

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

**Faster (as quickly as within 24 hours), cheaper (S\$35) and save 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