

WW - Confirm Auditor

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Objective of this Procedure

This operational procedure (OP) demonstrates processes and procedures to confirm Auditor for balancing of Accounts Receivable activities for all legal entities. This OP provides instruction for users to perform recurring activities and reacting expected scenarios.

Scope

This operational procedure (OP) applies for Accounts Receivable activities of entities:

Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- AR BO: Accounts Receivable Back Office
- OP: Operating procedure
- CSR: Customer Assistant Representative

Process Flows

Confirm Balancing to Auditor

Scope

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References

Attachments

Process Flow version1.50 (shown in the process)

AR (India) : AR External Balance Confirmation		
Customer / Auditor	Customer / Customer's Auditor sends AR Balance to Solvay for confirmation  AR Balance Statement	Customer / Customer's Auditor receives AR Balance confirmation  AR Balance Statement - confirmed
RtR FO (Support)	(1) Customers Request for AR Balance Confirmation Receive AR Balance confirmation request emails (with Balance Statement as attachment) from Customers / Customers' Auditors and forward it to AR BO for confirmation	(3) Endorse Customers' AR Balance Statement - Receive Balance Statement Confirmation (pdf) from AR BO - Affix Company Seal on Balance Statement and mail them back to Customers / Customers' Auditors End
AR BO	(2) Review and Confirm AR Balance - Retrieve relevant details, review and confirm AR balances in the email Balance Statement attachment - Convert endorsed Balance Statement into pdf format and email it back to RtR FO	Endorsed Balance Statement in pdf format



Asian Paints Limited
Shared Services Center,
Plot No. 5, Gaiwadi Industrial Estate,
S.V. Road, Goregaon (West),
Mumbai - 400 062.
T : (022) 6108 9800
www.asianpaints.com

3638 RSU31S

SUNSHIELD CHEMICALS LTD
Phoenix House, A wing, 4th Floor,
462, Senapati Bapat Marg, Lower Parel
Mumbai 400013.
400013

Dear Sir / Madam,

Sub: Balance Confirmation as on 31.12.2014

Please return the attached slip direct to Asian Paints Limited, Shared Service Centre, Plot No.5, Gaiwadi Indl. Estate, Near Kamat Club, S V Road, Goregaon (West), Mumbai 400062, indicating whether or not you agree with the balance shown below within 30 days from receipt of this letter. In the event of disagreement, please record the balance shown by your records and provide us with details of the difference alongwith your Statement of Accounts for the period April 2014 to Dec 2014. You may also scan and email your response to Shri Amit Bhanghi at amit.bhanghi@asianpaints.com.

If the confirmation is not received with 30 days, we shall assume that the balance is correct.

A reply paid envelope is enclosed for your convenience.

Yours faithfully,
For Asian Paints Limited

Sd/-

Authorised Signatory

This is auto generated letter and does not require signature

To: Amit Bhanghi
Asian Paints Limited
Shared Service Centre Plot No.5
Gaiwadi Indl Estate Near Kamat Club
S V Road Goregaon W Mumbai 400062

From: SUNSHIELD CHEMICALS LTD
RSU31S

3638

Ref: Balance Confirmation as on 31.12.2014

A: We confirm that the balance due to us (indicated by negative sign) / payable to you on the above date was

INR -13771922

B: According to our records, the amount due to us / payable to you on the above date was see details of difference attached/overleaf

INR _____

(Please strike out either A or B)

Yours faithfully,

Signature :

Position :

Corporate Identification Number (CIN): L24220MH1945PLC004598
For related queries, email to investor.relations@asianpaints.com
or paint/dealership enquiries.