

**Alternative Reporting Standard:**

**Disclosure Guidelines for the Pink**® **Market**

Federal and state securities laws require issuers to provide *current information* to the public markets. With a view to facilitating compliance with these laws, OTC Markets Group has created these Disclosure Guidelines (“Guidelines”)[[1]](#footnote-2) that set forth the disclosure obligations that make up the “Alternative Reporting Standard” for Pink companies. Companies on the Pink Market that do not make disclosure directly to the SEC (via EDGAR), a banking regulator, or a non-U.S. regulatory authority may provide disclosure under our “Alternative Reporting Standard.” We use information provided by companies under these Guidelines to designate the appropriate tier in the Pink Market: Current Information or Limited Information. [[2]](#footnote-3)2

**Pink Current Information Tier**

To qualify for the Current Information Tier:

1. **Subscribe to the OTC Disclosure & News Service**: To submit an application, visit [Gateway](https://gateway.otcmarkets.com/) to sign in or create a new account. Allow OTC Markets Group 2-4 weeks to process your application and provide authorized user credentials to OTCIQ.
2. **Publish Initial Disclosure**: Upload the following documents through OTCIQ:
   * *Annual Report* for the most recently completed fiscal year.
   * *All Quarterly Reports* for the Current Fiscal Year.

*Annual or Quarterly Reports are composed of:*

* ***Disclosure Statements:***Disclosure information pursuant to these Guidelines for the applicable period. Available as a fillable form beginning on page 4 of these Guidelines.
* ***Financial Statements:*** Qualifying Financial Statements in accordance with the Financial Statement Requirements specified in Item 9 of these Guidelines.

*Qualifying Financial Statements include:*

* + Audit Letter, if audited
  + Balance Sheet
  + Statement of Income
  + Statement of Cash Flows
  + Statement of Retained Earnings (Statement of Changes in Stockholders’ Equity)
  + Notes to Financial Statements

1. **Publish Attorney Letter**: If financial statements are not audited by a PCAOB registered firm, companies must retain U.S. counsel to review their disclosure and provide a letter to OTC Markets Group with respect to adequate current information by providing the following:

* *Attorney Letter Agreement****:*** The attorney for the company mustsubmit a signed Attorney Letter Agreement according to the [Attorney Letter Agreement Instructions](https://www.otcmarkets.com/corporate-services/attorney-letter-agreement-instructions).
* *Attorney Letter****:*** After the attorney reviews the company’s disclosure, publish the “Attorney Letter With Respect to Current Information” through OTCIQ. Attorney Letters must be in accordance with the [Attorney Letter Guidelines](https://www.otcmarkets.com/files/Attorney_Letter_Agreement_Watermarked.pdf#page=3).

1. **Verify Profile:** Verify the Company Profile through OTCIQ. This includes the complete list of current officers, directors, and service providers; outstanding shares; a business description; contact information; and the names of all company insiders and beneficial owners of 10% or more of the outstanding units or shares of any class of any equity security of the issuer.
2. **OTC Markets Group Processing of Reports**: Allow OTC Markets Group to process the posted documents (typically three to five business days) and provide any comments. Companies will only be evaluated for Current Information once all required documentation has been submitted. A new Attorney Letter is required upon amendment of any referenced report.
3. **Ongoing Requirements**: To qualify for Current Information on an ongoing basis, companies must:
   * Publish reports through OTCIQ on the following schedule:
     + Quarterly Report within **45 days** of the quarter end
     + Annual Report within **90 days** of the fiscal year end
     + Attorney Letter within **120 days** of the fiscal year end if financial statements are unaudited.
   * Maintain a Verified Profile. At least once every six months, review and verify the Company Profile through OTCIQ.
   * Maintain Transfer Agent Verified share data. If your transfer agent participates in the [Transfer Agent Verified Shares Program](https://www.otcmarkets.com/corporate-services/ir-tools-services/transfer-agent-verified-shares-program), then your securities must have current share data verified by the transfer agent.
   * Maintain an Active standing in the Company’s State of Incorporation.

**Pink Limited Information Tier**

Companies that do not meet the requirements of the Pink Current Information tier set forth above may still qualify for the Pink Limited Information Tier by meeting the following minimum disclosure requirements.

1. **Annual Financial Statements:**Publish one set of Qualifying Annual Financial Statements which cover the past 2 completed fiscal years, provided the most recently completed fiscal year is within the past 16 months.
2. **Verified Profile:** The Company must verify the Company Profile through OTCIQ, including, but not limited to, a complete list of officers, directors, and service providers; outstanding shares; a business description; contact information; and the name of all company insiders. “Company Insiders” shall include the beneficial owner of 10% or more of the outstanding units or shares of any class of any equity security of the issuer.
3. **Ongoing Requirements:** To qualify for Limited Information on an ongoing basis, companies must:
   * Publish reports on the following schedule:
     + Annual Financial Statements as outlined in Item 9 within 120 days of the fiscal year end. Should a change in FYE occur, no more than 16 months may elapse from the fiscal year end of the prior Annual Financial Statement.
   * Review and Verify the Company’s profile information through OTCIQ at least once every 12 months.
   * Maintain Transfer Agent Verified share data. If your transfer agent participates in the [Transfer Agent Verified Shares Program](https://www.otcmarkets.com/corporate-services/ir-tools-services/transfer-agent-verified-shares-program), then your securities must have current share data verified by the transfer agent.

**Current Reporting of Material Corporate Events**

In addition to the disclosure requirements above, all companies on the Pink market are expected to promptly release to the public any news or information regarding corporate events that may be material to the issuer and its securities (including adverse information). Persons with knowledge of such events are considered to be in possession of material nonpublic information and may not buy or sell the issuer’s securities until or unless such information is made public. If not included in the issuer’s previous public disclosure documents, or if the material events occurs after the publication of such disclosure documents, the issuer shall publicly disclose such events by disseminating a news release **within four (4) business days** following their occurrence and posting such news release through an Integrated Newswire or the OTC Disclosure & News Service.[[3]](#footnote-4)3

Material corporate events may include:

* Changes to the company’s shell status. Please refer to our [FAQ on Shell Companies](https://www.otcmarkets.com/learn/15c2-11-resource-center)
* Changes in control of issuer
* Departure of directors or principal officers; election of directors; appointment of principal officers
* Entry into or termination of a material definitive agreement or material agreement not made in the ordinary course of business
* Completion of an acquisition or disposition of assets, including but not limited to merger transactions
* Creation of a direct financial obligation or an obligation under an off-balance sheet arrangement of an issuer
* Triggering events that accelerate or increase a direct or contingent financial obligation including any default or acceleration of an obligation or an obligation under an off-balance sheet arrangement
* Costs associated with exit or disposal activities including material write-offs and restructuring; Material impairments
* Unregistered sales of equity securities
* Material modification to rights of security holders
* Changes in issuer's certifying accountant
* Non-reliance on previously issued financial statements or a related audit report or completed interim review
* Change in a company’s fiscal year; Amendments to articles of incorporation or bylaws that were not previously disclosed in a proxy statement or other such disclosure statement.
* Amendments to the issuer's code of ethics, or waiver of a provision of the code of ethics
* Any changes to litigation the issuer may be involved in, or any new litigation surrounding the issuer
* Officer, director, or insider transactions in the issuer’s securities
* Disclosure of investor relations, marketing, brand awareness, and stock promotion activities which might reasonably be expected to materially affect the market for its securities or otherwise deemed material by the issuer
* A company’s bankruptcy or receivership
* Termination or reduction of a business relationship with a customer that constitutes a specified amount of the company’s revenues
* Any material limitation, restriction, or prohibition, including the beginning and end of lock-out periods, regarding the company’s employee benefits, retirement and stock ownership plan
* Earnings releases
* Other materially different information regarding key financial or operation trends from that set forth in periodic reports
* Other events the issuer determines to be material

**[Insert Company Name]**

[Insert Company Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Company Telephone]

[Insert Company Website]

[Insert Company Email]

**[Annual/Quarterly] Report**

**For the period ending** [Insert Period End Date] **(the “Reporting Period”)**

**Outstanding Shares**

The number of shares outstanding of our Common Stock was:

[Insert Number of Shares] as of [Date] *(Current Reporting Period Date or More Recent Date)*

[Insert Number of Shares] as of [Date]  *(Most Recent Completed Fiscal Year End)*

**Shell Status**

Indicate by check mark whether the company is a shell company (as defined in Rule 405 of the Securities Act of 1933, Rule 12b-2 of the Exchange Act of 1934 and Rule 15c2-11 of the Exchange Act of 1934):

Yes:  No:

Indicate by check mark whether the company’s shell status has changed since the previous reporting period:

Yes:  No:

**Change in Control**

Indicate by check mark whether a Change in Control[[4]](#footnote-5)4 of the company has occurred during this reporting period:

Yes:  No:

**1)** **Name and address(es) of the issuer and its predecessors (if any)**

In answering this item, provide the current name of the issuer and names used by predecessor entities, along with the dates of the name changes.

Current State and Date of Incorporation or Registration:

Standing in this jurisdiction: (e.g. active, default, inactive):

Prior Incorporation Information for the issuer and any predecessors during the past five years:

Describe any trading suspension or halt orders issued by the SEC or FINRA concerning the issuer or its predecessors since inception:

List any stock split, dividend, recapitalization, merger, acquisition, spin-off, or reorganization either currently anticipated or that occurred within the past 12 months:

Address of the issuer’s principal executive office:

Address of the issuer’s principal place of business:

☐ *Check if principal executive office and principal place of business are the same address:*

Has the issuer or any of its predecessors been in bankruptcy, receivership, or any similar proceeding in the past five years?

No:  Yes:  If Yes, provide additional details below:

**2)** **Security Information**

***Transfer Agent***

Name:

Phone:

Email:

Address:

***Publicly Quoted or Traded Securities:***

*The goal of this section is to provide a clear understanding of the share information for its publicly quoted or traded equity securities. Use the fields below to provide the information, as applicable, for all outstanding classes of securities that are publicly traded/quoted.*

Trading symbol:

Exact title and class of securities outstanding:

CUSIP:

Par or stated value:

Total shares authorized:       as of date:

Total shares outstanding:       as of date:

Total number of shareholders of record:       as of date:

*Please provide the above-referenced information for all other publicly quoted or traded securities of the issuer.*

***Other classes of authorized or outstanding equity securities that do not have a trading symbol:***

*The goal of this section is to provide a clear understanding of the share information for its other classes of authorized or outstanding equity securities (e.g., preferred shares that do not have a trading symbol). Use the fields below to provide the information, as applicable, for all other authorized or outstanding equity securities.*

Exact title and class of the security:

Par or stated value:

Total shares authorized:      as of date:

Total shares outstanding:      as of date:

Total number of shareholders of record:       as of date:

*Please provide the above-referenced information for all other classes of authorized or outstanding equity securities.*

***Security Description:***

*The goal of this section is to provide a clear understanding of the material rights and privileges of the securities issued by the company. Please provide the below information for each class of the company’s equity securities, as applicable:*

1. **For common equity, describe any dividend, voting and preemption rights.**

1. **For preferred stock, describe the dividend, voting, conversion, and liquidation rights as well as redemption or sinking fund provisions.**

1. **Describe any other material rights of common or preferred stockholders.**

1. **Describe any material modifications to rights of holders of the company’s securities that have occurred over the reporting period covered by this report.**

**3)**  **Issuance History**

*The goal of this section is to provide disclosure with respect to each event that resulted in any changes to the total shares outstanding of any class of the issuer’s securities* ***in the past two completed fiscal years and any subsequent interim period****.*

Disclosure under this item shall include, in chronological order, all offerings and issuances of securities, including debt convertible into equity securities, whether private or public, and all shares, or any other securities or options to acquire such securities, issued for services. Using the tabular format below, please describe these events.

1. **Changes to the Number of Outstanding Shares for the two most recently completed fiscal years and any subsequent period.**

Indicate by check mark whether there were any changes to the number of outstanding shares within the past two completed fiscal years

No: ☐ Yes: ☐ (If yes, you must complete the table below)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Shares Outstanding Opening Balance:  Date       Common:  Preferred: | | | \*Right-click the rows below and select “Insert” to add rows as needed. | | | | | | |
| **Date of**  **Transaction** | **Transaction type (e.g., new issuance, cancellation, shares returned to treasury)** | **Number of Shares Issued (or cancelled)** | **Class of Securities** | **Value of shares issued ($/per share) at Issuance** | **Were the shares issued at a discount to market price at the time of issuance? (Yes/No)** | **Individual/ Entity Shares were issued to.**  **\*\*\*You must disclose the control person(s) for any entities listed.** | **Reason for share issuance (e.g. for cash or debt conversion) -OR- Nature of Services Provided** | **Restricted or Unrestricted as of this filing.** | **Exemption or Registration Type.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Shares Outstanding on Date of This Report:  Ending Balance:  Date       Common:  Preferred: | | |  | | | | | | |

***Example:*** A company with a fiscal year end of December 31st 2023, in addressing this item for its Annual Report, would include any events that resulted in changes to any class of its outstanding shares from the period beginning on January 1, 2022 through December 31, 2023 pursuant to the tabular format above.

***\*\*\*Control persons for any entities in the table above must be disclosed in the table or in a footnote here.***

Use the space below to provide any additional details, including footnotes to the table above:

1. **Promissory and Convertible Notes**

Indicate by check mark whether there are any outstanding promissory, convertible notes, convertible debentures, or any other debt instruments that may be converted into a class of the issuer’s equity securities:

No: ☐ Yes: ☐ (If yes, you must complete the table below)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Note Issuance** | **Outstanding Balance ($)** | **Principal Amount at Issuance ($)** | **Interest Accrued ($)** | **Maturity Date** | **Conversion Terms (e.g. pricing mechanism for determining conversion of instrument to shares)** | **Name of Noteholder.**  **\*\*\* You must disclose the control person(s) for any entities listed.** | **Reason for Issuance (e.g. Loan, Services, etc.)** |
|  |  |  |  |  |  |  |  |
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***\*\*\*Control persons for any entities in the table above must be disclosed in the table or in a footnote here.***

Use the space below to provide any additional details, including footnotes to the table above:

**4)**  **Issuer’s Business, Products and Services**

The purpose of this section is to provide a clear description of the issuer’s current operations.

Ensure that these descriptions are updated on the Company’s Profile on [www.OTCMarkets.com](http://www.OTCMarkets.com).

1. Summarize the issuer’s business operations (If the issuer does not have current operations, state “no operations”)

1. List any subsidiaries, parent company, or affiliated companies.

1. Describe the issuers’ principal products or services.

**5)**  **Issuer’s Facilities**

*The goal of this section is to provide investors with a clear understanding of all assets, properties or facilities owned, used or leased by the issuer and the extent in which the facilities are utilized.*

In responding to this item, please clearly describe the assets, properties or facilities of the issuer. Describe the location of office space, data centers, principal plants, and other property of the issuer and describe the condition of the properties. Specify if the assets, properties, or facilities are owned or leased and the terms of their leases. If the issuer does not have complete ownership or control of the property, describe the limitations on the ownership.

**6)**  **All** **Officers, Directors, and Control Persons of the Company**

Using the table below, please provide information, as of the period end date of this report, regarding all officers and directors of the company, or any person that performs a similar function, regardless of the number of shares they own.

In addition, list all individuals or entities controlling 5% or more of any class of the issuer’s securities.

If any insiders listed are corporate shareholders or entities, provide the name and address of the person(s) beneficially owning or controlling such corporate shareholders, or the name and contact information (City, State) of an individual representing the corporation or entity. Include Company Insiders who own any outstanding units or shares of any class of any equity security of the issuer.

*The goal of this section is to provide investors with a clear understanding of the identity of all the persons or entities that are involved in managing, controlling or advising the operations, business development and disclosure of the issuer, as well as the identity of any significant or beneficial owners.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Names of All Officers, Directors, and Control Persons** | **Affiliation with Company (e.g. Officer Title /Director/Owner of 5% or more)** | **Residential Address (City / State Only)** | **Number of shares owned** | **Share type/class** | **Ownership Percentage of Class Outstanding** | **Names of control person(s) if a corporate entity** |
|  |  |  |  |  |  |  |
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Confirm that the information in this table matches your public company profile on [www.OTCMarkets.com](http://www.OTCMarkets.com). If any updates are needed to your public company profile, log in to [www.OTCIQ.com](http://www.OTCIQ.com) to update your company profile.

**7)** **Legal/Disciplinary History**

1. Identify and provide a brief explanation as to whether any of the persons or entities listed above in Section 6 have, in the past 10 years:
2. Been the subject of an indictment or conviction in a criminal proceeding or plea agreement or named as a defendant in a pending criminal proceeding (excluding minor traffic violations);

1. Been the subject of the entry of an order, judgment, or decree, not subsequently reversed, suspended or vacated, by a court of competent jurisdiction that permanently or temporarily enjoined, barred, suspended or otherwise limited such person’s involvement in any type of business, securities, commodities, financial- or investment-related, insurance or banking activities;

3. Been the subject of a finding, disciplinary order or judgment by a court of competent jurisdiction (in a civil action), the Securities and Exchange Commission, the Commodity Futures Trading Commission, a state securities regulator of a violation of federal or state securities or commodities law, or a foreign regulatory body or court, which finding or judgment has not been reversed, suspended, or vacated;

1. Named as a defendant or a respondent in a regulatory complaint or proceeding that could result in a “yes” answer to part 3 above; or

5. Been the subject of an order by a self-regulatory organization that permanently or temporarily barred, suspended, or otherwise limited such person’s involvement in any type of business or securities activities.

1. Been the subject of a U.S Postal Service false representation order, or a temporary restraining order, or preliminary injunction with respect to conduct alleged to have violated the false representation statute that applies to U.S mail.

1. Describe briefly any material pending legal proceedings, other than ordinary routine litigation incidental to the business, to which the issuer or any of its subsidiaries is a party to or of which any of their property is the subject. Include the name of the court or agency in which the proceedings are pending, the date instituted, the principal parties thereto, a description of the factual basis alleged to underlie the proceeding and the relief sought. Include similar information as to any such proceedings known to be contemplated by governmental authorities.

**8)**  **Third Party Service Providers**

Provide the name, address, telephone number and email address of each of the following outside providers. You may add additional space as needed.

Confirm that the information in this table matches your public company profile on [www.OTCMarkets.com](http://www.OTCMarkets.com). If any updates are needed to your public company profile, update your company profile.

Securities Counsel (must include Counsel preparing Attorney Letters).

Name:

Address 1:

Address 2:

Phone:

Email:

Accountant or Auditor

Name:

Firm:

Address 1:

Address 2:

Phone:

Email:

Investor Relations

Name:

Firm:

Address 1:

Address 2:

Phone:

Email:

*All other means of Investor Communication:*

X (Twitter):

Discord:

LinkedIn

Facebook:

[Other ]

Other Service Providers

Provide the name of any other service provider(s) that **that assisted, advised, prepared, or provided information with respect to this disclosure statement**. This includes counsel, broker-dealer(s), advisor(s), consultant(s) or any entity/individual that provided assistance or services to the issuer during the reporting period.

Name:

Firm:

Nature of Services:

Address 1:

Address 2:

Phone:

Email:

**9)**  **Disclosure &** **Financial Information**

1. This Disclosure Statement was prepared by (name of individual):

Name:

Title:

Relationship to Issuer:

1. The following financial statements were prepared in accordance with:

☐ IFRS

☐ U.S. GAAP

1. The following financial statements were prepared by (name of individual):

Name:

Title:

Relationship to Issuer:

Describe the qualifications of the person or persons who prepared the financial statements:[[5]](#footnote-6)5

Provide the following qualifying financial statements:

* + Audit letter, if audited;
  + Balance Sheet;
  + Statement of Income;
  + Statement of Cash Flows;
  + Statement of Retained Earnings (Statement of Changes in Stockholders’ Equity)
  + Financial Notes

**Financial Statement Requirements**:

* Financial statements must be published together with this disclosure statement as one document.
* Financial statements must be “machine readable”. Do not publish images/scans of financial statements.
* Financial statements must be presented with comparative financials against the prior FYE or period, as applicable.
* Financial statements must be prepared in accordance with U.S. GAAP or International Financial Reporting Standards (IFRS) but are not required to be audited.

**10) Issuer Certification**

*Principal Executive Officer:*

The issuer shall include certifications by the chief executive officer and chief financial officer of the issuer (or any other persons with different titles but having the same responsibilities) in each Quarterly Report or Annual Report.

The certifications shall follow the format below:

I, [identify the certifying individual] certify that:

1. I have reviewed this Disclosure Statement for [identify issuer];
2. Based on my knowledge, this disclosure statement does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements made, in light of the circumstances under which such statements were made, not misleading with respect to the period covered by this disclosure statement; and
3. Based on my knowledge, the financial statements, and other financial information included or incorporated by reference in this disclosure statement, fairly present in all material respects the financial condition, results of operations and cash flows of the issuer as of, and for, the periods presented in this disclosure statement.

      [Date]

      [CEO’s Signature]

(Digital Signatures should appear as “/s/ [OFFICER NAME]”)

*Principal Financial Officer:*

I, [identify the certifying individual] certify that:

1. I have reviewed this Disclosure Statement for [identify issuer];
2. Based on my knowledge, this disclosure statement does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements made, in light of the circumstances under which such statements were made, not misleading with respect to the period covered by this disclosure statement; and
3. Based on my knowledge, the financial statements, and other financial information included or incorporated by reference in this disclosure statement, fairly present in all material respects the financial condition, results of operations and cash flows of the issuer as of, and for, the periods presented in this disclosure statement.

      [Date]

      [CFO’s Signature]

(Digital Signatures should appear as “/s/ [OFFICER NAME]”)

1. These Guidelines have been designed to encompass the “current information” requirements under state and federal securities laws, such as Rules 10b-5 and 15c2-11 of the Securities Exchange Act of 1934 (“Exchange Act”) as well as Rule 144 of the Securities Act of 1933 (“Securities Act”), and state Blue Sky laws. However, these Guidelines have not been reviewed by the U.S. Securities and Exchange Commission or any state securities regulator. These Guidelines do not constitute legal advice, and OTC Markets Group makes no assurance that compliance with our disclosure requirements will satisfy any legal requirements. These Guidelines may be amended from time to time, in the sole and absolute discretion of OTC Markets Group, with or without notice. [↑](#footnote-ref-2)
2. 2 OTC Markets Group may require companies with securities designated as “Caveat Emptor” or other compliance flags to make additional disclosures to qualify for the Pink Current Information tier. [↑](#footnote-ref-3)
3. 3 “Integrated Newswire” shall mean a newswire service that is integrated with the OTC Disclosure & News Service and is included on OTC Markets Group’s list of Integrated Newswires, as published on <https://www.otcmarkets.com/corporate-services/ir-tools-services> [↑](#footnote-ref-4)
4. 4 “Change in Control” shall mean any events resulting in:

   (i) Any “person” (as such term is used in Sections 13(d) and 14(d) of the Exchange Act) becoming the “beneficial owner” (as defined in Rule 13d-3 of the Exchange Act), directly or indirectly, of securities of the Company representing fifty percent (50%) or more of the total voting power represented by the Company’s then outstanding voting securities;

   (ii) The consummation of the sale or disposition by the Company of all or substantially all of the Company’s assets;

   (iii) A change in the composition of the Board occurring within a two (2)-year period, as a result of which fewer than a majority of the directors are directors immediately prior to such change; or

   (iv) The consummation of a merger or consolidation of the Company with any other corporation, other than a merger or consolidation which would result in the voting securities of the Company outstanding immediately prior thereto continuing to represent (either by remaining outstanding or by being converted into voting securities of the surviving entity or its parent) at least fifty percent (50%) of the total voting power represented by the voting securities of the Company or such surviving entity or its parent outstanding immediately after such merger or consolidation. [↑](#footnote-ref-5)
5. 5 The financial statements requested pursuant to this item must be prepared in accordance with US GAAP or IFRS and by persons with sufficient financial skills. [↑](#footnote-ref-6)