

PRACTICE STANDARD NO. 230

ADVISORY REPORTS

FILE DOCUMENTATION STANDARDS AND RECOMMENDATIONS

1. An Advisory Report is defined as **“any written communication containing (a) a conclusion as to the value of shares, assets, 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, or (b) comments on a report containing a conclusion on such matters, prepared by a Valuator/Expert who has not been engaged to act independently.”** An Advisory 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 Advisory Report;
 - (iii) The Valuator/Expert 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 Valuator/Expert has a reasonable expectation at the time the work product is provided that an Advisory Report will be completed and issued in due course.
2. **For Advisory Reports that but for the fact that the Valuator is not acting independently would otherwise be considered “Valuation Reports”, the applicable file documentation standards for Valuation Reports (Standard # 130) shall be followed.**
3. **For Advisory Reports that but for the fact the Expert is not acting independently would otherwise be considered “Expert Reports”, the applicable file documentation standards for Expert Reports (Standard #330) shall be followed.**
4. **For Advisory Reports that, but for the fact the Valuator/Expert is not acting independently, would otherwise be considered “Limited Critique Reports”, the applicable file documentation standards for Limited Critique Reports (Standard #430) shall be followed.**

October 7, 2010