

II/A

Annexure-

**FORMAT TO BE FILLED UP FOR EMPANELMENT AS RESOLUTION AGENT (RA)****Details of Firm/ Entity/Applicant:**

1	Name of the Applicant:					
2	Constitution					
3	Date of Establishment					
4	PAN Card Number: GST Number: (Copy of last 3 year returns to be enclosed)					
5	Details of Infrastructure available e.g., Own/Rented office, Computers, Vehicles, etc.					
6	No. of Employees:  Out of which, deployed in recovery activities:	(enclose the list of employees)				
7	Address and contact details of each Partner / Promoter / Director (Copy of KYC Documents to be attached)  *(Attach Annexure)	Name	Email	Mobile	Address	Designation
8	Detailed Profile of Partners / Promoters / Directors (separate sheets may be attached)					

9	List of all Employees including Partner, Promoter, Director, Proprietor and Applicant  *(Attach Annexure)			Certificate to be enclosed				
		Name	Qualification	DRA Certificate (for RAs)	Police Verification	Referral checks from two non-related persons	Code of Conduct	Remarks
10	Name of key personnel/ employees and their qualification:							
27								

	(a) Of them Chartered Accountants: (b) Of them Advocates: (c) Of them Worked in Judicial Departments (d) Of them worked in Police Departments (e) Of them Worked in Banks (f) Of them subject specialists with 5 or more years of experience.	
11	a) Present Income b) Income from recovery activity (if any)	
12	Premises. Whether owned or rented. Please furnish particulars viz. location, market value etc. If rented, please furnish copy of rent agreement.	
13	Specialization/Experience (Firm /Company / Partner / Promoter / Director / Proprietor / Applicant), if any, in some industry or sector: (Documentary evidence, if any)	

14	Existing relationship with SBI, if any (Firm /Company / Partner / Promoter / Director / Proprietor / Applicant) Such as already on any panel of SBI, if yes, date or year from which empanelled by SBI e.g. Chartered Accountant/ Company Secretary/ Registered Valuer/stock auditor etc.	
15	Name of other Banks/FIs where RA (Firm /Company / Partner / Promoter / Director / Proprietor / Applicant) is already empanelled. Please attach copies of empanelment letter.	
28		

16	Result where RA (Firm /Company / Partner / Promoter / Director / Proprietor / Applicant) appointed (if any):	1. No of Accounts: 2. Out of 1 No of Accounts settled: 3. Recovery made to Bank:
17	Experience of assistance for sale of Stressed Assets /any other relevant experience (attach annexure)	
18	Area of Operation (Supportive Documents)	
19	Major Achievements & Success story of RA (Firm /Company / Partner / Promoter / Director / Proprietor / Applicant) Separate sheets may be attached.	
20	Any other relevant information	

**Declaration:**

- 1.** I / We hereby confirm and declare that the information given hereinabove is true and correct to the best of my knowledge and belief. I hereby express my interest to act as RA, if appointed by the Bank.
- 2.** In case there is any change in the status of the position indicated above, the same shall be communicated to SBI forthwith.
- 3.** We agree to provide services as per scope of services, give undertaking as per annexure. We also accept all terms & conditions as mentioned in the annexure.

Photo of all Partners / Directors / promoters

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**Signature of Authorized signatories/all Partners / Directors / Promoters Place:**

**Date:**

\* Strike out, whichever is not applicable.

