(Entity’s letterhead)

*[Name of the Bank]  
[Address]*

*[Date]*

CONFIRMATION REQUEST

In connection with the audit of our annual accounts, we would like you to confirm outstanding balances with you as of 31.12.202X as well as transactions for the period from 01.01.202X to 31.12.202X (hereinafter as “the Period”).

Please send the Confirmation, signed by an authorised person, directly to our auditor:

Audiitorteenuse OÜ

E-mail: [kinnituskirjad@audiitorteenused.ee](mailto:kinnituskirjad@audiitorteenused.ee)

In case there have not been any activities related to the inquiry below, please note so in your response.

1. A list of all bank accounts (including current accounts, deposits, overdraft, securities accounts, etc.) and information for each account:

Type of the account and its number

Validity period / maturity date

Currency

Balance of principal and accrued interest as of 31.12.202X

Significant conditions and restrictions

Closed accounts during the Period

1. All leasing and factoring contracts:

Number of contract

Date of conclusion and expiration

Object of the contract (including the quantity of assets)

Currency

Interest rate

Balance of outstanding instalments as of 31.12.202X

Balance of outstanding interest as of 31.12.202X

Total amount of instalments for the period 01.01-31.12.202X

Total amount of interest for the period 01.01-31.12.202X

Conditions for terminating the contract

Guarantees

Other restrictions and conditions

Affirmation that on the date of signing this confirmation letter there are no known breaches of the agreements nor other circumstances that could result in termination of the contracts in Your part and/or premature repayments of sums granted.

1. Loans, overdrafts and guarantees:

Number of contract

Balance as of 31.12.202X

Amount (limit) and currency

Maturity date

Interest rate

Accrued interest as of 31.12.202X

Accrued overdue charges as of 31.12.202X

Significant covenants

1. Derivative instruments and other financial agreements effective during the Period and during the period from 01.01.202X to the date of this confirmation letter:

Number of contract

Date of the concluding contract

Maturity date

Amount and currency

Limits and balances as of 31.12.202X

Description and conditions of the instrument

Users

Commissions, outstanding balance of commissions as of 31.12.202X and their deadlines

Guarantees

Other conditions

Affirmation that on the date of signing this confirmation letter there are no known breaches of the agreements nor other circumstances that could result in termination of the contracts in Your part and/or premature repayments of sums granted.

1. Credit cards:

Balance as of 31.12.202X

Limits

Users

1. Other agreements such as promissory notes, collaterals, etc., which have been effective during the Period or a confirmation that there have not been such agreements effective during the Period.
2. List of persons, who have had the right to use bank accounts during the Period, showing whether these persons had the right to use the accounts only individually or together with other persons.
3. Other contracts or relationships.

Please send the Confirmation directly to our auditor by *dd/mm/202X.*

Yours truly,

*[Name]  
[Position]*