***CLIENT LETTERHEAD***

**Bank Confirmation Form**

Ref. No.: \_ \_ \_ *(Audit firm set up)* \_ \_ \_

Date

Dear Manager....... *(Head office /Division)*........

*(Bank Name and address)*

For audit purpose of

1. Financial Statement for the period/ year ended..........................................................
2. *(Company name)*.........................................................................
3. Corporate Identification Number

The Company would be obliged if you would kindly provide all accounts and transactions as of ……………………which the Company has with the head office and all branches of Bank.Please indicate "**None**" where not applicable. Please kindly return the form duly completed to below auditor.

**Details of Auditor** :

Name : ........................................................................................................................................................

Company name / Firm name / Independent Auditor: *............(Please identify............................................*

Address to send Bank Confirmation: ..........................................................................................................

Telephone No. : .........................................................................................................................................

E-mail : ........................................................................................................................................................

*Please X if the Auditor would like the bank sends the confirmation letter via email\**

*\*Email reply depends on each bank and if the bank sends the confirmation letter via email, it will not*

*be mailed again*

The bank fee will be charged to either company Saving account or Current account number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If said account has no or insufficient balance for the account debit, the Company agrees that the consent given under this letter shall remain effective with other deposit accounts of the Company held with the Bank for said action. However, if said account is a current account with an OD line of credit, the Company agrees to give consent for the deduction of OD credit line for payment of fees including service charges, penalties and other expenses (if any). The deducted amount shall be deemed an OD loan for which the Company is obliged to make repayment in accordance with the terms and conditions as stated in the OD loan contract that has been executed with the Bank, in all respects.

Yours faithfully,

.....................................................................

(Authorised name in print...................................................)

(Authorized Signatory of the Company Affidavit or

Authorized Signatory on above bank fee payment account)

Company Stamp

(if any)