

Checklist: Application to be an Approved Auditor

(Revised on 29 April 2019)

Name of Audit Firm:

The duly completed checklist, relevant forms and supporting documents must be submitted to Labuan FSA through COR@L system

No.	Documents Required	To be completed by applicant	For Labuan FSA use
1.	Duly completed COR@L System User Registration Form which is downloadable at https://www.lfsacoral.gov.my)		
2.	Duly completed application for approval as an approved auditor (Form 1) https://www.lfsacoral.gov.my as pursuant to Regulation 14 of the Labuan Companies Regulations 2010. (As attached for reference only)		
3.	Particulars of each individual partners (Appendix I)		
4.	Duly completed statutory declaration by each individual partners (Appendix II)		
5.	Declaration of true and correct information by any partner (representative) of the audit firm (Appendix III)		
6.	Certified true copy of NRIC (Malaysian) or passport (non-Malaysian) of each individual partners		
7.	Certified true copy of relevant academic and professional certificates of each individual partners		
8.	Brief profile of the audit firm		
9.	Certified true copy of certificate of registration of the audit firm		
10.	Business plan (please also indicate on the intention to establish a physical office with number of qualified audit staff to be stationed in Labuan, if any)		

11.	Certified true copy of <u>latest</u> Return of Partners of Firm of Auditors under Section 265 of Companies Act 2016 or any relevant form for other than Malaysian firm		
12.	Certified true copy of <u>valid</u> Kelulusan Juruaudit under Section 263(1) of Perbendaharaan Malaysia or copy of Pembaharuan Kelulusan Juruaudit under Section 263(4) of Perbendaharaan Malaysia, Companies Act 2016 or any relevant approval for other than Malaysia firm		
13.	Payment of registration fee RM3,150 (application fee of RM150 and annual fee of RM3,000) payment must be made via COR@L FPX Payment Gateway (FPX) at the point of registration as approved auditor		

Note:

1. Documents may be certified by any authorised person including, but not limited to commissioner for oaths, notary public, certified public accountants, advocates or solicitors, company secretaries and Malaysian/foreign embassies.
2. Where documents are not in the Malay or in English language, please provide English-translated version of document, duly certified / notarized.