



**APPLICATION CUM UNDERTAKING FORMAT FOR EMPANELMENT FOR CHARTERED ACCOUNTANT/COST ACCOUNTANT/COMPANY SECRETARY ( FIRMS / INDIVIDUALS ) FOR PREPARATION OF DUE DILIGENCE REPORT**

A. Applicant's Basic Information				
1. Name				
2. Constitution	<i>Individual/Proprietorship concern/Partnership firm/Limited Liability Partnership (Documents of the firms, as applicable, to be enclosed)</i>			
3. Professional Credentials	<i>Membership Details /Registration with Institute of Chartered Accountants of India / Institute of Cost Accountants of India/ Institute of Company Secretaries of India.</i>			
4. Date of Registration/ Incorporation	__/__/__	4. Date of commencement of business	__/__/__	5. Email
5. Principal Person	Membership Details		Landline/Mobile No. /Email	
6. Contact Person			Landline/Mobile No./Email	
7. Details of Registered Office, Administrative office and branches, if any				
Location		Address		Telephone Number/ Fax Number
				Email
8. If there has been a change in name/constitution/management in the past, please furnish details below along with supporting documents.				
9. Brief Particulars of activities				
B. Applicant's Financial Information ( in Lacs)				
Particulars	As on 31.03. XX	As on 31.03. XX	As on 31.03. XX	
1. 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 individuals/partners**

S N	Name	Designation	Date of Birth	Qualification(s)	Experience in the field of Audit	Whether Fellow of the Institute of Chartered Accountants of India / Institute of Cost Accountants of India/ Institute of Company Secretaries 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	Whether Fellow of the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India/ Institute of Company Secretaries 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. 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.)

**4. Details of Empanelment with other Banks/FIs (Copies of letters empanelling the consultant to be enclosed)**

Name of the Bank/FI	Details of services rendered (Stock Audit/Statutory Audit, etc.)	Date of Empanelment	Validity

**D. Declaration**

1.	Whether the applicant has been empanelled in any other Bank/Financial Institutions. If yes, name of the Bank along with latest supporting documents	
2.	Has the Applicant been barred dis-empanelled by any Bank	
3.	If the answer to 2 is yes, mention the name of the Bank/s and its Branch, which has dis-empanelled & reason thereof. Does the bar subsist as on the date of Application?	

Further, I / We declare that:

- i. I am a citizen of India or Business entity registered in India as per the Laws of India i.e. .... (Name of the Act).
- ii. None of the partners or proprietor of the firm is Director of the Bank.
- iii. There are no criminal cases pending against me/us and I/we are not convicted in any criminal case.
- iv. I/We have not been found guilty of misconduct in professional capacity.



- v. I /We am/are not an un-discharged insolvent.
- vi. I/We have not been dis-empaneled by any bank/Fl.
- vii. In case of Proprietary firm, I am the sole Proprietor of the firm and a full time practicing Chartered Accountant/Cost & Management Accountant/Company Secretary not employed elsewhere and that I do not have any other business interest. (Note: Chartered Accountant/ Cost Accountant/CS in professional service and engaged in part-time teaching vocation can be considered as in full time practice)
- viii. I/we hereby undertake that the firm/company, if empanelled, shall have arm's length distance with the proposed clients for whose due diligence report is being prepared by us, will not have any business dealings with them or give them undue favor, will not demand additional remuneration than what is not initially settled nor will unnecessarily delay the Due Diligence Report.
- ix. I/we have not been debarred by RBI/Institute of Chartered Accountants of India / Institute of Cost Accountants of India / Institute of Company Secretaries of India or any other financial institution/ statutory body.
- x. I/we hereby apply to the bank to empanel firm/company on the Bank's panel as independent Chartered Accountant / Cost & Management Accountant/ Company Secretary for undertaking the task of preparation of Due Diligence Report.
- xi. I/We hereby apply to the respective Zonal Office of the bank in my jurisdiction and not empaneled nor has sought empanelment from any other Zonal Office of the bank.
- xii. I/we understand that any discrepancy/wrong information/breach of undertaking would lead to cancellation of empanelment with immediate effect.
- xiii. I/we understand that mere fulfilling all the eligibility criteria shall not confer any right for empanelment of the independent CA/ CS / CMA for due diligence report preparation of borrowers. Bank decision in this respect shall be final and binding to applicants.
- xiv. Further, I/we understand that the empanelment would not amount to any commitment on the part of the bank to provide any professional assignment.
- xv. 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.

For,

Sign: \_\_\_\_\_

Place:

Name:

Date:

Seal of the firm/ Partner/ Authorised Signatory