

# Guide

## ZA-Liability

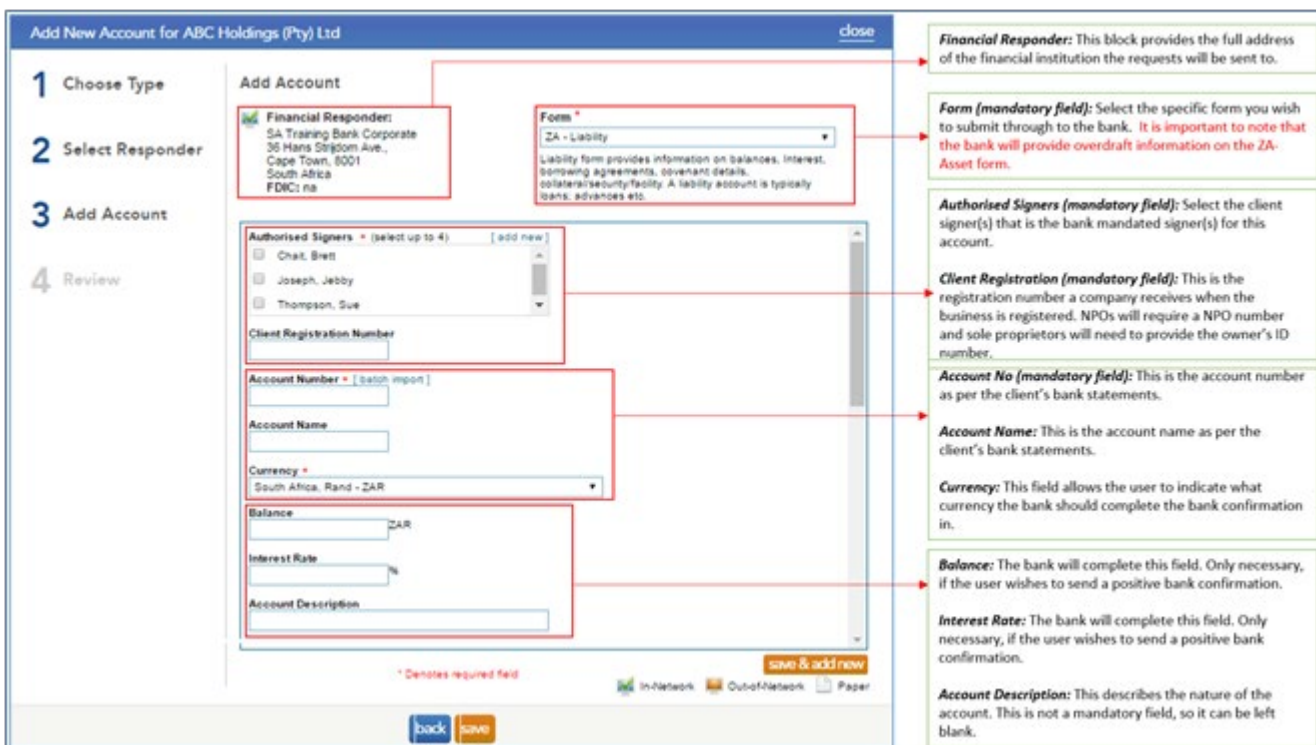
The ZA-Liability form provides information on balances, interest, covenant details and any collateral, securities or facilities that may be attached to an account for a specified year end date.

It is important to note that should an account have an attached overdraft facility, the bank will be able to provide this information, as well as the relevant overdrawn balance and interest owed, on the ZA-Asset form.

By referring to the bank instructions, users will be able to determine which type of accounts they can send for the ZA-Liability Form. Common examples of liability accounts are typical loans and advances.

### Auditor Setup of the ZA-Liability form

The following image provides a detailed description on what is required for the different fields.



The screenshot shows a web form titled "Add New Account for ABC Holdings (Pty) Ltd" with a "close" button in the top right. The form is divided into four steps: 1. Choose Type, 2. Select Responder, 3. Add Account, and 4. Review. The "Add Account" section contains several fields:

- Financial Responder:** SA Training Bank Corporate, 36 Hans Strijdom Ave., Cape Town, 8001, South Africa, FDIC: na
- Form:** ZA - Liability (with a dropdown arrow and a tooltip: "Liability form provides information on balances, interest, borrowing agreements, covenant details, collateral/security facility. A liability account is typically loans, advances etc.")
- Authorised Signers:** (select up to 4) [add new] with a list containing: Chat, Brett; Joseph, Jebby; Thompson, Sue
- Client Registration Number:** (empty field)
- Account Number:** [batch import] (empty field)
- Account Name:** (empty field)
- Currency:** South Africa, Rand - ZAR (dropdown menu)
- Balance:** (empty field) with "ZAR" as a suffix
- Interest Rate:** (empty field) with "%" as a suffix
- Account Description:** (empty text area)

Red boxes highlight these fields, and red arrows point from callout boxes on the right to each field. A legend at the bottom of the callouts explains each field:

- Financial Responder:** This block provides the full address of the financial institution the requests will be sent to.
- Form (mandatory field):** Select the specific form you wish to submit through to the bank. **It is important to note that the bank will provide overdraft information on the ZA-Asset form.**
- Authorised Signers (mandatory field):** Select the client signer(s) that is the bank mandated signer(s) for this account.
- Client Registration (mandatory field):** This is the registration number a company receives when the business is registered. NPOs will require a NPO number and sole proprietors will need to provide the owner's ID number.
- Account No (mandatory field):** This is the account number as per the client's bank statements.
- Account Name:** This is the account name as per the client's bank statements.
- Currency:** This field allows the user to indicate what currency the bank should complete the bank confirmation in.
- Balance:** The bank will complete this field. Only necessary, if the user wishes to send a positive bank confirmation.
- Interest Rate:** The bank will complete this field. Only necessary, if the user wishes to send a positive bank confirmation.
- Account Description:** This describes the nature of the account. This is not a mandatory field, so it can be left blank.

#### Confirmation support details:

Region  
 South Africa & Sub Saharan Africa  
 Asia Pacific  
 UK & Europe  
 USA & Global

Call  
 +27 10 494 1001 op 3  
 +61 402 035 542  
 +44 (0)203 757 6312  
 +1 866 325 7201

Email  
 confirmations@adaptit.com  
 info@apac.confirmation.com  
 uk.support@confirmation.com  
 customer.support@confirmation.com

## Completed ZA-Liability form

The below image describes what the ZA-Liability form will look like once the bank has completed the form. The image also highlights where the auditor needs to focus on to obtain the information they require to complete their audit.

Client's Account Information				
Account Name Personal loan	Account Number 453535	Type/Form FinancialZA - Liability		

Confirmation Request				
Status Completed	As of Date 30/06/2014 (dd/mm/yyyy)	Currency ZAR*	Request ID 7ra2g3l7x	Delivery Method In-Network
Balance: ZAR286000.00				
<u>Interest For the Period:</u>				
Beginning Date: 01/07/2013	End Date: 30/06/2014	Amount Owed: ZAR5746.24	Amount paid: ZAR4893.41	
Repayment Terms: (see attachment)				
Collateral Description:				
Details of agreements between the financial institution and the client, limiting the client's total borrowings: (see attachment)				
Details of other covenants restricting the client's ability to borrow or requiring it to adhere to certain prescribed balance sheet ratios:				
Details of total facilities and the date of review thereof: (see attachment)				

Attachments				
File Name	Date	Size	User Name	User Type
Facilities.xlsx	01/09/2015	7.49 KB	Clark Hamilton	Clerk
Interest Schedule.xlsx	01/09/2015	7.49 KB	Clark Hamilton	Clerk
Terms and Conditions.xlsx	01/09/2015	7.49 KB	Clark Hamilton	Clerk

\*ZAR - South Africa, Rand

**Account Name:** This is the account name as per what was provided by the auditor.

**Account Number:** This is the account number as per what was provided by the auditor.

**Type/Form:** This is the type of form that was sent through to the financial responder.

**Status:** This field indicates if the request was completed or denied by the financial responder.

**As of Date:** This is the year end date selected by the auditor

**Currency:** This is the currency that the auditor selected for the specific form

**Balance:** Balance provided by the bank as of the requested year end date

**Balance is in Overdraft:** Indicates if the bank account is in overdraft as of the requested year end date.

**Interest for the Period:** Bank provides the interest attached to the requested account over a specified period. Often the banks will provide a detailed interest schedule as an attachment.

**Questions specific to the form type:** These are the questions that the bank will respond to on the form. Often the bank will provide attachments as solutions to the questions.

**Attachments:** The bank has the option of attaching documentation to further assist the auditor.

## Banks that accept ZA-Liability forms

absa	Standard Bank	FNB	NEDBANK	Investec	Sanlam	sasfin bank	citi	BANK OF CHINA	HSBC	RMB
ABSA Corporate South Africa	Standard Bank South Africa	FNB Business & Commercial South Africa	Nedbank Capital South Africa	Investec Corporate & Institutional Banking South Africa	Sanlam Capital Markets South Africa	Sasfin Bank South Africa	Citi Bank South Africa	Bank of China Johannesburg Branch	HSBC South Africa	RMB Investment and Corporate Banking
ABSA Business South Africa			Nedbank Corporate South Africa	Investec Private Bank South Africa						
ABSA Private, Wealth & Retail South Africa		FNB Corporate							HSBC Mauritius	

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Asia Pacific  
UK & Europe  
USA & Global

#### Call

+27 10 494 1001 op 3  
+61 402 035 542  
+44 (0)203 757 6312  
+1 866 325 7201

#### Email

confirmations@adaptit.com  
info@apac.confirmation.com  
uk.support@confirmation.com  
customer.support@confirmation.com