As part of your application to become a PMA member we ask that agencies provide a letter, from your Bank or Accountant, confirming that client monies are kept in a secure account (a client’s account) which is treated by the Bank as separate from all other accounts held by that agency.

You may use the following as template.

**NAME:**

**AGENCY:**

**ADDRESS:**

**TO WHOM IT MAY CONCERN**

We confirm that [*agency name*].................................................................... has the undermentioned accounts(s) with [*bank*] …………………. which is/are clearly identified as “Clients’ Account(s)”.

We further confirm that this/these accounts(s) is/are treated by the Bank as separate from all other accounts held by the agency.

Further, the bank shall not have any recourse or right against money standing to the credit of the Client Account(s) in respect of any liability of [*agency name*] ............................ to the Bank other than a liability in connection with the account(s) itself/themselves.

The Account(s) is/are: ........................................................................................

............................................................................................................................

............................................................................................................................

Yours faithfully,

[*to be signed by your Bank Manager or your Accountant*]