

Sample Independent Auditor's Reports

AGS 1 was issued by the Council of the Institute of Singapore Chartered Accountants (formerly known as Institute of Certified Public Accountants of Singapore) in May 2006.

AGS 1 was first revised in June 2008.

Following amendments to SSA 700 in March 2008, consequential amendments were made to AGS 1 in August 2008.

AGS 1 was subsequently updated in January 2010.

AGS 1 was revised in January 2012.

The Companies (Amendment) Act 2014 gave rise to conforming amendments in this AGS in June 2015. These amendments (terminology changes) are effective for reports dated on or after 1 July 2015.

SSAE 3000 (Revised), *Assurance Engagements other than Audits or Reviews of Historical Financial Information* gave rise to conforming amendments in this AGS (Appendix 3) in December 2015. These amendments are effective for assurance reports dated on or after 15 December 2015.

The new and revised auditor reporting standards give rise to conforming amendments in this AGS (Appendices 1 and 4) in November 2016. The revised auditing standards on special purpose financial statements give rise to conforming amendments in this AGS (Appendix 2) in January 2017. The sample reports in the revised Appendices 1, 2 and 4 of this AGS are effective for periods ending on or after 15 December 2016.

CONTENTS

Foreword

Appendix 1: Sample Independent Auditor's Reports on SSA 700 *Forming an Opinion and Reporting on Financial Statements*

- (A) Private company
- (B) Non-incorporated entity
- (C) Branch of a foreign company
- (D) Bank
- (E) Branch of a foreign bank
- (F) Foreign company
- (G) Society
- (H) Charity (Society)
- (I) Charity (Company limited by guarantee)

Appendix 2: Sample Independent Auditor's Reports on Special Purpose Audits

- (A) Maritime Sector Incentive Approved International Shipping Enterprise Scheme
- (B) Fund Raising Appeal by Societies
- (C) Claim Form
- (D) Licensee's Annual Gross Turnover

Appendix 3: Sample Independent Assurance Reports on SSAE 3000 *Assurance Engagements other than Audits or Reviews of Historical Information* – Illustrations of Assurance Reports on Compliance

- (A) Project accounts - Housing Developers (Project Account) Rules
- (B) Money-Changing and Remittance Businesses Act (Chapter 187)
- (C) "Terminated"/"Matured" Investment-Linked Insurance Policy Sub-Fund ("ILP Sub-Fund") Pursuant to MAS Notice 307

Appendix 4: Sample Independent Auditor's Supplementary Reports to Relevant Authorities

- (A) Supplementary Reports for Banks
- (B) Supplementary Reports for Finance Companies
- (C) Supplementary Reports for Merchant Banks
- (D) Supplementary Reports for Members of CDP, SGX-DC, SGX-ST and SGX-DT
- (E) Private Lotteries Permits (Fruit Machine/Tombola/Lucky Draw)
- (F) Report on Depository Agent for The Central Depository (Pte) Limited

Appendix 5: Sample Reports of Factual Findings on SSRS 4400 Engagements to Perform Agreed-upon Procedures Regarding Financial Information

- (A) EDAS Schemes (EDB)
- (B) Submission of the Value-added Productivity Figure to the Building & Construction Authority (BCA)

Sample Independent Auditor's Reports

Foreword

The sample independent auditor's reports in this Audit Guidance Statement are for illustrative purposes only. The text in the reports essentially adheres to the principles of the relevant auditing standards. Auditors should consider the applicability of the sample independent auditor's reports for their engagement purposes.

APPENDIX 1

Sample Independent Auditor's Reports on SSA 700 (Revised) *Forming an Opinion and Reporting on Financial Statements*

The following are forms of an auditor's report incorporating the principles set forth in SSA 700 (Revised).

(1A) Private company

Illustration 1A – Auditor's Report on Financial Statements of a Singapore Incorporated Private Company Prepared in Accordance with a Fair Presentation Framework

For purposes of this illustrative auditor's report, the following circumstances are assumed:

- Audit of a complete set of financial statements of a Singapore incorporated private company using a fair presentation framework. The audit is not a group audit (i.e., Singapore Standard on Auditing (SSA) 600¹ does not apply).
- The financial statements are prepared by management of the company in accordance with Financial Reporting Standards in Singapore (a general purpose framework).
- The terms of the audit engagement reflect the description of management's responsibility for the financial statements in SSA 210².
- The auditor has concluded an unmodified (i.e., "clean") opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern in accordance with SSA 570 (Revised)³.
- The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with SSA 701⁴.
- The auditor has obtained all of the other information prior to the date of the auditor's report and has not identified a material misstatement of the other information.⁵ The other information comprises only the Directors' Statement.

¹ SSA 600, *Special Considerations – Audits of Group Financial Statements (Including the Work of Component Auditors)*

² SSA 210, *Agreeing the Terms of Audit Engagements*

³ SSA 570 (Revised), *Going Concern*

⁴ SSA 701, *Communicating Key Audit Matters in the Independent Auditor's Report*

- Those responsible for oversight of the financial statements differ from those responsible for the preparation of the financial statements.
- In addition to the audit of the financial statements, the auditor has other reporting responsibilities required under local law.

INDEPENDENT AUDITOR'S REPORT

To the Shareholders of _____ (entity) [or Other Appropriate Addressee]

Report on the Audit of the Financial Statements⁶

Opinion

We have audited the financial statements of _____ (the Company), which comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Companies Act, Chapter 50 (the Act) and Financial Reporting Standards in Singapore (FRSs) so as to give a true and fair view of the financial position of the Company as at 31 December 20X1 and of the financial performance, changes in equity and cash flows of the Company for the year ended on that date.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Company in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information [or another title if appropriate such as "Information Other than the Financial Statements and Auditor's Report Thereon"]

Management is responsible for the other information. The other information comprises the Directors' Statement [set out on pages xx to xx].

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

⁵ SSA 720 (Revised), *The Auditor's Responsibilities Relating to Other Information*, Appendix 2 provides illustrative examples of the "Other Information" section in different scenarios.

⁶ The sub-title "Report on the Audit of the Financial Statements" is unnecessary in circumstances when the second sub-title "Report on Other Legal and Regulatory Requirements" is not applicable.

Responsibilities of Management and Directors for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Act and FRSs, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

The directors' responsibilities include overseeing the Company's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.⁷
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

⁷ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

Report on Other Legal and Regulatory Requirements

In our opinion, the accounting and other records required by the Act to be kept by the Company have been properly kept in accordance with the provisions of the Act.

[The form and content of this section of the auditor's report would vary depending on the nature of the auditor's other reporting responsibilities prescribed by local law or regulation. The matters addressed by other law or regulation (referred to as "other reporting responsibilities") shall be addressed within this section unless the other reporting responsibilities address the same topics as those presented under the reporting responsibilities required by the SSAs as part of the Report on the Audit of the Financial Statements section. The reporting of other reporting responsibilities that address the same topics as those required by the SSAs may be combined (i.e., included in the Report on the Audit of the Financial Statements section under the appropriate subheadings) provided that the wording in the auditor's report clearly differentiates the other reporting responsibilities from the reporting that is required by the SSAs where such a difference exists.]

Public Accountants and
Chartered Accountants
Singapore

(Firm)

(Date)

(1B) Non-incorporated entity

Illustration 1B – Auditor’s Report on Financial Statements of a Non-incorporated, Non-listed Entity Prepared in Accordance with a Fair Presentation Framework

For purposes of this illustrative auditor’s report, the following circumstances are assumed:

- Audit of a complete set of financial statements of a non-incorporated, non-listed entity using a fair presentation framework. The audit is not a group audit (i.e., Singapore Standard on Auditing (SSA) 600 does not apply).
- The financial statements are prepared by management of the entity in accordance with Financial Reporting Standards in Singapore (a general purpose framework).
- The terms of the audit engagement reflect the description of management’s responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., “clean”) opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the entity’s ability to continue as a going concern in accordance with SSA 570 (Revised).
- The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with SSA 701.
- The auditor has not obtained any other information prior to the date of the auditor’s report.
- Those responsible for oversight of the financial statements differ from those responsible for the preparation of the financial statements.
- In addition to the audit of the financial statements, the auditor has other reporting responsibilities required under local law.

INDEPENDENT AUDITOR’S REPORT

To _____ (1) of _____ (entity)

Report on the Audit of the Financial Statements¹

Opinion

We have audited the financial statements of _____ (the _____ (2)), which comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of _____ (3) and Financial Reporting Standards in Singapore (FRSs) so as to present fairly, in all material respects, the financial position of the _____ (2) as at 31 December 20X1 and the financial performance, changes in equity and cash flows of the _____ (2) for the year ended on that date.

¹ The sub-title “Report on the Audit of the Financial Statements” is unnecessary in circumstances when the second sub-title “Report on Other Legal and Regulatory Requirements” is not applicable.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the _____ (2) in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements²

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the provisions of _____ (3) and FRSs and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the _____ (2)'s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the _____ (2) or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the _____ (2)'s financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the _____ (2)'s internal control.³
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the _____ (2)'s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required

² Or other terms that are appropriate in the context of the legal framework of the particular jurisdiction.

³ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the _____ (2) to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

In our opinion, the accounting and other records required by _____ (3) to be kept by the _____ (2) have been properly kept in accordance with the provisions of _____ (3).

[The form and content of this section of the auditor's report would vary depending on the nature of the auditor's other reporting responsibilities prescribed by local law or regulation. The matters addressed by other law or regulation (referred to as "other reporting responsibilities") shall be addressed within this section unless the other reporting responsibilities address the same topics as those presented under the reporting responsibilities required by the SSAs as part of the Report on the Audit of the Financial Statements section. The reporting of other reporting responsibilities that address the same topics as those required by the SSAs may be combined (i.e., included in the Report on the Audit of the Financial Statements section under the appropriate subheadings) provided that the wording in the auditor's report clearly differentiates the other reporting responsibilities from the reporting that is required by the SSAs where such a difference exists.]

Public Accountants and
Chartered Accountants
Singapore

(Date)

- (1) Insert class of persons, e.g. 'the members', 'the unit holders', etc.
(2) Insert type of entity, e.g. 'Association', 'Partnership', etc.
(3) Insert reference to appropriate rules, regulations, etc.

(1C) Branch of a foreign company

Illustration 1C – Auditor’s Report on Financial Statements of a Branch of a Foreign Company Prepared in Accordance with a Fair Presentation Framework

For purposes of this illustrative auditor’s report, the following circumstances are assumed:

- Audit of a complete set of financial statements of a branch of a foreign company using a fair presentation framework.
- The financial statements are prepared by management of the branch in accordance with Financial Reporting Standards in Singapore (a general purpose framework).
- The terms of the audit engagement reflect the description of management’s responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., “clean”) opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the branch’s ability to continue as a going concern in accordance with SSA 570 (Revised).
- The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with SSA 701.
- The auditor has not obtained any other information prior to the date of the auditor’s report.
- Those responsible for oversight of the financial statements differ from those responsible for the preparation of the financial statements.
- In addition to the audit of the financial statements, the auditor has other reporting responsibilities required under local law.

INDEPENDENT AUDITOR’S REPORT

To XYZ Company Limited

Report on the Audit of the Financial Statements¹

Opinion

We have audited the financial statements of the Singapore Operations of XYZ Company Limited (the Branch), pursuant to section 373 of the Companies Act, Chapter 50 (the Act). These financial statements comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in head office account^{1a} and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

The Branch is a segment of XYZ Company Limited and is not a separately incorporated legal entity. The accompanying financial statements have been prepared from the records of the Branch and reflect only transactions recorded therein.

¹ The sub-title “Report on the Audit of the Financial Statements” is unnecessary in circumstances when the second sub-title “Report on Other Legal and Regulatory Requirements” is not applicable.

^{1a} The reference to the Statement of Changes in Head Office Account is for illustrative purposes and might not be applicable for some engagements. The notes to the financial statements could address special items like Other Reserves.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Act and Financial Reporting Standards in Singapore (FRSs) so as to give a true and fair view of the assets used in, and liabilities arising out of, the Branch's operations in Singapore as at 31 December 20X1, and of the results, changes in head office account^{1a} and cash flows of the Branch's operations in Singapore for the year ended on that date.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Branch in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Directors² for the Financial Statements

The Branch's management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Act and FRSs, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, the Branch's management is responsible for assessing the Branch's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Branch's management either intends to liquidate the Branch or to cease operations, or has no realistic alternative but to do so.

The directors' responsibilities include overseeing the Branch's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Branch's internal control.³

² This refers to the directors of the foreign company.

³ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Branch's management.
- Conclude on the appropriateness of the Branch's management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Branch to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Branch's management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

In our opinion, the accounting and other records examined by us relating to the Branch's operations in Singapore have been properly kept in accordance with the provisions of the Act.

[The form and content of this section of the auditor's report would vary depending on the nature of the auditor's other reporting responsibilities prescribed by local law or regulation. The matters addressed by other law or regulation (referred to as "other reporting responsibilities") shall be addressed within this section unless the other reporting responsibilities address the same topics as those presented under the reporting responsibilities required by the SSAs as part of the Report on the Audit of the Financial Statements section. The reporting of other reporting responsibilities that address the same topics as those required by the SSAs may be combined (i.e., included in the Report on the Audit of the Financial Statements section under the appropriate subheadings) provided that the wording in the auditor's report clearly differentiates the other reporting responsibilities from the reporting that is required by the SSAs where such a difference exists.]

Public Accountants and
Chartered Accountants
Singapore

(Firm)
(Date)

(1D) Bank

Illustration 1D – Auditor’s Report on Financial Statements of a Singapore Incorporated Listed Bank Prepared in Accordance with a Fair Presentation Framework

For purposes of this illustrative auditor’s report, the following circumstances are assumed:

- Audit of a complete set of consolidated financial statements and statement of financial position of a Singapore incorporated listed bank using a fair presentation framework. The audit is a group audit of a bank with subsidiaries (i.e., SSA 600 applies).
- The financial statements are prepared by management of the bank in accordance with Financial Reporting Standards in Singapore (a general purpose framework).
- The terms of the audit engagement reflect the description of management’s responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., “clean”) opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the bank’s ability to continue as a going concern in accordance with SSA 570 (Revised).
- Key audit matters have been communicated in accordance with SSA 701.
- The auditor has obtained all of the other information prior to the date of the auditor’s report and has not identified a material misstatement of the other information.¹
- Those responsible for oversight of the financial statements differ from those responsible for the preparation of the financial statements.
- In addition to the audit of the financial statements, the auditor has other reporting responsibilities required under local law.

INDEPENDENT AUDITOR’S REPORT

To the Shareholders of _____ (entity) [or Other Appropriate Addressee]

Report on the Audit of the Financial Statements²

Opinion

We have audited the financial statements of _____ (the Company) and its subsidiaries (the Group), which comprise the consolidated statement of financial position of the Group and the statement of financial position of the Company as at 31 December 20X1, and the consolidated statement of comprehensive income, consolidated statement of changes in equity and consolidated statement of cash flows of the Group for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements of the Group and the statement of financial position of the Company are properly drawn up in accordance with the provisions of the Companies Act, Chapter 50 (the Act) and Financial Reporting Standards in Singapore (FRSs), [including the modification of the requirements of FRS 39 *Financial Instruments: Recognition and Measurement* in respect of loan loss provisioning by Notice to Banks No. 612³ “Credit Files, Grading

¹ SSA 720 (Revised), *The Auditor’s Responsibilities Relating to Other Information*, Appendix 2 provides illustrative examples of the “Other Information” section in different scenarios.

² The sub-title “Report on the Audit of the Financial Statements” is unnecessary in circumstances when the second sub-title “Report on Other Legal and Regulatory Requirements” is not applicable.

³ For Merchant Banks, the applicable reference will be Notice to Banks No. 1005 “Credit Files, Grading and Provisioning”.

and Provisioning” issued by the Monetary Authority of Singapore,]⁴ so as to give a true and fair view of the consolidated financial position of the Group and the financial position of the Company as at 31 December 20X1 and of the consolidated financial performance, consolidated changes in equity and consolidated cash flows of the Group for the year ended on that date.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Group in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

Key audit matters are those matters that, in our professional judgement, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

[Description of each key audit matter in accordance with SSA 701.]

Other Information [or another title if appropriate such as “Information Other than the Financial Statements and Auditor’s Report Thereon”]

Management is responsible for the other information. The other information comprises the [information included in the X report,⁵ but does not include the financial statements and our auditor’s report thereon.]

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Directors for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Act and FRSs, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, management is responsible for assessing the Group’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

The directors’ responsibilities include overseeing the Group’s financial reporting process.

⁴ The reference to MAS 612 is not required if the Bank has complied with the requirements of FRS 39.

⁵ A more specific description of the other information, such as “the management report and chairman’s statement,” may be used to identify the other information.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Group's internal control.⁶
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the directors, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

⁶ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

Report on Other Legal and Regulatory Requirements

In our opinion, the accounting and other records required by the Act to be kept by the Company and by those subsidiary corporations incorporated in Singapore of which we are the auditors have been properly kept in accordance with the provisions of the Act.

[The form and content of this section of the auditor's report would vary depending on the nature of the auditor's other reporting responsibilities prescribed by local law or regulation. The matters addressed by other law or regulation (referred to as "other reporting responsibilities") shall be addressed within this section unless the other reporting responsibilities address the same topics as those presented under the reporting responsibilities required by the SSAs as part of the Report on the Audit of the Financial Statements section. The reporting of other reporting responsibilities that address the same topics as those required by the SSAs may be combined (i.e., included in the Report on the Audit of the Financial Statements section under the appropriate subheadings) provided that the wording in the auditor's report clearly differentiates the other reporting responsibilities from the reporting that is required by the SSAs where such a difference exists.]

The engagement partner on the audit resulting in this independent auditor's report is [name].

Public Accountants and
Chartered Accountants
Singapore

(Date)

Where the Bank has modified the application of the requirements of FRS 39 Financial Instruments: Recognition and Measurement in respect of loan loss provisioning by the requirements of Notice to Banks No. 612 "Credit Files, Grading and Provisioning" issued by the MAS, the notes to the financial statements should describe this. Suggested wordings are:

Note X: Basis of Preparation

The financial statements have been prepared in accordance with Financial Reporting Standards in Singapore (FRSs) as required by the Companies Act, Chapter 50 (the Act). In accordance with Section 201(18) of the Act, the requirements of FRS 39 Financial Instruments: Recognition and Measurement in respect of loan loss provisioning are modified by the requirements of Notice to Banks No. 612 "Credit Files, Grading and Provisioning" issued by the Monetary Authority of Singapore.

(1E) Branch of a foreign bank

Illustration 1E – Auditor’s Report on Financial Statements of a Branch of a Foreign Bank Prepared in Accordance with a Fair Presentation Framework

For purposes of this illustrative auditor’s report, the following circumstances are assumed:

- Audit of a complete set of financial statements of a branch of a foreign bank using a fair presentation framework.
- The financial statements are prepared by management of the branch in accordance with Financial Reporting Standards in Singapore (a general purpose framework).
- The terms of the audit engagement reflect the description of management’s responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., “clean”) opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the branch’s ability to continue as a going concern in accordance with SSA 570 (Revised).
- The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with SSA 701.
- The auditor has not obtained any other information prior to the date of the auditor’s report.
- Those responsible for oversight of the financial statements differ from those responsible for the preparation of the financial statements.
- In addition to the audit of the financial statements, the auditor has other reporting responsibilities required under local law.

INDEPENDENT AUDITOR’S REPORT

To XYZ Banking Corporation

Report on the Audit of the Financial Statements¹

Opinion

We have audited the financial statements of the Singapore Operations of XYZ Banking Corporation (the Branch), pursuant to section 373 of the Companies Act, Chapter 50 (the Act). These financial statements comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in head office account² and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

The Branch is a segment of XYZ Banking Corporation and is not a separately incorporated legal entity. The accompanying financial statements have been prepared from the records of the Branch and reflect only transactions recorded therein.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Act and Financial Reporting Standards in Singapore (FRSs), [including the

¹ The sub-title “Report on the Audit of the Financial Statements” is unnecessary in circumstances when the second sub-title “Report on Other Legal and Regulatory Requirements” is not applicable.

² The reference to the Statement of Changes in Head Office Account is for illustrative purposes and might not be applicable for some engagements. The notes to the financial statements could address special items like Other Reserves.

modification of the requirements of FRS 39 *Financial Instruments: Recognition and Measurement* in respect of loan loss provisioning by Notice to Banks No. 612 “Credit Files, Grading and Provisioning” issued by the Monetary Authority of Singapore]³ so as to give a true and fair view of the assets used in, and liabilities arising out of, the Branch’s operations in Singapore as at 31 December 20X1, and of the results, changes in head office account and cash flows of the Branch’s operations in Singapore for the year ended on that date.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Branch in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Directors⁴ for the Financial Statements

The Branch’s management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Act and FRSs, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, the Branch’s management is responsible for assessing the Branch’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Branch’s management either intends to liquidate the Branch or to cease operations, or has no realistic alternative but to do so.

The directors’ responsibilities include overseeing the Branch’s financial reporting process.

Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Branch’s internal control.⁵

³ The reference to MAS 612 is not required if the Branch has complied with the requirements of FRS 39. Refer to Appendix 1D if there are no modifications to the opinion section in the auditor’s report.

⁴ This refers to the directors of the foreign bank.

⁵ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Branch's management.
- Conclude on the appropriateness of the Branch's management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Branch to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Branch's management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

In our opinion, the accounting and other records examined by us relating to the Branch's operations in Singapore have been properly kept in accordance with the provisions of the Act.

[The form and content of this section of the auditor's report would vary depending on the nature of the auditor's other reporting responsibilities prescribed by local law or regulation. The matters addressed by other law or regulation (referred to as "other reporting responsibilities") shall be addressed within this section unless the other reporting responsibilities address the same topics as those presented under the reporting responsibilities required by the SSAs as part of the Report on the Audit of the Financial Statements section. The reporting of other reporting responsibilities that address the same topics as those required by the SSAs may be combined (i.e., included in the Report on the Audit of the Financial Statements section under the appropriate subheadings) provided that the wording in the auditor's report clearly differentiates the other reporting responsibilities from the reporting that is required by the SSAs where such a difference exists.]

____ (Firm)
 Public Accountants and
 Chartered Accountants
 Singapore
 _____ (Date)

Where the Singapore Branch has modified the application of the requirements of FRS 39 *Financial Instruments: Recognition and Measurement* in respect of loan loss provisioning by the requirements of Notice to Banks No. 612 "Credit Files, Grading and Provisioning" issued by the Monetary Authority of Singapore, the notes to the financial statements should describe this. Suggested wordings are:

Note X: Basis of Preparation

The financial statements have been prepared in accordance with Financial Reporting Standards in Singapore (FRSs) as required by the Companies Act, Chapter 50 (the Act). In accordance with Section 201(18) of the Act, the requirements of FRS 39 *Financial Instruments: Recognition and Measurement* in respect of loan loss provisioning are modified by the requirements of Notice to Banks No. 612 "Credit Files, Grading and Provisioning" issued by the Monetary Authority of Singapore.

(1F) Foreign company

Illustration 1F – Auditor's Report on Consolidated Financial Statements of a Foreign Incorporated Listed Company Prepared in Accordance with a Fair Presentation Framework

For purposes of this illustrative auditor's report, the following circumstances are assumed:

- Audit of a complete set of consolidated financial statements of a foreign incorporated listed company using a fair presentation framework. The audit is a group audit of a company with subsidiaries (i.e., SSA 600 applies).
- The consolidated financial statements are prepared by management of the company in accordance with Financial Reporting Standards in Singapore (a general purpose framework).
- The terms of the audit engagement reflect the description of management's responsibility for the consolidated financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., "clean") opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern in accordance with SSA 570 (Revised).
- Key audit matters have been communicated in accordance with SSA 701.
- The auditor has obtained all of the other information prior to the date of the auditor's report and has not identified a material misstatement of the other information.¹
- Those responsible for oversight of the consolidated financial statements differ from those responsible for the preparation of the consolidated financial statements.
- The auditor has no other reporting responsibilities required under local law.

INDEPENDENT AUDITOR'S REPORT

To the Shareholders of _____ (entity) [or Other Appropriate Addressee]

Opinion

We have audited the consolidated financial statements of _____ and its subsidiaries (the Group), which comprise the consolidated statement of financial position as at 31 December 20X1, and the consolidated statement of comprehensive income, consolidated statement of changes in equity and consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements are properly drawn up in accordance with Financial Reporting Standards in Singapore (FRSs) so as to present fairly, in all material respects, the consolidated financial position of the Group as at 31 December 20X1 and its consolidated financial performance, its consolidated changes in equity and its consolidated cash flows for the year ended on that date.

¹ SSA 720 (Revised), *The Auditor's Responsibilities Relating to Other Information*, Appendix 2 provides illustrative examples of the "Other Information" section in different scenarios.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Group in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

Key audit matters are those matters that, in our professional judgement, were of most significance in our audit of the consolidated financial statements of the current period. These matters were addressed in the context of our audit of the consolidated financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

[Description of each key audit matter in accordance with SSA 701.]

Other Information [or another title if appropriate such as "Information Other than the Financial Statements and Auditor's Report Thereon"]

Management is responsible for the other information. The other information comprises the [information included in the X report,² but does not include the financial statements and our auditor's report thereon.]

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements³

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with FRSS and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Group's financial reporting process.

² A more specific description of the other information, such as "the management report and chairman's statement," may be used to identify the other information.

³ Or other terms that are appropriate in the context of the legal framework of the particular jurisdiction.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Group's internal control.⁴
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

⁴ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the consolidated financial statements.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the consolidated financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

The engagement partner on the audit resulting in this independent auditor's report is [*name*].

Public Accountants and
Chartered Accountants
Singapore

(Date)

(1G) Society

Illustration 1G – Auditor’s Report on Financial Statements of a Society Prepared in Accordance with a Fair Presentation Framework

For purposes of this illustrative auditor’s report, the following circumstances are assumed:

- Audit of a complete set of financial statements of a society using a fair presentation framework. The audit is not a group audit (i.e., SSA 600 does not apply).
- The financial statements are prepared by management of the society in accordance with Financial Reporting Standards in Singapore (a general purpose framework).
- The terms of the audit engagement reflect the description of management’s responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., “clean”) opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the society’s ability to continue as a going concern in accordance with SSA 570 (Revised).
- The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with SSA 701.
- The auditor has not obtained any other information prior to the date of the auditor’s report.
- Those responsible for oversight of the financial statements differ from those responsible for the preparation of the financial statements.
- In addition to the audit of the financial statements, the auditor has other reporting responsibilities required under local law.

INDEPENDENT AUDITOR’S REPORT

To the Members of _____ (Society)

(Registered under the Societies Act, Chapter 311)

Report on the Audit of the Financial Statements¹

Opinion

We have audited the financial statements of _____ (the Society), which comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Societies Act, Chapter 311 (the Act) and Financial Reporting Standards in Singapore (FRSs) so as to present fairly, in all material respects, the state of affairs of the Society as at 31 December 20X1 and the results, changes in equity and cash flows of the Society for the year ended on that date.

¹ The sub-title “Report on the Audit of the Financial Statements” is unnecessary in circumstances when the second sub-title “Report on Other Legal and Regulatory Requirements” is not applicable.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements²

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the provisions of the Act and FRSs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.³
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required

² Or other terms that are appropriate in the context of the legal framework of the particular jurisdiction.

³ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

In our opinion:

- (a) the accounting and other records required by the Societies Regulations enacted under the Act to be kept by the Society have been properly kept in accordance with those Regulations; and
- (b) [the fund-raising appeal held during the period _____ to _____ has been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Act and proper accounts and other records have been kept of the fund-raising appeal]*.

[The form and content of this section of the auditor's report would vary depending on the nature of the auditor's other reporting responsibilities prescribed by local law or regulation. The matters addressed by other law or regulation (referred to as "other reporting responsibilities") shall be addressed within this section unless the other reporting responsibilities address the same topics as those presented under the reporting responsibilities required by the SSAs as part of the Report on the Audit of the Financial Statements section. The reporting of other reporting responsibilities that address the same topics as those required by the SSAs may be combined (i.e., included in the Report on the Audit of the Financial Statements section under the appropriate subheadings) provided that the wording in the auditor's report clearly differentiates the other reporting responsibilities from the reporting that is required by the SSAs where such a difference exists.]

Public Accountants and
Chartered Accountants
Singapore

(Date)

(Firm)

* To delete if there had been no fund-raising appeal conducted by the Society during the financial period.

(1H) Charity (Society)

Illustration 1H – Auditor’s Report on Financial Statements of a Charity Registered as a Society Prepared in Accordance with a Fair Presentation Framework

For purposes of this illustrative auditor’s report, the following circumstances are assumed:

- Audit of a complete set of financial statements of a charity using a fair presentation framework. The audit is not a group audit (i.e., SSA 600 does not apply).
- The financial statements are prepared by management of the charity in accordance with Financial Reporting Standards in Singapore (a general purpose framework).
- The terms of the audit engagement reflect the description of management’s responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., “clean”) opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the charity’s ability to continue as a going concern in accordance with SSA 570 (Revised).
- The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with SSA 701.
- The auditor has obtained all of the other information prior to the date of the auditor’s report and has not identified a material misstatement of the other information.¹
- Those responsible for oversight of the financial statements differ from those responsible for the preparation of the financial statements.
- In addition to the audit of the financial statements, the auditor has other reporting responsibilities required under local law.

INDEPENDENT AUDITOR’S REPORT

To the Members of _____ (Charity)

This illustrative report is for the situation where the Charity is registered as a Society under the Societies Act, Chapter 311, as well as the Charities Act, Chapter 37.

Report on the Audit of the Financial Statements²

Opinion

We have audited the financial statements of _____ (the Charity), which comprise the [statement of financial position/balance sheet*] as at 31 December 20X1, and the [statement of comprehensive income/statement of financial activities*], statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

¹ SSA 720 (Revised), *The Auditor’s Responsibilities Relating to Other Information*, Appendix 2 provides illustrative examples of the “Other Information” section in different scenarios.

² The sub-title “Report on the Audit of the Financial Statements” is unnecessary in circumstances when the second sub-title “Report on Other Legal and Regulatory Requirements” is not applicable.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Societies Act, Chapter 311 (the Societies Act), the Charities Act, Chapter 37 and other relevant regulations (the Charities Act and Regulations) and Financial Reporting Standards in Singapore (FRSs)³ so as to present fairly, in all material respects, the state of affairs of the Charity as at 31 December 20X1 and the results, changes in equity and cash flows of the Charity for the year ended on that date.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Charity in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information [or another title if appropriate such as "Information Other than the Financial Statements and Auditor's Report Thereon"]

Management is responsible for the other information. The other information comprises the [information included in the X report,⁴ but does not include the financial statements and our auditor's report thereon.]

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements⁵

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the provisions of the Societies Act, the Charities Act and Regulations and FRSs³, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Charity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Charity's financial reporting process.

³ This may be changed to Charities Accounting Standards if applicable.

⁴ A more specific description of the other information, such as "the management report and chairman's statement," may be used to identify the other information.

⁵ Or other terms that are appropriate in the context of the legal framework of the particular jurisdiction.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Charity's internal control.⁶
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

In our opinion:

- (a) the accounting and other records required to be kept by the Charity have been properly kept in accordance with the provisions of the Societies Regulations enacted under the Societies Act, the Charities Act and Regulations; and
- (b) [the fund-raising appeal held during the period _____ to _____ has been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Societies Act and proper accounts and other records have been kept of the fund-raising appeal]*.

⁶ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

[Where the Charity has IPC status⁷:

During the course of our audit, nothing has come to our attention that causes us to believe that during the year:

- (a) the Charity has not used the donation moneys in accordance with its objectives as required under Regulation 11 of the Charities (Institutions of a Public Character) Regulations; and
- (b) the Charity has not complied with the requirements of Regulation 15 of the Charities (Institutions of a Public Character) Regulations]*

Or

[Where the Charity does not have IPC status but conducts fund-raising activities⁷:

During the course of our audit, nothing has come to our attention that causes us to believe that during the year, the fund-raising appeal held during the period _____ to _____ has not been carried out in accordance with Regulation 7 of the Charities (Fund-Raising Appeals for Local and Foreign Charitable Purposes) Regulations 2012, and that the proper accounts and other records have not been kept of the fund-raising appeal]*.

[The form and content of this section of the auditor's report would vary depending on the nature of the auditor's other reporting responsibilities prescribed by local law or regulation. The matters addressed by other law or regulation (referred to as "other reporting responsibilities") shall be addressed within this section unless the other reporting responsibilities address the same topics as those presented under the reporting responsibilities required by the SSAs as part of the Report on the Audit of the Financial Statements section. The reporting of other reporting responsibilities that address the same topics as those required by the SSAs may be combined (i.e., included in the Report on the Audit of the Financial Statements section under the appropriate subheadings) provided that the wording in the auditor's report clearly differentiates the other reporting responsibilities from the reporting that is required by the SSAs where such a difference exists.]

Public Accountants and
Chartered Accountants
Singapore

(Date)

(Firm)

* To delete where inapplicable.

⁷ This section needs to be tailored according to the specific legislation requirements that are applicable to the Charity. The form and content of this section will vary depending on the nature of the auditor's other reporting responsibilities.

In this illustration, it is assumed that the Charity is registered as a Society under the Societies Act. Where it is also awarded the IPC status, the auditor has additional reporting responsibilities set out in the Charities (Institutions of a Public Character) Regulations.

(1I) Charity (Company Limited by Guarantee)

Illustration 1I – Auditor’s Report on Financial Statements of a Charity Prepared in Accordance with a Fair Presentation Framework

For purposes of this illustrative auditor’s report, the following circumstances are assumed:

- Audit of a complete set of financial statements of a charity using a fair presentation framework. The audit is not a group audit (i.e., SSA 600 does not apply).
- The financial statements are prepared by management of the charity in accordance with Financial Reporting Standards in Singapore (a general purpose framework).
- The terms of the audit engagement reflect the description of management’s responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., “clean”) opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the charity’s ability to continue as a going concern in accordance with SSA 570 (Revised).
- The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with SSA 701.
- The auditor has obtained all of the other information prior to the date of the auditor’s report and has not identified a material misstatement of the other information.¹
- Those responsible for oversight of the financial statements differ from those responsible for the preparation of the financial statements.
- In addition to the audit of the financial statements, the auditor has other reporting responsibilities required under local law.

INDEPENDENT AUDITOR’S REPORT

To the Members of _____ (Charity)

This illustrative report is for the situation where the Charity is incorporated as a Company limited by guarantee. The Charity is also registered under the Charities Act, Chapter 37. Where the Charity is not incorporated as a Company under the Companies Act, refer to Appendix 1B Non-incorporated entity for a sample of the auditor’s report to be issued.

Report on the Audit of the Financial Statements²

Opinion

We have audited the financial statements of _____ (the Charity), which comprise the [statement of financial position/balance sheet*] as at 31 December 20X1, and the [statement of comprehensive income/statement of financial activities*], statement of changes in equity and statement of cash flows

¹ SSA 720 (Revised), *The Auditor’s Responsibilities Relating to Other Information*, Appendix 2 provides illustrative examples of the “Other Information” section in different scenarios.

² The sub-title “Report on the Audit of the Financial Statements” is unnecessary in circumstances when the second sub-title “Report on Other Legal and Regulatory Requirements” is not applicable.

for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Companies Act, Chapter 50 (the Companies Act), the Charities Act, Chapter 37 and other relevant regulations (the Charities Act and Regulations) and Financial Reporting Standards in Singapore (FRSs)³ so as to give a true and fair view of the financial position of the Charity as at 31 December 20X1 and of the financial performance, changes in the funds and cash flows of the Charity for the year ended on that date.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Charity in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information [or another title if appropriate such as "Information Other than the Financial Statements and Auditor's Report Thereon"]

Management is responsible for the other information. The other information comprises the [information included in the X report,⁴ but does not include the financial statements and our auditor's report thereon.]

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Companies Act, the Charities Act and Regulations and FRSs³, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, management is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Charity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance comprises the directors [and the governing board⁵]. Their responsibilities include overseeing the Charity's financial reporting process.

³ This may be changed to Charities Accounting Standards if applicable.

⁴ A more specific description of the other information, such as "the management report and chairman's statement," may be used to identify the other information.

⁵ Or other term that is appropriate for the Charity or to delete if inapplicable.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Charity's internal control.⁶
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

In our opinion, the accounting and other records required to be kept by the Charity have been properly kept in accordance with the provisions of the Companies Act, and the Charities Act and Regulations.

⁶ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

[Where the Charity has IPC status⁷:

During the course of our audit, nothing has come to our attention that causes us to believe that during the year:

- (a) the Charity has not used the donation moneys in accordance with its objectives as required under Regulation 11 of the Charities (Institutions of a Public Character) Regulations; and
- (b) the Charity has not complied with the requirements of Regulation 15 of the Charities (Institutions of a Public Character) Regulations]*

Or

[Where the Charity does not have IPC status but conducts fund-raising activities⁶:

During the course of our audit, nothing has come to our attention that causes us to believe that during the year the Charity has not complied with the requirements of Regulation 7 of the Charities (Fund-Raising Appeals for Local and Foreign Charitable Purposes) Regulations 2012.]*

[The form and content of this section of the auditor's report would vary depending on the nature of the auditor's other reporting responsibilities prescribed by local law or regulation. The matters addressed by other law or regulation (referred to as "other reporting responsibilities") shall be addressed within this section unless the other reporting responsibilities address the same topics as those presented under the reporting responsibilities required by the SSAs as part of the Report on the Audit of the Financial Statements section. The reporting of other reporting responsibilities that address the same topics as those required by the SSAs may be combined (i.e., included in the Report on the Audit of the Financial Statements section under the appropriate subheadings) provided that the wording in the auditor's report clearly differentiates the other reporting responsibilities from the reporting that is required by the SSAs where such a difference exists.]

____ (Firm)
Public Accountants and
Chartered Accountants
Singapore
____ (Date)

* To delete where inapplicable.

⁷ This section needs to be tailored according to the specific legislation requirements that are applicable to the Charity. The form and content of this section will vary depending on the nature of the auditor's other reporting responsibilities.

In this illustration, it is assumed that the Charity is incorporated as a Company limited by guarantee under the Singapore Companies Act. Where it is also awarded the IPC status, the auditor has additional reporting responsibilities set out in the Singapore Companies Act and the Charities (Institutions of a Public Character) Regulations.

APPENDIX 2

Sample Independent Auditor's Reports on Special Purpose Audits

Introduction

The sample independent auditor's reports contained in Appendix 2 are drafted for the purpose of submission to the respective authorities. Any adaptation of the independent auditor's reports in this Appendix for submission to other organisations is not appropriate.

(2A) Maritime Sector Incentive - Approved International Shipping Enterprise Scheme

Illustration 2A – Auditor's Report on the Expenditure Incurred Under the Maritime Sector Incentive – Approved International Shipping Enterprise Award of a Singapore Incorporated Listed Company¹ Prepared in Accordance with a Special Purpose Framework

For purposes of this illustrative auditor's report, the following circumstances are assumed:

- Audit of the amounts stated in the column titled "Local Actual Business Spending" in the Statement of Actual Business Spending (Statement).
- The financial information has been prepared by management of the company in accordance with the terms and conditions of the Maritime Sector Incentive – Approved International Shipping Enterprise (MSI-AIS) Award granted to the company. Management does not have a choice of financial reporting frameworks.
- The applicable financial reporting framework is a compliance framework designed to meet the financial information needs of specific users.
- The terms of the audit engagement reflect the description of management's responsibility for the financial statements in Singapore Standard on Auditing (SSA) 210².
- The auditor has concluded an unmodified (i.e., "clean") opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Distribution and use of the auditor's report is restricted.
- The financial information has been prepared in accordance with the terms and conditions of the Maritime Sector Incentive – Approved International Shipping Enterprise (MSI-AIS) Award for which the going concern basis of accounting is not relevant. Accordingly, SSA 570 (Revised) does not apply in the circumstances of the engagement.
- The auditor is not required, and has otherwise not decided to communicate key audit matters in accordance with SSA 701³ in the context of the audit of the amounts stated in the column titled "Local Actual Business Spending" in the Statement.
- The auditor has determined that there is no other information (i.e., the requirements of SSA 720 (Revised)⁴ do not apply).
- Those responsible for oversight of the Statement differ from those responsible for the preparation of the Statement.
- The auditor has no other reporting responsibilities required under local law or regulation.

¹ While the sample report is worded on the basis that the company is listed, there are many companies under the MSI- AIS award that are non-listed companies (which are other than listed entities). To allow auditors to customise the sample report, there will be footnotes prompting the auditor to delete those paragraphs which are not applicable to them.

² SSA 210, "Agreeing the Terms of Audit Engagements."

³ SSA 701, "Communicating Key Audit Matters in the Independent Auditor's Report."

⁴ SSA 720 (Revised), "The Auditor's Responsibilities Relating to Other Information."

INDEPENDENT AUDITOR'S REPORT ON THE EXPENDITURE INCURRED UNDER THE MARITIME SECTOR INCENTIVE – APPROVED INTERNATIONAL SHIPPING ENTERPRISE (“MSI-AIS”) AWARD DURING THE PERIOD FROM [DATE] TO [DATE]

[To the Board of Directors of _____ (Company) or Other Appropriate Addressee]

Opinion

We have audited the amounts stated in the column titled “Local Actual Business Spending” as shown in the attached Statement of Actual Business Spending (Statement) of _____ (the Company) for the qualifying period from [date] to [date].

In our opinion, the amounts stated in the column titled “Local Actual Business Spending” totalling [LBS amount] for the qualifying period from [date] to [date] in the Statement have been prepared, in all material respects, in accordance with the terms and conditions of the MSI-AIS Award granted to the Company with effect from [date specified in the latest letter of offer] and as set out in the “Basis of preparation” as stated in Appendix 1.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Amounts Stated in the Column Titled “Local Actual Business Spending” in the Statement* section of our report. We are independent of the Company in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting and Restriction on Distribution and Use

We draw attention to the “Basis of preparation” as stated in Appendix 1, which describes the basis of accounting. The Statement is prepared to assist the Company to meet the requirements of the Maritime and Port Authority of Singapore (the MPA). As a result, the Statement may not be suitable for another purpose. Our report is intended solely for the Company and the MPA and should not be distributed to or used by parties other than the Company or the MPA. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance⁵ for the Statement

Management is responsible for the preparation of the Statement in accordance with the terms and conditions of the MSI-AIS Award granted to the Company with effect from [date specified in the latest letter of offer] and as set out in the “Basis of preparation” as stated in Appendix 1, and for such internal control as management determines is necessary to enable the preparation of the Statement that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Company’s financial reporting process.

⁵ Or other terms that are appropriate in the context of the engagement.

Auditor's Responsibilities for the Audit of the Amounts Stated in the Column Titled "Local Actual Business Spending" in the Statement

Our objectives are to obtain reasonable assurance about whether the amounts stated in the column titled "Local Actual Business Spending" as shown in the Statement are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the amounts stated in the column titled "Local Actual Business Spending" as shown in the Statement.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the amounts stated in the column titled "Local Actual Business Spending" as shown in the Statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.⁶

The engagement partner on the audit resulting in this independent auditor's report is [name].⁷

_____ (Firm)

Public Accountants and
Chartered Accountants
Singapore

_____ (Date)

⁶ This paragraph is to be included only if the Company is listed.

⁷ The engagement partner's name is only disclosed in cases whereby the Company is listed.

Appendix 1

Basis of preparation

The Statement of Actual Business Spending (Statement) of the Company, which was extracted from the books and records of the Company, has been prepared in the format specified by MPA, on a historical cost basis and is presented in [currency]. <All values are rounded to the nearest thousand.>

Local Actual Business Spending refers to expenses directly attributable to the operations of the Company approved under the Maritime Sector Incentive – Approved International Shipping Enterprise (MSI-AIS) award incurred during the period from [date] to [date] and paid or payable to Singapore-registered entities and individuals based in Singapore. This includes remuneration of staff who are based in Singapore, but excludes expenses paid to a collecting agent in Singapore on behalf of an overseas supplier, charter hire expenses and capital expenditure.

Transactions in foreign currencies are measured in [currency] and are recorded on initial recognition in [currency] at exchange rates approximating those ruling at the transaction dates.

2B) Fund Raising Appeal by Societies

Illustration 2B - Auditor's Report on the Statement of Accounts Relating to the Fund-Raising Appeal of a Society Prepared in Accordance with a Special Purpose Framework

For purposes of this illustrative auditor's report, the following circumstances are assumed:

- Audit of a statement of accounts (the Statement) of a society relating to the fund-raising appeal held by the society.
- The society is not registered as a charity under the Charities Act.
- The financial information has been prepared by management of the society in accordance with the provisions of Regulation 6 of the Societies Regulations issued under the Societies Act, Chapter 311, Section 34 (the Regulations). Management does not have a choice of financial reporting frameworks.
- The applicable financial reporting framework is a compliance framework designed to meet the financial information needs of specific users.
- The terms of the audit engagement reflect the description of management's responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., "clean") opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Distribution and use of the auditor's report is restricted.
- Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the society's ability to continue as a going concern in accordance with SSA 570 (Revised).
- The auditor is not required, and has otherwise not decided to communicate key audit matters in accordance with SSA 701 in the context of the audit of the Statement.
- The auditor has determined that there is no other information (i.e., the requirements of SSA 720 (Revised) do not apply).
- Those responsible for oversight of the Statement differ from those responsible for the preparation of the Statement.
- The auditor has no other reporting responsibilities required under local law or regulation.

INDEPENDENT AUDITOR'S REPORT ON THE STATEMENT OF ACCOUNTS RELATING TO THE FUND-RAISING APPEAL HELD BY THE SOCIETY

[To the President¹ of _____ (Society) or Other Appropriate Addressee]

Opinion

We have audited the statement of accounts of _____ (the Society) relating to the fund-raising appeal held by the Society, which comprise the balance sheet as at [date of last day of fund-raising] and the statement of income and expenditure for the period from [date] to [date] (the Statement). In our opinion, the Statement is prepared, in all material respects, in accordance with the provisions of Regulation 6 of the Societies Regulations issued under the Societies Act, Chapter 311, Section 34 (the Regulations).

¹ Or other officer of the Society holding analogous positions (refer to Regulation 6(1) of the Societies Regulations).

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Statement* section of our report. We are independent of the Society in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting and Restriction on Distribution and Use

We draw attention to Note X to the Statement, which describes the basis of accounting. The Statement is prepared to assist the Society to meet the requirements of the Regulations. As a result, the Statement may not be suitable for another purpose. Our report is intended solely for the Society and the Registrar of Societies and should not be distributed to or used by parties other than the Society or the Registrar of Societies. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance² for the Statement

Management is responsible for the preparation of the Statement in accordance with the Regulations, and for such internal control as management determines is necessary to enable the preparation of the Statement that is free from material misstatement, whether due to fraud or error.

In preparing the Statement, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Statement

Our objectives are to obtain reasonable assurance about whether the Statement is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this Statement.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the Statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going

² Or other terms that are appropriate in the context of the engagement.

concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Statement or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

____ (Firm)
Public Accountants and
Chartered Accountants
Singapore
____ (Date)

Note: The above sample report is general in nature and subject to the Registrar of Societies' right to request for further information.

(2C) Claim Form

Illustration 2C – Auditor’s Report on the Claim Form Under a Grant Scheme of the Info-communications Media Development Authority of a Singapore Incorporated Listed Company¹ Prepared in Accordance with a Special Purpose Framework

For purposes of this illustrative auditor’s report, the following circumstances are assumed:

- Audit of the Claim Form of a company in connection with a Grant Scheme of the Info-communications Media Development Authority (IMDA).
- The financial information has been prepared by management of the company in accordance with the terms and conditions of the Grant Scheme established by the IMDA to meet the requirements of the IMDA. Management does not have a choice of financial reporting frameworks.
- The applicable financial reporting framework is a compliance framework designed to meet the financial information needs of specific users.
- The terms of the audit engagement reflect the description of management’s responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., “clean”) opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to *the audit* in Singapore, and the auditor refers to both.
- Distribution and use of the auditor’s report is restricted.
- The financial information has been prepared in accordance with the terms and conditions of the Grant Scheme for which the going concern basis of accounting is not relevant. Accordingly, SSA 570 (Revised) does not apply in the circumstances of the engagement.
- The auditor is not required, and has otherwise not decided to communicate key audit matters in accordance with SSA 701 in the context of the audit of the Claim Form.
- The auditor has determined that there is no other information (i.e., the requirements of SSA 720 (Revised) do not apply).
- Those responsible for oversight of the Claim Form differ from those responsible for the preparation of the Claim Form.
- The auditor has no other reporting responsibilities required under local law or regulation.

INDEPENDENT AUDITOR’S REPORT ON THE CLAIM UNDER THE [NAME OF PROJECT]

[To the Board of Directors of _____ (Company) or Other Appropriate Addressee]

Opinion

We have audited the Claim Form of _____ (the Company) in connection with the [Name of Project] for the period from [date] to [date].

In our opinion, the amounts shown on the attached Claim Form (marked for identification) totalling [•] are prepared, in all material respects, in accordance with the terms and conditions of the Letter of Offer (LOF) issued by Info-communications Media Development Authority (IMDA) dated [date] and as set out in the attached Basis of Preparation.

¹ While the sample report is worded on the basis that the company is listed, there are many companies involved in the IMDA Schemes which are non-listed entities (other than listed entities). To allow the auditor to more effectively customise the sample report, there will be footnotes prompting the auditor that those paragraphs are only applicable to listed companies.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Claim Form* section of our report. We are independent of the Company in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting and Restriction on Distribution and Use

We draw attention to the attached Basis of Preparation to the Claim Form, which describes the basis of accounting. The Claim Form is prepared to assist the Company to meet the requirements of the IMDA. As a result, the Claim Form may not be suitable for another purpose. Our report is intended solely for the Company and the IMDA and should not be distributed to or used by parties other than the Company or the IMDA. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance² for the Claim Form

Management is responsible for the preparation of the Claim Form in accordance with the terms and conditions of the Letter of Offer (LOF) issued by IMDA dated [date] and as set out in the attached Basis of Preparation, and for such internal control as management determines is necessary to enable the preparation of the Claim Form that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

Auditor's Responsibilities for the Audit of the Claim Form

Our objectives are to obtain reasonable assurance about whether the Claim Form is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this Claim Form.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the Claim Form, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

² Or other terms that are appropriate in the context of the engagement.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.³

The engagement partner on the audit resulting in this independent auditor's report is [name].⁴

____ (Firm)
Public Accountants and
Chartered Accountants
Singapore
____ (Date)

Enclosure:

- a) Claim Form
- b) Basis of Preparation

³ This paragraph is to be included only if the Company is listed.

⁴ The engagement partner's name is only disclosed in cases whereby the Company is listed.

COMPANY'S LETTERHEAD

BASIS OF PREPARATION OF THE CLAIM FORM

FOR THE PERIOD FROM _____ TO _____

The calculations and amounts have been prepared on the following bases:

1. The terms and conditions in the “**Grant Documents**” (please refer to paragraph 11) of the **Letter of Offer** have been complied with in the preparation of the claims.
2. The claims : -
 - a. Are for **Qualifying Costs** (set out in the **Approved Funding Table** of Annex 2 of the Letter of Offer) which have been considered in computing the **Approved Grant Amounts**.
 - b. Are for **Approved Grant Amounts** (set out in the **Approved Funding Table**), which set **the maximum amounts approved by IMDA** for the respective items.
 - c. Do not vary or adjust the **Approved Grant Amounts** or the **Qualifying Costs** in any way, nor re-allocate funds from one item (see the **Approved Funding Table** of the Letter of Offer) to another, WITHOUT the prior written consent of IMDA.
3. This claim for reimbursement has been made on the prescribed forms (set out in Annex 4A to the Letter of Offer) and is accompanied by a progress / final report in accordance with Annex 4B to the Letter of Offer.
4. Subject to clause 5 of Annex 1 to the Letter of Offer, the amount of this claim has been made **up to the amount stated in Annex 3 to the Letter of Offer**, according to **the extent that the relevant Deliverable has been achieved**.
5. Claims submitted are accompanied by proper documentary evidence, consisting of the **minimum supporting documents** set out in Annex 4D to the Letter of Offer.
6. Claims for related party transactions as defined in Financial Reporting Standard (FRS) 24 have been declared at the actual cost incurred by the related party seller, in accordance with Annex 4A to the Letter of Offer.
7. Claims submitted are true, accurate, correct, valid and comply fully with terms and conditions of the “**Grant Documents**”.
8. All duties and taxes (including Goods and Services Tax, “GST”), if any, imposed on or incurred by the grant recipient in the course of or as a result of the Project shall not qualify for reimbursement from IMDA under the Grant.

9. Examples of costs incurred include :

- Manpower
- Training
- Equipment (hardware)
- Equipment (software)
- Materials and ICT Services
- Intellectual property
- Professional services
- Marketing and publicity expenses
- Others

10. The following table sets out the definition of each of the above cost category:

(At all times, please refer to Annex 2 to the Letter of Offer for the Approved Grant Amount and the respective cost items supportable, as approved by IMDA).

S/N	Cost Category	Definition
1	Manpower	<p>Includes local and foreign employees hired by the grant recipient.</p> <p>a) "Local Employees" means "Citizens or Permanent Residents of Singapore who are hired by the grant recipient as full-time employees and are directly working on the project." For Local Manpower Costs, <i>the monthly basic salary and employer's CPF contribution</i>, excluding bonuses, Annual Wage Supplements (AWS) and all other allowances, are supportable.</p> <p>b) "Foreign Employees" means "individuals who are neither Singapore Citizens nor Permanent Residents of Singapore, but are hired by the grant recipient as full-time employees and are directly working on the project." For Foreign Manpower Costs, <i>only the monthly basic salary</i>, excluding bonuses, Annual Wage Supplements (AWS) and all other allowances, are supportable.</p>
2	Training	<p>"Training" means "structured and supervised training in Singapore for project personnel (which is supported under Manpower Cost Category) to acquire skills, which are necessary in carrying out the project. Overseas training is supportable only if it is NOT available in Singapore."</p> <p>Training for normal operational business purposes is not supportable</p>
3	Equipment-Hardware	<p>"Hardware" means "purchase or lease of Hardware by the grant recipient from third parties for use in the project.</p> <p>Hardware must be relevant to the type of project undertaken and must not be used for normal operational business purposes of the grant recipient.</p> <p>There are 2 allowable modes of acquiring the hardware</p> <p>a) For purchased equipment (<i>which includes equipment bought on hire purchase</i>), the allowable costs include the purchase price and any direct cost attributed to bringing the equipment to working condition, eg. initial delivery and insurance, handling costs and installation costs.</p> <p>b) For leased equipment, the allowance cost will be the cost of lease (ie. lease charged) incurred during the qualifying period.</p>

S/N	Cost Category	Definition
4	Equipment-Software	<p>“Software” means “purchase or license fees of Software by the grant recipient from third parties for use in the project.</p> <p>Software must be relevant to the type of project undertaken and must not be used for normal operational business purposes of the grant recipient.</p> <p>The allowable costs for software include only the cost of technical software necessary for the project. Freight charges as part of the purchase price of software, where applicable, are supportable (if the software is NOT available locally).</p>
5	Materials and ICT Services	<p>“Material Cost” means “materials cost incurred for physical goods used in the production of prototype for the project, purchased from third parties during the qualifying period”.</p> <p>Materials and Infocomm Services (ICT) Costs incurred for normal operational business purposes of the grant recipient are not supportable.</p> <p>“ICT Services” means “the infocomm services charges, such as fee-based charges, like GPRS charges, data centre charges, hosting and Internet connectivity costs, necessary for carrying out the project and consumed within the qualifying period”.</p>
6	Intellectual Property Rights (IPR)	<p>“IPR” means “the cost of acquiring an exclusive right over the IPR in question for a limited period” for use in the project.</p> <p>Cost of acquiring ownership of IPR, excluding legal/administrative cost incurred in drafting patent application, IP registration costs, patent filing and patentability consultancy are supportable.</p>
7	Professional Services	<p>Include local and foreign professional services.</p> <p>“Local Professional Services” means “services provided by third parties and are registered and operational in Singapore. Services provided must be substantially developed and delivered in Singapore. Consultants and sub-contractors shall not be staff of the grant recipient, as such costs of the local/foreign employees are supportable under the manpower cost category.”</p> <p>“Foreign Professional Services” means “services provided by third parties and are NOT registered or operational in Singapore. The services subcontracted must not be available in Singapore. Similarly, consultants and sub-contractors shall not be staff of the grant recipient.”</p> <p>Such professional services costs may include fees for services in the areas such as technical solutions, repurposing, aggregation, enhancements, customization and localization, etc</p>

S/N	Cost Category	Definition
8	Marketing and Publicity Expenses	<p>“Marketing and Publicity Expenses” include expenditure related to setting up exhibition/seminar/showcases/roadshows, networking sessions, collaterals and printing of publicity materials, advertisements, branding activities, joint market research, feasibility studies and market testing activities.</p> <p>“Marketing and Publicity Expenses” incurred for normal operational business purposes of the grant recipient are not supportable.</p>
9	Others	<p>This “OTHERS” cost will usually be used for project costs which do NOT fall under any of the above mentioned cost categories, and would likely to be unique to the project, subject to IMDA’s approval, as shown under Annex 2 of the Letter of Offer .</p>

11. The **following Annexes** to the Letter of Offer, which constitute as the “**Grant Documents**” (as mentioned under paragraph 1 to 8, 10) refer to the following: -

- **Annex 1** (General Terms and Conditions of Grant)
- **Annex 2** (Details of Qualifying Costs)
- **Annex 3** (Project Deliverables)
- **Annex 4A** (Claim Form)
- **Annex 4A (i)** (Letter of Certification for Manpower Claims)
- **Annex 4B** (Guidelines on Progress/Final Reports)
- **Annex 4C** (Auditor’s Report Format)
- **Annex 4D** (Checklist of minimum supporting documents to be submitted for Claim Reimbursements)
- **Direct Credit Authorisation Form**

Signature of Managing Director / CEO (or equivalent)

2D) Licensee's Annual Gross Turnover

Illustration 2D – Auditor's Report on the Annual Gross Turnover Under a Licence Granted to a Singapore Incorporated Listed Company¹ by the Info-communications Media Development Authority Prepared in Accordance with a Special Purpose Framework

For purposes of this illustrative auditor's report², the following circumstances are assumed:

- Audit of the Schedule of the Annual Gross Turnover (AGTO) in relation to all licensable activities under a licence granted to a company (Licensee) by the Info-communications Media Development Authority (IMDA).
- The financial information has been prepared by management of the Licensee in accordance with the financial reporting provisions established by the IMDA to meet the requirements of the IMDA. Management does not have a choice of financial reporting frameworks.
- The applicable financial reporting framework is a compliance presentation framework designed to meet the financial information needs of specific users.
- The terms of the audit engagement reflect the description of management's responsibility for the financial statements in SSA 210.
- The auditor has concluded an unmodified (i.e., "clean") opinion is appropriate based on the audit evidence obtained.
- The relevant ethical requirements that apply to the audit comprise the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements relating to the audit in Singapore, and the auditor refers to both.
- Distribution and use of the auditor's report is restricted.
- The financial information has been prepared in accordance with the terms and conditions of the financial reporting provisions established by the IMDA for which the going concern basis of accounting is not relevant. Accordingly, SSA 570 (Revised) does not apply in the circumstances of the engagement.
- The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with SSA 701 in the context of the audit of the Schedule of the AGTO.
- The auditor has determined that there is no other information (i.e., the requirements of SSA 720 (Revised) do not apply).
- Those responsible for oversight of the Schedule differ from those responsible for the preparation of the Schedule.
- The auditor has no other reporting responsibilities required under local law or regulation.

INDEPENDENT AUDITOR'S REPORT ON LICENSEE'S ANNUAL GROSS TURNOVER

[To the Board of Directors of _____ (Company) or Other Appropriate Addressee]

Opinion

We have audited the Schedule of the Annual Gross Turnover (AGTO)³, in relation to all licensable activities under the [please insert type of licence⁴] granted to the [Licensee's Name] (the Licensee) by the Info-communications Media Development Authority (IMDA), for the period from [date] to [date]

¹ While the sample report is worded on the basis that the Licensee is listed, there may be Licensees submitting the auditor's report on AGTO which are non-listed entities (other than listed entities). To allow the auditors to customise the sample report, there will be footnotes prompting the auditor to delete those paragraphs which are not applicable to them.

² This sample report will also apply to foreign companies registered under the Companies Act, Chapter 50.

³ The AGTO refers to the annual fair value of the consideration received or receivable for licensable activities taking into account the amount of any trade discounts and volume rebates allowed by the [name of Licensee].

⁴ Types of Licences include, Facilities-Based Operations, Services-Based Operations (Individual), Postal Services Operations, Nationwide Free-to-Air TV Services, Nationwide Free-to-Air Radio Services, Nationwide Subscription TV Services, Niche TV Services.

(the Schedule).

In our opinion, the AGTO totalling [insert amount] in the Schedule is prepared, in all material respects, in accordance with the attached Basis of Preparation.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedule* section of our report. We are independent of the Licensee in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting and Restriction on Distribution and Use

We draw attention to the attached Basis of Preparation to the Schedule, which describes the basis of accounting. The Schedule is prepared to assist the Licensee to meet the requirements of the IMDA in connection with the determination of the Licensee's annual licence fee by the IMDA. As a result, the Schedule may not be suitable for another purpose. Our report is intended solely for the Licensee and the IMDA and should not be distributed to or used by parties other than the Licensee or the IMDA. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance⁵ for the Schedule

Management is responsible for the preparation of the Schedule in accordance with the Basis of Preparation, and for such internal control as management determines is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Licensee's financial reporting process.

Auditor's Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the Schedule is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this Schedule.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the Schedule, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Licensee's internal control.

⁵ Or other terms that are appropriate in the context of the engagement.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards⁶.

The engagement partner on the audit resulting in this independent auditor's report is [name].⁷

____ (Firm)
Public Accountants and
Chartered Accountants
Singapore
____ (Date)

Enclosure:

The Schedule
Basis of Preparation

⁶ This paragraph is to be included only if the company is listed.

⁷ The engagement partner's name is only disclosed in cases whereby the company is listed.

COMPANY'S LETTERHEAD

BASIS OF PREPARATION OF THE ANNUAL GROSS TURNOVER

Annual Gross Turnover ("AGTO")

The AGTO refers to the annual fair value of the consideration received or receivable for licensable activities in relation to all licensable activities under the [please insert type of licence] granted to [name of Licensee] (the Licensee) by the Info-communications Media Development Authority taking into account the amount of any trade discounts and volume rebates allowed by the Licensee.

APPENDIX 3

Sample Independent Assurance Reports on SSAE 3000 Assurance Engagements other than Audits or Reviews of Historical Information – Illustrations of Assurance Reports on Compliance

Introduction

The sample independent assurance reports contained in Appendix 3 are drafted for the purpose of submission to the respective authorities. Any adaptation of the independent assurance reports in this Appendix for submission to other organisations is not appropriate.

The sample assurance reports below are effective for assurance reports dated on or after 15 December 2015.

(3A) Project accounts - Housing Developers (Project Account) Rules

[Name of Company]

[Address]

Attention: The Board of Directors

Independent Assurance Report in connection with the Project accounts – Housing Developers (Project Account) Rules

We have performed a limited assurance engagement on the project account of [Name of Company] (the “Company”) listed below for the financial year ended _____ (date).

The Company is a licensed housing developer and is required to comply with the Housing Developers (Control and Licensing) Act (the “Act”).

Under the Act, a licensed housing developer is required to open and maintain a project account for each building project undertaken and comply with the Housing Developers (Project Account) Rules (the “Project Account Rules”).

Board of Directors’ and Managements’ Responsibility

The Board of Directors and Management of the Company are responsible for ensuring compliance with the Project Account Rules. This responsibility includes designing, implementing and maintaining internal controls relevant for the purpose of the compliance with the Project Account Rules.

Auditor’s Independence and Quality Control

We have complied with the independence and other ethical requirements of the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities (ACRA Code)*, which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

Our firm applies Singapore Standard on Quality Control 1 and, accordingly, maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Auditor's Responsibility

Our responsibility is to form a conclusion on the Company's compliance with the Project Account Rules based on our work. We performed our work in accordance with Singapore Standard on Assurance Engagements 3000 (Revised) – *Assurance Engagements other than Audits or Reviews of Historical Financial Information* (the "Standard"). This Standard requires that we plan and perform our work to form the conclusion. The extent of our work performed depends on our professional judgment and our assessment of the engagement risk.

Our work includes obtaining an understanding of the business of the Company sufficient to identify and assess the risks that the Project Account Rules may not be complied with and sufficient to design and perform further evidence-gathering procedures. Our work also includes carrying out inquiries of relevant personnel of the Company as well as examining, on a test basis, evidence supporting the amounts in the Project Account. In addition, in designing these procedures, we consider the accounting system and system of internal control in relation to the compliance with the Project Account Rules and reliance has been placed on internal controls where appropriate. Because of the inherent limitations in any accounting and internal control system, errors and irregularities may nevertheless occur and not be detected.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

Conclusion

Based on our work described in this report and evidence obtained, *[except for those matters referred to below/in our management letter dated _____]*, nothing has come to our attention that causes us to believe that:

- (a) all instalments of purchase money referred to in rule 3 and all loans for the construction of the building project referred to in rule 4 have not been deposited into the Project Account in accordance with the Project Account Rules; and
- (b) the moneys in the Project Account listed below have not been withdrawn in accordance with the Project Account Rules.

<u>Developer's Licence No</u>	<u>Project</u>	<u>Name of Bank/ Finance Company</u>	<u>Project Account No</u>
-----------------------------------	----------------	--	---------------------------

(To list all on-going licensed development with project account opened.)

Purpose and Restriction on Distribution and Use

This report is prepared solely to assist the Company in its submission of its project account to the Controller of Housing. As a result, the report may not be suitable for another purpose. Our report is intended solely for the Company and the Controller of Housing and should not be distributed to or used by parties other than the Company or the Controller of Housing.

(Firm)
Public Accountants and
Chartered Accountants
Singapore

(Date)

3B) Money-Changing and Remittance Businesses Act (Chapter 187)

[Licensee Name]

[Address]

Attention: [The Board of Directors/Name of Sole Proprietor/Name of Partner]*

*Delete where inapplicable

Independent Assurance Report in connection with the Money-Changing and Remittance Businesses Act (Chapter 187)

We have performed a limited assurance engagement on the attached statement of transactions and profit/loss of [the Licensee] ("the Licensee") for the year ended [date] in respect of its money-changing and/or remittance business(es) ("Statement").

Management's Responsibility

Management is responsible for the preparation of the Statement in accordance with the requirements of the Money-changing and Remittance Businesses Act, Chapter 187 and other relevant laws, rules and regulations ("the Act and the Regulations"), and for ensuring compliance with the Act and the Regulations.

Auditor's Independence and Quality Control

We have complied with the independence and other ethical requirements of the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities (ACRA Code)*, which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

Our firm applies Singapore Standard on Quality Control 1 and, accordingly, maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Auditor's Responsibility

Our responsibility is to form a conclusion on the Licensee's preparation of the Statement in compliance with the Act and the Regulations based on our work. We performed our work in accordance with Singapore Standard on Assurance Engagements 3000 (Revised) – Assurance Engagements other than Audits or Reviews of Historical Financial Information ("Standard"). This Standard requires that we plan and perform our work to form the conclusion. The extent of the work performed depends on our professional judgment and our assessment of the engagement risk.

Our work includes obtaining an understanding of the recording of the Licensee's transactions in connection with its money-changing and/or remittance business(es), sufficient to identify and assess the risks that the Act and the Regulations may not be complied with and sufficient to design and perform further evidence-gathering procedures. Our work also includes carrying out inquiries of relevant personnel of the Licensee as well as other procedures which are necessarily conducted on a test basis and included such samples as we deemed appropriate. In this connection, we have reviewed the accounting system and system of internal control in relation to its money-changing and/or remittance business(es) in operation in the Licensee and reliance has been placed on internal controls where appropriate. Because of the inherent limitations in any accounting and internal control system, errors and irregularities may nevertheless occur and not be detected.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the

assurance that would have been obtained had a reasonable assurance engagement been performed.

Conclusion

Based on our work described in this report, and evidence obtained, *[except for those matters referred to below/in our management letter dated _____]*, nothing has come to our attention that causes us to believe that the financial data contained in the Statement has not been prepared, in all material respects, in accordance with the Act and the Regulations.

In the course of our work, nothing came to our attention that causes us to believe that:

- (a) accounting and records of transactions, including relevant registers and copies of customer identification documents have not been properly maintained by the Licensee; or
- (b) there has been any contravention by the Licensee of the conditions, restrictions, obligations or other requirements provided under any of the following:
 - (i) Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act (Chapter 65A);
 - (ii) Money-changing and Remittance Businesses Act (Chapter 187);
 - (iii) Terrorism (Suppression of Financing) Act (Chapter 325);
 - (iv) Money-changing and Remittance Businesses Regulations 2005;
 - (v) MAS Notice to Money-changing and Remittance Licensees on Prevention of Money Laundering and Countering the Financing of Terrorism, and other Notices;
 - (vi) Any other applicable laws; and
 - (vii) Any conditions, restrictions or requirements, which may be imposed on the Licensee by the Monetary Authority of Singapore ("the MAS").

Purpose and Restriction on Distribution and Use

This report is prepared solely to assist the Licensee in its submission of the Statement to the MAS and in meeting the requirements of the Act and the Regulations. As a result, the report may not be suitable for another purpose. Our report is intended solely for the Licensee and the MAS and should not be distributed to or used by parties other than the Licensee or the MAS.

Public Accountants and
Chartered Accountants
Singapore

(Date)

(3C) “Terminated”/“Matured” Investment-Linked Insurance Policy Sub-Fund (“ILP Sub-Fund”) Pursuant to MAS Notice 307

[Name of Company]

[Address]

Attention: The Board of Directors

Independent Assurance Report in Connection with “Terminated”/“Matured” Investment-linked Insurance Policy Sub-fund)”ILP Sub-Fund”) Pursuant to MAS Notice 307

Name of terminated/matured ILP sub-fund: _____

Date of termination (final distribution to policyholders): _____

We have performed a limited assurance engagement on _____ (entity’s) (the “_____”) ¹, compliance with the Monetary Authority of Singapore’s (“MAS”) Notice 307 in relation to the termination/maturity of xxxx Fund (ILP sub-fund) as at [date] and for the period then ended.

Management’s Responsibility

Management is responsible for ensuring compliance with MAS Notice 307 in relation to the termination/maturity of the ILP sub-fund. This responsibility includes designing, implementing and maintaining internal controls relevant for the purpose of compliance with MAS Notice 307 in relation to the termination/maturity of the ILP sub-fund.

Auditor’s Independence and Quality Control

We have complied with the independence and other ethical requirements of the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities (ACRA Code)*, which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

Our firm applies Singapore Standard on Quality Control 1 and, accordingly, maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Auditor’s Responsibility

Our responsibility is to form a conclusion on the _____ (entity’s) compliance with MAS Notice 307 in relation to the termination/maturity of the ILP sub-fund based on our work. We performed our work in accordance with Singapore Standard on Assurance Engagements 3000 (Revised) Assurance Engagements other than Audits and Reviews of Historical Financial Information (the “Standard”). This standard requires that we plan and perform our work to form the conclusion. The extent of our work performed depends on our professional judgment and our assessment of the engagement risk.

Our work includes obtaining an understanding of the business of the _____ (entity) sufficient to identify and assess the risks that MAS Notice 307 in relation to the terminated/matured ILP sub-fund may not be complied with and sufficient to design and perform further evidence-gathering procedures. Our work also includes carrying out inquiries of relevant personnel of the _____ (entity) as well as examining, on a test basis, whether the _____ (entity) has complied with MAS Notice 307 in relation to the terminated/matured ILP sub-fund. In addition, in designing these procedures, we consider the accounting system and system of internal control in relation to the compliance with MAS Notice 307 in relation to the terminated/matured ILP sub-fund and reliance has been placed on internal controls where appropriate. Because of the inherent limitations in any accounting and internal control system, errors and irregularities may nevertheless occur and not be detected.

¹ Insert Company, Branch or Co-operative where appropriate.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for a reasonable assurance engagement. Consequently, the level of assurance in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

Conclusion

Based on our work described in this report and evidence obtained, *[except for those matters referred to below/in our management letter dated _____]*, nothing has come to our attention that causes us to believe that:

1. the _____ (entity) has failed to realise all the assets of the ILP sub-fund as at the date of termination/ maturity;
2. the _____ (entity) has failed to distribute all resultant proceeds (net of outstanding liabilities) to policyholders in the same proportion as their holdings in the ILP sub-fund; and
3. the _____ (entity) has failed to comply with any of the requirements as set out in MAS Notice 307 in relation to the ILP sub-fund from the date immediately after the period of the latest completed audit to the date of termination/maturity (final distribution to policyholders).

Other Matters

As required by MAS Notice 307 paragraph 23, a list and description of liabilities that have not been settled but have been accrued to the ILP sub-fund and excluded from the final distribution is attached in the Appendix.

Purpose and Restriction on Distribution and Use

This report is prepared for submission to the MAS. It should not be distributed to or used by other parties but may be made available, upon request, to policyholders within 5 years from the date of termination/maturity of the ILP sub-fund.

(Firm)
Public Accountants and
Chartered Accountants
Singapore

(Date)

Appendix 4

SAMPLE INDEPENDENT AUDITOR'S SUPPLEMENTARY REPORTS TO RELEVANT AUTHORITIES

The sample supplementary reports contained in Appendix 4 are drafted for the purpose of submission to the respective authorities. Any adaptation of the supplementary reports in this Appendix for submission to other organisations is not appropriate.

(4A) Supplementary Reports for Banks

Introduction

- 1 Banks are required to comply with the Banking Act and all guidelines, circulars and Notices to Banks issued by the Monetary Authority of Singapore (MAS). In accordance with the requirements set by the MAS, banks have to submit an auditor's supplementary report in addition to the statutory audit report. A specimen of the supplementary report agreed by the MAS and the Institute of Singapore Chartered Accountants (the Institute) is set out in this Appendix. This Appendix provides guidelines concerning the supplementary report to be issued.

MAS guidelines and circulars

- 2 In the specimen report, reference is made to guidelines and circulars issued by the MAS. These guidelines and circulars are issued to banks from time to time, by the MAS. Relevant members of the Institute should also consider any specific terms and conditions issued to their banking clients.

Relevant laws and regulations

- 3 Paragraph (c) in the opinion paragraph of the specimen report refers to 'relevant laws and regulations'. In case of ambiguity or doubt, reference should be made to such professional standards or guidelines as may be issued by the Institute from time to time. Without limiting the generality of the foregoing, 'relevant laws and regulations' in this context are defined as those relevant to and within the scope of a normal statutory audit carried out under the Companies Act, Chapter 50 and the Banking Act, Chapter 19. From time to time, the MAS may give guidance as to its emphasis on specific laws and regulations included within the scope of a normal statutory audit. Members of the Institute may also be seeking clarification regarding similar matters. To ensure that enquiries are properly dealt with, members should direct their enquiries to the Institute, which will provide the necessary clarification after consulting with the MAS, where appropriate.
- 4 For the purpose of paragraph (c) in the opinion paragraph of the specimen report, it is the Institute's understanding that the MAS would require members of the Institute to report any non-compliance without regard to materiality so long as the non-compliance was observed during the course of the normal statutory audit carried out under the Companies Act and the Banking Act.

Client's representations

- 5 In view of the requirements of the MAS, relevant members of the Institute should include specific references to these in the letters of representation obtained from their banking clients. In the illustrative letter of representation shown in Singapore Standard on Auditing 580, *Written Representations*, the following may be added to the third paragraph:

'There has been no non-compliance with or violation of the Banking Act, Companies Act, Notices to Banks, guidelines and circulars issued by the Monetary Authority of Singapore (MAS) or such other laws and regulations as referred to by the MAS in its Notices to Banks.'

INDEPENDENT AUDITOR'S SUPPLEMENTARY REPORT

[Chief Executive Officer] of the Bank
[Name of Bank]

Opinion

We have audited the financial statements of _____ (the Bank), which comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. Our auditor's report on these financial statements was issued on _____ [insert date].

During the course of our audit [, except for those matters referred to in our long form report dated _____], nothing came to our notice that caused us to believe that:

- (a) known bad debts of material amounts had not been written off or inadequate allowance had been made for it;
- (b) adequate allowance had not been made for known material doubtful debts and for any material impairment of other assets; or
- (c) there was non-compliance with the Banking Act; Companies Act, Chapter 50; Notices to Banks; guidelines or circulars issued by the Monetary Authority of Singapore (MAS) or any other relevant laws or regulations¹ [except for the following matters which we wish to bring to your attention:].

Basis for Opinion on the Financial Statements

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Bank in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Directors for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Companies Act, Chapter 50 and Financial Reporting Standards in Singapore and the requirements of the Banking Act and Notices to Banks, guidelines or circulars issued by the MAS, and for devising and maintaining such internal controls, including a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, management is responsible for assessing the Bank's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Bank or to cease operations, or has no realistic alternative but to do so.

The directors' responsibilities include overseeing the Bank's financial reporting process.

¹ Explanatory note: In case of ambiguity or doubt, reference should be made to such professional standards or guidelines as may be issued by the Institute of Singapore Chartered Accountants from time to time. Without limiting the generality of the foregoing, 'relevant laws and regulations' in this context are defined as those relevant to and within the scope of a normal statutory audit carried out under the Companies Act, Chapter 50 and the Banking Act, Chapter 19.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bank's internal control.² In this connection, we have reviewed the accounting system and system of internal control in operation in the Bank and reliance has been placed on internal controls, where appropriate. Because of the inherent limitations in any accounting and internal control system, errors and irregularities may nevertheless occur and not be detected.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Bank's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Bank to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- [Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.]³

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

[We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.]⁴

² This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

³ This paragraph is included if the audit is a group audit of a bank with subsidiaries. Other relevant parts of the auditor's report should be amended accordingly to reflect a group audit.

⁴ This paragraph is included if the bank is a listed entity.

Restriction on Distribution and Use

This report is prepared to assist the Bank to meet the requirements of the MAS. As a result, the report may not be suitable for another purpose. Our report is intended solely for the Bank and the MAS and should not be distributed to or used by parties other than the Bank or the MAS.

[The engagement partner on the audit resulting in this independent auditor's supplementary report is [name]].⁵

_____ (Firm)

Public Accountants and
Chartered Accountants
Singapore

_____ (Date)

⁵ The name of the engagement partner is included if the bank is a listed entity.

(4B) Supplementary Reports for Finance Companies

Introduction

- 1 Finance companies are required to comply with the Finance Companies Act and all guidelines, circulars and Notices to Finance Companies issued by the Monetary Authority of Singapore (MAS). In accordance with the requirements set by the MAS, finance companies are required to submit an auditor's supplementary report in addition to the statutory audit report. The MAS has requested that the Independent Auditor's Supplementary Report takes the format of the appendix to the "Independent Auditor's Supplementary Report for Banks" except that the words 'finance company', 'Finance Companies Act' and 'Notices to Finance Companies' are to be used in place of 'bank', 'Banking Act' and 'Notices to Banks' respectively.

This Appendix provides guidelines concerning the Independent Auditor's Supplementary Report to be issued with respect to finance companies.

Notices to Finance Companies, guidelines and circulars

- 2 The MAS has issued a set of Notices to Finance Companies, copies of which may be obtained from the MAS. Members of the Institute of Singapore Chartered Accountants (the Institute) should consider any specific terms and conditions issued to finance companies, which are their clients.

Relevant laws and regulations and client's representations

- 3 For the rest of the text of this Appendix, please see paragraphs 3 to 5 of the preamble to the "Independent Auditor's Supplementary Report for Banks", where the "Independent Auditor's Supplementary Report for Banks" refers to banks, the 'Banking Act' and 'Notices to Banks', for this Statement read 'finance companies', the 'Finance Companies Act' and 'Notices to Finance Companies' respectively.
- 4 If, in the course of the audit, members of the Institute come across any violation of or non-compliance with a law or regulation which may not be relevant to the financial statements and they are in doubt as to whether it should be reported, they should direct their inquiries to the Institute, which will provide the necessary clarification after consulting with the MAS, where appropriate.

(4C) Supplementary Reports for Merchant Banks

Introduction

- 1 Merchant banks are required to comply with the relevant legislation as well as Directives and Notices to Merchant Banks and other regulations issued by the Monetary Authority of Singapore (MAS). In accordance with the requirements set by the MAS, merchant banks are required to submit an auditor's supplementary report in addition to the statutory audit report. The Independent Auditor's Supplementary Report should take the format of this Appendix. This Appendix provides guidelines concerning the supplementary report to be issued with respect to merchant banks.

MAS directives, notices, etc.

- 2 In the specimen Independent Auditor's Supplementary Report shown in the Appendix, reference is made to Directives and Notices to Merchant Banks, guidelines, terms and conditions and circulars issued by the MAS. A copy of 'Directives and Notices to Merchant Banks' may be obtained from the MAS. In addition to the directives and notices, the publication contains the guidelines governing the operations of merchant banks and the terms and conditions governing the operations of Asian Currency Units.

Relevant laws and regulations

- 3 Paragraph (c) in the opinion paragraph of the specimen report refers to 'relevant laws and regulations'. In case of ambiguity or doubt, reference should be made to such professional standards or guidelines as may be issued by the Institute of Singapore Chartered Accountants (the Institute) from time to time. Without limiting the generality of the foregoing, 'relevant laws and regulations' in this context are defined as those relevant to and within the scope of a normal statutory audit carried out under the Companies Act, Chapter 50 and pursuant to the Directives and Notices to Merchant Banks. From time to time, the MAS may give guidance as to its emphasis on specific laws and regulations included within the scope of a normal statutory audit. Members of the Institute may also be seeking clarification regarding similar matters. To ensure that enquiries are properly dealt with, members should direct their enquiries to the Institute, which will provide the necessary clarification after consulting with the MAS, where appropriate.
- 4 For the purpose of paragraph (c) in the opinion paragraph of the specimen report, it is the Institute's understanding that the MAS would require members of the Institute to report any non-compliance without regard to materiality so long as the non-compliance was observed during the course of the normal statutory audit carried out under the Companies Act, Chapter 50 and pursuant to the Directives and Notices to Merchant Banks.

Client's representation

- 5 In view of the requirements of the MAS, relevant members of the Institute should include specific references to these in the letters of representation obtained from their banking clients. In the illustrative letter of representation shown in Singapore Standard on Auditing 580, *Written Representations*, the following may be added to the third paragraph:

'There has been no non-compliance with or violation of the Monetary Authority of Singapore Act, Banking Act, Companies Act, Directives and Notices to Merchant Banks, guidelines, terms and conditions, and circulars issued by the Monetary Authority of Singapore (MAS) or such other laws and regulations as referred to by the MAS in its Directives and Notices to Merchant Banks.'

INDEPENDENT AUDITOR'S SUPPLEMENTARY REPORT

[Chief Executive Officer] of the Merchant Bank
[Name of Merchant Bank]

Opinion

We have audited the financial statements of _____ (the Merchant Bank), which comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. Our auditor's report on these financial statements was issued on _____ [insert date].

During the course of our audit [, except for those matters referred to in our long form report dated _____], nothing came to our notice that caused us to believe that:

- (a) known bad debts of material amounts had not been written off or inadequate allowance had been made for it;
- (b) adequate allowance had not been made for known material doubtful debts and for any material impairment of other assets; or
- (c) there was non-compliance with the Monetary Authority of Singapore Act; Banking Act; Companies Act, Chapter 50; Directives and Notices to Merchant Banks; guidelines, terms and conditions or circulars issued by the Monetary Authority of Singapore (MAS) or any other relevant laws or regulations¹ [except for the following matters which we wish to bring to your attention:].

Basis for Opinion on the Financial Statements

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Merchant Bank in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Directors for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Companies Act, Chapter 50 and Financial Reporting Standards in Singapore and the requirements of the Monetary Authority of Singapore Act, the Banking Act, Directives and Notices to Merchant Banks, guidelines, terms and conditions or circulars issued by the MAS, and for devising and maintaining such internal controls, including a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, management is responsible for assessing the Merchant Bank's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Merchant Bank or to cease operations, or has no realistic alternative but to do so.

¹ Explanation note: In case of ambiguity or doubt, reference should be made to such professional standards or guidelines as may be issued by the Institute of Singapore Chartered Accountants from time to time. Without limiting the generality of the foregoing, 'relevant laws and regulations' in this context are defined as those relevant to and within the scope of a normal statutory audit carried out under the Companies Act, Chapter 50 and pursuant to Directives and Notices to Merchant Banks.

The directors' responsibilities include overseeing the Merchant Bank's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Merchant Bank's internal control.² In this connection, we have reviewed the accounting system and system of internal control in operation in the Merchant Bank and reliance has been placed on internal controls, where appropriate. Because of the inherent limitations in any accounting and internal control system, errors and irregularities may nevertheless occur and not be detected.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Merchant Bank's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Merchant Bank to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- [Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.]³

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

[We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.]⁴

² This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

³ This paragraph is included if the audit is a group audit of a bank with subsidiaries. Other relevant parts of the auditor's report should be amended accordingly to reflect a group audit.

⁴ This paragraph is included if the bank is a listed entity.

Restriction on Distribution and Use

This report is prepared to assist the Merchant Bank to meet the requirements of the MAS. As a result, the report may not be suitable for another purpose. Our report is intended solely for the Merchant Bank and the MAS and should not be distributed to or used by parties other than the Merchant Bank or the MAS.

[The engagement partner on the audit resulting in this independent auditor's supplementary report is [name]].⁵

_____ (Firm)

Public Accountants and
Chartered Accountants
Singapore

_____ (Date)

⁵ The name of the engagement partner is included if the bank is a listed entity.

(4D) Supplementary Reports for Members of CDP, SGX-DC, SGX-ST and SGX-DT

Introduction

- 1 This Appendix provides guidelines concerning the Independent Auditor's Supplementary Report to be issued with respect to members of The Central Depository Pte Limited (CDP), Singapore Exchange Derivatives Clearing Limited (SGX-DC), Singapore Exchange Securities Trading Limited (SGX-ST) or Singapore Exchange Derivatives Trading Limited (SGX-DT) (whichever is applicable).
- 2 Members of CDP, SGX-DC, SGX-ST and/or SGX-DT (whichever is applicable) are required to comply with legislations like the Securities and Futures Act (Chapter 289) or any subsidiary legislation promulgated under it, Notices, Guidelines and Circulars issued by the Monetary Authority of Singapore (MAS) and the rules of CDP, SGX-DC, SGX-ST or SGX-DT (whichever is applicable).
- 3 In accordance with the requirements under the rules of CDP, SGX-DC, SGX-ST or SGX-DT (whichever is applicable), members are required to submit an Independent Auditor's Supplementary Report in addition to the statutory audit report. A specimen of the Independent Auditor's Supplementary Report is shown in this Appendix.

Relevant laws and regulations

- 4 If, in the course of the audit, members of the Institute of Singapore Chartered Accountants (the Institute) come across any violation of or non-compliance with a law or regulation which may not be relevant to the financial statements and they are in doubt as to whether it should be reported, they should direct their inquiries to the Institute, which will provide the necessary clarification after consulting with the relevant authorities where appropriate.

Client's representations

- 5 In view of the requirements of the MAS and SGX, relevant members of the Institute should include specific references to these in the letters of representation obtained from their relevant clients. In the illustrative letter of representation shown in Singapore Standard on Auditing 580, *Written Representations*, the following may be added to the third paragraph:

'There has been no non-compliance with or violation of the capital and financial requirements as set out in the Rules of CDP/ SGX-DC/ SGX-ST/ SGX-DT and the Securities and Futures (Financial and Margin Requirements for Holders of Capital Markets Services Licences) Regulations (Rg 13).'

INDEPENDENT AUDITOR'S SUPPLEMENTARY REPORT

[Chief Executive Officer] of the Company
[Name of Company]

Opinion

We have audited the financial statements of _____ (the Company), which comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. Our auditor's report on these financial statements was issued on _____ [insert date].

During the course of our audit [, except for those matters referred to in the attached long form report dated _____], nothing came to our notice that caused us to believe that:

- (a) the Company has not complied with the capital and financial requirements as set out in the Rules of *The Central Depository (Pte) Limited (CDP)/ *Singapore Exchange Derivatives Clearing Limited (SGX-DC)/ *Singapore Exchange Securities Trading Limited (SGX-ST)/ *Singapore Exchange Derivatives Trading Limited (SGX-DT) and the Securities and Futures (Financial and Margin Requirements for Holders of Capital Markets Services Licences) Regulations (Rg 13);
- (b) the Company's books of account and records are those not usual in a business of that nature and do not appear to have been kept in a proper manner in accordance with the provisions of the Rules of *CDP/ *SGX-DC/ *SGX-ST/ *SGX-DT and the Securities and Futures Act (Chapter 289) or any subsidiary legislation promulgated under it; or
- (c) the financial position of the Company is such that it is unable to conduct its business on sound lines, having regard to the nature and volume of the business transacted during the year as shown by its books of account and records (the expression "sound lines" on which the Company is to conduct its business means that the Company is able to meet its financial obligations in the ordinary course of business as they fall due).

Basis for Opinion on the Financial Statements

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Company in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Directors for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Companies Act, Chapter 50, Financial Reporting Standards in Singapore, Rules of *CDP/ *SGX-DC/ *SGX-ST/ *SGX-DT, Securities and Futures Act (Chapter 289) and the Securities and Futures (Financial and Margin Requirements for Holders of Capital Markets Services Licences) Regulations (Rg 13), and for devising and maintaining such internal controls, including a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

The directors' responsibilities include overseeing the Company's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.¹ In this connection, we have reviewed the accounting system and system of internal control in operation in the Company and reliance has been placed on internal controls, where appropriate. Because of the inherent limitations in any accounting and internal control system, errors and irregularities may nevertheless occur and not be detected.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- [Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.]²

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

[We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.]³

¹ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

² This paragraph is included if the audit is a group audit of a company with subsidiaries. Other relevant parts of the auditor's report should be amended accordingly to reflect a group audit.

³ This paragraph is included if the company is a listed entity.

Restriction on Distribution and Use

This report is prepared to assist the Company to meet the requirement as set out in the Rules of the *CDP/ *SGX-DC/ *SGX-ST/ *SGX-DT. As a result, the report may not be suitable for another purpose. Our report is intended solely for the Company and should not be distributed to or used by parties other than the Company or the *CDP/ *SGX-DC/ *SGX-ST/ *SGX-DT.

[The engagement partner on the audit resulting in this independent auditor's supplementary report is [name]].⁴

_____ (Firm)

Public Accountants and
Chartered Accountants
Singapore

_____ (Date)

*To be deleted (where applicable)

⁴ The name of the engagement partner is included if the company is a listed entity.

(4E) Private Lotteries Permits (Fruit Machine/ Tombola/ Lucky Draw)

Introduction

Private lottery means a lottery in which tickets or chances are offered for sale only to members of a society* which is established for purposes not connected with gaming, wagering or lotteries and such number of guests of each member as the Minister of Home Affairs may prescribe by regulations. Societies engaged in the promotion or conduct of any private lottery (which includes fruit machines, tombola and lucky draws) are required to comply with the relevant legislation.

*Society includes a club, an institution, an organisation or other association or body of persons by whatever name called, and each local or affiliated branch or section of a society shall be regarded as a separate and distinct society.

Relevant laws and regulations

Under the Private Lotteries Act 2011 (Act 7 of 2011) (the Act), any private lottery promoted or conducted without a permit granted by the Permit Officer shall be unlawful. In granting a permit under the Act, the Permit Officer may impose such conditions relating to the promotion and conduct of a private lottery as he may think fit but there shall in all cases be imposed the following conditions:

- (a) no profit shall accrue to any individual person from the conduct of such lottery; and
- (b) no commission either in money or money's-worth including by way of free tickets or chances shall be payable in respect of the sales of tickets or chances.

In accordance with the requirements set out by the Singapore Police Force (in this case, the Permit Officer), one of the documents to be submitted for the renewal of the private lotteries permit is a copy of the society's last audited annual statements of account, stating if any profits from the private lotteries were accrued to any individuals and if any commission either in money or money's-worth including by way of free tickets or chances was paid in respect of the sales of tickets or chances.

A specimen of the auditor's report is shown in this Appendix. The purpose of this report is solely for submission to the Singapore Police Force to assist the society in its renewal of the private lotteries permit.

INDEPENDENT AUDITOR'S SUPPLEMENTARY REPORT

[Management Committee] of the _____¹
[Name]

Opinion

We have audited the financial statements of _____ (the _____¹), which comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. Our auditor's report on these financial statements was issued on _____ [insert date].

During the course of our audit, nothing came to our notice that caused us to believe that, in all material respects,

- (a) any profits from the private lotteries were accrued to any individuals; or
- (b) any commission either in money or money's-worth including by way of free tickets or chances was paid in respect of the sales of tickets or chances.

Basis for Opinion on the Financial Statements

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the _____¹ in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements²

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the provisions of the Societies Act, Chapter 311³ and Financial Reporting Standards in Singapore, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the _____¹'s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the _____¹ or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the _____¹'s financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the

¹ Insert type of entity, e.g. 'Club', 'Society', 'Association', 'Institution', etc.

² Or other terms that are appropriate in the context of the legal framework of the particular jurisdiction.

³ To delete if not applicable

aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the _____¹'s internal control.⁴ In this connection, we have reviewed the accounting system and system of internal control in operation in the _____¹ and reliance has been placed on internal controls, where appropriate. Because of the inherent limitations in any accounting and internal control system, errors and irregularities may nevertheless occur and not be detected.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the _____¹'s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the _____¹ to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- [Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.]⁵

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Restriction on Distribution and Use

This report is prepared to assist the _____¹ to meet the requirement of the Singapore Police Force in the _____¹'s renewal of the private lotteries permit. As a result, the report may not be suitable for another purpose. Our report is intended solely for the _____¹ and the Singapore Police Force and should not be distributed to or used by parties other than the _____¹ or the Singapore Police Force.

(Firm)
Public Accountants and
Chartered Accountants
Singapore

(Date)

⁴ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

⁵ This paragraph is included if the audit is a group audit of an entity with subsidiaries. Other relevant parts of the auditor's report should be amended accordingly to reflect a group audit.

(4F) Report on Depository Agent for The Central Depository (Pte) Limited

Introduction

- 1 Depository agents (DAs) are required to comply with CDP Depository Rules, the DA Agreement and DA Circulars issued by The Central Depository (Pte) Limited (CDP). The Independent Auditor's Supplementary Report on DAs for the CDP should take the format of this Appendix. This Appendix provides guidelines concerning the report to be issued with respect to DAs.
- 2 In many instances, the auditor does not have direct access to the communications about the DA Circulars from the CDP to its DAs. The auditor has to inquire of the DA's management and update his understanding about recent communications, including the DA Circulars.
- 3 The report from the auditor should include reference to the DA Agreement and specific DA Circulars to avoid ambiguity in the report.

Client's representation

- 4 In view of the requirements of the CDP, relevant members of the Institute of Singapore Chartered Accountants should include specific reference to these in the letters of representation obtained from their DA clients. In the illustrative letter of representation shown in Singapore Standard on Auditing 580, *Written Representations*, the following may be added to the third paragraph:

'There has been no non-compliance with or violation of the CDP Depository Rules, the DA Agreement and DA Circulars issued by the CDP.'

INDEPENDENT AUDITOR'S SUPPLEMENTARY REPORT

The Board of Directors
[Name of entity]

Opinion

We have audited the financial statements of _____¹ (the _____²), which comprise the statement of financial position as at 31 December 20X1, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. Our auditor's report on these financial statements was issued on _____ [insert date].

During the course of our audit, nothing came to our notice that caused us to believe that the _____² had not complied with the following obligations under [brief description of or reference to relevant requirements]³ (collectively referred to in this report as the CDP Rules)⁴:

1. open and maintain one or more sub-accounts for all deposited securities held for its own account.
2. open and maintain a separate sub-account for each of its clients for all deposited securities held on account of such clients.
3. at all times segregate the deposited securities held in each sub-account from those held in other sub-accounts.
4. at all times segregate deposited securities held for its own account from deposited securities held for the account of each of its clients.
5. any transfer of securities categorised electronically in Intra Sub-Account Transfer by the _____² as "No Change in Beneficial Owner Transfer", in accordance with the CDP Rules, corresponds with the actual transfer carried out.
6. the categorisation of transfer of securities effected via Electronic Transfer System corresponds with the actual transfer of securities carried out.
7. engage only in normal custodian services as set out in the letter of undertaking dated [insert date] from the _____² to The Central Depository (Pte) Limited (the CDP)⁵.
8. within five (5) calendar months after the close of each financial year, cause its external auditors to certify in writing in a manner acceptable to the CDP, that its obligations in the CDP Rules as prescribed by the CDP, have been duly complied with.

[For entities that operate omnibus accounts relating to the Share Savers Plan, the following clauses are to be certified:]

9. Open and maintain omnibus sub-accounts only when permitted by CDP.
10. For omnibus sub-accounts permitted by CDP that relate to share saver plans, maintain segregated account book-keeping of securities, belonging to the beneficial owners, that are reconciled on a daily basis; and ensure that contract notes and monthly statements of their securities holdings are sent to beneficial owners, by the next market day after the trade is executed and first week of the next month respectively.]

During the course of our audit, pursuant to DA Circular – DA/GM/28/2015, nothing came to our notice that caused us to believe that there had been any changes in the fitness and propriety of key appointment holders, instances of financial distress and legal actions taken against the _____².

¹ The name of the entity should follow the name as registered with ACRA.

² Insert the type of entity, e.g. 'Nominee Company', 'Company', 'Bank', etc.

³ The understanding of the relevant applicable requirements should be confirmed with the entity for each reporting period. For example, for the financial period ended 31 December 2015, the following description would have been appropriate: "Clauses 6.1 and 6.4 of the CDP Depository Rules, Clause 5 of the DA Agreement and DA Circulars – DA/830/2004 and DA/GM/4/2011".

⁴ The listing of the obligations should be based on the relevant applicable requirements for the reporting period. The listing suggested above is based on the requirements applicable for the period ended 31 December 2015.

⁵ This is only applicable to bank nominees and merchant bank nominees.

Basis for Opinion on the Financial Statements

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the _____² in accordance with the Accounting and Corporate Regulatory Authority (ACRA) *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Directors for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Companies Act, Chapter 50 and Financial Reporting Standards in Singapore, and for devising and maintaining such internal controls, including a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, management is responsible for assessing the _____²'s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the _____² or to cease operations, or has no realistic alternative but to do so.

The directors' responsibilities include overseeing the _____²'s financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the _____²'s internal control.⁶ In this connection, we have reviewed the accounting system and system of internal control in operation in the _____² and reliance has been placed on internal controls, where appropriate. Because of the inherent limitations in any accounting and internal control system, errors and irregularities may nevertheless occur and not be detected.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

⁶ This sentence would be modified, as appropriate, in circumstances when the auditor also has a responsibility to issue an opinion on the effectiveness of internal control in conjunction with the audit of the financial statements.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the _____²'s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the _____² to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- [Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.]⁷

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

[We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.]⁸

Restriction on Distribution and Use

This report is prepared to assist the _____² to meet the requirements of the CDP. As a result, the report may not be suitable for another purpose. Our report is intended solely for the _____² and CDP and should not be distributed to or used by parties other than the _____² or the CDP.

[The engagement partner on the audit resulting in this independent auditor's supplementary report is [name]].⁹

Public Accountants and
Chartered Accountants
Singapore

(Date)

⁷ This paragraph is included if the audit is a group audit of an entity with subsidiaries. Other relevant parts of the auditor's report should be amended accordingly to reflect a group audit.

⁸ This paragraph is included if the entity is a listed entity.

⁹ The name of the engagement partner is included if the entity is a listed entity.

APPENDIX 5

Sample Independent Auditor's Reports on SSRS 4400 Engagements to Perform Agreed-upon Procedures Regarding Financial Information

(5A) EDAS Schemes (EDB)

Terms of Reference for Grant Recipient's External Auditors

- 1) Check that:
 - a) Items and amounts claimed are in accordance with Annex _____ (Details on Qualifying Cost).
 - b) Items and amounts claimed are in accordance with all terms and conditions of the offer letter (and supplemental offer letters, if any).
 - c) Items claimed are used for the project as stated in the offer letter, unless otherwise stated.
 - d) Items claimed by the company are accurately recorded in all the claim forms and schedules, and in accordance with the books and records maintained by the company.
 - e) Description and authenticity of items claimed are valid by agreeing to appropriate source documents and other records.
 - f) Claims agree to the appropriate source documents, e.g. invoices, personnel and payroll records, etc.
 - g) Claims are made only upon disbursement of cash by the incentive awardee, and do not include those that are purely accounting entries without cash outlays (e.g. accruals, depreciation).
 - h) All items claimed are incurred and paid within the qualifying period as per the terms and conditions of the offer letter (and supplement offer letters, if any).

Exception:

For final claims, items claimed may be paid after the qualifying period, but before date of audit report. Notwithstanding this, all items have to be incurred within the qualifying period.

- i) Equipment claimed exists through physical sighting at the date of visit and are installed/operating for the project as stipulated in the offer letter.

The procedures as listed above from (a) to (i) shall cover at least 85% of the value claimed in the statement.

- 2) The auditors shall check that item categories that prohibit related party transactions do not include related party claims.
- 3) The auditors shall check that qualifying cost items supported under the incentive are used exclusively for the project. Otherwise, the qualifying costs shall be suitably pro-rated.
- 4) The auditors shall enquire and report on any sale/lease/disposal/transfer of the equipment, software or intellectual property rights, if applicable, that is funded by EDB during the execution of the project.
- 5) The auditors shall highlight any going concern issues raised in the latest audit report of the company.
- 6) In the event that there are errors and deviations found, the auditors shall report accordingly and provide details.

Report on Factual Findings

To:

Mr /Ms <Name>
<Designation>
<Matrix Implementing Company>
[Address]

We have performed the procedures in accordance with the Terms of Reference on the Statement of Expenditure incurred by _____ (Name of Company) ("the Company") for the claim period from _____(date) to _____ (date). This is in connection with the development of _____ (project name or description and reference number) under the _____(name of incentive) of the Economic Development Board ("EDB") for the qualifying period from _____(date) to _____(date). Our engagement was undertaken in accordance with the Singapore Standard on Related Services SSRS 4400 Engagements to Perform Agreed-upon Procedures Regarding Financial Information.

The procedures were performed solely for the purpose of the Company's submission of the aforementioned Statement of Expenditure to the EDB in accordance with the terms and conditions specified by EDB in its Offer Letter dated _____ (date) (and Supplemental Offer Letters dated _____(date)*. With reference to item 1 of the Terms of Reference, we have ensured that such procedures cover at least 85% of the value claimed in the statement.

We report our findings below:

- (a) With respect to item 1 of the Terms of Reference, we found no exceptions from performing the procedures (a) to (i).
- (b) With respect to item 2 of the Terms of Reference, based on related parties identified by _____ (Name of company) and as represented to us, we confirm that related party claims are excluded from item categories that prohibit related party transactions.
- (c) With respect to item 3 of the Terms of Reference, we confirm that qualifying cost items supported under the incentive are used exclusively for the project. For qualifying cost items not used exclusively for the project, we confirm that they are suitably pro-rated.
- (d) With respect to item 4 of the Terms of Reference, we have enquired and are *not aware of any sale/lease/disposal/transfer* of equipment, software or intellectual property rights that is funded by EDB during the execution of the project.
- (e) With respect to item 5 of the Terms of Reference, we confirm that there is no going concern matter included in the latest audit report of the company.

(Detail the exceptions if any)

Because the above procedures do not constitute either an audit or a review made in accordance with Singapore Standards on Auditing or Singapore Standards on Review Engagements, we do not express any assurance on the Statement of Expenditure as at _____ (date).

Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with Singapore Standards on Auditing or Singapore Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

* if applicable.

Our report is solely for the purpose set forth in the second paragraph of this report and for your information, and is not to be used for any other purpose or to be distributed to any other parties other than EDB. This report relates only to the accounts and items specified above and do not extend to any financial statements of the Company, taken as a whole.

[Public Accountants and]¹ (Firm)
Chartered Accountants
Singapore

_____ (Date)

¹ Where the report is signed by a professional accountant in public practice with the CA (Singapore) professional designation, who is not a public accountant, the signing convention shall be amended as appropriate by deleting the wordings "Public Accountants and".

(5B) Submission of the Value-added Productivity Figure to the Building and Construction Authority (BCA)

The Board of Directors

[Name of client]

[Address]

We have performed the procedures agreed with you and as set out in the attached Appendix 1 on the computation of the value-added productivity ("VAP") figure for [Name of Company] (the "Company") for the financial year ended [year-end date]. This is in connection with the requirement by the Building and Construction Authority ("BCA") which is set out in the BCA's communication to all A1-B2 BCA Registered Contractors on [date]. Under this requirement, all larger firms registered under Construction Workheads (CW) of BCA Contractors Registry have to submit their VAP figures on an annual basis.

Our engagement was undertaken in accordance with the Singapore Standard on Related Services SSRS 4400 Engagements to Perform Agreed-Upon Procedures Regarding Financial Information. The procedures were performed solely for the purpose of the Company's submission of its VAP figure for the financial year ended [year-end date] to the BCA.

With respect to the procedures set out in Appendix 1, based on our work performed on the computation of the VAP figure, which is attached as Appendix [2], we report that we found no exceptions from performing the procedures 1 and 2.

Because the above procedures do not constitute either an audit or a review made in accordance with Singapore Standards on Auditing or Singapore Standards on Review Engagements, we do not express any assurance on the computation of the VAP figure for the financial year ended [year-end date].

Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with Singapore Standards on Auditing or Singapore Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

Our report is solely for the purpose set forth in the second paragraph of this report and for your information, and is not to be used for any other purpose or to be distributed to parties other than the BCA. This report relates only to the items specified above and does not extend to the financial statements of the Company taken as a whole.

_____ (Firm)

[Public Accountants and]¹

Chartered Accountants

Singapore

_____ (Date)

¹ Where the report is signed by a professional accountant in public practice with the CA (Singapore) professional designation, who is not a public accountant, the signing convention shall be amended as appropriate by deleting the wordings "Public Accountants and".

APPENDIX 1

PROCEDURES IN CONNECTION WITH THE COMPUTATION OF THE VAP FIGURE

- 1) Trace the following figures used in the VAP computation, which is attached as Appendix 2, to the audited financial statements for the year ended [year end date] and relevant underlying accounting records² maintained by the Company:
 - a) Total remuneration
 - b) Operating profit before tax
 - c) Depreciation
 - d) Indirect taxes and levies

- 2) [(Select one of the options based on the engagement circumstances)
Compute the average number of employees extracted from the monthly payroll summary [(Or) specify report name] for the year ended [year-end date] and trace to the “Total number of employees” for the VAP computation set out in Appendix [2].

(OR)

Trace the “Total number of employees” for the VAP computation set out in Appendix [2], to the number of IR8E forms for the year ended [year-end date] as submitted to the Inland Revenue Authority of Singapore.]

²The term “underlying accounting records” may be considered as being too general and should be considered for specific adaptation to suit the entity’s circumstances. For example, the term “general ledger” may be more appropriate in circumstances where the information is available from the entity’s general ledger.