

ENGAGEMENT LETTER FOR INTERNAL AUDIT AND RISK ADVISORY SERVICES

Date: _____

To:

Dear _____,

This letter confirms our agreement to provide Internal Audit and Risk Advisory Services to _____ (hereinafter referred to as "the Client"). The purpose of this letter is to outline the scope, objective, responsibilities, and terms of this engagement.

1. Objective and Scope of Work

We will provide the following services under this agreement:

1. Perform internal audit procedures in accordance with the International Standards for the Professional Practice of Internal Auditing (IIA Standards) for the areas of: _____.
2. Assess and evaluate the adequacy and effectiveness of the internal control environment, risk management systems, and governance processes within the specified areas.
3. Provide risk advisory recommendations to assist management in mitigating identified risks and improving operational efficiencies.
4. Prepare and present formal report draftings to the Audit Committee and Executive Management at the conclusion of the review.

2. Deliverables

The final deliverables of this engagement will include:

1. An Internal Audit and Risk Assessment Plan.
2. Draft and final Internal Audit Reports detailing findings, associated risk levels, management responses, and actionable recommendations.
3. Progress and status updates as requested during the course of the engagement.

3. Client Responsibilities

The Client is responsible for:

1. Establishing and maintaining effective internal controls and risk management processes.
2. Providing timely access to all relevant financial records, operational systems, personnel, and physical properties required to perform our procedures.
3. Reviewing draft findings and providing management action plans and implementation timelines in a timely manner.

4. Professional Fees and Billing

Our professional fees for these services are estimated at _____, exclusive of out-of-pocket expenses and applicable taxes. Fees will be billed as follows:

- _____ % upon execution of this agreement.
- _____ % upon delivery of the draft report.
- _____ % upon completion and issuance of the final report.

Invoices are due and payable within _____ days of receipt.

5. Confidentiality and Limitation of Liability

We will maintain the confidentiality of all proprietary or sensitive information obtained during the course of this engagement. Our liability for any claim arising out of this agreement shall be limited to the total fees paid to us for the services rendered under this specific engagement letter.

6. Term and Termination

This agreement shall commence on _____ and shall continue until completion of the services, unless terminated earlier by either party upon _____ days written notice.

Please indicate your acceptance and agreement of these terms by signing and returning a copy of this letter.

For: _____

For: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____