

(To be typed on Company letter head)

Date: .....

To  
The Manager,  
Name of Bank  
Address

Dear Sir,

**SUB: Account with you and confirmation for Audit purpose**

We shall be glad if you would kindly forward direct to our Auditors **M/s. Hussain Al Shemsi Chartered Accountants, PO Box 14558, Ajman, UAE and e-mail (info@halsca.com)** a certificate with a copy to us setting out the following information in so far as it is applicable to us, as at the close of business on xx/xx/xxxx. Please state "NONE" against those headings where such answer is appropriate.

1. Balance of all Accounts, including Deposit Accounts.
2. Interest accrued and not included in the above balances.
3. In respect of any Accounts which have been CLOSED during the year ended on the above date, the name of the Account and date of closure.
4. List of Loans, Overdrafts and facilities granted stating whether secured or not, and if secured, the nature of security held by you.
5. Stock, Share, Title Deeds or other securities held by you, whether these securities were Free hold, and if not, Bearer Securities, in whose names they were registered
6. List of Guarantees given to you on our behalf stating L/C REF, NAME OF THE PRODUCTS, GUARANTEE NO., AMOUNT, EXPIRY DATE and BENEFICIARY.
7. Any right of set off which have been granted to you by us in respect of accounts of third parties.
8. Any Commitments under Forward Exchange stating CONTRACT NO. AND DATE.
9. List of Authorized Signatories for each account
10. List of all investments held by you.
11. List of bills receivable discounted
12. List of Bills held for collection stating L/C No. AMOUNT IN FOREIGN CURRENCY AND NAME OF THE PRODUCT
13. Particulars of liabilities under acceptances/TRs stating L/C. No. AMOUNT IN F/CURRENCY AND DUE DATE FOR PAYMENTS.
14. List of outstanding documentary credits and deposits, paid with relative L/C No. PRODUCT AND EXCHANGE RATE APPLIED.
15. Rate of interest charge
16. Details of cheque returned (for any reason of what so ever) during the month of xx/xxxx
17. Aggregate turnover with different accounts maintained with you during the year.
18. List any transaction, which does not satisfy the current UAE legislations.

Thanking you.

Yours faithfully,

(Signature)  
Name and Designation  
Company & Seal

cc: M/s. Hussain Al Shemsi Chartered Accountants.