

Name of MDA:

Internal Audit Unit

Form 20: Exit Meeting

1. General Information:

No.	Description	Information
1	Name and location of office/project	
2	Audit area	
3	Location of exit meeting	
4	Date of draft handed over	
5	Date of exit meeting	
6	Numbers of audit observation	
7	Numbers of audit observations with amount involved	
8	The amount included in the draft report	

2. Participants of Exit Meeting:

No.	Name	Position	Organization	Email	Phone	Signature
1						
2						
3						
4						
5						

3. Concerns, views and suggestions from auditee to build a better relationship between audit and auditee, so as to enhance the likelihood of an internal audit adding value for the improvement of auditee operations and finally achievement of objectives.