

**TO BE FILLED BY RECOMMENDING BRANCH**

	<b><u>NAME OF VALUER (in capitals) :</u></b>	
	<b>CATEGORY - SARFAESI /NON SARFAESI A/B/C</b>	
	<b>CHECKLIST FOR EMPANELMENT OF VALUERS</b>	<b>REMARKS</b>
1	SHOULD BE A MEMBER OF ANY ONE OF THE VALUER ASSOCIATION - ( IOV, IESMA, PVAI, ICSI, IIV, ICMAI, ICAI, ACVA, CVSTRA, COPUNCIL OF ENGNRS AND VALUERS, DIVYA JYOTHI FOUNDATION OR ANY OTHER ASSOCIATION REGD AS RVO WITH IBBI )	
2	COMPLETED ATLEAST 5 ASSIGNMENTS SUCCESFULLY DURING IMMEDIATE PRECEDING 12 MONTHS	
3	AGE LIMIT TO BE 25 TO 70 YEARS	
4	3 REFERENCE LETTERS – REFEREE – BANK, COMPANY	
5	PROOF OF EXPERIENCE	
6	PAN CARD/GST NUMBER	
7	APPLICATION AS PER ANNEX 2,	
8	DOCS AS PER ANEX 3	
9	EDCNL QLFCN AS PER ANNEX 1	
10	VERIFIED KYC DOCUMENTS FOR INDIVIDUAL/ FIRM/ PARTNERSHIP FIRM/ COMPANY AND ITS PROPRIETOR/ PARTNERS/DIRECTORS.	
11	COPIES OF DOCUMENTS IN SUPPORT OF EDUCATIONAL QUALIFICATIONS, PROFESSIONAL QUALIFICATIONS AND VALUATION QUALIFICATIONS OF INDIVIDUAL/ PROPRIETOR/ PARTNERS/DIRECTORS AS PER ANNEXURE I	
12	COPY OF CERTIFICATE OF REGISTRATION WITH IBBI (IF APPLICABLE)	
13	COPY OF CERTIFICATE OF REGISTRATION UNDER SEC 34AB OF WEALTH TAX ACT, 1957 (IF APPLICABLE)	
14	COPY OF PROOF OF MEMBERSHIP WITH A REGISTERED VALUERS ORGANIZATION. (IF APPLICABLE) AS PER ANNEXURE VIII	
15	COPY OF MEMBERSHIP WITH PROFESSIONAL BODIES	
16	VISIT REPORT DULY SIGNED BY AUTHORISED SIGNATORY	
17	CIBIL REPORT DULY VERIFIED	
18	REFERENCE LETTER(S) – MINIMUM 3 - AS PRESCRIBED IN ANNEXURE-XI	
19	COPIES OF DOCUMENTS DEMONSTRATING PRACTICE OR WORK EXPERIENCE FOR RELEVANT PERIOD, IF APPLICABLE	
20	COPIES OF CERTIFICATE OF EMPLOYMENT BY THE RELEVANT EMPLOYER(S), SPECIFYING THE PERIOD OF SUCH EMPLOYMENT, IF APPLICABLE.	
21	DULY FILLED UNDERTAKING AS PER ANNEXURE IV	
22	DULY SIGNED MODEL CODE OF CONDUCT AS PER ANNEXURE V	

23	DULY FILLED AND SIGNED EVALUATION MATRIX AS PER ANNEXURE X	
----	--	--

**TO BE FILLED BY RECOMMENDING BRANCH**

24	FINANCIAL STATEMENTS/ INCOME TAX RETURNS FOR THE LAST THREE YEARS.	
25	PASSPORT-SIZE PHOTOGRAPH(S) OF INDIVIDUAL/ PROPRIETOR/ PARTNERS/DIRECTORS.	
26	APPLICATION TO BE RECOMMENDED BY BRANCH/ BUSINESS UNIT/ RBO/B&O	

**IBBI**

> REGD AS A VALUER MEMBER WITH IBBI

**SARFAESI**

> REGD UNDER SEC 34 B OF WEALTH TAX ,1957

**Signature of Branch Official**