



united  auditing

Proposal for Audit

Division of  emirates chartered accountants group
More than figures.....

U A E | B A H R A I N | U K | I N D I A

To

Finance Team
Abu Dhabi Community Cooperative Society
Email: finance.department@emiratesce.ae
Tel No: +971 – 56 5233006
Abu Dhabi, UAE

Dear Sir,

Sub: Audit for the year ended December 31, 2022

We would like to take this opportunity to thank you for the confidence you have placed in our firm and hope that the quality of our assurance services will contribute to the successful development and growth of your business. We look forward to complete this assignment of **Abu Dhabi Community Cooperative Society** for the year ended December 31, 2022, well in time as practically possible and retaining a mutually productive and long-lasting relationship.

This letter sets out the basis on which we have to act as auditors to the company and the respective areas of responsibility of the management and ourselves.

We are confident that our rich experience inside and outside the UAE of providing exceptional professional services to our clients will result in, valuable, cost-effective service for your assignment under consideration.

We look forward to your valued confirmation as we consider it a privilege to be professionally associated with you and your organization.

Yours Sincerely,

For United Auditing

Accepted on behalf of
Abu Dhabi Community Cooperative Society


Authorized Signatory



Name (Authorized Signatory & Stamp)

Contents:

- Scope of Work
 - ✓ Financial Audit
- Fees, Payment Terms & Validity
- Confidentiality Clause, Anti-Money Laundering Compliance & Limitation of Liabilities
- Our Services



Purpose of Engagement

Auditing of Accounts

- i. To examine the financial statements of the company for the year ended December 31, 2022. The objectives of our examination will be the expression of an opinion on the Financial Statements of the Company. Our ability to express that opinion and the wording of our opinion will of course be dependent on the facts and circumstances at the date of our report. If our opinion will be other than unqualified, the reason will be fully disclosed.
- ii. To evaluate the fairness of presentation of statements in conformity with the International Financial Reporting Standards (IFRSs) on a consistent basis.
- iii. To Audit in accordance with International Auditing Guidelines, which includes tests of transaction to the extent we believe necessary.

Period of Engagement

This engagement will commence with the company's audit of the books of accounts for the year ended December 31, 2022 and will continue unless changed or terminated in writing.



Responsibility of Management & Auditors

The corresponding responsibilities of Management and Auditors in relation to accounts and financial affairs are dealt in the following paragraphs.

1) Management's Responsibility

- i. It is the responsibility of the management to prepare financial statements for the financial period which give a true and fair view of the state of affairs of the Company and of its income for that period. In preparing those accounts the management must:
 - (a) Select suitable accounting policies and then apply them consistently;
 - (b) Make judgements and estimates that are reasonable and prudent; and
 - (c) Prepare the accounts on the going concern basis unless it is not appropriate to presume that the Company will continue in business.
- ii) It is the management's responsibility to keep proper accounting records which disclose with reasonable accuracy at any particular time the financial position of the Company. It is also the management's responsibility to safeguard the assets of the Company and for taking reasonable steps for the prevention of and detection of fraud and other irregularities with an appropriate system of internal controls.
- iii) The management is also responsible for making available to us, as and when required, all the Company's accounting records and all other relevant records and related information, including minutes of all management and shareholders' meetings.

2) Auditors' Responsibility

- i. As independent auditors we will report to you whether in our opinion the accounts of the organization which we have audited give a true and fair view of the state of the organization's affairs, and of the income or loss for the period.

In arriving at our opinion, we are required to consider the following matters, and to report on any in respect:

- a) Whether proper accounting records have been kept by the Company.
 - b) Whether the Company's balance sheet and income statement are in agreement with the accounting records and returns;
 - c) Whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.
- ii. We have a professional duty to report if the accounts do not comply in any material respect with International Financial Reporting Standards (IFRSs), unless in our opinion the non-compliance is justified in the circumstances.
- iii. Our professional responsibilities also include:
- a) Stating in our report a description of the Managements responsibilities for the accounts, where the accounts or accompanying information do not include such description; and
 - b) Considering whether other information and documents contained in audited accounts is consistent with those accounts; and
- iv. The nature and extent of our tests will vary according to our assessment of the Company's accounting and internal control systems and may cover any aspects of the Company's operations. Our audit is not designed to identify all significant weaknesses in the Company's systems, but we shall report to the management any significant weaknesses in, or observations on, the Company's systems which come to our notice and which we think should be brought to management's attention. Any such report may not be provided to third parties without our prior written consent. Such consent would be granted only on the basis that such reports are not prepared for the interests of anyone other than the Company in mind and that we accept no duty or responsibility to any other party as concerns the reports.

3) Reporting to Management

We shall report to you on a timely basis in respect of any issues, such as material weaknesses in your accounting system, which we feel need to be brought to your attention.

4) Irregularities (including fraud)

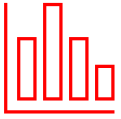
The responsibility for safeguarding the assets of the Company and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the management. We will plan our audit so that we have a reasonable expectation of detecting material misstatements in the accounts resulting from irregularities, fraud or non-compliance with law or regulations, but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

5) Representation by Management

As part of our normal audit procedures, we may request you to provide formal representations concerning certain information and explanations we have received from you during the course of our audit.

6) Additional Services

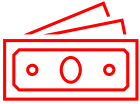
- a) Request for assistance or information shall be attended quickly to provide efficient service.
- b) Regular contact with management and professional service by our team.



Information Required for Audit

Our examination will be based on the following information provided by the company:

- i) Constitutional Documents, License, Shareholder Passport Copy etc.
- ii) Copy of Bank Statements covering the period of audit.
- iii) Final Trial Balance of the Company for the year ended December 31, 2022.
- iv) Books and records maintained by the Company viz. General Ledger & Sub Ledgers.
- v) Original supporting documents for the transactions as and when required.
- vi) Schedules of Fixed Assets, Prepaid Expenses, Accrued Expenses etc.
- vii) List of Receivables & Payables.
- viii) Other relevant documents and information.



Professional Charges

Audit fee -	AED 6,000/-
Add: VAT 5% -	<u>AED 300/-</u>
	<u>AED 6,300/-</u>

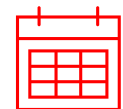
(Dirhams Six Thousand Three Hundred Only)

This is calculated on the basis of the estimated time required by our team to complete the assignment.



Terms of Payment

The audit fee will be billed as 75% in advance upon commencement of the assignment and the balance 25% upon issuance of draft audit report. Our fees will be payable immediately upon submission of invoice. If the management of the company does not approve the financial statements within one month after submitting the draft report and requesting the revision of financial or other relevant details which causes additional work or visits from our side to verify or finalize, then extra fee will be charged after communicating to the management.



Validity of Contract

This contract is valid only if accepted within 10 days from the date of submission.

An audit engagement letter will be issued from the audit division once this proposal is accepted.

If the above is in accordance with your requirement and term and arrangements prove to be suitable and satisfactory to you, we shall be grateful if you will sign this letter, in the place provided and return it to us at your convenience through E-mail: accounts@emiratesca.com.

Confidentiality Clause

As part of maintenance of professional code of conduct all the accounting documents and its contents shall be maintained strictly as confidential and no information shall be communicated to third party without the approval of the client.

It is agreed by the management of the client that without the prior written approval of the service firm (Emirates Chartered Accountants Group), it will not hire the employee/s of the service firm as employee/s of the company during their employment in the service firm and at any time thereafter.

Anti-Money Laundering Compliance

In accordance with UAE Federal Decree No. 20 of 2018 on Anti-Money Laundering and Countering the Financing of Terrorism and its implementing Regulations ('collectively AML Regulations'), Emirates International Chartered Accountants Co. / United Auditing is considered as DNFBP. Accordingly, it requires to obtain, verify and record information that identifies each person with whom it conducts business.

This means Emirates International Chartered Accountants Co. / United Auditing must ask the clients for certain identifying information to ensure compliance with the AML Regulations. Therefore, we request you to ensure providing of KYC information in the format asked for by our team. Please note that we shall not be able to commence our assignment until we obtain the information required as per AML Regulation.

Limitation of Liabilities

In no event we, any of our partners, officers, employees or any of our representatives will be liable to you or any other stakeholder for any direct or indirect losses, claims, damages or liabilities relating to or arising from the performance of the assignment. In any event, we will not be liable for any amount in excess of 50% of total professional fees paid by you for the assignment.

Audit & Assurance

- External Audit
- Internal Audit
- Due Diligence Review
- Investigation
- IFRS Advisory Services
- Business Valuation
- Project Cost Audit
- Forensic Audit & Fraud Investigation
- Anti-Money Laundering (AML) Compliance

Business Advisory & Consulting

- CFO Services
- Trade Finance
- Working Capital Finance
- Project Finance
- Financial Feasibility Study
- Business Feasibility Study
- Market Research & Business Plan
- Merges & Acquisition

Accounting & MIS Reporting

- Accounting & Financial Reporting
- Accounting Outsourcing
- Updating of Backlog Accounts
- Fixed Asset Management
- Standard Operating Procedures.
- Inventory Verification

TAX

Direct Tax

- UAE Corporate Tax
 - ✓ First Time Adoption
 - ✓ Tax Compliance
 - ✓ Tax Advisory
 - ✓ Tax Training
- Transfer Pricing [TP]
 - ✓ Country by Country Reporting [CbCR]
 - ✓ TP Local File and Master File
 - ✓ TP Advisory
- International Tax
 - ✓ Economic Substance Regulation
 - ✓ Tax Residency Certificate
 - ✓ Ultimate Beneficial Owner Regulation [UBO]

Indirect Tax

- Value Added Tax [VAT]
 - ✓ Advisory
 - ✓ Tax Agency Service
 - ✓ Pre- Tax Audit
 - ✓ VAT Return Filing & Refund
 - ✓ Registration/De-registration
 - ✓ Representation to FTA

- Excise Tax
- Customs

Company Incorporation

- Company Formation
 - ✓ Mainland
 - ✓ Free Zone
 - ✓ Offshore
- Local | Corporate Sponsorship
- Company Liquidation
- Offshore Registered Agent –JAFZA
- PRO Service



united  **auditing**

Member in a network of International Independent Professional Firms

Branches:

Jebel Ali

United Auditing
Office No.31,
JAFZA 21, Jebel Ali Freezone
Dubai, UAE

Abu Dhabi

United Auditing – Branch of Abu Dhabi
MO1, Al Dhabi Tower, Airport Road,
Near Bloom Marriot Hotel,
Abu Dhabi, UAE

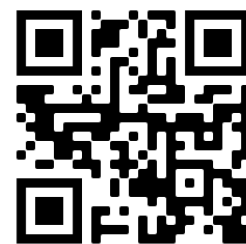
emirates  **chartered accountants group**
More than figures.....

Group Companies:

- Emirates International Chartered Accountants Co. (Registered Tax Agency)
- United Auditing (Affiliated to IECnet)
- Emirates CA Consultancy W.L.L
- ECA Taxation
- ECAG LTD
- MECA & Associates

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