

(On Firm's Letter-head)

BIODATA FOR EMPANELMENT AS CONCURRENT AUDITORS

No.

Date:

To,

The DGM & Circle Financial Officer,
State Bank of India,
Audit Department,
Local Head Office,
Motimahal Marg,
Lucknow.

We hereby apply for empanelment as **Concurrent Auditors** with the Bank and furnish hereunder the requisite Biodata / information:

1	Name of the Firm	
2	Date of Establishment	
3	Registered / Communication Address of the Firm	
4	Contact Phone / Mobile Nos.	
5	E-mail Address	
6	PAN No./ TIN No.	

7	Address of Branch Offices						
8	Registration Number of firm with ICAI						
9	Unique Code Number allotted by RBI						
10	Grade/Category as per RBI (for Statutory Audit)						
11	Manpower (Numbers):						
	A	<u>Qualified Professionals:</u>					
		Partners					
	B	Others					
		Articles					
C	Retired Bank Officials						
D	Other Audit Staff						
12	Particulars of All Partners:						
	Sl. No.	Name	Professional Qualification	ICAI Membership No.	Date of Certificate of Practice	FCA/ACA	DISA/CISA

Sl. No.	Name	Educational Qualification	Phone/ Mobile No.	Address
Sl. No.	Name	Particulars of Registration/Affiliation with the Institute of CA / Architects / Valuers / Engineers, I.T. / Wealth Tax Authorities (CBDT), RBI, Any Other Organization, as CA / Architect / Valuer / Engineer / Auditor / Stock Auditor / NBFC / Auctioneer / Mgmt. Consultant etc.		
13	Details of Associate Firms, if any, of the applicant firm, and their current assignment of Concurrent Audit of any PSB, if so.			
14	Nature of Present Activity of the Firm and since when			
15	Details of Current Assignment of Concurrent Audit of PSB on hand (if any)			
16	Details of Present Set-up / Infrastructure available to deal with Concurrent Audit work			
17	Past Experience in Concurrent Audit (with names of clients, nature of tasks handled, period of assignment and results achieved).			

18	Particulars of empanelment with other Banks / Financial Institutions			
19	Revenue & Net Profit during the last 3 years			
20	Additional Information:			
A	If firm / partner have availed any credit facilities / stood as guarantor with SBI, please furnish following details:			
	Name of Partner	Name of Bank's Branch(es)	Nature of Credit Facilities / Guarantee	Account No.
B	If any of your client is having credit facilities with SBI, furnish following details:			
	Name of Client	Name of Bank's Branch(es)	Nature of Credit Facility	
21	Furnish details if the Firm or any sister/associate concern of the firm is on Statutory Audit panel of State Bank of India.			
22	Furnish details if the firm/any partner is currently or has previously been engaged in a consulting assignment with State Bank of India.			
23	Furnish details if any assignment given by SBI in the past was refused/discontinued/terminated.			
24	Furnish details if the firm/any partner has been disqualified/depanelled by RBI/ICAI/any Bank/Organization in the past.			
25	Furnish details if appointment of the firm/any partner has in the past been terminated by RBI/ICAI/any Bank.			

26	Furnish details if any disciplinary action by RBI/ICAI has in the past been taken / is pending against the firm/any partner.	
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Note: Please attach self-attested photographs and photocopies of proofs relating to:

1. Photographs of all partners.
2. Identity & address of the firm and all the partners.
3. Partnership Deed.
4. Qualifications & Experience of the partners.
5. PAN / TIN Card of firm.
6. I.T. Returns of the firm (last 3 years).
7. Empanelment with Other Banks/ Institutions.
8. Registration / Affiliation with the Institute of CA / Architects / Valuers / Engineers, I.T. / Wealth Tax Authorities (CBDT), RBI, Any Other Organization, as CA / Architect / Valuer / Engineer / Auditor / Stock Auditor / NBFC / Auctioneer / Mgmt. Consultant / Concurrent/Statutory Auditor etc.
9. Any Other document required.

We solemnly declare that the information furnished above is complete and entirely true, and nothing has been concealed. We affirm that the terms & conditions of State Bank of India relating to Empanelment of Concurrent Auditors are acceptable to us.

For & On Behalf of Firm:

(Signatures)
Name & Designation

(Signatures)
Name & Designation

(Signatures)
Name & Designation

(Signatures)
Name & Designation

(Signatures)
Name & Designation

(Signatures)
Name & Designation

(All partners to subscribe their signatures)

Encls:

Note:

No Columns of the Biodata form are to be kept blank.
