

SEB Group

Date

Request for audit information

Due to the annual audit, the auditor (name of audit company) has requested confirmation on the balances and transactions of the client (name and registry code of client) in AS SEB Pank and in related companies as at ..... (date of report).

Please include the following information in the confirmation letter:

1. List of current accounts and deposits, and for each account, the following:
  - balance as at .... (date of report);
  - names of persons authorised to use the account;
  - restrictions in using the account;
  - amount, term, and interest rate of deposits.
2. Loans and guarantees:
  - amount;
  - balance as at .... (date of report);
  - term;
  - interest rate and payment dates;
  - accrued interest as at ... (date of report);
  - agreement fees and payment dates;
  - collateral.
3. Currency exchange and other derivative agreements:
  - date of conclusion;
  - expiry date;
  - amounts;
  - exchange rate;
  - other terms and conditions.
4. Credit cards:
  - limits;
  - users;
  - outstanding balances as at ... (date of report);
  - other valid agreements or relations with the bank.
5. Leasing:
  - object;
  - expiry date of agreement;
  - interest rate;
  - balance of portfolio;
  - balance of invoices.

Please debit the commission fee from current account No. ....

- Please send the response to the request for audit information to the Internet Bank for Business.
- I have not concluded an agreement for the Internet Bank for Business. Please send an encrypted and digitally signed response to the e-mail address of the company. I am aware that sending the response via e-mail entails the name, personal identification code, and e-mail address of the recipient and that the encrypted response can be decrypted only by a specific person with an ID-card.  
Name and personal identification code of the contact person of the company:  
.....  
E-mail address: .....

Yours faithfully

Signature

*Use company's letterhead*

*Sample*

*Name*  
*member of the management board*