INTRODUCTION

{{audit\_background}}

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| --- | --- |
| **Key Legislations** | {{key\_legislations}} |

|  |  |
| --- | --- |
| **Key Changes** | {{key\_changes}} |

|  |  |
| --- | --- |
| **Systems** | {{relevant\_systems}} |

|  |  |
| --- | --- |
| **Reliance/ Interdependencies** | {{reliance}} |

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**Audit Objectives**

{{audit\_objectives}}

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# Reports

After the assignment, we will prepare preliminary findings which will be sent to line management and/or senior management who have a direct responsibility for the business unit or function being audited and who have the authority to take action on our recommendations and to those others necessary to check factual accuracy. Each report will be discussed with the relevant management and their comments and action plans for addressing findings will be included in the final report. The final deliverable of the audit will be the signed final audit report,

which will be circulated to all on the distribution list and the result of the audit will be communicated to the appropriate governance structures.

We request management to assist us in finalising management comments and sign-off of the final report as a matter of urgency. Please note that we will circulate the report without management comments or sign-off in instances where delays occur on management’s side, resulting in a delay in the issuing of the report in excess of two weeks after submission to management.



# Timelines

Estimated timeframes for this review are outlined below. We request management to provide audit documentation timely as the untimely delivery of documentation will affect these timelines.



{{planning}} {{fieldwork}} {{draft\_report}} {{draft\_report}} {{draft\_report}}



# Key Business Contacts

{{business\_contact}}

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# Sign Off

Please accept our engagement letter by physical sign off below or via email.

Management accepts and agrees with the contents of the engagement letter, and agrees to give full co-operation during the audit.

{% for contact in business\_contacts %}

**{{contact.name}}**

{% endfor %}

Date:



**Distribution List**

{{distribution\_list}}