March 1, 202X

This is an example of a request from an audited company for cooperation in Web confirmation to a confirming entity. Edit mainly the yellow highlight.

\* Please delete this text box before use.

Attn: Mr./Ms. [name of a contact person]

[company name of confirmed respondent]

[company address of confirmed respondent]

# Subject: Request for Electronic Confirmation

Dear Mr./Ms. [name of contact person],

We hope this message finds you well. We are writing to inform you about the digitization of our company's financial statements audit conducted by [audit firm name]. As part of this initiative, we are adopting Balance Gateway provided by Audit Confirmation Center GK for confirmation procedures. Please refer to the last page of this letter for more information about Balance Gateway and Audit Confirmation Center GK.

We kindly request that you utilize Balance Gateway to respond your account balance and related information. By using Balance Gateway, you can conveniently respond from your remote office if you have an internet connection. Moreover, eliminating the need for postal mail enables us to expedite the process.

Therefore, we would appreciate it if you could email or mail the information indicated in the attached sheet to the designated contact person at our company, [Contact], before requesting for confirmation. Our auditor will send the request for confirmation to your Balance Gateway users through Balance Gateway, as per our usual practice. Should you have any inquiries, please don't hesitate to reach out to the designated contact person.

We sincerely appreciate your cooperation and understanding in this matter.

Best regards,

[Contact]

[name of person in charge]

[company name of audited company]

[address of audited company]

Phone: [phone number]

Email: [email address]

* (Attachment) Balance Gateway Users
* About Balance Gateway and Audit Confirmation Center GK

## (Attachment) Balance Gateway Users

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name | First Name | Department | Title | E-mail address | Role |
| (Example) |  |  |  |  |  |
| Yamada | Taro | Accounting | Chief Manager | taro.yamada@xxxxx.com | Manager |
| Sato | Hanako | Accounting |  | hanako.sato@xxxxx.com | General User |
|  |  |  |  |  | Manager |
|  |  |  |  |  | General User |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* At least one Manager is required, but General Users are optional.
* The "Department" and "Title" fields only need to be filled in by the Manager user. It is optional to fill in by General User. If there is no applicable department or job title, for example, "No department" or "No job title.".
* In the "Role" field, enter either "Manager" or "General User". The "Manager" has the authority to approve your response entered by your General User (the Manager can also enter the response).
* Based on the provisions of the Act on the Protection of Personal Information, the personal information you have entered shall be used only for the use of Balance Gateway provided by Audit Confirmation Center GK and shall not be used for any other purpose.

## About Balance Gateway and Audit Confirmation Center GK

Balance Gateway is a cloud-based service that allows for quick and efficient sending and replying to confirmation letters through web browser. It is operated by Audit Confirmation Center GK, a joint venture established by four major audit firms in Japan (KPMG Azusa, EY ShinNihon, Deloitte Tohmatsu, and PwC Japan).

### [About the operating company of Balance Gateway]

<https://www.auditconfirmation.co.jp/en/company.html>

### [Outline of Balance Gateway]

<https://www.auditconfirmation.co.jp/en/index.html>

### [How to Start Your Response through Balance Gateway]

When the Auditor requests your answer, an e-mail will be sent from Balance Gateway to the e-mail address of each of your users of the Manager and General Users listed in (Attachment).

* Sent mail address: noreply@balancegateway.jp
* Subject: Balance Gateway: Registration notice and request to confirm balance

In addition, the Manager user will receive an email informing them of the initial authorization code (6 digits) required to enter the response.

* Sent mail address: noreply@balancegateway.jp
* Subject: Balance Gateway: Registration notice and request to confirm balance (Initial Authentication Code)

### [How to operate Balance Gateway in detail]

Please refer to the Quick Reference Guide for Confirming Entity.

https://auditconfirmation.co.jp/answerer/manual/qrg\_confirm-en.pdf

Please see this page for instructional videos and more detailed Web manuals.

<https://auditconfirmation.co.jp/answerer.html>