

Guidelines for Empanelment as a Valuer



State Bank of India
Stressed Assets Resolution Group
Corporate Centre
Mumbai

1. Eligibility Criteria for valuers

(a) A person shall be eligible to be a empanelled as valuer if he-

Sl. No.	Criteria
(i)	is a member of any one of the authorized/ accredited Institutions viz, Institution of Valuers (IOV), Institution of Estate Managers & Appraisers (IESMA), Practicing Valuers Association (India) (PVAI), The Institute of Company Secretaries of India (ICSI), Institution of Valuers (IIV) The Institute of Cost Accountants of India (ICMAI), The Institute of Chartered Accountants of India (ICAI), Association of Certified Valuers and Analysts (ACVA), Centre For Valuation Studies, Research and Training Association (CVSRTA), Council of Engineers and Valuers, Divya Jyoti Foundation or any other association registered as RVO with IBBI
(ii)	possesses the qualifications and experience as detailed in Annexure-I
(iii)	is not a minor
(iv)	has not been declared to be of unsound mind
(v)	is not an undischarged bankrupt, or has not applied to be adjudicated as a bankrupt
(vi)	is a person resident in India in case of individual
(vii)	has not been convicted by any competent court for an offence punishable with imprisonment or for an offence involving moral turpitude, and a period of five years has not elapsed from the date of expiry of the sentence: <i>Provided</i> that if a person has been convicted of any offence and sentenced in respect thereof to imprisonment for a period of seven years or more, he shall not be eligible to be registered
(viii)	has not been levied a penalty under section 271J of Income-tax Act, 1961 (43 of 1961) and time limit for filing appeal before Commissioner of Income-tax (Appeals) or Income-tax Appellate Tribunal, as the case may be has expired, or such penalty has been confirmed by Income-tax Appellate Tribunal, and five years have not elapsed after levy of such penalty; and
(ix)	is a fit and proper person: <i>Explanation—</i> For determining whether an individual is a fit and proper person the empanelment authorities may take account of any relevant consideration, including but not limited to the following criteria- a) integrity, reputation and character b) absence of convictions and restraint orders, and c) competence and financial solvency
(x)	has a score provided by Credit Information Companies (CICs) viz. CIBIL, Experian, Equifax, CRIF, etc., acceptable to the Bank, as per Bank's guidelines and adverse reports, if any, to be clarified by the applicant valuers for the satisfaction of the Bank

(b) No Partnership entity or Company shall be eligible to be empanelled as valuer if-

(i)	it has been set up for objects other than for rendering professional or financial services, including valuation services and that in the case of a company, it is a subsidiary, joint venture or associate of another company or body corporate
(ii)	it is undergoing an insolvency resolution or is an undischarged bankrupt
(iii)	all the partners or directors, as the case may be are not ineligible under sub-clauses (ii) to (x) of clause 1 (a) above
(iv)	Lead valuers in case of companies and all the partners in case of partnership firms undertaking valuations do not fulfil the criteria of qualification and experience
(v)	none of its partners or directors, as the case may be, fulfills the criteria of qualification and experience in the asset class for the valuation

(c) Other criteria

- i) **Registration with Insolvency and Bankruptcy Board of India (IBBI):** for valuation of properties/ assets pertaining to Companies, in terms of Companies (Registered Valuers and Valuation) Rules, 2017, issued as per the MCA notification dated 18.10.2017, a valuer registered as a valuer member with IBBI for relevant class of assets shall be eligible for conducting the valuation. Such valuers shall also be eligible for valuation of properties/ assets pertaining to other than Companies. As regards, all the valuation work related to the Company Assets would be undertaken only by the valuers registered with IBBI. Further, to undertake the valuation of Properties/ Assets pertaining to Companies under SARFAESI Act, 2002, the valuer must be registered under Section 34AB of Wealth Tax Act, 1957.
- ii) **Valuer under SARFAESI Act, 2002:** for valuation of properties under SARFAESI Act, 2002 applicant has to be registered under Sec. 34AB of Wealth Tax Act, 1957.
- iii) Valuers with educational qualifications of Graduation and above, who are neither registered with IBBI nor registered under section 34AB of Wealth Tax Act, 1957, shall undertake the valuation of properties/ assets for the loans upto Rs.2.00 Cr. only.
- iv) Valuers with Educational Qualifications of Diploma and other than Graduation or Post Graduation in respective fields, shall be eligible for empanelment to undertake valuation of Properties/Assets for the loans upto Rs.1.00 Crore only. However, such valuers may conduct valuation of properties/assets under Housing Loans upto Rs.2.00 Cr.
- v) Completed at least 5 (five) assignments successfully as valuer during immediately preceding 12 months.
- vi) Possess thorough knowledge of extant RBI guidelines as also instructions/ circulars issued by RBI/IBBI/IIBF/IBA or any other statutory authority from time to time in addition to the instructions/ circulars issued by SBI in this regard.

➤ **In view of the above, a valuer shall be eligible to conduct the valuation as hereunder:**

Educational Qualifications of a valuer as per Annexure-I	Type of valuer	Eligibility to conduct valuation of property/asset
Graduation & above	Valuers registered with IBBI	As per category of the valuer
Graduation & above	Valuers registered under section 34AB of Wealth Tax Act, 1957	As per category of the valuer
Graduation and above	who are neither registered with IBBI nor registered under section 34AB of Wealth Tax Act, 1957	Loan amount upto Rs.2.00 Cr.
Diploma and other than Graduation or Post Graduation	who are neither registered with IBBI nor registered under section 34AB of Wealth Tax Act, 1957	Loan amount upto Rs.1.00 Cr. However, such valuers may conduct valuation of properties/assets under Housing Loans upto Rs.2.00 Cr.

2.1 Qualifications and Experience

It is necessary that a valuer possesses proper educational qualifications which make him competent to carry out the task of valuation of securities. In addition, relevant work experience is also important. Educational Qualifications and Work Experience required for persons eligible for empanelment as valuers is detailed in Annexure –I.

2.2 Membership of Valuers Association

Valuer shall be a member in good standing of any one of the Valuers Associations viz. Institution of Valuers (IOV), Institution of Estate Managers & Appraisers (IESMA), Practicing Valuers Association (India) (PVAI), The Institute of Company Secretaries of India (ICSI), The Indian Institute of Valuers (IIV), The Institute of Cost Accountants of India (ICMAI), The Institute of Chartered Accountants of India (ICAI), Association of Certified Valuers and Analysts (ACVA), Centre For Valuation Studies, Research And Training Association (CVSRTA), Council of Engineers and Valuers, Divya Jyoti Foundation or any other association registered as RVO with IBBI and submit a certificate to this effect in the format prescribed in Annexure-II.

2.3 Minimum/ Maximum Age requirement

Age is an important criteria while empanelling valuers. The minimum age for empanelment with us shall be 25 years and maximum age limit for a valuer to remain on the panel shall be 70 years.

2.4 Valuers shall be evaluated as per the rating matrix and categorisation of valuers shall be as per the score obtained. Bank's assessment shall be final and no communications shall be entertained in the matter.

2.5 References

Carrying out a reference check is extremely important in order to verify the competence of a valuer. Valuers need to submit at least 3 reference letters in prescribed format (Annexure- III) and the committees constituted for appointment of valuers need to verify the quality of services provided by the valuer in the previous instances before empanelling the valuers on Bank's panel.

The referees shall be either (i) bank managers where previously the valuer had done valuations or (ii) companies for whom the valuer had previously done valuations, other than Wilful defaulters or declared fraud companies. The reference letter shall be on the letter head of the bank/ financial company/ any other company where valuations have been done and shall be duly signed by a senior level manager/ officer.

2.6 Proof of Experience

Valuers need to furnish any one of the following as proof of experience.

- i) Registration Certificate under Wealth Tax Act, 1957, if applicable
- ii) Letter of empanelment by any Bank / FI
- iii) Letter of empanelment by any Court of India
- iv) Letter of appointment as valuation consultant by Government of India/ any State Government/ any Municipality/ any Municipal Corporation
- v) Letter of appointment as valuer employee by Government of India/ any State Government/ any Municipality/ any Municipal Corporation
- vi) Letter of appointment as a valuer employee by any Limited Company (Public or Private Ltd. Co. engaged in the business of valuation for the last 5 years
- vii) Letter of appointment as a valuer employee by any LLP/ private limited Company engaged in the business of valuation for the last five years

The Experience of the Valuer shall be calculated from the date of his first empanelment with any Bank / Financial Institution / High Court or registration under Wealth Tax Act, 1957.

3. Other Conditions

In addition to the above, the other conditions to be fulfilled by the valuers for empanelment are as under:

- The valuer has not been removed/ dismissed from valuation related service (previous employment) earlier.
- The valuer has not been found guilty of misconduct in professional capacity.
- The valuer is not an undischarged insolvent.
- The valuer has not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958.
- The valuer possesses a PAN Card number/GST number as applicable
- The valuer has not been convicted of any offence and sentenced to a term of imprisonment.
- CIBIL Score and credit worthiness as per Bank's guidelines and adverse reports, if any, to be clarified by the applicant valuers for the satisfaction of the Bank.

4. De-panelment

a) The competent authority may de-list / de-panel a valuer on account of misconduct, for the instances mentioned below;

- i) Under/ Over valuation of assets
- ii) Not complying to the Banks' instructions or contrary to specific instructions;
- iii) Giving any false or misleading information to the bank at the time of empanelment or obtaining empanelment by fraudulent means;

- iv) Action to the detriment of the interest of the Bank;
- v) Compiling the valuation report with malafide intentions;
- vi) Committing an act amounting to professional misconduct;
- vii) Indulging in fraudulent activities including raising of fake bills;
- viii) Delay in submission of reports beyond the time agreed upon;
- ix) Convicted of an offence connected with any proceedings under the Income Tax Act, 1961, Wealth Tax Act, 1957 or Gift Tax Act, 1958.
- x) Threatening, intimidating or abusing any of the employees, officers/ or Representatives/ constituents of the Bank;
- xi) Deficiency in Service;
- xii) Blacklisted by any Bank or any complaint has been filed against the valuer/ firm before CBI/ Serious Fraud Investigation Office (SFIO)/ or any other Courts.

The above instances are only illustrative and not exhaustive, and the competent authority may amend / modify any of the above conditions or may add one or more such instances that may be considered as a reason for de-panelment of the valuer.

The matter of de-panelment shall be intimated to the IBBI, IBA and such other authority/body as may be considered necessary/appropriate.

Valuation Standards/ Methodology

1. Compliance of Standards and Procedures/Methodologies

- i) All valuers empanelled with the Bank shall comply and abide by the standards and procedures laid down in the Policy. Valuers shall undertake compliance of the Code of Conduct at the time of empanelment.
- ii) While conducting a valuation, valuers have to comply with **Internationally Accepted Valuation Standards (IVS)** as applicable to the respective class of asset and respective method of valuation as required. The brief background of IVS is as follows:

The International Valuation Standards (IVS) are standards for undertaking valuation assignments using generally recognised concepts and principles that promote transparency and consistency in valuation practice. The International Valuation Standards Council (IVSC) is an independent, not-for-profit organization committed to advancing quality in the valuation profession and formation of IVS. Their primary objective is to build confidence and public trust in valuation by producing standards and securing their universal adoption and implementation for the valuation of assets across the world. Valuations are widely used and relied upon in financial and other markets, whether for inclusion in financial statements, for regulatory compliance or to support secured lending and transactional activity. The IVSC also promotes leading practice approaches for the conduct and competency of professional valuers.

- iii) The IVSC Standards Board is the body responsible for setting the IVS. The Board has autonomy in the development of its agenda and approval of its publications.
- iv) The IVS consist of mandatory requirements that must be followed in order to state that a valuation was performed in compliance with the IVS. Certain aspects of the standards do not direct or mandate any particular course of action, but provide fundamental principles and concepts that must be considered in undertaking a valuation.
- v) The comprehensive document on international valuation standard is available on the IVSC website at www.ivsc.org.
- vi) It is expected that every empaneled valuer is made aware of the IVS guidelines and adherence to the same is done by valuer in valuation process. A declaration to the same has to be furnished as per Annexure- IV

2. VALUATION APPROACHES AND METHODS

- The three approaches described and defined below are the main approaches used in valuation as per IVS. They are all based on the economic principles of price equilibrium, anticipation of benefits or substitution. Consideration must be given to the relevant and most appropriate valuation approaches. The principal valuation approaches are:

1. Market Approach,

2. Income Approach, and

3. Cost Approach

Valuation Fees/Professional Fees

(Amount in Rs.)

Value of the Asset/ security (Fair Market Value)	Fee applicable	Minimum fee	Maximum fee
Value upto 5 crore	0.02% of the value (fair market value) of the asset	3000	10000
Value above 5 crore upto 50 crore	0.01% of the value (fair market value) of the asset	10000	30000
Value above 50 crore	0.005% of the value (fair market value) of the asset	30000	100000
Loan/advances above 50 crore to other than “P Segment” and where value of security is above 50 crore	Minimum fee of Rs.30000/- or lowest quotation received whichever is higher		

- Rates quoted above are excluding GST.
- Fee may be negotiated by the bank and reduce to the extent possible on a case to case basis. Payment of fee shall be according to the complexity of the case, nature of the asset, experience, rating, category of the valuer and reasonable hourly fee as per estimated work hours. Such fee will be in tune with the prevailing rates at the Centre/area.
- The professional fees payable to the valuer shall be fixed by the Bank prior to the issuance of Letter of Assignment on case to case basis, depending upon the work/services involved.
- For valuation of cases admitted in NCLT under Insolvency and Bankruptcy Code (IBC), valuation fee shall be applicable as decided by Committee of Creditors (COC).
- For valuation under Consortium Advances valuation fee shall be according to decision of Consortium members and to be shared accordingly.
- No out of pocket expenses shall be paid in addition to fee quoted, as above. However, In exceptional cases, outstation traveling and diem for valuation of assets outside the Centre, actual tickets up to AC- II tier/Car or bus charges (for places where train facility is not available, maximum of tickets of AC-II tier shall be reimbursed) and Rs.1000.00 per day respectively may be considered for reimbursement, where specific approval has been obtained from appropriate authority for valuation of Asset(s) by the valuers from outside the centre.

EDUCATIONAL QUALIFICATIONS:**Annexure-I****I. Valuation of Land & Building / Real Estate**

The educational qualifications for empanelment as valuers of Land & Building / Real Estate shall be as under:

Sl. No.	Graduate level	Post Graduate level	Experience in specific discipline
1	Graduate in Civil Engineering, Architecture or town planning of a recognised University established under State or Central Act or equivalent whether in India or Abroad	---	5 years work experience in the field of valuation of land & building/ real estate after completion of the degree or equivalent. <i>The Applicants with these qualifications should preferably possess an additional qualification having duration of one semester or above in the subjects which are vital for valuation of real estate and not covered in course curriculum of civil engineering, architecture and town planning and which is conducted by recognized university/ Institution conducting the examination in valuation of Real Estate which are recognized by Govt. of India.</i> <i>Or</i> <i>(ii) valuer is registered with IBBI</i> <i>Or</i> <u>(iii) valuer is registered under section 34AB of Wealth Tax Act, 1957</u>
2	Diploma in Civil Engineering/ Architecture.	--	8 years' work experience in the field of valuation of real estate after completion of the diploma They may preferably complete the certification course in valuation of real estate as prescribed under Sr.no. 1 above.
3	Pass in examination in Indian Banks' Association valuation of real estate recognized by the Govt. of India for recruitment to superior services or posts conducted by any institution	--	2 years' work experience in the field of valuation of real estate after completing the examination
4	Graduate in Civil Engineering, Architecture or town planning of a recognised University established under State or Central Act or equivalent whether in India or Abroad	Post Graduate in Civil Engineering, Architecture or town planning of a recognised University established under State or Central Act or equivalent whether in India or Abroad	Three years of experience in the discipline after completing Post Graduation

5	Graduate from a recognized university established under State or Central Act or equivalent whether in India or Abroad in a discipline specified by IBA or IBBI and amended from time to time	Post Graduate in valuation of Land and building or Real Estate (a two-year full time post-graduate course) from a recognized university established under State or Central Act or equivalent whether in India or Abroad	Five years of experience in the discipline after completing Post Graduation
6	Chartered/ Professional membership of the Royal Institution of Chartered Surveyors (RICS)/American Society of Appraisers (ASA)/Appraisal Institute (AI), USA/ other Internationally reputed institutional players who fulfill the criteria - obtained by passing an examination equivalent to examinations mentioned under sr.no. (3) & (5) above.		Since the process of procurement of membership with these organizations includes training as an integral component, no further experience requirement is being prescribed

* The eligibility qualification means qualification obtained from a recognised Indian University established under State or Central Act or equivalent whether in India or Abroad

** “equivalent” shall mean professional and technical qualifications which are recognised by the Ministry of Human Resources and Development as equivalent to professional and technical degree

- Valuers with educational qualifications of Graduation and above, who are neither registered with IBBI nor registered under section 34AB of Wealth Tax Act, 1957, shall undertake the valuation of properties/ assets for loans upto Rs.2.00 Crore only.
- Diploma holders in Civil Engineering/Architecture will be eligible for empanelment to undertake valuation of Properties/ Assets for loans upto Rs.1.00 Crore only. However, such valuers may conduct valuation of properties/assets under Housing for Loans upto Rs.2.00 Crore.

II. Valuation of Plant and Machinery

The educational qualifications for empanelment as valuers of plant & machinery shall be as under:

Sl. No.	Graduate level	Post Graduate level	Experience in specific discipline
1	Graduate in Mechanical, Electrical, Chemical, Production, Computer, Industrial Engineering and any other stream of Engineering as required by the Bank for conduct of valuation of Plant and Machinery and other equipment of a recognized university established under State or Central Act or equivalent whether in India or Abroad	---	<p>Five years of experience in the field of valuation of plant & machinery after completing Graduation or equivalent</p> <p><i>The Applicants with these qualifications should preferably possess an additional qualification having duration of one semester or above in the subjects which are vital for valuation of plant & machinery and not covered in course curriculum of Mechanical, Electrical, Chemical, Production, Computer, Industrial Engineering and any other stream of Engineering as required by the Bank for conduct of valuation of Plant and Machinery and other equipment from recognized university/ Institution conducting the examination which are recognized by Govt. of India.</i></p> <p>.</p> <p><i>Or</i></p> <p><i>(ii) valuer is registered with IBBI</i></p> <p><i>Or</i></p> <p><i>(iii) <u>valuer is registered under section 34AB of Wealth Tax Act, 1957</u></i></p>

2	Diploma in mechanical, electrical, production, chemical, electronics, computer, industrial engineering and any other stream of Engineering as required by the Banks awarded by a recognized institute by State/central government for conduct of valuation of Plant and Machinery and other equipments		8 years work experience in the field of valuation of plant and machinery after completion of the diploma They should preferably complete certification course in valuation of plant and machinery prescribed under Sr.no.1 above.
3	Graduate in Mechanical, Electrical, Chemical, Production, Computer, Industrial Engineering and any other stream of Engineering as required by the Bank for conduct of valuation of Plant and Machinery and other equipment of a recognized university established under State or Central Act or equivalent whether in India or Abroad	Post Graduate in Mechanical, Electrical, Chemical, Production, Computer, Industrial Engineering and any other stream of Engineering as required by the Bank for conduct of valuation of Plant and Machinery and other equipment of a recognized university or equivalent whether in India or Abroad	Three years of experience in the discipline after completing Post Graduation
4	Graduate in valuation of Plant & machinery from a recognised university established under State or Central Act or equivalent whether in India or Abroad	Post Graduate in valuation of plant & machinery (a two-year full time post-graduate course) from a recognized university established under State or Central Act or equivalent whether in India or Abroad	Three years of experience in the discipline after completing Post Graduation

* The eligibility qualification means qualification obtained from a recognised Indian University established under State or Central Act or equivalent whether in India or Abroad

** “equivalent” shall mean professional and technical qualifications which are recognised by the Ministry of Human Resources and Development as equivalent to professional and technical degree

- *Valuers with educational qualifications of Graduation and above, who are neither registered with IBBI nor registered under section 34AB of Wealth Tax Act, 1957, shall undertake the valuation of properties/ assets for loans upto Rs.2.00 Cr. only.*
- *Diploma holders in mechanical, electrical, production, chemical, electronics, computer, industrial engineering and any other stream of Engineering will be eligible for empanelment to undertake valuation of Properties/ Assets for loans upto Rs.1.00 Crore only. However, such valuers may conduct valuation of properties/assets under Housing Loans for loans upto Rs.2.00 Crore.*

III. (a) Securities or Financial Assets/ Stocks and Trade

The educational qualifications for empanelment as valuers of Securities or Financial Assets shall be as under:

Qualifications	Experience
(i) Member of Institute of Chartered Accountants of India, Member of Institute of Company Secretaries of India, Member of the Institute of Cost Accountants of India, Master of Business Administration or Post Graduate Diploma in Business Management (specialization in finance). (ii) Post Graduate in Finance	Three years

* The eligibility qualification means qualification obtained from a recognised Indian University established under State or Central Act or equivalent whether in India or Abroad

** “equivalent” shall mean professional and technical qualifications which are recognised by the Ministry of Human Resources and Development as equivalent to professional and technical degree

- Valuers with educational qualifications of Graduation and above, who are neither registered with IBBI nor registered under section 34AB of Wealth Tax Act, 1957, shall undertake the valuation of properties/ assets for loans upto Rs.2.00 Crore only.

(b) Valuers of Stock (inventory), Shares (Under SARFAESI Act, 2002)

In the case of these assets criteria laid down under the Wealth Tax Rule 8A (7) may be adopted.

Rule 8A (7) a Valuer of stocks, shares, debentures, securities, shares in partnership firms and of business assets, including goodwill but excluding those referred to in sub-rules (2) to (6) and (8) to (11), shall have the following qualifications, namely,

- (i) he must be a member of the Institute of Chartered Accountants of India or the Institute of Cost and Works Accountants of India [or the Institute of Company Secretary of India]; and
- (ii) he must have been in practice as chartered accountant or a cost and works accountants or a company secretary for a period of not less than ten years and his gross receipts from such practice should not be less than fifty thousand rupees in any three of the five preceding years.
- (iii) Evidence of previous experience needs to be provided to the Bank. In case of companies / partnership firms undertaking valuations, the qualification and experience shall apply to the lead valuers of the company / all partners of the partnership firm.

IV. (a) Valuers of Agricultural land (other than Plantations)

Valuer of agricultural land ought to have knowledge of following principles of valuation:

- Cost, price, value and worth
- Various types of value
- Value elements – ingredients – characteristics
- Annuities – capitalization – rate of capitalization – redemption of capital
- Three approaches to value viz. Income, Market and cost
- Laws applicable to agricultural land

(i) He must be a graduate in agricultural science of a recognised university and must have worked as a farm valuer for a period of not less than five years; and, or

(ii) He must be a person formerly employed in a post under Government as Collector, Deputy Collector, Settlement Officer, Land Valuation Officer, Superintendent of Land Records,

Agricultural Officer, Registrar under the Registration Act, 1908, or any other officer of equivalent rank performing similar functions and must have retired or resigned from such employment after having rendered service in any one or more of the posts aforesaid for an aggregate period of not less than five years.

(b) Valuers of Agricultural Land (Plantations)

A valuer of coffee plantation, tea plantation, rubber plantation, cardamom plantation or as the case may be, shall have the following qualifications, namely:--

(i) He must have, for a period of not less than five years, owned, or acted as manager of a coffee, tea, rubber or, as the case may be, cardamom plantation having an area under plantation of not less than four hectares in the case of a cardamom plantation or forty hectares in the case of any other plantation; or

(ii) He must be a person formerly employed in a post under Government as a Collector, Deputy Collector, Settlement Officer, Land Valuation Officer, Superintendent of Land Records, Agricultural Officer, Registrar under the Registration Act, 1908, or any other officer of equivalent rank performing similar functions and must have retired or resigned from such employment after having rendered service in any one or more of the posts aforesaid for an aggregate period of not less than five years, out of which not less than three years must have been in areas, wherein coffee, tea, rubber or, as the case may be, cardamom is extensively grown.

Certificate of Membership

This is to certify that Mr./Ms
Proprietor/ Partner/ Director of
M/s..... Registered Office at
..... is
registered valuer member with this Association. His/ her Membership No. is
.....

2. It is also certified that he/she holds a good standing/reputation in the Association and there are no complaints, disciplinary actions pending or in progress against the above valuer member.

Authorised Signatory

Date:
Place:

*Certificate to be issued on a letter head

(To be issued on a letter Head)

To Whomsoever It May Concern

This reference letter is issued to certify that Mr./Ms..... is an Individual / Proprietor / Partner / Director of M/s valuer/ Proprietorship Firm / Partnership Firm / Company, its registered office at is empanelled/ was empanelled with this office as a valuer for a period from to for conducting the valuation in the following Asset Class(es): (please choose applicable field by ticking it)

1. Land & Building
2. Plant & Machinery
3. Securities or Financial Assets/ Stocks and Trade
4. Agriculture Land

2. The above valuer entity had approximately conducted following number of valuations with us during the period of empanelment:

Period of valuation conducted	Approximate nos. of Valuation conducted		Approximate amount of valuation		
	Overall nos. of valuations (A)	Nos. of Non-retail valuations Out of (A)	Overall amount of valuation	Amount of individual Non-retail valuation	
				Nos. of valuation with Market Value Above Rs.100 crore	Nos. of valuation with Market Value of Rs.50 lacs to below Rs.100 crore
From the date of empanelment or since last 24 months whichever is earlier					
Since last 12 months					

*Non-retail = Corporate Loans

3. The valuation entity is capable, honest and professional and has completed its assignments successfully and satisfactorily during the period of empanelment.

Authorised Signatory

Date:

Place:

Format of undertaking to be submitted by Individuals/ proprietor/ partners/ directors

DECLARATION- CUM- UNDERTAKING

I,son/ daughter
of..... do hereby solemnly affirm and state that

- a. I am a citizen of India
- b. I will not undertake valuation of any assets in which I have a direct or indirect interest or becomes so interested at any time during a period of three years prior to my appointment as valuer or three years after the valuation of assets was conducted by me
- c. The information furnished in my valuation report dated DD-MM-YYYY is true and correct to the best of my knowledge and belief and I have made an impartial and true valuation of the property.
- d. I have personally inspected the property on DD-MM-YYYY The work is not sub-contracted to any other valuer and carried out by myself.
- e. Valuation report is submitted in the format as prescribed by the Bank.
- f. I have not been depanelled/ delisted by any other bank and in case any such depanelment by other banks during my empanelment with you, I will inform you within 3 days of such depanelment.
- f. I have not been removed/dismissed from service/employment earlier
- g. I have not been convicted of any offence and sentenced to a term of imprisonment
- h. I have not been found guilty of misconduct in professional capacity
- i. I have not been declared to be unsound mind
- j. I am not an undischarged bankrupt, or has not applied to be adjudicated as a bankrupt;
- k. I am not an undischarged insolvent
- l. I have not been levied a penalty under section 271J of Income-tax Act, 1961 (43 of 1961) and time limit for filing appeal before Commissioner of Income-tax (Appeals) or Income-tax Appellate Tribunal, as the case may be has expired, or such penalty has been confirmed by Income-tax Appellate Tribunal, and five years have not elapsed after levy of such penalty
- m. I have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958 and
- n. My PAN Card number/Service Tax number as applicable is
- o. I undertake to keep you informed of any events or happenings which would make me ineligible for empanelment as a valuer

- p. I have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure
- q. I have read the Handbook on Policy, Standards and procedure for Real Estate Valuation, 2011 of the IBA and this report is in conformity to the “Standards” enshrined for valuation in the Part-B of the above handbook to the best of my ability
- r. I have read the International Valuation Standards (IVS) and the report submitted to the Bank for the respective asset class is in conformity to the “Standards” as enshrined for valuation in the IVS in “General Standards” and “Asset Standards” as applicable
- s. I abide by the Model Code of Conduct for empanelment of valuer in the Bank.
- t. I am registered under Section 34 AB of the Wealth Tax Act, 1957. (Strike off, if not applicable)
- u. I am valuer registered with Insolvency & Bankruptcy Board of India (IBBI) (Strike off, if not applicable)
- v. My CIBIL Score and credit worthiness is as per Bank’s guidelines.
- w. I am the proprietor / partner / authorized official of the firm / company, who is competent to sign this valuation report.
- x. I will undertake the valuation work on receipt of Letter of Engagement generated from the system (i.e. LLMS/LOS) only.
- y. Further, I hereby provide the following information.

Sl No.	Particulars	Valuer comment
1	background information of the asset being valued;	
2	purpose of valuation and appointing authority	
3	identity of the valuer and any other experts involved in the valuation;	
4	disclosure of valuer interest or conflict, if any;	
5	date of appointment, valuation date and date of report;	
6	inspections and/or investigations undertaken;	
7	nature and sources of the information used or relied upon;	
8	procedures adopted in carrying out the valuation and valuation standards followed;	
9	restrictions on use of the report, if any;	
10	major factors that were taken into account during the valuation;	
11	major factors that were not taken into account during the valuation;	

12	Caveats, limitations and disclaimers to the extent they explain or elucidate the limitations faced by valuer, which shall not be for the purpose of limiting his responsibility for the valuation report.	
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Date:

Place:

Signature

(Name of the Approved Valuer and Seal of the Firm / Company)

Application for Empanelment as a Valuer

To

.....
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.....
.....

Affix Passport
size colour
Photograph and
sign across

Subject: Application for empanelment as a valuer

IBBI Registration No.(if applicable);

Registered under Sec 34AB of Wealth Tax Act 1957, if yes, Wealth Tax Registration No:

Sir/ Madam,

I, being an individual/ proprietor/ partner/ director (strike off whichever is not applicable), hereby apply for empanelment as a valuer for the following class(es) of assets :-

- (a) _____
- (b) _____
- (c) _____
- (d) _____

The details are as under:

A. DETAILS OF THE FIRM/PARTNERSHIP ENTITY/ COMPANY (if applicable)

1. Name:
2. Registration Number/ LLP Number/CIN Number:
3. PAN No.:
4. GST No.
5. Address for Correspondence or registered office:
6. Permanent Address:
7. E-Mail Address
8. Telephone No.:

Others:

B. PERSONAL DETAILS OF INDIVIDUAL/ PROPRIETOR/ EACH PARTNER/DIRECTOR

Title (Mr/Mrs/Ms):

1. Name:



2. Father's Name:
3. Mother's Name:
4. Date of Birth:
5. Registration with CBDT under Wealth Tax Act, 1957 – YES / No.
If yes, (Registration No. & Date, of Individual/ all the Partners (in case of Partnership Firm))
6. PAN No.:
7. AADHAAR No.:
8. Passport No.:
9. GST No.
10. Address for Correspondence:
11. Permanent Address:
12. E-Mail Address:
13. Mobile No.
14. Others

C. EDUCATIONAL, PROFESSIONAL AND VALUATION EXAMINATION QUALIFICATIONS

1. Educational Qualifications

[Please provide educational qualifications from Bachelor's degree onwards for Individual/ proprietor/ each partner/director]

Educational Qualification	Year of Passing	Marks (percent.)	Grade/ Class	University/College	Remarks, if any

2. Professional Qualifications for Individual/ proprietor/ each partner/director

Professional Qualification	Institute/ Professional Body/ registered valuers organisation	Membership No.	Date of enrolment	Remarks, if any

3 (a) Details of valuation examination passed (for Individual/ proprietor/ all partners/directors who are registered valuers with RVO)

Date of examination	Asset class, if any	Marks secured	Percentage

3 (b) Valuation Qualifications (for Individual/ proprietor/ all partners/directors who are registered valuers with RVO)

Valuation specific qualification/course	Recognised Registered Valuers Organisation		Asset class	Membership No. in Registered Valuers Organisation	Remarks, if any.
	Name	Recognition No			

D. WORK EXPERIENCE (if applicable)

1. Are you presently in practice / employment? (Yes or No)
2. Number of years in practice or of work experience in the relevant profession or in valuation (attach evidence in the form of reference letters/copies of valuation reports/any other evidence):
3. If in practice, address for professional correspondence:
4. Number of years in employment (in years and months):
5. Experience Details

Sl. No.	From Date	To Date	Employment / Practice	If employed, Name of Employer and Designation	If in practice, experience in the relevant profession/ valuation	Area of work

E. REGISTERED VALUERS ORGANISATION/ MEMBERSHIP OF PROFESSIONAL BODIES

1. Please give details of the registered valuers organisation/ Professional bodies of which you are a member. Please state your membership number.

F. ADDITIONAL INFORMATION

1. Have you ever /or any of your partners/directors ever been convicted for an offence? (Yes or No). If yes, please give details.
2. Are any criminal proceedings pending against you /or your partners/directors? (Yes or No) If yes, please give details.
3. Are you or any of your/ your partners/directors undischarged bankrupt, or have applied to be adjudged as a bankrupt? (Yes or No)
If yes, please give details.
4. Please provide any additional information that may be relevant for your application.

G. ATTACHMENTS

1. Copy of Certificate of Registration with IBBI
2. Copy of Certificate of Registration under Sec 34AB of Wealth Tax Act, 1957 (if applicable)
3. Copy of proof of membership with a registered valuers organization.
4. Copy of membership with Professional bodies
5. Reference Letter(s) as prescribed in Annexure-III
6. KYC documents for Individual/ Firm/ Partnership Firm/ Company and its proprietor/ partners/directors.
7. Copies of documents in support of educational qualifications, professional qualifications and valuation qualifications of Individual/ proprietor/ partners/directors.
8. Copies of documents demonstrating practice or work experience for relevant period, if applicable
9. Copies of certificate of employment by the relevant employer(s), specifying the period of such employment, if applicable.

10. Financial statements/ Income Tax Returns for the last three years.
11. Passport-size photograph(s) of Individual/proprietor/ partners/directors.

H. AFFIRMATIONS

1. Copies of documents, as listed in section G of this application form have been attached/ uploaded. The documents attached/ uploaded are
- I undertake to furnish any additional information as and when called for.
2. I am not disqualified from being registered as a valuer under the Companies (Registered Valuers and Valuation) Rules, 2017, (Please strike off if not applicable).
3. This application and the information furnished by me along with this application is true and complete. If found false, misleading or incorrect I will be fully responsible for the consequences.

Place :
Date:

Signature & Name of applicant

List of documents to be submitted

Sl. No.	Name of documents
1	Copy of Certificate of Registration with IBBI (if applicable)
2	Copy of Certificate of Registration under Sec 34AB of Wealth Tax Act, 1957 (if applicable)
3	Copy of proof of membership with a registered valuers organization. (if applicable)
4	Copy of membership with Professional bodies
5	Reference Letter(s) as prescribed in Annexure-III
6	KYC documents for Individual/ Firm/ Partnership Firm/ Company and its proprietor/ partners/directors.
7	Copies of documents in support of educational qualifications, professional qualifications and valuation qualifications of Individual/ proprietor/ partners/directors.
8	Copies of documents demonstrating practice or work experience for relevant period, if applicable
9	Copies of certificate of employment by the relevant employer(s), specifying the period of such employment, if applicable.
10	Financial statements/ Income Tax Returns for the last three years.
11	Passport-size photograph(s) of Individual/ proprietor/ partners/directors.

The above list is illustrative and not exhaustive. The Bank may call for such other evidence as may be considered necessary for verifying the eligibility or competence of the Valuer.