

Regulatory Report 2: Agreed-upon procedures engagement performed in respect of an application by a legal practitioner firm for a refund of bank charges and audit fees

Notes to this report:

The illustrative agreed-upon procedures report is based on the application form prescribed by the Legal Practitioners Fidelity Fund (LPFF) to be used for claims for refunds of bank charges and audit fees that can be downloaded from the LPFF website <https://www.fidfund.co.za/>.

The utilization of the attached agreed-upon procedures report is required in terms of a directive of the LPFF <https://www.fidfund.co.za/wp-content/uploads/2023/11/LPFF-Directive.pdf>.

The application for a refund must be made by the legal practitioner firm by not later than the end of the calendar year after that in which the financial year in question ends, failing which such application will not be considered, except in exceptional cases (these exceptional cases must be motivated/approved by the Legal Practice Council.)

The LPFF requires the agreed-upon procedures engagement to be performed by the auditor of the legal practitioner firm who performed the assurance engagement on the trust accounts of the legal practitioner firm. For context, reference is made to the assurance report on the legal practitioner's trust accounts in the cover letter accompanying the agreed-upon procedures report.

This agreed-upon procedures report is illustrative in nature. Editorial changes may be made to the report, where necessary, to meet particular audit firm reporting policies or preferences, provided the changes are consistent with ISRS 4400 (Revised), *Agreed-Upon Procedures Engagements*, the purpose of the engagement and the terms of the engagement.

It is important to note, however, that the LPFF and Legal Practice Council (LPC) have acknowledged that the procedures in this illustrative report are appropriate for the engagement. As such, substantive changes to the illustrative procedures may result in application forms for the refund of bank charges and audit fees not being accepted by the LPFF and LPC.

The agreed-upon procedures report is effective for agreed-upon procedures engagements beginning on or after 1 November 2023. Early application of the report is permitted.

Audit Firm Letterhead

The Legal Practitioner Firm

[Insert address of Legal Practitioner Firm]

Dear *[Sir/Madam]*,

AGREED-UPON PROCEDURES REPORT IN RESPECT OF SECTIONS A TO D OF THE COMPLETED APPLICATION FORM IN RESPECT OF A REFUND OF BANK CHARGES AND AUDIT FEES BY [NAME OF LEGAL PRACTITIONER FIRM] FOR THE FINANCIAL [PERIOD FROM [insert date] TO [insert date] / YEAR ENDED [insert date] (the Application Form)]

As the auditor of *[insert name of legal practitioner firm]* (the Legal Practitioner Firm), we are issuing the accompanying agreed-upon procedures report for use by yourselves, the Legal Practitioners Fidelity Fund (LPFF) and Legal Practice Council (LPC). We previously issued our assurance report on the legal practitioner's trust accounts. This letter summarises the terms under which we have performed these engagements, which are set out in the engagement letters with respect to each engagement.

Assurance engagement on the legal practitioner's trust account

We completed our assurance engagement on the legal practitioner's trust accounts of the Legal Practitioner Firm for the financial *[period from [insert date] to [insert date] / year ended [insert date]]*. Our assurance engagement was performed in accordance with the International Standard on Assurance Engagements (ISAE) 3000 (Revised), *Assurance Engagements Other Than Audits or Reviews of Historic Financial Information*, for the purpose of complying with our obligation to report to the LPC under rule 54 of the South African Legal Practice Council Rules (the "Rules"), made under the authority of Sections 95(1), 95(3) and 109(2) of the Legal Practice Act, No.28 of 2014 (the "Act"). Further details with respect to this engagement are set out in our reasonable assurance report on the legal practitioner's trust accounts, dated *[insert date]*.

Agreed-upon procedures engagement

The agreed-upon procedures engagement is performed in accordance with the International Standard on Related Services (ISRS) 4400 (Revised), *Agreed-Upon Procedures Engagements*. In terms of this standard, we state our findings resulting from the procedures agreed with the Legal Practitioner Firm, and the users of the report are required to draw their own conclusions based on the findings presented. We do not express any assurance opinion or conclusion with respect to this engagement.

Furthermore, in completing the Application Form, the Legal Practitioner Firm has extracted information relating to interest on trust monies and recoverable bank charges from the Legal Practitioner Firm's Annual Statement on Trust Accounts (the "Annual Statement") submitted to the LPC on *[insert date]*. The scope of our agreed-upon procedures engagement did not extend to performing procedures on the accuracy and completeness of the information included in the Annual Statement.

The accompanying agreed-upon procedures report is for the purpose of assisting the [legal practitioner / partner(s) / director(s)] of the Legal Practitioner Firm, the LPFF and the LPC in evaluating whether or not the information in sections A to D of the completed Application Form agrees with the accounting records of the Legal Practitioner Firm.

Neither of the engagements referenced above extend to the Annual Statement and, accordingly, we do not express any assurance opinion or findings thereon.

Restriction on use and distribution

Our agreed-upon procedures report is intended solely for the purpose set out above and for no other purpose. It should not be distributed to or used by parties other than the [legal practitioner / partner(s) / director(s)] of the Legal Practitioner Firm, the LPFF and LPC.

Should you wish to discuss the contents of the agreed-upon procedures report in any further detail, please contact [Partner's name and telephone number].

Yours faithfully

[Auditor's Signature]
[Name of the individual registered auditor]
[Capacity, if not a sole practitioner
e.g. Director/Partner]
Registered Auditor
[Date of the auditor's report]
[Auditor's address]

INDEPENDENT AUDITOR'S AGREED-UPON PROCEDURES REPORT IN RESPECT OF SECTIONS A TO D OF THE COMPLETED APPLICATION FORM IN RESPECT OF A REFUND OF BANK CHARGES AND AUDIT FEES BY [NAME OF LEGAL PRACTITIONER FIRM] FOR THE FINANCIAL [PERIOD FROM [insert date] TO [insert date] / YEAR ENDED [insert date]]

To the [Legal Practitioner / Partner(s) / Director(s)] of [insert name of legal practitioner firm]

Purpose of this Agreed-Upon Procedures (AUP) Report and Restriction on Use and Distribution

Our report is provided solely for the purpose of providing the [legal practitioner / partner(s) / director(s)] of [insert name of legal practitioner firm] (the Legal Practitioner Firm), the Legal Practitioners Fidelity Fund (LPFF) and the Legal Practice Council (LPC) with relevant information to be used in evaluating whether or not the information in sections A to D of the attached completed Application for Refund of Bank Charges and Audit Fees for the financial [period from [insert date] to [insert date] / year ended [insert date]] (the Application Form) (together referred to as the "subject matter" of our engagement) agrees with the accounting records and the business bank account details of the Legal Practitioner Firm. Our report may not be suitable for another purpose.

This report is intended solely for the [legal practitioner / partner(s) /director(s)] of the Legal Practitioner Firm, the LPFF and the LPC and should not be used by, or distributed to, any other parties.

Responsibilities of the [Legal Practitioner / Partner(s) / Director(s)] of the Legal Practitioner Firm, the LPFF and the LPC

The [legal practitioner / partner(s) / director(s)] of the Legal Practitioner Firm, the LPFF and LPC have acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement.

The [legal practitioner / partner(s) / director(s)] of the Legal Practitioner Firm are responsible for the subject matter on which the agreed-upon procedures are performed.

Auditor's Responsibilities

We have conducted the agreed-upon procedures engagement in accordance with the International Standard on Related Services (ISRS) 4400 (Revised), *Agreed-Upon Procedures Engagements*. An agreed-upon procedures engagement involves us performing the procedures that have been agreed with the [legal practitioner / partner(s) / director(s)] of the Legal Practitioner Firm and reporting the findings, which are the factual results of the agreed-upon procedures performed. We make no representation regarding the appropriateness of the agreed-upon procedures.

This agreed-upon procedures engagement is not an assurance engagement. Accordingly, we do not express an opinion or an assurance conclusion.

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Professional ethics and quality management

Insert the following paragraph where the auditor has determined that there are no legal, regulatory other professional requirements or conditions of a contract, program or arrangement relating to the agreed-upon procedures engagement that specify requirements pertaining to independence, and the auditor has not agreed with the Legal Practitioner Firm to comply with independence requirements for the agreed-upon procedures engagement.

We have complied with the ethical requirements of the Code of Professional Conduct for Registered Auditors issued by the Independent Regulatory Board for Auditors (IRBA Code). The IRBA Code is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour; and it is consistent with the corresponding sections of the International Ethics Standards Board for Accountants' *International Code of Ethics for Professional Accountants (including International Independence Standards)*. For the purpose of this engagement, there are no independence requirements with which we are required to comply.

Insert the following paragraph where the auditor has determined that there are no legal, regulatory other professional requirements or conditions of a contract, program or arrangement relating to the agreed-upon procedures engagement that specify requirements pertaining to independence, but the auditor agreed with the Legal Practitioner Firm to comply with independence requirements in the performance of the agreed-upon procedures engagement. This illustrative paragraph assumes that the auditor agreed to comply with the independence requirements in part 4B of the IRBA Code to the agreed-upon procedures engagement.

We have complied with the ethical requirements of the Code of Professional Conduct for Registered Auditors issued by the Independent Regulatory Board for Auditors (IRBA Code) and the independence requirements in Part 4B - *Independence for Assurance Engagements Other than Audit and Review Engagements* of the IRBA Code. The IRBA Code is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour; and it is consistent with the corresponding sections of the International Ethics Standards Board for Accountants' *International Code of Ethics for Professional Accountants (including International Independence Standards)*.

Our firm applies International Standard on Quality Management 1, *Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements*, which requires the firm to design, implement and operate a system of quality management, including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Procedures and Findings

We have performed the procedures described in the table below, which were agreed upon with the [legal practitioner / partner(s) / director(s)] of the Legal Practitioner Firm in respect of the attached Application Form, which we have initialed for identification purposes only.

No.	Procedures	Findings
1	General	
1.1	Obtain from [<i>insert name and designation of individual at the Legal Practitioner Firm</i>] the completed Application Form.	We obtained the completed Application Form from [<i>insert name and designation of individual at the Legal Practitioner Firm</i>].
1.2	Obtain from [<i>insert name and designation of the individual at the Legal Practitioner Firm</i>] the Legal Practitioner's Annual Statement on Trust Accounts reported to the Legal Practitioners Fidelity Fund for the financial [period from [<i>insert date</i>] to [<i>insert date</i>] / year ended [<i>insert date</i>]] (the Annual Statement).	We obtained the Annual Statement from [<i>insert name and designation of the individual at the Legal Practitioner Firm</i>].
2	Procedures relating to the firm's VAT registration	
2.1	Inquire from [<i>insert name and designation of individual at the Legal Practitioner Firm</i>] whether or not the Legal Practitioner Firm is registered as a VAT vendor. Document the response.	We inquired from [<i>insert name and designation of individual at the Legal Practitioner Firm</i>] whether or not the Legal Practitioner Firm is registered as a VAT vendor. [<i>Insert name of individual at the Legal Practitioner Firm</i>] indicated that the Legal Practitioner Firm [is / is not] registered as a VAT vendor.
2.2	If the Legal Practitioner Firm is registered as a VAT vendor, as indicated in the findings related to procedure 2.1 above, obtain the VAT registration number from [<i>insert name and designation of individual at the Legal Practitioner Firm</i>], document the VAT registration number and perform the following procedures:	[<i>Insert name and designation of individual at the Legal Practitioner Firm</i>] provided the following VAT registration number: [<i>Insert VAT registration number</i>]. We performed the following procedures: OR Not applicable as [<i>Insert name and designation of individual at the Legal Practitioner Firm</i>] indicated in finding 2.1 that the Legal Practitioner Firm is not registered as a VAT vendor.
2.2.1	Visit the SARS e-filing VAT vendor search website (https://secure.sarsefiling.co.za/vatvendorsearch.aspx) and select the option 'Verify a VAT registration number (VAT registration number	We visited the SARS e-filing VAT vendor search website (https://secure.sarsefiling.co.za/vatvendorsearch.aspx) on [<i>insert date that the site was visited</i>].

No.	Procedures	Findings		
	required)'. Document the date on which the site was visited.	We selected the option 'Verify a VAT registration number (VAT registration number required)'.		
2.2.2	Insert the VAT registration number obtained in procedure 2.2 above into the 'VAT number' section of the website and select "Search".	We inserted VAT registration number [<i>insert number obtained in finding 2.2</i>] into the 'VAT number' section of the website and selected "Search".		
2.2.3	Document the VAT trading name that results from the search.	The following VAT trading name resulted from the search: [<i>Document VAT trading name that resulted from the search</i>].		
2.3	If the firm is not registered as a VAT vendor, as indicated in the finding to procedure 2.1, obtain a written representation from [<i>insert name and designation of individual at the Legal Practitioner Firm</i>] acknowledging that the firm is not registered as a VAT vendor.	<p>We obtained a written representation from [<i>insert name and designation of individual at the Legal Practitioner Firm</i>] acknowledging that the firm is not registered as a VAT vendor.</p> <p>OR</p> <p>Not applicable as [<i>insert name and designation of individual at the Legal Practitioner Firm</i>] indicated in finding 2.1 that the Legal Practitioner Firm is registered as a VAT vendor.</p>		
3.	Section A - Interest on trust monies			
3.1	<p>Total columns</p> <p>Recalculate the "Net interest earned on trust moneys paid to the Fund during the financial period in respect of which the claim is made ((i) minus (ii)) (only total amount required)" in Section A "Interest on trust moneys" of the Application Form by cross-casting the lines i) "Gross interest" and ii) "Less: recoverable bank charges deducted from trust interest" and casting the "Total" column. Document any differences.</p>	<p>We recalculated the "Net interest earned on trust moneys paid to the Fund during the financial period in respect of which the claim is made ((i) minus (ii)) (only total amount required)" in Section A "Interest on trust moneys".</p> <p>Our recalculated "Net interest earned on trust moneys paid to the Fund during the financial period in respect of which the claim is made ((i) minus (ii)) (only total amount required)" amount [agreed /did not agree] to the amount per the Application Form.</p> <p>[<i>Insert the following to illustrate a difference noted, if applicable.</i>]</p> <p>We noted the following difference(s):</p> <table border="1" data-bbox="884 1906 1358 1986"> <tr> <td data-bbox="884 1906 1190 1986">i) Gross interest</td> <td data-bbox="1190 1906 1358 1986">R</td> </tr> </table>	i) Gross interest	R
i) Gross interest	R			

No.	Procedures	Findings	
		Recalculated total:	
		Total as per the Application Form:	
		Difference	
		ii) Less: recoverable bank charges deducted from trust interest	R
		Recalculated total	
		Total as per the Application Form:	
		Difference	
		iii) Net interest earned on trust moneys paid to the Fund during the financial period in respect of which the claim is made ((i) minus (ii)) (only total amount required)	R
		Recalculated total	
		Total as per the Application Form:	
		Difference	
3.2	i) Gross interest Compare the "Gross interest" amounts in the "Trust interest from Section 86(2)", "Trust	We compared the "Gross interest" amounts in the "Trust interest from Section 86(2)", "Trust	

No.	Procedures	Findings																				
	<p>interest from Section 86(3)” and “5% of trust interest earned from Section 86(4) trust investments” columns on the Application Form to the amounts reflected on the Annual Statement. Document any differences.</p>	<p>interest from Section 86(3)” and “5% of trust interest earned from Section 86(4) trust investments” columns on the Application Form to the amounts reflected on the Annual Statement. The amounts per the Application form [agreed/ did not agree] to the amounts per the Annual Statement.</p> <p><i>[Insert the following to illustrate differences noted, if applicable.]</i></p> <p>We noted the following differences:</p> <table border="1" data-bbox="882 887 1356 1312"> <thead> <tr> <th data-bbox="882 887 1238 1003">Trust interest from Section 86(2)</th> <th data-bbox="1238 887 1356 1003">R</th> </tr> </thead> <tbody> <tr> <td data-bbox="882 1003 1238 1115">Total amount per the Application Form</td> <td data-bbox="1238 1003 1356 1115"></td> </tr> <tr> <td data-bbox="882 1115 1238 1227">Amount on the Annual Statement</td> <td data-bbox="1238 1115 1356 1227"></td> </tr> <tr> <td data-bbox="882 1227 1238 1312">Difference</td> <td data-bbox="1238 1227 1356 1312"></td> </tr> </tbody> </table> <table border="1" data-bbox="882 1370 1356 1796"> <thead> <tr> <th data-bbox="882 1370 1238 1487">Trust interest from Section 86(3)</th> <th data-bbox="1238 1370 1356 1487">R</th> </tr> </thead> <tbody> <tr> <td data-bbox="882 1487 1238 1599">Total amount per the Application Form</td> <td data-bbox="1238 1487 1356 1599"></td> </tr> <tr> <td data-bbox="882 1599 1238 1711">Amount on the Annual Statement</td> <td data-bbox="1238 1599 1356 1711"></td> </tr> <tr> <td data-bbox="882 1711 1238 1796">Difference</td> <td data-bbox="1238 1711 1356 1796"></td> </tr> </tbody> </table> <table border="1" data-bbox="882 1859 1356 2004"> <thead> <tr> <th data-bbox="882 1859 1238 2004">5% of trust interest earned from Section 86(4) trust investments</th> <th data-bbox="1238 1859 1356 2004">R</th> </tr> </thead> <tbody> <tr> <td data-bbox="882 1859 1238 2004"></td> <td data-bbox="1238 1859 1356 2004"></td> </tr> </tbody> </table>	Trust interest from Section 86(2)	R	Total amount per the Application Form		Amount on the Annual Statement		Difference		Trust interest from Section 86(3)	R	Total amount per the Application Form		Amount on the Annual Statement		Difference		5% of trust interest earned from Section 86(4) trust investments	R		
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No.	Procedures	Findings													
		Total amount per the Application Form													
		Amount on the Annual Statement													
		Difference													
3.3	<p>(ii) Less: recoverable bank charges deducted from trust interest</p> <p>Compare the “Less: recoverable bank charges deducted from trust interest” amounts in the “Trust interest from Section 86(2)” and “Trust interest from Section 86(3)” columns of the Application Form to the amounts reflected on the Annual Statement. Document any differences.</p>	<p>We compared the “Less: recoverable bank charges deducted from trust interest” amounts in the “Trust interest from Section 86(2)” and “Trust interest from Section 86(3)” columns on the Application Form to the amounts reflected on the Annual Statement. The amounts per the Application Form [agreed/ did not agree] to the amounts per the Annual Statement.</p> <p><i>[Insert the following to illustrate differences noted, if applicable.]</i></p> <p>We noted the following differences:</p> <table border="1" data-bbox="882 1288 1355 1715"> <thead> <tr> <th data-bbox="882 1288 1153 1404">Trust interest from Section 86(2)</th> <th data-bbox="1153 1288 1355 1404">R</th> </tr> </thead> <tbody> <tr> <td data-bbox="882 1404 1153 1520">Total amount per the Application Form</td> <td data-bbox="1153 1404 1355 1520"></td> </tr> <tr> <td data-bbox="882 1520 1153 1637">Amount on the Annual Statement</td> <td data-bbox="1153 1520 1355 1637"></td> </tr> <tr> <td data-bbox="882 1637 1153 1715">Difference</td> <td data-bbox="1153 1637 1355 1715"></td> </tr> </tbody> </table> <table border="1" data-bbox="882 1774 1355 2002"> <thead> <tr> <th data-bbox="882 1774 1153 1890">Trust interest from Section 86(3)</th> <th data-bbox="1153 1774 1355 1890">R</th> </tr> </thead> <tbody> <tr> <td data-bbox="882 1890 1153 2002">Total amount per the Application Form</td> <td data-bbox="1153 1890 1355 2002"></td> </tr> </tbody> </table>		Trust interest from Section 86(2)	R	Total amount per the Application Form		Amount on the Annual Statement		Difference		Trust interest from Section 86(3)	R	Total amount per the Application Form	
Trust interest from Section 86(2)	R														
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Amount on the Annual Statement															
Difference															
Trust interest from Section 86(3)	R														
Total amount per the Application Form															

No.	Procedures	Findings									
		Amount on the Annual Statement									
		Difference									
4.	Section B – Recoverable bank charges on trust current banking accounts										
4.1	<p>Recalculate the “Total” column of Section B “Recoverable bank charges on trust current banking accounts” of the Application Form by cross-casting the column amounts and compare this recalculated total to the “Total” amount per the Application Form. Document any differences.</p>	<p>We recalculated the “Total” column of Section B “Recoverable bank charges on trust current banking accounts” of the Application Form by cross-casting the column amounts.</p> <p>Our recalculated total amount [agreed /did not agree] to the “Total” amount per the Application Form.</p> <p><i>[Insert the following to illustrate a difference noted, if applicable.]</i></p> <p>We noted the following difference:</p> <table border="1" data-bbox="882 1211 1356 1568"> <thead> <tr> <th data-bbox="882 1211 1153 1290"></th> <th data-bbox="1153 1211 1356 1290">R</th> </tr> </thead> <tbody> <tr> <td data-bbox="882 1290 1153 1368">Recalculated total</td> <td data-bbox="1153 1290 1356 1368"></td> </tr> <tr> <td data-bbox="882 1368 1153 1485">Total as per the Application Form</td> <td data-bbox="1153 1368 1356 1485"></td> </tr> <tr> <td data-bbox="882 1485 1153 1568">Difference</td> <td data-bbox="1153 1485 1356 1568"></td> </tr> </tbody> </table>			R	Recalculated total		Total as per the Application Form		Difference	
	R										
Recalculated total											
Total as per the Application Form											
Difference											
4.2	<p>Obtain from <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> the following:</p> <p>(i) A list of bank accounts which the Legal Practitioner Firm determined to be the accounts required by Section 86(2) and Section 86(3) of the Legal Practice Act 28 of 2014;</p> <p>(ii) A schedule of the actual recoverable bank charges incurred and paid for the period <i>[insert date]</i> to <i>[insert date]</i> (the “Schedule”) in respect of the list of bank accounts obtained in</p>	<p>We obtained the following from <i>[insert name and designation of individual at the Legal Practitioner Firm]</i>:</p> <p>(i) A list of bank accounts which the Legal Practitioner Firm determined to be the accounts required by Section 86(2) and Section 86(3) of the Legal Practice Act 28 of 2014;</p> <p>(ii) A schedule of the actual recoverable bank charges incurred and paid for the period <i>[insert date]</i> to <i>[insert date]</i> in respect of the list of</p>									

No.	Procedures	Findings		
	<p>the previous procedure (the "Schedule"), that includes the following:</p> <ul style="list-style-type: none"> • Account number of each trust bank account; • Classification of the Account number above as either Section 86(2) or Section 86(3); • Recoverable bank charge (excluding VAT) where applicable; and • VAT on the Recoverable bank charges. <p>Perform the following procedures:</p>	<p>bank accounts obtained in the previous procedure, that included the following:</p> <ul style="list-style-type: none"> • Account number of each trust bank account; • Classification of the Account number above as either Section 86(2) or Section 86(3); • Recoverable bank charge (excluding VAT) where applicable; and • VAT on the Recoverable bank charges. <p>We performed the following procedures:</p>		
4.2.1	<p>Recalculate the mathematical accuracy of the Schedule obtained in 4.2(ii) above by casting and cross casting all totals included in the Schedule.</p>	<p>We recalculated the mathematical accuracy of the Schedule obtained in procedure 4.2(ii) by casting and cross casting all totals included in the Schedule.</p> <p>Our recalculated totals [agreed /did not agree] to the totals per the Schedule.</p> <p><i>[Insert the following to illustrate a difference noted, if applicable.]</i></p> <p>We noted the following difference(s):</p> <p><i>[Indicate differences]</i></p>		
4.2.2	<p>Compare the total recoverable bank charges (including VAT if the practitioner is not a registered VAT vendor) as per the Schedule, obtained in procedure 4.2(ii) above, with the amounts recorded as "From Section 86(2)" and "From Section 86(3)" recoverable bank charges on the Application Form. Document any differences.</p>	<p>We compared the total recoverable bank charges (including VAT if the practitioner is not a registered VAT vendor) as per the Schedule, obtained in procedure 4.2(ii) above, with the amounts recorded as "From Section 86(2)" and "From Section 86(3)" recoverable bank charges on the Application Form. The amounts per the Schedule [agreed/ did not agree] to the amounts per the Application Form.</p> <p><i>[Insert the following to illustrate differences noted, if applicable.]</i></p> <p>We noted the following difference(s):</p> <table border="1" data-bbox="882 1816 1356 1966"> <tr> <td data-bbox="882 1816 1153 1966">Section 86(2) recoverable bank charges</td> <td data-bbox="1153 1816 1356 1966">R</td> </tr> </table>	Section 86(2) recoverable bank charges	R
Section 86(2) recoverable bank charges	R			

No.	Procedures	Findings	
		Total amount per the Schedule	
		Amount on the Application Form	
		Difference	
		Section 86(3) recoverable bank charges	R
		Total amount per the Schedule	
		Amount on the Application Form	
		Difference	
4.2.3	If the Legal Practitioner Firm is registered as a VAT vendor, as indicated in the findings related to procedure 2.1 above, agree all recoverable bank charges excluding VAT as per the Schedule to the amounts included in the Annual Statement. Document any differences.	<p>We compared all recoverable bank charges excluding VAT as per the Schedule to the amounts included in the Annual Statement. The amounts on the Schedule [agreed / did not agree] to the amounts included in the Annual Statement.</p> <p><i>[Insert the following to illustrate differences noted, if applicable.]</i></p> <p>We noted the following differences:</p> <p><i>[Indicate differences]</i></p> <p>OR</p> <p>Not applicable as <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> indicated in finding 2.1 that the Legal Practitioner Firm is not registered as a VAT vendor.</p>	

No.	Procedures	Findings
4.2.4	<p>If the Legal Practitioner Firm is not registered as a VAT vendor, as indicated in the findings related to procedure 2.1 above, agree all recoverable bank charges including VAT as per the Schedule to the amounts included in the Annual Statement. Document any differences.</p>	<p>We agreed all recoverable bank charges including VAT as per the Schedule to the amounts included in the Annual Statement. The amounts on the Schedule [agreed / did not agree] to the amounts included in the Annual Statement.</p> <p><i>[Insert the following to illustrate differences noted, if applicable.]</i></p> <p>We noted the following differences:</p> <p><i>[Indicate differences]</i></p> <p>OR</p> <p>Not applicable as <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> indicated in finding 2.1 that the Legal Practitioner Firm is registered as a VAT vendor.</p>
4.2.5	<p>If the Legal Practitioner Firm is registered as a VAT vendor, as indicated in the findings related to procedure 2.1 above, recalculate the VAT amounts on the “Actual recoverable bank charges incurred and paid by the practitioner (include VAT if the practitioner is not a registered VAT vendor)” (excluding VAT) line on the Application Form by multiplying the amounts in the “From Section 86(2)” and “From Section 86(3)” columns by 15%. Compare these recalculated VAT amounts to the Schedule. Document any differences.</p>	<p>We recalculated the VAT amounts on the “Actual recoverable bank charges incurred and paid by the practitioner (include VAT if the practitioner is not a registered VAT vendor)” (excluding VAT) line on the Application Form by multiplying the amounts in the “From Section 86(2)” and “From Section 86(3)” columns by 15% and compared these recalculated VAT amounts to the Schedule. The recalculated VAT amounts [agreed / did not agree] to the amounts on the Schedule.</p> <p><i>[Insert the following to illustrate differences noted, if applicable.]</i></p> <p>We noted the following difference(s):</p> <p><i>[Indicate differences]</i></p> <p>OR</p> <p>Not applicable as <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> indicated that the Legal Practitioner Firm is not registered as a VAT vendor.</p>
4.2.6	<p>If the firm is not registered as a VAT vendor, as indicated in the findings related to procedure 2.1 above, recalculate the VAT</p>	<p>We recalculated the VAT amount included in the “Actual recoverable bank charges incurred and paid by the practitioner (include VAT if the</p>

No.	Procedures	Findings
	<p>amount included in the “Actual recoverable bank charges incurred and paid by the practitioner (include VAT if the practitioner is not a registered VAT vendor)” (including VAT) line on the Application Form by multiplying the “From Section 86(2)” and “From Section 86(3)” columns per the Application Form by 15/115. Compare these recalculated VAT amounts to the Schedule. Document any differences.</p>	<p>practitioner is not a registered VAT vendor)” (including VAT) line on the Application Form by multiplying the “From Section 86(2)” and “From Section 86(3)” columns per the Application Form by 15/115 and compared these recalculated VAT amounts to the Schedule. The recalculated VAT amounts [agreed / did not agree] to the amounts on the Schedule.</p> <p><i>[Insert the following to illustrate differences noted, if applicable.]</i></p> <p>We noted the following difference(s):</p> <p><i>[Indicate differences]</i></p> <p>OR</p> <p>Not applicable as <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> indicated in finding 2.1 that the Practitioner Firm is registered as a VAT vendor.</p>
5.	C. Audit fees in respect of trust audit	
5.1	<p>(v) Actual audit fees, excluding VAT</p> <p>If, based on the procedures relating to the Legal Practitioner Firm’s VAT registration performed in procedure 2.1, the Legal Practitioner Firm is a registered VAT vendor:</p> <p>Compare the “Actual audit fees, excluding VAT (attach invoice)” amount per the Application Form with the amount excluding VAT as reflected on the invoice(s) issued by <i>[insert name of audit firm]</i> for the assurance engagement on the legal practitioners’ trust accounts of the Legal Practitioner Firm for the financial [period from <i>[insert date]</i> to <i>[insert date]</i>] / year ended <i>[insert date]</i>]. Document any differences.</p>	<p>We compared the “Actual audit fees, excluding VAT (attach invoice)” amount per the Application Form with the amount excluding VAT as reflected on the invoice(s) issued by <i>[insert name of audit firm]</i> for the assurance engagement on the legal practitioners’ trust accounts of the Legal Practitioner Firm for the financial [period from <i>[insert date]</i> to <i>[insert date]</i>] / year ended <i>[insert date]</i>]. The amount per the Application Form [agreed/ did not agree] to the amount excluding VAT as reflected on the invoice(s).</p> <p><i>[Insert the following to illustrate a difference noted, if applicable.]</i></p> <p>We noted the following difference:</p>

No.	Procedures	Findings								
		<table border="1" data-bbox="884 443 1356 806"> <tr> <td data-bbox="884 443 1153 524"></td> <td data-bbox="1153 443 1356 524">R</td> </tr> <tr> <td data-bbox="884 524 1153 638">Amount per Application Form:</td> <td data-bbox="1153 524 1356 638"></td> </tr> <tr> <td data-bbox="884 638 1153 725">Amount per invoice:</td> <td data-bbox="1153 638 1356 725"></td> </tr> <tr> <td data-bbox="884 725 1153 806">Difference</td> <td data-bbox="1153 725 1356 806"></td> </tr> </table> <p data-bbox="884 869 927 898">OR</p> <p data-bbox="884 925 1433 1077">Not applicable as <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> indicated in finding 2.1 that the Legal Practitioner Firm is not registered as a VAT vendor.</p>		R	Amount per Application Form:		Amount per invoice:		Difference	
	R									
Amount per Application Form:										
Amount per invoice:										
Difference										
5.2	<p data-bbox="306 1104 762 1133">(v) Actual audit fees, excluding VAT</p> <p data-bbox="306 1167 831 1283">If, based on the procedures relating to the firm's VAT registration performed in procedure 2.1, the Legal Practitioner Firm is not a registered VAT vendor:</p> <p data-bbox="306 1312 855 1615">Compare the "Actual audit fees, excluding VAT (attach invoice)" amount per the Application Form to the amount including VAT as reflected on the invoice(s) issued by <i>[insert name of audit firm]</i> for the assurance engagement on the legal practitioners' trust accounts of the Legal Practitioner Firm for the financial <i>[period from [insert date] to [insert date] / year ended [insert date]]</i>. Document any differences.</p>	<p data-bbox="884 1167 1433 1529">We compared the "Actual audit fees, excluding VAT (attach invoice)" amount per the Application Form with the amount including VAT as reflected on the invoice(s) issued by <i>[insert name of audit firm]</i> for the assurance engagement on the legal practitioners' trust accounts of the Legal Practitioner Firm for the financial <i>[period from [insert date] to [insert date] / year ended [insert date]]</i>. The amount per the Application Form <i>[agreed/ did not agree]</i> to the amount including VAT as reflected on the invoice(s).</p> <p data-bbox="884 1615 1433 1675"><i>[Insert the following to illustrate a difference noted, if applicable.]</i></p> <p data-bbox="884 1700 1286 1729">We noted the following difference:</p> <table border="1" data-bbox="884 1756 1356 1948"> <tr> <td data-bbox="884 1756 1153 1836"></td> <td data-bbox="1153 1756 1356 1836">R</td> </tr> <tr> <td data-bbox="884 1836 1153 1948">Amount per Application Form:</td> <td data-bbox="1153 1836 1356 1948"></td> </tr> </table>		R	Amount per Application Form:					
	R									
Amount per Application Form:										

No.	Procedures	Findings				
		<table border="1" data-bbox="884 443 1356 609"> <tr> <td data-bbox="884 443 1155 528">Amount per invoice:</td> <td data-bbox="1155 443 1356 528"></td> </tr> <tr> <td data-bbox="884 528 1155 609">Difference</td> <td data-bbox="1155 528 1356 609"></td> </tr> </table> <p data-bbox="884 667 928 698">OR</p> <p data-bbox="884 725 1433 878">Not applicable as <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> indicated in finding 2.1 that the Legal Practitioner Firm is registered as a VAT vendor.</p>	Amount per invoice:		Difference	
Amount per invoice:						
Difference						
6.	D. Payee account details for receipt of electronic payments (business account)					
6.1	<p data-bbox="306 1052 852 1236">Obtain from <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> a list of the following details of the bank account in which the Legal Practitioner Firm intends to receive the refund of bank charges and audit fees per the Application Form:</p> <ul data-bbox="357 1263 721 1384" style="list-style-type: none"> • Account name; • Name of bank and branch; • Bank code; and • Business account number. 	<p data-bbox="884 1052 1430 1267">We obtained from <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> a list of the following details of the bank account in which the Legal Practitioner Firm intends to receive the refund of bank charges and audit fees per the Application Form:</p> <ul data-bbox="935 1294 1299 1415" style="list-style-type: none"> • Account name; • Name of bank and branch; • Bank code; and • Business account number. 				
6.2	<p data-bbox="306 1478 852 1630">Obtain from <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> the bank statement as at <i>[year end]</i> related to the business bank account referred to in procedure 6.1.</p>	<p data-bbox="884 1478 1430 1630">We obtained from <i>[insert name and designation of individual at the Legal Practitioner Firm]</i> the bank statement as at <i>[year end]</i> related to the business bank account referred to in procedure 6.1.</p>				
6.3	<p data-bbox="306 1688 852 1930">Compare the following details as per “D. Payee account details for receipt of electronic payments (business account)” of the Application Form to either the details as reflected on the bank details listing obtained in procedure 6.1 (“A”) or the details as reflected on the bank statement obtained in procedure 6.2 (“B”):</p> <ul data-bbox="357 1957 721 1989" style="list-style-type: none"> • Account name - agree to A 	<p data-bbox="884 1688 1430 1930">We compared the following details as per “D. Payee account details for receipt of electronic payments (business account)” of the Application Form to either the details as reflected on the bank details listing obtained in procedure 6.1 (“A”) and/or the details as reflected on the bank statement obtained in procedure 6.2 (“B”):</p> <ul data-bbox="935 1957 1299 1989" style="list-style-type: none"> • Account name - agreed to A 				

No.	Procedures	Findings
	<ul style="list-style-type: none"> • Name of bank and branch - agree to A • Bank code - agree to A • Business account number - agree to A and B 	<ul style="list-style-type: none"> • Name of bank and branch - agreed to A • Bank code - agreed to A • Business account number - agreed to A and B <p>The details on the Application Form [agreed / did not agree] to the details as reflected on the bank listing obtained in procedure 6.1 and/or the details as reflected on the bank statement obtained in procedure 6.2.</p> <p>[We noted the following exceptions: <i>Document exceptions found</i>]</p>

[Auditor's Signature]
[Name of the individual registered auditor]
[Capacity, if not a sole practitioner
e.g. Director/Partner]
Registered Auditor
[Date of the auditor's report]
[Auditor's address]