

## **Gross Fee Income Report**

To: The Principals<sup>1</sup> of [Name of Law Firm]

### **Purpose of this Agreed-Upon Procedures Report and Restriction on Use and Distribution**

Our report is solely for the purpose of assisting [Name of Law Firm] (the “Practice”) in satisfying the requirement of Rule 8 of the Solicitors (Professional Indemnity) Rules and may not be suitable for another purpose. This report is intended solely for the Practice, and should not be used by, or distributed to, any other parties, except that we agree that a copy of this report may be provided to the Manager of the Professional Indemnity Scheme.

### **Responsibilities of the Practice**

The Practice has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement.

The Practice is responsible for the schedule of gross fee income of the Practice prepared by the principals on which the agreed-upon procedures are performed.

### **Practitioner’s Responsibilities**

We have conducted the agreed-upon procedures engagement in accordance with Hong Kong Standard on Related Services (HKSRS) 4400 (Revised), *Agreed-Upon Procedures Engagements* issued by the Hong Kong Institute of Certified Public Accountants (the “HKICPA”). An agreed-upon procedures engagement involves our performing the procedures that have been agreed with the Practice, and reporting the findings, which are the factual results of the agreed-upon procedures performed. We make no representation regarding the appropriateness of the agreed-upon procedures. We expressly disclaim any liability or duty to any other party for the content in this report.

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<sup>1</sup> Or the terms that are appropriate in the circumstances.

This agreed-upon procedures engagement is not an assurance engagement. Accordingly, we do not express an opinion or an assurance conclusion.

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

#### *Professional Ethics and Quality Management*

We have complied with the ethical requirements of the HKICPA's *Code of Ethics for Professional Accountants* (the "Code") and the independence requirements in Part 4A, Chapter A of the Code.

Our firm applies Hong Kong Standard on Quality Management (HKSQM) 1, *Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements*, which requires the firm to design, implement and operate a system of quality management including policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

#### **Procedures and Findings**

We have performed the procedures described below, which were agreed upon with the Practice in the terms of engagement dated [date], with respect to the gross fee income of the Practice for the year ended [date].

Procedures	Findings
We obtained (1) a schedule of gross fee income of the Practice (the "Schedule") for the year ended [date] which amounted to HK\$[X]; and (2) the Practice's [*audited financial statements]/[*underlying books and records from which the gross fee income set out in the Schedule is extracted] for the year ended [date] and such other documents as appropriate (including profits tax return where applicable) and we compared the amount of gross fee income of HK\$[X] as stated in the Schedule to the corresponding amount stated in the [*audited financial statements]/[*underlying books and records from which the gross fee income set out in the Schedule is extracted] for the year ended [date].	We found the amounts to be in agreement <sup>2</sup> .

[Practitioner's Signature]<sup>3</sup>

[\*Certified Public Accountants (Practising)/Certified Public Accountants]

[Practitioner's] Full Name: [Name]

Practising Certificate No.: [Number]

Hong Kong

[Date]

\* Delete where appropriate.

<sup>2</sup> In the event that practitioners encounter any exceptions, details of the exceptions should be listed in the report.

<sup>3</sup> The report is normally signed in the name of the firm because the firm as a whole assumes responsibility for the report. For a corporate practice, the report is signed by a director of the practice, who must be a professional accountant holding a current practising certificate. The report should state the practitioner's full name as appearing in his/her practising certificate and the practising certificate number.