The Manager Date:

Bank's Name and Branch

Address

Dear Sir,

**Name of ${client}**

In accordance with your above named customer’s instructions given hereon, please send DIRECT to us at the above address, as auditors of your customer, the following information relating to their affairs at your branch as at the close of business on **${end}** and, in the case of items 2, 4 and 9, during the period since **${start}**.

Please state against each item any factors which may limit the completeness of your reply; if there is nothing to report, state ‘NONE’.

It is understood that any replies given are in strict confidence, for the purposes of audit.

BANK ACCOUNTS

1. Full titles of all accounts, including overdrafts and running and term finances under markup arrangements, whether in rupee or in any other currency together with the account numbers and balances thereon, including NIL balances:
   1. where your customer’s name is the sole name in the title;
   2. where your customer’s name is joint with that of other parties;
   3. where the account is in a trade name.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| FULL TITLE OF ACCOUNT | TYPE OF ACCOUNT | ACCOUNT NUMBER | CURRENCY | DR  / | BALANCE | | |
| CR | IN FIGURES |  | IN WORDS |
|  |  |  |  |  |  |  |  |

**NOTES**

1. Where the amount is subject to any restriction (e.g. garnishee order or arrestment) or exchange control consideration (e.g. ‘blocked account’) information regarding nature and extent of restriction should be stated.
2. Where the authority upon which you are providing this information does not cover any amounts held jointly with other parties, please refer to your customer in order to obtain the requisite authority of the other parties with a copy to us. If this authority is not forthcoming, please indicate.
3. Full titles and dates of closure of all accounts closed during the period.

|  |  |  |  |
| --- | --- | --- | --- |
| FULL TITLE OF ACCOUNT | TYPE OF ACCOUNT | ACCOUNT NUMBER | DATE OF CLOSURE |
|  |  |  |  |

1. Details of amounts accrued but not charged or credited as at the above date; e.g. bank charges, commitment fees, mark-up/interest etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DESCRIPTION | PERIOD |  |  | AMOUNT |
|  |  | IN FIGURES |  | IN WORDS |
|  |  |  |  |  |

1. The amount of mark-up/interest charged during the period, if not specified separately in the customer’s statement of account.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DESCRIPTION | PERIOD |  |  | AMOUNT |
|  |  | IN FIGURES |  | IN WORDS |
|  |  |  |  |  |

1. Particulars (i.e. type of document and accounts covered) of any written acknowledgement of set-off, either by specific letter of set-off, or incorporated in some other document or security.

**FACILITIES**

1. Details of leasing facilities, loans, overdrafts, cash credit facilities (including standby facilities), and associated gurantees/ indemnities, specifying agreed limits, unused facilities, markup/ interest terms, overdue rentals/ installments and in case of term loans and overdrafts, date for repayment or review or expiry;

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION | BALANCE  AT  ABOVE  DATE | AGREED  LIMITS | UNUSED  LIMITS | MARKUP / INTEREST  TERMS | DATE FOR  REPAYMENT/  REVIEW /  EXPIRY OF  FACILITY | DESCRIPTION | TYPE OF  CHARGE | DATE ON  WHICH  CHARGE  WAS  CREATED |
|  | OF SECURITY  CHARGED TO  THE BANK |
|  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**CONTINGENT LIABILITIES**

1. Nature, currency, amount and extent of facilities limits and details of period of availability of agreed facility of all contingent liabilities, viz:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NATURE | CURREN-CY | OUTSTAND-ING  AMOUNT | LIMITS | EXPIRY OF  LIMITS | DATE  FOR  REPAY-MENT/  REVIEW | DESCRIP-TION OF  SECURITY  CHARGED  TO THE  BANK | TYPE OF  CHARGE | DATE ON  WHICH  CHARGE  WAS  CREATED |
|  |  |  |  |  |  |  |  |  |
| Total of bills discounted with recourse to the customer or any subsidiary or related party  of the customer |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Any guarantees  / comfort letters / letters of undertaking  / bonds / endorsements or indemnities given by the customer in favour of third parties (other than subsidiary or related  party) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Any guarantees  / comfort letters / letters of undertaking  / bonds / endorsements or indemnities given by the customer in favour of any subsidiary or related party of  the customer |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Any guarantees  / bonds or indemnities given by the bank, on the customer’s behalf, stating where there is recourse to the customer and/ or to its holding, parent or any other company within the group |  |  |  |  |  |  |  |  |
| Total of  acceptances |  |  |  |  |  |  |  |  |
| Total of  outstanding liabilities under documentary credits |  |  |  |  |  |  |  |  |
| Others (please give details) |  |  |  |  |  |  |  |  |

**DERIVATIVES AND COMMODITY TRADING**

1. Details of all outstanding contracts specifying the number, deal date, maturity or value date, price at which the deal was transacted and currency of the contract bought and sold for:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NATURE | CURREN-CY | NUMBER | DEAL DATE | MATURITY OR VALUE DATE | RATE | TYPE (BUY/ SELL) | DESCRIP- TION OF CHARGE | TYPE OF CHARGE | DATE ON WHICH CHARGE WAS CREATED |
| Foreign exchange contracts |  |  |  |  |  |  |  |  |  |
| Bullions |  |  |  |  |  |  |  |  |  |
| Securities |  |  |  |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |  |  |  |

**SECURITY**

1. Information regarding securities in respect of facilities, contingent liabilities and derivatives and commodity trading. Please give:
2. details of any security formally charged in favor of the bank, including the date and type of charge, (e.g. pledge, hypothecation, etc.)

|  |  |  |
| --- | --- | --- |
| TYPE OF CHARGE | DESCRIPTION OF SECURITY  CHARGED TO THE BANK | DATE ON WHICH CHARGE WAS  CREATED |
|  |  |  |

1. particulars of any undertaking to assign to the bank any assets. If a security is limited to any borrowing, or if there is a prior *pari passu* or subordinate charge, please indicate.
2. Details, whether the security supports facilities granted by the bank to the customer or to another party.
3. For any arrangements for setoff of balances or compensating balances e.g. back to back loans, give particulars of any acknowledgement of set off (i.e. date, type of document and account covered)

**CUSTODIES**: - Investments, bills of exchange, documents of title, or other assets held but not charged. Please give details.

Information in respect of any letter of comfort obtained by the bank from the parent or any other associated concern of the company.

**ASSETS UNDER THE ISLAMIC MODES OF FINANCE**

1. Details including the nature, amount, and maturity date of the assets covered under Islamic mode of finance (e.g. morabaha, musharika, modaraba etc.) or any other mode of finance including leasing:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NATURE | AMOUNT | MATURITY DATE | DESCRIPTION OF CHARGE | TYPE OF CHARGE | DATE ON WHICH CHARGE WAS  CREATED |
| Asset repurchase agreement  Asset resale agreement  Options outstanding at the relevant date  Any other arrangement |  |  |  |  |  |

**CUSTOMER'S OTHER ASSETS HELD**

1. Full details (including description, face value, serial numbers) of investments, bills of exchange, documents of title or other assets including bearer instruments of the customer held but not charged:

**ADDITIONAL BANKING RELATIONSHIP**

1. A list of other banks, or branches of your bank, where you are aware that a relationship has been established during the period:

**OTHER INFORMATION**

1. Other related information, if any is as follows:

Yours faithfully,

AUTHORIZED SIGNATORY

(Client’s Signature)