

Audit Request Support Guide

Lloyds Bank plc / Bank of Scotland plc / Lloyds Bank Corporate Markets plc¹



Team Contacts

Via Post:
Lloyds Bank plc
Audit Team
PO Box 1000
Edinburgh
BX2 1LB

Via Post:
Bank of Scotland plc
Audit Team
PO Box 1000
Edinburgh
BX2 1LB

Via Post:
**Lloyds Bank Corporate
Markets plc**
Audit Team
PO Box 1000
Edinburgh
BX2 1LB

Via Online Portal:
www.confirmation.com

What Is Required

- All Audit requests should come from the Auditor on the Auditors' company headed paper unless an overseas request which must be on client headed paper
- To ensure that the Bank has sufficient time to compile the required information, Auditors are reminded to send the request to reach the Bank **one month** in advance of the financial period end date
- Please be aware there is a 20 working day SLA for all audit requests with the SLA beginning 20 working days after the financial year end period or date of receipt
- A separate Audit request is required to be addressed to each Banking Legal Entity (e.g. Lloyds Bank plc, Bank of Scotland plc, Lloyds Bank Corporate Markets plc) as per the Team Contacts detailed on this guide
- The request should provide the customer's main sort code and account number for each legal entity and a facility account number for trade finance and/or derivative and commodity trading information (if required)
- The names on the request must match the names on the account
- All requests should include one of the following disclaimers:
 - "This request and your response will not create any contractual or any other duty with us." (If the request has come from the Auditor)
 - "Where your response to this request is provided to a third party, neither your response nor the request will create any contractual relationship or any duty with the third party." (If an overseas request has come directly from the customer)
- A Letter of Authority is required to be in place before information can be disclosed to an Auditor. If a customer is multi-banked, a separate Letter of Authority is required for each Banking Legal Entity (Lloyds Bank plc / Bank of Scotland plc / Lloyds Bank Corporate Markets plc), and must be signed in accordance to mandate Resolution 5(e) or Board Resolution, the authority should list **all** of the customer entities that it covers
 - An authority will remain in place until cancelled in writing by the customer, a new letter of authority will only be required in future where there has been a change to the Auditor
- **Audit Letters Services** - Details of balances and other information provided, with your authority, to your accountant - £25.00 per hour

¹Lloyds Bank Corporate Markets plc is the business name for Lloyds Banking Group's new non-ring-fenced bank. Lloyds Bank Corporate Markets plc was authorised with restrictions on 25 July 2017, and is now included on the Financial Services Register (Reference number: 763256). Until the restrictions are removed by the Prudential Regulation Authority (PRA), Lloyds Bank Corporate Markets plc is limited in its ability to undertake or have migrated to it any regulated financial services activities.