

[Date]

To: The Board of Directors / Audit Committee

[Company Name]

[Company Address]

Subject: Representation Letter - Key Management Personnel Related Party Transactions

Dear Sir/Madam,

In connection with the preparation of the financial statements of [Company Name] for the period ended [Date], I, the undersigned, in my capacity as Key Management Personnel (KMP), hereby confirm the following information to the best of my knowledge and belief:

1. Identification of Related Parties

I have disclosed below all persons and entities that are related to me, including:

- Close family members (spouse, domestic partner, children, and dependents).
- Entities controlled or significantly influenced by me or my close family members.

2. Transaction Details

During the reporting period from [Start Date] to [End Date], I confirm that:

- ☐ I (and my related parties) had no transactions with the Company.
- ☐ All transactions between the Company and me (or my related parties) are listed below:

Name of Related Party	Relationship	Nature of Transaction	Amount/Value	Outstanding Balance
[Example: John Doe]	[Example: Spouse]	[Example: Consulting Services]	[Amount]	[Amount]

3. Loans and Guarantees

I confirm that there are no outstanding loans, advances, or guarantees provided by the Company to me or my related parties, except as disclosed above.

4. Conflict of Interest

I am not aware of any conflicts of interest that have not been formally disclosed to the Board of Directors.

5. Accuracy

The information provided in this letter is complete and accurate. I undertake to notify the Company immediately of any changes to these details.

Sincerely,

(Signature)

Name: [Full Name]

Position: [Job Title]

Date: [Date of Signing]