**(On firm’s letter head)**

APPLICATION FOR EMPANELMENT OF STOCK AUDITORS

(To be submitted with all supportive documents to reach Central Office, Chennai on or before 30.11.2017)

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To

Indian Overseas Bank

Inspection Department

2nd Floor, Annexe Building,

Central Office,

763 Anna Salai

Chennai – 600002.

Dear Sir,

We apply for empanelment as stock auditors with your Bank and furnish the required details hereunder:

|  |  |
| --- | --- |
| Name of the firm |  |
| Address with Pin Code |  |
| Address of Branch Office/s |  |
| Constitution (Proprietor/Partnership) |  |
| Name of Proprietor/Partners |  |
| Contact Number (Landline & Mobile No.) |  |
| Email ID |  |
| Qualification of Proprietor/Partners |  |
| Total Experience |  |
| Prior experience with IOB, if any. |  |

We solemnly declare that the information furnished above is true and nothing has been concealed. In case, any information/document is found to be untrue, the Bank may take necessary action, including blacklisting of the firm, as it may deem fit.

For & on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signatory

Name & Designation

Enclosures:

1. Registration Certificate
2. Profile of the partners
3. PAN of the firm
4. Letter of empanelment/assignment with other Banks/FIs
5. Proof of engagement with IOB