

**OFFICE OF THE GENERAL ACCOUNTANT  
PRE-EVALUATION NOTICE  
ACCREDITATION AS EXTERNAL AUDITOR / AUDITING FIRM**

|  |  |
|--|--|
| Name of Applicant-Auditing Firm:   |  |
| Name of Applicant-External Auditor:  |  |
| Name of Representative:  |  |
| Group category:  |  |
| <input type="checkbox"/> Individual/Sole Practitioner<br><input type="checkbox"/> Signing Partner of _____                       |  |
| <b>To be filled-up by Officer of the Day:</b><br><b>Date of Pre-Evaluation:</b><br>First: _____<br>Second: _____<br>Third: _____ |  |

**A. DOCUMENTARY REQUIREMENTS**

| Description  | Reference Tab | Please provide the requested information and sign if the supporting document is submitted / compliant | Status of Compliance/ Remarks<br>(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.<br>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) Copy of the SEC Certificate of Accreditation previously issued to the applicant;   |               | SEC Cert. No.<br>Effective up to:   | The presented certificates were authenticated on _____                   |
| (5) In case of Group A, B, and C accreditation, 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 30 CPD units; |               |   |  |

|  |  |  |  |
|--|--|--|--|
| <p>(6) The firm's (or individual practitioner's) Quality Assurance Manual containing written general description of the following:</p> <ol style="list-style-type: none"> <li>Quality assurance process, such as, but not limited to client acceptance and retention policies, concurring partner review, consultation process;</li> <li>Procedure for monitoring professional ethics and independence from clients;</li> <li>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;</li> </ol> |  |  |  |
| <p>(7) List of employees/personnel and their qualifications/position of the auditing firm (for Groups A and B)</p>   |  |  |  |
| <p>(8) Copy of the firm's or (individual practitioner's) signed certification confirming that all communications regarding the application for accreditation may be sent or transmitted by the OGA through electronic mail (e-mail) address and shall be considered as official transmittal by said Office pursuant to e-Commerce Act of 2000</p>  |  |  |  |
| <p>(9) Notarized attestation of the firm's adherence to the requirements of the Code of Ethics for Professional Accountants in the Philippines</p>   |  |  |  |

#### B. SUBSTANTIVE REQUIREMENTS

| Description  | Reference Tab | Please provide the requested information and sign if the supporting document is submitted / compliant | Status of Compliance/ Remarks<br>(To be filled-up by Officer of the Day) |
|--|---------------|---|--|
| <p>(1) At the time of application, the external auditor shall have at least five (5) years experience in external audits;</p> <p>[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]</p>  |               |   |  |
| <p>(2) At the time of application, the applicant must have the following track record:</p> <p>For <b>Group A</b>, the applicant must have had at least five (5) corporate clients with total assets of at least P50 Million each.</p> <p>For <b>Group B</b>, the applicant must have had at least three (3) corporate clients with total assets of at least P20 Million each.</p> <p>For <b>Group C</b>, the applicant must have had at least three (3) corporate clients with total assets of at least P5 Million each.</p> <p><i>Notarized complete list of corporate clients detailing the period of engagement and total assets of each.</i></p> |               |   |  |

|   |  |  |  |
|---|--|--|--|
| <p>(3) Copies of Audited Financial Statements (AFS) of the applicant's two (2) largest clients in terms of assets.</p> <p>If the applicant has corporate clients with secondary licensee with the Commission, copies of AFS of applicant's largest client and largest secondary licensee-client.</p> <p>If the AFS submitted is a holding company, include copies of AFS of the largest subsidiary based on total assets.</p> |  |  |  |
|---|--|--|--|

**In view of the foregoing deficiencies, your application could not yet be officially cleared for payment of filing fees and for receiving by the Commission. Please complete first the required documents and present for re-evaluation (including the 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 duly paid and complete application documents, 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.**

Prepared by:

Verified by:

**SIGNATURE OVER PRINTED NAME**  
Applicant / Authorized Representative

**SIGNATURE OVER PRINTED NAME**  
Officer of the Day  
**Office of the General Accountant**