

Sample



WCAS IQA

To Hang Seng Bank Limited

REQUEST FOR BANK CONFIRMATION OF INFORMATION FOR AUDIT PURPOSES

Date

Customer Account Name

*Customer Business/Company Registration Number

*For Overseas incorporated customers, state the incorporation's number of the country of incorporation

For the purposes of our annual audit, please complete the attached form to show the following information relating to our affairs with your bank as at the close of business on the confirmed balance date(DD/MM/YYYY) For each item, please state any factors which may limit the completeness of your reply. If there is nothing to reply, state "none".

Please confirm the position by confirming that the balances and information provided in relation to items 1 to 17 below are correct and complete.

You are hereby authorised to return this request after completion and together with any remarks you may have to our auditors at the address set out below via

Ordinary Mail Courier(with extra charge)# Email Address+

#A handling charge will be levied on delivery via courier. For details please refer to <https://www.hangseng.com/en-hk/business/tariff-business/>.

+Our Bank will send the report by ordinary mail in case the email is undeliverable.

Audit Firm Name at

Auditor's Office Address Line 1

Auditor's Office Address Line 2

Auditor's Office Address Line 3

Auditor's Office Address Line 4

Auditor's Office Address Post Code

Reference Number

Attention

Auditor's telephone number -

You are hereby authorised to debit any charge for this service to our account number

024-

It is understood that your reply to this request will in no way prejudice your rights in respect of your General Lien as Bankers.

(Authorized Signature/s and Chop if applicable)
(Please sign in accordance with relevant signing arrangement of the applicable account in above.)

The Bank will provide standard report included Item 1-17, please click the select box and input your special requirement in selected Item for Bank's reference.

<input type="checkbox"/> ITEM 1 DEPOSITS, FIXED OR AT CALL HELD IN YOUR BOOKS
<input type="checkbox"/> ITEM 2 SAVINGS ACCOUNTS HELD IN YOUR BOOKS
<input type="checkbox"/> ITEM 3 CURRENT ACCOUNT BALANCE/S HELD IN YOUR BOOKS. PLEASE STATE WHETHER IN CREDIT(CR) OR OVERDRAWN(DR)
<input type="checkbox"/> ITEM 4 FACILITIES GRANTED TO US ¹
<input type="checkbox"/> ITEM 5 LOAN ACCOUNT DEBIT BALANCES (EXCLUDING LOANS IN CONNECTION WITH INWARD CARGOES) IN YOUR BOOKS
<input type="checkbox"/> ITEM 6 ACCOUNTS CLOSED DURING THE YEAR TO CONFIRMATION DATE
<input type="checkbox"/> ITEM 7 ADVANCES TO MANUFACTURERS AND/OR PACKING CREDITS ACCOUNT AND/OR EXPORTS LOANS GRANTED OUTSTANDING IN YOUR BOOKS
<input type="checkbox"/> ITEM 8 ACCEPTANCES OUTSTANDING IN YOUR BOOKS
<input type="checkbox"/> ITEM 9 PARTIAL PAYMENT HELD BY YOU
<input type="checkbox"/> ITEM 10 IRREVOCABLE LETTERS OF CREDIT OUTSTANDING IN YOUR BOOKS
<input type="checkbox"/> ITEM 11 BILLS RECEIVABLE BY US (CUSTOMER)
<input type="checkbox"/> ITEM 12 MARGINAL DEPOSIT HELD BY YOU
<input type="checkbox"/> ITEM 13 LOANS GRANTED IN CONNECTION WITH INWARD CARGOES OUTSTANDING IN YOUR BOOKS
<input type="checkbox"/> ITEM 14 GUARANTEES ²
<input type="checkbox"/> ITEM 15 DERIVATIVE CONTRACTS/ STRUCTURED PRODUCT CONTRACTS ³ OUTSTANDING
<input type="checkbox"/> ITEM 16 OTHER DIRECT OR CONTINGENT LIABILITIES TO YOU
<input type="checkbox"/> ITEM 17 SECURITIES AND OTHER DOCUMENTS OF TITLE HELD BY YOU

Special Request

Appendix:

1. Alternatively, banks may complete this section by attaching the relevant bank facility letters. Any relevant information not included in such letters should be separately included above.
2. Common examples of guarantees include financial guarantees, advance payment guarantees, shipping guarantees and performance bond, bid bond and retention bond guarantees. Banks are recommended to provide additional explanatory notes for the items or terms used in the bank confirmation, where the nature of the guarantee is not readily apparent.
3. Common examples of derivative contracts/ structured product contracts include forward rate agreements, option contracts, futures contracts, swap arrangements, bullion contracts, commodity contracts and structured products. Banks are recommended to provide additional explanatory notes for the items or terms used in the bank confirmation, where the nature of the derivative contract / structured product contract is not readily apparent.

Save

Please press the "Validate" button after filling the application form.

The application form and QR code page will be generated.



Validate

Please submit the printed application form and QR code page