
Two-Day Workshop

A PRACTICAL GUIDE TO AUDITING

*Each participant will receive a complimentary copy of the MICPA
Audit Guide for Practitioners worth RM350*

HRDF Claimable under SBL Scheme

September 27-28, 2010

MICPA Training Room, Kuala Lumpur

WORKSHOP HIGHLIGHTS

Regulatory and Financial Reporting Framework of Malaysia

Understanding the Audit Principles

Development of Audit Strategy

***Audit Programme – Development of Audit Plan, Risk Assessment & Internal Control,
Performance of Audit Procedures, Documentation & Audit Completion***

Checklists – Inventory Counting Checklist & Administrative Checklist

Specimen Audit Letters & Audit Working Papers

Continuing Professional Development

Organised by



**The Malaysian Institute of Certified Public Accountants
(Institut Akauntan Awam Bertauliah Malaysia)**



A PRACTICAL GUIDE TO AUDITING

Financial statements that have been duly audited in accordance with generally accepted auditing standards form an important basis for making business and investment decisions. Thus, high standards of auditing enhance the credibility of financial information published by companies and build investor confidence.

The objective of this Workshop is to equip participants with the technical knowledge and skills in conducting an audit of financial statements in accordance with International Standards on Auditing, which have been adopted for application in Malaysia. To achieve this objective, the Workshop is designed to impart the theory and practice of auditing in an interactive setting. The

Workshop will cover the fundamental auditing principles, the development of an audit plan, performance of audit procedures, documentation of audit evidence, audit conclusions and reporting.

Each participant will receive a complimentary copy of the MICPA Audit Guide for Practitioners worth RM350. It contains comprehensive guides on the development of an audit plan, performance of audit procedures and audit management. It also contains sample audit working papers, checklists and specimen audit letters. It is a useful guide for accounting firms to maintain quality control for audit work.

Who Should Attend

- New staff of accounting firms or staff with basic auditing skills
- Experienced staff who wish to update and improve their auditing knowledge and skills

Registration

Registration Fee:	MICPA Members	RM500.00
(per participant)	Others	RM650.00

Staff of MICPA members' firms who are not MICPA members are entitled to the preferential rate of registration fee (RM500.00 per participant) provided the firm registers at least 3 participants for the Workshop.

The registration fee covers workshop materials only.

To ensure effective participation, **class size will be restricted to 50 participants only.** Thus registration will be accepted on a first-come first-serve basis.

The closing date for acceptance of registration is on 20th September, 2010.

MICPA CPD Hours: 16 Hours

MIA CPD Hours: 16 Hours

HRDF claimable under SBL Scheme

Cancellation:

All cancellations must be notified in writing. An administrative charge of 20% of the registration fee will be levied for cancellations received before the closing date for registration. There will be no refund of the registration fee if cancellation is received after the closing date for registration. However, should a participant be unable to attend, a replacement may be sent. Any difference in fee payment will be charged/refunded accordingly.

Disclaimer:

The organiser reserves the right to make any amendments to the programme, venue, speaker replacements, topics or cancellation of the event if warranted by circumstances beyond its control.

Workshop Programme

DAY 1		DAY 2	
08:30 am - 09:00 am	REGISTRATION	08:30 am - 09:00 am	REGISTRATION
09:00 am - 10:30 am	Regulatory and Financial Reporting Framework of Malaysia Understanding the Audit Principles <ul style="list-style-type: none"> ▪ Definition of an Audit ▪ Planning, Conducting and Completing the Audit ▪ Audit Management ▪ Reviewing Audit Working Papers 	09:00 am - 10:30am	Performance of Audit Procedures <ul style="list-style-type: none"> ▪ Funding Cycle ▪ Investing Cycle ▪ Conversion Cycle
10:30 am - 10:45 am	COFFEE BREAK	10:30 am - 10:45 am	COFFEE BREAK
10:45 am - 12:45 pm	Understanding the Audit Principles (Cont'd) <ul style="list-style-type: none"> ▪ Master Audit Programmes ▪ Audit Working Papers ▪ Auditing in a Computer Information Systems Environment Development of Audit Strategy <ul style="list-style-type: none"> ▪ Audit Strategy for Different Types of Companies ▪ Overall Audit Philosophy 	10:45 am - 12:45 pm	Performance of Audit Procedures (Cont'd) <ul style="list-style-type: none"> ▪ Revenue Cycle ▪ Expenditure Cycle ▪ Taxation Cycle
12:45 pm – 02:00 pm	LUNCH	12:45 pm – 02:00 pm	LUNCH
02:00 pm – 03:30 pm	Development of Audit Plan <ul style="list-style-type: none"> ▪ Understanding the Client's Business and Its Environment ▪ Audit Materiality ▪ Risk Assessment and Internal Control 	02:00 pm – 03:30 pm	Documentation and Audit Completion <ul style="list-style-type: none"> ▪ Documentation of Audit Procedures and Audit Evidence ▪ Auditor's Report
03:30 pm - 03:45 pm	COFFEE BREAK	03:30 pm - 03:45 pm	COFFEE BREAK
03:45 pm – 05:15 pm	Audit Evidence <ul style="list-style-type: none"> ▪ Analytical Procedures ▪ Audit Sampling ▪ Accounting Estimates ▪ Subsequent Events ▪ Management Representations 	03:45 pm - 05:15 pm	Documentation and Audit Completion (Cont'd) <ul style="list-style-type: none"> ▪ Checklists – Inventory Counting Checklist & Administrative Checklist ▪ Audit Working Papers ▪ Specimen Audit Letters
05:15 pm	END OF DAY 1	05:15 pm	END OF DAY 2

Workshop Leader

MR HOH YOON HOONG is currently an Executive Director in the Assurance & Advisory Business Services (AABS) Division and is the AABS Coordinator for Japanese Business Services in Ernst & Young Malaysia.

Mr Hoh is well-versed in the assurance industry having more than 15 years of industry experience and has audited more than 50 multi-national and public listed corporations. He undertakes the design of audit procedures to focus on significant risk areas in corporations from various sectors, including property development, construction, manufacturing, technology, industrial products, hospitality, healthcare, telecommunication, financial services and retail. Other than statutory audits, Mr Hoh has also been involved in financial advisory assignments, such as FRS

139 implementation projects, J-Sox reviews, financial due diligences, special purpose audits, reporting accountants' work relating to initial public offerings involving both local and foreign markets, fund raising exercises and a range of other financial advisory assignments.

As the AABS Coordinator for Japanese Business Services, Mr Hoh, with the assistance of a Japanese Business Manager, is primarily involved in the pursuit of new potential Japanese clients as well as being the client relations director for his existing Japanese clients.

Mr Hoh is a Fellow Member of the Association of Chartered Certified Accountants and a member of the Malaysian Institute of Accountants.

Registration Form

Two-Day Workshop

A PRACTICAL GUIDE TO AUDITING

MICPA Training Room, Kuala Lumpur

Name of Participant

Position

☐ MICPA Member ☐ Others

Name of Participant

Position

☐ MICPA Member ☐ Others

Name of Participant

Position

☐ MICPA Member ☐ Others

Contact Person

Name of Organisation

Address

Tel No.: Fax No.: Email:

Confirmation of registration is on first-come first-serve basis. Please photocopy the registration form if additional copies are required.

☐ **Payment by Cheque:**

Enclosed is a crossed cheque No. _____ for RM _____
made payable to **MICPA** being payment of the registration fee for the Workshop.

☐ **Payment by Credit Card:**

Please charge my credit card ☐ Visa ☐ MasterCard ☐ JCB for RM _____

Issuing Bank: _____ Card Number: _____ Exp. Date: _____

Cardholder's Name: _____ Signature (as per card): _____

For further information, please contact

The CPD Department

THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

No. 15, Jalan Medan Tuanku 50300 Kuala Lumpur Tel : 03-2698 9622 Fax : 03-2698 9403

E-mail: victor.edu@micpa.com.my / salmiah.edu@micpa.com.my Website: www.micpa.com.my