

# दि ओरिएण्टल इश्योरेंस कम्पनी लिमिटेड

(भारत सरकार का उपक्रम)

पंजीकृत/प्रधान कार्यालय : "ओरिएण्टल हाउस", पो.बॉ. नं. 7037

ए-25/27, आसफ अली रोड, नई दिल्ली-110002

सिन : यू66010डीएल1947जीओआई007158



# THE ORIENTAL INSURANCE COMPANY LIMITED

(A Government of India Undertaking)

Regd/Head Office : " Oriental House ", P.B.No. 7037

A-25/27, Asaf Ali Road, New Delhi-110002

CIN : U66010DL1947GOI007158

Dept: Internal Audit  
Ref: IAD/HO/698/2016

10<sup>th</sup> November, 2016

To,

CA Firms/ Companies  
New Delhi

Sir,

**Re: Selection of Audit Firm for Conducting  
Concurrent Audit of Investment Operations**

Our Company is a leading Public Sector General Insurance Company in India and we propose to select a Chartered Accountant Audit Firm of repute for conducting Concurrent Audit of Investment Operations of the Company. The Concurrent Audit of Investment Operations is required to be conducted as per instructions and directives issued from time to time by the IRDAI and/or RBI/SEBI or any other statutory authority directives applicable for General Insurance Companies including Statutory Tax Compliance Status etc. in all respect.

The Concurrent Audit is required to be conducted on every working day at the Head Office of the Company. The contract for conducting Concurrent Audit would be valid initially for a period of one year and may be extended by another year subject to maximum of 2 years on appraisal of performance on the same remuneration.

The eligibility criteria decided by the Competent Authority for selection of an Audit Firm are as under:

1. The Chartered Accountants firm shall be a firm, registered with the Institute of Chartered Accountants of India.
2. The audit firm should have experience for at least 4 years in conducting Investment Concurrent Audit and reviews of Risk Management System and Process of either Banks or Mutual Funds or Insurance Companies or have, on behalf of IRDAI conducted investment inspection of insurance companies or Companies having Investment Operations of over Rs.1000 Crores.
3. The Internal/Concurrent audit term shall be for the financial year and where the appointment is made during the course of the financial year, it shall be up to the end of that financial year.
4. The Internal/Concurrent Auditor shall be appointed by the Audit Committee of the Insurer's Board and the Auditor shall directly report to the Audit Committee of the Insurer's Board.


5. On the day of appointment as an auditor for conducting concurrent audit of investment, the auditor must not hold more than two audits of internal, concurrent and Risk Management Systems Audit, all taken together. Hence, the audit firm can at the maximum hold not more than three audits (i.e. Investment Risk Management Systems and Process Audit, Internal Audit, Concurrent Audit – all taken together), apart from Statutory audit at any point of time. For this purpose, at the time of appointment, the firm shall submit a declaration to this effect.
6. The audit firm should not have been prohibited/ debarred by any regulating agency including IRDAI, RBI, SEBI, ICAI etc.
7. The Concurrent Auditors appointed for the first time should not have conducted the following assignments for our company during a period of two years immediately preceding the appointment as Concurrent Auditor:
  - i) Statutory Audit
  - ii) Any Internal Audit
  - iii) Any Concurrent Audit
  - iv) Any consulting assignment whether or not related to audit functions.
  - v) Reviews or certification of Investment Risk Management Systems and Process.
- 8) The internal/Concurrent Auditors shall not be eligible for re-appointment, with the same insurer after serving three consecutive years or three years during the preceding five years.
- 9) The Audit Firm should have an office in Delhi city.

The selection of the Audit Firm shall be on the basis of above criteria and it is, therefore, requested that a letter of interest in the enclosed format may be sent to the Chief Manager, The Oriental Insurance Company Ltd., 3<sup>rd</sup> Floor, Internal Audit Department, 4/14 A, Agarwal House, Asaf Ali Road, New Delhi – 110 002 **by hand only** between 11.30 hrs to 15.30 hrs on any working day latest by 30.11.2016. **Please note that no letter of interest shall be accepted through post or by courier service.**

After scrutiny of Proforma submitted by Audit Firms, financial offers will be called from the Firms who fulfill the above eligibility criteria. For any query contact may be made with Mr. Devendra Pant, Chief Manager whose phone no. is 011-48638515 or on email i.e. [devendrapant@orientalinsurance.co.in](mailto:devendrapant@orientalinsurance.co.in).

Thanking you

Yours faithfully,



Chief Manager



Encl: as above

Copy to:

The President, ICAI New Delhi, with a request to kindly place this letter either on your Notice Board or on your website for the information of all concerned.

Dy.Secy, NIRC, ICAI Bha .wan Indraprastha Marg, New Delhi-2 with a request to kindly place this letter either on your Notice Board or on your website for the information to all concerned.

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**HEAD OFFICE, A-25/27 ASAF ALI ROAD, NEW DELHI 110002**

**LETTER OF INTEREST BY AUDIT FIRM FOR CONDUCTING**  
**CONCURRENT AUDIT OF INVESTMENT OPERATIONS**

Sl. No.	Particulars	
1	Name and Address of the Firm	
2	Telephone No. & E-mail address	
3	Names of Partners, Membership Number and their profile, FRN	Attach separate sheet
4.	No. of years of standing of Audit Firm	
5.	<b>Confirmation of eligibility criteria:</b>	
	1. Whether the firm is registered with the Institute of Chartered Accountants of India	Yes/No
	2. Whether the Firm have experience, for at least four years, in conducting Investment Concurrent Audit of either Banks or Mutual Funds or Insurance Companies or have on behalf of IRDAI conducted investment inspection of insurance companies or companies having Investment Operations of over Rs.1000 crore.	If yes, the details of the Banks, Mutual Funds or Insurance Companies or any other Company audited with the period for which the audit was conducted shall be provided with documentary evidence.
	3. On the date of appointment as an Auditor for conducting concurrent audit of investment, <b>the auditor must not hold more than two audits of internal, Concurrent and Risk Management Systems Audit, all taken together.</b> Hence, the Audit firm, can at the maximum hold not more than three Audits (i.e. Investment Risk Management Systems and Process Audit, Internal Audit, Concurrent Audit – all taken together), apart from Statutory Audits at any point of time. For this purpose, at the time of appointment, the firm shall submit a declaration to this effect.	Yes/No
	4. Whether the Audit Firm has been prohibited / debarred by any regulating agency including IRDA, RBI, SEBI, ICAI etc.	Yes/No

	ICAI etc.	
	<p>5. Whether the Audit Firm if applying for the first time has conducted following assignments for our company during the period for two years immediately preceding his appointment as Concurrent Auditor (2014-15 &amp; 2015-16).</p> <ul style="list-style-type: none"> <li>• Statutory Audit</li> <li>• Any Internal Audit</li> <li>• Any Concurrent Audit</li> <li>• Any consulting assignment, whether or not related to audit Functions.</li> <li>• Reviews or certification of Investment Risk Management Systems and Process.</li> </ul>	Yes/No
	6. Whether Audit Firm have an office in Delhi City	Yes/No
6.	<p>Details about the experience of the Audit Firms:</p> <ul style="list-style-type: none"> <li>i) Statutory Audit of Banks at Corporate level</li> <li>ii) Statutory Audit of Mutual Funds</li> <li>iii) Statutory Audit of Insurance Company at Corporate level</li> <li>iv) Statutory Audit of any other Company having Investment Operations of over Rs.1000 crores.</li> <li>v) Concurrent Audit of Investment Operations conducted of any Bank/Mutual Fund/ Insurance Company/ any other Company having Investment Operation of over Rs.1000 crore.</li> </ul>	Please give name of the Bank/ Mutual Fund/ Company and Financial Year in which the above audits have been conducted as separate attachment, Please attach copy of such appointments letters if possible.

**Name of the Partner:**

**Signature:**

**Date:**

**Seal of the Audit Firm:**