

Dear CA Professional Colleagues,

It gives me immense pleasure to release the **"Yes! My Firm is Peer Reviewed"** Template. This comprehensive tool includes everything one needs to successfully complete a Peer Review of the firm. Peer Review offers numerous benefits, including increased efficiency, greater clarity among staff, and the potential for enhanced fees based on quality output.

This template comprises **76 files with over 300 sheets**, organized into four sections: **Application, Administrative Work, Corporate Client Documentation, and Non-Corporate Client Documentation**. It covers the entire process, from the initial application to the Peer Review Board to the final acknowledgment email sent upon receiving the Peer Review Certificate. In short, this template encompasses everything related to peer review which is available on www.abhishekdamne.com under the **Professional Tools** Tab.

My objective in creating this template is to support Small and Medium Practicing Firms (SMPs), first-time peer-review applicant firms and enhance the quality of subsequent reviews. I encourage you to implement this tool in your office, and one day, you too will proudly say, ***"Yes! my firm is peer-reviewed"***.

Please share your valuable feedback at
abhishekdamne@ssdca.in.

Proactively Yours,

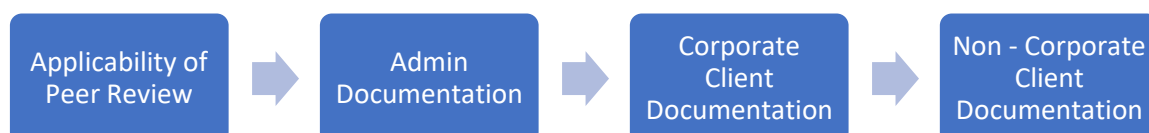
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Yes! My firm is Peer Reviewed Template

Template Guide:

To simplify your access to documents and checklists, this template is organized into four clear sections. Explore each section for easy navigation!



Sr. No.	Content	Quick Access
A	Applicability of Peer Review	
A1.	Overview of Peer Review	Click here
A2.	Email for Enquiry of Peer Review	Click here
A3.	Form 1 - Application for Peer Review	Click here
	a. Annexure to Form 1	Click here
A4.	Email to the Peer Review Board- Selection of Peer Reviewer	Click here
A5.	Email to Peer Reviewer- Intimation of Selection	Click here
A6.	Response to Preliminary Report	Click here
A7.	Email for acknowledgement of Peer Review Certificate	Click here
B	Admin Documentation	
B1.	HR Policy	Click here
B2.	Quality Control Manual	Click here
B3.	a. Firm Manual- ICAI Format	Click here
	b. Illustrative Firm Profile of SSDCA	Click here
B4.	Documents for Articles:	
	a. Joining Letter	Click here
	b. Format of Aptitude Test for Articles	Click here
	c. Content to be pasted on Stamp Paper- Articleship Deed	Click here
	d. Checklist for – things to carry in bag	Click here
B5.	In-Out Register	Click here
B6.	DSC Register	Click here
B7.	Fixed Asset Register	Click here
B8.	Staff Records	Click here
B9.	Library Register	Click here
B10.	Seminar Register	Click here
B11.	Email for Leave Application	Click here
B12.	Outstation Audit Checklist	Click here
B13.	Visitor Slips	Click here

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Sr. No.	Content	Quick Access
B14.	Timesheet Format	Click here
B15.	Format for Reimbursement Claims	Click here
B16.	Format for IT Assets along with serial keys and security	Click here
B17.	Software licenses subscription details list	Click here
B18.	List of Excel Shortcuts	Click here
C	Corporate Client Documentation	
C1.	Client Acceptance and Continuance Checklist	Click here
C2.	a. Request Letter	Click here
	b. Auditors Consent Letter	Click here
	c. Auditors Eligibility Certificate	Click here
	d. Appointment Letter	Click here
	e. Acceptance Letter	Click here
	f. Engagement Letter	Click here
C3.	Minutes of Meeting	Click here
C4.	Certificate Checklist #	Click here
C5.	Independence Checklist	Click here
C6.	BS, PL Area-wise Checklist with Schedule III Disclosures	Click here
C7.	Schedule III - Template as per Companies Act, 2013	Click here
C8.	SA Checklist #	Click here
C9.	AS Checklist #	Click here
C10.	Understanding the client's business #	Click here
C11.	Audit Plan #	Click here
C12.	Corporate Audit Compliance Tool	Click here
C13.	Audit Programme #	Click here
C14.	Materiality & Sample Selection #	Click here
C15.	Observation Sheet #	Click here
C16.	Query Sheet #	Click here
C17.	Stock Report #	Click here
C18.	Cash Docket #	Click here
C19.	UDIN Checklist #	Click here
C20.	Fixed Asset Register #	Click here
C21.	CARO Checklist- Clause Wise	Click here
C22.	CARO Compilation FY 2023-24	Click here
C23.	Third Party Confirmations Checklist #	Click here
C24.	Email for MSME Confirmations #	Click here
C25.	Sec 43B(h)-Reporting Tool #	Click here
C26.	Partner Review Checklist #	Click here
C27.	Management Representation Letter - Statutory Audit	Click here
C28.	Tax Audit u/s-44AB Documentation-Template	Click here
C29.	Management Representation Letter - Tax Audit	Click here
C30.	Recasting Template of Financial Statements for ITR #	Click here
C31.	Cost Sheet for Tenders – ICAI Format	Click here

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Sr. No.	Content	Quick Access
D	Non- Corporate Client Documentation	
D1.	Engagement Letter for Non- Corporate Entities	Click here
D2.	Client Acceptance and Continuance Checklist	Click here
D3.	Independence Checklist	Click here
D4.	BS, PL Area-wise Checklist	Click here
D5.	Audit Report	Click here
D6.	Non- Corporate entities Financials Format – ICAI	
	a. Format for Financials of LLP- ICAI	Click here
	b. Format for Financials of NCE – ICAI	Click here
	c. Format for Financials of NPO's – ICAI	Click here
D7.	Management Representation Letter - Tax Audit	Click here
D8.	Practitioner's Report for ITR	Click here
	<i>#Few Formats are same for Corporate Clients and Non-Corporate Clients. Please Refer the Formats in Corporate Client Documentation regarding the same.</i>	