

Annexure I

APPLICATION FORM
EMPANELMENT OF EXTERNAL AGENCIES FOR CONDUCTING DUE DILIGENCE IN BORROWAL ACCOUNTS

Name of company / Firm				
Details of key person				
Particulars of administrative office and branches (addresses with telephone, Mobile and etc. should be given)				
Constitution (Memorandum and Articles of association, Partnership deed as applicable should be enclosed)				
Date of registration/incorporation				
Date of commencement of business				
Telephone numbers / Mobile No				
E mail address				
PAN NO				
GST NO				
Unique code number of RBI				
Certificate issued by ICAI for GST qualified practitioner				
Experience of the firm / company in conducting due diligence of borrowal accounts.				
Proposed Area of Operation (Substantiate with the manpower and other infrastructure available)				
Total number of Promoters / Directors / Partners / Staff in the firm / Company	Promoter	Directors	Partners	Staff
Has the applicant firm ever been empanelled with Central Bank of India? If yes, period/year of empanelment?				
Has the firm or any of its Promoters/ Directors/ Partners/ Professional staff/ Specialized staff been convicted of any offence and sentenced to a term of imprisonment?				
Has the firm or any of its Promoters/ Directors/ Partners/ Professional staff/ Specialized staff been found guilty of misconduct in my professional capacity and been debarred/ dis-empanelment from the panel of any Bank?				

2 BRIEF HISTORY:

Brief particulars of the organization, indicating changes, if any, in the name, constitution and management		
Total paid-up capital		
Particulars of capital/shares held		
<u>Name (Resident/Non-Resident)</u>	<u>Address</u>	<u>% and amount of share capital held (in Lacs)</u>
1)		
2)		
Name & Addresses of present bankers		
Particulars of consultancy income during last 3 years i) Copies of latest audited financial statements/annual reports or copies of provisional financial statements in the absence of audited accounts should be enclosed ii) Income tax clearance certificate (To be enclosed)		
Range of consultancy fees		

Particulars of membership/registration with national/international institutions/agencies

a) Name of professional body Type of membership

Particulars of present empanelment:

b) Name of the organization Type of services for which registered / enlisted Period of Empanelment

Particulars of associations with foreign consultancy organizations, if any

3. LIST OF IMPORTANT ASSIGNMENTS HANDLED (Due diligence reports)

Name & address of the client	Details of services rendered	Month & year in which the assignment was completed	Fee earned in Rs.	Name(s) of the firms associated with the assignment	Other relevant information

4. PARTICULARS OF PROMOTERS/ PARTNERS/ DIRECTORS

Sr No	Name & Designation	Age	Qualification	Experience	Whether working as a partner/ directors	Particulars of partnership/ directorship with other organizations, if any

5. PARTICULARS OF PROFESSIONAL / SPECIALISED STAFF (*Full /part-time & Associates)

Sr No	Name & Designation	Age	Qualification	Specialization	Full/part time & Associates	Particulars of previous experience
i) Detailed bio data of all the professionals to be enclosed ii) Copies of 'No Objection Certificate' from present employers in case of part-time professionals iii) Copies of consent letters from associates						

Disclaimer:

I / We understand that mere empanelment with Central Bank of India does not guarantee assignments during the period of empanelment.

I / We further understand that the bank at its sole discretion may alter, add or delete any of the terms and conditions for empanelment as deemed fit. The decision of the bank will be final and binding on me / us.

I / We undertake that the information / data / documents furnished/ submitted are true and correct to the best of my / our knowledge and belief.

I / We also undertake to maintain confidentiality of customers information even after the contract expires or gets terminated.

Date:
Place:

Authorized Signatory
(Sign & Seal)