



2023



Internal Audit
and
Verification

To,

Mr. Bhatnagar
Accounts Head
Omkamal Techno Systems
Ecotech-III, Greater Noida, Guatam Budha Nagar
Uttar Pradesh

Dear Sir,

Sub: INTERNAL AUDIT QUESTIONNAIRE.

Thank you very much to provide an opportunity to render Independent professional services to conduct a comprehensive Internal Audit and Verification in your esteemed establishment.

In view of the evaluation of the business structure, legal framework, Accounting and internal control systems and policies of the establishments, and confine of the scope of audit work, we request to fill out the questionnaire and provide the following desired documents:

Period for which audit to be conducted	Commencement date	Completion Date

	Questions	Details	Remarks/reasons, if any
1. Business Structure:			
a)	Name and address of establishments to whom audit is proposed to be conducted		<i>Please provide the Registration Certificate with MOA/ AOA/ Deed/ Bylaws etc</i>
b)	Nature of the work being carried on by the establishment (Principal Activity)		
c)	No. of Directors/ Partners as on date		<i>Provide the register of directors or partners</i>
d)	No. of shareholders or Members, if any		<i>Please provide the register of members or shareholders</i>
e)	Name of subsidiaries, holding, associated and connected entities or managed and control by same owners		<i>Please provide the list of relatives and associated entities along with transaction therewith</i>
2. Registration of the entity with Regulators:			

a)	Are you registered under the Goods and Service Tax Act, 2017		<i>Please provide the GST Registration Certificate</i>
b)	Are you registered under the Factories Act, 1948		<i>If yes, please provide a copy of Factory License</i>
c)	Are you registered under the Shop and Establishment Act of the concerned state?		<i>If yes, please provide a copy of the Certificate</i>
d)	Are you registered with Director General Foreign Trade of India (DGFT) getting IEC and any Export incentive schemes under the Customs Act, 1961		<i>If yes, please provide a copy of the Certificate/License</i>
e)	Are you registered under the Micro small and medium Enterprises under the Act getting Udyog Aadhar Number		<i>If yes, please provide a copy of the Certificate</i>
f)	Are you registered under the Contract Labour Regulation and Prohibition Act, of 1973		<i>If yes, please provide a copy of the Certificate</i>
g)	Are you registered under the Apprentice Act, of 1961, if any		<i>If yes, please provide a copy of the Certificate</i>
h)	Are you registered under the Employees Provident Fund and Miscellaneous Provisions Act, 1952		<i>If yes, please provide a copy of the Certificate</i>
i)	Are you Registered under the Employee State Insurance Act, 1948		<i>If yes, please provide a copy of the Certificate</i>
j)	Whether we have registered Trade Mark of any product.		<i>If yes, please provide a copy of the Certificate</i>
k)	Whether we have registered Copy right in the name of product or establishment		<i>If yes, please provide a copy of the Certificate</i>
l)	Whether we have registered Design in the name of product or establishment		<i>If yes, please provide a copy of the Certificate</i>
m)	Whether we have registered Patent in the name of product or establishment		<i>If yes, please provide a copy of the Certificate</i>
3	Manpower being employed or engaged in the establishment:		
a)	Number of Max. Own staff/Direct Workers employed by the establishment (<i>Please mention male and female separately</i>)		Please provide the 1) salary sheet 2) Employment agreements. 3) Appointment Letters
b)	Number of Max. Indirect workers / Contractual employed by the establishment (<i>Please mention male and female separately</i>)		Please provide the salary sheet.

			1) Copy of Contractual agreements. 2) Purchase Order.	
c)	Name of Contractor	Max. No of workers	Validity of contract	Nature of work
i)				
ii)				
iii)				
4	Apprentices/trainees being engaged in the establishment			
	Number of Apprentices/trainees hired / engaged under the Apprentice Act, of 1961, if any			1) Copy of Contractual agreements. 2) Purchase Order. 3) Apprenticeship License
	Name of Apprenticeship Provider	Max. No of Apprentice	Validity of contract	Nature of work
5	Annual Turnover / Services of the establishment (As per audited financials)			
	Financial year		Amount	Please provide a copy of the audited financials
	2020-21	Domestic		
		Export		
	2021-22	Domestic		
		Export		
	2022-23	Domestic		
		Export		
	Key Customers to whom the establishment supplying the goods / services in last three years: <i>(Please provide separate sheet, if customers are in large numbers)</i>			
	Name of customer	Period	Value of supply	Documents

a)				Provide the Agreement for supply, purchase order, and ledgers.		
b)						
c)						
d)						
e)						
f)						
g)						
5	Key Vendors or service providers to the establishment in last three years: <i>(Please provide separate sheet, if vendors or supplier are in large numbers)</i>					
6	Name of Vendors/Service Providers	Period	Value of supply	Documents		
a)				<i>Provide the Agreement for supply, purchase order, and ledgers.</i>		
b)				<i>Provide the Agreement for supply, purchase order, and ledgers.</i>		
c)				<i>Provide the Agreement for supply, purchase order, and ledgers.</i>		
d)				<i>Provide the Agreement for supply, purchase order, and ledgers.</i>		
e)				<i>Provide the Agreement for supply, purchase order, and ledgers.</i>		
f)				<i>Provide the Agreement for supply, purchase order, and ledgers.</i>		
g)				<i>Provide the Agreement for supply, purchase order, and ledgers.</i>		
6	Fixed assets being associated with the establishment: <i>(Provide register of fixed assets, ledger etc) Please provide separate sheet of fixed assets, if large in numbers</i>					
	Name of Fixed Assets	Location	Value	Date of use	Total life	<i>Estimated expiry time</i>
a)						

b)						
c)						
d)						
e)						
f)						
g)						
7	Details of term loan, cash credit limit and other borrowings to the establishment: please provide the loan agreements, charges created, ledgers if any					
	Name of lender	Loan Amount	Assets being mortgaged/ hypothecated	Rate of Interest	Term of loan	Outstanding as on date
8	Inventory or stock in trade: (Provide stock register or statement submitted with various authorities or bankers or financial Institution)					
	Name of Item	Category of Finished goods (Raw/WOP/FG)	Average value of Inventory on any day	Opening stock as on 01/04/2022	Closing stock as on 31/03/2023	Condition as on date (Good/ average/ scrap
9	Status of filing of returns and statements with Regulators					

	Name of Return	Act / Statute	Due date	Filing Status	Pending Scrutiny, Assessment or Inquiries or Inspection, if any	<i>Demand, if any raised but not paid-reason</i>
a)	ITR					
b)	ROC return					
c)	GST returns					
d)	TDS Return					
e)	DGFT license redemption					
f)	EPF return					
g)	ESIC return					
h)	RBI return					
i)	Banks/financial Institutions					
j)	Labour Laws:					
k)	Payment of Bonus Act, 1965					
l)	The Factories Act, 1948					
m)	The CLRA Act, 1973					
n)	The minimum Wages Act, 1948					
o)	The Payment of wages Act, 1936					
p)	The sexual harassment as work Place Act					
q)	The maternity leave Act					
r)	The equal remuneration Act					

10) POLICIES, CONTROLS AND PROVISIONS:			
a)	Whether establishment have organisational chart that clearly defines the line of authority and responsibility?		<i>If yes, please provide the copy, duly approved by Mgt</i>
b)	Whether organisation have up to date accounting policies and procedural manual?		<i>If yes, please provide the copy, duly approved by Mgt</i>
c)	Whether we have Internal control Policy to the establishment?		
d)	Whether we have any Risk Management Policy to the establishment?		<i>If yes, please provide the copy, duly approved by Mgt</i>
e)	Whether we have Insurance policy, particularly related to insurance of fixed assets, stock, vehicles and buildings etc ?		
f)	Whether the establishment have in Information technology system related policy?		
	Whether you have current HR Policy duly approved and implemented?		
g)	Whether you have current Standing Orders duly approved and implemented		
	Whether the establishment have any travel and convenue policy to the its staff, employees etc?		
h)	Whether you Have Overtime Policy duly approved and implemented.		
i)	Whether you Have Leave policy and its encashment duly approved and implemented		
j)	Whether you have attendance Policy duly approved and implemented		
k)	Whether you have declared Holidays to the staff and workers?		
l)	Whether you prohibited child labour in the premises		
m)	Whether you have maternity Leave policy, if applicable		

n)	Whether you have Policy under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013		
o)	Whether we have provisions relating to the Payment of Gratuity to the workers and staff		
p)	Whether we have provisions relating to the Payment of superannuation funds to the workers and staff		
	GENERAL POINTS		
	Whether Audit is First Audit, Re-Audit or Periodical Audit		
	Name of statutory auditor to the establishment		
	Is there any Investors to the establishment holding key interest therein.		
	Status of land of establishment, factory and plant and legal relation therewith: 1) owned, 2) leased, 3) allotted by Development authority 4) Gram Panchayat 5) waqf/trust 6) donated or gifted 7) Government or local authority 8) others		<i>Please provide the related document proving the relationship</i>
	Status of Building of the establishment and legal relation therewith: 1) owned-buy, 2) Owned-self constructed 3) leased, 3) Constructed by Government 4) waqf/trust 5) donated or gifted 6) Government or local authority etc		<i>Please provide the related document proving the relationship</i>
	Details of any suit, prosecution or court proceedings against the establishment or its directors or partners, if any		
	Details of any inspection, scrutiny, assessment being carried on and issuance of demand, penalty, fine if any imposed by the government authority and regulators.		
	Details of customers or account receivables, whose payment are outstanding more than two years, with reason of difference if any		
	Details of vendors or account payables, whose payment are outstanding more than two years, with reason of difference if any		

	Details of lenders, banks or financial Institutions, whose EMI or settlement is pending, with reason of difference if any		
	Details of Investors, joint ventures, Partner, Shareholders, to whom any settlement is pending, with reason of difference if any		