

Date: _____

TO WHOM IT MAY CONCERN

This representation letter is provided in connection with the Audit of the financial statements of <Bank>, <Branch> for the year ended 31.03.2022 to express an opinion as to whether the financial statements give a true and fair view of the financial position and the results of operations for the year then ended. We acknowledge our responsibility for the preparation of financial statements in accordance with the requirements of the Companies Act, 1956 and recognised accounting policies and practices, including the Accounting Standards issued by the Institute of Chartered Accountants of India.

We confirm, to the best of our knowledge and belief, the following for the year under audit:

1. The financial statements are free of material misstatements, including omissions.
2. Effective operation of the Internal control system.
3. Maintenance of Effective Joint Custody of Cash/Security Items.
4. Proper Recording of Customer Complaints.
5. Timely & Precisely Reporting of frauds.
6. Non-sharing of passwords/ maintenance of secrecy of passwords.
7. No Window Dressing has been done in accounts.
8. Genuineness of Credits, if any in NPA accounts.
9. No undisclosed LC/BG devolved/invoked exists.
10. Insurance of Cash in Hand/Cash in Transit is done at HO level.
11. The branch <has/hasn't> employed any Business Correspondent.
12. Investments have been made by the branch & Certificates for the same are held on record.
13. The branch <is/isn't> having any Credit Card business.
14. Inventory items say Cheques, DDs, etc ain't missing or lost.
15. All the Contingent Liabilities are properly disclosed in the Financial Statements.
16. There have been no events subsequent to the balance sheet date that require adjustments or disclosure in, the financial statements or notes thereto.
17. The branch has not received any show cause notice, inspection advice, etc. from Government of India, Reserve Bank of India, or any other monitoring or regulatory authority of India that could have a material effect on the financial statements of the branch during the year.
18. All overdue/matured term deposits are held as overdue/matured term deposits. No/provision of interest on overdue/matured Term Deposits has been made.
19. No new loan has been disbursed to the borrowers whose existing facility was stressed and account has been regularized or closed by disbursing new loan.
20. No Loans/ advances has been sanctioned and disbursed directly – indirectly for the purpose of buy back of shares by any company.
21. The interest provision for Head Office Interest is made at the Head Office.
22. All the reporting requirements under Anti-money laundering Act has been complied with.

Branch Manager