

22 April 2022

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, as this enables accuracy.
5. Kindly check your totals per risk class, monthly vs annual, and then the 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 in your audit report otherwise the submitted annexures will not tie back to payments made to and annexures submitted 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 agree the total premiums, commission and binder fees to the total annexures submitted to Sasria before doing their sample testing. This is because Sasria has to raise adjustments for all substantial differences noted in the audit certificates. These differences therefore need to be actual rather than extrapolated.

Thank you for your co-operation.