

PRACTICE STANDARD NO. 430

LIMITED CRITIQUE REPORTS

File Documentation Standards and Recommendations

1. A Limited Critique Report is defined as **“any written communication containing comments on a report that was prepared by a Member or non-Member containing a conclusion as to the value of shares, assets or an interest in a business, or a conclusion as to the quantum of financial gain/loss, or any conclusion of a financial nature in the context of litigation or a dispute (the “Original Report”), prepared by a Valuator (the “Reviewer”) that does not itself contain a valuation conclusion or conclusion as to the quantum of financial gain/loss, or any conclusion of a financial nature in the context of litigation or dispute.”** A Limited Critique Report does not include work product that is in the process of being completed that is provided to a client or knowledgeable third party in circumstances where each of the following conditions are met: (i) the work product is clearly marked as being in draft form and subject to change; (ii) the work product is issued for the purpose of obtaining comment, instruction, confirmation or other information required to complete the Limited Critique Report; (iii) the Reviewer knows, or reasonably ought to know, that the intended reader(s) does not intend to rely on the work product or distribute the work product to a third party who may in turn rely on such work product; and (iv) the Reviewer has a reasonable expectation at the time the work product is provided that a Limited Critique Report will be completed and issued in due course.
2. At a minimum, file documentation for a Limited Critique Report shall consist of the following items set out in bold characters. “Recommendations” are not mandatory, but encouraged. “Explanatory comments” provide additional guidance in applying the specific provisions at the Standard.
3. **General Standards**
The following **General Standards** apply to all Limited Critique Reports:
 - A. **Work performed in the course of a Limited Critique Report engagement shall be documented and files shall be maintained in an organized manner;**
 - B. **The form and extent of working papers shall suit the circumstances and needs of the engagement for which they are prepared;**
 - C. **All documents and working papers evidencing the nature and extent of work performed shall be retained for a reasonable time following completion of the engagement; and**
 - D. **The identities of the individual(s) performing the Limited Critique Report engagement shall be documented.**

4. **Specific Standards**

The following Specific Standards apply to all Limited Critique Reports:

- A. **A copy of the final issued Limited Critique Report shall be retained on file;**
- B. **When the Reviewer has determined that an engagement letter is required, the engagement letter shall be retained on file. When no engagement letter has been received, the Reviewer's file shall include a summary of the nature and purpose of the mandate;**
- C. **Summaries of key meetings, discussions and correspondence shall be retained on file; and**
- D. **The Reviewer shall either retain on file, or have access to, information upon which he/she relied when conducting his/her review. At a minimum, a copy of the Original Report should be retained on file.**

June 17, 2009