

SAMPLE OF ACCEPTABLE INDEPENDENT ASSURANCE REPORT

Private & Confidential

[Client Name]
[Client Address]

[Date]
Our Ref: [Ref]

Dear Sirs/Madam,

Independent Assurance Report
on the Traffic Volume of External Telecommunications Services
Reported to the Office of the Telecommunications Authority (“OFTA”)
for the Period from 1 April 200X to 31 March 200Y

In accordance with our engagement letter dated [date], we have performed the following procedures with respect to the attached report entitled Table 1 for Yearly Assurance Report (“Table 1”) for the period from 1 April 200X to 31 March 200Y (ANNEX I).

1. Respective Responsibilities of [Client Name] and Independent Practitioners

As the directors of [client name], you are responsible for the design, implementation and maintenance of control procedures with respect to the programs that are used to extract and calculate the data listed out in Table 1 on a network basis from the underlying switch and billing system data. These control procedures are described in a separate management representation letter.

It is our responsibility to express a conclusion that conveys a level of limited assurance to the correctness of Table 1 and to report our conclusion to you as directors of [client name].

2. Basis of Conclusion

We conducted our limited assurance engagement in accordance with the Hong Kong Standard on Assurance Engagements 3000 “Assurance Engagements Other Than Audits or Reviews of Historical Financial Information” issued by the Hong Kong Institute of Certified Public Accountants and with reference to the “Guidelines for Independent Practitioners: Assurance Engagement on Traffic Volume of External Telecommunication Services Reported to Office of the Telecommunications Authority” (the “Guidelines”) issued by OFTA on 23 March 2005. The engagement process comprises evidence gathering and evaluation and measurement to support a conclusion. We believe that our assurance engagement provides a reasonable basis for our conclusion.

3. Scope of Work

[Please state the overall objective(s) of the scope of work for Non-Zero or Zero ETS Traffic, whichever is appropriate, in accordance with paragraph 4 to paragraph 7 of the Guidelines and specify the work done (ie procedures) that the independent practitioners believe is adequate and sufficient to achieve the overall objectives to draw a conclusion that conveys a level of assurance about the correctness of Table 1. Examples of what constitute “Acceptable Procedures” and “Unacceptable Procedures” are given in the Guidelines.]

4. Conclusion

Based on our work described in this report, in our opinion, nothing has come to our attention that causes us to believe that the traffic certified in the attached Table 1 is materially incorrect. Listed below is a summary of Table 1:

	Traffic Submitted to OFTA by [client name]	Traffic Certified in Table 1	Difference (Note 1)
	(a)	(b)	(b) – (a)
<i>Outgoing Traffic (Billable Minutes):</i>			
Via PSTN from end-customers			
Via leased lines from end-customers			
Subtotal:	_____	_____	_____
	_____	_____	_____
<i>Incoming Traffic (Conversation Minutes):</i>			
Via PSTN to end-customers			
Via leased lines to end-customers			
Subtotal:	_____	_____	_____
	_____	_____	_____
<i>GRAND TOTAL</i>	=====	=====	=====

Note 1: Please specify reason(s) for any difference, if any.

5. Use of this Report

It is understood that this report is solely for the information of [client's name] and for submission to the Telecommunications Authority ("TA"). This report should not be referred or distributed to any other persons or entity other than the TA. It is not to be referred to or quoted, in whole or in part, in any other document without our prior written approval.

Yours faithfully,

ABC & Co.

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

Hong Kong

Table 1 for Yearly Assurance Report
Traffic to and from end-customers
For the period from 1 April 200X to 31 March 200Y

[Note: Table 1 to be inserted should show detailed breakdown of external traffic statistics by each route or destination on an *aggregate* basis for the entire period covered. That is to say, Independent Practitioners are not required to break down the traffic on a monthly basis. A copy of Table 1 in Excel format is published on OFTA's website at <http://www.ofta.gov.hk/howto/ets.html>. A printed copy of Table 1 together with the Assurance Report shall be submitted to OFTA.]