

Date: 27/7/2022

Partner

Tshechu & Associates

Thimphu, Bhutan

Subject: Letter of Undertaking:

Dear Sir,

In keeping with your engagement for the preparation of Annual Accounts for Khenrig Mart for the financial year 2021 and in view of not having some bills and details ready as required, I would like to confirm and undertake to submit the bills/documents for the following at the earliest:

SL/No.	Item Name	Amount
1	Closing stock	15949110
2	Rent	1584000
3	Electricity	8000
4	Staff salary	1500000
5	Commission	2000000
6	Other expenses	1890000
7	Purchases- delivery vehicle	650000
8	money counter machine	10500
9	Isuzu single cabin	650000
10	Isuzu D max	1250000
11	Table	6000
12	Table	4500
13	Shelves	6500
14	Showcase	25000
15	Money counter	10500
16	Chairs	7000
17	Trolley (3nos)	21000
18	Laptop	85000
19	Staff (gift for working well)	25000/- (phone)
20	Ladder	6500
21	Files and stationeries	5000

I would like to request you to finalize the accounts at the earliest as it is already beyond the deadline to file for annual returns. Likewise, I would like to take the full responsibility of submitting all the bills / documents for the items listed above.

Thanking you

Jigme Lhendup