

## List of information requested

Please submit the information requested to [inspect.case@afrc.org.hk](mailto:inspect.case@afrc.org.hk)

Item	Information requested	Submitted by
1	<a href="#">Background information of the practice unit as at [Last month end before due date of information submission] unless specified otherwise</a>	[21 days after the inspection notification]
2	<a href="#">Information in relation to the practice unit's system of quality control / system of quality management for the period from 1 January 2022 to [Last month end before due date of information submission]</a>	[21 days after the inspection notification]
3	<a href="#">Anti-Money Laundering and Counter-Terrorist Financing Compliance Monitoring Inspection (ACMI) information request during the period from [12 months before the request period end] to [Last month end before due date of information submission] and related information</a>	[21 days after the inspection notification]
4	<a href="#">List of engagements other than PIE engagements completed by the practice unit during the period from [12 months before the request period end] to [Last month end before due date of information submission] and related information</a>	[21 days after the inspection notification]
5	<a href="#">List of ongoing engagements other than PIE engagements of the practice unit as at [Last month end before due date of information submission] and related information</a>	[21 days after the inspection notification]

**Background information of the practice unit**

		Information as at [the date specified in tab "Overview" item 1] [Please fill in]	
<b>Name of the practice unit</b>			
		Name	Position
<b>Individual(s) assigned ultimate responsibility and accountability for the practice unit's system of quality management (QM Leader(s))</b>			
		Name	Position
<b>Individual(s) assigned operational responsibility for the practice unit's system of quality management (QM Operational Leader(s))</b>			
Relevant Ethical Requirements			
Acceptance and Continuance			
Engagement performance			
Resources			
Information and Communication			
Monitoring and remediation process			
Others (Please specify)			
		Qualified <sup>(1)</sup>	
<b>Number of partner(s)/principal(s)/director(s) and staff:</b>		Information as at 1 January 2022	Information as at [the date specified in tab "Overview" item 1] [Please fill in]
		Information as at 1 January 2022	Information as at [the date specified in tab "Overview" item 1] [Please fill in]
Practising partner(s)/principal(s)/director(s) <sup>(1)</sup>			
Practising partner(s)/principal(s)/director(s) who principally work in Mainland China <sup>(2)</sup>			
Non-practising partner(s)/principal(s)/director(s)			
Non-practising partner(s)/principal(s)/director(s) who principally work in Mainland China <sup>(2)</sup>			
Authorised signatories			
Audit manager			
Audit staff			
Other professional staff			
Administrative staff			
<b>Number of clients:</b>		Information as at 1 January 2022	
Listed <sup>(3)</sup> clients		Information as at [the date specified in tab "Overview" item 1] [Please fill in]	
Listed corporation (equity) clients			
Listed collective investment scheme clients <sup>(4)</sup>			
Non-listed companies			
Other assurance or related service engagements			
<b>Complexity and operating characteristics of the practice unit</b> (i.e. size of the practice unit, the geographical dispersion of the practice unit, how the practice unit is structured, the extent to which the practice unit concentrates or centralizes its processes or activities (e.g., use of service delivery centers), or the characteristics and availability of the practice unit's resources)			
<b>Strategic and operational decisions and actions, business processes and business model of the practice unit</b> (i.e. decisions about financial and operational matters, including the practice unit's strategic goals, how financial resources are managed, growth of the practice unit's market share, industry specialization or new service offerings.)			
<b>Characteristics and management style of leadership</b> (i.e. composition of practice unit leadership and their tenure, how authority is distributed among leadership, or how leadership motivates and encourages personnel)			
<b>Law, regulation, professional standards and the environment in which the practice unit operates</b> (e.g. the law, regulation, professional standards which may affect the Practice Unit's risk assessment process and the results of the prior years internal/external monitoring review)			
<b>In the case the practice unit belongs to a network, the nature and extent of the network requirements and network services, if any.</b>			

Please also fill in tab "1B. Partner Info"

**Notation**

- <sup>(1)</sup> A HKICPA member holding a valid practising certificate
- <sup>(2)</sup> A person shall be treated as principally work in Mainland China if he/she has been working in Mainland China for not less than 180 days in the preceding 12 months.
- <sup>(3)</sup> A HKICPA member or a member of one of the following overseas accountancy bodies:
  - (a) Association of Chartered Certified Accountants (ACCA)
  - (b) Chinese Institute of Certified Public Accountants (CICPA)
  - (c) American Institute of Certified Public Accountants (AICPA)
  - (d) Certified Public Accountants Australia (CPAA)
  - (e) Chartered Professional Accountants Canada (CPA Canada)
- <sup>(4)</sup> PIE means a listed corporation (equity) or a listed collective investment scheme pursuant to section 3 of the Financial Reporting Council Ordinance (Cap.588).
- <sup>(5)</sup> "Collective investment scheme" is defined in Section 2 of the Financial Reporting Council Ordinance as a collective investment scheme within the meaning of section 1 of Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap. 571).



**Information in relation to the practice unit's system of quality management (SOQM)**

SOQM component	Item	Information requested	Responsible person of the practice unit
General	1	Ownership structure/organisation chart as at the end of the period specified on the tab "overview" item 2, including (a) the individual(s) assigned operational responsibility for the SOQM and the person assigned ultimate responsibility and accountability for the SOQM; and (b) personnel responsible for Anti-Money Laundering and Counter-Terrorist Financing (AML / CTF) compliance matters, including compliance officer (CO) and money laundering reporting officer (MLRO).	
General	2	Business structure of the practice unit (e.g., business line, geographical location of office, etc.) and the reporting and responsibility lines of the practice unit as at the end of the period specified on the tab "overview" item 2.	
General	3	Roles and responsibilities, experience, knowledge, positions within the practice unit and CVs of:  (a) The key management of the practice unit; (b) Individual assigned with ultimate responsibility for the practice unit's SOQM; and (c) Individual(s) assigned with operational responsibility for each of the components of the SOQM.	
General	4	Latest performance evaluations related to the operation of SOQM for the individual(s) assigned ultimate responsibility and accountability for the SOQM, and the individual(s) assigned operational responsibility for the SOQM.	
General	5	Latest Quality Management Manual and a list of local customisations made to the global network's Quality Management Manual (if applicable).	
General	6	Code of Conduct (including anti-corruption policies) and Staff Handbook.	
General	7	Audit methodology and a list of local customisations made to global network's audit methodology (if applicable) as at the end of the period specified on the tab "overview" item 2; and a list of changes to the audit methodology made during the period specified on the tab "overview" item 2.	
General	8	Latest documentation of the practice unit's risk assessment process, including:  (a) The list of information used by the practice unit regarding the nature and circumstances of the practice unit or its engagements when performing the risk assessment; (b) Quality objectives established; (c) The understanding of the conditions, events, circumstances, actions or inactions that may adversely affect the achievement of the quality objectives when assessing the quality risk; (d) Identification and assessment of quality risk to the achievement of the quality objectives; (e) The responses designed and implemented to address the quality risks (Remarks: the responses shall also include the responses specified in HKSQM 1.34.); and (f) Both policies and procedures established to support the operation of the responses.	
General	9	Practice aids (including guidance, work programs and templates in relation to policies and procedures established mentioned in item 8(f)).	
General	10	The practice unit's policies and procedures to identify information that indicates additional quality objectives, or additional or modified quality risks or responses due to changes in the nature of circumstances of the practice unit or its engagements.	
General	11	Documentation of the practice unit's monitoring and remediation process, including:  (a) The nature, timing and extent of the monitoring activities designed to test the design, implementation and operation of the SOQM; (b) The nature, timing and extent of the inspection of completed engagements; (c) The nature, timing and extent of the annual evaluation of the practice unit's SOQM carried out by the individual(s) assigned ultimate responsibilities and accountability for the SOQM; (d) List of individuals performing the monitoring activities and their roles and responsibilities (including roles and responsibilities other than performing the monitoring activities), experience, knowledge, and positions within the practice unit; (e) Results and the evaluation of the findings identified from (i) the monitoring activities mentioned in (a); (ii) the inspection of completed engagements in (b) in past 3 years; and (iii) annual firm-wide monitoring review in past 3 years; (f) Summary of the remedial actions with respect to the deficiencies identified from (i) monitoring activities, inspection of completed engagements, and annual firm-wide monitoring review; (ii) external inspection; (iii) complaints and allegations; and (iv) information from service providers, and their completion status; (g) The list of audit partners and engagements that were subject to the practice unit's internal review monitoring program in past 3 years, setting out the year of review, the rating results and indicating whether the engagement is a PIE engagement; and (h) Policies and procedures of its monitoring (internal and external) and remediation process.	
General	12	Reports for (a) monitoring activities carried out in accordance with HKSQC1/HKSQM1 and the related remedial actions plan; and (b) external practice review and the follow-up actions taken to address the review findings identified in relation to AML / CTF compliance in internal and external monitoring reviews and external practice review, carried out during the period specified on the tab "overview" item 2.	
General	13	Register of complaints, allegations, claims, regulatory inquiries, litigation, and threatened litigation, with the case details for the period specified on the tab "overview" item 2. For complaints and allegations, please provide the actions taken to investigate and respond and the results accordingly.	
General	14	List of communications from the individual(s) assigned operational responsibility for the SOQM, compliance with independence requirements, and the monitoring and remediation process, to the individual(s) assigned ultimate responsibility and accountability for the system of quality management for the period from 15 December 2022 to the end of the period specified on the tab "overview" item 2.	
General	15	List of communication to the engagement team and individual assigned responsibilities within the practice unit, including the practice unit's chief executive officer, or if appropriate, its managing board of partners for the period specified on the tab "overview" item 2 in respect of:  (a) The details of the monitoring activities performed; (b) The identified deficiencies (including the severity and pervasiveness of such deficiencies); and (c) The remedial actions to address the identified deficiencies.	
General	16	List of network services the practice unit choose to implement or use and the practice unit's responsibilities for using the network services.	
General	17	If the practice unit belongs to a network of firms and relied partly or entirely on the network's monitoring process, please provide (a) the scope and extent of that process; and (b) the communications to network firm(s) by the network on the identified deficiencies and results of the network's monitoring process.	
General	18	List of communication to network about the identified deficiencies in the network requirements or network services.	
General	19	Details of disciplinary actions or sanctions received in the past three years and progress of ongoing investigations by other regulatory body.	
Governance and leadership	20	Policies and procedures designed to promote an internal culture recognizing quality that setting audit quality as tone at the top.	
Governance and leadership	21	Remuneration and discipline policies for partners/principals/directors and those in leadership role of the practice unit.	
Governance and leadership	22	Agenda and minutes for the meetings held by the practice unit's management bodies, including but not limited to, all partners/directors meeting, management and board meeting, and any practice unit's committees dedicated to maintaining audit quality, during the period specified on the tab "overview" item 2.	
Governance and leadership	23	Training records of the individual(s) assigned ultimate responsibility and accountability for the SOQM, and the individual(s) assigned operational responsibility for the SOQM.	
Governance and leadership	24	The practice unit's internal communications, including newsletter, leadership message, etc., on audit quality and technical updates during the period specified on the tab "overview" item 2.	
Governance and leadership	25	Staff survey conducted during the period specified on the tab "overview" item 2, if any.	
Governance and leadership	26	Policies and procedures regarding firm-wide resource planning and/or resources allocation process	
Relevant ethical requirements	27	<b>Records of communication</b> (i.e. training materials, email reminders etc.) with the practice unit's personnel in relation to the compliance with relevant ethical requirements during the period specified on the tab "overview" item 2, including:  (a) Policy and procedures set out in the Code of Ethics for Professional Accountants (HKCoE) (e.g. client confidentiality or professional secrecy) and within the scope required by HKSQM 1; (b) Consultation process on all relevant ethical matters; (c) Reporting protocol on identified or suspected threats to independence or independence breach; (d) Reporting of ethics and/or independence violations, including description of violation, responses, corresponding disciplinary actions and follow-up actions (if any); and (e) Reporting made by the individual(s) who hold ultimate and/or operational responsibilities and accountability for relevant ethical requirements to the management bodies of the practice unit.	
Relevant ethical requirements	28	In relation to the practice unit and its network firm's compliance with relevant ethical requirements, including:  (a) Ethical and independence confirmation (e.g., required time frame for completion of annual declaration and on joining the practice unit); (b) Identifying, communicating, evaluating and reporting of any breaches of the HKCoE and for appropriately responding to the causes and consequences; (c) Provision on confidentiality and professional secrecy in relation to all information and documents to which the practice unit has access when carrying out an engagement; (d) Network, network firms, individuals in the network or network firms, or service providers (including auditor's expert), or component auditors; (e) Conflicts of interest (e.g., corporate directorships/shareholding and similar offices held in a personal capacity by a partner/director or by his/her spouse, spouse equivalent or children); (f) Custody of client assets; (g) Non-compliance with laws and regulations relating to audit engagements; (h) Fees matters (including overdue fee, fee dependency, contingent fee, payment or receipt of referral fee relating to a client); (i) Compensation and evaluation process for individuals of the audit team members and key audit partners in relation to provision of non-assurance service; (j) Inducements, including gifts and hospitality; (k) Actual or threatened litigation between the practice unit or its employee and the audit clients; (l) Restricted investments; (m) Family trees; (n) Loans and guarantees; (o) Business relationships with an audit client or its management; (p) Family and personal relationship between partner/employee of the practice unit or network firm with the audit client; (q) Recent service with an audit client (e.g., individuals leaving the practice unit to join audit clients, loans of staff to audit clients); (r) Long association of personnel (including key audit partner, engagement quality control reviewer, other key audit partners); (s) Provision of non-assurance services; and (t) Consultation by audit team members regarding family and personal relationship with individual's immediate or close family member.  <b>Please provide</b> (i) The practice unit's policies and procedures; and (ii) Practice aids (including guidance, work programs and templates) to the engagement team and personnel performing activities in relation to the compliance with relevant ethical requirements.	

Acceptance and continuance	29	<p>In relation to the practice unit's acceptance and continuance process, including:</p> <ul style="list-style-type: none"> <li>(a) Obtaining information used to support the practice unit's acceptance and continuance decision;</li> <li>(b) Considering the availability of appropriate resources to perform the engagement;</li> <li>(c) Compliance with relevant ethical requirements, professional standards and legal and regulatory requirements, such as HKCoE, HKSA 210, HKSA 600, Hong Kong Companies Ordinance or company laws in other jurisdictions, AFRC Guideline on Notification of Changes in Auditor Appointments, listing rules of HKEX, etc.;</li> <li>(d) Timing of completing the acceptance and continuance procedures;</li> <li>(e) Timing of agreeing on audit fees with the audit and the required communications with the audit clients;</li> <li>(f) Engagement risk classification and the respective quality control review requirements;</li> <li>(g) Addressing facts and circumstances that may cause the practice unit to decline the acceptance and continuance of a client or an engagement;</li> <li>(h) Approval hierarchy in respect of different types of clients and engagements;</li> <li>(i) Withdrawal from a client relationship or an engagement;</li> <li>(j) Mandatory consultation over acceptance and continuance;</li> <li>(k) Customer due diligence procedures; and</li> <li>(l) Sanctions screening.</li> </ul> <p><b>Please provide</b></p> <ul style="list-style-type: none"> <li>(i) The practice unit's policies and procedures; and</li> <li>(ii) Practice aids (including guidance, work programs and templates) to the engagement team and personnel performing activities in relation to the acceptance and continuance process.</li> </ul>	
Engagement performance	30	<p>In relation to process to ensure performance of quality engagements, including:</p> <ul style="list-style-type: none"> <li>(a) Ensuring the engagement teams understand and fulfil their responsibilities in connection with the engagement;</li> <li>(b) Firm-wide tracking of the progress of audit engagements (e.g., audit milestone programme);</li> <li>(c) Nature, timing and extent of direction and supervision of engagement teams;</li> <li>(d) Review of work performed by the engagement team by the engagement quality reviewer, engagement partners and other engagement team members assigned with reviewer role;</li> <li>(e) Exercise appropriate professional judgement and professional scepticism;</li> <li>(f) Consultation on difficult and contentious matters;</li> <li>(g) Differences of opinion within the engagement team, or between the engagement team and the engagement quality reviewer or individual performing activities within the practice unit's SOQM;</li> <li>(h) Engagement quality review;</li> <li>(i) Assembly and archiving of final engagement files; and</li> <li>(j) Retention and maintenance of engagement documentation, including managing the safe custody, integrity, accessibility or retrievability of the underlying data and the related technology.</li> </ul> <p><b>Please provide</b></p> <ul style="list-style-type: none"> <li>(i) The practice unit's policies and procedures; and</li> <li>(ii) Practice aids (including guidance, work programs and templates) to the engagement team and personnel performing activities in relation to the engagement performance.</li> </ul>	
Engagement performance	31	Criteria and tools used for staff scheduling (role, years of experience, skills or certifications, etc.).	
Resources	32	Latest templates for recruitment documentation (for example, interview forms) for each grade (from associate to partner).	
Resources	33	Latest competency framework which sets out the expectations of performance and roles and responsibilities for each staff grades and partners.	
Resources	34	List of trainings provided to each staff grades and partners and indicate which training courses are core and mandatory trainings by grade.	
Resources	35	Policies and procedures for monitoring CPD hours for qualified partners and staff	
Resources	36	<ul style="list-style-type: none"> <li>(a) Audit staff retention rates by grade as at 31 December 2022 and 31 December 2021 (No. of staff at the beginning of the period who stayed with the practice unit as at the end date of the period) / (total no. of staff as at the beginning date of the period); and</li> <li>(b) Completion status of core and mandatory training (both in-house and external) by grade for the trainings conducted during the period specified on the tab "overview" item 2.</li> </ul>	
Resources	37	Latest performance appraisal template for audit personnel, by grade (from associate to partner).	
Resources	38	Criteria and tools used for staff workload monitoring and the latest workload monitoring results.	
Information and communication	39	<p><b>Policies and procedures regarding communication</b> on/with:</p> <ul style="list-style-type: none"> <li>(a) The findings from prior year external and internal quality reviews to (i) network; and (ii) those responsible for SOQM;</li> <li>(b) Annual measurement of the effectiveness of the practice unit's acceptance and continuance policies to the practice unit's leadership;</li> <li>(c) Issues regarding declining or resigning from or discontinuing an engagement to the practice unit's leadership;</li> <li>(d) Role of the EOC-reviewers to the practice unit's directors who assigned as EOC-reviewers; and</li> <li>(e) external parties (including network, service providers, other external parties) when required by law, regulations or professional standard.</li> </ul>	
Monitoring and remediation	40	Latest (a) instruction; (b) training materials; and (c) work program of the practice unit's (i) internal quality control policies and procedures review; and (ii) internal engagement file review.	
Monitoring and remediation	41	The practice unit's complaint and allegation policy and procedures.	
Monitoring and remediation	42	List of matters reported to the whistle-blower channel or equivalent during the period specified on the tab "overview" item 2.	

**Anti-Money Laundering and Counter-Terrorist Financing Compliance Monitoring Inspection (ACMI)  
information request**

Item	Information requested
1	Number and grading of staff (including audit and other support staff) involved in the provision of specified services during the period specified on the tab "overview" item 3 as reported in item 4 below.
2	<p>Policies and procedures for AML / CTF compliance as at the end of the period specified on the tab "overview" item 3, including:</p> <p>(i) Policies and procedures that address the requirements in the Guidelines on AML / CTF for Professional Accountants (AML Guidelines);</p> <p>(ii) Aids (including customer due diligence templates and checklists) that facilitate staff members to perform AML / CTF procedures; and</p> <p>(iii) The information system and resources available to assist in implementing relevant procedures (including client and beneficial owner screening against sanctions and politically exposed person lists; and for adverse news), monitoring compliance and record keeping.</p> <p>Remark: Please highlight changes to policies and procedures during the period from 1 January 2022 to the end of the period specified on the tab "overview" item 3 (if any)</p>
3	CV(s) of the compliance officer ( <b>CO</b> ) and money laundering reporting officer ( <b>MLRO</b> ).
4	List of clients receiving or having received services specified in paragraphs 600.2.1 and 600.2.2 of the AML Guidelines during the period specified on the tab "overview" item 3. You are requested to complete <b>tab "3B. AML (Specified Services)"</b> .
5	Changes (if any) in the types of specified services offered by your practice unit since the commencement date of period specified on the tab "overview" item 3
6	Report of the latest firm-wide money laundering and terrorist financing risk assessment.
7	List of training programmes provided to your practice unit's CO and MLRO, partners and staff (including new hires) relating to AML / CTF compliance during the period specified on the tab "overview" item 3, and the corresponding attendance records.
8	Partners and staff communications regarding AML / CTF compliance matters during the period specified on the tab "overview" item 3.
9	List of new hires during the period specified on the tab "overview" item 3
10	Suspicious transaction reports ( <b>STRs</b> ) (a) received by your practice unit's MLRO; and (b) reported to the Joint Financial Intelligence Unit during the period specified on the tab "overview" item 3

List of clients receiving or having received services specified in paragraphs 600.2.1 and 600.2.2 of the AML Guidelines (Specified Services)

Period [Period of the request] [\[Please fill in\]](#)

*Please submit the form in Excel format*

Full name of the client	(i) Types of Specified Services provided to the client	(ii) Date of commencing the business relationship with the client	(iii) Geographic location of the client	(iv) Mode of delivery channels (Direct contact/through intermediaries)	(v) Service income received from the client (HKD or equivalent)	(vi) Types of latest CDD (i.e. simplified CDD / standard CDD / enhanced CDD) carried out for the client	(vii) Status of the engagement(s) as at the end of the requested period (In progress / Completed)	(viii) Whether the client has been identified as a high risk client? If "Y", please complete columns K to O.	To be completed if the answer in column J is "Y"				
									(ix) Client not physically present for identification purposes (Y/N)	(x) Client whose owners or management involve politically exposed persons (Y/N)	(xi) Client whose capital include bearer shares (Y/N)	(xii) Client from jurisdictions that do not apply, or insufficiently apply the Financial Action Task Force Recommendations or otherwise posing higher AML / CTF risk (Y/N)	(xiii) Other high AML / CTF risk situations as identified by your practice unit (Please provide details)
Example AAA Company Limited	Forming corporations	1/1/2023	Philippines	Through intermediaries	100,000	Enhanced CDD	Completed	Y	Y	N	N	Y	N/A

Example

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List of non-PIE audit engagements other than major transactions or extreme transactions completed

Period [Period of the request] [Please fill in]

Please submit the form in Excel format

Full name of non-PIE client	Whether an assurance report was issued under HKAS 3000 as required by the relevant law and regulation in the Securities and Futures Ordinance and (Ordinance and Code)?	Year end date (DD/MM/YYYY)	Report date (DD/MM/YYYY)	Audit engagement fee (if the audit engagement concerns an audit of consolidated financial statements, please state the group audit fee)		Whether it is one of the top 10 non-PIE audit engagements, other than those issued under HKAS 3000 as required by the relevant law and regulation in the Securities and Futures Ordinance and (Ordinance and Code)?	Full name of the audit engagement partner (AEP)	Full name of the signing partner (LSP)	Full name of engagement entity received quality control review, if any	Whether the audit engagement concerns a "major acquisition" or an extreme acquisition of a PIE?	Is the non-PIE client one of the following types of entities?											Whether the equity or other securities (e.g. debt securities, exchange traded funds, etc.) issued by the non-PIE client and its subsidiaries are listed outside Hong Kong?	If yes, please state the capital market which the security is listed "and its work code" (Y/N)	Is the non-PIE client a subsidiary of a company listed in Hong Kong, please state the name of the listed company in column "Z" (Y/N)	If the non-PIE client is a subsidiary of a company listed outside Hong Kong, please state the name of the listed company in column "A" and its stock code in column "B" (Y/N)	If the non-PIE client is a subsidiary of a company listed outside Hong Kong, please state the name of the listed company in column "A" and its stock code in column "B" (Y/N)	Whether the listed company is your audit client? (Y/N)	Has the non-PIE client prepared consolidated financial statements? (Y/N)	Is the non-PIE client a subsidiary of another non-PIE company that prepared consolidated financial statements, which is also audited by you? (Y/N)	Types of financial reporting prepared by non-PIE clients					Type of opinion of audit report?	Types of business carried out by the non-PIE client				Financial information of the non-PIE client															
				Restricted	Licensed						Exempt	Other	Other	Trust	Investment	Inactive	Other	Currency	Total revenue	Total assets	Amount of government subsidies and grants received									Has any of the previous audits of the client been inspected in the 24 months prior to the audit report date? (Y/N)	Was ALL working papers reviewed in Hong Kong? (Y/N)	If the answer is column "ALL" in column "A" in the audit report, please check in column "ALL" in column "B" in the audit report. ALL working papers reviewed in Hong Kong. (Y/N)	Type of opinion of audit report?	Any modifications to the completed audit report? (Y/N/N/A)		Any published disciplinary or enforcement notices against the non-PIE client in the 24 months prior to the audit report date? (Y/N/N/A)	If the non-PIE client is a licensed or regulated corporation or "other financial institution" (OFT) of the non-PIE client, has the client been inspected in the 24 months prior to the audit report date? (Y/N/N/A)	Has any of the previous audits of the client been inspected in the 24 months prior to the audit report date? (Y/N)	Was ALL working papers reviewed in Hong Kong? (Y/N)	If the answer is column "ALL" in column "A" in the audit report, please check in column "ALL" in column "B" in the audit report. ALL working papers reviewed in Hong Kong. (Y/N)															
				Y	Y						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AAA Company Limited	Y	31/01/2022	31/01/2023	HKD	100,000	Y	Chan Fa Man	N/A	Wing Tai Man	Y	Y	N	N	Y	N	N	N	N	N	N	N	N/A	Y	ABC Holding Company (0999)	H: Japan Exchange, Singapore Tokyo	Y	N	N	Y	ABC Company Ltd	HKD/US	(1) Unmodified	N	N	N	N	Construction	HKD	100,000,000	100,000,000	100,000,000	N	Y	N/A	(1) Unmodified	N	N	Y	HKD	100,000,000	100,000,000	100,000,000	N	Y	N/A

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List of ongoing non-PIE audit engagements<sup>1</sup> (i.e. engagement with letter of engagement signed but yet to issue the audit/assurance report) other than major transactions or extreme transactions

Period  [\[Please fill in\]](#)

Please submit the form in Excel format

Full name of non-PIE <sup>1</sup> client	Whether the audit engagement concerns a major acquisition <sup>8</sup> or an extreme acquisition <sup>9</sup> of a PIE? (Y/N)	Whether an assurance report is required to be issued under HKSAE 3000 as required by the relevant law and regulations (e.g., the Securities and Futures Ordinance and Insurance Ordinance)?	Year end date (DD/MM/YYYY)	Audit engagement fee (if the audit engagement concerns an audit of consolidated financial statements, please state the group audit fee)		Full name of lead audit engagement partner (LAEP)	Full name of signing partner, if different from the LAEP	Full name of engagement quality reviewer or engagement quality control reviewer <sup>7</sup> , if any	Is the non-PIE client one of the following types of entities <sup>2</sup> ?							Group audit				
				Currency	Amount				Authorised institution <sup>2</sup> (Y/N)	Insurer <sup>2</sup> (Y/N)	Licensed corporations/ associated entities of intermediaries <sup>2,3</sup> (Y/N)	Licensed insurance brokers <sup>2,4</sup> (Y/N)	Entities (not public interest entities) whose debts are listed in Hong Kong <sup>2</sup> (Y/N)	"Charities" which are exempted from tax under section 88 of Inland Revenue Ordinance <sup>2</sup> (Y/N)	Universities funded by the public through the University Grants Committee <sup>2</sup> (Y/N)	Has the non-PIE client prepared consolidated financial statements?	Is the non-PIE client a subsidiary of another non-PIE company that prepared consolidated financial statements, which is also audited by you?	If the answer in column T is "Y", please state the name of the holding company.		
Example AAA Company Limited	Y	Y	31/12/2022	HKD	100,000	Chan Tai Man	N/A	Wong Tai Man	N	N	Y	N	N	N	N	N	N	N	Y	ABC Company Limited

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## **Notation**

<sup>1</sup> **PIE** means a listed corporation (equity) or a listed collective investment scheme pursuant to section 3 of the Accounting and Financial Reporting Council Ordinance (Cap.588).

A PIE engagement means any of the following types of engagements for the preparation of:

- (1) an auditor's report on a PIE's financial statements/ annual accounts required by section 379 of the Companies Ordinance (Cap. 622), the Listing Rules (as defined in section 2(1) of the AFRCO) or any relevant code;
- (2) a specified report required to be included in a listing document for the listing of a corporation's shares or stocks or for the listing of a collective investment scheme; or
- (3) an accountant's report required under the Listing Rules to be included in a circular issued by a PIE for a reverse takeover or a very substantial acquisition.

A **non-PIE engagement** is an audit engagement that falls outside the definition of the PIE engagement as set out above.

- <sup>2</sup>
- (i) "Authorised institutions" as defined under the Banking Ordinance;
  - (ii) "Insurers" as defined under the Insurance Ordinance;
  - (iii) "Licensed corporations" and "associated entities of intermediaries" as defined under the Securities and Futures Ordinance;
  - (iv) "Licensed insurance brokers" as defined under the Insurance Ordinance;
  - (v) Entities (not public interest entities) whose debts are listed in Hong Kong;
  - (vi) "Charities" which are exempted from tax under section 88 of Inland Revenue Ordinance; and
  - (vii) Universities funded by the public through the University Grants Committee

<sup>3</sup> **Licensed corporation (LC)** means a corporation which has obtained an approval from Securities and Futures Commission to carry on one or more regulated activities as follows:

- Type 1 Dealing in securities
- Type 2 Dealing in futures contracts
- Type 3 Leveraged foreign exchange trading
- Type 4 Advising on securities
- Type 5 Advising on futures contracts
- Type 6 Advising on corporate finance
- Type 7 Providing automated trading services
- Type 8 Securities margin financing
- Type 9 Asset management
- Type 10 Providing credit rating services

**Associated entity** means a company that is in a controlling entity relationship with an intermediary and receives or holds in Hong Kong client assets of the intermediary.

**Intermediary** means a licensed corporation or an authorized financial institution registered under Part V of the Securities and Futures Ordinance.

<sup>4</sup> Under section 2 of the Insurance Ordinance, a **licensed insurance broker company** means a company which is granted a licence under section 64ZA to carry on:

- (a) regulated activities specified in section 1(a) of Part 1 of Schedule 1A to the Ordinance in one or more lines of business, as an agent of any policy holder or potential policy holder; and
- (b) regulated activities specified in section 1(b), (c) and (d) of Part 1 of Schedule 1A to the Insurance Ordinance in one or more lines of business.

Section 1 of Part 1 of Schedule 1A to the Ordinance specifies the following as an act of regulated activity:

- (a) the act of negotiating or arranging a contract of insurance;
- (b) the act of inviting or inducing, or attempting to invite or induce, a person to enter into a contract of insurance;
- (c) the act of inviting or inducing, or attempting to invite or induce, a person to make a material decision;
- (d) the act of giving regulated advice.

<sup>5</sup> Types of audit opinion include:

- (1) Unmodified
- (2) Unmodified with emphasis of matter paragraph and/or with a material uncertainty related to going concern paragraph
- (3) Unmodified with other matter paragraph
- (4) Qualified

- (5) Disclaimer
- (6) Adverse

<sup>6</sup> Types of Hong Kong accounting frameworks include:

Hong Kong Financial Reporting Standards (**HKFRS**)  
Hong Kong Financial Reporting Standard for Private Entities (**HKFRS for PE**)  
Small and Medium-sized Entity Financial Reporting Framework and Financial Reporting Standard (**SME-FRS**)

<sup>7</sup> Engagement quality reviewer (**EQR**) is defined as a partner, other individual in the firm, or an external individual, appointed by the firm to perform the engagement quality review under paragraph 13(b) of Hong Kong Standard on Quality Management 2 *Engagement Quality Reviews*.

Engagement quality control reviewer (**EQCR**) is defined as a partner, other person in the firm, suitably qualified external person, or a team made up of such individuals, none of whom is part of the engagement team under Hong Kong Standard on Quality Control 1.

<sup>8</sup> A major acquisition is a major transaction in respect of the acquisition of a targeted group of companies or companies defined under Chapter 14 of the Main Board Listing Rules or Chapter 19 of GEM Board Listing Rules.

An extreme transaction is an acquisition or a series of acquisitions of assets by a listed issuer as defined under Chapter 14 of the Main Board Listing Rules or Chapter 19 of the GEM Listing Rules.

<sup>9</sup> An "Other auditor" means:

- (1) another auditor who performs audit on the financial information of a component in the group audit; or
- (2) an auditor, other than the reporting accountant, who performs work on Historical Financial Information, as defined in Hong Kong Standard on Investment Circular Reporting Engagements 200 "*Accountants' Reports on Historical Financial Information in Investment Circulars*" issued by the Hong Kong Institute of Certified Public Accountants, which sets out in a listing document for the listing of shares or stocks of a corporation, or a collective investment scheme; or in a circular for a major transaction in relation to acquisition within the meaning of the Main Board Listing Rules and the GEM Listing Rules.

<sup>10</sup> Please select the **range of % to the specified item:**

- Below 15%
- 15% - 30%
- 31% - 40%
- 41% - 50%
- 51% - 60%
- 61% - 70%
- 71% - 80%
- 81% - 90%
- 91% - 100%
- N/A

<sup>11</sup> **ISA 600** means ISA 600 *Special Considerations - Audits of Group Financial Statements (Including the Work of Component Auditors)*

<sup>12</sup> Please select the **capital market which the security is listed**

- (1) Mainland China capital market (including Beijing Stock Exchange, Shanghai Stock Exchange and Shenzhen Stock Exchange)
- (2) United States capital market (Including NASDAQ and New York Stock Exchange)
- (3) European capital market (including Euronext Amsterdam, Euronext Brussels, Euronext Lisbon and Euronext Paris)
- (4) Japan capital market (including Tokyo Stock Exchange and Osaka Securities Exchange)
- (5) United Kingdom capital market (including London Stock Exchange and Borsa Italiana)
- (6) Canada capital market (including Toronto Stock Exchange)
- (7) Korea capital market (including Korea Exchange)
- (8) Singapore capital market (including Singapore Exchange)
- (9) Australia capital market (including Australian Stock Exchange)
- (10) Republic of Russia capital market (including Moscow Exchange)
- (11) Over-the-counter (OTC) market
- (12) Other: please specify