

(On Firm's/Company's Letterhead)

**APPLICATION FOR EMPANELMENT AS STOCK AND RECEIVABLE AUDITOR IN
STATE BANK OF INDIA, LOCAL HEAD OFFICE, THIRUVANANTHAPURAM.**

To,

Asst. General Manager (CP&M)
State Bank of India
2nd Floor, CCO Department
Local Head Office
Poojappura, Thiruvananthapuram
Kerala – 695 012

Dear Sir,

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

SI No	Particulars	Details
1	Name of the Firm/LLP/Company	
2	Constitution (Proprietorship/Partnership/LLP/ Company)	
3	Registered/Communication address of the firm/Company	
4	Name of the Contact Person & Contact No (Mobile No & Land Line No)	
5	e-mail address	
6	Constitution Certificate No. /ICAI Registration No/Institute of Cost Accountant of India Reg No.	
7	Date of Establishment of the firm	
8	PAN/TIN No of the firm	
9	GST No	
10	RBI Unique Code & Category	
11	Date of RBI Unique Code	
12	Address of the Offices / Branches of the firm/company located in the Circle (Kerala & Lakshadweep) along with Contact number and email address (Enclose documentary evidence)	
13	Nature of Present Activity of the firm/company	

14	Details about the Firm /company																																																																				
a)	Brief Profile of the Firm																																																																				
b)	If previously empaneled as stock auditor with SBI, date of empanelment. (Enclose copy of letter)																																																																				
c)	Whether the firm/company is currently serving as Statutory Auditor in SBI? If so, please furnish details.																																																																				
d)	Number of qualified Chartered Accountants/Cost Accountants available with the Firm/Company as Partners / Directors (in case of Companies, Firms and LLP)																																																																				
e)	Number of CAs/ Cost & Works Accountants with more than 5 years of experience (enclose documentary evidence)																																																																				
f)	Number of personnel employed in the Firm/Company with Engineering background to assist in conducting the stock and receivable audit																																																																				
g)	Details of Proprietor/ all Partners/ all Directors <table border="1"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Age</th> <th>Mobile No& e-mail address</th> <th>Qualification</th> <th>Post qualification work experience (in years)</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>(enclose copy of certificates for educational qualification, copy of KYC document of prop/partners/directors)</p>			Name	Designation	Age	Mobile No& e-mail address	Qualification	Post qualification work experience (in years)																																																												
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h)	Number of office(s) located in Kerala & Lakshadweep																																																																				

15	If empanelled with other organizations / Government Departments, give details with supporting documents				
	Name of the Bank /institution		Empanelled since		Valid upto
16	Number of stock audit assignment completed during the last two financial years. (ie FY 2023-2024, 2024-2025)				
	Name of the Bank	Number of Industries covered during the last 2 years	Number of assignments completed during the last 2 years	Average FB exposure of the client	Average time taken for completion of a single assignment
	(Supporting letters for assignments/term of reference needs to be attached)				
17	If the Firm/Company has been debarred/delisted by any bank/organization in the past, please furnish the details				
18	Any other data/particulars you feel relevant/worth mentioning				

Please attach self-certified photocopies of the following enclosures:

SI No	PARTICULARS
1	Brief Profile of the Firm/ Company
2	Copy of Constitution Certificate /ICAI Registration of Firm/ Institute of Cost Accountant of India Reg No.
3	Copy of Partnership deed (in case of a firm)/ CIN, MOA and AOA (in case of a Company)
4	Copy of address proof (for the office(s) based in Kerala as furnished in SI No.12)
5	Copy of Pan Card and GST reg No
6	Copies of the KYC of the proprietor/partner/Directors
7	Copies of documents supporting qualification and post qualification work experience of the Proprietor/Partner/Director dealing with Stock and Receivable Audit

8	Copy of Empanelment Letters of Banks as Stock & Receivable Auditors If already empanelled with SBI as SRA (copy of empanelment letter to be attached)
9	Copies of Letters for Assignments/Work Order/Appointment Letters to be attached in support of the details furnished SI No .16
10	Copy of IT Return of Last 2 Years
11	Declaration/Undertaking that the firm/Company is not engaged as a Statutory Auditor for SBI

I/ We solemnly declare that:

- I/ We are not statutory auditor of SBI or neither under cooling period and hence are eligible to conduct stock Audit for State Bank of India, for 2025-2028 period.
- I/ We have an unblemished track record (no history of blacklisting by any bank / FI, no listing in default / caution /debarment list of RBI / IBA / SEBI / their professional institutes etc.). I/ We declare that my /our name does not appear in the IBA Caution List. I/ We further confirm that in case of any such blacklisting/ depanelment, I/We shall inform you within 3 days of such action.
- I/ We have not been removed/ dismissed from service/ employment earlier.
- I/ We have not been convicted of any offence and sentenced to a term of imprisonment.
- I/ We have not been found guilty of misconduct in professional capacity.
- I/ We have not been an undischarged bankrupt or has not applied to be adjudicated as a bankrupt.
- I/ We solemnly declare that I/We will not undertake Stock & receivable audit of any firm/ Company in which I/We have a direct or indirect interest.
- 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.
- If selected for empanelment as Stock and Receivable Auditor of the Bank and the offer is accepted, we will execute an agreement in the format prescribed by the Bank.

(# Wherever additional sheets have been used, all the sheets should be duly signed by authorized signatory. KYC documents/Certificates may be self-attested)

On the Behalf of the firm and to be signed by Proprietor (in case of proprietorship firm), all partners (in case of partnership firm & LLPs), all directors (in case of Company)

Name of the firm:

Signature	Signature	Signature
Name & Designation	Name & Designation	Name & Designation

Signature	Signature	Signature
Name & Designation	Name & Designation	Name & Designation

Date

Place