

Annexure – 2

Format of the Application

1. Full Name of the Audit Firm :

2. Address :

- i) Permanent Address :
- ii) Correspondence Address with PIN code :
- iii) Landline / Mobile No. :
- iv) Fax Number :
- v) Email ID :
- vi) PAN :
- vii) Service Tax Regd. No. :

3. Specify the location (Region / Chapter) which applied

Sl. No.	Particulars	
1.	Year of Establishment	
2.	Annual Turnover of the firm in the preceding 3 Financial Years as per Income Tax Return	
3.	Number of partners in the firm along with their membership number	
4.	Number of qualified assistants (Cost Accountants) in the Firm along with membership number	
5.	Number of semi qualified assistant (Inter Cost Accountant) in the firm	
6.	Address of the Branch offices, if any along with contact number	
7.	Date of Partnership deed with Registration Number	
8.	Previous Audit assignment acceptance letter	
9.	Bank details for paying the fees through NEFT	

Note 1 : Documentary evidence of all the information as stated above is to be furnished along with the offer.

Note 2. : All the pages of the terms and conditions and documents submitted are to be signed with the seal of the firm

(Signature & Seal of the Partner of the Firm)