

16 October 2020

Dear Agents / Auditors

Please find listed below important and helpful tips when completing your Audit Report and Annexures.

1. Provide current and correct information on the compulsory fields, cells C5 to C15 on the annexure.
2. The only column that has manual inputs is the Gross Premium column, column D.
3. Commission and Binder Fee are automated. Please do not remove or change formulae.
4. Gross Premium amounts should have two decimal points only, this enables accuracy.
5. Kindly check your totals per risk, monthly vs annual and then final totals which should match your payment to Sasria, and all annexures submitted to Sasria during the year.
6. Remember to include ALL Reversals and Adjustments on your audit report otherwise the submitted annexures will not tie back to payments and annexures to Sasria.
7. When Reversing Premium ensure you are using the Commission rate relevant to the period you are reversing. Use a separate annexure if required.
8. When Adjusting Premium ensure you are using the Commission rate relevant to the period you are adjusting. Use a separate annexure if required.
9. We would appreciate it if your external auditors will agree on the total premiums / commission and binder fees paid to Sasria as well as total annexures before doing their sample testing. Any differences noted in the audit certificate have to be adjusted for Sasria's audit and may not represent the actual differences if only samples are tested.