

Global Water Partnership

Instructions to the auditors of the Regional
Water Partnerships and Country Water
Partnerships

FY 2025

b



Global Water Partnership - Audit instructions

These audit instructions are issued solely for use by auditors of RWPs/CWPs in the GWP-network for the purpose of the audit of GWP for the year ended 31 December 2025 and should not be used by or distributed to other parties.

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Executive Summary

These instructions are directed to the appointed auditors of the Regional Water Partnerships (RWPs). When applicable, these instructions shall be sent by the RWP's auditors to the auditors of the Country Water Partnerships (CWP's).

Upon receiving these instructions, please:

- Acknowledge receipt of instructions (Appendix A).
- Confirm Independence and provide a copy of your Authorization Certificate (Appendix B).
- Seek clarification immediately on any issues of uncertainty.
- Contact us immediately if you anticipate that you will not be able to comply with the instructions; and
- Inform us of any events or transactions that may have a significant impact on GWP.

Please complete and return **Appendix A** and **Appendix B** to and audit@gwp.org no later than 17 November 2025.

During the planning, performance, or completion of the audit, please communicate with us immediately if issues arise impacting the possibility for you to report according to the applicable instructions. We request that you ensure that you report information to us by the established deadlines, even if your audit work has been delayed, in order that we can obtain an understanding of the already identified issues and the size/nature of any open items.

You are required to communicate to the appointed GWPO external audit team any other significant risks of material misstatement in the GWP financial statements due to fraud or error, including significant related party transactions outside the entity's normal course of business which you identify in executing the risk assessment procedures and which may impact the financial statements of GWP, your responses to those risks and the results thereof.

Please refer to the attached instructions and the related appendices for details on the nature, timing and extent of the work requested of your office. Please do not hesitate to contact us should you have any questions concerning these instructions or any other matter regarding the audit of GWP.

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A – Objectives

A-1 Terms of the Engagement and scope

The appointed GWPO auditor have been engaged to audit GWPO's financial statements in accordance with International Standards on Auditing (ISA).

The main objective of our audit is to provide ourselves and the management of GWPO with the assurance that reported figures; funds transferred to RWPs, funds transferred to CWPs and locally raised funds, are accurate and provide a true and fair view of GWPO's results and financial position for the year ending 31 December 2025.

You are receiving these instructions because you serve as an auditor for the RWP.

As an RWP auditor, you are requested to report the consolidated findings for the region. The RWP auditor is responsible, when applicable, for sending audit instructions to the CWP auditor. You are requested to audit the report(s) in accordance with ISA 600 and other information received from the GWPO auditors.

Please note the additional requirements if the RWP receives funding from Sida in the Annex

You shall make an assessment, applying professional knowledge and experience, as to whether the CWPs which have received funds of less than EUR 10,000 (GWP funds and locally raised fund) require a local audit to ensure the appropriate use of the funds.

In any case, you must assess the financial records of the CWP's that are not locally audited separately as part of the regional audit. Local audits of CWPs are compulsory if the CWPs have received more than EUR 10,000 during the financial year, as GWP funds and locally raised funds.

For locally raised funds, the local donor's audit requirements prevail, however, locally raised funds reported to GWPO shall, as a minimum, comply with these instructions.

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A-2 GWP background

GWPO is a non-profit global action network with a focus on building water security at country, regional, and global levels. GWP was established in 1996 as a multi-stakeholder partnership of government agencies, public institutions, private companies, professional organizations, and multilateral development agencies. It works to facilitate dialogues and to support countries which are implementing processes for the sustainable management of their water resources. GWP is funded by a range of Financing Partners. Currently, the Network comprises 13 RWPs and 77 accredited CWPs, and 3,000 Partners located in 179 countries.

GWPO is managed by an Executive Secretary, who reports to the Steering Committee. The Steering Committee is the executive body of the Organization. It develops, steers, and organizes the work of the Organization and guides the co-operation among the Partners within the Network. It provides policy oversight and approves the work program and budget. Since 2002, the GWP is an intergovernmental organization hosted by the Government of Sweden. More information can be found at www.gwp.org.

GWP Region	CWPs
South Asia	6
Southern Africa	8
South America	7
West Africa	10
Southeast Asia	7
Eastern Africa	8
Central America	6
Central Africa	5
Central and Eastern Europe	11
Central Asia and Caucasus	8
China	4PWP
Caribbean	0
Mediterranean	0
Total accredited CWPs	77

11 Regional Water Partnerships are hosted by a legal entity: Host Institution (HI). The regions West Africa (WAF) and Central and Eastern Europe (CEE) are legal entities that are fully responsible for their financial and administrative management. When HI is mentioned in this audit instruction, the self-hosted regions WAF and CEE are to be included.

The HI provides the legal platform for the RWPs and has taken on the responsibility for the financial and administrative management. The relationship between GWPO, the RWP and the HI is determined by the Host Agreement.

Part of the funds transferred from GWPO to the RWP could be disbursed to CWPs, or other partners, for them to execute activities in the specific countries in accordance with the Regional Work Plan and Budget approved by the RWP Steering Committee, GWPO and the GWPO Steering Committee.

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GWP is donor funded and all donors request audit reports prior to disbursement of their contribution for the following year. Audited Annual Financial Reports from the RWPs are therefore a requirement for continued disbursement of funds from GWPO.

Global Water Partnership - Audit instructions

A-3 Risk assessment

A risk analysis has been performed at GWPO level and you are required to take the following aspects into consideration when carrying out the audit. For funds exceeding EUR 10,000 which have been transferred from the RWP to the CWP or a partner organisation and locally raised funds, the audit is to ensure that the financial reporting from CWP/Partner is in accordance with this risk assessment. However, the local donor requirements prevail.

Internal control in CWPs

- Identify and respond to the risk of material misstatement due to lack of essential internal control.
- Verify the internal control environment and assess whether it fulfils its purpose efficiently.

Inaccurate use of funds/Frauds

- Identify and respond to the risk of material misstatement due to fraud.
- Verify to ensure that the procurement of goods and services is handled in a professional and secure manner, in accordance with the GWP Procurement Policy (or the Host Institution's Procurement Policy if agreed by GWP) and the GWP Financial Guidelines.

Tax

- Verify that the tax regulations (including social security contributions) applying to the organisation have been properly investigated and complied with. Verify that adequate provisions have been made if there are any material outstanding amounts in dispute at year end.

Advance Payments to consultants, employees, and others

- Assess whether advance payments to consultants, employees and other individuals are in accordance with contracts/agreements.

A-3.1 Fraud – ISA 240

In planning and performing the audit to reduce audit risk to an acceptably low level, all audit teams should ensure that the risk of material misstatement in the financial statements due to fraud has been considered in accordance with ISA 240 The Auditor's Responsibilities Related to Fraud in an Audit of Financial Statements. Key actions should include:

Perform analytical procedures, examine journal entries and other adjustments and review accounting estimates and judgments. Unpredictable audit tests should be applied in this area and may include reviewing journal adjustments that are below your local materiality, reviewing the cumulative Income Statement impact of all journals not audited and/or auditing journals that have been posted at unusual times of day or week.

Arrange meetings with key management and other individuals, both finance and non-finance, within the RWP/CWP to discuss the potential for material misstatement.

Identify the risks of material misstatement due to fraud and develop and document responses to identified risks including plans to incorporate an element of unpredictability, into the audit.

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Under International Auditing Standards, management override of control (fraud risk) is a mandatory significant audit risk. You should, therefore, consider fraud in all its forms, including:

- misappropriation of assets
- fraudulent financial reporting and
- management override of controls.

A-3.2 Compliance with ethical requirements and certification

You are required to comply with the IESBA Code of Ethics. The appointed auditors of the RWP's and the CWP's should be certified by IFAC or certified by a national branch organization. Please forward the appropriate supporting documentation when you confirm your independence (Appendix B).

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A-3.3 Auditing and accounting standards

As the auditor of the RWP, you are required to perform the audit in accordance with International Standards on Auditing (ISA).

You are required to assess whether the accounts have been prepared in accordance with GWP Financial Guidelines (Appendix I). Any deviation must be reported to the appointed GWPO auditor with a copy to GWP, together with a quantification of the effect and the reason for such deviation.

A-3.4 Materiality

EUR 2,500 shall be applied to accumulate and communicate recorded and unrecorded audit differences to local management. The amount is not to be applied in establishing testing scopes.

We expect an overall materiality level calculated at no more than 3% of total income. The determined level should be communicated to GWPO and the appointed GWPO auditor for information. However, ensure that all uncorrected misstatements which come to your attention are reported to us unless they are trivial. We have concluded that any misstatements less than EUR 2,500 should be treated as trivial.

Fraud should be reported even if the amounts are trivial. We request that you notify us on a timely basis of any matters that require our attention. Your documentation needs to cover:

- The nature of the matter.
- Its accounting, auditing, or reporting significance.
- The persons with whom the matter was discussed; and
- Conclusions reached the related rationales and the actions taken, including relevant audit procedures performed.

A-3.5 Engagement letter

You are required to obtain an Engagement Letter from the Host Institution.

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A-4 Key areas of audit focus

The following provides a summary of key areas of audit focus for the GWPO appointed auditor that may be encountered during the audit. You are required to consider these issues to the extent applicable.

1. Fraud
2. Revenue recognition including revenue recognition of Locally Raised Funds

The locally raised funds should always be audited, either by the donor, as a part of the regular audit procedures or as a separate audit.

3. [Accrued based accounting](#)[\[TG1\]](#)[\[MS2\]](#)

Confirm that the principle of accrued based accounting has been complied with. Confirm that accruals have been posted for staff entitlements to be carried over to the following year (e.g., accrued annual leave, gratuities, end of contract entitlements) and audit fee for the audited financial year, etc. Please indicate when cash accounting or mixed cash accounting has been used.

A-4.1 Additional key areas and specified procedures

The considerations below are of special interest to GWPO management and are to serve as additional key areas of audit focus.

4. Financial statement process
 - That the general ledger and financial reports are reconciled.
 - The annual financial reports submitted by the Host Institution/RWP to GWPO are the basis for the audit. No adjustments shall be made to the financial reports of 2025 as a result of the audit. Adjustments may instead be made to the financial reports the following financial year (2026).
5. Contractual arrangements between the Regional Host Institution and the Country Host Institute
 - If funds are transferred from RWP to the CWP/Partner, the audit should verify that valid, signed agreements are in place between the Regional Host Institution and the receiving legal entity representing the CWP/Partner.
6. Follow-up of last year's Management Letter
 - Comments on whether, and in what manner, last year's Management Letter has been followed up and if/in what manner the identified weaknesses have been resolved.
7. Annual Anti-Fraud/corruption Declarations
 - Comments on whether all employees of the RWP and CWP and the Steering Committee members have signed the Annual Declaration, as verified by the register kept at the RWP or CWP.
8. Internal control in CWPs
 - Comments on whether, and in what manner, essential internal controls are in place and work efficiently.

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B - Deliverables

B-1 Reporting forms

Your findings from your audit procedures should be reported to the appointed GWPO auditor as follows:

Appendix A, Acknowledgement of receipt of instructions should be sent to the appointed GWPO auditor Audit team as soon as possible, no later than 17 November 2025.

Appendix B, Independence Confirmation should be sent to the appointed GWPO auditor Audit team as soon as possible, no later than 17 November 2025.

Appendix C, Auditors Questionnaire. The RWP auditor is required to complete the Auditors Questionnaire as in regard to the performed and reported audit. Please report no later than 1 February 2026.

Appendix D, Auditors Questionnaire in regard to the Internal Control Environment in the CWP. The local CWP auditor shall complete the questionnaire (one questionnaire per CWP) and return it to the RWP auditor. The complete set of CWP Auditors Questionnaires shall be sent to the appointed GWPO auditor Audit team no later than 1 February 2026.

Appendix E, Audit differences. Audit differences includes both Judgmental Differences and Factual errors and should be reported to the local management of the Host Institution as they arise. All audit differences in excess of the nominal amount are to be included. Please provide adequate explanation of the nature of each audit difference, including a brief discussion of management's and the local auditor's position.

The total Audit Differences at RWP level, including audit differences found at CWP level shall be reported no later than 1 February 2026. In addition, any findings should be documented in the Management Letter.

Signed Audit opinion and signed financial statements. The financial statements should have the corresponding audited financial statements from CWPs attached. The audit opinion/audit report should be prepared in accordance with ISA 800 and reported no later than 1 February 2026.

Appendix G, Management Letter. The Management Letter is to summarize material audit results and conclusions, highlighting major issues from the audits, in order to help the appointed GWPO auditor to reach an overall conclusion on the consolidated financial statements.

The reporting format is optional. Your reporting should clearly stipulate the identified issues, risks and recommendations. An illustrative copy/template of a Management Letter is enclosed in Appendix G. The Management Letter is to include:

- Information as requested in section 7.6 in the Financial Guidelines
- A brief discussion of each important accounting and auditing issue
- Conclusion of the Overall Risk Assessments discussed under section A-3
- Any audit differences and related conclusions as an attachment, (Appendix E)
- The Audit Team's overall conclusion on the engagement

The Management Letter is further described in the GWP Financial Guidelines (Appendix H).

Your comments, observations or suggestions included in the Management Letter should first be discussed with and commented upon by local management. If local management disagrees with a comment and you still feel it is a valid point for inclusion in your letter, you should include the point and also state the client's position.

Even if you do not have any accounting or audit issues to report in the Management Letter, you are requested to issue a Management Letter informing local management and the appointed GWPO auditor that you have no issues to report.

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Your Management Letter is due to the appointed GWPO auditor no later than 28 February 2026 whether local management has already commented the letter or not.

Appendix H, The Representation Letter is a document prepared by the Host Institution addressed to the local auditor and should not be reported to the appointed GWPO auditor . An illustrative copy of the Representation Letter to be received from the Host Institution is enclosed in Appendix H. This should be revised in order to take into consideration the specific circumstances of the local engagement. For example, the letter should be used to confirm all oral representations made by management on specific matters that are material to the financial statements.

Please send all final and signed documents require in one e-mail, with the subject “Audit GWP [Region][issue]” to:

- email address of the appointed GWPO auditor will be communicated in a separate email Audit@gwp.org

no later than the due dates presented in the timetable available in section B-2.

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B-2 Timetable

Reference	Deliverables	Due dates RWP
Appendix A	Acknowledgement of Audit Instructions	As soon as possible or no later than 30 th November 2025
Appendix B	Confirmation of Independence and Authorization Certificate	As soon as possible or no later than 30 th November 2025
Appendix C	Auditors Questionnaire (performed and reported audit)	1 February 2026
Appendix D	Auditors Questionnaire (internal control environment CWPs)	1 February 2026
Appendix E	Audit Differences (if applicable)	1 February 2026
	Signed Audit opinion and signed financial statements	1 February 2026
Appendix G	Management Letter /Audit Memorandum	28 February 2026
Appendix F	Representation Letter	Not to be sent to the appointed GWPO auditor

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B-3 Contact information for the appointed GWPO auditor & GWPO

Auditor to be appointed

Name	Role	E-mail address

GWPO

Name	Role	E-mail address
Alex Simalabwi	Executive Secretary & CEO	Alex.simalabwi@gwp.org
Tendai Gandanzara	Deputy CFO	tendai.gandanzara@gwp.org
Gayathri Nadesapillai	Finance Specialist	gayathri.nadesapillai@gwp.org
Catharina Sahlin-Tegnander	Lead Finance Specialist	Catharina.sahlin-tegnander@gwp.org
Michele Schwarz	CFO	Michele.schwarz@gwp.org

A woman with long dark hair, wearing a brown button-down shirt and a silver watch, is sitting at a wooden desk. She is looking down at a document with a bar chart, holding a silver pen. A calculator is visible on the desk to the left. The background is slightly blurred, showing office equipment.

Reporting forms

Attachments A, B, E, F & G.

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Attachment A - Acknowledgment of audit instructions

I acknowledge receipt of your audit instructions including appendices for the audit work to be performed on the component(s) listed below for which I am responsible.

Name(s) of component(s):

Component identifier:

Name of the component auditor's firm (the Firm):

Please provide the following information:

Role	Name	Phone	Email
Partner in charge ¹ of the component engagement			
Other Audit Partner			
(Senior) Manager			
Tax Services Partner			
IT Services Partner			

Please indicate below your professional qualifications, the number of years with your firm, the number of years of industry experience and the number of years of experience with the component(s) listed above.

Role	Name	Professional Qualifications / Bodies	Number of years' experience with your firm	Number of years' experience with the relevant industry	Number of years' experience with the component
Partner in charge of the component engagement					
Other Audit Partner					
(Senior) Manager					
Tax Services Partner					
IT Services Partner					

¹ The partner in charge of the component engagement is a partner or other person in your firm who is responsible for the performance of the component engagement and for the report that is issued to us on behalf of your Firm.

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Acknowledgment of receipt of the instructions

	Initials
1. I acknowledge that I have read the audit instructions.	
2. I confirm that I am the partner in charge of the component engagement who is responsible for the work to be performed in relation to the component(s) listed above.	
3. I confirm that I understand the audit scope and the instructions for the component(s) for which I am responsible.	
4. I confirm that: a) Our Firm has implemented a system of quality management that is designed to meet the objectives of ISQM 1 <i>Quality Management for Firms that Perform Audits or Reviews of Financial Statements or Other Assurance or Related Services Engagements</i>. [Delete the statement(s) that does (do) not apply and tailor sections in brackets "[]" as applicable¹] b) Our Firm does not publicly disclose information relating to the Firm's system of quality management. [OR] We have provided you with a [copy of/link to] information [publicly disclosed by our Firm] relating to the Firm's system of quality management as of [date]. [AND/OR] We expect information relating to the Firm's system of quality management as of [date] to be available in [month/year]².	
5. I confirm that I have sufficient and appropriate resources (i.e., human, technological, and intellectual resources), including human resources with the appropriate competence and capabilities, including sufficient time to perform the work requested in accordance with your instructions.	
6. I confirm that I have read the due dates set out in the timetable (in Section B-2) and that I do not expect any problems in complying with your reporting deadlines requirements and communication protocols.	
7. I understand that the financial information of the component(s) for which I am responsible will be included in the financial statements of GWPO and that you intend to evaluate and, if considered appropriate, use our work for the audit of GWPOs financial statements. I also acknowledge that you will be involved in the work you have requested us to perform as you consider necessary.	
8. I confirm that we will cooperate with you and provide you with access to relevant audit documentation.	
9. I confirm that, in addition to the procedures required for audit purposes, I will be providing component statutory audit opinions for the following entities: • •	
10. I plan to use automated tools and techniques to perform analytical procedures using the client's data for the work assigned.	☐ Yes ☐ No

¹ A firm may have a policy of providing information on a private basis to an auditor even if such information is not published in the public domain. In such circumstances, include the initial clause about information not being publicly disclosed and include the second clause, deleting reference to [publicly disclosed by our Firm] (and include the last clause when applicable).

² Include when there is an expectation that the information as of a more recent date will be available in advance of the expected date of the GWPO auditor's report advised in the audit instructions. The updated confirmation in C-9 to be provided as of the date of your report (C-5) will request confirmation regarding the availability of any information about the Firm's system of quality management (that is expected to be available after the date of this confirmation and before the expected date of the GWPOs auditor's report).

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		Initials
11. When using automated tools and techniques: - I confirm that the tools used have gone through a quality review process to ensure the tools are functioning as designed and that the inputs or parameters used are appropriate to establish a basis for relying on the information generated. I also confirm automated tools and techniques used are compliant with our Firm's audit methodology. [Complete when applicable] Provide the name of the automated tool(s) used and an overview of the tool(s)		☐ N/A ☐ Yes (provide summary information in the table provided) ☐ No
Name of automated tool(s):	<i>[Insert name of automated tool(s)]</i>	
Overview of automated tool(s):	<i>[Insert or attach an overview of the automated tool(s), including the audit objectives the automated tool(s) was (were) designed to address]</i>	
<i>Describe any exceptions to your ability to comply with the instructions or specify the instructions for which you do not have a clear understanding and for which you require a clarification.</i>		

Partner in charge of the component engagement — signature: _____

Date: _____

Partner in charge of the component engagement — name: _____

Country/Office: _____

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Attachment B - Compliance with relevant ethical requirements, incl. those related to independence

	Initials
I acknowledge that the Ethics and Independence requirements applicable to [Component Name] comprise the IESBA International Code of Ethics for Professional Accountants (including International Independence Standards) and any other local-country independence rules applicable to this engagement. I confirm that I am independent of [Component Name] in accordance with the relevant ethical requirements that apply to the audit, including those related to independence, as set out in Section A-2.5 of our instructions. All members of our component team, including internal experts that support the audit such tax, strategy and transactions or actuarial services (regardless of the number of hours worked on the engagement) have confirmed to me that they are independent of [Component Name] in accordance with the relevant ethical requirements, including those related to independence. I also confirm that my firm is independent of [Component Name] in accordance with the relevant ethical requirements, including those related to independence.	
I confirm that it is my responsibility to inform you of any changes to the above representations that could occur during the course of our work on the financial information of the component(s) for which I am responsible.	
I confirm that I have been certified by a member of IFAC or by a national branch organisation- please state name of the national branch organisation – and disclose the authorization certificate as an attachment to this form.	

Partner in charge of the component engagement — signature: _____ Date: _____

Partner in charge of the component engagement — name: _____ Country/Office: _____

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Attachment E - Summary of identified misstatements

You are required to use the attached template to accumulate all corrected and uncorrected misstatements above the threshold for clearly trivial misstatements (refer to section A-3.4).



Non-EY Summary of
Identified Misstmts.xls

Please report all misstatements to component management as they arise and request component management to correct all proposed misstatements above the threshold for clearly trivial misstatements communicated to you.

Provide adequate explanation of the nature of each misstatement (including a brief discussion of component management's position and an explanation of your position) and note whether it has been discussed with component management.

In order for us to appropriately communicate with those charged with governance, we need to be aware of the reasons why component management has not corrected all misstatements, therefore, please indicate the reason in the template.

Attachment F – Letter of representation

[Entity Letterhead]
To: [Name of auditor]
[Date]

The following illustrative letter includes written representations that are required by this and other ISAs in effect for audits of financial statements. The representation letter needs to be modified to the specific case.

This letter of representation is provided in connection with your audit of the financial statements of [Name of component] for the year ended December 31, 2024, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with International Financial Reporting Standards.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We acknowledge, as members of management of [Name of the component], our responsibility for the fair presentation of the financial statements as set out in the terms of the audit engagement letter. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance, and cash flows of [Name of the component] in accordance with X.
2. The significant accounting policies adopted in the preparation of the annual report [and the consolidated financial statements, henceforth designated as the annual report] are appropriately described in the annual report.
3. As members of management of the Company, we believe that the Company has a system of internal controls adequate to enable the preparation of an accurate annual report in accordance with [applicable financial reporting framework] that are free from material misstatement, whether due to fraud or error. We have disclosed to you any significant changes in our processes, controls, policies and procedures that we have made to address the effects of the COVID-19 pandemic on our system of internal controls.
4. **[When there are unadjusted audit differences in the current year or we determine that the current year effects of correcting prior year differences are significant.]**⁴ We believe that the effects of any unadjusted audit differences, summarized in the accompanying schedule, accumulated during the current audit and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the annual report taken as a whole. They have not influenced our opinion that the annual report provides a true and fair view. We confirm that we are unaware of any other material misstatements, whether due to fraud or errors.

[When there are no unadjusted audit differences in either the current year or in the prior year or there are no unadjusted audit differences in the current year and we determine that the current year effects of correcting prior year differences are not significant to the current year.]⁵ There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

⁴ See Note A in the Instruction for Letter of representation.

⁵ See Note B in the Instruction for Letter of representation.

[The following representation is included when management believes that certain of the identified items, even though immaterial, are not differences.] We do not agree that items [specify items in question] constitute differences because [specify reasons for disagreement]. [In our opinion, other items recorded in the summary of audit differences, SAD, are immaterial, both individually and in the aggregate, and, therefore, have not had an impact on the preparation of the annual report, nor on our opinion that the annual report provides a true and fair view.]

B. Non-compliance with laws and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Company's business activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws or regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the annual report may be materially misstated as a result of fraud.
4. **[When management is aware of the occurrence of fraud or suspected fraud or has received allegations of fraud.]** We have disclosed to you, and provided you full access to information and any internal investigations relating to, all instances of identified or suspected non-compliance with laws and regulations including fraud known to us that may have affected the Company (regardless of the source or form and including, without limitation, allegations by "whistle-blowers"), including non-compliance matters:
 - Involving financial improprieties
 - Related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Company's financial statements
 - Related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Company's business, its ability to continue in business, or to avoid material penalties
 - Involving management, or employees who have significant roles in internal control, or others
 - In relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

[When management is not aware of the occurrence of a fraud or suspected fraud and has not received any allegations of fraud.] We have no knowledge of any identified or suspected non-compliance with laws or regulations including fraud that may have affected the Company (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:

- Involving financial improprieties
- Related to laws or regulations that have a direct effect on the determination of material amounts and disclosures in the Company's financial statements

- Related to laws or regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Company's business, its ability to continue in business, or to avoid material penalties
- Involving management, or employees who have significant roles in internal control, or others
- In relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the annual report such as records, documentation and other matters, and unrestricted access to persons within the Company from whom you determined it necessary to obtain audit evidence
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the annual report [, including those related to the COVID-19 pandemic].
3. We have made available to you all minutes of the annual general meeting, extraordinary general meetings of shareholders, meetings with directors and committees of directors [or summaries of actions of recent meetings for which minutes have not yet been prepared] held through the [period] to the most recent meeting on the following date: [list date]. You have also been provided access to all significant contracts and agreements
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Company's related parties and all related parties and related party transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the [period] end. These transactions have been appropriately accounted for and disclosed in the annual report.
5. We believe that the methods, significant assumptions and the data we used in making accounting estimates and related disclosures are appropriate and consistently applied to achieve recognition, measurement and disclosure that is in accordance with [applicable financial reporting framework].
6. We have disclosed to you, and the Company has complied with, all aspects of contractual agreements that could have a material effect on the annual report in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
7. From [the date of our last management representation letter] through the date of this letter we have disclosed to you any unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants), to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate.

8. [We have appropriately consolidated all entities for which we, directly or indirectly, have a controlling financial interest.]

D. Assets, Liabilities and Contingencies

1. All assets and liabilities are correctly classified and valued as stated in the balance sheet[s]. Further, we confirm that no information is available which would indicate that any additional assets, liabilities or disclosures [and/or risks] should have been included in the annual report
2. No changes are being planned or contemplated that would give rise to material changes in the valuation of balance sheet items or the classification of assets and liabilities in the annual report.
3. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
4. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note [X] to the annual report all guarantees that we have given to third parties.
5. The claim by [name of claimant] have been settled for the total sum of XXX which has been properly accrued in the annual report. No other claims in connection with litigation have been or are expected to be received.

E. Remuneration to the Steering Committee and senior management

No remunerations to the Steering Committee or senior management have been paid, and no agreements concerning future remuneration exist, other than as disclosed in the annual report.

F. Subsequent Events

1. Other than..... described in Note [X] to the annual report, there have been no events [, including events related to the COVID-19 pandemic,] [See Note E] subsequent to period end which require adjustment of or disclosure in the annual report or notes thereto

G. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises *[describe the other information applicable to the entity]*.
2. *[When some or all of the other information is obtained prior to the date of our auditor's report] We confirm that the content contained within the other information is consistent with the financial statements.*
3. *[When not available prior to finalizing the auditor's report] We will provide to you the final version of documents when available [or X date] and prior to issuance by us, such that you can perform your procedures*

[In certain circumstances, other written representations are required. These representations and the circumstances in which they are required, are described in "Representations required in specific circumstances", following this letter.

In addition, we may determine that other representations are appropriate in the circumstances. Some examples of these representations related to assets, liabilities and equity are described in "Other illustrative representations", following this letter.]

[Salutation],