**Preliminary Audit Planning Questionnaire**

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| --- |
|  |
| *(name of a company, business identification number)* |
|  |
| *(company office address, contact telephone, email)* |
|  |
| *(head, position)* |
|  |
| *(planned audit period)* |
|  |
| *(purpose of audit / audit report)* |
|  |
| *(previous auditor)* |
|  |
| *(questionnaire has been filled in by, fill-in date)* |

|  | **Question** | **Answer** |
| --- | --- | --- |
| **Organizational and management structure** |
| **1.1** | *Affiliates, representative offices (specify full name and location):* |
|  |  |
| **1.2** | *Average number of personnel for the planned audit period:* |
|  | * Total
* including accountants
 |  |  |
| **Area of the Company’s business** |
| **2.1** | *Field of activities (products/services):* |
|  |  |
| **2.2** | *The company carries out* (yes/no) |
|  | * sale of the products/works/services for export
* import of the products/works/services
* sale of excisable products liable to the VAT rate other than 12%
 |  |
| **State of accounting** |
| **3.1** | *The books are kept by* |
|  | * outsourcing accounting firm
* accounting department
 |  |
| **3.2** | *Accounting software* |
|  |  |
| **Evaluation of the Company’s activities scale** |
| **4.1** | *Performance indicators (please complete just for the planned audit period):* *(in KZT million)* |
|  | * annual revenue

2019:2018:2017:* annual profit

2019:2018:2017:* balance of assets

2019:2018:2017:* equity

2019:2018:2017: |   |
| **4.2** | *Number of transactions for the planned audit period (rounded to hundred):*  |
|  | * invoices to customers

including to nonresidents* invoices from suppliers

including from nonresidents |  |
| **4.3** | *Number of customers for the planned audit period (rounded to ten):*  |  |
| **4.4** | *Number of suppliers for the planned audit period (rounded to ten):*  |  |
| **Additional information (client requirements, target date, etc.)** |
|  |