

1 Checklist

- ✓ **Do you have a business current account with OCBC Bank to deduct the Audit Confirmation fee?**
If No: Please submit a Cashier's Order or cheque made payable to "OCBC BANK" together with this form
If Yes: Please ensure your business current account has sufficient fund
- ✓ **Please provide your Company Name and Account Number as per the bank's record**
- ✓ **Please ensure this form is signed by the authorised signatories in accordance with the account mandate and signatures provided match with the bank's record**

Note: Please ensure the above are in good order to allow us to process your Audit Confirmation Request

2 Complete and mail this Audit Confirmation Request Form to us at

Oversea-Chinese Banking Corporation Limited
Account Services
Bras Basah Post Office
Locked Bag Service No. 8
Singapore 911886

We will process your request within **14 business days** from receiving this form.

Please read the Frequently Asked Questions on the next page before you start to complete this form.

Frequently Asked Questions on request for Audit Confirmation report

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| 1. How do I request for an Audit Confirmation report? | To request for an Audit Confirmation report, you need to submit the Audit Confirmation Request Form which you can download from our website: www.ocbc.com/business-banking/forms.html |
| 2. Where can I send in the Audit Confirmation Request? | Oversea-Chinese Banking Corporation Limited
Account Services
Bras Basah Post Office
Locked Bag Service No. 8
Singapore 911886 |
| 3. What are the common reasons which result in a delay in Audit Confirmation report? | <ul style="list-style-type: none">• If a non-standard Audit Confirmation Request letter is submitted• Company name and account number provided are not as per bank's record• Signature of the Authorised Signatories differ or not found in our bank's record• Insufficient funds in the business current account or no business current account to deduct the Audit Confirmation fee |
| 4. When can I receive the Audit Confirmation report? | If your Audit Confirmation Request Form is in order, the Audit Confirmation report will be sent to you within 14 business days from the date of receipt of the request form. |
| 5. Can I submit the Audit Confirmation Request in advance before the financial reporting period? | The bank can only process the Audit Confirmation Request after the financial period has ended. Thus, it will be advisable to send in the request after the financial reporting period. |
| 6. Which account will be used to deduct the Audit Confirmation fee? | The Audit Confirmation fee will be deducted from your OCBC business current account indicated on the Request Form. However, if the account number is not indicated on the form or the account indicated on the form does not have sufficient balance, the bank will deduct the fee from the business current account with sufficient balance. |
| 7. How can I pay for such fee if I do not have a current account to deduct such fees required? | You can either pay through cheque or Cashier's Order made payable to "OCBC BANK". |
| 8. Do I need to submit other supporting documents if I use this standard Audit Confirmation Request Form? | Letter of Authorisation or other supporting documents are not required if this Audit Confirmation Request Form is submitted. |
| 9. Who is authorised to sign on the Audit Confirmation Request Form to request for Audit Confirmation? | The Audit Confirmation Request Form is required to be signed by the Authorised Signatories as per the bank's record. |

All information is required unless stated.

1 Account Information

Company Name Business registration number

Account number ▶ *to deduct charges** Currency ▶ *required for Foreign Currency account*

2 Which account(s) do you want us to confirm?

All Accounts (include banking facilities, if any)

..... **OR**

Specific Account(s):

1	<input type="text"/>	4	<input type="text"/>
2	<input type="text"/>	5	<input type="text"/>
3	<input type="text"/>	6	<input type="text"/>

3 Which financial year end are you requesting for?

▶ *you can request up to two financial year end of audit confirmation report*

Financial Year Ended / / ▶ *DD/MM/YY*

Financial Year Ended / / ▶ *DD/MM/YY*

4 Who do we send the Audit Confirmation report to?

Auditor/Company name**

Reference (optional)

Mailing Address

Attention to

For overseas mailing address only ▶ *Please tick if you want us to arrange for courier*

Courier# (courier charges are applicable)
▶ *Normal mail will apply if you do not choose courier option*

Courier option is available for overseas mailing address only. Normal mail will apply for all local mailing address.

