**Accounting and Auditing Board of Ethiopia (AABE)** ቅፅ/Form 02/Customer

**Reporting Entities Financial Report Submission form**

 **የሪፖርት አቅራቢ አካላት የፋይናንስ ሪፖርት ማቅረቢያ ቅጽ**

1. የሪፖርት አቅራቢ ድርጅት ስም/Name of Reporting Entities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. ሪፖርት ያስገቡበት ቀን/Date of report submitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. የምዝገባ ቁጥር /Registration No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_መለያ ቁጥር /Identification No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. የቀረበው የሪፖርት አመት/Report Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_የገጽ ብዛት /Number of pages\_\_\_\_\_\_\_
5. ገቢ ያደረገው ስም/Name of submitted person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ የስልክቁጥር /phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ሀላፊነት/ position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ፊርማ/Signature \_\_\_\_\_\_\_\_\_\_\_\_ ኢሜል/ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. የድርጅቱ ኃላፊ ስም/Principal Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ቋሚ አድራሻ/ Physical address

የስልክ ቁጥር/phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. የድርጅቱ ቋሚ አድራሻ/ Physical address of the Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. ግብር የሚያሳውቁበት ቅርንጫፍ ጽ/ቤት/Tax declaration branch office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. የግብር መክፈያ ቁጥር/Tin number
4. የድርጅቱ ሠራተኞች ቁጥር/Number of Employee in the Organization
5. የኦዲት ድርጅት ስም/ Name of the audit firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ስልክ ቁጥር/phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. ማህተም ያረፈበት የሂሳብ መግለጫ ብዛት /No. of sealed copies of the financial statements. \_\_\_\_\_\_\_\_\_\_\_\_

**ከተራ ቁጥር 1-3 ሪፖርቱ ለመጀመሪያ ጊዜ የሚመዘገብ ከሆነ ብቻ የሚሞላ**

**IFRS or IPSAS የቀየረው/ The Statement has converted for the first time by፡-**

1. በውስጥ ሠራተኛ /Company’semployee፡-

 ስም/Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ስልክ/Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. በሂሳብ ሙያ ድርጅት /Accounting/Auditing firm፡-

 ስም/Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ስልክ/Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. በአማካሪ /Consultant፡-

 ስም/Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ስልክ/Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

የተቀበለው ባለሙያ ስምና ፊርማ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ቀን\_\_\_\_\_\_\_\_\_\_\_\_\_የሥራ ድራሻ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**የሂሳብ መግልጫ ገቢ ሲደረግ መሟላት ያለባቸው/Essential Documents for report submission**

1. **የአገልግሎት ክፍያ ባንክ ዲፖዚት/Service Charge Bank Deposit Slip**
2. **የኦዲት ድርጅቱ የሙያ ፈቃድ ኮፒ እና የንግድ ፈቃድ ኮፒ/A copy of the auditor's audit and business license**
3. **የሂሳብ መግለጫው እያንዳንዱ ገጽ ላይ የድርጅቱ ማህተም መኖር አለበት /The company's seal must be on each page of the financial statement**