

Guidance to Apply for Audit License Issued by the Institute of Chartered Accountants of the Maldives

1. Prior to applying for statutory audit license, the applicant must be registered as a member of the Institute. You can apply for Membership of CA Maldives through the Portal.
2. Before applying for statutory audit licence, all dues to the Institute must be settled.
3. With the application for audit licence, applicant will be liable to an application fee of MVR 3,000 if an Individual audit Licence and MVR 5,000 if a Firm Licence.
4. It is a requirement to complete a module on Advanced Audit and Assurance/equivalent from a recognised qualification to apply for audit licence.
5. You must complete the Public Practice Training Program conducted by CA Maldives prior to applying for audit licence.
6. If applying for firm license, applicant must meet the following additional requirements:
 - a. The firm must be a registered partnership as per Partnership Act (13/2011)
 - b. At least one partner of the firm must hold audit license issued by the Institute
 - c. The firm must not provide other services other than statutory audit, assurance and accountancy, financial and tax consultancy.
 - d. Office space and resources are established
7. You may submit applications for both Individual and Firm licence at the same time.
8. If applying for Statutory Audit License, the following documents must be submitted:

If an Individual:

- a. Application form
- b. ID card copy
- c. If a foreigner, copy of work permit
- d. Curriculum Vitae (Work experience of the applicant must be detailed)
- e. Court and Police Clearance
- f. Document supporting the work experience
- g. Summary of Audit Process
- h. Quality Management Manual (ISQM1)

If a Firm:

- a. Copy of Partnership registration certificate
- b. Copy of partnership agreement
- c. Summary of Audit Process of the firm
- d. Quality Management Manual of the firm (ISQM1)
- e. Organisational Structure of the firm

Note: If any of the above-mentioned documents are already submitted to the Institute during the application for membership and is not more than 6 months old, you are not required to submit the document again.

9. CA Maldives' audit licence stresses on audit quality both at the firm and engagement level. Audit firms shall submit a Manual / Plan to comply with ISQM1.
 - Please read the full text of the ISQM1. ISQM1 is available at IFAC's website via <https://www.ifac.org/flysystem/azure-private/publications/files/IAASB-Quality-Management-ISQM-1-Quality-Management-for-Firms.pdf>
 - The ISQM1 Manual needs to be customised to the operations of the firm or sole practitioner (SP), taking into account operating model, Clientele and other firm/SP's specific circumstances. The firm/SP shall submit an adequate quality control structure that is suitable to serve the clientele of the firm/SP as per ISAs and specific provisions of the regulation.
10. The applying audit firm/SP shall also submit a summary of audit process that will be used in conducting the engagements of the firm as per ISAs. You can refer IFAC's Guide on using ISAs for SMPs.
<https://www.ifac.org/flysystem/azure-private/publications/files/IFAC-Guide-to-Using-ISAs-Vol-I-4th-edition.pdf>
11. The Admission and Licencing Committee (ALC) of CA Maldives shall review the audit license applications prior to granting the audit licence. The review shall focus on the following three aspects:
 - a. Firm level quality management mechanism - ISQM1 Quality Management Manual submitted by the applying firm.
 - b. A summary of audit manual and presentation by firms on the audit programs and tools used to manage quality at the assignment level – reasonableness and adequacy to conduct and manage audits as per ISA 220 (Revised) “Quality Management for an audit of financial statement.”
 - c. An interview with the representatives of the firms regarding important aspects of its practice management.
12. Once the application is reviewed, the decision of the ALC will be informed to the Applicant within forty- five (45) working days.