

AUDIT PREPARATION GUIDE

Patrick Chulu Legal Practitioners

Republic of Zambia

1. INTRODUCTION

This Audit Preparation Guide is issued by Patrick Chulu Legal Practitioners to assist companies and institutions in the Republic of Zambia in preparing for statutory and voluntary audits. This guide ensures compliance with the *Companies Act No. 10 of 2017*, *NGO Act No. 16 of 2009*, and other applicable laws.

2. PURPOSE OF THE DOCUMENT

The purpose of this guide is to outline the key financial, administrative, and legal documentation and processes that a client must compile and review ahead of their annual audit. It also assists in legal review and compliance evaluations.

3. DOCUMENTATION CHECKLIST

Please collect and prepare the following:

Audited Financial Statements for the Year Ended: _____

Trial Balance as at: _____

Bank Statements for all active accounts (specify period): _____

Fixed Asset Register (updated as at): _____

Latest Tax Clearance Certificate Number: _____

PACRA Annual Return Acknowledgement (Date Filed): _____

ZRA TPIN: _____

Records of Board Minutes or Resolutions for the audit period:

Copies of all Statutory Licences and Permits: _____

Payroll and NAPSA Remittance Reports: _____

ZRA PAYE/NHI/Withholding Tax Statements: _____

Internal Financial Policies and Procedures: _____

Loan Agreements or Debt Instruments (if any): _____

Lease or Tenancy Agreements (if applicable): _____

Contracts with Suppliers or Partners (attach signed copies):

Donor Agreements (NGOs only): _____

Inventory Records as at: _____

Litigation or Legal Notices received during audit year: _____

4. COMPLIANCE AND LEGAL REVIEW

Patrick Chulu Legal Practitioners shall assist in:

- Reviewing all company filings with PACRA in compliance with the *Companies Act No. 10 of 2017*
- Ensuring tax filings are in line with the *Income Tax Act, Cap. 323*
- Verifying employment records against the *Employment Code Act No. 3 of 2019*

- Confirming NGO and society obligations under the *NGO Act No. 16 of 2009* and *Societies Act, Cap. 119*
-

5. CONFIDENTIALITY

All documentation and communication shared with Patrick Chulu Legal Practitioners shall be treated with strict confidentiality in accordance with the Legal Practitioners Act and client-attorney privilege standards.

6. DECLARATION AND ACKNOWLEDGEMENT

I, the undersigned, hereby confirm that the above-listed documentation has been prepared and submitted for legal and audit readiness review. I understand that any omitted or inaccurate records may affect the audit outcome or legal compliance.

Name: _____

Title/Position: _____

Organisation: _____

Date: _____

Stamp (if applicable): _____

For legal assistance, please contact Patrick Chulu Legal Practitioners. This guide is not a substitute for legal advice but a professional compliance tool.