

[ON THE LETTERHEAD OF LAW FIRM]

Accra, 1st December, 2019

The Commissioner General
Ghana Revenue Authority
Ministries, Accra

Dear Sir/Madam,

SEARCH: [NAME OF COMPANY]

Please, accept our warm compliments.

We have been instructed to conduct a legal due diligence audit on **[NAME OF COMPANY]** (the “Company”). Please, find attached an authority note from the Company.

We would be grateful if you could provide the following information on the Company:

1. Whether the Company is registered as a tax payer with the Ghana Revenue Authority (“GRA”).
2. Whether the Company has been granted any exemption from paying Withholding Tax.
3. Information on the discharge of PAYE, Withholding Tax and Corporate Tax obligations.
4. Whether the Company has filed all of its income tax returns up to date.
5. Whether the Company has filed all of its Value Added Tax (VAT) returns up to date.
6. Information on the tax status of the Company, including the discharge of VAT/NHIL obligations.

We thank you for your assistance.

Yours sincerely,

[Name of lawyer]