

Pre audit requirements

- Letter of appointment
- Copy of MOA/AOA/Deed
- Organisation chart
- List of authorized personnel
- List of offices & other locations with nature of work carried out
- List of books of accounts, financial & other records, details of IT system used
- List of statutory records
- Internal Control Manual
- Internal audit & other audit reports
- Draft accounts with schedules & notes
- List of related parties
- List of products manufactured, services provided
- Copies of returns filed under Indirect tax laws