



Frequently Asked Questions about Audit Confirmation Report

Q1. How do I request for an Audit Confirmation Report?

You can request for an Audit Confirmation by submitting

- An Audit Confirmation Request Form
- and
- A Letter of Authorization Form

Q2 Where do I send the Audit Confirmation Report request?

Please submit the original “Audit Confirmation Request Form” and “Letter of Authorization Form” to

**DBS BANK LTD
CORPORATE LOANS OPERATIONS – AUDIT CONFIRMATION (CP NO. AH0014)
2 CHANGI BUSINESS PARK CRESCENT
#04-06 DBS ASIA HUB LOBBY B
SINGAPORE 486029**

Q3 When can I receive the Audit Confirmation Report?

For instructions that are in order, an Audit Confirmation Report will be generated and sent to you between 5 to 7 working days from date of receipt of your instruction letters.

For instructions that are not in order, we will notify you in writing of the rejection reasons within **3** days of receipt of your instruction letters.

Q4 What are some of the good practices to get a quick reply for the Audit Confirmation Report?

You play a key role in ensuring prompt receipt of the Audit Confirmation Report.

You are encouraged to submit your instruction letters as soon as possible. This will allow us to manage better your requests especially during the peak seasons of December and January.

By submitting good instruction letters will allow us to process your request without delay.

We like to share some of the commonly made errors in the instruction letters

Audit Confirmation Request Form

- Customer's name (indicated in the audit confirmation request) differs from the Bank's records.

Letter of Authorization

- copies are provided. We required the original Letter of Authorization.
- signatures differ from Bank's record and/or mandate.

Audit Fees

- Insufficient funds maintained in the Current Account.
- There is no cheque attached for customers who do not maintain a Current Account with the bank.

Q5 What is the delivery mode for Bulk Request?

For batch request of 50 Audit Confirmation Report and above, we will be happy to provide a special arrangement. We will collect the instruction letters from your office, schedule a completion date and deliver the Audit Confirmation Report to your office!

For further clarifications about this arrangement, you can call our DBS *BusinessCare* at 1800 222 2200 or +65 6222 2200 (from overseas) from Monday to Friday (excluding public holidays), 8.30am to 6.15pm.

Q6 How much is the Audit Report?

The Audit Report is SGD50.00 for each Financial Year.