|  |  |  |
| --- | --- | --- |
| **Client:** | **${client}** | |
| **Period end date:** | **${start} - ${end}** | |
| **Ref. no.:** |  | |
| **Prepared by:** | ${user} | **Date:** |
| **Approved by Manager:** | ${manager} | **Date:** |
| **Approved by Partner:** | ${partner} | **Date:** |

# **Guidance (click to expand):**

The purpose of this template is to document the number of years of involvement of engagement partner (and EQCR and key team members if required) to assist with the consideration of compliance with rotation requirements and cooling-off requirements.

The auditor shall refer to rotation requirements and cooling-off requirements as specified in the Code of Ethics for Chartered Accountants (Revised 2019) issued by ICAP or, as the Code provides, other relevant laws and regulations where a shorter period is prescribed.

# **Register of Number of Years of Involvement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Name** | **First year of involvement in this role in the audit engagement** | **Number of years involved in this role in the audit engagement** | **Where required, specify details of any cooling-off period served** | **Compliance with rotation requirements** |
| Engagement Partner |  |  |  |  | Checked those that apply:  Not applicable (not a public sector, listed, or insurance company etc.).  Rotation requirements considered and complied with.  Cooling-off requirements considered and complied with. |