



These documents are required to start an audit (scanned or physical documents can be provided):

1. Copy of valid Trade License and of Shareholders' passport(s)
2. Previous year's audit report (if applicable)
3. Trial Balance of each reporting date (if there is no trial balance, full set of bank statements with marking of the nature of income / expenses to compile books of account)
4. Bank Statements for each month which cover the financial period, for 1 month prior to the financial period and for 3 months after the end of the financial period
5. Memorandum & Articles of Association (in case of FZE, if issued by the Free Zone)
6. Share Certificate
7. Bank confirmation letter (sample letter to be written to the bank shall be provided by us) (not required to commence the audit)
8. Title deed or rent agreement of the office
9. Employment contract of the employees (if there are any employees) or list of employees
10. List of vehicles and other assets owned by the company (or owned by the Shareholders and used for the company and included in the assets of the company)

After receiving these documents, the auditor will ask for more information or clarification on various aspects of your business, to ensure that the financial statements reflect the disclosures adequately.

Please contact [dhawalgn@prudentialauditing.com](mailto:dhawalgn@prudentialauditing.com) or any other member from the audit team if you need further information and clarification.