



# Audit Practice Manual

## (2022 edition)

HKICPA Audit Practice Manual (2022 edition) is a reference tool with customizable documentation templates and an example audit engagement file. The manual allows users to tailor their audit approach and procedures based on the specific circumstances of an audit client, and assists them to comply with relevant Hong Kong Standards on Auditing (HKSAs).

### The manual includes:

- Guidance notes on:
  - How the use of the manual addresses relevant requirements in HKSAs
  - Illustrative templates on letter of engagement and written representations
  - Presentation and disclosure checklists addressing the following requirements:
    - Financial statements and directors' reports prepared under the Companies Ordinance (Cap. 622)
    - Financial statements prepared under SME-FRF & SME-FRS (Revised)
    - Summary of local and international resources
- Excel-based audit programme templates covering requirements of HKSAs in a financial statements audit.
- An example audit engagement file, *Manufacturing Company Limited*, to illustrate the application of the manual to a manufacturing company [Available by December 2022].

### New features of the 2022 edition

- A number of programmes and checklists are updated to reflect the new and revised requirements of HKSA 315 (Revised 2019), *Identifying and Assessing the Risks of Material Misstatement*.
- Programmes and checklists are updated to reflect the latest requirements where relevant, including those arising from:
  - Code of Ethics for Professional Accountants
  - HKSQM 1, *Quality Management for Firms that Perform Audits or Reviews of Financial Statements*
  - HKSQM 2, *Engagement Quality Reviews*
- Revised guidance notes and an example audit engagement file addressing the latest auditing, financial reporting and relevant disclosure requirements.
- Enhanced documentation in the example audit engagement file for illustrative purposes.

#### Subscription terms:

- Each member can only subscribe to one set of the manual.
- No refund or order cancellation is allowed once you subscribe the manual.
- Confirmation of subscription after successful payment will be sent via email with download instructions.

### Act now

Get your downloadable electronic copy of **Audit Practice Manual (2022 edition)** by subscribing on the [HKICPA website](#). Subscribers will be granted access to the manual within **8 hours** after their subscription is confirmed. No printed or memory-stick version of the manual is provided.

The manual can only be subscribed using a HKICPA's account. For HKICPA members, click [here](#) to activate your account or [here](#) if you forget your password. For non HKICPA members, click [here](#) to register an account. For help with web login, click [here](#).

### PRICE

- HKICPA member/ student: HK\$4,000
- Non HKICPA member: HK\$6,500

### ENQUIRIES

Phone: (852) 2287-7228  
Email: [tls@hkicpa.org.hk](mailto:tls@hkicpa.org.hk)

**Click to order**