

Date

The Manager  
National Development Bank PLC  
[Branch Address]

Dear Sir

**CONFIRMATION OF BALANCES**

Name of Account  
Account No  
Identity Card No

1. Please be good enough to issue a balance confirmation as at [ Date ] of my above accounts/s addressed to the following institution ( Institution) for the purpose of

[ name and address of the institution]

2. I/we hereby undertake that that in the event that National Development Bank PLC (NDB) issuing a letter as so requested I/we

- i) will not obtain any banking facilities against the said monies.
- ii) hereby irrevocably authorize the bank to hold the balance of Rs [ ] as at [ ] which is available in the said account for upto three (03) months from the date of the bank issuing such confirmation letter.

3. However in the event that we do obtain banking facilities from the Bank or any other third party against the aforesaid monies, I/we hereby irrevocably authorise the Bank to inform the said Institution of same.

4. In addition I /we hereby irrevocably authorize the Bank to inform the said Institution of any change to the status of the said balances, including details of any withdrawals, and settlement of such amounts upto a period of three(03) months from the date of issue of such letter by the Bank.

5. I understand that the Bank reserves the right to amend such figures in the event there is an error at the time of generating such information.

Thanking You  
Yours faithfully

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