

Annual Compliance Audit Reporting Process Flow

In the IA/RA Login a menu will be available as **Annual Compliance Reporting**. under which below **two option will be available**.
 A. Filing by IA / RA
 B. Filing Through Auditor
 IA/RA will have provision to make submission via only any one of the above mentioned options.

OPTION A

In the first option "**Filing by IA / RA**" filling will be done by IA/RA

On clicking on "Filing by IA/RA", further 2 sub menus to be displayed.

- I. **Audit Compliance Report (ACR) submission**
- II. **Action Taken Report (ATR) submission**

Step I - Audit Compliance Report (ACR) submission

IA/RA to fill the web page by providing comments whether complied/ Non complied and NA against each point basis the Audit report provided by the Auditor and save the response. The IA/RA to upload duly signed Annexure PDF along with audit report and client level segregation if applicable.

Post uploading the above documents, member submits the ACR submission to exchange

OPTION B

In the first option "Filing through Auditor" filling will be done by Auditor and IA/RA

Step 1 - Auditors Login

Auditor creates his own login using email ID and Mobile No.

Post Login to OMRS, Auditor will be shown 2 options

1. Auditor Details
2. My Assignment

In Aditor login, in Auditor Details Tab

Auditor fills basic details like Name, PAN, Auditor registration No. etc. and can add sub auditors in case of Audit firm to assign Audit application

Step 2 - IA/RA login

IA/RA to click on sub menu "Annual Compliance Audit report"

On Clicking on this submenu, below three options will be available

- A. Audit asignment
- B. Audit Compliance report(ACR) submission
- C. Action Taken Report (ATR) submission

IA/RA to click on sub menu "Audit Assignment"

Under Auditor assignment, IA/RA will be displayed a list of all registered auditors. The IA/RA to select the auditor to assign his audit for given financial year

Step 3 - Auditor Login

Auditor clicks on , "My Assignment Tab"

Auditor will be displayed a list of IA/RAs alongwith enlistment nos who have assigned the Audit to the Auditor. The Auditor to select the IA/RA and agree to the undertaking accepting the assignment from IA/RA.

Step 4 - Auditor login

Auditor to click on " My assignment Tab" and further click on details to fill Annexure to Audit report.

Auditor will fill the web page by providing their comments whether complied/ Non complied and NA against each point and save the responses. Auditor to generate and download the PDF . The auditor to upload duly signed Annexure PDF along with audit report and client level segregation if applicable.

Step 5 - IA/RA login

IA/RA to click on sub menu Audit Compliance report(ACR) submission

The Auditor submissions of webpage and documents will be visible, to IA/RA with non editable rights.

In case IA/RA finds any discrepancy, query can be raised to the auditor with comments for needful corrections if any.

Step 6A - Auditor login

In case any query has been raised by IA/RA in previous step, then Auditor to follow Step 4

In case No discrepancy found by IA/RA

Step 6B - IA/RA login

If no discrepancy found by IA/RA, duly signed documents can be submitted to the Exchange.

IA/RA login

Member will submit Action Taken report submission

All the non compliance points reported in ACR Annexure will be available in ATR submission to provide management commnets. IA/RA to provide comments against each non compliance point and IA/RA to generate and download the ATR PDF . Duly signed ATR on letter head to be uploaded by IA/RA.

Exchange receives the ACR and ATR submission.