**Logo, company name

Description automatically generated**

***Guidance:*** *Please complete the below and submit as a response to CPA Ireland within the timeline set out by the Quality Assurance Executive (QAE). Please submit in Word and not PDF format. This will allow the QAE enter comments to clarify where any information is missing. Please ensure to password protect this document on sending.*

***Quality* Assurance**

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| **Recommendation/Action** | **Practitioner Planned Response** | **Response Owner & Timeframe** | **QAE Response** |
| *Please populate from recommendations in the applicable report.* | *Please provide details of your response to address the action plan. Where a Grade A was not scored, please also provide evidence to confirm addressed. Please note timelines to provide both are included with the relevant report.* | *Please list whom in your practice will take responsibility for each individual action.*  *Please include the date this response will be completed. Dates included should be in line with the dates outlined in the overall report.* | *To be completed by QAE only.* |
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***Anti-Money Laundering***

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| **Recommendation/Action** | **Practitioner Planned Response** | **Response Owner & Timeframe** | **QAE Response** |
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***Continuous Professional Development***

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| **Recommendation/Action** | **Practitioner Planned Response** | **Response Owner & Timeframe** | **QAE Response** |
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***Investment Business ( If applicable)***

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| **Recommendation/Action** | **Practitioner Planned Response** | **Response Owner & Timeframe** | **QAE Response** |
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