

Date: June 30, 2024

To  
The Board of Directors  
XYZ Corporation Ltd.  
123 Business Road,  
City Name, Country

## Annual Financial Statement Representation Letter

Dear Sirs/Madams,

We are providing this letter in connection with the annual financial statements of XYZ Corporation Ltd. for the year ended March 31, 2024. We acknowledge our responsibility for the preparation and fair presentation of the financial statements in accordance with the applicable accounting standards and regulatory requirements.

### Representations

We confirm, to the best of our knowledge and belief, the following representations:

- The financial statements are free of material misstatements, including omissions.
- All accounting records and related information have been made available to you.
- All transactions undertaken by the company have been properly reflected in the accounting records and financial statements.
- There are no unrecorded liabilities or contingent liabilities other than those disclosed.
- No events have occurred subsequent to the balance sheet date that require disclosure or adjustment, other than as disclosed in the financial statements.
- All minutes of meetings of shareholders, directors, and committees have been made available to you.

### Other Disclosures

We confirm that:

- There have been no frauds or suspected frauds involving management or employees with significant roles in internal control.
- All contractual arrangements have been appropriately recorded and disclosed in the financial statements.
- The company has complied with all aspects of contractual agreements that could have a material effect on the financial statements.

Yours faithfully,

For XYZ Corporation Ltd.

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Name: John Doe  
Title: Chief Financial Officer  
Date: June 30, 2024

### **Important Notes:**

- Representation letters are typically addressed to the auditors and the board of directors.
- This document confirms management's responsibility for the integrity of the financial statements.
- It provides written assurance regarding completeness and accuracy of disclosures.
- Must be reviewed thoroughly before signing as it holds legal and professional accountability.
- Supporting documentation should be maintained for all statements made in the letter.