( On Firm’s/Company’s Letterhead)

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

To,

The Dy. General Manager & CCO,

State Bank of India

Local Head Office

No.65, St.Marks Road,

Bengaluru 560001

Dear Sir,

We hereby apply for empanelment as Stock and Receivable Auditor and furnish the requisite bio-data/information/records as under:

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| --- | --- | --- |
| 1. | Name of the Company/Firm/ Applicant  |  |
| 2 | Constitution (Individual/Proprietor/ Partnership firm/Corporate body. (Proof of constitution/KYC of the firm/company to be enclosed)(If a Partnership firm/Corporate body use separate Bio data sheets duly signed to give details of each Partners, Director etc)  |  |
| 3. | Registered/communication address of the Firm/Companye-mail addressPhone no. |  |
| 4. | PAN no./TIN No. of the Firm (enclose copies) |  |
| 5 | Year of establishment (Enclose documentary evidence)Institute membership No.  |  |
| 6 | Names, Educational / Professional qualification, Phone no. & addresses of Prop./Partners /Directors(enclose copy of certificates for educational qualification, copy of KYC document of Prop/partners/directors) |  |
| 7 | Past experience in audit/stock audit (with names of clients, nature of tasks handled and results achieved ) |  |
| 8 | If previously empanelled as stock auditor with SBI, date of empanelment. (Enclose copy of letter ) |  |
| 9 | If empanelled with other organizations / Government Departments/ Banks, give details with supporting documents |  |
| 10 | Furnish details if the Firm/Company has been debarred/delisted by any bank/organization in the past. |  |
| 11 | Any other data/particulars you feel relevant/worth mentioning |  |

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

We solemnly declare that we have read the terms and conditions stipulated for empanelment as Stock and Receivable Auditor of the Bank and we also understand that the Bank has reserved its right to accept or reject the application without assigning any reasons. 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 given by the Bank.

 For & on behalf of the firm/Company:

Place : Signature

Date : Name & designation

Encls.