



Bank Reports for Audit Purposes

October 2016

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Table of Contents

Section

1. Introduction

2. Northern Ireland and Great Britain

Appendix

1. Introduction

Technical Release 09/2016 (TR 09/2016) is intended to provide information for members carrying out audits of companies with bank accounts in the Republic of Ireland.

TR 09/2016 applies to banks in the Republic of Ireland that are members of the Banking and Payment Federation Ireland (BPFI).

More details are available on the website of the Banking & Payments Federation Ireland [here](#).

<http://www.bpfi.ie/customer-assist/business-customers/bank-report-for-audit-purposes/>

The Banking and Payments Federation Ireland have issued the following instructions:

“Please note that from 1 January 2013, the standard form of request to be sent by auditors to banks for bank letters purposes has to be in the format agreed between BPFI and the auditor bodies and that from 1 December 2012 no forms will be processed unless an account number and National Sort Code (NSC) is provided on the forms.”

2. Northern Ireland and Great Britain

Guidance for auditors of entities that use banks in Northern Ireland and Great Britain is contained in Practice Note 16 (Revised February 2011) available on the Financial Reporting Council (FRC) website [here](#).

<https://www.frc.org.uk/Our-Work/Codes-Standards/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Practice-notes.aspx>

Appendix

This form has been approved by Banking & Payments Federation Ireland and The Consultative Committee of Accountancy Bodies - Ireland (CCAB-I). A Word version can be accessed the Banking & Payments Federation Ireland website:

<http://www.bpfi.ie/customer-assist/business-customers/bank-report-for-audit-purposes/>

STANDARD FORM OF REQUEST

Name _____ (Auditor)

Address _____ Date _____

_____ Our Ref _____

Customer/Client Name _____

Address _____

Account number/Holding branch _____

I/ We have read this document and I/We authorise you to provide the information requested herein in respect of the accounts of the above-name customer and also to disclose the number of joint accounts, if any, to which the above-named customer is party.

Please send this information to our auditor(s),

Yours faithfully

Authorised Signature(s)

Dear Sir

We report that at the close of business on / /__ the records of this branch showed:-

1. **Bank Accounts**

Description of a/cs (including deposit a/cs)	S/SX Note A	Date of last letter outlining terms/conditions of borrowing	Balance	Dr./Cr.	Amounts accrued but not posted at above date (Note B)	
					Estimated Interest Dr/Cr	Estim. Current Account Fees & other charges

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Note A: Where a specific letter of set-off for principal exists affecting any of the above accounts, please indicate this by adding 'S' to the account title. If the set-off refers to accounts other than those being reported on use 'SX'. (Other set-off may arise either at law or on foot of a bank security document).

Note B: The provision of this information may entail work and cost. If the information is not essential this request should be deleted.

2. FULL TITLES AND DATES OF CLOSURE OF ALL ACCOUNTS CLOSED DURING PERIOD:

3. CUSTOMER'S ASSETS

Nature of security held directly from customer (e.g. Deeds, Stocks, Shares etc.). **Amount only** of any guarantees held for the benefit of the customer.

4. CONTINGENT LIABILITIES

All known contingent liabilities

	Dates(s)	Amount
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(a) Total of Bills discounted for your customer, with recourse		
(b) Amounts and dates of each Guarantee, (excluding Acceptances) Bond or Indemnity given to you by the customer.		
(c.) Amounts and dates of each Guarantee, (excluding Acceptances) Bond or Indemnity given by you on behalf of your customer.		
(d) Total of Bills drawn on and accepted by Bank on behalf of customers (excluding (f) hereunder)		
(e) Total Forward Foreign Contracts		
(f) Total of Outstanding Liabilities under Documentary Credits		
(g) Others – Please give details		

The information available at branch contained herein is given in confidence for you use only, in your capacity as Auditor(s) and without responsibility on the part of the Bank or any of its officials.

Note: No information can or will be given which would disclose confidential information regarding other customers.

Signed.....Manager Date