

**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><b>To:</b> 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><b>Date:</b> _____</p>						
<p><b>A. CUSTOMER DETAILS:</b></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>B. ACCOUNT DETAILS:</b></p> <p>Statement to be generated for <input type="checkbox"/> <b>ALL accounts</b> OR <input type="checkbox"/> <b>Specific account(s), please specify</b></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><b>C. FINANCIAL YEAR-END: (DD / MM / YYYY)</b></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><b>D. REPLY TO: AUDITOR / OTHERS</b> (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><b>E. AUTHORISATION:</b></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><b># 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.</b></p>						
<p>Acceptable signers can be as follows:</p> <ul style="list-style-type: none"> <li>• Authorised account signatories with highest authorisation limit based on company's account mandate OR</li> <li>• Director / CEO / Partner / Sole Proprietor</li> </ul> <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

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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