

Audit Instruction

1. In principle, after the completion of the project, the beneficiary needs to perform an external audit in order to verify that the funds for the project have been used in a proper manner. In principle, the external audit shall be performed by an organization or individual with official audit qualification in the country where the project is being implemented.

2. The beneficiary is required to submit a copy of this report to the Embassy of Japan. This report should contain the following elements:

A) Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)

- 1. Day of receiving the funds*
- 2. First installment*
- 3. Second installment*
- 4. Payment to the audit company*

B) Verification of facts (procurement and delivery of equipment, use of equipment, etc.)

- 1. Receipt of funds*
- 2. Procurement procedures*
- 3. Receipt of equipment/ finish of construction works*

C) Inspections of the project site (attach photographs to the report)

Photos taken at the project site must be submitted.