

ARTICLE · AUDIT · 5 MIN READ

Preparing for your independent audit

What to gather, what auditors look for, and how to avoid common findings.

Independent audits aren't pass/fail but the findings report follows you, and material issues may be visible to your supervisor. A small amount of preparation removes most of the pain.

Scope first

Confirm the audit period, the sample size and the documents the auditor will request up-front. A clear scoping email avoids surprises and lets you stage the evidence rather than scrambling at the end.

Have these ready on day one

Current Risk Assessment and prior versions; current Compliance Programme; Compliance Officer appointment; CDD files for the sample; training register and materials; suspicious activity reports filed; annual reports filed; any internal monitoring or quality reviews.

Where findings come from

Risk Assessment not refreshed after a material change. CDD that records ID but skips beneficial ownership. Training attendance but no assessment evidence. Suspicious-activity escalations not documented. Annual report figures that don't tie to the underlying records.

After the report

Agree owners and dates for every remediation item, then track them visibly. A clean closeout in the next cycle is the single best signal of a maturing programme.

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