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| **Client:XYZ Limited** |  | **Preparedby: MR:A** | **Date:06 Feb 2015** | **Ref: PAF 1.3** |
| **Yearend:**31December 2014 | **File no:** | **Reviewedby: MR:S** | **Date:06 Feb 2015** |

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| **Particulars** | **Receipts date** | **Timeline** |
| Group audit instruction | DD-MM-YYY | DD-MM-YYY |
| Acknowledgement receipts | DD-MM-YYY | DD-MM-YYY |
| Audit opinion | DD-MM-YYY | DD-MM-YYY |
| Highlights Memorandum | DD-MM-YYY | DD-MM-YYY |
| Signed financial statements | DD-MM-YYY | DD-MM-YYY |
| Control weakness | DD-MM-YYY | DD-MM-YYY |
| Signed Management representation letter | DD-MM-YYY | DD-MM-YYY |
| Corrected audit misstatements | DD-MM-YYY | DD-MM-YYY |
| Uncorrected audit misstatement | DD-MM-YYY | DD-MM-YYY |
| Group reporting pack | DD-MM-YYY | DD-MM-YYY |
| Subsequent review memorandum | DD-MM-YYY | DD-MM-YYY |

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