

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

To,  
The Board of Directors  
[Company Name]  
[Company Address]

## **Subject: Representation Letter on Related Party Transactions**

Dear Sirs,

We, the undersigned, in our capacity as the [designation(s)] of [Company Name] ("the Company"), hereby provide the following representation in connection with the financial statements for the year ended [Financial Year/Date]:

- a. We confirm that all related party relationships and transactions, as defined by applicable accounting standards and regulations, have been appropriately identified and disclosed in the Company's books of accounts and financial statements.
- b. We affirm that all related party transactions entered into by the Company during the year have been conducted at arm's length and are in compliance with relevant laws, rules, and regulations.
- c. We further confirm that no other transactions with related parties exist except those disclosed to the auditors and as detailed in the Company's financial statements.
- d. We have made available to you the details of all contracts, arrangements, understandings, and transactions with related parties (including directors, key managerial personnel, and their relatives) for your verification.
- e. We undertake to inform the Board/Auditors promptly about any new related party transactions entered into after the balance sheet date up to the date of this letter.

Kindly acknowledge and take this representation on record.

Yours faithfully,

For [Company Name]

\_\_\_\_\_  
Name:  
Designation:

\_\_\_\_\_  
Name:  
Designation:

### **Important Notes:**

- This letter should be signed by authorized directors/key managerial personnel.
- Ensure all related party transactions are fully disclosed and documented as per applicable laws.
- Non-disclosure or misrepresentation may attract regulatory penalties and impact auditor's opinion.

- Update this representation if any new related party transaction arises after the date of this letter.
- Retain a signed copy for company records and provide a copy to the statutory auditors.