



2.4 Firm name

2.5 Email

2.6 Address

Postcode

### Section 3 - Declarations

- |     |   |            |           |
|-----|---|------------|-----------|
| 3.1 | We are qualified to prepare this report in accordance with rule 12.5 of the Accounts Rules.   | <b>Yes</b> | <b>No</b> |
| 3.2 | We confirm that a copy of this report has been, or will be, sent to the COFA.   | <b>Yes</b> | <b>No</b> |
| 3.3 | We confirm that we have carried out work to assess whether the firm has complied with the Accounts Rules in the report period, namely rules 2 to 6, 8 to 10 and 13.   | <b>Yes</b> | <b>No</b> |
| 3.4 | We have found significant breaches of the Accounts Rules and/or significant weaknesses in the firm's systems and controls which put client money at risk. We therefore consider that the SRA should be notified by our qualifying of this report. | <b>Yes</b> | <b>No</b> |

If **Yes**, this report must be submitted to the SRA. Provide details below, or on an attached sheet, including sums involved, dates and subsequent corrective action where relevant.

- 3.5 **I confirm that the information I have given is correct, to the best of my knowledge and belief.**

## Section 4 - Submitting the report

If the report is qualified, or has been mandated by the SRA, it must be submitted to us within six months of the end of the report period or within the period specified by the SRA. This report, and all accounting records, must be retained for at least six years.

**If a report is qualified or SRA mandated, it must be submitted online in mySRA. An individual from the firm, or the firm's reporting accountant can submit a report.**

## Section 5 - What we will do with your data