

**REQUEST FORM FOR BANK REPORT FOR AUDIT PURPOSES (AUDIT CONFIRMATION)**

**Faster (as quickly as within 24 hours), free (S\$0) and saves paper – Submit your request via DBS IDEAL now! For more details, please refer to <https://www.dbs.com.sg/sme/auditconfirmation>**

**To:** DBS Bank Ltd  
Corporate Loans Operations (CP NO. AH0014) - Audit Confirmation Team  
2 Changi Business Park Crescent  
#04-06 DBS Asia Hub Lobby B Singapore 486029

**Date:** \_\_\_\_\_

**A. CUSTOMER DETAILS:**

Company's registered name: \_\_\_\_\_

Company's registration no: \_\_\_\_\_

DBS account name: \_\_\_\_\_  
(if different from company's registered name)

**B. ACCOUNT DETAILS:**

Statement to be generated for ☐ **ALL accounts** OR ☐ **Specific account(s), please specify**

1) _____	4) _____
2) _____	5) _____
3) _____	6) _____

**C. FINANCIAL YEAR-END: (DD / MM / YYYY)**

1) _____	4) _____
2) _____	5) _____
3) _____	6) _____

**D. REPLY TO: AUDITOR / OTHERS** (Please delete accordingly and provide details below)

Company/Auditor's Name: \_\_\_\_\_

Reference: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Attention: \_\_\_\_\_

**E. AUTHORISATION:**

I/We authorise you to furnish directly to my/our auditors any information requested by them for audit confirmation purposes and to debit the audit confirmation fee plus GST\* (where applicable) from my / our bank account (\_\_\_\_\_) # with you.

# If you wish to debit a specific account, please indicate the bank account no. in the space provided. If the specified bank account does not belong to you / your company, please provide a letter of authorisation from the account holder(s). The Bank will debit the charges from any of your accounts with us if this is left blank.

Acceptable signers can be as follows:

- Authorised account signatories with highest authorisation limit based on company's account mandate OR
- Director / CEO / Partner / Sole Proprietor

\* For standing instruction, please refer to attached specimen letter of authorisation

\* Audit Confirmation fee per financial year end - S\$50.00

## SPECIMEN LETTER OF AUTHORISATION

Date:

DBS Bank Ltd  
Corporate Loans Operations (CP NO. AH0014) – Audit Confirmation Team  
2 Changi Business Park Crescent  
#04-06 DBS Asia Hub  
Lobby B Singapore 486029

Dear Sirs

**COMPANY'S NAME:** \_\_\_\_\_

### LETTER OF AUTHORISATION FOR AUDIT CONFIRMATION

I/We authorise you to furnish directly to my/our auditors, \_\_\_\_\_, any information requested by them for audit confirmation purposes and to debit the audit confirmation fee plus GST (where applicable) from my/our bank account with you.

This standing instruction shall remain in force unless revoked by me / us in writing.

Yours faithfully

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Acceptable signers can be as follows:

- Authorised account signatories with highest authorisation limit based on company's account mandate OR
- Director / CEO / Partner / Sole Proprietor