

**Proforma**

1. Name & Address of the Applicant :
2. Complete Address of the Office of Cost Accountancy Firm/entity as located in the Bihar & Jharkhand Region: - *(Enclose the supporting proof of address & mark it as Annexure A)*
3. PAN of the Applicant :
4. Details of the AO of the Applicant :
5. Phone no. and FAX No. of the applicant :
6. Website Address and email ID of the Applicant :
7. Details of the Partners/ Proprietor of the Applicant :

S.No.	Name of the Partners/ Proprietor	PAN	Details of the AO	Phone No. and Email Id:

8. Total No. of staff and Cost Accountants working continuously for at least last one year :

i.	No. of staff as on 31.03.2023 :	<i>(Enclose the evidence/list and mark it as Annexure B)</i>
ii	No. of Cost Accountants as on 31.03.2023 :	

9. Minimum experience, empanelment with other Government Department and details about outstanding work and suitability :

(a)	No. of years of Cost Accountancy/Cost Auditing/Internal Auditing/Insolvency Professional experience as on 31.03.2023 along with evidence	No. of years of experience : - <i>(Enclose evidence and mark it as Annexure-C)</i>
(b)	Is the applicant empanelled with any other Govt. Agency:	Yes/No
		If yes, then specify details on separate sheet and enclose it.

- (c) Please indicate audit of Cost Records of at least one business entity having turnover of Rs. 50 crore or more in at least 2 out of last 5 financial years.  
- *(Enclose the evidence presenting case particulars and mark it as Annexure-D).*

10. (i) Details of Return of income and gross professional receipts of the applicant:

Has the applicant filed returns of income regularly up to A.Y. 2023-24		Yes/No
If yes, then, the details of filing of return in the last 5 years :		
Assessment Year	Date of filing	Returned Income (Rs.)
AY 2019-20		
AY 2020-21		
AY 2021-22		
AY 2022-23		
AY 2023-24		

(ii) The amount of gross professional receipts from professional services like Cost Consultancy/Cost Audits/Internal Audits/Accountancy exclusively declared therein in the last 5 years along with evidences. – (Enclose the evidence & mark it as **Annexure E**).

Gross Professional Receipt (Rs.)					
FY	Cost Consultancy (Rs.)	Cost Audits (Rs.)	Internal Audits (Rs.)	Accountancy (Rs.)	Total (Rs.)
FY 2018-19					
FY 2019-20					
FY 2020-21					
FY 2021-22					
FY 2022-23					

11. The applicant with regard to the fulfillment of requirements stated at clause (5), (6) and (7) of Para 'A: The minimum eligibility criteria', of Notice, shall furnish an Affidavit on non-judicial stamp paper of value of Rs. 100 duly notarized by the Notary Public. - (Enclose the Affidavit & mark it as **Annexure-F**).

On behalf of the applicant \_\_\_\_\_, (name of the applicant), I, \_\_\_\_\_ (name of the partner/proprietor), in the capacity of partner/proprietor, am authorized to certify that all the above mentioned particulars are true and correct.

Seal of the applicant

Name and signature of the authorized person

Designation of such person:

Date:

#### CHECKLIST

The applicants are advised to ensure that the applications to be submitted should be duly filled in along with the following details. Incomplete and incorrectly filled in applications are liable for rejection:

- Main application on applicant's letter head.
- Duly filled in Proforma for Application.
- 'Annexure-A' – as a proof of the address of the Office of Cost Accountancy Firm/ entity as located in the Bihar & Jharkhand Region.
- 'Annexure-B' - Evidencing the 'No. of staff/Article/Cost Accountants' working continuously for at least last one year.
- 'Annexure-C' - as a proof of/supporting claim of years' of experience.
- 'Annexure-D' - as a proof of/supporting claim of auditing of Cost Records done in respect of at least one business entity having turnover of Rs. 50 crore or more in at least 2 out of last 5 financial years.
- 'Annexure-E' - as a proof of /supporting claim of gross professional receipts of the applicant from professional services like Cost Consultancy/Cost Audits/Internal Audits/accountancy exclusively declared therein should be at least Rs. Fifteen Lakh or more in at least 2 of the last 5 years (i.e. from F.Y.2018-19 to F.Y.2022-23).
- 'Annexure-F' - Self declaration in respect of fulfilment of clause (5), (6) and (7) of Para 'A: The minimum eligibility criteria' of Notice.
- All pages are to be duly signed and sealed.