

Date of issue*

To: **Name of Coordinator***
T. K. Lo & Company
14th Floor, Shanghai Industrial Investment Building
48 Hennessy Road, Wanchai
Hong Kong

Fax: 2543 9762 Tel : **Coordinator's telephone number***

From: **Name of Client***

STOCKTAKING

- No stock is kept by us at our year ended date of **Client's Year-end-date***.
- The amount of stocks which are kept by our company at our year ended date of **Client's Year-end-date*** is estimated to be HK\$ _____. Due to the insignificance of stock amount, we will not arrange a stocktaking at year ended date. We understand the possible consequence of not carrying out a stocktaking and we agree that you may qualify your opinion in the auditors' report in relation to stock.
- Please contact our **(Client's Staff Name)** at telephone number **(Client's Contact Number)** for the arrangement of stocktaking.

Signature

Name in block letter

Position

(Please return this form by fax or by post before **Our Proposed Due Date***. Thank you!)

***Note: Please fill in before printing**