

(On the firm's letter head)

**Application for Empanelment as Stock and Receivable Auditor (SRA)**

To,  
Deputy General Manager (CCO)  
State Bank of India,  
Local Head Office  
1, Strand Road,  
Kolkata – 700 001

- i) **Submitted to The Assistant General Manager/ Chief Manager/ Branch Manager,  
..... Branch on or before 12.01.2025**

**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	Details of the Offices / Branches of the firm/company in the Circle (West Bengal/Sikkim/Andaman & Nicobar Island)	
8	Details of the Offices / Branches of the firm/company in the Circle (West Bengal/Sikkim/Andaman & Nicobar Island)	
9	Contact No Mobile No. Land Line No.	
10	PAN No	
11	GST No	
12	Nature of Present Activity of the firm/company	
13	<b>Details about the Firm /company</b>	
A	Brief Profile of the Firm	
B	Number of CAs with more than 5 years of experience (enclose documentary evidence)	
C	Numbers of Cost & Works Accountant with more than 5 years of experience (enclose documentary evidence)	
D	Any additional qualification of partner like DISA/CISA/LLB/MBA/CS	

E	Whether firm have Engineering Staff, if any details						
F	Details of Bank account, where fee for conducted audit by the firm to be credited, viz Account No, Name, IFSC No, Branch Name, Branch address						
G	Details of Present setup/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 up to		
	1.						
	2.						
	3.						
B	Details of experience as stock auditors in last 2 years (Details to be furnished in the following format)						
	Name of the Bank	Name of the Branch	Name of the Client	Exposure of the client FB & NFB separately	Nature of Tusk 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-panelled by any Bank/FI/Organisation in the Past						
E	Furnish the details if appointed as Statutory Auditors for the Bank						

**Please attach self-certified photocopies of the following enclosures:**

Firm Profile	Annexure-A
Copy of Constitution Certificate /ICAI Registration of Firm/ Institute of Cost Accountant of India Reg No.	Annexure-B
Copy of Partnership deed/AOA/MOA	Annexure-C
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)	Annexure-D
Summary of Assignment of Stock Audit & Asset Verification (14-B)	Annexure-E
Copy of Letters for Assignments/Work Order/Appointment Letters	Annexure-F
Undertaking that firm/company is not Statutory Auditors For SBI	Annexure-G
Copy of Qualification/Additional/Higher Qualification (CA/DISA/CISA/MBA, LLLB, CS etc) of partners	Annexure-H
Details of Staff (Engineer / Technical)	Annexure-I
Copy of Pan Card and Copy of GST Reg No	Annexure-J

Copy of IT Return of last 2 Years	Annexure-K
KYC of the proprietor/partner/directors	Annexure - L
Reference letters from PSBs/ Govt. Organisation/ Company where Auditors have previously done SRA.	Annexure- M

- We hereby certify that we are not statutory auditor of SBI or neither under cooling period nor eligible to conduct stock Audit for the year 2024-27 (01.04.2024-31.03.2027)
- We solemnly declare that we have unblemished track record, with no unsatisfactory conduct in the past and have not been blacklisted by any Bank/ financial institution/other organizations / any government department, not listed 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 behalf of the firm

Name of the firm

Signature

Name & designation

Signature

Name & designation

Signature

Name & designation

Date:

Place: