

# THE ASSOCIATION OF KENYA INSURERS

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4<sup>th</sup> February 2021

## AKI CIRCULAR NO. 23/LIC/2/2021

**CHIEF EXECUTIVES  
AKI MEMBER COMPANIES  
THE ASSOCIATION OF KENYA INSURERS**

Ladies & Gentlemen,

### **RE: AKI AWARDS – AUDIT GUIDELINES**

The Audit Exercise is scheduled to take place from **15<sup>th</sup> to 19<sup>th</sup> February 2021** as per the attached draft audit timetable.

The following measures have been instituted to protect the integrity of the competition and participating member companies are urged to comply.

- The audit will be carried out by the external auditors appointed by AKI accompanied by an internal audit committee member to provide technical support.
- The final audit timetable may change after receipt of the final returns on **12<sup>th</sup> February 2021** and each company will be well informed of the actual audit date and time.
- The audit team will consist of 5 members.
- The audit will be done physically at the company premises.
- The contact persons who attended the pre-submission meetings must be present in person during the audit.
- The audit exercise will include a system audit.
- In the past, some participating companies have been delaying or re-scheduling the audit timetable. This frustrates the audit team and affects their deadlines. Any re-scheduling of the set audit timelines will only be acceptable upon receipt of a written notice of at least 24 hours which must be signed by the CEO of the company.

Therefore it's important to ensure that your team is well informed and the relevant documents together with the operating ICT system are all in place at the commencement of the audit exercise. **Failure to comply with this requirement will imply the participating company is not ready for the audit and will lead to disqualification.**

We urge all participating companies to observe the above measures to avoid disqualification and to give their full support to the secretariat in their goal of ensuring a successful audit.

Yours faithfully,

**T M GICHUHI**  
**EXECUTIVE DIRECTOR**