

# Management Representation Letter

Date: [Insert Date]

To

The Statutory Auditors,

[Auditor Firm Name]

[Firm Address]

**Subject: Management Representation Letter for the Year Ended [Insert Date]**

Dear Sir/Madam,

This letter is provided in connection with your audit of the financial statements of [Company Name] ("the Company") for the year ended [Insert Date], for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the Company in accordance with the applicable financial reporting framework.

We acknowledge our responsibility for the fair presentation of the financial statements in accordance with [Applicable Accounting Standards]. We hereby make the following representations:

1. All accounting records and related information, including minutes of meetings, contracts, and correspondence, have been made available to you for the purpose of your audit.
2. All transactions undertaken by the Company have been properly reflected in the accounting records and financial statements.
3. Appropriate internal control systems have been designed and implemented to prevent and detect errors and fraud relevant to the preparation of financial statements.
4. All legal and regulatory compliances related to the industry (including, but not limited to, [Industry Specific Laws, e.g., Environmental, Safety, Regulatory Authority Compliance]) have been duly complied with and no non-compliance has occurred during the reporting period.
5. There are no pending or threatened litigations or claims that require adjustment or disclosure in the financial statements other than those disclosed or provided for.
6. All related party transactions, contingent liabilities, and capital commitments as at [Insert Date] have been appropriately disclosed in the financial statements.
7. There have been no events after the balance sheet date that require adjustment to the financial statements or a separate disclosure, other than those already disclosed.
8. All inventories have been verified and valued in accordance with the industry-specific norms and applicable accounting policies.
9. No funds of the company have been advanced or loaned or invested, whether temporarily or otherwise, in any persons or entities covered under Section [Relevant Section] of the Companies Act, except as disclosed in the financial statements.
10. We confirm that the financial statements are free from material misstatements, including omissions, whether due to fraud or error.

We confirm that the above representations are true and correct to the best of our knowledge and belief, and we acknowledge our responsibility for their accuracy and completeness.

For [Company Name]

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[Name, Designation]

[Date]

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[Name, Designation]

[Date]

### **Important Notes**

- This letter should be tailored as per the specific industry and statutory requirements applicable to the company.
- Management representations are essential for auditors to obtain audit evidence and support opinions on financial statements.
- Any misrepresentation in this document may have legal and regulatory repercussions for the management.
- It is advisable to have the letter reviewed by legal and audit advisors before execution.
- The contents must be updated each year to reflect current facts, laws, and company circumstances.