

QARS PRE VISIT INFORMATION & DECLARATION

CONTENTS

A. CLIENT LISTS	2
B. PREVIOUS REVIEWS.....	4
C. DECLARATION	5

Further to the selection of your firm for a Quality Assurance Review Visit, please provide the information described herein and a completed declaration by the date prescribed in your Quality Assurance Review Visit Notification Letter.

A. AUDIT CLIENT LISTS

The client list must include all current clients i.e. those to whom an engagement letter and/or a “consent to act as auditor” letter has been issued and is current and those for whom you expect to provide public accounting services as defined in the Accountants Lawⁱ [prior to 30 June 2020] and any terminated clients for whom an audit report was issued between 1 January 2019 and 31 Dec 2019. This can be submitted on a separate spreadsheet.

Client Name or Internal Reference ⁱⁱ	Cayman Engagement Practitioner	Senior Manager (optional) ⁱⁱⁱ	Number of Audit Reports ^{iv}	Revenue OR audit hours ^v	Client Type ^{vi}	Higher Risk ^{vii}	Listed and traded	Listed not traded	Other PIE ^{viii}	Auditing Standards	Accounting Standards	Year End (most recently archived) or N/A ^{ix}	Group Audit? ^x	Component Audit?	Referral audit? ^{xi}	Location of any Referring Firm / Other Auditors

2. OTHER ASSURANCE CLIENTS

The client list must include all current clients i.e. those to whom an engagement letter and/or a “consent to act” letter has been issued and is current and those for whom you expect to provide public accounting services as defined in the Accountants Law^{xii} [prior to 30 June 2020] and any terminated clients for whom an assurance report was issued between 1 January 2019 and 31 Dec 2019. This can be submitted on a separate spreadsheet.

Client Name or Internal Reference ^{xiii}	Cayman Engagement Practitioner	Senior Manager (optional) ^{xiv}	Number of Audit Reports ^{xv}	Revenue OR audit hours ^{xvi}	Client Type ^{xvii}	Higher Risk ^{xviii}	Listed and traded	Listed not traded	Other PIE ^{xix}	Standards	Year End (most recently archived) or N/A ^{xx}

B. PREVIOUS QUALITY REVIEWS

Please list all external, regulatory, peer or internal reviews conducted **since the firm’s application for registration or most recent registration renewal.**

Date	Review Body ^{xxi}	Scope ^{xxii}

C. DECLARATION

I the Managing Partner confirm on behalf of the firm that:

To the best of my knowledge and belief, the information presented here is accurate and complete as at the date submitted.

In the event that the information contains significant inaccuracies (including not being complete) as at the date submitted, I acknowledge that CIIPA may reschedule or schedule a special review with the cost being reimbursed by my Firm.

Name

Name

Title Managing Partner

Title Quality Partner (if different)

Signature

Signature

Date

Date

ⁱ Section 2 “Signing, affixing or associating one’s name.... to any report of certificate expressing or disclosing an opinion on a financial statement based on an audit or examination of that financial statement or expressing assurance on a financial statement....”

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- ii Group by the client group (which may be a sponsor or investment manager) then you may list each engagement within each group
- iii May avoid adjustments to the file selection closer to or at the time of the review visit if deemed necessary to ensure review includes designated professionals.
- iv Not all firms record number of reports in which case number of audit engagements should be included here.
- v Use either figure to date or projected figure for all clients listed.
- vi a. Mutual Funds, b. Private Funds (An investment fund registered under the Private Funds Law, 2020), c. Insurance Companies (PIE), d. Insurance Companies (Non-PIE), e. Banks (PIE), f. Banks (Non-PIE), g. Fund Administrators, h. Multi-Employer Pension Plans, i. Broker or Dealers, j. Trusts or Trust Services Provider, k. Corporate Services Provider, l. Strata Complexes, m. Local Businesses, n. Other
- vii According to your firm's own risk rating criteria and methodology
- viii Includes Class A Banks, Class A Insurance companies, Multi-Employer Pension Plans and other PIEs as determined by your Firm.
- ix Enter N/A Not applicable where the client is new so no report has yet been issued.
- x As defined in International Standards of Auditing i.e. the audit of group financial statements
- xi Where a substantial portion of the audit work on an individual audit engagement is conducted by another network or third party firm.
- xii Section 2 *"Signing, affixing or associating one's name.... to any report of certificate expressing or disclosing an opinion on a financial statement based on an audit or examination of that financial statement or expressing assurance on a financial statement...."*
- xiii Group by the client group (which may be a sponsor or investment manager) then you may list each engagement within each group
- xiv May avoid adjustments to the file selection closer to or at the time of the review visit if deemed necessary to ensure review includes designated professionals.
- xv Not all firms record number of reports in which case number of audit engagements should be included here.
- xvi Use either figure to date or projected figure for all clients listed.
- xvii a. Mutual Funds, b. Private Funds (An investment fund registered under the Private Funds Law, 2020), c. Insurance Companies (PIE), d. Insurance Companies (Non-PIE), e. Banks (PIE), f. Banks (Non-PIE), g. Fund Administrators, h. Multi-Employer Pension Plans, i. Broker or Dealers, j. Trusts or Trust Services Provider, k. Corporate Services Provider, l. Strata Complexes, m. Local Businesses, n. Other
- xviii According to your firm's own risk rating criteria and methodology
- xix Includes Class A Banks, Class A Insurance companies, Multi-Employer Pension Plans and other PIEs as determined by your Firm.
- xx Enter N/A Not applicable where the client is new so no report has yet been issued.
- xxi If an Internal review, note and state the name of Firm. If a Peer Review state name of authority to whom the report is submitted.
- xxii Note if restricted in some way, e.g. to only file reviews rather than firm level quality review or a file review of only certain client types e.g. listed clients.