

OFFICE OF THE GENERAL ACCOUNTANT

Name of Applicant-Auditing Firm:		
Name of Applicant-External Auditor:		
Name of Representative:		
In the list of:		
☐ SEC	☐ BSP	☐ IC
Group category:		
☐ Individual/Sole Practitioner		
☐ Signing Partner of _____		
To be filled-up by Officer of the Day: Date of Pre-Evaluation: First: _____ Second: _____ Third: _____		

PRE-EVALUATION NOTICE
APPLICATION FOR INCLUSION IN THE LIST OF
ACCREDITED/SELECTED EXTERNAL AUDITORS - INDIVIDUAL AND AUDITING FIRM

A. DOCUMENTARY REQUIREMENTS

Description	Reference Tab	Please provide the requested information and sign if the supporting document is submitted / compliant	Status of Compliance/ Remarks (To be filled-up by Officer of the Day)
(1) The application form is duly accomplished and signed under oath;			
(2) Copy of the Firm's (or Individual Practitioner) Certificate of Registration issued by the Board of Accountancy (BOA);		BOA Cert. No. Effective up to:	The presented certificate were authenticated on _____
(3) For applicant-partners, PRC/BOA Certification containing the list of registered partners of the firm			The presented certificates were authenticated on _____
(4) Notarized certification that he/she has fundamental knowledge of the regulatory requirements on each of the secondary licensees of the Commission and compliance with the required 120 CPD units;			

(5) The firm's (or individual practitioner's) Quality Assurance Manual containing written general description of the following: a. Quality assurance process, such as, but not limited to client acceptance and retention policies, concurring partner review, consultation process; b. Procedure for monitoring professional ethics and independence from clients; c. Other quality assurance policies or procedures provided in Philippine Standard on Auditing No. 220, Philippine Standards on Quality Control 1, and their amendments, or as may be required by the Commission;			
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B. SUBSTANTIVE REQUIREMENTS

Description	Reference Tab	Please provide the requested information and sign if the supporting document is submitted / compliant	Status of Compliance/ Remarks (To be filled-up by Officer of the Day)
(1) At the time of application, the external auditor shall have at least five (5) year experience in external audits; [For initial application of partner-applicants, certification from managing partner or signing partner (current and/or former) indicating the detailed participation of the applicant in the audit of the firm's corporate-clients and various positions held in the firm]			
(2) At the time of application, the applicant must have the required track record of clients of the financial sector regulator. <i>Notarized complete list of corporate clients detailing the period of engagement and total assets of each (Please use Annex A for the prescribed format).</i>			

In case of the incompleteness of the above mentioned documents, your application could not yet be officially cleared for receiving by the Commission. Please complete first the required documents and present for re-evaluation (including this Pre-Evaluation Notice) by our Officer of the day.

This pre-evaluation is without prejudice to other substantive deficiencies that maybe noted thereon during the processing proper. Upon official receipt of the complete application documents but prior to payment of filing fees, this Office shall conduct a full substantive review of the same for which you shall be formally informed of our findings or our action thereon.

Lastly, please be advised of the following:

1. The applicant will receive an advice from OGA for the payment of filing fees. Upon payment of the filing fees and presentation of the machine validated Payment Assessment Form to OGA, the hardcopy and softcopy of the comment letters containing the result of OGA's review of the Audited Financial Statements of the applicant's corporate clients shall be released/sent;
2. Processing time shall commence only upon receipt of the applicant's response to OGA's comment letter;
3. All OGA communication letters shall be sent through electronic mail (e-mail) address as provided by the applicant and shall be considered as official transmittal by said Office pursuant to e-Commerce Act of 2000; and
4. Finally, the implementation on the deadline stated in our letter shall be strictly implemented.

Prepared by:

Verified by:

SIGNATURE OVER PRINTED NAME

Applicant / Authorized Representative

SIGNATURE OVER PRINTED NAME

Officer of the Day

Office of the General Accountant

ANNEX A: List of Clients for Auditing Firm (PLEASE SUBMIT NOTARIZED LIST)

[illegible]