

BIO-DATA FORMAT- 2016-17

APPLICATION FOR INCLUSION OF NAME IN THE PANEL OF CHARTERED ACCOUNTANTS (CONCURRENT / REVENUE AUDIT)

01 Name of the Audit firm :

02 Date of Establishment :

03 RBI Unique Firm Code No. :

04 Category of Firm as on 31.03.2016
(As per RBI Panel of Statutory Auditors)

05 Registration No. of firm with ICAI :

06 PAN No. of firm :

07 Address (Head office) :

08 Phone & mobile number of H.O. :

09 Fax No.& E-mail :

10 Details of branch Of Firm

Name of branch	Name of Branch Head	Address	Phone / mobile No & E-mail.

11 Constitution (Proprietorship/ Partnership):

(Copy of partnership deed & Copy of constitution Certificate issued by the ICAI certifying the constitution of the firm & it's branches as on 01.01.2016 to be enclosed. If there is any change after 01.01.2016, latest certificate & latest partnership deed may be submitted).

12. Particulars of Full time partners / proprietor:

S.No.	Name	Age	ICAI Members hip No.	Whether FCA / ACA	Whether passed DISA/ CISA *	Whether any partner/ Proprietor passed course on concurrent audit conducted by ICAI*	Whether any partner/ Proprietor is Ex-banker **

*(**Xerox copies of the certificates to be enclosed.** Certificate of practical training or Eligibility test are not at all required.

****If any partner is ex-banker, his concerned service certificate is to be submitted.**

All partners / proprietor mentioned above are full time practicing Chartered Accountants & not employed elsewhere.

13.Past Experience of Important Bank Assignment (Experience of Firm only to be mentioned. Separate experience of partners with any other firm is not to be mentioned) - Details of the important bank assignment(s) completed in the last 5 years and those in hand at present

Experience of Statutory Audit of Nationalised Banks:

Name of bank	Name of branch	Year

(Copy of appointment letter for latest assignment to be enclosed)

14.Experience of Concurrent Audit of Nationalised Banks / Major Private Sector banks
***.

Name of bank	Name of branch	Year

(Copy of appointment letter for latest assignment to be enclosed)

***No other audit to be mentioned here except Concurrent Audit.

15. Experience of concurrent audit of specialised functions in Nationalised Banks / Major Private Sector banks (i.e. treasury, forex, dealing room, I.S.Audit & risk based internal audit- No other audit like Revenue audit or stock audit to be mentioned here):

Nature of audit	Name of bank	Name of branch	Year

(Copy of appointment letter for latest assignment to be enclosed)

16. If firm or partners / proprietor has taken any advance from Allahabad Bank, please furnish necessary details as under:

Name of firm/ partner/ proprietor	Name of Bank's branch	Nature of advance &.Dr. balance as on date

17. Whether the firm or any partner have ever been debarred / depanelled by ICAI/RBI/our bank/any other bank. If yes, details to be mentioned:

18. Annual Income:

(Copy of the latest Income tax Return of the Firm to be attached.)

19. Bank Account Number With IFSC code for making payment (preferably in Allahabad Bank)

20. Any other details :

I/We further confirm that :

a) Any other firm where my / our proprietor / partner is interested as proprietor / partner shall not submit bio-data

b) The firm / any partner was not statutory auditor or sister/associate concern/Network firm of Statutory auditors of branches of Allahabad Bank for the year 2015-16 & I/we are not disqualified under any of grounds given in Sec.226 of the Companies Act,1956

c) Credit facilities availed by the firm or partners / proprietor or firms in which they are partners or directors including any facility availed by a third party for which the firm are it's partners / proprietor are/is guarantor/s have not turned or are existing as Non-performing assets as per the prudential norms of RBI.

d) I/We have necessary office set up & adequate personnel to ensure proper deployment and timely completion of assignments.

e) The assignment will not be given on sub-contract to any outside firm or other persons even though such persons are qualified Chartered Accountants.

f) If my/ our name is included in the bank's list of approved CAs/Consultants, I / we will undertake to do the tasks entrusted to me / us in the best interest of the Bank & in a professional manner & I/We abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in mind. In case of any misconduct / negligence, the Bank is free to report the matter to RBI / ICAI. This will be in addition to the disengagement from the assignment.

g) The details / information furnished above are/is true and correct (if any detail furnished above is found incorrect later on, the Bank has right to terminate the assignment, if given any, without giving any notice).

Date :

*Signature of All partners with
Name and ICAI Membership Nos
Office Seal*