

CHECK LIST FOR EMPANELMENT OF RESOLUTION AGENT

01. RAs will submit their application (**Annexure-II/A & II/B**) along with all relevant documents to the nearest Bank's branch who will scrutinize their documents and arrange to conduct due diligence before forwarding the same to the circle through their controller.

Sl. No.	Instructions
01	Establishments eligible for empanelment as Resolution Agents: Agencies Proprietorship / Partnership/Co.) with good track record and experience in recovery of impaired assets.
02	All the proprietors/partners/directors of the firm/Company have completed 100 hours training and obtained IIBF certificate as stipulated for Resolution/Recovery Agents.
03	Apart from above, employees/persons engaged by the Resolution Agents, which are related to recovery process, have completed 100 hours training and obtained IIBF certificate as stipulated for Resolution/Recovery Agents.
04	IIBF DRA Certificates pass for all the individuals/proprietors/partners/directors of the firm/Company and employees/persons engaged by the Resolution Agent, as prescribed.
05	Antecedents of all the Directors, Partners & employees (background verification) to be done through Police verification and two reference checks (Police verification report and character certificates to be enclosed)
06	RAs will submit their application (Annexure-II/A & II/B) along with all relevant documents to the nearest Bank's branch who will scrutinize their documents and arrange to conduct due diligence before forwarding the same to the circle through their controller.
07	Due Diligence Report (Annexure-III and III/A) by the forwarding Branch
08	Format for Forwarding & Recommending empanelment of Resolution Agent (Annexure-IV) and Evaluation Criteria (Annexure-IV/A) duly signed by the BM of the forwarding Branch, AGM/CM(Admin) at RBO and designated official at AO.
09	Photos to be attested by the Branch on page no 29 of Annexure II/A
10	Firm should have undertaken similar projects in Banks/Financial Institutions during past five years.
11	The Vendor must have minimum prescribed annual Turnover/Profitability/Capital Adequacy based on the Engagement requirement. Verified the following from the Financials/IT returns of the firm for the last 3 Years. a) Firm should be in profit for at least last two years b) Trend in movement of capital should be monitored.
12	Vendor is having experience of minimum 5 years in providing the Services as per the Engagement.
13	Vendor's employees are identified by biometric/ Aadhaar based authentication as per IVM policy.
14	License from local body/authority.
15	Confirmation Letter from owner/ Prop/Partner/Director that the details of the outsourced staff VIZ. name, address, mobile no., detail regarding educational

	qualifications, identity details, background check/police verification, etc engaged by them are being maintained.
16	Evidence of verification from Central Negative List Portal, which is maintained in the form of INL (Internal Negative List) Portal having URL: https://sbiinl.sbi:8443/ . Before onboarding the RA/Vendor.
17	Insurance Clause : After empanelment, RA RAs/REAs shall also obtain a Comprehensive Insurance based upon “loss history” with minimum of Rs 10 Lakh as sum insured to cover all losses, costs, expenses of claims which the Bank may be exposed to due to the deficiency in services provided by the RAs/REAs or due to any fraud, negligence, misconduct of the RAs/REAs or any acts of commission /omission on the part of his officers, employees, agents, representatives or. The Insurance obtained shall cover all direct losses and indirect loses such as Reputational Loss, Financial Loss, Operational Loss etc. The copy of Insurance Policy should be provided to the Bank for record.
18	The Service Provider, if it is not a subsidiary of the Bank, should not be owned or controlled by any director or officer/employee of the Bank or their relatives as mentioned in section 2(77) of the Companies Act, 2013 and also as per Regulation 61 of the SBI General Regulations, 1955.

Bank reserve the right to demand any documents/paper relating to empanelment, if required.

All Annexure mentioned here will be available at the recommending branch/link branch.