

BIO-DATA FORMAT: EMPANELMENT FOR CONCURRENT AUDIT

S.No	Particulars	Details	
1.	Name of the CA Firm (Partnership firm only)		
2.	Address of its Head Quarter		Pin Code
3.	Landline No/s. (with STD Code)	STD code	
4.	Name & Mobile No. of the nominated FCA partner of the CA Firm to whom Bank may/ will contact, in connection with the assignment applied for.	Name :	
		Mobile / Landline No :	
		Email id :	
5.	Fax No/s.		
6.	E-mail address(es) of CA Firm		
7.	Date since when working as Partnership Firm only. (ICAI Certificate be enclosed)		
8.	Total experience as Concurrent Auditor in Scheduled Commercial Banks as on 31.03.2016	Years :	Months :
		(Enclose all Certificates)	
9.	Registration No. of Firm with ICAI		
10.	RBI Unique Code / UCN No.		

11. Detail of Branch/es of the CA Firm:

Name of Branch	Address (with Pin code)	Name of Branch Head	Landline No. (with STD Code)	Mobile No.	E-mail Address

12. Particulars of All Partners (Only full time partners) (No staff details to be mentioned)

Sr. No	Name	Age (in years)	ICAI Membership No.	Whether passed DISA**/CISA (Xerox copies of the certificates to be enclosed)	Whether FCA or ACA	Mobile No.	E-Mail address
Total Partners:			FCA :				
			ACA :				

13. Experience of Concurrent Audit of Scheduled Commercial Banks (No other audits details to be mentioned here, except Concurrent Audit (Copy of appointment letters for concurrent audit assignment/s be enclosed)

Name of the Bank	Name of the Branch	Date:From	Date:To	Total Period

14. Whether the Firm or any partner has ever been debarred by ICAI/RBI. If yes, details be mentioned.

Sr. No.	Name of the Partner (Sh.)	Brief Reasons for Debar

15. CONSTITUTION

{Copy of Partnership Deed + Copy of Constitution Certificate issued by the ICAI certifying the constitution of the Firm, their branches & date from which it is continuing as a Partnership Firm (latest) to be enclosed}

16. Other Detail/s if any:

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17. Certificate/s:

a) We hereby confirm that the Firm/any partner is neither Statutory Auditor nor associate concern (as defined by RBI) of Statutory Auditors of Branches of Punjab National Bank & have not been disqualified on any of grounds given under Sec 226 of the Companies Act. 1956.

b) We also confirm that the details/information furnished above are / is true and correct. In case, any detail furnished above is found incorrect later on, the Bank has the right to terminate the assignment given, without giving any notice.

c) We also undertake that we will not sub-contract / sub-assign the audit assignment.

d). We hereby declare that we will not lobby directly or indirectly for consideration of any credit proposals of friends / relatives / clients / non clients of the Bank.

e) We also hereby declare that if our name is included in the bank's list of approved Concurrent Auditors, we will undertake to do the tasks entrusted to us in the best interest of the Bank.

f) We shall also 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 our mind.

18. Signature of All Partners:

Sr.No	Name (Sh./ Smt.)	Signature	ICAI Membership No.	Office Seal

(Signature of all partners with Name and ICAI Membership No. & Office Seal)

Date: