



**CBB Reporting
Appendix BR-6
Agreed Upon Procedures
For Financing Companies and
Microfinance Institutions**

Agreed Upon Procedures History

Change Date	Description of Changes
01/2013	Initial Launch
10/2014	Updated to reflect name change to reporting form



Appendix BR –6: Agreed Upon Procedures

PIRFM

AGREED UPON PROCEDURES REPORT

[FINANCING COMPANY OR MICROFINANCE INSTITUTION]

Quarted ended XXXXXX 20XX

We have performed the procedures agreed with you and enumerated below with respect to the Quarterly Prudential Information Report for Financing Companies (“PIRFM”) submitted to the Central Bank of Bahrain (CBB) relating to the quarter ended 31/30 March/June/September/December 20XX, a copy of which is attached with this report. Our engagement was undertaken in accordance with the International Standard on Related Services applicable to Agreed-Upon Procedures Engagements 4400. The procedures were performed solely to assist you in confirming that the Form PIRFM is completed in accordance with the directives issued by CBB from time to time in this regard and are summarised as follows:

1. We have compared the information reported in the Form PIRFM to the Financing Company’s [Microfinance Institution’s] accounting records or with the Financing Company’s [Microfinance Institution’s] own internal systems;
2. We have read the information reported in the Form PIRFM to confirm that it is disclosed in accordance with the capital adequacy Module applicable to financing companies [microfinance institutions] and the directives issued by the CBB from time to time. On a sample basis we have checked the composition of various balances and classifications to the underlying records;
3. We have read the information reported in the Form PIRFM to confirm that it is consistent with the information reported elsewhere in the Form PIRFM;
4. We have checked that the calculation of the capital adequacy is in line with Module CA;
5. We have compared the opening balances reported in the Form PIRFM to the closing balances for the previous period as reported to the CBB;
6. We have checked the arithmetical accuracy of the Form PIRFM on a test basis;
7. We have read the Form PIRFM to identify any material omitted items;
8. We have enquired from the staff responsible for completion of the Form PIRFM of the nature of errors or inconsistencies in the Form PIRFM previously reported to the CBB and the steps taken by the licensee to overcome those errors and inconsistencies; and
9. We have checked that an adequate internal control system is implemented for the preparation of the PIRFM and that the PIRFM is reviewed by appropriate independent personnel.



We report our findings below:

- (a) With respect to item 1, we found that the information reported in the Form PIRFM agrees to the Financing Company's [Microfinance Institution's] accounting records, or with the Financing Company's [Microfinance Institution's] own internal systems;
- (b) With respect to item 2, we found that based on underlying records, the Form PIRFM has been disclosed in accordance with the capital adequacy Module applicable to financing companies [Microfinance Institutions] and the directives issued by the CBB from time to time. On a sample basis we have checked the composition of various balances and classifications to the underlying records and found the classifications to be fairly stated;
- (c) With respect to item 3, we found that the information reported in the Form PIRFM was consistent with the information reported elsewhere in the Form PIRFM;
- (d) With respect to item 4, we found that the calculation of the capital adequacy ratio is in line with Module CA;
- (e) With respect to item 5, we found that the opening balances reported in the Form PIRFM agree with the closing balances for the previous period as reported to the CBB;
- (f) With respect to item 6, we found that the arithmetical calculations in the Form PIRFM were accurate;
- (g) With respect to item 7, we did not identify any sections of the Form PIRFM that were incomplete;
- (h) With respect to item 8, our enquiries from the staff responsible for the completion of the Form PIRFM about the nature of errors or inconsistencies in the Form PIRFM previously reported to the CBB revealed that the financing company [microfinance institution] has taken adequate steps to overcome these issues; and
- (i) With respect to item 9, we have checked that an adequate internal control system is implemented for the preparation of the PIRFM and that the PIRFM is reviewed by appropriate independent personnel.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing or International Standard on Review Engagements, we do not express any audit or review assurance on the information reported in the Form PIRFM. Had we performed additional procedures or had we performed an audit or review of the report in accordance with International Standards on Auditing or International Standard on Review Engagements, other matters might have come to our attention that would have been reported to you.



Our report is solely for the purpose set forth in the first paragraph of this report and is only for the information of the financing company [microfinance institution] and the Central Bank of Bahrain. This report should not be used for any other purpose or be distributed to any other parties. This report relates only to the information reported in the Form PIRFM for the quarter ended 31/30 March/June/September/December 200X.

Name of Auditor:

Date:

Copy to: Director of Banking Supervision Directorate
Central Bank of Bahrain