

ANNEXURE-II

APPLICATION & UNDERTAKING FOR STOCK AUDITORS

A. Applicant's Basic Information

1. Name				
2. Constitution	Proprietorship concern/Partnership firm/Private Limited/Public Limited Company/ Limited Liability Partnership (Copies of memorandum and articles of association/partnership deed, as applicable, to be enclosed)			
3. Date of Registration/ Incorporation	__/__/____	4. Date of commencement of business	__/__/____	5. Email
6. Principal Person				Landline/Cell /Fax numbers
7. Contact Person				Landline/Cell /Fax numbers
8. Details of Registered Office, Administrative office and branches, if any				
Location	Address		Telephone Number/ Fax Number	Email
9. If there has been a change in name/constitution/management in the past, please furnish details below along with supporting documents.				
10. Brief Particulars of activities				
B. Applicant's Financial Information (` in Lacs)				
Particulars	As on 31.03.18	As on 31.03.19	As on 31.03.20	
1. Paid up Capital				
2. Net worth				
3. Income/Revenue				
4. PAT				
5. Borrowings				
6. Debt/Equity Ratio				
Particulars of major Shareholders				
Name of the Shareholder	Resident or Non Resident	Address	% of share holding	

Please enclose copies of past three years audited financial statements/annual reports or copies of provisional financial statement in the absence of audited accounts & Income Tax Returns

C. Applicant's Knowledge Resources

1. Personal & professional details of Promoters/partners/directors

S N	Name	Designation	Date of Birth	Qualification(s)	Experience in the field of Stock Audit	Whether Fellow of the Institute of Chartered Accountants of India / Institute of Cost Accountants of India If yes, give details.

2. Personal & professional details of Professional Staff(Part time/full time/associate)

S N	Name	Designation	Date of Birth	Qualification(s)	Experience in the field of Stock Audit	Whether Fellow of the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India. If yes, give details.

Note: the above information must be supported by:
a. Detailed bio data of all the people mentioned above.

3. Professional Credentials

a. Whether empanelled with other commercial banks/NBFCs? If yes, give details. Please provide date of empanelment and status with regard to its validity. (Copies of letters empanelling the consultant to be enclosed)	
b. Membership/registration with Institute of Chartered Accountants of India / Institute of Cost Accountants of India.	

4. List of Important Assignments Handled (In India)

Name & address of the client	Details of services rendered	Month & year in which the assignment was completed	Fee earned	Other relevant information

(Relevant documentary evidence such as letters of assignments from clients, reports etc.)

D. Declaration

I/we declare that the particulars furnished above are true to the best of my knowledge and belief. I/we, further confirm that all the necessary supporting documents are enclosed with the application.

I/we hereby undertake that the firm/company, if empanelled, shall have arm's length distance with the proposed clients for whose stock verification is done, will not have any business dealings with them or give them undue favour, will not demand additional remuneration than what is not initially settled nor will unnecessarily delay the stock verification Report.

I/we have not been debarred by RBI/Institute of Chartered Accountants of India / Institute of Cost Accountants of India / any other statutory body.

I/we hereby apply to the bank to empanel firm/company on the Bank's panel as independent Chartered Accountant / Cost Accountant for undertaking stock/receivable verification.

I/we understand that any discrepancy/wrong information/breach of undertaking would lead to cancellation of empanelment with immediate effect.

I/we understand that mere fulfilling all the eligibility criteria shall not confer any right for empanelment of the independent chartered accountants / Cost Accountant for stock/receivables verification. Bank decision in this respect shall be final and binding to applicants.

Further, I/we understand that the empanelment would not amount to any commitment on the part of the bank to provide any professional assignment.

For

Place
Date

Seal of the company/firm
Partner/Authorised Signatory

Format of Undertaking to be Submitted by the Chartered Accountant / Cost Accountant firm /
Stock Auditor for Empanelment

UNDERTAKING

I/we, do hereby
solemnly affirm and state that

I / we have not been convicted of any offence and sentenced to a term of imprisonment,

- I / we have not been found guilty of misconduct in professional capacity,
- I / we am not an un discharged insolvent,
- I / we have read, understood and fulfill all the conditions of criteria for empanelment of Independent Chartered Accountant / Cost Accountant for Stock / Receivables verification,
- I / we have not been depanelled by any bank/FI from carrying out stock / receivable verification work.
- I / we undertake to keep you informed of any events or happenings which would make me/us ineligible for empanelment as an Independent Chartered Accountant / Cost Accountant for Stock / Receivables verification,
- I / we have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure.
- I/we are not empaneled with/have not sought empanelment from any Zonal office of the bank.

Dated.....

Signature.....

Name.....

Address.....

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