

All information is required unless otherwise stated.

Date

1. Account Information

Company name

Business registration number

2. Account(s) to be confirmed

All accounts (including banking facilities if any)

Specific account(s):

Account 1

Account 2

Account 3

Account 4

3. Financial Year End

Date 1

Date 2

4. Send Audit Confirmation Reply to

*Auditor/Company name

Auditor Email Address

Auditor Mailing Address

Attention to (optional)

Reference (optional)

5. Authorisation and Charges

I/we hereby authorise RHB Bank Berhad to release any information relating to our account(s) with RHB Bank Berhad to our auditor (stated above *) as requested by them for audit confirmation purposes and to deduct charges plus GST where applicable from my/our account (stated below **).

Delivery method and fees:

By Email - SGD35 or equivalent per financial year

By Post - SGD50 or equivalent per financial year

Payment Method (to deduct fees)

RHB Account number**

By Cheque

Important note:

Please ensure this form is signed by the authorised signatories in accordance with the account mandate.

Set up Standing Instruction. This shall remain in force until canceled by us in writing.

Standing Instruction already in force. (No signature is required when this option is selected)

One-time request.

Authorised Signatory

Signature

Name

Date

Authorised Signatory

Signature

Name

Date

Complete and return this form to us at:

ASC.YCK@rhbgroup.com or RHB Bank Berhad, Account Services Centre, 90 Cecil Street, Singapore 069531



Submission Checklist for Audit Confirmation Request Form

Checklist

- ✓ Do you have a current account with RHB Singapore to deduct the Audit Confirmation fee?
If **Yes**: Please ensure your RHB current account has sufficient funds.
If **No**: Please submit a Cashier's Order or cheque made payable to "**RHB Bank Berhad**" together with this request form.
- ✓ Please provide your Company Name and Account Number(s) as per the Bank's record.
- ✓ Please ensure this request form is signed by the authorized signatories in accordance with the account mandate and signatories provided match with the Bank's record.

Frequently Asked Questions on Audit Confirmation Request

1. Where can I find a copy of the Audit Confirmation Request Form?

You can download the request form from our RHB Singapore website:
[RHB Singapore | Business Application Forms \(rhbgroup.com.sg\)](http://rhbgroup.com.sg)

2. Where should I send the Audit Confirmation Request Form?

There are 2 options:

- **By Email:** ASC.YCK@rhbgroup.com (preferred)
- **By Mail:** RHB Bank Berhad
Account Services Centre
90 Cecil Street
Level 3
Singapore 069531

3. When can I receive the Audit Confirmation report?

- **Email request:** 2 business days
- **Mail-in request:** 7 business days

4. What are the payment methods available for the Audit Confirmation fee?

- **By Current Account** (preferred)
- **By Cashier's Order/Cheque**

Note: The Audit Confirmation fee will be debited from the RHB Singapore current account indicated on the request form. However, if the account number is not indicated on the form or if the account indicated has insufficient balance, the Bank will deduct the fee from any of your current account with sufficient balance.

5. Do I need to submit other supporting documents if I use this standard Audit Confirmation Request Form?

Letter of Authorization or other supporting documents are not required if this standard Audit Confirmation Request Form is submitted to the Bank.