

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