

Date:

To: Mr/Ms _____
T. K. Lo & Company
Room 2002, 20/F, 101 King's Road
Fortress Hill, Hong Kong

Fax: 2543 9762 E-mail: email@tklo.com.hk

From: (Name of Client) _____

STOCKTAKING REQUEST OR INSTRUCTION

No stock is kept by us at year ended _____.

The amount of stocks which will be kept by us at year ended _____ is estimated around HK\$ _____. Due to the insignificance of stock amount, we will not arrange a stocktaking at year end. We understand that the possible consequence of not carrying out a stocktaking of material closing stock may result in audit qualification in audit report.

Please contact our (Client's Staff Name) _____ at telephone number _____ for the arrangement of stocktaking.

Signature

Name in block letter

Position