|  |  |  |
| --- | --- | --- |
| **Client:** | **${client}** | |
| **Period end date:** | **${start} - ${end}** | |
| **Ref. no.:** |  | |
| **Prepared by:** | ${user} | **Date:** |
| **Approved by Manager:** | ${manager} | **Date:** |
| **Approved by Partner:** | ${partner} | **Date:** |

# Client Overview

1. Nature of client’s business:

|  |
| --- |
|  |

1. Number and details of branches/offices:

|  |  |  |
| --- | --- | --- |
| 1) | Registered Office/Head Office | [Address] |
| 2) | Main Place of Business/Factory/Warehouse | [Address] |

1. Major shareholders:

|  |  |  |
| --- | --- | --- |
| **Name** | **No. of shares held** | **Percentage of shareholding** |
|  |  |  |

1. Directors:

|  |
| --- |
|  |

1. Key management personnel (also specify who shall be the key client contact):

|  |  |
| --- | --- |
| Chief Executive |  |
| Finance Director/CFO |  |
| Manager Finance |  |
| Factory Manager |  |
| Sales Manager |  |