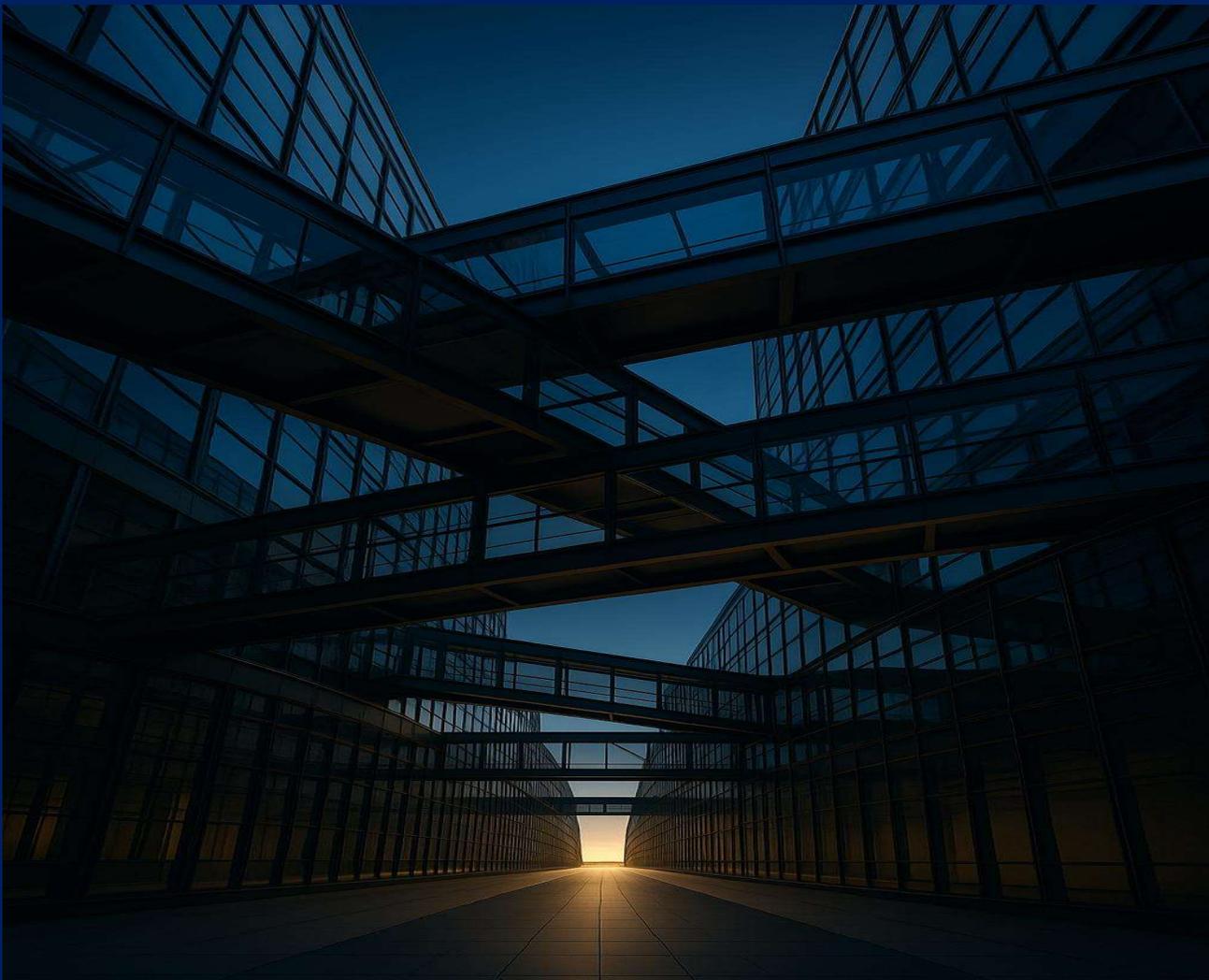


# SQM / AML CONSULTANCY SERVICES

INNOVATION | COMPLIANCE | RESULTS

Comprehensive Quality Management & Anti-Money Laundering Solutions



# SERVICE OVERVIEW

Our SQM & AML Consultancy Services deliver comprehensive design and implementation of quality management systems and anti-money laundering compliance frameworks tailored to your practice's specific needs and operational structure. Our specialized approach ensures your internal controls not only meet the latest regulatory standards and AFRC inspection expectations but also streamline operational processes for maximum efficiency and practical implementation.

Drawing upon our wealth of experience and deep knowledge of prevailing standards, we understand precisely how System of Quality Management (SQM) and AML procedures manuals should be drafted to ensure compliance with ease while avoiding the serious consequences that can arise from outdated or un-customized frameworks.

Our comprehensive service encompasses the complete development of both manuals along with essential appendices including risk assessment databases, staff appraisal forms, quality management procedures programs, internal quality management checklists, and annual quality management declarations, all customized with illustrative wordings based on our thorough understanding of your practice's unique circumstances.

We provide expert guidance on implementation strategies that require the least resources and time investment, ensuring that your compliance framework enhances rather than burdens your operational effectiveness while positioning your practice to make a positive impression during AFRC inspections and maintain the highest standards of quality assurance that regulatory bodies expect from professional CPA practices in Hong Kong's evolving compliance landscape.

# WHY IT MATTERS

In today's increasingly regulated environment, robust System of Quality Management and Anti-Money Laundering compliance frameworks are no longer optional but essential foundations for sustainable CPA practice operations in Hong Kong. Effective SQM and AML compliance not only ensures adherence to AFRC inspection requirements and regulatory obligations but also transforms potential compliance burdens into competitive advantages that enhance operational efficiency, client confidence, and professional reputation.

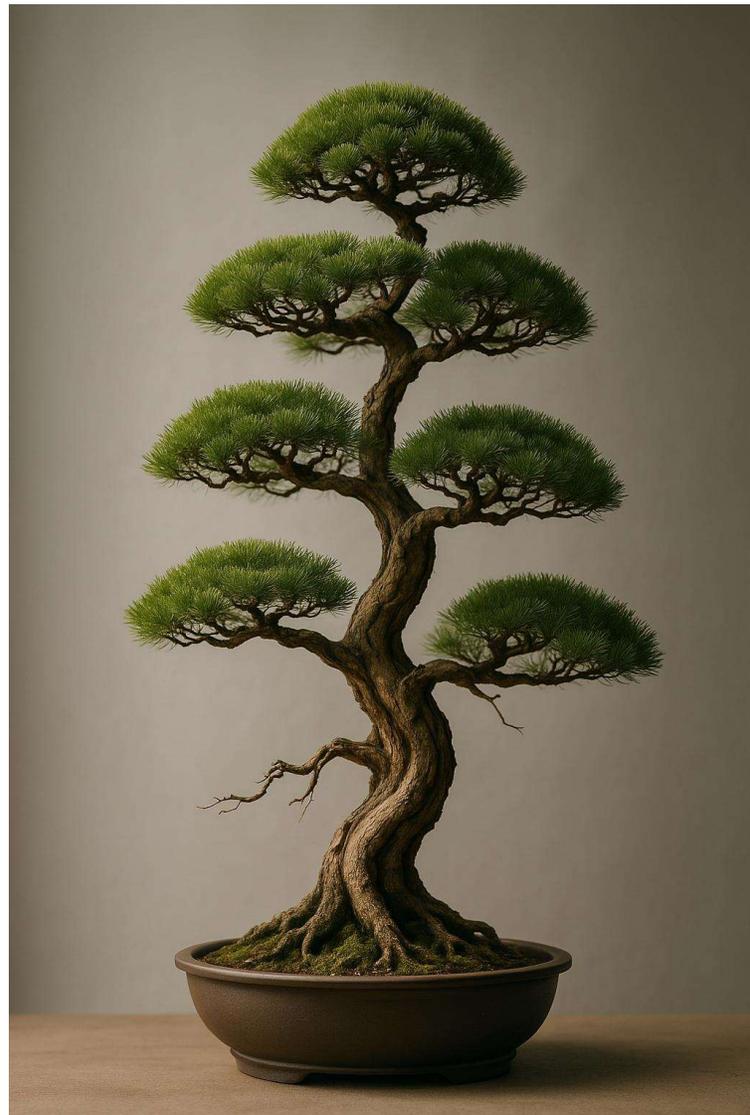
Practices with well-implemented compliance frameworks consistently demonstrate superior performance during regulatory reviews, reduce operational risks, and position themselves as trusted advisors capable of navigating complex regulatory landscapes while delivering exceptional client service. The investment in comprehensive compliance architecture pays dividends through streamlined operations, reduced regulatory scrutiny, enhanced client trust, and the peace of mind that comes from knowing your practice meets the highest professional standards expected in Hong Kong's evolving regulatory environment.

# OUR APPROACH TO QUALITY MANAGEMENT

## Unique Positioning and Approach

EQC Advisory's approach to quality management is fundamentally distinguished by our deep understanding that every practice's quality risks are unique, regardless of whether they serve SMEs with seemingly simple operations and complexity. While many practices rely on generic SQM and AML manual templates issued by HKICPA, we recognize that AFRC regulators consistently reject minimally customized frameworks that fail to reflect genuine practice circumstances.

Our methodology begins with comprehensive assessment of each practice's specific risk environment, client portfolio, and operational characteristics, always viewing the compliance framework through the regulator's lens to ensure that every SQM and AML manual is authentically tailored to the practice's actual circumstances rather than superficially adapted from standard templates. This regulatory perspective, combined with our intimate understanding of what AFRC inspectors expect to see in terms of genuine customization and practical implementation, positions us to deliver compliance frameworks that satisfy both regulatory scrutiny and operational effectiveness.



# OUR APPROACH TO QUALITY MANAGEMENT

## Key Benefits Summary



The key benefits of EQC's approach stem directly from our extensive familiarity with AFRC inspection processes, systemic findings from recent regulatory reviews, and the specific challenges that regulators consistently identify in the development and design of effective SQM and AML manuals. Our deep knowledge of past inspection outcomes enables us to anticipate regulatory concerns and proactively address potential deficiencies before they become compliance issues, ensuring that your practice's manuals demonstrate genuine understanding of quality risks and appropriate responses rather than generic template language.

This regulatory intelligence, combined with our practical experience in developing truly customized compliance frameworks, delivers the critical benefit of inspection readiness while avoiding the common pitfall of superficial customization that fails to satisfy AFRC expectations. The result is a compliance architecture that not only meets regulatory standards but also enhances operational efficiency by integrating seamlessly with your practice's actual workflows and risk management requirements, providing the confidence that comes from knowing your quality management system reflects genuine understanding of your practice's unique circumstances and regulatory environment.

# SERVICE COMPONENTS

**EQC Compliance Advisory's** comprehensive SQM Manual Development service delivers a complete quality management framework that addresses all requirements of HKSQM 1 and HKSQM 2 while reflecting your practice's unique operational characteristics and risk environment. Our approach goes far beyond template customization to provide genuinely tailored solutions that integrate seamlessly with your existing workflows and demonstrate authentic understanding of your practice's specific circumstances to AFRC inspectors.

Our SQM Manual Development encompasses the creation of comprehensive policies and procedures that address all aspects of quality management, from engagement acceptance and continuance through human resources management, engagement performance, monitoring, and remediation. Each manual is meticulously crafted to reflect your practice's actual operations, client portfolio, and risk profile, ensuring that quality management becomes an integral component of daily operations rather than an administrative overlay that creates operational burden without delivering genuine value.

The development process includes extensive consultation to understand your practice's specific requirements, operational constraints, and regulatory objectives. We conduct detailed assessment of existing policies and procedures, identify compliance gaps, and develop customized frameworks that address identified deficiencies while building upon existing strengths. Our approach ensures that the resulting SQM manual provides practical guidance for daily operations while satisfying all regulatory requirements and inspection expectations.

# ANTI-MONEY LAUNDERING (AML) COMPLIANCE FRAMEWORK

EQC Compliance Advisory's AML Compliance Framework addresses Hong Kong's anti-money laundering regulations with practical implementation guidance for CPA practices. Our comprehensive approach covers customer due diligence requirements, ongoing monitoring obligations, suspicious transaction reporting, and record-keeping requirements while integrating seamlessly with existing operational workflows.

The framework includes sophisticated risk assessment methodologies that enable practices to calibrate compliance measures to specific client risk profiles. This risk-based approach ensures efficient resource allocation while maintaining comprehensive compliance coverage. Our framework provides detailed guidance on when simplified due diligence procedures are acceptable, optimizing compliance efficiency without compromising regulatory adherence.

## TCSP AML COMPLIANCE

For TCSPs, we offer specialized AML compliance solutions addressing unique TCSP requirements. Our framework includes comprehensive policies covering client onboarding, beneficial ownership determination, ongoing monitoring, and suspicious transaction reporting.

We provide independent audit services for TCSP AML and Counter-Terrorist Financing policies, ensuring operations meet regulatory standards. Our services also include specialized preparation for AFRC's Anti-Money Laundering Compliance Inspections (AMCI), providing comprehensive inspection readiness support.

## IMPLEMENTATION GUIDANCE AND TRAINING

Our implementation guidance provides comprehensive support for integrating frameworks with existing operations, including consultation on operational integration and process optimization. We offer regular training programs addressing common systemic deficiencies identified by AFRC inspectors, providing practical guidance on avoiding compliance pitfalls and understanding regulatory expectations.

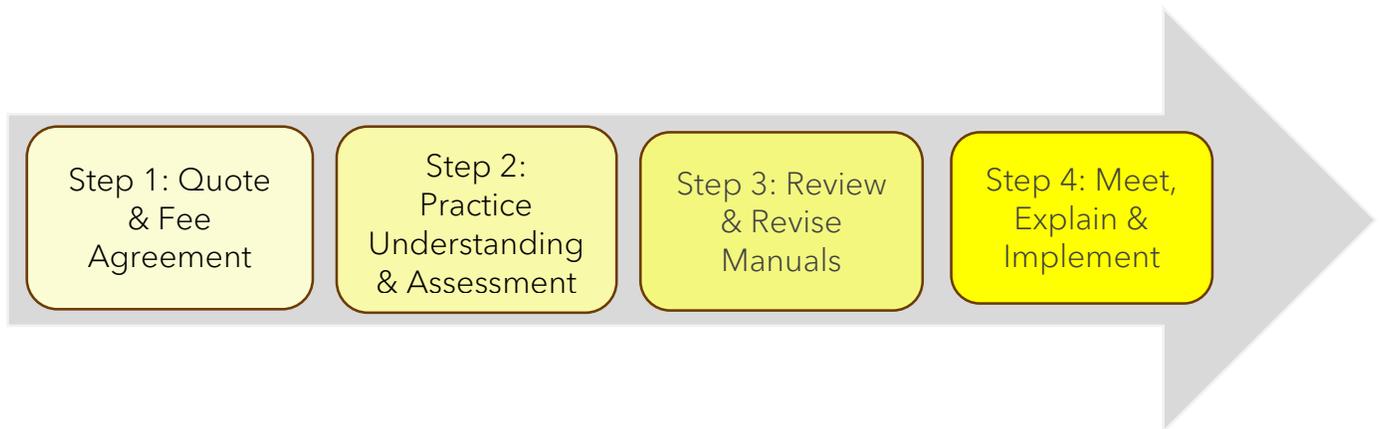


Our ongoing support services provide continuous guidance on regulatory developments and compliance optimization opportunities. We provide monitoring and assessment services that evaluate framework effectiveness and identify improvement opportunities.

## ONE-STOP COMPLIANCE SOLUTION

The integration of SQM manual development, AML framework design, implementation guidance, training, TCSP compliance services, and AMCI preparation provides a comprehensive one-stop solution. This integrated approach ensures coordinated compliance activities while eliminating duplication and ensuring comprehensive coverage of all regulatory obligations.

# OUR SERVICE PROCESS



## **Step 1: Quote & Fee Agreement, and Deposit Payment**

We begin with a detailed consultation to understand your practice's specific requirements, service offerings, and compliance objectives. Based on this assessment, we provide a comprehensive quote that outlines the scope of work, deliverables, and timeline for completion. Upon agreement of terms and receipt of deposit payment, we commence the engagement with clear expectations and defined outcomes that ensure transparency throughout the process.

## **Step 2: Understanding the Practice and Assessment of Current Policies and Procedures**

Our team conducts comprehensive evaluation of your existing quality management and AML policies, procedures, and operational workflows to identify compliance gaps and improvement opportunities. We assess your current client portfolio, risk profile, operational characteristics, and regulatory history to develop thorough understanding of your practice's unique circumstances. This detailed assessment forms the foundation for developing truly customized compliance frameworks that reflect your actual operations rather than generic template approaches.

## **Step 3: Review and Revise Manuals and Appendices**

Drawing upon our assessment findings and regulatory expertise, we comprehensively review and revise your SQM and AML manuals along with all supporting appendices to ensure authentic customization and regulatory compliance. Our revision process addresses identified deficiencies while building upon existing strengths, incorporating illustrative wordings that reflect your practice's actual procedures and circumstances. Each manual and appendix is meticulously crafted to demonstrate genuine understanding of your operations and satisfy AFRC inspection expectations through practical, implementable guidance.

## **Step 4: Meet to Present, Explain the Revisions, and Provide Consultancy Guidance on Implementation**

We conduct comprehensive presentation meetings to explain all revisions, customizations, and new procedures incorporated within your updated compliance frameworks. During these sessions, we provide detailed implementation guidance, address questions, and offer practical advice on integrating the revised frameworks with your daily operations. Our consultancy guidance ensures that your team understands the rationale behind each revision and possesses the knowledge necessary for effective implementation and ongoing compliance maintenance.

# NEXT STEPS

Take the next step toward operational excellence and regulatory confidence. Our team is ready to discuss your specific compliance challenges and design solutions that fit your practice's unique needs.

## Contact Us for a Custom Quote

Every CPA practice is different, and your compliance solution should be too. Reach out to us today to discuss how we can help streamline your regulatory processes, enhance your operational efficiency, and give you the peace of mind that comes with expert compliance management.

## Get in Touch

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Your compliance success is our commitment. Let's start the conversation today.

[WWW.EQCADVISORY.COM](http://WWW.EQCADVISORY.COM)