

Head Office

Date \_\_\_\_\_

Dear Sirs,

**REQUEST FOR BANK CONFIRMATION OF INFORMATION FOR AUDIT PURPOSES****A/C**

For the purposes of our annual audit please complete the attached form to show the following information relating to our affairs with your bank as at the close of business on \_\_\_\_\_. For each item, please state any factors which may limit the completeness of your reply; if there is nothing to report, state "none".

Please confirm the position by completing the section headed "Bankers' Confirmation" on the final page of this request.

You are hereby authorised to return this request after completion and together with any remarks you may have to our auditors, **Messrs. T. K. Lo & Company, Certified Public Accountants of Room 1905, 19/F, Olympia Plaza, 255 King's Road, North Point, Hong Kong** ([confirmation@tklo.com.hk](mailto:confirmation@tklo.com.hk)). Non-direct returning of bank confirmation from bank to auditors will not be treated as valid evidence for audit purpose.

You are hereby authorised to debit any charge for this service to our account number \_\_\_\_\_.

It is understood that your reply to this request will in no way prejudice your rights in respect of your General Lien as Bankers.

Yours faithfully,

(Authorised Signature/s and Chop)

<b>Item 1 Deposits, Fixed or at Call held in your books</b>						
	Receipt No.	Date	Amount	Interest Rate	Due Date	
Local Currency						
Foreign Currency						
<b>Item 2 Saving Accounts held in your books</b>						
	Account No.		Balance			
Local Currency						
Foreign Currency						
<b>Item 3 Current Account Balance/s held in your books. Please state whether in credit (Cr) or overdrawn (Dr).</b>						
	Account No.		Balance			
Local Currency						
Foreign Currency						
<b>Item 4 Facilities granted to us. Please state by types of facilities. <sup>1</sup></b>						
	Types of Facilities	Reference No.	Interest Rate	Amount	Maturity Date	Guarantor
Local Currency						
Foreign Currency						

<b>Item 5 Loan Account Debit Balance/s (excluding Loans in connection with Inward Cargoes) in your books</b>				
	Account No.   Balance			
Local Currency				
Foreign Currency				
<b>Item 6 Accounts closed during the year to confirmation date</b>				
	Account No.   Account Type   Date Closed			
Local Currency				
Foreign Currency				
<b>Item 7 Advances to Manufacturers and/or Packing Credits Account and/or Exports Loans granted Outstanding in your books</b>				
	Account No.   Balance			
<b>Item 8 Acceptances Outstanding in your books</b>				
	Reference No.	Amount	Issue Date	Maturity Date
Bills Receivable by you (Banker)				
of which, goods released against Trust Receipt				
Bills held by you for Collection				
<b>Item 9 Partial Payments held by you</b>				
	Reference No.	Amount		
On account of Item 8				
<b>Item 10 Irrevocable Letters of Credit Outstanding in your books</b>				
	Reference No.	Balance Unutilized	Expiry Date	
<b>Item 11 Bills Receivable by us (customer)</b>				
	Reference No.	Amount		
Bills purchased by you (and outstanding at this date)				
Bills held by you for Collection				

<b>Item 12 Marginal Deposit held by you</b>	
	Reference No.   Amount
On account of Item 8 and Item 10	
On account of Item 11	

<b>Item 13 Loans granted in connection with Inward Cargoes Outstanding in your books</b>			
	Reference No.	Amount	Details of Cargo

<b>Item 14 Guarantees <sup>2</sup></b>			
Given by you on our behalf	To whom Issued	Reference No.	Notional Amount
i) Shipping Guarantees			
ii) Others (specify the type of guarantee e.g. financial guarantee, performance bond, etc)			
Received by you on our behalf			

<b>Item 15 Derivative Contracts / Structured Product Contracts <sup>3</sup> Outstanding</b>				
	Contract No.	Notional Amount	Contract Rate	Maturity Date
i ) Exchange Rate Contracts				
ii ) Interest Rate Contracts				
iii ) Other Derivative Contracts / Structured Product Contracts				

<b>Item 16 Other Direct or Contingent Liabilities to you</b>	
<b>Item 17 Securities and other Documents of Title held by you</b>	
Against Facilities granted	
For Safe Custody	

### **BANKERS' CONFIRMATION**

We confirm that the balances and information which we have inserted under items 1 to 17 above are correct and complete.

This information is given in strictest confidence, for the purposes of your audit, without any responsibility for error or omission on the part of this Bank, its employees, agents or informants.

\_\_\_\_\_  
 Authorised signatory for and on behalf of the Bank

**Note:**

- 1 Alternatively, banks may complete this section by attaching the relevant bank facility letters. Any relevant information not included in such letters should be separately included above.
- 2 Common examples of guarantees include financial guarantees, advance payment guarantees, shipping guarantees and performance bond, bid bond and retention bond guarantees. Banks are recommended to provide additional explanatory notes for the items or terms used in the bank confirmation, where the nature of the guarantee is not readily apparent.
- 3 Common examples of derivative contracts/ structured product contracts include forward rate agreements, option contracts, futures contracts, swap arrangements, option contracts, bullion contracts, commodity contracts and structured products. Banks are recommended to provide additional explanatory notes for the items or terms used in the bank confirmation, where the nature of the derivative contract / structured product contract is not readily apparent.