**FORM 5**

**Notice by Peer Reviewer for visiting office of the Practice Unit**

**[*As per* *Clause 7(2) of the Peer Review Guidelines 2022]***

To,

Name of Partner of PU:

This is regarding the Peer Review of the Firm …………….…… for the period …………….……

This is to inform you that I plan to visit your office on ……. [proposed date of visit] [[1]](#endnote-1)

Further on going through the questionnaire submitted by you, you are requested to keep ready the files pertaining to the Following Clients so that I may review them on visiting your office:

|  |  |  |
| --- | --- | --- |
| S. No. | Name of Client | F.Y. |
|  |  |  |
|  |  |  |
|  |  |  |

Thanking you,

Signature :

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Alternate dates may be given to the Practice Unit, if the PU is not ready with the required records or for any other reason. [↑](#endnote-ref-1)