

Independent assurance report to the licensed conveyancer

Conveyancers Act 2006, Section 84

Warning: Enter text in spaces provided only. Consumer Affairs Victoria will not accept your form, nor consider it lodged, if you remove or change any questions or other text.

This report must be completed and signed by an auditor (that meets the requirements of the *Conveyancers Act 2006* [the Act]) appointed by a licensed conveyancer to audit the licensed conveyancer's trust records that are established by conveyancers in order to comply with section 84 of the Act. [Audit of Trust Record(s) required under section 84 of the Act].

As soon as the report is completed, the auditor must deliver it to the licensed conveyancer concerned. Within 10 business days, the licensed conveyancer must lodge a copy of this report (and any attachments) with the Director of Consumer Affairs. The report should be addressed to The Director, Consumer Affairs Victoria, Regulatory Transaction Centre, GPO Box 4567, Melbourne, VIC 3001. Alternatively, you can email it to trustaccounts@justice.vic.gov.au or fax it to 03 8684 0600.

Details of licensed conveyancer

Name of licensed conveyancer
Company or individual name. Glenferrie Conveyancing Pty Ltd

Licence number 812L

Details of auditor

Name of auditor (individual) Mohammad Ali Memon

Name of audit firm (if applicable) Beyond Numbers Group Pty Ltd

Full address
Include postcode. Shop 1/409 Victoria Street ABBOTSFORD VIC 3067

Email ma@bngaccountants.com.au

Details of conveyancer trust records audited

Identify all bank accounts that have been established during the relevant year by the licensed conveyancer to receive trust money. Note that section 62 of the Act defines trust money and includes controlled money and transit money.

Trust account

Period of audit

From
dd/mm/yyyy

1/4/2022

To
dd/mm/yyyy

31/3/2023

Date trust account closed (if applicable)
dd/mm/yyyy

Name of financial institution	Commonwealth Bank
BSB number	063-138
Trust Account number	1072 1106

Controlled Money accounts

Period of audit	From dd/mm/yyyy		To dd/mm/yyyy	
Name of financial institution	N/a			
BSB number				
Account numbers				
BSB number				
Account numbers				

Privacy

Consumer Affairs Victoria collects and handles your personal information consistent with the requirements of the *Privacy & Data Protection Act 2014*. Where you do not provide the information required by this form, we may refuse or be unable to process this transaction. We may need to disclose your personal information to other State and Commonwealth Agencies. For more information, view the [Privacy statement page on the Consumer Affairs Victoria website \(consumer.vic.gov.au/privacy\)](http://consumer.vic.gov.au/privacy).

Report of the licensed conveyancer's trust records

(The auditor is not required to furnish with this report any document examined in relation to the audit.)

I/We have audited the above Licensed Conveyancers compliance with sections 80 and 84 of the *Conveyancers Act 1980* (the Act) and the Conveyancers (Professional Conduct and Trust Account and General) Regulations 2008 (the Regulations) in relation to the above named Trust Records for the period(s) specified above.

Responsibility for compliance

The Licensed Conveyancer is responsible for compliance with sections 80 and 84 of the Act and the Regulations.

Auditor's responsibility

My/Our responsibility is to express a conclusion on whether the above Licensed Conveyancer has, in all material respects, maintained the above named Trust Records (s) in compliance with sections 80 and 84 of the Act and the Regulations. I/We conducted our audit in accordance with applicable Australian Standards on Assurance Engagements (ASAE 3100 Compliance Engagements), issued by the Auditing Assurance and Standards Board, to provide reasonable assurance that the above Licensed Conveyancer has, in all material respects, maintained the above Trust Records in compliance with sections 80 and 84 of the Act and the Regulations for the period(s) specified above.

My/Our procedures included obtaining audit evidence about the operation of the above trust records. The procedures selected depend on the auditor's judgement, including the assessment of the risks of non-compliance with the Act and the Regulations, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the above licensed conveyancer's preparation of the trust records in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the above licensed conveyancer's internal control.

I/We believe that the audit evidence I/we have obtained is sufficient and appropriate to provide a basis for our audit conclusion.

Use of report

This compliance assurance report has been prepared for the above licensed conveyancer in accordance with the Act. We disclaim any assumption of responsibility for any reliance on this report to any person or users other than the above Licensed Conveyancer and the Director of Consumer Affairs Victoria, or for any purpose other than that for which it was prepared.

Auditor's conclusion

(Cross out/delete (I) Unqualified or (II) Qualified, whichever is not applicable.)


(I) Unqualified

In my/our opinion, the above Licensed Conveyancer has, in all material respects, maintained the above named trust records in compliance with sections 80 and 84 of the Act and the Regulations for the period(s) specified above.

OR

~~(II) Qualified~~

In my/our opinion, except for the matters outlined in the attachment to this report (see information in italics below signature and date box), the above licensed conveyancer has, in all material respects, maintained the above named trust records in compliance with sections 80 and 84 of the Act and the Regulations for the period(s) specified above.

Signature of auditor	
Date	9/5/2023

In circumstances where the assurance report is qualified (i.e. where the licensed conveyancer has not, in all material respects, maintained the above named trust records in compliance with the sections 80 and 84 of the Act and the Regulations, or where the auditor discovers that the above named trust records do not comply with sections 80 and 84 of the Act and the Regulations that there is an irregularity as defined by section 87 of the Act, the auditor must furnish an attachment to this report, include a clear description of all the reasons for non-compliance or irregularities and, unless impracticable, a quantification of the possible effect(s) on the conveyancer's trust records, and send the report and attachment to The Director, Consumer Affairs Victoria, Regulatory Transaction Centre, GPO Box 4567, Melbourne, VIC 3001. Alternatively, you can email it to trustaccounts@justice.vic.gov.au or fax it to 03 8684 0600.