NB! Näidiste kasutamisel tuleb arvestada asjaoluga, et Audiitorkogu ei kanna vastutust näidiste kasutamisest tuleneda võivate kahjude osas.

[Nurksulgudes ja punases kirjas toodud info tuleb vastavalt tegelikele asjaoludele muuta korrektseks, kas asjakohaste andmete sisestamise või väljapakutud valikute puhul ühe asjakohase valiku tegemise kaudu. Seejärel tuleb kustutada nurksulud ning sisestatud/valitud teksti formaat viia vastavusse ülejäänud dokumendi vormistusega]

*[Kursiivis ja nurksulgudes osundatud tekst annab näidiste kasutajale vaid selgitusi ning tuleb kustutada]*

*(Entity Letterhead)*

**Representation Letter [AUDIT]**

*[The Auditor]*

*[Address]*

*[Date]*

This representation letter is provided in connection with your audit of the financial statements of [ABC Company] for the year ended [December 31, 20xx] for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects in accordance with [Estonian financial reporting standard / International Financial Reporting Standards].

To the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, we confirm that:

**Financial Statements**

* we have fulfilled our responsibilities, as set out in the terms of the audit engagement dated *[insert date]*, for the preparation of the financial statements in accordance with [Estonian financial reporting standard / International Financial Reporting Standards]; in particular the financial statements are fairly presented in accordance therewith;
* we acknowledge our responsibility for such internal control as we determine necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular we acknowledge our responsibility for the design, implementation and maintenance of our internal controls to prevent and detect fraud or error;
* the methods, the data, and the significant assumptions used in making accounting estimatesand their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of [Estonian financial reporting standard / International Financial Reporting Standards];
* related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of [Estonian financial reporting standard / International Financial Reporting Standards];
* all events subsequent to the date of the financial statements and for which [Estonian financial reporting standard / International Financial Reporting Standards] require adjustment or disclosure have been adjusted or disclosed;
* the effects of uncorrected misstatements, if any, are immaterial, both individually and in the aggregate, to the financial statements as a whole. If relevant, a list of the uncorrected misstatements is attached to the representation letter;
* we confirm, that no circumstances exist, that would require us to correct the prior year data;
* *[any other matters that the auditor may consider appropriate]*

***[Management report***

* *We have prepared the management report in accordance with applicable legal requirements. All material information required by law has been disclosed and legally required information has not been omitted from the management report.*
* *The financial statements and the management report are consistent with each other, and the management report is free from material misstatements.*
* *The information provided in the management report is true and in accordance with facts.]*

**Information provided**

* we have provided you with:
  + access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  + additional information that you have requested from us for the purpose of the audit; and;
  + unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
* all transactions have been recorded in the accounting records and are reflected in the financial statements;
* we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud;
* if we are aware of fraud or suspected fraud that affects the entity and involves:
  + the management;
  + employees who have a significant role in internal control; or
  + others, if the fraud could have a material effect on the financial statements;

we have disclosed to you all information in this respect. [We confirm that we do not have such information/provide an appropriate description.]

* we have disclosed to you all the information concerning allegations of fraud or suspected fraud, affecting the entity’s financial statements, communicated by employees, former employees, analysts, regulators or others; [We confirm that we do not have such information/provide an appropriate description.]
* if we are aware of instances of non-compliance or suspected non-compliance with laws and regulations, the effects of which should be considered when preparing the financial statements, we have disclosed them to you comprehensively. [We confirm that we are not aware of such instances/ provide an appropriate description.]
* in accordance with [Estonian financial reporting standard / International Financial Reporting Standards], we have disclosed to you and appropriately accounted for and disclosed in the financial statements all known actual or possible litigations and claims whose effects should be considered when preparing the financial statements;
* we have disclosed to you the identity of the entity’s related parties and all the related party relationships and transactions of which we are aware;
* We have disclosed to you all material non-monetary or free of charge transactions of the entity during the reporting period.
* *[any other matters that the auditor may consider necessary]*
* Going concern *[if appropriate]*

Despite the events *[add the events],* we confirm our ability to continue as a going concern. Our plans include the following:

*[xxx]*

We assess our plans can be effectively implemented.

*(Entity Letterhead)*

**Representation Letter [REVIEW]**

*[The Auditor]*

*[Address]*

*[Date]*

This representation letter is provided in connection with your review of the financial statements of [ABC Company] for the year ended [December 31, 20xx] for the purpose of expressing a conclusion whether anything has come to your attention that causes you to believe that the financial statements do not present fairly, in all material respects in accordance with [Estonian financial reporting standard /International Financial Reporting Standards].

To the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, we confirm that:

**Financial Statements**

* we have fulfilled our responsibilities, as set out in the terms of the audit engagement dated *[insert date]*, for the preparation of the financial statements in accordance with [Estonian financial reporting standard / International Financial Reporting Standards]; in particular the financial statements are fairly presented in accordance therewith;
* we acknowledge our responsibility for such internal control as we determine necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular we acknowledge our responsibility for the design, implementation and maintenance of our internal controls to prevent and detect fraud or error;
* the methods, the data, and the significant assumptions used in making accounting estimatesand their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of [Estonian financial reporting standard / International Financial Reporting Standards];
* related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of [Estonian financial reporting standard / International Financial Reporting Standards];
* all events subsequent to the date of the financial statements and for which [Estonian financial reporting standard / International Financial Reporting Standards] require adjustment or disclosure have been adjusted or disclosed;
* the effects of uncorrected misstatements, if any, are immaterial, both individually and in the aggregate, to the financial statements as a whole. If relevant, a list of the uncorrected misstatements is attached to the representation letter;
* we confirm, that no circumstances exist, that would require us to correct the prior year data;
* *[any other matters that the auditor may consider appropriate]*

**Information provided**

* we have provided you with:
  + access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  + additional information that you have requested from us for the purpose of the audit; and;
  + unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
* all transactions have been recorded in the accounting records and are reflected in the financial statements;
* we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud;
* if we are aware of fraud or suspected fraud that affects the entity and involves:
  + the management;
  + employees who have a significant role in internal control; or
  + others, if the fraud could have a material effect on the financial statements;

we have disclosed to you all information in this respect. [We confirm that we do not have such information/provide an appropriate description.]

* we have disclosed to you all the information concerning allegations of fraud or suspected fraud, affecting the entity’s financial statements, communicated by employees, former employees, analysts, regulators or others; [We confirm that we do not have such information/provide an appropriate description.]
* if we are aware of instances of non-compliance or suspected non-compliance with laws and regulations, the effects of which should be considered when preparing the financial statements, we have disclosed them to you comprehensively. [We confirm that we are not aware of such instances/ provide an appropriate description.]
* in accordance with [Estonian financial reporting standard / International Financial Reporting Standards], we have disclosed to you and appropriately accounted for and disclosed in the financial statements all known actual or possible litigations and claims whose effects should be considered when preparing the financial statements;
* we have disclosed to you the identity of the entity’s related parties and all the related party relationships and transactions of which we are aware;
* We have disclosed to you all material non-monetary or free of charge transactions of the entity during the reporting period.
* *[any other matters that the auditor may consider necessary]*
* Going concern *[if appropriate]*

Despite the events *[add the events],* we confirm our ability to continue as a going concern. Our plans include the following:

*[xxx]*

We assess our plans can be effectively implemented.