

Template Declaration Form¹ for Audit Principal (in connection with Application for Registration as a Public Accountant)

[To be printed on Audit Firm's letterhead]

To: ACRA

1. I certify that [Name of applicant] of [ID type/no.] has completed the following hours of Qualifying Audit Experience (QAE) and has independently and competently performed the key audit functions to my satisfaction as an Audit Principal during the specified periods:

Hours of Qualifying Audit Experience (QAE) Completed	Period experience was acquired	
	From	To
a. < Number of hours> hours of experience in an audit management role (performing the key audit functions).	<DD/MM/YYYY>	<DD/MM/YYYY>
b. < Number of hours> hours of experience in an audit quality review role.	<DD/MM/YYYY>	<DD/MM/YYYY>
c. < Number of hours> hours of experience in an audit technical role.	<DD/MM/YYYY>	<DD/MM/YYYY>
Total number of QAE hours gained	<Total number of hours listed in rows a+b+c> hours	

2. By signing this form, I
- a. declare that the information submitted is true and correct and to the best of my knowledge. I am aware that I may be liable to disciplinary action if I knowingly submit any false or misleading information in this form;
 - b. confirm that I have met the requirements to be an Audit Principal² as set out under the Accountants (Public Accountants) Rules during the period of qualifying audit experience undertaken by the applicant; and
 - c. acknowledge that the Accounting and Corporate Regulatory Authority may contact me to verify any of the information provided.

[Sign off]

Name of Audit Principal:

PA Registration Number:

Designation:

Date:

¹ The declaration form is to be signed off separately by each of the applicant's audit principal under their respective firm's letterhead.

² Public Accountants who are audit principals must have at least 5 years of experience in public practice and must not be subject to any of the orders as set out in paragraph 6A(2)(b) of the Second Schedule to the Accountants (Public Accountants) Rules. Please refer to paragraph 6A of the same Rules for further details on the requirements.

Additional Note: If the applicant's QAE is gained under the supervision of more than one Audit Principal within a firm, the application should also be supported by a firm's testimonial consolidating the QAE gained by the applicant within each firm. The template testimonial consolidating the applicant's QAE is provided below.

Firm's Testimonial: Template for Consolidating an Applicant's QAE

[To be printed on Audit Firm's letterhead]

[Date]

To: ACRA

1. This is to certify that [Name of applicant] of [ID type/no.] has been employed by our firm in the [department/line of business] from [start date of employment] to [end date of employment/ the date of this letter]. His/Her [last held/ current] designation in the firm was/is [designation].
2. He/She has completed the following hours of Qualifying Audit Experience (QAE) during the periods specified, and has independently and competently performed the key audit functions to the satisfaction of the Audit Principals in the firm as follows:

Hours of Qualifying Audit Experience (QAE) Completed	Period experience was acquired	
	From	To
a. < Number of hours > hours of experience in an audit management role (performing the key audit functions).	<DD/MM/YYYY>	<DD/MM/YYYY>
b. < Number of hours > hours of experience in an audit quality review role.	<DD/MM/YYYY>	<DD/MM/YYYY>
c. < Number of hours > hours of experience in an audit technical role.	<DD/MM/YYYY>	<DD/MM/YYYY>
Total number of QAE hours gained	<Total number of hours listed in rows a+b+c> hours	

Name of Audit Principals	PA Registration No.	Period experience was acquired	
		From	To

3. The duly completed and signed declarations by the relevant Audit Principals are enclosed.

[Sign off]

[Name]

[Designation]