

To Whom It May Concern

I, _____, the Accounts Manager of _____, hereby make this declaration and undertake the following commitments regarding the books of accounts maintained under my supervision for the financial year _____:

- **Completeness and Correctness:** I affirm that all financial transactions of the company have been duly recorded in the books of accounts. I acknowledge my responsibility to ensure that no material transactions have been omitted, and that all financial activities including revenue, expenses, assets, liabilities, and equity transactions are comprehensively captured and accurately recorded. I accept full responsibility for the accuracy of financial data, including calculations, postings, and reconciliations, and conduct regular internal audits to confirm the correctness of the financial records.
- **Trueness:** I declare that the records maintained are true and fair representations of the company's financial position and performance. Relevant accounting standards, as per the Companies Act, 2013, and other applicable regulations, are carefully applied to ensure that the financial statements provide a faithful depiction of the company's financial reality. I have exercised due diligence in verifying the authenticity and accuracy of all recorded transactions.
- **Compliance and Accountability:** I acknowledge my duty to ensure that the maintenance of the books of accounts fully complies with the Companies Act, 2013, applicable accounting standards, and other relevant regulations. I understand the critical importance of maintaining the integrity of financial records and accept full accountability for the information presented.
- **Ethical Standards:** I commit to upholding the highest ethical standards in maintaining the books of accounts. I will not engage in any practices that could misrepresent the company's financial status and will promote a culture of transparency and integrity within the accounting function.
- **Duties and Responsibilities:** I recognize that my primary responsibilities as Accounts Manager include the accurate recording of all financial transactions, maintaining the general ledger, preparing financial statements as required by the Companies Act, 2013, and ensuring the integrity of financial data. I commit to performing these duties with diligence, accuracy, and professionalism.
- **Financial Integrity and Internal Controls:** I undertake to exercise due care in the preparation of the company's financial statements, ensuring the completeness and correctness of all financial records. Additionally, I acknowledge my responsibility for establishing and maintaining adequate internal controls over financial reporting, and I declare that the internal control system has been in good operational condition throughout the year.

This declaration is made in good faith and to the best of my knowledge and belief.

Accounts Manager

Date:

