

3<sup>rd</sup> May 2024

Dear Clients,

**RE: PREPARATION OF FINANCIAL STATEMENTS - COMPILATION FOR YEAR OF INCOME 2023 (YEAR ENDED - DECEMBER 2023)**

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 **15<sup>th</sup> May 2024**.

- 1) Trial Balance/Tally Backup as at 31/12/2023, with Debtors, Creditors & Accrued charges lists along with the draft financial statements.
- 2) Submitted payrolls (PAYE and SDL forms) from the Tax Payer Portal along with statutory payment copies
- 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/ BRELA Maintenance Fees for Non-Limited Entities.
- 6) Copies of VAT Returns and payment slips from January to December 2023 (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 2023.

- 9) Copies of additions or disposals/ revaluation documents (if this exercise has been carried out) for Investment Properties, Land & Buildings and of any plant and equipment etc.
- 10) Cash count certificate as at 31/12/2023
- 11) Stock count certificate as at 31/12/2023
- 12) X-Report Summary (Yearly Summary of Sales) and Cancellation Letters from 01/01/2023 and 31/12/2023
- 13) Copies of provisional return & tax receipts together with copies of prior year tax assessments, notice of discussion and subsequent payment receipts (if any)

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

Thanking you

Yours Faithfully

ASSAD ASSOCIATES