

2<sup>nd</sup> Jan 2019

Dear Clients,

**RE: PREPARATION OF FINANCIAL STATEMENTS - COMPILATION FOR 2018  
ACCOUNTS (YEAR END-DECEMBER 2018)**

In order to enable us to prepare the accounts in compliance with the International Financial Reporting Standards (IFRS), and to meet the deadline of submission as prescribed by the laws of NBAA and TRA we request you to submit the following documents to us latest by **31st March 2019**.

- 1) Trial Balance/Tally Backup as at 31/12/2018, with Debtors, Creditors & Accrued charges lists along with the draft financial statements.
- 2) Copies of P9 & P10 forms.
- 3) Copies of supporting documentation for additional tangible (Fixed) assets/Intangible assets acquired during the year (if any).
- 4) Copy of Rental agreements (if not N.H.C) and their respective withholding tax & stamp duty receipts.
- 5) Current annual returns for Limited Companies only.
- 6) Copies of VAT Return from January to December 2018 (For VAT registered companies)
- 7) Letter for facility for Bank overdraft/Loan, if any, mentioning the overdraft/loan limits and duration and securities mortgaged.
- 8) Copies of bank statement, bank reconciliation statement and cash book for the month of December 2018.

- 9) Copies of revaluation documents (if this exercise has been carried out) for Investment Properties, Land & Buildings and of any plant and equipments etc.
- 10) Cash count certificate as at 31/12/2018
- 11) Stock count certificate as at 31/12/2018
- 12) X-Report Summary (Yearly Summary of Sales) from 01/01/2018 and 31/12/2018
- 13) Copies of provisional return & tax receipts together with copies of Prior year assessments and subsequent payment receipts (if any)

Kindly abide to the above in order to avoid unnecessary penalties.

Thanking you

Yours Faithfully

ASSAD ASSOCIATES