



# Butterfield

P.O. Box 705 | Grand Cayman KY1-1107, Cayman Islands  
Tel: (345) 949 7055 | Fax: (345) 949 7004

[www.butterfieldgroup.com](http://www.butterfieldgroup.com)

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## AUDIT CONFIRMATION PROCESS

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### Effective March 20, 2019

Please note the following guidelines for requesting Audit Confirmations from Butterfield Bank (Cayman) Ltd.

- Auditors must prepare the confirmation requests with:
  - a. Name of the entity to be confirmed
  - b. Full details of the underlying and account numbers, for example:

ABC Limited	
KYD Savings	02201123456
USD Call	8401234500000

**Note:** The Cayman Islands Institute of Professional Accountants (CIIPA) accepts this approach.

- The customer must sign the request in the same way detailed in the Bank Mandate. Note: If the account requires a single signature for transactions under a certain value, then Butterfield will accept one authorized signature on the request.
- The request must be sent by fax to:

Butterfield Bank (Cayman) Limited, Banking Operations (345) 949 7761  
Alternatively, they can be sent to fax number (345) 949 7004
- Butterfield will reject requests with insufficient or incorrect details and advise by email. A new request with full and correct details will be required.
- Butterfield will return completed requests within ten (10) business days after receipt.
- If the completed audit request must be returned to the auditors by fax, a fax number must be provided. Otherwise, the completed audit request will be mailed.