*(Luogo, data)* Messrs.

*(destinatario)*

*(indirizzo)*

*Reference: [inserire nome cliente e codice engagement - es. ABC S.p.A. (engagement code XXXXXXXX)]*

Balances as at

Dear Sirs,

Our auditors are making their annual examination of our financial statements.

For this purpose we ask you to complete and sign the attached questionnaire (adding the following reference: [*inserire nome cliente e codice engagement - es. ABC S.p.A. - engagement code XXXXXXXX*)] and forward it to our auditors:

EY S.p.A.

*(indirizzo dell'ufficio di destinazione)*

Italy

Your prompt attention to this request will be appreciated.

Best Regards.

*(Nome della Società)*

*Questionario da allegare:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IN ACCORDANCE WITH INSTRUCTIONS RECEIVED FROM:  ---------------------------------- | | | | WE ARE PROVIDING YOU HEREUNDER DETAILS AS REQUESTED OF THE OPERATIONS IN PROCESS WITH OURSELVES AT:………………………… | | | | | | |  | | | | |
| 1) CURRENT DEPOSIT AND LOAN ACCOUNTS IN THE NAME OF THE COMPANY | | | | | | | | | | 5) BILLS OF EXCHANGE NOT YET MATURED | | | |  | |
| Description | Currency | Account | interest | | Rate | Account | + due to Co. | | Interest due but not yet credit |  | | Currency | Amount | | Observations |
|  |  | Number | Debit | | Credit | balance | - due to the bank | | (+) debited  (-) to account | Bills of exchange not yet matured - held for collection | |  |  | |  |
| Current acc.s  Loans and advances  Letter of credit  Advances against bills of exchange |  |  |  | |  |  |  | |  | Bill of exchange not yet matured - credited to current account  Bills of exchange not yet matured- discounted and credited to current account  Acceptances | |  |  | |  |
| 2) SECURITIES OF THE COMPANY HELD IN CUSTODY BY THE BANK | | | | | | | | 6) OTHER DIRECT OR INDIRECT ASSETS AND LIABILITIES OF THE COMPANY | | | | | | | |
| 3) GUARANTEES GIVEN BY THE COMPANY IN FAVOUR OF THE BANK OR IN FAVOUR OF THIRD PARTIES | | | | | | | | 7) NAMES OF PERSON HAVING POWER TO OPERATE ON BANK ACCOUNTS AND ENDORSE DEPOSIT, TOGETHER WITH RESPECTIVE LIMITS (IF ANY) | | | | | | | |
| 4) GUARANTEES GIVEN BY THE BANK ON BEHALF OF THE COMPANY | | | | | | | | WITH THE EXCEPTION OF ABOVE, AND TO THE BEST OF OUR KNOWLEDGE, THE COMPANY DID NOT HAVE ANY DEBIT OR CREDIT BALANCES AND NO OPERATIONS IN PROCESS WITH OURSELVES AT ………………………  SIGNATURE | | | | | | | |