

**List of Documents to be submitted by Applicant for Empanelment of Resolution Agents**

S. No.	NAME OF THE DOCUMENTS	YES/NO
1.	KYC of the applicant (Firm /Company / Partner / Promoter / Director / Proprietor) 1.PAN Card (Personal and Firm) 2. Address Proof 3.Registration Certificate of the RA/GST 4. MOA & AOA (for Companies)	
2	Enclose the list of employees working with RA (Outof which, deployed in recovery activities)	
3	KYC of employees of RA	
4	DRA Certificate (for RAs) from IIBF	
5	DRA Certificate (for employees of RAs) from IIBF	
6	Police Verification certificate of Resolution Agents	
7	Police Verification certificate of RA's employee/s	
8	Referral checks from two non-related persons for RA	
9	Referral checks from two non-related persons for RA's employees	
10	Detailed Profile of Partners / Promoters / Directors (separate sheets may be attached)	
11	Code of Conduct (of RA's employees)	
12	Last Three years ITRs of RA	
13	Name of key personnel/ employees and their qualification: (a) Of them Chartered Accountants: (b) Of them Advocates (c) Of them Worked in Judicial Departments (d) Of them worked in Police Departments (e) Of them Worked in Banks (f) Of them subject specialists with 5 or more years of experience.	
14	Specialization/Experience (Firm /Company / Partner / Promoter / Director / Proprietor / Applicant), if any, in some industry or sector: (Documentary evidence, if any)	
15	Name of other Banks/FIs where RA (Firm /Company / Partner / Promoter / Director / Proprietor / Applicant) is already empanelled. Please attach copies of empanelment letter	
16	Result where RA (Firm /Company / Partner / Promoter / Director / Proprietor / Applicant) appointed (if any)	1. No of Accounts: 2. Out of 1 No ofAccounts settled: 3. Recovery madeto Bank:
17	Experience of assistance for sale of Stressed Assets /any other relevant experience (attach annexure)	
18	Major Achievements & Success story of RA (Firm /Company / Partner / Promoter / Director / Proprietor / Applicant) Separate sheets may be attached.	
19	Any other relevant information	