



MACQUARIE  
BANK

# Bank confirmation – audit request (general)

Macquarie Bank Limited ABN 46 008 583 542 AFSL and Australian Credit Licence no. 237502

## INSTRUCTIONS

- Auditor**
- (a) Complete all known details in shaded areas before forwarding to the bank.
  - (b) If the space provided on the form is inadequate please attach a statement giving the full details as required by the headings on the form.
  - (c) As of June 30 2016 Macquarie will no longer send correspondence via post. This will be securely emailed. Please ensure you provide an email address in the relevant section.
  - (d) It will be the responsibility of the requesting auditor to send the audit correspondence to the customer.
- Bank**
- (a) Ensure that the details supplied are as at the confirmation date shown below.
  - (b) Complete unshaded areas, by listing information as called for under the relevant heading, from detail contained in the bank's records.
  - (c) Confirm details in the shaded areas as to correctness, and mark any variation in red on all copies. Also insert, in red, any information that may have been omitted by the customer/auditor.

**TO:** **Macquarie Bank Limited**  
Attention: Client Services  
GPO Box 4294, SYDNEY NSW 1164  
Email: business@macquarie.com

**FROM:** **Customer details**

Customer name:

Customer address:

Suburb/town:  State:  Postcode:

Telephone:  Mobile:

Email:

**Customer's authorised signature**

Date (DDMMYYYY):

**AUDITOR:**

Auditor name:

Auditor address:

Suburb/town:  State:  Postcode:

Telephone:  Mobile:

Email:

**Confirmation date:**

**Third Party Authority is attached**  Yes  No

Confirmation date: 

1

## Credit account balances

Give details of all account balances in favour of the bank customer as at .

Include details of any current accounts, interest bearing deposits, foreign currency accounts, convertible certificate of deposit, money market deposits, etc if not listed below.

Account name	Account number	Balance DR/CR	Currency	Interest rate

2

## Debit account balances

Give details of all account balances in favour of the bank customer as at .

by the bank customer in respect of overdraft accounts, bank loans, term loans etc and also repayment terms.

Account name	Account number	Balance and currency	Overdraft limit	Interest rate	Repayment Terms eg monthly, quarterly etc.

3

## Promissory notes/bills of exchange held for collection on behalf of the customer

Maker/Acceptor	Amount	Due Date

Confirmation date:

**4**

**Customer's other liabilities to the bank**

List liabilities owed, including:

- (a) Bills discounted with recourse, endorsed drafts/notes, forward exchange contracts, letters of credit, liability in respect of shipping documents where customer's account not yet debited.
- (b) Include date, name of beneficiary, amount and brief description of any guarantees, bonds or indemnities undertaken by the bank on behalf of the customer (with recourse) or given by the customer.
- (c) Other liabilities - give details.

Nature of liability	Amount	Currency	Due date

**5**

**Items held as security for customer's liabilities to the bank**

Indicate if securities relate to particular borrowing or liabilities to the bank and whether lodged in the customer's name. Also include details of any negative pledge arrangements.

If lodged by a third party, that party's authority to disclose details must be attached.

Description (include amount if applicable)

**6**

**Accounts opened/closed**

List details of any accounts opened or closed during the twelve months prior to confirmation date.

**Accounts opened:**

Account name	Account number

**Accounts closed:**

Account name	Account number

Confirmation date:

**7**

Sealed packets, locked boxes, security packets etc.

- Are sealed packets held on behalf of the customer?  Yes  No
- Are locked boxes held on behalf of the customer?  Yes  No
- Are security packets held on behalf of the customer?  Yes  No

**8**

Unlisted limits/facilities

Please confirm details of all available unused limits/facilities at confirmation date.

Types of facility	Amount of facility	Amount of facility unused	Conditions of facility use

**9**

Other confirmation

Please confirm details relating to any financial relationships not dealt with under any of the above headings.

Provide any other details below.

This certificate has been completed from records at our  Branch only.

The Bank and its staff are unable to warrant the correctness of that information and accordingly hereby disclaim all liability in respect of the same. The information contained herein is confidential and provided for private use in confirmation of our customer accounts for audit purposes only. It may not be used for any other purpose or by any other persons. In particular this is not a credit reference.

Authorising Officer's Signature	Name	Telephone	Bank stamp
	Title	Date completed and returned	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	