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**Document A: Practical auditing and other equivalent experience** | 6 March 2023

# **Document A: Practical auditing and other equivalent experience**

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| **Applicant name** |  |

#### Table A1.1: Practical experience (hours per year [1]) of audits of companies or organisations (including overseas) [2]

| No. [3] | Entity name [4] and [type] [5] | Identifier [6] | Year 1 [7] | Year 2 | Year 3 | Year 4 | Year 5 | Total hours |
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| **Total hours** [8] | | |  |  |  |  |  |  |

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| Supervisor signature |  | Date |  | Witness signature |  | Date |  |

#### Table A1.2: Supervisory experience (hours per year [9]) of audits of companies or organisations (including overseas) [2]

| No. [3] | Entity name [4] and [type] [5] | Identifier [6] | Year 1 [7] | Year 2 | Year 3 | Year 4 | Year 5 | Total hours |
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| **Total hours** [8] | | |  |  |  |  |  |  |

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| Supervisor signature |  | Date |  | Witness signature |  | Date |  |

#### Table A2.1: Other equivalent practical experience

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| No. [3] | Describe experience, including entity name and type, and details of the legislation requiring the audit (where relevant) [10] | Year 1 [7] | Year 2 | Year 3 | Year 4 | Year 5 | Total hours |
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| Supervisor signature |  | Date |  | Witness signature |  | Date |  |

#### Table A2.2: Other supervisory experience

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| No. [3] | Describe supervisory experience, including entity name and type | Year 1 [7] | Year 2 | Year 3 | Year 4 | Year 5 | Total hours |
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| Supervisor signature |  | Date |  | Witness signature |  | Date |  |

## Notes to Document A: Practical auditing and other equivalent experience

Your hours per year based on the five-year period immediately before the date of your application. Each year will not be a calendar year unless you apply on 1 January. You must determine each year of the five-year period by reference to the date of your application. Your hours must be based on contemporaneous time records kept for each audit engagement at the relevant time. If you do not have contemporaneous time records, your supervisor may provide an estimate of the number of hours spent and must disclose that in the capability declaration.

Ensure any overseas experience is clearly identified as such.

Number each item consecutively. Insert additional rows as required.

Insert the name of the entity you audited. If the entity you have performed audit work for is part of a group, provide the name of the parent entity followed by the name of any relevant group entity. Do not provide details for the parent entity itself (except its name), unless you actually performed audit work for the parent entity. Please insert blank rows before and after groups of entities to distinguish them from other non-related entities.

After the entity name, insert a description of the entity [type] in brackets. Type includes, for example, registered organisation, disclosing entity, registered managed investment scheme, public company, large proprietary company, listed, small proprietary company controlled by a foreign company, small proprietary company—shareholder direction, unlisted, small proprietary company—direction by ASIC (Australian Securities and Investments Commission).

Identifier includes a unique identifier such as ACN, ABN or ARBN.

Insert as column headings the date of the relevant financial year end, or other year end, for the relevant year.

You must have a total of 3,000 hours of practical audit experience, including 750 hours of supervisory audit experience performed on audits of companies or organisations. You are not required to provide details of your practical audit experience hours once a total of 3,000 hours is reached within Tables A1.1 and A2.1.

You may only rely on hours spent supervising other professional members of the audit team. This does not include supervising persons who are not professional members of the audit team.

Provide details of any other practical experience that you consider equivalent (e.g. providing expert reports). In addition, provide details of the legislation (if any) requiring the audit.