

17th November, 2003

To ALL BUREAU'S APPROVED (PUBLISHER) AUDITORS

Bureau's Council of Management at its meeting held on 10th November, 2003 at Jaipur, decided to expand the existing Panel of Bureau's Surprise and/or Surprise-Recheck Auditors to undertake Bureau's assignments of Surprise and/or Surprise-Recheck Audits.

It was suggested to first offer an option to firms of Chartered Accountants empanelled with the Bureau as approved Publisher Auditors having experience in circulation audit.

Should you desire to enroll your firm as Bureau's Surprise and/or Surprise-Recheck Auditors to undertake Bureau's assignments, then in such a case your firm will not be permitted to undertake any Publisher's Circulation Audits w.e.f. audit period January/June 2004. It is clarified that you may carry out the Publisher's Circulation Audit for the period July/December 2003 and submit your reports thereon as usual.

In case, one of the Partners of your firm is also a Partner in another firm of Chartered Accountants and both firms are empanelled with the Bureau as approved Publisher Auditors then it would be necessary for both such firms having common Partners together to opt either to remain as Publisher Auditors or together opt to change as Bureau's Auditors.

Selection of firms of Auditors on Bureau's Surprise and Surprise-Recheck Panel would be done by the Bureau's Council of Management from amongst the firms which desire to be enrolled as Bureau Auditors. Council of Management's decision in this matter shall be final.

Should you desire that your firm may be considered to be empanelled as Bureau Auditors, you are kindly requested to send a detailed profile of your firm, stating the number of Partners, their experience, number of branches, personnel available, audits undertaken etc.

Kindly intimate to us in writing your firm's decision in the above matter by **28th November, 2003** to enable us finalise the empanelment of Publisher Auditors as well as Bureau Auditors. If we do not hear from your end on or before 28th November, 2003, we shall presume that your firm would like to continue as Publisher Auditor.

Thanking you,

Secretary General

