

Guide

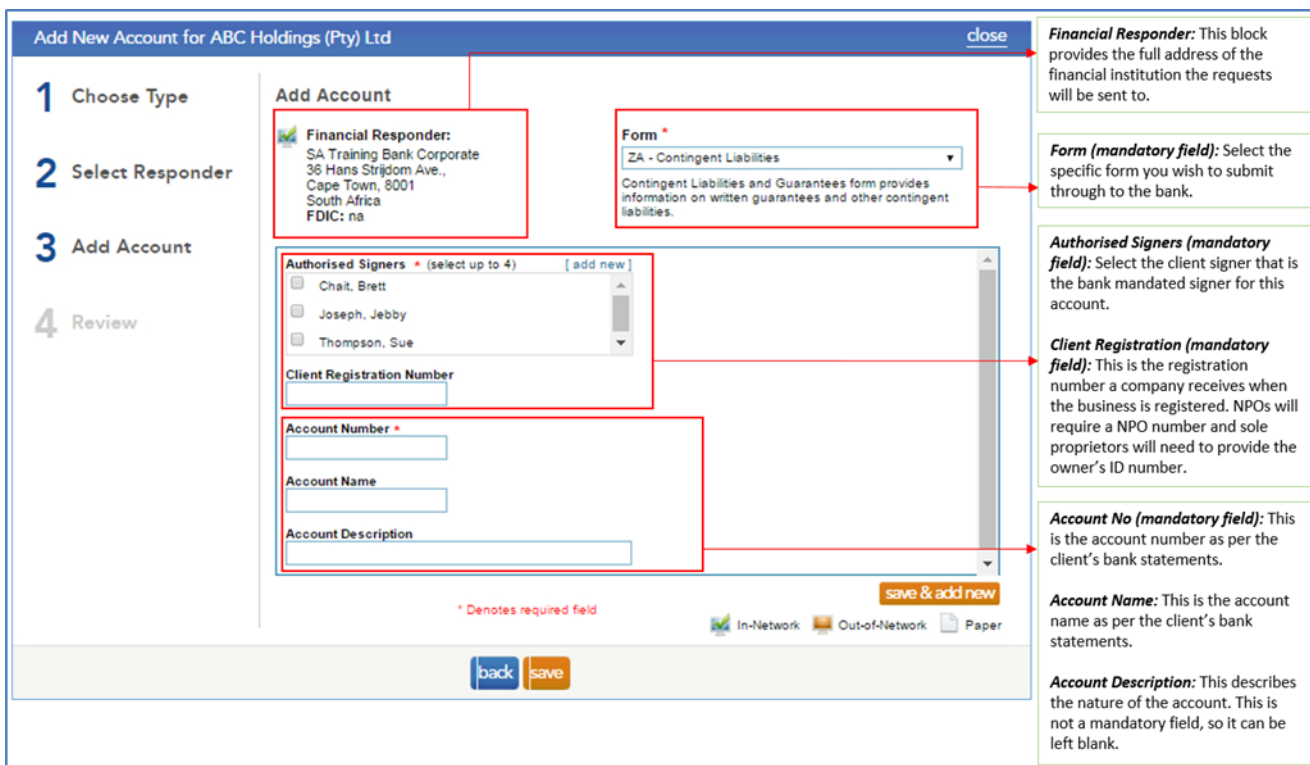
ZA-Contingent Liability & Guarantees

The ZA-Contingent Liabilities & Guarantees form provides information on written guarantees and other contingent liabilities.

By referring to the bank instructions, users will be able to determine what type of accounts they will need to send for the ZA-Contingent Liabilities & Guarantees Form.

Auditor Setup of the ZA-Contingent Liabilities & Guarantees 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:** A text area containing "SA Training Bank Corporate, 36 Hans Strijdom Ave., Cape Town, 8001, South Africa, FDIC: na".
- Form:** A dropdown menu currently showing "ZA - Contingent Liabilities". Below it is a note: "Contingent Liabilities and Guarantees form provides information on written guarantees and other contingent liabilities."
- Authorised Signers:** A list with checkboxes for "Chait, Brett", "Joseph, Jebby", and "Thompson, Sue". A note says "(select up to 4)" and there is an "[add new]" link.
- Client Registration Number:** A text input field.
- Account Number:** A text input field with an asterisk indicating it is required.
- Account Name:** A text input field.
- Account Description:** A text input field.

At the bottom of the form, there is a "save & add new" button, a "back" button, and a "save" button. A note at the bottom center says "* Denotes required field". There are also icons for "In-Network", "Out-of-Network", and "Paper".

Annotations on the right side of the screenshot explain the fields:

- 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.
- Authorised Signers (mandatory field):** Select the client signer that is the bank mandated signer 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.
- 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-Contingent Liabilities & Guarantees form

The below image describes what the ZA-Contingent Liabilities & Guarantees 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: Loan Account Number: 4243242343 Type/Form: FinancialZA - Contingent Liabilities					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.															
Confirmation Request Status: <input checked="" type="checkbox"/> Completed As of Date: 30/06/2014 (dd/mm/yyyy) Request ID: 7xa2g3f1f Delivery Method: In-Network					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.															
Other direct or contingent liabilities (not letter of credit / derivatives): (see attachment) Information related to written guarantees: (see attachment) List of Beneficiaries for written guarantees: Special Conditions for written guarantees: (see 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 <table border="1"> <thead> <tr> <th>File Name</th> <th>Date</th> <th>Size</th> <th>User Name</th> <th>User Type</th> </tr> </thead> <tbody> <tr> <td>Guarantees.xlsx</td> <td>01/09/2015</td> <td>7.49 KB</td> <td>Clark Hamilton</td> <td>Clerk</td> </tr> <tr> <td>Terms and Conditions.xlsx</td> <td>01/09/2015</td> <td>7.49 KB</td> <td>Clark Hamilton</td> <td>Clerk</td> </tr> </tbody> </table>					File Name	Date	Size	User Name	User Type	Guarantees.xlsx	01/09/2015	7.49 KB	Clark Hamilton	Clerk	Terms and Conditions.xlsx	01/09/2015	7.49 KB	Clark Hamilton	Clerk	Attachments: The bank has the option of attaching documentation to further assist the auditor.
File Name	Date	Size	User Name	User Type																
Guarantees.xlsx	01/09/2015	7.49 KB	Clark Hamilton	Clerk																
Terms and Conditions.xlsx	01/09/2015	7.49 KB	Clark Hamilton	Clerk																

Banks that accept ZA-Contingent Liabilities & Guarantees forms

									
ABSA Corporate South Africa	Standard Bank South Africa	FNB Business & Commercial South Africa	<u>Nedbank</u> Corporate South Africa	Investec Corporate & Institutional Banking South Africa	Sanlam Capital Markets South Africa	<u>Sasfin</u> Bank South Africa	Bank of China Johannesburg Branch	HSBC Bank South Africa	RMB Investment and Corporate Banking
ABSA Business South Africa									
ABSA Private, Wealth & Retail South Africa		FNB Corporate							

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