

APPLICATION FORM FOR EMPANELMENT OF CONCURRENT AUDITORS

(Hard copy to be submitted only on receipt of Offer Letter from the Bank)

I. GENERAL INFORMATION:

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|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of the Firm (*) | Pl specify length (suggested char(150) |
| 2. Complete postal/communication address of the Firm / Company (*) | Add1 Char (50)
Add2 Char (50)
Add3 Char (50)
City Char (50)
Pin code N(6)
State (LOV) |
| 3. Office telephone Number/Numbers (*) | Field: Provision for 2 numbers
Std Code Telephone Number |
| 4. Office FAX Number (*) | Phone with Std Code |
| 5. E-mail address (*) | Validation Required i.e., @ should be there in the email address |
| 6. Constitution (*) | Either – (LOV)
1. Individual / Proprietorship
2. Partnership Firm
3. Limited Company |
| 7. Date of formation/establishment of the Firm | DD/MM/YYYY < system date |
| 8. Registration Number of the Firm / Company with date with Institute of Chartered Accountants of India (ICAI) | Regn. Number Date of registration
A. DD//MM/YYYY <
Free input with 10 character – Numeric system date and > or equal to (7) |
| 9. Registration Number of the Firm / Company with date (unique code number) with Reserve Bank of India) (*) | User input with Maximum 6 Digits |
| 10. Category of the Firm(*) | User input with Maximum 3 Digits |
| 11. Service Tax Registration Number | Free Field Char (50) |
| 12. C&AG Empanelment Number | Free Field Char (50) |
| 13. Permanent Account Number (PAN) of the firm (Mandatory) (*) | User input with 10 Character – Alpha numeric Char (10) |
| 14. Number of partners / Directors | 1. Not applicable for Limited Company
2. Numeric field with max 99 as input (LOV) N(2) |

15. Name, qualification, membership Number, year and other details (DISA qualification may also be mentioned)

Name of the Proprietor / Partner / Director	Contact Number	Educational Qualification	Membership Number	Year	brief profile
1.	Std Code Number	30 Character input	20 Character input	4 Digit Numeric input	200 Character free input
2.					
3.					
4.					

15. Details of audit staff employed	
Qualified Chartered Accountants	
b) Semi qualified Chartered Accountants	N(3)
c) Retired/ex-bank officers	N(3)
Article/audit clerks	
d) other assistants	N(3)
Total	

II. PAST EXPERIENCE OF THE FIRM / COMPANY(Relating to various bank audits):

For B & G, if the Bank selected from LOV is Canara Bank, list of branches of our Bank should be displayed.

A. Central Statutory Auditors			
Name of the Bank		No of years in completed years	During the Period
LOV - List of Public Sector Banks & Private Sector Banks		LOV - Numeric – 1 to 10	LOV - > 2006 < 2012
B. Statutory Branch Auditors (*)			
Name of the Bank	Branches	No of years in completed years	During the Period
LOV - List of Public Sector Banks & Private Sector Banks	LOV – All Branch List to be displayed	LOV - Numeric – 1 to 10	LOV - > 2006 < 2012
C. Concurrent Auditors (*)			
Name of the Bank	Branches	No of years in completed years	During the Period

LOV - List of Public Sector Banks & Private Sector Banks	Free input with 25 alpha characters	LOV - Numeric – 1 to 10	LOV - > 2006 < 2012
D. Income/Revenue Auditors			
Name of the Bank	Branches	No of years in completed years	During the Period
LOV - List of Public Sector Banks & Private Sector Banks	Free input with 25 alpha characters	LOV - Numeric – 1 to 10	LOV - > 2006 < 2012

E. System/IS Auditors			
Name of the Bank	Branches	No of years in completed years	During the Period
LOV - List of Public Sector Banks & Private Sector Banks	Free input with 25 alpha characters	LOV - Numeric – 1 to 10	LOV - > 2006 < 2012

F. Foreign Exchange Auditors			
Name of the Bank	Branches	No of years in completed years	During the Period
LOV - List of Public Sector Banks & Private Sector Banks	Free input with 25 alpha characters	LOV - Numeric – 1 to 10	LOV - > 2006 < 2012

G. Stock Auditors of Large Borrowers/ Corporates			
Name of the Bank	Branches	Name of the borrower	During the Period
LOV - List of Public Sector Banks & Private Sector Banks	Free input with 25 alpha characters	Free Field with 100 characters	LOV - > 2006 < 2012

H. Any other Special Audit/ assignment allotted by the bank			
Name of the Bank	Branches	Nature of assignment	During the period
LOV - List of Public Sector Banks & Private Sector Banks	Free input with 25 alpha characters	Free Field with 50 characters	LOV - > 2006 < 2012

I. Details of Bank audit assignment currently on hand including as Concurrent Audit in Canara Bank		BANK	Type of audit LOV
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	LOV - List of Public Sector Banks, Private Sector Banks including Canara Bank with branch details	<ol style="list-style-type: none"> 1. Central Statutory Audit 2. Statutory Branch Audit 3. Concurrent Audit 4. Income Audit 5. System Audit 6. Foreign Exchange Audit 7. Stock Audit 8. Other Audit
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<p>J. Areas of specialization of the Firm/partners in Bank audits (Forex Branch, Service Branch, Industrial Finance Branch {IFBs} , Large Corporate Branch , Depository Participant Branch, House Finance Branch, NRI Branch , SME Branch, Collection & Payment Service Branch, Retail Hubs etc,) Specify below</p>
Free field with 100 characters
<p>L. Any other relevant details / particulars of the firm</p>
Free field with 100 characters

III. CHOICE OF BRANCHES (*) – Mandatory to enter One Branch.

Choice	SL. No.	Name of the Branch	D P Code of the branch	Distance to the branch from your Office
1.		LOV		
2.		LOV		
3.		LOV		

(*) – Mandatory Fields

