**BANK CONFIRMATION - AUDIT REQUEST (GENERAL)**

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**Instructions to the bank:**

1. Please share the details as at the confirmation date shown below.
2. Please complete unshaded areas, by listing information as called for under the relevant heading, from details contained in the bank's records.
3. Please confirm details in the shaded areas as to correctness and mark any variation in on all copies. Also insert, in red, any information that may have been omitted by the customer/auditor.
4. Bank will receive one copy of the letter. Please complete and sign the confirmation and share the original directly to the auditors. Photocopy such signed confirmation twice, and forward one copy to the customer and the another can be retained by the bank.
5. If required, please give the additional information in the separate annexure.

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| To:  Attn:  Bank: | The Manager  **HDFC Plot No 18, Hardik Crown, Hi Tech City,**  **Madhapur** | From | **Bank\_Testing**  **DLF Hub** **21sr Floor, Gurgoan** **Haryana, India** |
| **Walker Chandiok & Co LLP**  **DLF Square, 21st, Jacaranda Marg,**  **DLF Phase 2, Gurugram, Haryana 122002** **India**  Contact: **Abhi\_Engagement\_Manager**  Telephone: **9999999999**  Email Id: **abhishek.malan21@gmail.com** | | Authorised Signatory  Name**: Abhi\_Authorised\_Signatory**  Designation**: Abhi\_Designation**  **Date:** | |
| Confirmation Date: **15-06-2023** | |  | |

1. **CREDIT ACCOUNT BALANCES**

Give details of all account balances in favour of the bank customer as at **15-06-2023,** including details of any other current accounts, interest bearing deposits, foreign currency accounts, convertible certificates of deposit, money market deposits, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Account Name** | **Account Number** | **Balance** | **Currency** | **Interest Rate** |
| Name1 | 111 | 2000 | INR |  |

**2. DEBIT ACCOUNT BALANCES**

Give details of all account balances owed to the bank as at: **15-06-2023** by the bank customer in respect of overdraft accounts, bank loans, term loans etc. and repayment terms.

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| --- | --- | --- | --- | --- | --- | --- |
| **Account Name** | **Account Number** | **Balance** | **Currency** | **Repayment terms** | **Overdraft limit** | **Interest rate** |
| Name2 | 222 | 9999 | INR |  |  |  |

**3. PROMISSORY NOTES/BILLS OF EXCHANGE HELD FOR COLLECTION ON BEHALF OF THE CUSTOMER**

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| --- | --- | --- |
| **Maker/Acceptor** | **Amount** | **Due Date** |
|  |  |  |

**4. CUSTOMERS OTHER LIABILITIES TO THE BANK**

List liabilities owed, including:

(a) Bills discounted with recourse, endorsed drafts/notes, forward exchange contracts, letters of credit, liability in respect of shipping documents where customer's account not yet debited.

(b) Include date, name of beneficiary, amount and brief description of any guarantees, bonds or indemnities undertaken by the bank on behalf of the customer (with recourse) or given by the customer.

(c) Other liabilities - give details.

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| --- | --- | --- | --- |
| **Nature of Liability** | **Amount** | **Currency** | **Due Date** |
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**5. ITEMS HELD AS SECURITY FOR CUSTOMERS LIABILITIES TO THE BANK**

Indicate if securities relate to particular borrowings or liabilities to the bank and whether lodged in the customer's name. Also include details of any negative pledge arrangements.

If lodged by a third party, that party's authority to disclose details **must** be attached.

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| **Description (include amount if applicable)** |
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**6. ACCOUNTS OPENED/CLOSED**

List details of any accounts opened or closed during the twelve months prior to the confirmation date: **15-06-2023**

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| --- | --- | --- |
| **Account Name** | **Nature of account** | **Account Number** |
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**7. SEALED PACKETS, LOCKED BOXES, SECURITY PACKETS ETC.**

Are sealed packets held on behalf of the customer? Yes / No

Are locked boxes held on behalf of the customer? Yes / No

Are security packets held on behalf of the customer? Yes / No

**8. UNUSED LIMITS FACILITIES**

Please confirm details of all available unused limits/facilities at the confirmation date.

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| --- | --- | --- | --- |
| **Types of Facility** | **Amount of Facility** | **Amount of Facility Unused** | **Conditions of Facility Use** |
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**9. SPECIFIC INFORMATION**

Please confirm the following:

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| --- | --- |
| **Particulars** | **Yes/No (include remarks where relevant)** |
| Has the customer defaulted in repayment of its loans or borrowings or in the payment of interest thereon? If yes, specify if declared as a ‘wilful defaulter’ as defined under Master Circular RBI/2014-15/73DBR.No.CID.BC.57/ 20.16.003/2014-15 dated July 1, 2014 issued by the RBI. |  |
| Whether, during any point in time of the year, the customer has been sanctioned[[1]](#footnote-1) working capital limits on the basis of security of current assets of the Customer? Please provide details of such sanctions along with nature of security. |  |

**10. Give details of any breaches/ non-compliance of any covenants as on or during the year 15-06-2023.**

Give details of all the amounts which have become payable immediately, out of the total outstanding balance as on **15-06-2023** due to non-compliance of any covenant or on account of any other defaults

|  |  |
| --- | --- |
| Facility/ Borrowing | Amount payable immediately as on **15-06-2023** due to non- compliance of any covenant. |
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**11. OTHER INFORMATION**

Please confirm and/or provide any other details relating to any financial relationships not dealt with under any of the above headings.

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| **Other Information** |
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This certificate has been completed from records at our branch only. The information contained herein is confidential and provided for private use in confirmation of our customer accounts for audit purposes only. It may not be used for any other purpose or by any other persons. In particular, this is not a credit reference.

|  |  |  |  |
| --- | --- | --- | --- |
| Authorising Officer's Signature  Telephone Number | Name:  Position: | Bank Stamp | Date Completed and Returned |

1. Please note ‘sanction’ here should include fresh sanction during the year as well as limits renewed or due for renewal during the year. Moreover, both fund-based and non-fund based credit facilities availed by the customer should be considered for reporting. [↑](#footnote-ref-1)