

# Short Form Management Representation Letter

Date: 30 April 2024

To: The Statutory Auditors,  
[Auditor Firm Name]  
[Address]

Dear Sirs,

This representation letter is provided in connection with your audit of the financial statements of **[Company Name]** for the year ended 31 March 2024 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the financial position and results of operations of the Company.

We, the undersigned, hereby confirm the following representations:

- The financial statements are prepared in accordance with the applicable financial reporting framework and accounting policies consistently applied.
- All the records and related information, including minutes of meetings and other relevant documentation, have been made available to you for the purpose of your audit.
- All transactions undertaken by the Company have been properly recorded and reflected in the accounting records and financial statements.
- There are no material unrecorded transactions, liabilities or contingent liabilities that require disclosure, except as disclosed in the financial statements.
- All legal and regulatory requirements that may impact the financial statements have been complied with to the best of our knowledge.
- There are no events subsequent to the balance sheet date that require adjustments or disclosure in the financial statements, except as disclosed.

For and on behalf of **[Company Name]**

---

Name & Designation  
(Managing Director)

---

Name & Designation  
(Chief Financial Officer)

Place: [City]

Date: 30 April 2024

## Important Notes:

- This is a standard requirement for statutory audits and forms part of audit documentation.
- The representations herein must be true and accurate to the best knowledge of management.
- Providing false or misleading representations can have legal and regulatory repercussions.
- The letter must be duly signed by authorized personnel like Managing Director and CFO/CEO.
- Review the representations thoroughly before signing to ensure completeness and correctness.