

(Note- ON STATUTORY AUDITORS FIRM'S LETTERHEAD)

**APPLICATION FORMAT FOR EMPANELMENT AS STATUTORY
AUDITOR FOR CARRYING OUT STATUTORY AUDIT OF BANK
FOR THE YEAR -----**

No.:

Date:

To,

The Chief Executive Officer/ MD

VIDISHA NAGARIK SAHAKARI BANK MYDT. VIDISHA

Address—

Dear Sir / Madam,

I/we hereby apply for empanelment as Statutory Auditor and furnish hereunder the requisite bio data/ information along with the eligibility criteria and documents for your consideration

1.	Name of the Firm / Company	
2.	Date of Establishment	
3.	Reg. No. (with ICAI)	
4.	Constitution of Firm	Individual/ Proprietorship/ Partnership/ company
5.	Details of changes in constitution in last three years	
6.	Registered Office	
7.	Postal Address	
8	Firms PAN	

9.	Details of Contact person (s) viz. Name, of partners Telephone No., Mobile No. , E-mail address etc. pan no membership no, Date of joining, whether full time/ part time.	
10.	Details of Branch / Office (s) with address, such as Locations Addresses Name of Partner in-charge	
11	Number of Partners	
12.	<p>Brief profile of partners (with CISA/ .ISA qualification-)</p> <ol style="list-style-type: none"> Whether the firm is having fulltime partner or full time CAs having CISA/ ISA Qualification Whether firm having any paid CA with CISA/ ISA qualification, who is continuously associated with the firm for a period of one year If yes, details of their names, designation, qualifications [Academic / Professional]. Registration / Membership No.____ issued by Institute of 	

	Chartered Accountants. 4. Brief profile and experience in the field of conducting Statutory Audit. (relevant certificates to be enclosed).					
13.	Audit Experience 1. No of years of Bank's Audit experience 2. Name of Commercial Banks & Urban Co-operative Banks and where the firm has conducted Statutory Audit during last 3 years					
14	Professional staff- 1. No of profession staff 2. Details of professional staff					
	Name of the professional staff	Designation	Qualification	Whether full time	Date of joining	Other relevant information
1						
2						
15	Whether the audit firm, is qualified for appointment as auditor of a company in terms of section 141 of the Company Act 2013. (please submit certificate)					
16	Whether the audit firm was any time under debarment by any Govt. Agency or by the institute of Chartered Accountants of India) ICAI or any other Financial Regulators	1				

	If No, Pl confirm and submit the undertaking	
17	Whether any partner of the chartered accountant firm is a director in the bank? If yes the name of that Director	
18	Whether the audit firm is having fair knowledge of the functioning of cooperative sector bank and working knowledge of a language of the state in which our head office / branch is located?	
19	Details of present similar assignments (2021-22) on hand.	
20	Any other relevant information, the firm intends to give.	

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We confirm that the particulars given above are true in all respects and we undertake to furnish necessary proof thereof, if and when required, by the Bank. We also confirm that we are complying with the eligibility norms and other conditions as prescribed by RBI in its circular dated 27 April 2021 and accept all the terms and conditions given in the proposal document are acceptable to us.

**Signature of Authorised Signatory
and firms seal**

Place: _____

Name: _____

Date: _____

Membership No.: _____

List of documents to be submitted along with the application

1. Complete profile of the firm

2. Copy of partnership Deed with all amendments (in case of Partnership firm)
3. Certificate of Membership and Practice of Individual partners issued by ICAI.
4. Copy of PAN Card of statutory Auditors Firm
5. Written Consent / willingness to act as Statutory Auditor of the Bank pursuant to Section 139 of the Companies Act, 2013.
6. Certificate pursuant to Section 141 of the Companies Act, 2013.
7. Certificate under Rule 4 of Companies (Audit and Auditors) Rules, 2014 as amended from time to time.
8. **Form B** to the effect that the audit firm(s) complies with all the eligibility norms prescribed by RBI for the purpose. The format prescribed by RBI is enclosed at the end of this policy.

Note- The above certificates should be signed by the main partner/s of the audit firm proposed for appointment of SAs of the bank, under the seal of the said audit firm.