

( On Firm's Letterhead )

## **BIODATA FOR EMPANELMENT AS CONCURRENT AUDITORS**

No.

Date :

State Bank of India,  
CFO Department,  
New Delhi LHO.

We hereby apply for empanelment as **Concurrent Auditors** and furnish hereunder the requisite biodata/ information/ documents.

1	Name of the Firm / Company	
2	Constitution (Partnership firm/ LLP)	
3.	Date of Establishment	
3	Registered/ Communication Address of the Firm/ LLP	
4	Contact phone/ mobile Nos.	
5	PAN No/ TIN No.	
6	Nature of Present Activity of the Firm/ Company & since when	

7	Address of Branch Offices	
8	E – Mail Address	
9	Registration Number of firm/ LLP with ICAI	
10	Unique Code Number & Grade Suggested by RBI for Statutory Branch Audit	
11	Whether any disciplinary action by ICAI institutes/ pending against any member/ partner of the firm/ LLP (if yes give details)	
12	Whether any assignment given by SBI in past was refused/ discontinued/ terminated	
13	Manpower (Numbers)	
A	Qualified Professionals (i) Partners (ii) Others	
B	Articles	
C	Other Audit Staff	
14	Details of Current Assignment of Concurrent Audit of PSB on hand	
Particulars of Partners/ Members		

Sr. No.	Name	Qualification	ICAI Members hip No.	Date of Certificate of Practice	FCA/ ACA	Mobile No.	DISA/ CISA
15	Details of Associate Firms, if any, of the applicant firm/ LLP and their current assignment of concurrent audit of PSB on hand						
16	Additional Information:-						
A	If firm/ partner/ LLP have availed any credit facilities/ stood as guarantor with SBI, please furnish following details:						
(i)	Name of partner	(ii) Name of Bank's Branch	(iii) Nature of Credit Facilities/ Guarantee	(iv) Account No.			
B	If any of your client is having credit facilities with SBI, furnish name of the branches:						
17	Revenue & Net Profit during the last 3 years						
18	Names, Educational/ Professional Qualification, Phone No. & Addresses of the firm/ Partners						
	Particulars of Registration/ Affiliation with the Institute of CA/ Architects/ Valuers/ Engineers, IT/ Wealth Tax Authorities (CBDT), RBI, any other Organization, as CA/						

	Architect/ Valuer/ Auditor/ Stock auditor/ NBFC/ Auctioneer/ Mgt Consultants.			
19	Details of Present Set-up/ Infrastructure Available to deal with concurrent audit work			
20	Particulars of empanelment with other banks/ financial institutions			
21	Past Experience in concurrent audit (with names of clients, nature of tasks handled and results achieved).	Name of Bank	Branch	Period
22	Furnish details if the firm has been depanelled by any bank/ organization in the past			

Note : Please attach self-attested photographs and photocopies of proofs relating to :

- a) Photographs of the firm/ all partners/ all directors.
- b) Identity & addresses of the firm and the prop/ all partners/ all directors.
- c) Partnership deed/ memo & articles of association of LLP.
- c) Qualifications & experience of the prop/ partners/ directors
- e) PAN/ TIN Card of firm/ LLP.
- f) I.T. Returns (last 3 years)
- g) Empanelment with other banks/ institutions.
- h) Registration/ Affiliation with the Institute of CA/ Architects/ Valuers Engineers, IT/ Wealth Tax Authorities (CBDT), RBI, any other Organization, as CA/ Architect/ Valuer/ / Engineers/ Auditor/ Stock auditor/ NBFC/ Auctioneer/ Mgt Consultants/Concurrent/Statutory Auditor

We solemnly declare that the information furnished above is complete and entirely true, and nothing has been concealed. We affirm that 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
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( Signatures )	( Signatures )	( Signatures )
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Name & Designation      Name & Designation      Name & Designation  
(All partners/ directors to subscribe their signatures.)

Encls :

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In case any information/ document is found as untrue/ misleading, the Bank may take necessary action, including de-penalising/ backlisting of the firm/ member, as it may deem fit.

**Note:-**

- (I) No Columns of the application form are to be kept blank.
- (II) Since large number of applications being received for empanelment, no communication will be sent by the Bank in respect of firms, which will not be selected.