

FROM :

Date :

To,

Auditors Address

Dear Sirs,

Refer : Client _____

At the request of our clients, we certify the balance and give below particulars of their accounts, investments, bill etc., as at the close of business on _____, as shown by our records :

1. Current Accounts in Credit

Designation of Account	Balance

2. Overdrawn current accounts, overdraft accounts or cash credit accounts:

Designation of Account	Balance	Security held

3. Loan Accounts

Designation of Account	Balance	Security held

4. Fixed, call and short deposit accounts

Balance	Interest Accrued till the closing date	Particulars of any due date, charges or lien

5.* Investments and other Documents of Title held in Safe Custody

Designation	Face value or number of Shares held

6. Margin against Letter of Credit, Guarantees issued etc.

Designation	Amount

7. Bills for Collection

Designation	Amount	Due date

Bills discounted or purchased(including Trust Receipt facilities import loans or export bills negotiated etc. with list of documents obtained for the same)

Name of drawee	Amount	Due date

9. Letter of Credit opened and outstanding (list of documents obtained for the same) in favor of

Particulars	Amount not utilised	Valid upto

10. Guarantee given on behalf of clients (and list of documents obtained for the same) in favor of

Particulars	Amount	Date of Expiry

11. Interest Accrued

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12. The details of authorised signatories are:

We certify that the above particulars are complete and correct, and do not exclude any other obligations of _____ to us.

Yours faithfully

Give brief description of the documents executed with you for the above facilities and in case of Securities e.g. Shares, Bonds or Title deeds. Please provide details in full.

Use additional sheets, wherever necessary.