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

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**Instructions:**

1. Please share the details as at the confirmation date shown below.
2. If required, please give the additional information as a separate annexure and attach the same over the email.

|  |  |  |
| --- | --- | --- |
| **Confirmation date** | **Amount** | **Currency** |
| 2023-03-31 | 4500000.00 | INR |

As part of our audit procedure, we request a confirmation if following amount is payable by you to the Company as at 2023-03-31

If you agree with the balance shown above, then please mention ‘Yes’ against “Part A” in the below ‘Debtor’s Response’ table.

If you do not agree with the balance shown above, then please mention ‘Yes’ against “Part B” in the below ‘Debtor’s Response’ table.

|  |  |
| --- | --- |
| **Debtor Response** | **Yes/No** |
| **Part A**: I/We have compared the statement of account with our records and the same tallies with our records. | Yes |
| **Part B:** I/We have compared the statement of account with our records and the same doesn’t tallies with our record. |  |

The above confirmation is for balance as of 2023-03-31 and this does not necessarily represent the balance as at the date of this e-mail.  
This is merely a request for confirmation for audit purposes and is not a request for payment.

If your response is ‘Part B’, then we request you provide the details either by providing the details as per you in the below table or by reverting on the original e-mail with detail & reconciliations **using reply all feature.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Confirmation date** | **Amount as per Client** | **Amount as per Debtor** | **Currency** |
| 2023-03-31 | 4500000.00 |  | INR |

The above confirmation is for balance as of 2023-03-31 and this does not necessarily represent the balance as at the date of this e-mail.  
This is merely a request for confirmation for audit purposes and is not a request for payment.

**In addition to above, below are the details of invoice(s). Please note that these invoices have been selected on ‘Random Sample’ basis.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoice Number** | **Total Invoice Amount** | **Invoice Date** | **Currency** |
| INV 05 | 500000.00 | 2023-04-01 | INR |
| INV 04 | 400000.00 | 2023-04-01 | INR |
| INV 03 | 300000.00 | 2023-04-01 | INR |
| INV 02 | 200000.00 | 2023-04-01 | INR |
| INV 01 | 100000.00 | 2023-04-01 | INR |

If you agree with the balance shown above, then please mention ‘Yes’ against “Part A” in the below ‘Debtor’s Response’ table.

If you do not agree with the balance shown above, then please mention ‘Yes’ against “Part B” in the below ‘Debtor’s Response’ table.

|  |  |
| --- | --- |
| **Debtor Response** | **Yes/No** |
| **Part A**: I/We have compared the statement of account with our records and the same tallies with our records. | Yes |
| **Part B:** I/We have compared the statement of account with our records and the same doesn’t tallies with our record. |  |

If your response is ‘Part B’, then we request you provide the details either by providing the details as per you in the below table or by reverting on the original e-mail with detail & reconciliations **using reply all feature.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoice Number** | **Total Invoice Amount as per Debtor** | **Invoice Date as per Debtor** | **Currency** |
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The above confirmation is for balance as of 2023-03-31 and this does not necessarily represent the balance as at the date of this e-mail.  
This is merely a request for confirmation for audit purposes and is not a request for payment.

**ANY 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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