

Bank Confirmation – Audit Request (General)

Instructions

Auditor

- (a) Complete all known details in shaded areas before forwarding to the bank.
- (b) If the space provided on the form is inadequate please attach a statement giving the full details as required by the headings on the form.

Bank

- (a) Ensure that the details supplied are as at the confirmation date shown below.
- (b) Complete unshaded areas, by listing information as called for under the relevant heading, from detail contained in the bank's records.
- (c) Confirm details in the shaded areas as to correctness, and mark any variation in red on all copies. Also insert, in red, any information that may have been omitted by the customer/auditor.
- (d) Three (3) copies of the form should be received by the bank. All completed copies of the Confirmation are to be signed with original returned directly to the auditor in the enclosed stamped and addressed envelope. The duplicate is to be forwarded to the client and the triplicate retained by the bank.

To	Bank (Name and address)	From	Customer (Name and address)

	Auditor (Name and address)	Customer's authorised signature	Date
Contact		Telephone	

	Confirmation Date	Third party authority is attached	Yes <input type="checkbox"/>
			No <input type="checkbox"/>

1 CREDIT ACCOUNT BALANCES

Give details of account balances in favour of the Bank customer as at / / . Include details of any current accounts, interest bearing deposits, foreign currency accounts, convertible certificates of deposit, money market deposits, etc if not listed below.

Account name	Account number	Balance	Currency	Interest rate

2 DEBIT ACCOUNT BALANCES

Give details of all account balances owed to the Bank as at / / by the Bank customer in respect of overdraft accounts, Bank loans term loans, etc and also repayment terms.

Account name	Account number	Balance and currency	Overdraft limit	Interest rate	Repayment terms (eg monthly, quarterly)

3 PROMISSORY NOTES/BILLS OF EXCHANGE HELD FOR COLLECTION ON BEHALF OF THE CUSTOMER

Maker/Acceptor	Amount	Due date

4 CUSTOMER'S OTHER LIABILITIES TO THE BANK

List liabilities owed, including:

- (a) Bills discounted with recourse, endorsed drafts/notes, forward exchange contracts, letter of credit, liability in respect of shipping documents where customer's account not yet debited
- (b) Include date, name of beneficiary, amount and brief description of any guarantees, bonds, or indemnities undertaken by the Bank on behalf of the customer (with recourse) or given by the customer
- (c) Other liabilities – give details

Nature of liability	Amount	Currency	Due date

5 ITEMS HELD AS SECURITY FOR CUSTOMER'S LIABILITIES TO THE BANK

Indicate if securities relate to particular borrowings or liabilities to the Bank and whether lodged in the customer's name. Also include details of any negative pledge arrangements. If lodged by a third party, that party's authority to disclose details must be attached.

Description (include amount, if applicable)

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6 ACCOUNTS OPENED/CLOSED

List details of any accounts opened or closed during the twelve months prior to confirmation date / / .

Account name

Account number

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7 SEALED PACKETS, DEED BOXES, DEED PACKETS, ETC

Are sealed packets held on behalf of the customer? Yes No

Are Deed Boxes held on behalf of the customer? Yes No

Are Deed Packets held on behalf of the customer? Yes No

8 UNUSED LIMITS/FACILITIES

Please confirm details of all available unused limits/facilities at confirmation date.

Type of Facility Amount of Facility Amount of Facility Unused Conditions of Facility Use

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9 OTHER INFORMATION

Please confirm (see shaded area) and/or provide any other details (unshaded area) relating to any financial relationships not dealt with under any of the above headings.

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This certificate has been completed from records at our Branch only. The Bank and its staff are unable to warrant the correctness of that information and accordingly hereby disclaim all liability in respect of the same. The information contained herein is confidential and provided for private use in confirmation of our customer accounts for audit purposes only. It may not be used for any other purpose or by any other persons. In particular, this is not a credit reference.

Authorised Officer's signature	Name:	Bank Stamp	Date completed and returned
	Title:		
Telephone:			