

<On firm's letterhead>

**Report of Factual Findings to meet the requirements specified in <EIP: MIP or TSP> Programme Guidelines**

The Programme Manager : <Enterprise Investment Programme: Manufacturing Investment Programme or Tourism Support Programme<sup>1</sup>>

The Enterprise Organisation  
Department of Trade and Industry  
Private Bag X84,  
Pretoria  
0001

Dear Sir

**Factual Findings Report<sup>2</sup> of the Independent Registered Auditor<sup>3</sup> <or Independent External Accounting Professional><sup>4</sup> of <insert name of Entity> to the Department of Trade and Industry in respect of the <EIP; MIP or TSP><sup>5</sup> Grant Claim for the <insert stage of claim> for the claim period from <insert date > to <insert date>**

At the request of the Department of Trade and Industry (**the dti**) and in accordance with the <EIP: MIP/ TSP> Guidelines we have performed the procedures agreed with the Programme Manager and set out below with respect to the information contained in the Claim Form for the <Bi-annual Stage <1><sup>6</sup> or Annual Stage <2 / 4/ or 6><sup>7</sup>> of <insert name of Entity> (the Company<sup>8</sup>) for the claim period from <...> to <.>. Our engagement was undertaken in accordance with the *International Standard on Related*

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<sup>1</sup> Delete whatever is not applicable

<sup>2</sup> This factual findings report shall be provided by an **independent registered auditor**, or an **independent external accredited Accounting Professional (the Accounting Professional)**, as follows:

- (a) The factual findings report for Claim Forms submitted by a **company**, or in respect of a **project of a company**, shall be provided by the **independent registered auditor of the company**;
- (b) The factual findings report for Claim Forms submitted by a **Close Corporation or Co-operative project** with total investment for the MIP/TSP project in land, building, machinery/furniture and equipment and commercial vehicles of **R30m and above** shall be provided by an **independent registered auditor**;
- (c) The factual findings report for Claim Forms submitted by a **Close Corporation or Co-operative project** with total investment for the MIP/TSP project in land, building, machinery/furniture, equipment and commercial vehicles of **below R30m** may be provided by either an **independent registered auditor** or an **independent external accounting professional**; and
- (d) Where the entity is **exempt from an audit requirement** and its investment for the TSP/MIP project in land, buildings, machinery/furniture, equipment and commercial vehicles is **below R30m**, the factual findings report for a Claim Forms submitted may be provided by either an **independent registered auditor** or an **independent external professional person**.

<sup>3</sup> An **Independent Registered Auditor** (the "Auditor") means the individual or firm registered as an auditor with the Independent Regulatory Board for Auditors (the "IRBA").

<sup>4</sup> An **Independent External Accounting Professional** (the "Accounting Professional") who is a member in good standing of any the following professional bodies: the South African Institute of Chartered Accountants (SAICA); the South African Institute of Professional Accountants (SAIPA) and the Association of Certified Chartered Accountants (ACCA).

<sup>5</sup> Delete whatever is not applicable

<sup>6</sup> Stage 1: is the bi-annual claim of the first year. The claim period for stage 1 can be the same as no.10 of the claim form or cover six months from the production start date per no. 10 of the claim form. Delete whatever is not applicable.

<sup>7</sup> Stage 2, 4, 6 : is the annual claim of the first, second and third year respectively .Delete whatever is not applicable

<sup>8</sup> Or Close Corporation or Co-Operative

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Name of Entity/ Project: \_\_\_\_\_  
Claim Stage: \_\_\_\_\_

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Auditor/Accounting Professional Name: \_\_\_\_\_  
Initial: \_\_\_\_\_

*Services ISRS 4400 – Engagements to Perform Agreed-Upon Procedures Regarding Financial Information.* Our procedures were performed solely to assist the Programme Manager in evaluating whether, or not, the Claim Form is in accordance with the Programme Guidelines and Approval Letter dated <....>. The responsibility for determining the adequacy or otherwise of the procedures agreed to be performed is that of the Programme Manager. We have initialled the completed Claim Form and other accompanying schedules<sup>9</sup> as set out on pages <...> to <...> for identification purposes only.

### Procedures and Findings

Our procedures performed and corresponding findings thereon are set out in the table below.

Procedures	Findings
<b>1. SECTION : CLAIM GENERAL (GENERAL INFORMATION), CLAIM PREMISES, CLAIM FINANCIALS<sup>10</sup> (FINANCIAL INFORMATION) – PROCEDURES THERETO</b>	
1. Inspect the Grant Approval Letter and compare it to the name of the entity submitting the Claim Form.	The name of the entity reflected in the Claim Form is the same as that in the Grant Approval Letter. <i>[Provide details of exceptions]</i>
2. Inspect the Grant Approval Letter and compare approved activity to activity of the project.	The activity that the project is engaged in, <is> or <is not> as per approval letter. <i>[Provide details of exceptions]</i>
3. Inspect the Grant Approval Letter and confirm that the specific conditions were complied to e.g. the project must be physically and financially separated from other projects on the same premises, obtaining of a B-BBEE Verification Certificate or proof of funding.	The specific conditions reflected on the Grant Approval Letter <were> or <were not> complied with. <i>[Provide details of exceptions]</i>
4. Inspect the audited annual financial statements <sup>11</sup> for stage 2, 4, and/or 6 – these should be for the <entity/ project of the entity> reflected as reflected in the Claim Form and should be the same as the Grant Recipient as per the Approval Letter.	The <audited> annual financial statements supporting the grant claim are in respect of the Grant Recipient <. <sup>12</sup> > for the period claimed. <i>[Provide details of exceptions]</i>
5. Inspect the auditors report for stage 2, 4, and/or 6 and note details of any modification to the auditor’s report.	The auditors report’s opinion was modified – qualified/ adverse /disclaimer of opinion. <sup>13</sup>
6. Compare the information in the Claim General and Claim Financials of the Claim	The information in Claim General and Claim Financials of the Claim Form) <sup>14</sup> has been extracted

<sup>9</sup> The auditor or accounting professional clearly identifies any “unaudited” schedules attached which are initialled for identification purposes only.

<sup>10</sup> All “sections” referred to in this report, unless otherwise specified, refer to the claim form.

<sup>11</sup> Inspect current audited annual financial statements for period 2, 4 and 6. For periods 3 and 5 the preceding year’s audited annual financial statements are acceptable.

<sup>12</sup> Inspect current audited financial statements for period 2, 4 and 6. For periods 3 and 5 the preceding year’s audited annual financial statements are acceptable.

<sup>13</sup> Delete whichever is not applicable.

<sup>14</sup> For identification purposes, please print, sign, scan the General Information and Claim Financials of the claim and, upload it with the scanned copy of the factual findings report to the EIP electronic system.

Name of Entity/ Project: \_\_\_\_\_  
Claim Stage: \_\_\_\_\_

Auditor/Accounting Professional Name: \_\_\_\_\_  
Initial: \_\_\_\_\_

Procedures	Findings
Form) to the audited financial statements (Stages 2, 4 and/or 6 Claims) and underlying accounting records (Stages 1, 3 and 5 Claims) and identify any discrepancies in the information extracted.	correctly from the audited financial statements and / or underlying accounting records.  <i>[Provide details of any discrepancies]</i>

Procedures	Findings
<b>2. SECTION : CLAIM ASSETS</b>	
<b>Asset List – Assets Owned (at Cost)</b>	
Obtain the detailed <b>list of ‘Claim Assets’</b> <sup>15</sup> reflecting the additions of qualifying assets acquired during the Claim Period and perform the following procedures:	
7. Re-perform the casts and cross casts of the Asset List and compare the cost and details of additions during the Claim Period to the underlying accounting records for the Claim Period.	The amounts on the Asset List <agree / do not agree> to the cost and details of assets acquired during the Claim Period and no casting errors were identified, except for the following:  <i>[Provide details of exceptions]</i>
Select a sample of individual line items from the Asset List as follows: <ul style="list-style-type: none"> <li>• All the assets purchased second hand,</li> <li>• All second-hand assets and assets purchased from connected parties, and</li> <li>• 50 % in value of the remaining assets,</li> </ul> of additions acquired during this claim period. Carry out the procedures 8 to 18 for each line item selected from each asset category:	
8. Inspect supporting documentation is for evidence that the assets actually have been acquired e.g.: invoices, contracts, proof of delivery, liquidation order, auctioneer’s report, and evidence of payment to the supplier.	Inspected supporting documentation there is evidence that assets have actually been acquired.  <i>[Provide details of exceptions]</i>
9. Re-perform casts and calculations as per the invoices, contracts and agree the costs to the assets list.	Re-performed casts and calculations as per the invoices, contracts the costs agree to the amounts as per the asset list.  <i>[Provide details of exceptions]</i>
10. Inspect the proof of delivery for evidence of the date of purchase and that the assets were acquired during the claim period, for assets that have been purchased before the claim	The proof of delivery provides evidence that the assets were acquired during the Claim Period and/or the start of production or after 21 July 2008 and does not include assets claimed in previous claim periods or acquired subsequent to the claim

<sup>15</sup> For identification purposes, please print, sign, scan the Claim Assets of the claim and, upload it with the scanned copy of the factual findings report to the EIP electronic system

Name of Entity/ Project: \_\_\_\_\_  
Claim Stage: \_\_\_\_\_

Auditor/Accounting Professional Name: \_\_\_\_\_  
Initial: \_\_\_\_\_

Procedures	Findings
period inspect that these have not been brought into use before the start date of production and that they have been purchased on or after 21 July 2008.	period. <i>[Provide details of exceptions]</i>
11. Enquire whether the assets purchased are correctly disclosed as New or Second hand assets - inspect supporting documents to corroborate this.	Assets selected <are / are not> correctly disclosed as New or Second hand assets. <i>[Provide details of exceptions]</i>
12. Compare the line items selected in the sample to the Approval Letter and Programme Guidelines to identify any assets acquired that are not Qualifying Assets for purposes of the Claim.	We did not identify any asset claimed that does not appear to be a Qualifying Asset in terms of the Approval Letter or Programme Guidelines. <b>OR</b> The following assets claimed do not appear to be Qualifying Assets in terms of the Approval Letter or Programme Guidelines: <i>[Provide details of assets claimed that do not appear to be Qualifying Assets]</i>
13. Enquire whether any assets selected were purchased from a “Connected Party” as defined by <b>the dti</b> ( <i>reflected at the bottom of the Claim Form</i> ).	Details of Connected Parties as defined by <b>the dti</b> are correctly disclosed in the Asset List and in accordance with the confirmations received from those parties. <i>[Provide details of exceptions]</i>
14. Obtain a confirmation from the Connected Parties of their original historical costs of procuring the asset and agree the confirmation to the details of the “Connected Parties” recorded in the Asset List.	Confirmation from Connected Parties of their original historical costs was <obtained/not obtained> and the confirmation <agrees/does not agree> to the Asset List. <i>[Provide details of exceptions]</i>
15. From the supporting documents inspected (Procedure 8 above) identify whether any assets have been purchased from a Connected Party that has not been recorded in the Asset List as such.	Our inspection of the invoices for the assets selected in our sample <did / did not> reveal any purchases from Connected Parties, other than those already identified in the previous procedure. <i>[Provide details of Connected Parties not disclosed]</i>
16. Physically inspect assets selected in your sample and records of the date on which they were taken into production – agree to details as shown on the Asset List.	Assets were inspected on <insert date> and <were / were not> being used in production at that date. The date as disclosed in the Asset List that the assets were taken into production / brought into use agrees / does not agree to the company’s production or other records. <i>[Provide details of exceptions]</i>

Name of Entity/ Project: \_\_\_\_\_  
Claim Stage: \_\_\_\_\_

Auditor/Accounting Professional Name: \_\_\_\_\_  
Initial: \_\_\_\_\_

Procedures	Findings
17. Inspect that assets disposed during the claim period are not included on the asset list on the claim form.	We did not identify any assets that were disposed off that have been included on the claim form. <b>OR</b> The following assets on the claim form have been disposed off during the claim period. <i>[Provide details of assets that have been disposed during the current period and included in the claim]</i>
18. Obtain the zoning certificate and inspect if the land has been zoned for mixed use, industrial, agricultural or commercial activity.	The zoning certificate inspected reflects that land <is / is not> zoned for <mixed use> and/or, <agricultural>, and/or <commercial> activity.
<b>Asset List –Leased Land and Buildings and Improvements thereto - additional procedures for items selected</b>	
19. Obtain the lease agreement and inspect the clauses relating to Leasehold Land and Building Improvements. Compare to additions listed in the Claim Period to the lease agreement – enquire about any leasehold additions reflected not in accordance with the lease agreement.	The additions disclosed for the Claim Period <were / were not> in accordance with the Leasehold Improvements clauses in the Lease Contract. <i>[Provide details of exceptions and management’s explanations relating thereto]</i>
20. Procedures 8 – 15 above apply to additions to Leasehold Improvements to Land or Buildings made during the Claim Period.	Findings as per above procedures 8-15 as relevant. <i>[Provide details of exceptions]</i>
21. For leased land and buildings: obtain the lease agreement and inspect the rental clauses applicable to the Claim Period.	The rental claimed <is / is not> in accordance with the rental agreement <i>[Provide details of exceptions]</i>
22. For expansion leased land and buildings: split the rental for the base year and the additional rental for the expansion, and agree the additional rental claimed for the expansion to the asset list. Re-perform casts and calculations as per the lease agreement and ascertain that the costs are included in the total rental costs in the audited financial statements.	Base year rental = R Additional rental = R Total rental = R The additional rental claimed for <agrees / does not agree> with the asset list. The costs <are / are not> included in the total rental costs in the audited financial statements. <i>[Provide details of exceptions]</i>
23. Compare the rentals paid (rental paid must exclude VAT, admin fees, water and electricity, rates and taxes) for the line items selected to the Approval Letter and Programme Guidelines to identify any leased assets that are not Qualifying Assets for purposes of the Claim.	We did not identify any rentals claimed that do not appear to be Qualifying Assets in terms of the Approval Letter and Programme Guidelines / <b>OR</b> the following rentals claimed do not appear to be Qualifying Assets in terms of the Approval Letter and Programme Guidelines: <i>[Provide details of lease expenses claimed that do</i>

Name of Entity/ Project: \_\_\_\_\_  
Claim Stage: \_\_\_\_\_

Auditor/Accounting Professional Name: \_\_\_\_\_  
Initial: \_\_\_\_\_

Procedures	Findings
	<i>not appear to be Qualifying Assets]</i>
24. Recalculate the rent claimed on the Asset List and inspect evidence of payment to the landlord / letting agent e.g. receipt / EFT / payment reflected on bank statement. Compare the amounts claimed to the underlying accounting records and if differences are identified, enquire as to the reasons therefore.	The rent claimed <has / has not> been paid to the lessor / letting agent during the Claim Period. <i>[Provide details of differences and management's explanations relating thereto]</i>

3. SECTION : CLAIM FINANCIALS (PERFORMANCE CRITERIA)	
Procedures	Findings
<b>Investment made at Cost</b>	
25. Agree the total Assets reflected on the Asset List to the "Investment made at Cost" reflected in Claim Financials of the claim form.	The Investment at Cost <agrees / does not agree> to that reflected on the Asset List. <i>[Provide details of exceptions]</i>
26. Recalculate the Investment as % of the total approved Qualifying Expenditure for the entity or project and compare it to the required % investment in terms of the Letter of Approval and Programme Guidelines at the Claim Stage (1, 2, 4 and /or 6 respectively).	The Minimum Investment % for the Claim Stage Performance Requirements based on the Grant Scale <has / has not been met> <i>[Provide details of exceptions]</i>
<b>Revenue<sup>16</sup></b>	
27. Compare the Turnover reflected in the Claim Form, for the relevant Grant Year and Claim Stage for the new project or expansion project, to an <b>entity's</b> , to: <ul style="list-style-type: none"> <li>the audited annual financial statements(Stages 2, 4 and/or 6); or</li> <li>in the case of a <b>project</b> being a cost centre and not a legal entity, to the underlying audited management accounts for the project.</li> </ul>	The Turnover <has / has not> been correctly extracted from the <annual audited financial statements or underlying project accounting records> <i>[Provide details of exceptions]</i>
28. Recalculate the <b>Turnover Achieved</b> from the new project or expansion as a <b>% of the Projected Turnover</b> for the project as reflected in the Approval Letter for the relevant Grant Year (1, 2, 4 and/or 6) and Stage to which the Claim Period relates, and compare the <b>% Turnover Achieved</b> to the	The Performance Requirements for the <b>Minimum Turnover Achieved as a % of the Projected Turnover</b> for the Year and Stage <insert Stage> for Claim Period <have / have not > been achieved. <i>[Provide details of the Minimum Turnover Achieved as a % of the Projected Turnover for the</i>

<sup>16</sup> Procedures 27 - 40 are not required for a stage 1 claim.

Name of Entity/ Project: \_\_\_\_\_  
Claim Stage: \_\_\_\_\_

Auditor/Accounting Professional Name: \_\_\_\_\_  
Initial: \_\_\_\_\_

<b>3. SECTION : CLAIM FINANCIALS (PERFORMANCE CRITERIA)</b>	
<b>Procedures</b>	<b>Findings</b>
<b>Minimum % of the Projected Turnover</b> required for that year.	<i>project or expansion]</i>
<b>B-BBEE Rating Level</b>	
29. Inspect the entity's B-BBEE Rating Certificate for Contributor Level achieved or Exempt Status and period, for which the Rating certificate is issued, compare the rating per the certificate to the claim form and inspect whether rating is issued by an accredited verification agency, as published on the dti website	The B-BBEE Status <is / is not> correctly reflected.  <i>[Provide details of the exceptions]</i>
<b>Employment</b>	
30. Obtain a schedule of the total number of employees and total hours worked during the Claim Period for each employee category and gender as well as full-time vs. seasonal and temporary employees reflected ( <i>for entities that have these class of employees</i> ) in Claim General and Claim Financials of the <b>Claim Form</b> and compare the total hours reflected to the underlying source, namely, the weekly or monthly wages and payroll records for the <b>Claim Period</b> .	The total number of employees differentiating between full-time vs. seasonal and temporary employees, and total hours worked for the Claim Period for the entity or project <agrees / does not agree> to the underlying wage and payroll records.  <i>[Provide details of differences identified]</i>
31. Based on the Schedule referred to above (Procedure 30) re-perform the calculation of the Full-time Equivalent Employment per annum for Seasonal / Temporary Number of Employees. <sup>17</sup>	The calculation of the Full-time Equivalent Employment per annum for Seasonal / Temporary Number of Employees <is / is not> correct>.  <i>[Provide details of errors identified]</i>
32. Compare the total number of hours worked by all seasonal and temporary employees worked on a grant project to the underlying wage records for the project (A) and re-perform the calculation of the Equivalent Number of Full-Time Jobs ((A/1920)=B) <sup>18</sup> .	The total number of hours worked by all seasonal and temporary employees worked on a grant project <agrees / does not agree> to the underlying wage records.  The calculation of the Equivalent number of Full-time Jobs <is / is not> correct.  <i>[Provide details of differences and errors identified]</i>
33. Compare the number of Full-Time Employees (non-seasonal or temporary) reflected in Section 3 to the Schedule referred to above (Procedure 30) (B)	The number of Full-Time Employees <agrees / does not agree> to those reflected on the Schedule Above  <i>[Provide details of differences identified]</i>
34. Calculate % of employment levels achieved	The % Employment Level Required <was / was

<sup>17</sup> For entities that do not have seasonal or temporary employees, reflect as not applicable

<sup>18</sup> For entities that do not have seasonal or temporary employees, reflect as not applicable.

Name of Entity/ Project: \_\_\_\_\_  
Claim Stage: \_\_\_\_\_

Auditor/Accounting Professional Name: \_\_\_\_\_  
Initial: \_\_\_\_\_

<b>3. SECTION : CLAIM FINANCIALS (PERFORMANCE CRITERIA)</b>	
<b>Procedures</b>	<b>Findings</b>
and compare to Performance Requirements and Approval letter – to determine whether the entity or project achieved both the minimum number of total jobs for the project and a minimum net increase in new full-time employment opportunities from the base year.	not> achieved in the Claim Period and the minimum number of total jobs for the project and a minimum net increase in new full-time employment opportunities from the base year for the Claim Period <was / was not> achieved. <i>[Provide details of differences identified]</i>
<p>Select a sample of employees from the Schedule (Procedure 26 above) for the claim period as follows:</p> <ul style="list-style-type: none"> <li>• Sample size for 20 or less new jobs created = 80% of employees for greater than 20 new jobs created = 60% of employees.</li> <li>• Verify the existence of the employees in the sample selected by performing the following procedures:</li> </ul>	
35. Inspect the contract or letter of employment and / or termination of employment between the company and the employee; confirm that the period of employment reflected in the letter/s applies to the Claim Period and identify any discrepancies.	<i>[Provide details of discrepancies identified]</i>
36. Physically inspect the identity document or certified copy thereof (ID or Passport) of the employee (if currently employed / or in the employee personal records maintained by the personnel department, and identify any discrepancies from the information recorded in the payroll records and extracted to the Schedule above (Procedure 30).	The employees' ID / Passport or certified copy thereof were inspected and <agrees/ does not agree> to the information in the personnel records of the employee. <i>[Provide details of discrepancies identified]</i>
37. Attend a wage payout and verify the existence of employees through physical observation and inspection of ID's presented at the payout compared to the Payroll Records ( <i>for entities that have manual wage payout</i> ).	The employees were observed at the payout and their ID / Passport inspected compared to the payroll listing. No discrepancies were found other than those indicated below: <i>[Provide details of discrepancies identified]</i>
38. Inspect registration form for evidence of the employees' registration with the Unemployment Insurance Fund for those employees working more than the minimum number of hours per week / per month.	UIF Registration forms <were / were not> inspected for all employees selected who qualify for registration. <i>[Provide details of exceptions identified]</i>
39. Inspect the payments records to confirm that employees who qualify for UIF, their deduction for UIF have been paid over to the authorities.	UIF deductions for employees that qualify for UIF have been paid to the authorities. <i>[Provide details of exceptions identified]</i>
40. Inspect that wages paid to the employees were not below the rates as published in the	Wages paid to employees <were/ were not> below the rates as published in the dti website.

Name of Entity/ Project: \_\_\_\_\_  
Claim Stage: \_\_\_\_\_

Auditor/Accounting Professional Name: \_\_\_\_\_  
Initial: \_\_\_\_\_



<b>3. SECTION : CLAIM FINANCIALS (PERFORMANCE CRITERIA)</b>	
<b>Procedures</b>	<b>Findings</b>
dti website <sup>19</sup> .	

<b>FOREIGN INVESTMENT GRANT FOR QUALIFYING FOREIGN INVESTORS</b>	
<b>Procedures</b>	<b>Findings</b>
41. Obtain a management representation letter regarding whether, or not; <ul style="list-style-type: none"> <li>• the entity is establishing production facilities for the first time RSA, or</li> <li>• the entity intends to sell or re-export any of the imported machinery and equipment, or</li> <li>• the entity will terminate manufacturing operations within a period of 2 years from date of production.</li> <li>• the foreign investor is from outside SACU and SADC</li> </ul>	Attach management's representation letter to the Claim Form.
42. Confirm that machinery and equipment imported from overseas is free of any financial liability or lien.	The foreign investor and company confirmed that no financial liability or lien has arisen from the importing of the machinery.  Where foreign shareholder's loan used to finance the asset, this debt should not be transferred to a RSA shareholder or financial institution.  <i>[Provide details of exceptions identified]</i>
43. Inquire from management if the relocations occurred within 1 year of commencement of production.	Relocations <have / have not> occurred during the Claim Period.  <i>[Provide details of exceptions identified]</i>
44. Inspect whether the entity has maintained at least a 50% foreign shareholding for the first 2 years of the claim period through inspection of the primary registration of the country.	As per inspection of the primary registration of the holding company the entity has at least 50% foreign shareholding.  <i>[Provide details of exceptions identified]</i>
45. For imported assets are imported inspect bill of entry that it reflects the name of the approved entity.	The bill of entry reflects the name of the entity.  <i>[Provide details of exceptions identified]</i>
46. Inspect relocation costs as per the claim form and confirm that these are as per the definition of qualifying costs/ expenditure.	Relocation costs are as per the definition of qualifying costs/ expenditure.  <i>[Except for, provide details of exceptions identified]</i>
47. Inspect the financial statements separately and confirm that relocation costs of machinery & equipment are disclosed in the	Relocation costs capitalised are disclosed in the notes to the financial statements.

<sup>19</sup> Procedure does not apply to MIP claims, reflect as not applicable

Name of Entity/ Project: \_\_\_\_\_  
Claim Stage: \_\_\_\_\_

Auditor/Accounting Professional Name: \_\_\_\_\_  
Initial: \_\_\_\_\_

<b>FOREIGN INVESTMENT GRANT FOR QUALIFYING FOREIGN INVESTORS</b>	
<b>Procedures</b>	<b>Findings</b>
notes to the financial statements where these costs are capitalised on the balance.	<i>[Provide details of exceptions identified]</i>
48. Obtain the details of the Commissioning Technicians (Names) and the duration of their stay through enquiry from management.	Details of the Commissioning Technicians provided by management are as follows;

Because the above procedures do not constitute an audit of financial information, a review of financial information or other assurance engagement on non-financial information conducted in accordance with *International Standards on Auditing, International Standards on Review Engagements* and *International Standards on Assurance Engagements other than Audits or Reviews of Historical Financial Information*, we do not express any assurance on the validity or accuracy of the attached Grant Claim. Had we performed additional procedures or had we performed an audit or review, or other assurance engagement in respect of the completed Claim Form and other accompanying schedules for the period ended <....> other matters might have come to our attention that would have been reported to you.

**Restriction on use and distribution**

Our report is prepared solely for the purpose set out in the first paragraph to assist the Programme Manager in evaluating whether, or not, the attached Claim Form for Stage <insert Stage> is in accordance with the Programme Guidelines and Approval Letter dated <.....>. Our report may not be suitable for another purpose and is not be distributed to or used by any other parties other than as provided for in the Programme Guidelines and Approval Letter.

Name of Entity/ Project: \_\_\_\_\_  
 Claim Stage: \_\_\_\_\_

Auditor/Accounting Professional Name: \_\_\_\_\_  
 Initial: \_\_\_\_\_

**Registered Audit Firm**

*<Name of individual Registered Auditor>*

**Capacity:** *<Sole Practitioner, Partner, Director>*

**Registered Auditor**

**<Registration Number>**

**OR**

**Where the factual findings report is provided by an independent external accounting professional who is not a registered auditor:**

**Independent External Accounting Professional's firm**

*<Name of individual accounting professional >*

**Capacity:** *<Sole Practitioner, Partner, Director>*

**<Chartered Accountant (SA) / Professional Accountant (SA) / Certified Chartered Accountant<sup>20</sup>>**

**<Membership Number>**

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<sup>20</sup> Reflect "Not Applicable" in such instances

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**Name of Entity/ Project:** \_\_\_\_\_  
**Claim Stage:** \_\_\_\_\_

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**Auditor/Accounting Professional Name:** \_\_\_\_\_  
**Initial:** \_\_\_\_\_