

To The Manager
(Name of bank)

In set of 5 pages

Office _____ Date _____

Dear Sir,

REQUEST FOR BANK CONFIRMATION OF INFORMATION FOR AUDIT PURPOSES

A/C

(Customer's Name)

For the purposes of our annual audit please complete the attached form to show the following information relating to our affairs with your bank as at the close of business on For each item, please state any factors which may limit the completeness of your reply; if there is nothing to report, state "none".

Please confirm the position by completing the section headed "Bankers' Confirmation" on the final page of this request.

You are hereby authorised to return this request after completion and together with any remarks you may have to our auditors, Messrs.of

You are hereby authorised to debit any charge for this service to our account number

It is understood that your reply to this request will in no way prejudice your rights in respect of your General Lien as Bankers.

Yours faithfully,

(Authorised Signature/s and Chop)

Item 1 Deposits, Fixed or at Call held in your books						
	Receipt No.	Date	Amount	Interest Rate	Due Date	
Local Currency						
Foreign Currency						

Item 2 Savings Accounts held in your books		
	Account No.	Balance
Local Currency		
Foreign Currency		

Item 3 Current Account Balance/s held in your books. Please state whether in credit (Cr) or overdrawn (Dr).		
	Account No.	Balance
Local Currency		
Foreign Currency		

Item 4 Facilities granted to us. Please state by types of facilities.¹						
	Types of Facilities	Reference No.	Interest Rate	Amount	Maturity Date	Guarantor
Local Currency						
Foreign Currency						
Item 5 Loan Account Debit Balance/s (excluding Loans in connection with Inward cargoes) in your books						
	Account No.	Balance				
Local Currency						
Foreign Currency						
Item 6 Accounts closed during the year to confirmation date						
	Account No.	Account Type	Date Closed			
Local Currency						
Foreign Currency						
Item 7 Advances to Manufacturers and/or Packing Credits Account and/or Exports Loans granted Outstanding in your books						
	Account No.	Balance				
Item 8 Acceptances Outstanding in your books						
	Reference No.	Amount	Issue Date	Maturity Date		
Bills Receivable by you (Banker)						
of which, goods released against Trust Receipt						
Bills held by you for Collection						

¹ Alternatively, banks may complete this section by attaching the relevant bank facility letters. Any relevant information not included in such letters should be separately included above.

Item 9 Partial payments held by you			
	Reference No.	Amount	
On account of Item 8			
Item 10 Irrevocable Letters of Credit Outstanding in your books			
	Reference No.	Balance Unutilized	Expiry Date
Item 11 Bills receivable by us (customer)			
Bills purchased by you (and outstanding at this date)	Reference No.	Amount	
Bills held by you for Collection			
Item 12 Margin deposit held by you			
	Reference No.	Amount	
On account of Item 8 and Item 10			
On account of Item 11			
Item 13 Loans granted in connection with Inward Cargoes Outstanding in your books			
	Reference No.	Amount	Details of Cargo

Item 14 Guarantees²				
Given by you on our behalf	To whom Issued	Reference No.	Notional Amount	
i) Shipping Guarantees				
ii) Others (specify the type of guarantee e.g. financial guarantee, performance bond, etc)				
Received by you on our behalf				
Item 15 Derivative Contracts/ Structured Product Contracts³ Outstanding				
	Contract No.	Notional Amount	Contract Rate	Maturity Date
i) Exchange Rate Contracts				
ii) Interest Rate Contracts				
iii) Other derivative contracts/ structured product contracts				
Item 16 Other direct or contingent liabilities to you				

² Common examples of guarantees include financial guarantees, advance payment guarantees, shipping guarantees and performance bond, bid bond and retention bond guarantees. Banks are recommended to provide additional explanatory notes for the items or terms used in the bank confirmation, where the nature of the guarantee is not readily apparent.

³ Common examples of derivative contracts/ structured product contracts include forward rate agreements, option contracts, futures contracts, swap arrangements, option contracts, bullion contracts, commodity contracts and structured products. Banks are recommended to provide additional explanatory notes for the items or terms used in the bank confirmation, where the nature of the derivative contract / structured product contract is not readily apparent.

Item 17 Securities and other documents of title held by you	
Against Facilities granted	
For Safe Custody	

BANKERS' CONFIRMATION

We confirm that the balances and information which we have inserted under items 1 to 17 above are correct and complete.

This information is given in strictest confidence, for the purposes of your audit, without any responsibility for error or omission on the part of this Bank, its employees, agents or informants.

Authorised signatory for and on behalf of the Bank