

Your Q3 IFRS 16 Checklist

- ☐ Remind colleagues to submit their contracts and contract amendments on time, so you don't have to chase them in December.
- ☐ Ensure that no documents are missing.
- ☐ Record any new contracts entered into during the year that have not yet been registered.
- ☐ Make sure contracts that ended before their scheduled expiry are recorded as early terminations.
- ☐ Extend any contracts that have expired on schedule but are still in use (such as vehicle leases) to avoid them being mistakenly derecognized.
- ☐ Review your property lease agreements and update, extend, or adjust those that require changes. It is best to do this several months before expiry, as waiting too long may result in misleading reporting, with assets and liabilities understated. Pay special attention to your largest assets.
- ☐ Property lease agreements that do not require changes but are subject to indexation will be automatically reassessed if they are correctly registered, and therefore do not need to be handled manually.