



**REQUEST FORM FOR BANK REFERENCE LETTER**

We, \_\_\_\_\_, request the Bank to provide a reference letter in the Bank's prescribed format overleaf, to be addressed to:-

<i>Full Name of the Recipient (the "Recipient")</i>
<i>Address of the Recipient (if available)</i>

Please include the following information in the letter *(please tick accordingly)*:-

- We have been a customer of the Bank since *[date to be filled up by the Bank based on its records]*.
  
- The credit balance(s), as of \_\_\_\_\_ *(please insert date)*, of the following account(s)/deposits(s) maintained with the Bank:-
  - All our Current Accounts and Time Deposits
  - Current Account No.(s) \_\_\_\_\_
  - Time Deposit Transaction No.(s) \_\_\_\_\_
  
- The aggregate amount of credit facilities, as of \_\_\_\_\_ *(please insert date)*:-
  - granted to us;
  - utilised by us.
  
- That as of \_\_\_\_\_ *(please insert date)*, our relationship with the Bank has been satisfactorily conducted.

We hereby consent to the Bank's disclosure to the Recipient, of the information set out in the letter (or any part thereof), without the need to obtain a confidentiality undertaking from the Recipient. We further agree that the Bank assumes no responsibility, liabilities or obligations to us or any other party in respect of such use, and/or further disclosure of any part of such information by the Recipient.

In consideration of the Bank, at our request, agreeing to provide the letter to the Recipient, we hereby irrevocably agree and undertake to indemnify the Bank from and against all claims, demands, proceedings, damages, losses and expenses including legal costs on a full indemnity basis and all other liabilities of whatsoever nature or description incurred or suffered by the Bank in connection with or arising out of the Bank's agreement to provide the said letter.

\_\_\_\_\_  
Signature(s) of Client (or its authorised signatory(ies))  
Name(s):  
Designation(s):  
Date:



**PRESCRIBED FORMAT OF BANK REFERENCE LETTER**

[On the Letterhead of the Bank]

[Date]

**[FULL NAME OF THE RECIPIENT]**

[Address of the Recipient, if available]

**PRIVATE AND CONFIDENTIAL**

Dear Sir/Madam,

**BANK REFERENCE LETTER FOR [NAME OF CLIENT] ("CLIENT")**

1. At the request of our Client, we are pleased to advise that:-  
  
[insert requested information]
2. The above reference is given in strict confidence and without responsibility on the part of the Bank or any of its officers, whether in tort, contract or otherwise howsoever arising.
3. We and/or our officers shall not be responsible for any losses, claims, liabilities or damages suffered by you in any manner whatsoever on account of any decision in reliance of or taken on the basis of any information contained herein or on account of any matter or consequence howsoever arising in connection with the information provided herein. You should satisfy yourself as to the accuracy and completeness of all information contained herein and we and/or our officers shall not be responsible or liable for any errors or omissions howsoever caused.
4. This letter shall not be construed as a commitment, representation, warranty, confirmation, undertaking, guarantee or inducement to you or to any party to enter into any contract with the Client or for any other purposes.
5. In issuing this letter, we do not assume any obligation to notify or inform you or any other person of any developments subsequent to the date of this letter herein that might render the contents of this letter untrue or inaccurate in whole or in part at such later time.
6. This letter is not to be transmitted to any other person nor is it to be relied upon by you (save for purpose of information only) or by any other person or for any other purpose or quoted or referred to in any public document or filed with any governmental or other authorities without our prior written consent.

Yours faithfully,

---

Name :  
Title :  
for and on behalf of  
**MIZUHO BANK, LTD., SINGAPORE BRANCH**