

(Audit Firm letterhead)

(Bank Address)

Dear Sirs/Mesdames

In connection with the financial year end audit or (other reasons) of XXXXX, we kindly request you to complete the attached bank confirmation letter. Please list all the accounts on the form for this client.

If the requested information may require more space than provided in this form, please attach a bank certified schedule with the details required.

We have obtained authorisation from the client allowing us access to their banking information and is herewith attached.

Once completed please contact XXXXXX at Tel No XXX to inform him/her of the readiness of the letter, or alternatively fax the letter to Fax No XXX and mail the original to the above address.

Your cooperation in this regard is sincerely appreciated.

Yours faithfully

Name:

Title

(Client letterhead)

(Bank Address)

Dear Sirs/Mesdames

Year End: XXXXXX

As an authorised signatory of the above entity, I hereby authorize XXX Bank to:

- Release the information on all our accounts as requested by the auditors XXXXXX.
- Please note that the form is not pre-populated therefore you will have to provide all the requested information on all our accounts.
- Debit the account of the company with the costs relating to providing the information requested.

Yours faithfully

Name:

Title:

(Firm's name XXXXXXXXX)

Chartered Accountants

Fax no:

Attention to: XXXXX

Date: XXXXXX

Client Name: XXXXX

According to our records at the close of business on XXXXX

1. All balances on Cheque, Deposit, Savings Bank, Dividend, Loans, Advances and other accounts of the above mentioned customer were:

Balances favourable to the customer:

			Interest where applicable			
Balance	Type of Account	Account No.	Rate	Period	Paid to (date)	Account Credited with interest earned

Details of Pledged/Ceded credit balances, deposits etc. due are as follows:

Balances favourable to the bank:

			Interest						
Balance	Type of Account	Account Number	Indicate if Secured (see below)	Repayment Terms	Current Rate	Paid	Value	Period	Account Debited with interest charged

The balances indicated above as being secured, were secured as follows:

Are you aware of any other bank accounts operated by the entity at the bank which have not been listed above?

YES/NO

If yes, specify

2. Are there:

(i) any agreements between yourself and the borrower, limiting its total borrowings?
Yes / No

(ii) any other covenants restricting its ability to borrow or requiring it to adhere to certain prescribed balance sheet ratios?
Yes / No

If yes, specify

3. Details of total facilities and the date for review thereof are as follows:

Details:

Reasons:

4. The following accounts were closed during the year ended on the above date:

Type of Account	Account Number	Date of closure
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

5. Details of and reasons for securities in safe custody for the customer and free of any known charge or liens are:

Details:

Reasons:

Details and reasons for securities lodged by the customer in support of liabilities other than that indicated in item 1, are:

Details:

Reasons:

The above securities were registered in the customer's name, with the exception of: _____

6. The total of bills held for collection, in safe custody for the customer or as security was N\$ _____.
We confirm that the total is made up in accordance with the schedule furnished to us by yourselves, a copy of which we return to you herewith duly authenticated, and that no other bills are held in safe custody for the customer.

7. The bills, detailed in 6 above, were encumbered or pledged as security for:

8. The total contingent liabilities of the customer in respect of bills receivable, discounted but not yet due for payment was N\$ _____.
We confirm that the total is made up in accordance with the schedule furnished to us by yourselves, a copy of which we return herewith duly authenticated, and that the customer has no further contingent liabilities to the bank in respect of discounted bills receivable.

9. Other direct or contingent liabilities of the customer in respect of forward contracts entered into on his behalf amounted to N\$ _____ made up as follows:

FEC Number	Amount in Rands	Amount in foreign currency	Period	Buying/Selling

Are you aware of any other forward contracts not listed above?

Yes / No

If yes, specify.

10. Other direct or contingent liabilities of the customer were as follows:

10.1 Guarantees were as follows:

Amount	Expiry Date	Beneficiaries	Special Conditions

10.2 Acceptances undertaken on behalf of the client, amount to N\$ _____ made up as follows:

10.3 Derivative Positions, amounting to N\$ _____, made up as follows:

10.4 Other, amounting to N\$ _____ made up as follows:

Description

11. The authorised signatories on the customer’s accounts listed above were:

Names of Authorised Signatory	Signature (to be attached)

12. The authorised signatories for EFT facilities on the customer’s accounts listed above were:

Names of Authorised Signatory

13. Does the customer operate a cash management system at the bank? If so, specify list of names and number of each account **included in such system during the year:**

Name	Account Number	Deemed Participant Yes / No	Deemed Controlling Company: Yes / No

14. Do you hold documentation with regard to power of attorney (other than for security) from our client in your favour or a third party? If so, please specify:

Yours faithfully,

Bank :

Authorised Signatory :

Date :
