstedt *(Chairman of the Audit Committee*), Annette Kumlien *(GVP, CFO*), Anna Sandberg *(Director Group Financial Control*), Martin Önneflod (*VP Business Control, Development & Strategy*) & Ena Ryan (*Director Global Sourcing*)