

On the firms letter head

Application for Empanelment as Stock and Receivable Auditor (SRA)

To,
Deputy General Manager (SMEBU)
State Bank of India,
Local Head Office
Technical Consultancy Cell
SME Department, 1st floor
C-6, “G” Block, Bandra - Kurla Complex,
Bandra (East), Mumbai- 400 051

Submitted through.....Regional Business Office (RBO) /Zonal Office (ZO)/SME Branch of State Bank of India

Sub. Request for empanelment as Stock and Receivable Auditor on SBI Panel

I/ We here by apply for empanelment as Stock and Receivable Auditor and furnish hereunder the requisite bio data/information /documents for empanelment.

Sr. No.	Particular	Details
1	Name of the Firm/company/LLP	
2	Constitution (proprietorship / partnership / LLP/Company)	
3	Constitution Certificate No./ICAI Registration No/ Institute of Cost Accountant of India Reg No.	
4	Date of Establishment of firm	
5	RBI Unique Code & Category	
6	Date of RBI Unique Code	
7	Registered/Communication address of the firm /company	
8	Details of the Offices/Branches of the firm/company in the Circle(Maharashtra & Goa)	
9	Contact No Mobile No Land line No	
10	PAN No	
11	GST No.	
12	Nature of present activity of the firm/company	
13	Details about the Firm/company	
A	Brief Profile of the Firm	
B	Number of CAs with more than 5 year of experience	
C	Numbers of Cost & Works Accountant with more than 5 year of experience	
D	Any additional qualification of partner like DISA/CISA/LLB/MBA/CS	
E	Whether firm have Engineering Staff, if any details	

F	Details of the present set up/infrastructure available to deal with stock Audit work					
14	Particular of the current empanelment as Stock Auditor with other Banks/Financial Institutions(Copy of empanelment letters to be enclosed)(Those already empanelled with SBI should enclose their last empanelment letter)					
A	Name of the Banks	Empanelment since		Valid Upto		
	1.					
	2.					
	3.					
B	Details of past experience as stock auditors in Last 2 years (Details to be furnished in the following format)					
	Name of Bank	Name of Branch	Name of client	Exposure of the client FB & NFB separately	Nature of Task Handled	Date of completion of assignment
<i>Supporting letters for assignments/term of reference needs to be attached</i>						
C	Revenue and net profit during last 3 years as per Audited B/S or Financial documents					
D	Furnish the details if the firm or any of the qualified Partner/Director have been de-paneled by any Bank /FI/Organization in the Past					
E	Furnish the details if appointed as Statutory Auditors for Bank					

Please attach self-certified photocopies (to be attested by SBI Branch/SBI officer) of the following enclosures:

Firm Profile	
Copy of Constitution Certificate /ICAI Registration Of Firm/ Institute of Cost Accountant of India Reg No.	
Copy Of Partnership deed /AOA/MOA	
Copy Of Empanelment Letters of Banks as Stock Auditors(14-A) If already empanelled with SBI as SRA (copy of empanelment letter to be attached)	
Summary Of Assignments Of Stock Audit & Asset Verification (14-B)	
Copy of Letters For Assignments/Work Order/Appointment Letters	
Undertaking that firm/company is not Statutory Auditors For SBI	
Copy Of Additional/Higher Qualification (DISA/CISA/ MBA, LLLB, CS etc) of Partners	
Detail Of Staff (Engineer Technical)	
Copy of Pan Card/ and Copy of GST reg No	
Copy Of IT Return of Last 2 Years	

- We hereby certify that we are not statutory auditor of SBI or neither under cooling period and eligible to conduct stock Audit for the years 2022-24 (01.04.2022 to 31.03.2024).
- We solemnly declare that we have unblemished track record, with no unsatisfactory conduct in the past and should have not been blacklisted by any Bank / financial institution / other organisations/any government department, no listing in default / caution /debarment list of RBI / IBA / SEBI / professional institutes etc..

- I / We solemnly declare that the above information furnished /submitted by me/us is complete and entirely true, and nothing has been concealed. I/we understand that any discrepancy / wrong information would lead to cancellation / de-empanelment as Stock & Receivable Auditor with immediate effect. I / We affirm that terms and conditions of State Bank of India relating to empanelment as Stock & Receivable Auditor are/will be acceptable to us.
- I/We agree that the Bank's decision regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained by the Bank in this regard.
- I/We further agree that my/our Empanelment with the Bank would not amount to any commitment by the Bank to provide any professional assignment to me/us.
- I/we hereby confirm that all the necessary supporting documents are enclosed with the application.

On the Behalf of the firm

Name of the firm

Signature
Name & designation

Signature
Name & designation

Signature
Name & designation

Date:

Place :