

Sample Accountant Letters Confirming Specified Information

CANADA

To: Sectigo Limited

VIA upload to Validation Manager

Re: Client Limited [Applicant]

As specifically agreed, I/we have performed the following procedures in connection with the above company's application for an Extended Validation (EV) Certificate, dated, 20.... with respect to the following specified information contained in the application

Specified Information:	Procedure: (Note 1: These are illustrative of the procedures that would be undertaken and are designed to meet the needs of the Certification Authorities issuing Extended Validation Certificates)	Results: (Note 2: If you are unavailable to perform any of the stated procedure, this should be noted in this column. Any exceptions should be noted in a separate paragraph below)
Legal Name - 123456 Ontario limited	Agree legal name to permanent audit file information (If audit has been completed)	Legal name on the application agrees with the information contained in our permanent file with respect to Client. (If there is no permanent file, state that this fact)
Doing business as - "Name"	Agree name to government data base of business names	The name "Name" is registered with the (name of database to which the name was agreed)
Physical location - "Address Information"	Visit the location at the address	Site visit completed at Address
Business Phone Number and/or email - 555 999 9999 email@domain.com	Phone the number provided and confirm that it is answered by the named organization	Phoned Business Number and noted that was answered with the Doing Business As name and confirmed the

		email. This would be provided by the receptionist
Bank Account – “Bank Name”, “Account Number”	Request a letter directly from “the Bank” confirming the existence of the account for the benefit of “the Client”	Received letter directly from “the Bank” confirming the existence of the account for the benefit of “the Client”
The corporate officers are "NAMED" (verified officer)	Agree Names to annual shareholders meeting minutes (Note - not required to personally know the officers)	Agreed Names listed as corporate officers on the application to minute books maintained by the Client
Name of application signer and approver	Obtain letter from verified Officer confirming the names of the application signer and approver	Obtained letter from the President confirming the names of the duly authorized names of the application signer and approver as they appear in the application

As a result of applying the above procedures, I/we found [no / the following] exceptions [list of exceptions]. However, these procedures do not constitute an audit of the company's application for an EV Certificate, and therefore I express no opinion on the application dated, 20.....

This letter is for use solely in connection with the application for an Extended Validation Certificate by [Client] dated, 20.....

City
(signed)