

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>

<p>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</p> <p>Date: _____</p>						
<p>A. CUSTOMER DETAILS:</p> <p>Company's registered name: _____</p> <p>Company's registration no: _____</p> <p>DBS account name: _____ (if different from company's registered name)</p>						
<p>B. ACCOUNT DETAILS:</p> <p>Statement to be generated for <input type="checkbox"/> ALL accounts OR <input type="checkbox"/> Specific account(s), please specify</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1) _____</td> <td style="width: 50%;">4) _____</td> </tr> <tr> <td>2) _____</td> <td>5) _____</td> </tr> <tr> <td>3) _____</td> <td>6) _____</td> </tr> </table>	1) _____	4) _____	2) _____	5) _____	3) _____	6) _____
1) _____	4) _____					
2) _____	5) _____					
3) _____	6) _____					
<p>C. FINANCIAL YEAR-END: (DD / MM / YYYY)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1) _____</td> <td style="width: 50%;">4) _____</td> </tr> <tr> <td>2) _____</td> <td>5) _____</td> </tr> <tr> <td>3) _____</td> <td>6) _____</td> </tr> </table>	1) _____	4) _____	2) _____	5) _____	3) _____	6) _____
1) _____	4) _____					
2) _____	5) _____					
3) _____	6) _____					
<p>D. REPLY TO: AUDITOR / OTHERS (Please delete accordingly and provide details below)</p> <p>Company/Audit Firm Name: _____</p> <p>Reference: _____</p> <p>Mailing address: _____ _____ _____</p> <p>Attention: _____</p>						
<p>E. AUTHORISATION:</p> <p>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* (at the prevailing rate, where applicable) from my / our bank account (_____) # with you.</p> <p># 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.</p>						
<p>Acceptable signers can be as follows:</p> <ul style="list-style-type: none"> • Authorised account signatories with highest authorisation limit based on company's account mandate OR • Director / CEO / Partner / Sole Proprietor <p>* For standing instruction, please refer to attached specimen letter of authorisation</p>						
<p>* Audit Confirmation fee per financial year end - S\$50.00</p>						

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 (at the prevailing rate, 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

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