

**FORM 2****INDEPENDENT REGULATORY BOARD FOR AUDITORS**

(Established under Section 3 of Act 26 of 2005)

**APPLICATION BY A FIRM FOR ADMISSION TO THE REGISTER OF AUDITORS**

(For application in terms of Section 38(2)) and Section 40 (2)

This firm hereby applies to be registered as a Registered Auditor and submits the following information in support of its application:

**1. FIRM DETAILS:**

(a)	Full name of firm (head office):	
(b)	Type of firm (Sole Proprietorship, Partnership or Incorporated Company):*	
(c)	Company Registration Number (if applicable):	
(d)	Postal address of firm (including province and postal code):	
(e)	Street address of firm (including province and postal code):	
(f)	Physical area in which firm practices (this will be the area displayed on the IRBA website).	
(g)	Firm's telephone number:	
(h)	Firm's fax number (if applicable):	
(i)	Firm's primary email address: (This is the email to which IRBA will send all communications, except accounts, and which will reflect on the IRBA website.)	
(j)	Firm's Secondary email address for firm: (This email address will only be used if we are unable to contact the firm on the primary email address provided.)	
(k)	Firm's website address (if applicable):	

\* These are the only entities that may be registered with the IRBA as audit firms in terms of section 38 of the Auditing Profession Act, 26 of 2005.

**2. ACCOUNTS CONTACT PERSON**

(a)	Name of accounts contact person:	
(b)	Email address:	
(c)	Direct telephone number:	

**3. REGISTERED AUDITORS IN THE FIRM**

Full names of RAs in firm	IRBA registration no (if individual application in process, write "pending")	Status in firm ( <b>please specify whether partner, director, senior partner, sole practitioner, employee, consultant, CEO, Quality Leader, or Risk Leader</b> )	Is this RA assurance or non-assurance?	Is this RA attached to a branch? If branch, please indicate which branch.

**4. BRANCHES:**

For each branch, please provide the following information. If your firm has more than one branch, please copy and paste this section.

(a)	Name of branch:	
(b)	Telephone number of branch:	
(c)	Fax number of branch (if applicable):	
(d)	Email address of branch:	
(e)	Postal address of branch (including province and postal code):	
(f)	Street address of branch (including province and postal code):	
(g)	Area in which branch practices (this will be the area displayed on the IRBA website).	

## 5. BROAD BASED BLACK ECONOMIC EMPOWERMENT STATUS

Please select one of the following to indicate the category of your firm's B-BBEE status. Is your firm:

1.	A Start Up Enterprise (a recently formed or incorporated Entity that has been in operation for less than 1 year)	Yes	No
2.	An Exempted Micro Enterprise	Yes	No
3.	A Qualifying Small Enterprise to which the QSE scorecard applies	Yes	No
4.	An Enterprise to which the Generic Scorecard applies	Yes	No
5.	An Enterprise to which a Sector Code Scorecard applies	Yes	No

If you selected 3, 4 or 5 above, have you obtained a Rating of your B-BBEE status from an accredited Verification Agency or approved RA or a member of an Approved Professional Institute? Yes / No

If yes, please attach a copy of your Verification Certificate and Scorecard.

Please indicate the level of your B-BBEE status as reflected on your Verification Certificate by selecting the equivalent level:

B-BEE status	Please select
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Level 6	
Level 7	
Level 8	
Non-compliant	

The following documents must be attached to this application (see **Annexure A** for further information):

- Business plan;
- Quality (ISQC) Manual of the practice you intend to start;
- Name and RA number of RA identified as the practice's Quality Reviewer;
- Copies of agreements entered into with the Quality Reviewer; and
- Details of firm ownership and directorship, if applicable, including memorandum of incorporation, shareholders agreement, copy of shareholders register / securities register, share certificates and CIPC COR39 Form.

I certify that the above information is true and correct in every detail.

I attach proof of payment of the registration fee in the amount of **R6,240** in respect of the year ending **31 March 2023**.

I understand that the registration fee is not pro-rated.

The IRBA's banking details are:

Bank: Standard Bank  
 Branch: Eastgate  
 Branch Code: 018505  
 Account Number: 221290532

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Capacity

Please note we cannot start processing your application without confirmation of payment.

Please note further that if you are re-registering a firm, we cannot start processing the firm's application until any outstanding fees or other amounts due to the IRBA by the previously registered firm, if any, have been paid.

**PLEASE NOTE YOUR FIRM APPLICATION WILL TAKE 4 TO 6 WEEKS TO PROCESS DUE TO THE DOCUMENTS TO BE EVALUATED.**

**THE FIRM DOCUMENTS ARE REQUIRED FOR BOTH NEW AND RE-REGISTRATIONS OF FIRMS.**

Please email your application form and supporting documentation to [registry@irba.co.za](mailto:registry@irba.co.za).

*Please note that in order for the IRBA to engage with you, it will have to Process certain Personal Information which belongs to you, which Processing is described and explained under the specific and informative IRBA Processing Notices, housed for ease of reference on IRBA's website at <https://www.irba.co.za/library/popi-act>, which we ask you to download and read. By providing us with the required Personal Information, such act will be taken as an indication that you have read and agree with the provisions described under the Processing Notice and, where applicable, you consent to the processing by us of your Personal Information.*

**ANNEXURE A****DOCUMENTATION TO BE SUBMITTED WITH THIS APPLICATION**

We require all candidates who are registering a new firm, re-registering a previously registered firm where the below documents were not submitted on the previous registration of the firm, or converting existing firms from non-assurance to assurance, to first set up their audit quality structures before we register their firms.

We require this because we believe it is in the public interest for the IRBA as a regulator to ensure that all firms have their Quality Control structures in place. This also ensures that your firm is running in accordance with ISQC1.

We generally find that the process of setting up these structures is one that is very beneficial to you and those you will be working with as it focusses on the overall structures in terms of quality.

**The following documents must be submitted with this application relating to the practice you intend to register:**

1. Business plan (practice plan);
  2. Quality (ISQC) manual – the quality manual must be drafted in accordance with ISQC1; and
  3. Name and IRBA number of the RA identified as your firm's Quality Reviewer together with agreements entered into with the Quality Reviewer; and
  4. Firm ownership and directorship confirmation (if applicable).
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**1. BUSINESS PLAN**

The business plan must contain more than an introduction. It must contain items such as:

- the structure of the firm;
- services offered by the firm;
- resources (HR, IT etc. including what software the firm will be using);
- financial projections including revenue streams (such as will your clients be private or public sector clients, how will clients be sourced);
- organogram of firm;
- risk identification and mitigation strategy; and
- firm's transformation strategy and objectives.

**2. QUALITY MANUAL:**

Your manual must contain all the established procedures and policies covering all aspects of ISQC1.

Please ensure that you also submit to us all your templates and checklists as identified in your manual.

Please note that we do not provide templates or examples of the quality manual as we see this as a developmental process you will go through as you familiarise yourself with the requirements of ISQC1.

Leaving the process open is very important as different practitioners will have different manuals applicable to their own circumstances. IFAC does have a guidance document on their website.

**3. AGREEMENT WITH REVIEWER:**

We are generally led by you regarding the structure of the agreement with your reviewer. However, the agreement must cover, amongst others, the following aspects:

- Scope of the review
  - Indicating your expectation from the reviewer on entering into such an agreement

- Including aspects to be considered or focused on; how you will determine engagements to be reviewed (please ensure that the agreement specifically states that the first three engagements will require a review); and indicating the stages of an audit that would require a review
- Reporting requirement
  - Indicating the report and format thereof to be issued by the reviewer at the end of their review.
- Duration of the review
  - Estimate of the length of the review to be carried out by the reviewer.
- Commencement date
  - Commencement date of the agreement.
- Fees
  - The fees that would be payable to the reviewer for each of the reviews.
- Terms and conditions
  - These would be general terms and conditions of the formal arrangement you are entering into. Such terms would include the responsibilities of the firm.

### 3. **CONFIRMATION OF FIRM OWNERSHIP AND DIRECTORSHIP**

- If the firm you wish to register is an incorporated company, we will require the following documents:
  - Copy of shareholders agreement indicating all the shareholders of the company;
  - Memorandum of incorporation of the company;
  - Copy of shareholders register / securities register and share certificates and
  - Copy of the latest COR39 from CIPC indicating all the directors of the company.
- If the firm you wish to register is a partnership, we will require the following document:
  - Copy of partnership agreement or equivalent.
- If the firm is a sole proprietorship, we do not require any confirmation documents.