

**EXAMPLE OF HOW TO COMPLETE TEMPLATE**

**Engagement leader:** Engagement leader ABC

| Engagement number | Client            | Client sector        | Nature of engagement    | Length of engagement | Financial year | Reference document      | General experience | Specific experience |
|-------------------|-------------------|----------------------|-------------------------|----------------------|----------------|-------------------------|--------------------|---------------------|
| 1                 | A Municipality    | Public sector        | Internal audit services | Annual               | 2008/09        | Engagement letter 1     | Yes                |                     |
| 2                 | B Public entity   | Public sector        | Internal audit services | Annual               | 2008/09        | Letter of award 2       | Yes                | Yes                 |
| 3                 | C Public entity   | Public sector        | Internal audit services | Annual               | 2008/09        | Letter of award 3       | Yes                | Yes                 |
| 4                 | D Private company | Property development | Internal audit services | Annual               | 2010/11        | Internal audit report 4 | Yes                | Yes                 |
| 5                 | E Municipality    | Public sector        | Internal audit services | Annual               | 2012/13        | Letter of award 5       | Yes                |                     |
| 6                 | E Municipality    | Public sector        | Internal audit services | Annual               | 2013/14        | Letter of award 5       | Yes                |                     |
| 7                 | E Municipality    | Public sector        | Internal audit services | Annual               | 2014/15        | Letter of award 5       | Yes                |                     |
| 8                 | F Private company | Retail               | Internal audit services | Annual               | 2018/19        | Engagement letter 6     | Yes                |                     |
| 10                | F Private company | Retail               | Internal audit services | Annual               | 2019/20        | Engagement letter 6     | Yes                |                     |
| 11                | G University      | Public sector        | Internal audit services | Annual               | 2015/16        | Letter of award 7       | Yes                |                     |
| 12                | H Museum          | Public sector        | Internal audit services | Annual               | 2017/18        | Internal audit report 8 | Yes                |                     |

**ANNEXURE 4 - ENGAGEMENT LEADER**

**Engagement leader:** [Insert Engagement leader name]

| Engagement number | Client | Client sector | Nature of engagement | Length of engagement | Financial year | Reference document | General experience | Specific experience |
|-------------------|--------|---------------|----------------------|----------------------|----------------|--------------------|--------------------|---------------------|
| 1                 |        |               |                      |                      |                |                    |                    |                     |
| 2                 |        |               |                      |                      |                |                    |                    |                     |
| 3                 |        |               |                      |                      |                |                    |                    |                     |
| 4                 |        |               |                      |                      |                |                    |                    |                     |
| 5                 |        |               |                      |                      |                |                    |                    |                     |
| 6                 |        |               |                      |                      |                |                    |                    |                     |
| 7                 |        |               |                      |                      |                |                    |                    |                     |
| 8                 |        |               |                      |                      |                |                    |                    |                     |
| 9                 |        |               |                      |                      |                |                    |                    |                     |
| 10                |        |               |                      |                      |                |                    |                    |                     |
| 11                |        |               |                      |                      |                |                    |                    |                     |
| 12                |        |               |                      |                      |                |                    |                    |                     |
| 13                |        |               |                      |                      |                |                    |                    |                     |
| 14                |        |               |                      |                      |                |                    |                    |                     |
| 15                |        |               |                      |                      |                |                    |                    |                     |
| 16                |        |               |                      |                      |                |                    |                    |                     |
| 17                |        |               |                      |                      |                |                    |                    |                     |
| 18                |        |               |                      |                      |                |                    |                    |                     |
| 19                |        |               |                      |                      |                |                    |                    |                     |
| 20                |        |               |                      |                      |                |                    |                    |                     |