

# DR. H. GORDON ROBERTS HOSPITAL

(Khasi Jaintia Presbyterian Hospital)



Jaiaw, Shillong -793002, Meghalaya  
Estd - 1922

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Regd . Under Societies Registration Act XXI of 1860 Vide No. 87 of 1967 – 1968

## APPLICATION FORM

For external audit of the Dr. H. Gordon Roberts Hospital, Jaiaw, Shillong  
For the year 2018-19

1. Name of the firm (in capital letters): \_\_\_\_\_
2. Full business Address of the firm: \_\_\_\_\_
3. Telephone number(s): \_\_\_\_\_
4. Email address of the firm: \_\_\_\_\_
5. (i) ICAI Registration No. of the firm: \_\_\_\_\_  
(ii) Region Name: \_\_\_\_\_  
(iii) Region Code No.: \_\_\_\_\_
6. Date of constitution of the firm: \_\_\_\_\_
7. Date from which firm has a full time FCA: \_\_\_\_\_
8. Full time partners/Sole Proprietor of the firm as on 01-01-2018

**Please also fill up Annex-A.**

| Sl. No | Year of continuous association in the firm | Number of FCA | Number of ACAS. |
|--------|--|---------------|-----------------|
| 1.     | Less than one year                         |               |                 |
| 2.     | 1 year but less than 3 years               |               |                 |
| 3.     | 3 years but less than 6 years              |               |                 |
| 4.     | 6 years but less than 10 years             |               |                 |
| 5.     | 10 years of more                           |               |                 |

9. Number of part time partners as on 1.01.2018, if any. YES/NO.  
**Please fill up Annex-B.**
10. Number of full time Chartered Accountant employees as on 1.01.2018 : \_\_\_\_\_  
**Please fill up Annex-C**

11. Number of audit staff employed full time with the firm:
- (i) Article/Audit Clerks:
  - (ii) Other audit staff (who have knowledge of book keeping and accountancy):
  - (iii) Other professional Staff (specify):
  - (iv) Secretarial Staff:
12. Number of Branches of the firm: **(Please fill up Annex-D)**
13. Total fees earned by the firm from April 2014 till March 2018 for
- (i) Statutory Audit \_\_\_\_\_.
  - (ii) Audit Review (Quarterly/Half yearly) \_\_\_\_\_.
  - (iii) Internal Audit \_\_\_\_\_.
  - (v) GRAND TOTAL : \_\_\_\_\_.
14. Is the firm currently engaged in any internal/Statutory/External audits? If in the affirmative, **please furnish details in a separate sheet.**
15. Is the firm implementing quality control policies & procedures designed to ensure that all audits are conducted in accordance with Statements on SAP 17? If in the affirmative, **please give brief details of experience in a separate sheet.**
16. Are there any court/arbitration/any legal/Institute's case(s) contemplated or pending against the firm? **If in the affirmative, please furnish details in a separate sheet.**