

## Fourth Schedule

### Report by Independent Accountant

The Executive Officer  
Law Society of Namibia

REPORT OF AN INDEPENDENT ACCOUNTANT IN TERMS OF RULE 20 OF THE RULES  
OF THE LAW SOCIETY OF NAMIBIA IN RESPECT OF (NAME OF FIRM)

.....

1. I/We have performed certain procedures described below on the accounting records and system of bookkeeping employed by the above firm for the year ended on

..... 20 .....

The firm's compliance with the provisions of the Legal Practitioners Act, 1995 (the Act) and the Rules of your Law Society is the responsibility of the sole practitioner/partners/directors. It is my/our responsibility to carry out the procedures described below and to report on the results thereof. This report is furnished solely for your own use and information and should be used by you solely for that purpose.

2. I/We audited / examined (\*on a test basis), the trust accounting records and trust account transactions of the firm with specific reference to the following provisions of the Act and the following Rules of your Society -

(a) Section 25(1) and subsections (1), (2) and (3) of section 26 of the Act;

(b) Rules 18(3), 18(4), 18(5), 18(6), 18(7), 18(8), 18(11), 19(3) and 20(5).

I/We report that (Except for the qualification/s set out in the schedule following this report) the firm complied with the above mentioned provisions of the Act and the Rules of your Society in respect of the year ended on ..... 20 .....

3. I/We have inspected the books on ..... 20 .....  
being the date of my/our last inspection, and report that -

(a) the books have been written up to ..... 20 ..... ; and

(b) the trial balance was last balanced at ..... 20 ..

4. I/We have compared (\* on a test basis) the list of trust balances shown on the trust accounts in the ledgers of the firm with the respective ledger accounts at the year end and on ..... 20 ..... and -

(a) on each of such dates the firm was in compliance with the provisions of Rule 18 and specifically Rule 18(3)(a).

(b) after examining the bank statements of the firm for such period as I/we deemed it necessary (being not less than one week) in the light of the circumstances following each of such dates we report that where negotiable instruments which had been deposited in the trust banking account and which had not been met, the circumstances were considered satisfactory.

5. I/We have extracted the following information from the accounting records of the firm and report that the amount during the period under review which the firm -

(a) has brought forward in respect of interest earned on moneys deposited in terms of section 26(1) and moneys invested in terms of section 26(2) of the Act from the previous financial year is: N\$ .....

(b) has earned interest on moneys deposited in trust banking accounts in terms of section 26( 1) and moneys invested in trust investment accounts in terms of Section 26(2) of the Act is: N\$ .....

(c) has deducted in respect of refundable bank charges is: N\$ .....

(d) has paid over to the Legal Practitioners' Fidelity Fund in terms of section 26(4) of the Act is: N\$ ..... ; and

(e) has carried over in respect of interest earned on moneys deposited in terms of section 26(1) and moneys invested in terms of section 26(2) of the Act to the next financial year is: N\$ .....

6. \* I/We have been informed that a separate system of accounting for deceased and insolvent estates and trusts is maintained, but have not examined any records or documents relating thereto other than investments made by the firm in terms of section 26(3) of the Act. (If no examination made, state NIL.) .....

7. I/We certify that to the best of my/our knowledge and belief the firm has/has not, during the period reported on, carried on an investment practice as defined in Rule 19(1), ( and has complied with the provisions of Rule 17).

8. \*On enquiry made I was/we were informed that the following changes in the composition of the firm occurred during the period covered by this report, namely:

.....  
.....  
.....

9. A copy of this report is today being sent to the firm.

10. The application for refund of audit fees is in respect of the audit of the trust account examination.

.....  
Accountant

Date

Address

\*Delete if not applicable

SCHEDULE OF QUALIFICATIONS

(If space is insufficient, this schedule may be continued in a schedule on the accountant/s letterhead to be attached and signed by the independent accountant/s)

Firm's principal place of practice (full street address)

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Firm's branch offices are at (full street address of branch offices)

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