Online Permission Request & Inquiry System (OPRI)

**Overview**

To reproduce or translate content issued by IFAC, including standards developed by the standard-setting boards (SSBs) IFAC supports, please submit a permission request via our online permission request system (OPRI).

Once submitted to IFAC, an acknowledgement email will be sent, confirming successful submission of your permission request. You will normally hear back from us within two weeks on next steps.

Please find instructions on submitting a permission request below.

1. **Go to:** [www.ifac.org/permission-request](http://www.ifac.org/permission-request) to ‘REGISTER’ an account

2. **GENERATE NEW REQUEST.** Select the type of permission you are seeking
   - Reproduction (to reproduce content, in whole or in part; the content may be in English or an existing IFAC-authorized translation)
   - Translation of International Standards
   - Translation of Other Publications
   - Inquiry (please use this only where you have a question – any permission, whether to reproduce or translate, should be done via one of the previous options)
3. **SELECT PUBLICATION.** Use the ‘Filters’ to easily locate the publication you are looking for. You can filter by:
- Publication Type (standards, exposure drafts, guidance, news, etc.)
- Source (by SSB or IFAC)
- Language (English or a translation)
- Search Publication (if you know the name of the publication, you can simply search by title)

Once you find/select the publication, click the blue ‘Save and Continue’ button to go onto the next screen.
4. **ENTER INFORMATION.** Provide as much detailed information as possible to expedite the permissions process. Please see Appendix A for an example of a Reproduction Request, and Appendix B for an example of a Translation Request.

   Please click on the ![?”](image) to learn more information about a specific question/section.

5. **To MANAGE YOUR REQUESTS,** please see below.

   ![Manage Request Interface](image)

   Once you click on “Manage Existing Requests,” you will be taken to the following page:

   **Manage Permission Requests**

   ![Request Table](image)

   - All requests you are currently working on will be shown as ‘DRAFT’
- All requests already that have been submitted will be shown as ‘SUBMITTED’

6. **To EDIT REQUESTS**

Please note, requests can only be edited (or deleted) when they are in DRAFT form. Once a permission request has been submitted, they cannot be edited.

7. **To SUBMIT MULTIPLE REQUESTS**

Requests can only be submitted one publication at a time. If you plan to submit multiple requests, please follow the instructions below to avoid typing out the same general information multiple times:

- Select the ‘COPY’ hyperlink:

- A duplicate permission request will be created.
- Go into the permission request and change the publication under the tab, 'Find Publication' to reflect the new permission request you will be submitting.
- Please update the details within this permission request that correspond with the new publication selected.
- Once completed, review details and ‘Submit to IFAC’.
- You can repeat these steps whenever you return to OPRI and need to submit a new permission request.

Our typical turnaround time is two weeks; this may be extended if the information provided in the permission request is insufficient. Please be aware that some requests may be more complicated than others, and therefore require more processing time.

Kindly also note that it is IFAC’s general policy that any reproduction rights granted are non-exclusive in nature. Reproduction of the material for adoption or non-commercial purposes may involve a fee. Commercial reproduction will involve a license fee and royalties.

Resources such as our policy statements, Frequently Asked Questions, and other relevant information are available on our website. If you need further assistance, please do not hesitate to contact us.
Appendix A – Reproduction Request

Note: All fields are required unless otherwise indicated

Reproduction: Conforming and Consequential Amendments to the IAASB’s Other Standards as a Result of the New and Revised Quality Management Standards - Published Jan 19, 2022

Primary Contact

Title
Select

First name
Michelle

Last name
Brody

Position
Senior Manager

Organization
Other

Other
Org X

Type of organization or business

e.g. IFAC member body, Forum of Firms, adopting authority, regulator, commercial publisher, etc.

Mailing address

529 Fifth Avenue
9th Floor
New York, NY 10017
Country: United States
Email address: michallabrody@ifac.org
Telephone number:

General Information

Territory (i.e., countries/regions, where the reproduction/product will be distributed/published/cited):
United States

Title of organization's reproduction/product:
Conforming and Consequential Amendments to the IAASB’s Other Standards

Author(s) (as applicable) of organization's reproduction/product:
N/A - direct reproduction

Expected publication date (YYYY-MM-DD):
2022-03-01
E.g., 2022-01-20

Anticipated audience:
Please describe the anticipated users of your publication:
OrgX members, practitioners, regulators and other interested parties.

Percentage of IFAC content in organization’s reproduction/product:
100

Percentage of IFAC content in reproduction/product:
If no material other than the requested IFAC content is to be included in your planned publication, do not change. If other material will be included in your planned publication, please specify the percentage of your planned publication that represents IFAC content.

Please describe the content of your reproduction/product:
https://www.ifac.org/permission-request/step4
We will be faithfully reproducing the Conforming and Consequential Amendments with minor amendments to account for jurisdictional differences. We will note within the document where Org. X has included jurisdictional-specific amendments.

Please describe the content of your reproduction/product
Please include any additional information that may help us understand your request. Be sure to specify if you will be publishing a faithful reproduction, adaptation or extracts of the material requested. If you plan to publish an adaptation, please provide specific details of your request.

If any third parties will be involved in distribution of organization's reproduction/product, please describe here

No, it will only be reproduced by Organization X.

Language of reproduction/product

Background & Objectives

Please describe background and objectives of the request.

Org X is responsible for the reproduction of ISA standards within Country X; as we have adopted the new and revised QM standards, we are now looking to update our current suite of ISA standards to account for the conforming and consequential amendments.

Background and Objectives

Adopting authorities (such as a Ministry of Finance wishing to officially publish the relevant content in legislation or on their website), when submitting a permission request, are kindly asked to fully explain the reason for their request, and how the reproduction will be used to meet the needs of the jurisdiction.
background for their request, their relevant adoption process, the responsible parties, how the material will be published including related publication needs/formats, relevant languages and any legislative requirements or restrictions (for example copyright matters), adoption timeline, any commercial aspects, and any other relevant information to assist us in evaluating the request.

For commercial publishers, the terms of the agreement will include a license fee or royalties payable, as well as an initial, up-front payment. Please ensure that you have addressed all the relevant points in your completed permission request and that it clearly specifies expected sales volumes, retail price, financial gain, the percentage of your total product represented by IFAC material, related timelines and any other relevant information to assist us in evaluating your commercial proposal.

A fee of no less than $1,000.00 will typically apply to use IFAC’s publications or other intellectual property.

Additional background document
Please attach any additional documents that may help us understand your request or any other information of which we should be aware.

Formats/Media
Please check all applicable formats/media from the selections below.

If in print format
- Hardbound
- Softbound
- Loose-leaf

If in electronic format
- PDF ❌
- HTML
- eBook
- CD-ROM
- Other

If other, please describe

https://www.ifac.org/permission-request/step4
Distribution Channels*

*means of accessing the reproduction/product

Stores/handouts at conferences or seminars, etc.

- Yes
- No

Internet/online

List all applicable website addresses from which the reproduction/product may be accessed

The locked PDF will be available on Organization X’s website, www.orgx.org.

How will access to the reproduction/product be controlled

e.g., user ID/password, subscription, etc.

Financials

Expectation of financial gain

- Free of charge, no expectation of financial gain
- Priced on a non-commercial, cost recovery only basis, no expectation of financial gain
- Priced for commercial sale or training, expecting financial gain

Currency

USD - United States dollar

Price per unit

0

If free of charge, indicate 0. If you are using multi-tier pricing, please indicate the highest pricing tier in this field, and note the other price tiers in the ‘Additional Details’ field below.

Number of pages in the organization’s reproduction/product

101

https://www.ifac.org/permission-request/step4
Initial print run

Annual estimated revenues from reproduction/product sales
First year and two additional years

Additional Details

Please provide any additional details about your request (optional)

This will be published as a standalone document on our website.

Upload additional pertinent documents (optional)

Choose File

No file chosen

SAVE AND CONTINUE TO NEXT SECTION
Appendix B – Translation Request

Translation of International Standards: International Standard on Quality Management (ISQM) 1, Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements - Published Dec 17, 2020

Request Details

Primary Contact

Title: Mrs.
First name: Michelle
Last name: Brody
Position: Senior Manager
Organization: Org X
Type of organization or business: IFAC Member Body
Mailing address:
529 Fifth Avenue
6th Floor
New York, NY 10017
Country: France
Email address: michellebrody@ifac.org
Telephone number: 5511111111

General Information

Territory: United States
Title of organization’s reproduction/product: NORME INTERNATIONALE DE GESTION DE LA QUALITÉ (ISQM) 1, GESTION DE LA QUALITÉ PAR LES CABINETS QUI RÉALISENT DES AUDITS OU DES EXAMENS LIMITÉS D’ÉTATS FINANCIERS, OU D’AUTRES MISSIONS D’ASSURANCE OU DE SERVICES CONNEXES
Author(s) (as applicable) of organization’s reproduction/product: Org X
Expected publication date: August 1, 2022
Anticipated audience: Org X members, practitioners, regulators and other interested parties
Percentage of IFAC content in organization's reproduction/product: 100
Please describe the content of your reproduction/product:
Faithful translation of ISQM 1, with no amendments.
If any third parties will be involved in distribution of organization’s reproduction/product, please describe here:
N/A, translation and reproduction will be done only by Org X.

Background & Objectives

Description background and objectives of the request:
Org X is responsible for the adoption of standards issued by the IAASB in France. In order to support comprehension and adoption amongst our members, we will be carrying out a faithful translation of ISQM 1 into French.
Additional background document:

Formats/Media

Print publications: Hardbound
Electronic publications: PDF

Distribution Channels

Stores/handouts at conferences or seminars: Yes
Internet/online:
The translation will be available via locked PDF on our website, www.orgx.fr, and will be available for our members in printed format.
How will access to the reproduction/product be controlled: user ID and password on the website, print handbooks will provided to members directly at meetings/conferences

Financials

Expectation of financial gain: Free of charge, no expectation of financial gain
Currency: Euro
Price per unit: 0
Number of pages in the organization's reproduction/product: 73
Initial print run: 100
Annual estimated revenues from reproduction/product sales: 0

Additional Details
Translation Details

Translation Details

Language: French
Translated language title: NORME INTERNATIONALE DE GESTION DE LA QUALITÉ (ISQM) 1,
GESTION DE LA QUALITÉ PAR LES CABINETS QUI RÉALISENT DES AUDITS OU DES EXAMENS
LIMITES D'ÉTATS FINANCIERS, OU D'AUTRES MISSIONS D'ASSURANCE OU DE SERVICES CONNEXES
Translation memory software used (if any): TRADOS
Key terms: Yes
Faithful translation: Yes

Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Expected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated list of Key Terms and approval by Review Committee</td>
<td>February 28, 2022</td>
</tr>
<tr>
<td>Initial translation of publication using list of Key Terms</td>
<td>May 31, 2022</td>
</tr>
<tr>
<td>Principal translator’s review</td>
<td>June 15, 2022</td>
</tr>
<tr>
<td>Review Committee performs review and liaises with principal translator as necessary</td>
<td>June 15, 2022</td>
</tr>
<tr>
<td>Preliminary approval by Review Committee</td>
<td>June 20, 2022</td>
</tr>
<tr>
<td>Exposure</td>
<td>June 20, 2022</td>
</tr>
</tbody>
</table>

https://www.ifac.org/permission-request/ifap7
Consideration of comments. Final approval by Review Committee.  
July 22, 2022

Submit final draft translation to IFAC for prepublication review.  
August 1, 2022

Publication of final translation and submit copy to IFAC.  
August 15, 2022

Principal Translator
Prefix: Mrs.
First Name: Catherine
Last Name: Roe
Title: Principal Translator
Organization: Org X
Qualifications: [insert qualifications]
CV:

Translators
Prefix First Name Last Name Organization

Mr. Joseph Bryson Org. Y

Review Committee
Prefix First Name Last Name Title Organization Sector

Professor John Smith Professor of Auditing University Z Audit Firm

Affirmations
1/20/22, 4:00 PM

Affirming organization: Org X
IFAC Policy Statements: acknowledged
Copyright: acknowledged

Select "Submit to IFAC" option, only if your request is final.