

## AVEPOINT, INC.

AUDIT COMMITTEE CHARTER

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**Approved: June 29, 2021****Effective: July 1, 2021**

There shall be a committee of the Board of Directors (the “*Board*”) of AvePoint, Inc., a Delaware corporation (the “*Company*”), to be known as the Audit Committee (“*Committee*”) with purpose, composition, authority, duties, and responsibilities, as follows:

**A. PURPOSE OF THE COMMITTEE.**

The purpose of the Committee is to:

1. Assist the Board in oversight and monitoring of:
  - a) the Company’s financial statements and other financial information provided by the Company to its shareholders and others;
  - b) compliance with legal, regulatory, and public disclosure requirements in each case as they relate to matters of corporate accounting, auditing, securities, and finance;
  - c) the independent auditors, including their qualifications and independence;
  - d) the Company’s systems of internal financial controls, including the internal audit function and its constituent group members from the Company’s finance, accounting, tax, and legal departments (generally referred to as “*Internal Audit*”);
  - e) treasury and finance matters; and
  - f) the auditing, accounting, and financial reporting process generally.

2. Prepare the committee report required by the rules of the Securities and Exchange Commission (the “*SEC*”) to be included in the Company’s annual proxy statement. The Committee does not itself prepare financial statements or perform audits, and its members are not auditors or certifiers of the Company’s financial statements. It is not the duty of the Committee to conduct audits or to determine that the Company’s financial statements and disclosures are complete and accurate and are in accordance with U.S. Generally Accepted Accounting Principles (“*GAAP*”) and applicable rules and regulations. These duties are the responsibilities of management and the independent auditors.

**B. COMPOSITION OF THE COMMITTEE.**

The members of the Committee shall be appointed by the Board. The Committee will be composed of not less than three Board members. Each member shall be “independent” in accordance with applicable law, including the rules of The Nasdaq Stock Market LLC (“*Nasdaq*”) and the more rigorous SEC

independence requirements for audit committee members set forth in Rule 10A-3 under the Securities Exchange Act of 1934, as amended (the “*Exchange Act*”). Each member shall be able to read and understand fundamental financial statements, in accordance with Nasdaq audit committee requirements, and at least one member will have past employment experience in finance or accounting, requisite professional certification in accounting, or other comparable experience or background, including a current or past position as a principal financial officer or other senior officer with financial oversight responsibilities and will otherwise qualify as an “audit committee financial expert” as defined by applicable SEC rules. The presiding officer of the Committee (the “*Chair*”) shall be designated by the Board.

Members of the Committee shall serve until their successors are duly elected and qualified or their earlier resignation or removal. The Board may replace any member of the Committee.

#### **C. COMMITTEE MEETINGS.**

The Committee shall meet as often as it deems appropriate, but at least quarterly, to perform its duties and responsibilities under this charter. The Committee shall meet at least quarterly with management, the Internal Audit group, and the independent auditors in separate executive sessions to discuss any matters that the Committee or any of these groups believes should be discussed privately. The Committee shall meet with the independent auditors and management quarterly to review the Company’s financial information. The Chair of the Board, any member of the Committee, or the Secretary of the Company may call meetings of the Committee. The Chair of the Committee, in consultation with the Committee members and members of management, will determine the frequency and length of Committee meetings and develop the Committee’s agenda. At the beginning of the year, the Committee will establish a schedule of agenda subjects to be discussed during the year (to the extent these can be foreseen). The Committee shall maintain written minutes of its meetings, which will be filed with the meeting minutes of the Board.

#### **D. AUTHORITY AND RESOURCES.**

The Committee may request any officer or employee of the Company (inclusive of those that are members of the Internal Audit group) or the Company’s internal or external counsel or independent auditor to attend a Committee meeting or to meet with any members of, or consultants to, the Committee. Barring any conflict of interest (including any circumstance that would or could jeopardize the independence of the Committee) identified by him, by the Board, by the Committee, or any member or members thereof, the head of the Company’s Office of the General Counsel shall be entitled to attend meetings of the Committee as a non-voting participant.

The Committee shall have the power to conduct or authorize investigations into any matters within the Committee’s scope of responsibilities. The Committee has the right at any time to obtain advice, reports, or opinions from internal and external counsel and expert advisors and has the authority to hire and terminate independent legal, financial, and other advisors as it may deem necessary or appropriate, at the Company’s expense, without consulting with, or obtaining approval from, any officer of the Company in advance.

Notwithstanding anything else contained in this charter to the contrary, the Committee shall not be empowered to approve matters that applicable law, the Company’s charter, or the Company’s bylaws require to be approved by a vote of the full Board.

## **E. DUTIES AND RESPONSIBILITIES.**

The Committee shall:

### *Independent Auditor*

1. Appoint, compensate, retain, and oversee the work of the independent auditors (including resolving disagreements between management and the independent auditors regarding financial reporting) for the purpose of preparing or issuing an audit report or related work.
2. Pre-approve all audit and permissible non-audit services to be provided to the Company by the independent auditors, as set forth in Section 10A of the Exchange Act and the rules and regulations promulgated thereunder by the SEC. The Committee shall have the sole authority to approve the hiring and firing of the independent auditors and all fees and terms of audit and non-audit engagements with the independent auditors, in each case as may be permissible and compatible with the auditors' independence. The Committee shall also review and approve disclosures with respect to non-audit services.
3. Review and provide guidance with respect to the external audit and the Company's relationship with its independent auditors by:
  - a) reviewing the independent auditors' proposed audit scope, approach and independence;
  - b) obtaining on a periodic basis a statement from the independent auditors regarding relationships and services with the Company which may impact independence and presenting this statement to the Board, and to the extent there are relationships, monitoring and investigating them;
  - c) ensuring that the independent auditors submit to the Committee on an annual basis a written statement (consistent with the applicable requirements of the Public Company Accounting Oversight Board) delineating all relationships and services that may impact the objectivity and independence of the independent auditors; and
  - d) reviewing reports submitted to the Committee by the independent auditors in accordance with applicable SEC requirements.
4. Obtain and review an annual report from the independent auditors describing (i) the independent auditors' internal quality control procedures and (ii) any material issues raised by the recent internal quality control review, peer review, or Public Company Accounting Oversight Board review, of the independent auditors, or by any inquiry or investigation by governmental or professional authorities, within the preceding five years, respecting one or more independent audits carried out by the independent auditors, and steps taken to deal with any such issues.
5. Review the experience and qualifications of the senior members of the independent auditor team.

**6.** Review and concur with the Company's hiring of employees of the independent auditor who were engaged on the Company's account.

**7.** Review the qualifications, independence, performance, and fees of the independent auditors on an annual basis, including a review and evaluation of the lead partner of the independent auditor.

**8.** Periodically discuss with the independent auditors any matters appropriate or required to be discussed under applicable accounting and auditing professional standards or applicable regulations, including auditing standards adopted by the Public Company Accounting Oversight Board. These discussions shall include (i) the independent auditors' judgments about the quality, appropriateness, and acceptability of the Company's accounting principles and financial disclosure practices, as applied in its financial reporting, and (ii) the completeness and accuracy of the Company's financial statements.

#### Financial Reporting

**9.** Review with management and the independent auditor:

- a) the Company's annual audited financial statements, and related footnotes, and quarterly unaudited financial statements, including the disclosures under "Management's Discussion and Analysis of Financial Condition and Results of Operations," prior to filing the Company's Annual Report on Form 10-K and Quarterly Reports on Form 10-Q, respectively, with the SEC;
- b) the independent auditors' audit of the annual financial statements and their report thereon;
- c) the accompanying management letter and any reports with respect to interim periods;
- d) any material changes to the Company's accounting principles and practices used in preparing financial statements to be filed with the SEC;
- e) any significant changes required in the independent auditors' audit plan;
- f) any difficulties or disputes with management encountered during the course of the audit; and
- g) other matters related to the conduct of the audit that are to be communicated to the Committee under the auditing standards of the Public Company Accounting Oversight Board.

**10.** Review with management, the independent auditors, and the Company's internal and external counsel, as appropriate, any legal and regulatory matters that may have a material impact on the financial statements, related compliance policies, and programs and reports received from regulators.

**11.** Review and discuss earnings press releases, including the use of non-GAAP financial measures, prior to public disclosure.

**12.** Provide a report for inclusion in the Company’s proxy statement in accordance with the rules and regulations of the SEC.

**13.** Oversee compliance with the requirements of the SEC for disclosure of auditors’ services and audit committee member qualifications and activities.

**14.** Discuss with the independent auditors the financial statements and audit findings, including any significant adjustments, management judgments and accounting estimates, significant new accounting policies and disagreements with management and any other matters required to be discussed by Public Company Accounting Oversight Board Auditing Standard No. 1301 (“Communications with Audit Committees”) and Rule 2-07 of SEC Regulation S-X (“Communication with audit committees”), as in effect at the time in the case of annual statements, and Statement on Auditing Standards No. 100, as in effect at the time in the case of quarterly statements.

#### Internal Control Over Financial Reporting and Disclosure Controls and Procedures

**15.** Review the adequacy of the Company’s internal control over financial reporting and the disclosure controls and procedures designed to ensure compliance with applicable financial, accounting, securities, and public disclosure laws and regulations.

**16.** Consider and review with the independent auditor and the head of Internal Audit the adequacy of the Company’s internal controls and any related significant findings and recommendations of the independent auditor and internal auditors together with management’s responses thereto.

**17.** Periodically review with management any significant deficiencies or material weaknesses in the design or operation of internal controls over financial reporting, any fraud involving any employees who have a significant role in the Company’s internal control over financial reporting, and any significant changes in internal controls over financial reporting or in other factors that could significantly affect internal controls over financial reporting, including management’s responses thereto.

**18.** Establish procedures for receiving, retaining, and treating complaints received by the Company regarding accounting, internal accounting controls, or auditing matters and procedures for the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters, substantially aligned with the Company’s “Open Door Policy for Accounting Matters and Legal Allegations.”

#### Internal Audit

**19.** Consider, in consultation with the Internal Audit group and the independent auditor, the audit scope and plan of the internal auditors and the independent auditors.

**20.** Review with the Internal Audit group and the independent auditor the coordination of audit effort to assure completeness of coverage, reduction of redundant efforts, and the effective use of audit resources.

**21.** Consider and review with management, the Internal Audit group, and the independent auditor:

- a) Significant findings during the year and management's responses thereto;
- b) Any difficulties encountered in the course of their audits, including any restrictions on the scope of their work or access to required information;
- c) Any changes required in the planned scope of their audit plan; and
- d) The Internal Audit group's ongoing responsibilities.

### Management Discussions

**22.** Review with management and the independent auditors any correspondence with regulators or governmental agencies and any employee complaints regarding the Company's financial statements or accounting policies.

**23.** Periodically review separately with each of management, the independent auditors, and the head of Internal Audit (i) any disagreements between management and the auditors in connections with any audits, (ii) any difficulties encountered during the course of audits, including restrictions in scope or access to required information, and (iii) management's response.

**24.** Consider and approve, if appropriate, significant changes to the Company's accounting principles and financial disclosure practices as recommended by management and the independent auditors. Review with management and the independent auditors, at appropriate intervals, the extent to which any changes or improvements in accounting or financial practices, as approved by the Committee, have been implemented.

**25.** Inquire about the application of the Company's accounting policies and its consistency from period to period, and the compatibility of these accounting policies with GAAP, and, when applicable, the provisions for future occurrences that may have a material impact on the financial statements of the Company.

**26.** Review and discuss with management all disclosures made by the Company concerning any material changes in the financial condition or operations of the Company.

**27.** Review annually the independent auditors' letter of recommendations to management and management's responses.

**28.** Review any management decision to seek a second opinion from independent auditors other than the Company's regular independent auditors with respect to any significant accounting issues.

**29.** Review with management and the independent auditors the sufficiency and quality of the Internal Audit staff and other financial and accounting personnel of the Company.

### Treasury, Finance, and Statutory Reorganization

**30.** Review periodically the capital structure of the Company, and, when necessary, recommend to the Board transactions or alterations to the Company's capital structure.

**31.** Review and approve the Company's treasury resolutions, expenditure authorization, statutory mergers, dissolutions, liquidations, conversions, reorganizations and the like.

**32.** Review and approve offerings, repurchases, redemptions or defeasances of the Company's debt securities or other forms of indebtedness and exercise all actions in furtherance of any such transaction, including the appointment of a management Pricing Committee to determine and approve the specific timing, terms and conditions of such transactions.

**33.** Periodically review matters pertaining to the Company's investment practices for cash management, foreign exchange, investments, and derivatives.

**34.** Review and approve special transactions or expenditures as specifically delegated by the Board, or such other special transactions or expenditures not specifically delegated by the Board if determined by the Committee that approval by the full Board is not necessary or convenient, such as transactions that require relatively rapid decisions.

**35.** Review and discuss with management all material off-balance sheet transactions, arrangements, obligations (including contingent obligations), leases and other relationships of the Company with unconsolidated entities or other persons, that may have a material current or future effect on financial condition, changes in financial condition, results of operations, liquidity, capital resources, capital reserves, or significant components of revenues or expenses.

**36.** Review and discuss with management any equity investments, acquisitions, and divestitures that may have a material current or future effect on financial condition, changes in financial condition, results of operations, liquidity, capital resources, capital reserves, or significant components of revenues or expenses.

**37.** Review and discuss with management the Company's effective tax rate, adequacy of tax reserves and significant tax developments.

*Financial Risk Oversight, Accounting and Finance Data Privacy and Security*

**38.** Review and discuss with management:

- a) management's program to identify, assess, manage, and monitor significant financial business risks of the Company, including, legal and regulatory, accounting, auditing, securities-related, public disclosure-based, and reputational risks; and
- b) management's financial risk management decisions, practices, and activities.

**39.** To the extent impacting relevant financial, auditing, accounting, securities laws, and public disclosure requirements and/or best practices required, imposed, or advised by legal and regulatory bodies



or internal controls, Review and discuss with management the Company's privacy and data security risk exposures, including:

- a) the potential impact of those exposures on the Company's business financial results, and ongoing operations;
- b) the steps management has taken to monitor and mitigate such exposures;
- c) the Company's Internal Audit program; and
- d) major legislative and regulatory developments that could materially impact the Company's accounting, auditing, and finance positions as a result of privacy and data security risk exposure.

**40.** Regularly report to the Board the substance of such reviews and discussions and, as necessary, recommend to the Board such actions as the Committee deems appropriate.

*Other*

**41.** Provide an open avenue of communication between the Internal Audit group, the independent auditor, and the Board.

**42.** Review the Committee's charter, structure, processes, and membership requirements and submit any recommended changes to the Board at least once a year.

**43.** Report to the Board concerning the Committee's activities with such recommendations as the Committee deems appropriate at least once a year.

**44.** Review and approve related party transactions consistent with all policies of the Company and report to the full Board on any approved transactions.

**45.** Delegate, in its discretion, any of its responsibilities to the extent allowed under applicable law.

**46.** Perform such other functions as assigned by law, the Company's charter or bylaws, or the Board.

**F. REVIEW OF CHARTER.**

The Committee will review and assess the adequacy of the Committee's charter, structure, processes, and membership requirements and submit any recommended changes to the Board at least once a year.