

To

The Manager,  
Dukhan Bank,  
Doha – Qatar.

Dear Sir,

**STANDARD REQUEST FOR BANK REPORT FOR AUDIT PURPOSES.  
(To cover all accounts held with you by us)**

Our auditors, KPMG (P.O. Box 4473, Doha, State of Qatar, Phone: 44576444, Fax 4442 5626) are now engaged in an audit of our consolidated financial statements. In accordance with their standard audit procedure, they would like to receive the following information from you relating to the bank accounts maintained by us with your bank as at the close of business on 31 December 2023 and in the case of items 2, 4 and 10 during the period from the opening of account.

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 and can only be used for the purposes of the audit by KPMG.

1. Full titles of all accounts, together with the account numbers, the relevant currency, and the balance thereon, including NIL balances:

- a) where our company's name is the sole name in the title.
- b) where our company's name is joined with that of other parties.
- c) where the account is in a trade name.

Notes:

- ix) Where the account is subject to any restrictions (e.g., a garnishee order or arrestment) or exchange control considerations (e.g., "blocked account", "external account"), this information should be stated.
- x) ii) Where the authority upon which you are providing this information does not cover any accounts held jointly with other parties, please write to us to obtain the requisite authority of the other parties. If this authority is not forthcoming, please indicate in your confirmation.

2. Full titles and dates of closure of all accounts closed during the period.

3. The separate amounts accrued but not charged or credited at the above date, of:

- a) provisional charges (including guarantee, commitment fees, performance bond commission) and,
- b) interest.

4. The total amount of interest charged during the period if this total amount is not specified separately in the bank statement.

5. Particulars (i.e., date, 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.

6. Details of

- a) overdrafts and loans repayable on demand, specifying dates of review and agreed facilities.
- b) other loans, specifying dates or review and repayment.
- c) fixed deposit accounts, placements, and borrowings (stating value dates, maturity, and rate of interest)
- d) other facilities.

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#### **ASSETS HELD AS SECURITY:**

7. Details of any such assets whether formally charged to the bank:
  - a) if formally charged, give details of the security including the date and type of charge, if a security is limited in amount or to a specific borrowing, or if there is to your knowledge a prior, equal, or subordinate charge, please indicate.
  - b) if informally charged, indicate the nature of security interest therein claimed by the bank.
  - c) whether or not a formal charge has been taken, give particulars of any undertaking given to the bank relating to any assets.

#### **OTHER ASSETS HELD:**

8. Please give full details of our other assets held, including share certificates, documents of title, deed boxes and any other items listed in your Registers maintained for the purpose of recording assets held.

#### **CONTINGENT LIABILITIES:**

9. All contingent liabilities viz:

- a) details of bills discounted for us with recourse.
  - b) details of any guarantees, bonds or indemnities given to you by us for the benefit of third parties.
  - c) details of any guarantees, bonds or indemnities given by you, on our behalf, stating where there is recourse to us and/or to our parent or any other Company within the Group.
  - d) details of acceptances.
  - e) details of outstanding forward foreign exchange contracts.
  - f) details of outstanding liabilities under documentary credits.
  - g) other items including derivatives - please give details.
10. confirm whether the company is in breach of any Covenant which could lead to a demand for accelerated payment of outstanding loan balances.

#### **OTHER INFORMATION:**

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

12. List of authorized signatories and the limits, if any, on their powers to sign.

please directly reply to get address (KPMG, 25 C Ring Road, Doha State of Qatar P.O.Box 4473) with a copy to us and email to [kevinx@kpmg.com](mailto:kevinx@kpmg.com), [mobin@dandy.qa](mailto:mobin@dandy.qa), and [nadeemmohammed@dandy.qa](mailto:nadeemmohammed@dandy.qa) keeping us in copy.

Authorized Signatory

Authorized Signatory