

Letterhead Audit Firm

Date: [insert date]

Bank name

Address

Dear Sir,

STANDARD REQUEST FOR INFORMATION FOR AUDIT PURPOSES

Name of customer: **[insert name] in accordance to Bank's records**

Company number: **[insert company's registration number]**

For the year/period ended: **[insert year/period end in full, e.g. 31 December 2018]**

In accordance with your above-named customer's instructions given hereon please send us, as auditors of your customer for the purpose of our audit, the following information relating to their affairs at your bank as at the close of business on _____ and, in the case of closure of accounts, during the period up to the date of your reply.

It is understood that any replies given by you will be treated by us with strict confidence. Neither the request from us, as auditors of your customer, nor the bank response will create any contractual relationship with us.

Yours faithfully,

for [name of audit firm]

Date: [insert date]

Bank name

Address

Dear Sir,

AGREEMENT TO OBTAIN BANK CONFIRMATION THROUGH THE ONLINE BANK CONFIRMATION PLATFORM

- I/We hereby authorise [name of audit firm] to obtain the bank confirmation through the online bank confirmation platform.
- I/We am/are fully aware and give my/our consent that:
 - a) there will be a fee of RM100 per confirmation for using the online bank confirmation platform and the fee is to be paid to Extol Corporation Sdn. Bhd;
 - b) this RM100 per confirmation fee is in addition to the fee I/we currently pay to the bank concerned for providing the bank confirmation service; and
 - c) my/our financial information will be available in the Platform for a period of 6 months from the confirmation date in the online bank confirmation platform.

I/We give my/our consent for you to disclose to [the name of audit firm] the information requested.

.....
(Name of customer & Company Stamp)

Signed in accordance with the mandate
for the conduct of the customer's bank account

.....
[Authorised signature]

Date: [insert date]