

(Annexure-I)

Application for Empanelment as a Valuer

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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

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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-VIII
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:

Signature & Name of applicant

Date:

(Annexure-II)

List of documents to be obtained:

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-VIII
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.

(Annexure-III)

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.
- g. I have not been removed/dismissed from service/employment earlier
- h. I have not been convicted of any offence and sentenced to a term of imprisonment
- i. I have not been found guilty of misconduct in professional capacity
- j. I have not been declared to be unsound mind
- k. I am not an undischarged bankrupt, or has not applied to be adjudicated as a bankrupt;
- l. I am not an undischarged insolvent
- m. 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
- n. 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
- o. My PAN Card number/Service Tax number as applicable is
- p. I undertake to keep you informed of any events or happenings which would make me ineligible for empanelment as a valuer

- q. I have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure
- r. 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
- s. 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
- t. I abide by the Model Code of Conduct for empanelment of valuer in the Bank. (Annexure XIV- A signed copy of same to be taken and kept along with this declaration)
- u. I am registered under Section 34 AB of the Wealth Tax Act, 1957. (Strike off, if not applicable)
- v. I am valuer registered with Insolvency & Bankruptcy Board of India (IBBI) (Strike off, if not applicable)
- w. My CIBIL Score and credit worthiness is as per Bank’s guidelines.
- x. I am the proprietor / partner / authorized official of the firm / company, who is competent to sign this valuation report.
- y. I will undertake the valuation work on receipt of Letter of Engagement generated from the system (i.e. LLMS/LOS) only.
- z. 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.	

Date:

Place:

Signature

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