

FORMATS/ ANNEXURES

(Annexure-II)

Application for Empanelment as a Valuer

To

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**Affix Passport
size colour
Photograph and
sign across**

Subject: Application for empanelment as a valuer

IBBI Registration No.(if applicable);

Registered under Sec 34AB of Wealth Tax Act 1957, if yes, Wealth Tax Registration No:

Sir/ Madam,

I, being an individual/ proprietor/ partner/ director (strike off whichever is not applicable), hereby apply for empanelment as a valuer for the following class(es) of assets :-

- (a) _____
- (b) _____
- (c) _____
- (d) _____

The details are as under:

A. DETAILS OF THE FIRM/ PARTNERSHIP ENTITY/ COMPANY (if applicable)

- 1. Name:
- 2. Registration Number/ LLP Number/CIN Number:
- 3. PAN No.:
- 4. GST No.



5. Address for Correspondence or registered office:

6. Permanent Address:

7. E-Mail Address

8. Telephone No.:

Others:

B. PERSONAL DETAILS OF INDIVIDUAL/ PROPRIETOR/ EACH PARTNER/DIRECTOR

Title (Mr/Mrs/Ms):

1. Name:

2. Father's Name:

3. Mother's Name:

4. Date of Birth:

5. Registration with CBDT under Wealth Tax Act, 1957 – YES / No.

If yes, (Registration No. & Date, of Individual/ all the Partners (in case of Partnership Firm))

6. PAN No.:

7. AADHAAR No.:

8. Passport No.:

9. GST No.

10. Address for Correspondence:

11. Permanent Address:

12. E-Mail Address:

13. Mobile No.

14. Others

C. EDUCATIONAL, PROFESSIONAL AND VALUATION EXAMINATION QUALIFICATIONS

1. Educational Qualifications

[Please provide educational qualifications from Bachelor's degree onwards for Individual/ proprietor/ each partner/director]

Educational Qualification	Year of Passing	Marks (percent.)	Grade/ Class	University/ College	Remarks, if any

2. Professional Qualifications for Individual/ proprietor/ each partner/director

Professional Qualification	Institute/ Professional Body/ registered valuers organisation	Membership No.	Date of enrolment	Remarks, if any

3 (a) Details of valuation examination passed (for Individual/ proprietor/ all partners/directors who are registered valuers with RVO)

Date of examination	Asset class, if any	Marks secured	Percentage

3 (b) Valuation Qualifications (for Individual/ proprietor/ all partners/directors who are registered valuers with RVO)

Valuation specific qualification/course	Recognised Registered Valuers Organisation		Asset class	Membership No. in Registered Valuers Organisation	Remarks, if any.
	Name	Recognition No			

D. WORK EXPERIENCE (if applicable)

1. Are you presently in practice / employment? (Yes or No)
2. Number of years in practice or of work experience in the relevant profession or in valuation (attach evidence in the form of reference letters/copies of valuation reports/any other evidence):
3. If in practice, address for professional correspondence:
4. Number of years in employment (in years and months):
5. Experience Details

Sl. No.	From Date	To Date	Employment/ Practice	If employed, Name of Employer and Designation	If in practice, experience in the relevant profession/ valuation	Area of work

E. REGISTERED VALUERS ORGANISATION/ MEMBERSHIP OF PROFESSIONAL BODIES

1. Please give details of the registered valuers organisation/ Professional bodies of which you are a member. Please state your membership number.

F. ADDITIONAL INFORMATION

1. Have you ever /or any of your partners/directors ever been convicted for an offence? (Yes or No). If yes, please give details.
2. Are any criminal proceedings pending against you /or your partners/directors? (Yes or No) If yes, please give details.
3. Are you or any of your/ your partners/directors undischarged bankrupt, or have applied to be adjudged as a bankrupt? (Yes or No)
If yes, please give details.
4. Please provide any additional information that may be relevant for your application.

G. ATTACHMENTS

1. Copy of Certificate of Registration with IBBI
2. Copy of Certificate of Registration under Sec 34AB of Wealth Tax Act, 1957 (if applicable)
3. Copy of proof of membership with a registered valuers organization.
4. Copy of membership with Professional bodies
5. Reference Letter(s) as prescribed in Annexure-XI
6. KYC documents for Individual/ Firm/ Partnership Firm/ Company and its proprietor/ partners/directors.
7. Copies of documents in support of educational qualifications, professional

qualifications and valuation qualifications of Individual/ proprietor/ partners/directors.

8. Copies of documents demonstrating practice or work experience for relevant period, if applicable
9. Copies of certificate of employment by the relevant employer(s), specifying the period of such employment, if applicable.
10. Financial statements/ Income Tax Returns for the last three years.
11. Passport-size photograph(s) of Individual/ proprietor/ partners/directors.

H. AFFIRMATIONS

1. Copies of documents, as listed in section G of this application form have been attached/ uploaded. The documents attached/ uploaded are
I undertake to furnish any additional information as and when called for.
2. I am not disqualified from being registered as a valuer under the Companies (Registered Valuers and Valuation) Rules, 2017, (Please strike off if not applicable).
3. This application and the information furnished by me along with this application is true and complete. If found false, misleading or incorrect I will be fully responsible for the consequences.

Place :
Date:

Signature & Name of applicant

List of documents to be obtained

Sl. No.	Name of documents
1	Copy of Certificate of Registration with IBBI (if applicable)
2	Copy of Certificate of Registration under Sec 34AB of Wealth Tax Act, 1957 (if applicable)
3	Copy of proof of membership with a registered valuers organization. (if applicable)
4	Copy of membership with Professional bodies
5	Reference Letter(s) as prescribed in Annexure-XI
6	KYC documents for Individual/ Firm/ Partnership Firm/ Company and its proprietor/ partners/directors.
7	Copies of documents in support of educational qualifications, professional qualifications and valuation qualifications of Individual/ proprietor/ partners/directors.
8	Copies of documents demonstrating practice or work experience for relevant period, if applicable
9	Copies of certificate of employment by the relevant employer(s), specifying the period of such employment, if applicable.
10	Financial statements/ Income Tax Returns for the last three years.
11	Passport-size photograph(s) of Individual/ proprietor/ partners/directors.

The above list is illustrative and not exhaustive. The Bank may call for such other evidence as may be considered necessary for verifying the eligibility or competence of the Valuer.

Certificate of Membership

This is to certify that Mr./Ms..... Proprietor/
Partner/ Director of M/s..... Registered Office
at..... is registered valuer
member with this Association. His/ her Membership No. is

2. It is also certified that he/ She holds a good standing/reputation in the Association and there are no complaints, disciplinary actions pending or in progress against the above valuer member.

Authorised Signatory

Date:
Place:

*Certificate to be issued on a letter head

(Annexure-XI)

(To be issued on a letter Head)

To Whomsoever It May Concern

This reference letter is issued to certify that Mr./Ms..... is an Individual / Proprietor / Partner / Director of M/s valuer/ Proprietorship Firm / Partnership Firm / Company, its registered office at is empanelled/ was empanelled with this office as a valuer for a period from to for conducting the valuation in the following Asset Class(es): (please choose applicable field by ticking it)

1. Land & Building
2. Plant & Machinery
3. Securities or Financial Assets/ Stocks and Trade
4. Agriculture Land

2. The above valuer entity had approximately conducted following number of valuations with us during the period of empanelment:

Period of valuation conducted	Approximate nos. of Valuation conducted		Approximate amount of valuation		
	Overall nos. of valuations (A)	Nos. of Non-retail valuations Out of (A)	Overall amount of valuation	Amount of individual Non-retail valuation	
				Nos. of valuation with Market Value Above Rs.100 crore	Nos. of valuation with Market Value of Rs.50 lacs to below Rs.100 crore
From the date of empanelment or since last 24 months whichever is earlier					
Since last 12 months					

*Non-retail = Corporate Loans

3. The valuation entity is capable, honest and professional and has completed its assignments successfully and satisfactorily during the period of empanelment.

Authorised Signatory

Date:

Place:

