



Indian Banks' Association

Indian Bank's Association (IBA) invites applications from eligible Chartered Accountant Firms & Cost Accountant Firms for empanelment to take up assignments relating to forensic audit of Frauds upto ₹ 50 crores & Frauds above ₹ 50 crores in the Banking Industry. The last date for receipt of applications at IBA is 9th May, 2017 after which no applications will be accepted.

Eligibility Criteria for frauds above ₹ 50 crores is given in the table below:

Sr. No.	Selection Criteria	Minimum requirement for frauds above ₹ 50 crores (Fund + Non Fund based)
1.	a) Overall exposure of the Firm in forensic investigation in completed number of years. b) Minimum experience of at least one of the Chartered Accountants/ Cost Accountant as indicated above (including the experience as partner / employee of any other Chartered Accountant firm / Cost Accountant Firm/concern)	Ten years Five years

2.	Minimum number of Chartered Accountants/ Cost Accountants with the investigative agency	Three
3.	The firms should have employed Private Detective Agencies / Ex law enforcement professionals/ Corporate Fraud investigators/ Persons having experience in Industrial espionage / legal experts / experts on anti-money laundering activities, etc.	Engagement of skilled professionals minimum from two of the given categories.
4.	<p>Number of Certified Fraud Examiners or Qualified persons in Forensic Science and Cyber securities with the Firm having expertise in:</p> <ul style="list-style-type: none"> - Book Debt Analysis / credit appraisal - Verification of stock books / cash books / petty cash / stock ledgers / sub-ledgers - Documentary Analysis in Foreign Trade - SWIFT (remittance) trail tracking tools - Buyer's credit / Letters of credit / Forward Exchange contracts - Foreign Trade Finance mechanism 	Three

5.	<p>The Investigative Tools presently used by the Firm in it's Forensic Laboratory (Mention the IT and Non-IT tools) For Example:</p> <ul style="list-style-type: none"> - Email cracking tools - Voice Interpreter - Mobile Call Interpreter - Big Data Analysing tools - Retrieval of deleted data etc.. - Lie Detecting Machine - Interrogating tools / softwares - Audit Trail Finder - RTGS / NEFT / Other payment solution methodologies 	<p>Give the list of instruments, machineries, and other forensic investigative tools</p>
6.	<p>Experience in concurrent audit / Stock Audit in Banks: (Rationale: Since the work assigned by us would require a considerable coverage of credit and forex related investigation, experience in these areas provides an edge to such firms.)</p>	<p>Five years</p>

7.	Number of judgements passed in the Indian court of Laws based on the Forensic Investigation Report submitted by the Firm as a decision making reference.	Please submit the list of case numbers for verification on-line
8.	The Firm empanelled should undertake that their report will be termed as “ Forensic Audit Report” and the firm will undertake that they will be ready to appear in the Court as witness when Court / Counsel will challenge their reports.	
9.	The Firm empanelled should unambiguously conclude in their report about various observations made by them during audit to enable the Bank to take various decisions based on their report, including that of declaring the Fraud by the customer.	
10.	<p>a) Obtaining a certificate (initially and on-going basis) from the firm / concern about no disciplinary proceedings pending or contemplated against them by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India Reserve Bank of India / SEBI.</p> <p>b) No disciplinary proceedings should be pending against the proprietor / partners with the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.</p>	To be obtained after appointment.

	<p>c) Having unblemished track record and should not have been blacklisted by any PSBs/FIs/Govt Departments. The firm should submit a stamped affidavit to that effect.</p> <p>d) There will not be any criminal case pending against any Court of Law against the firm and/or its partners.</p>	
11.	List of Banks / FIs served as concurrent auditors / Statutory auditors in the past and serving at present (Please mention the list of banks / FIs and number of years worked with them)	Minimum 7 reputed organisations inclusive 3 international companies/MNC for statutory audit.
12.	Submission of sample reports pertaining to Forensic Investigation of large value Asset Frauds in banks under a large consortium lending.	Minimum three sample reports including one Digital Forensic Audit Report.
13.	Preferably the Firm should be empanelled/ worked with regulatory bodies like CBI, SEBI, SFIO, EOW of State Police etc.	Please submit list of such audits conducted.
14.	Geographical Presence	Must have all India presence preferably in major cities.

Eligibility Criteria for frauds upto ₹ 50 crores is given in the table below:

Sr. No.	Selection Criteria	Minimum requirement for frauds upto ₹ 50 crs (Fund + Non Fund based)
1.	<p>a) Overall exposure of the Firm in forensic investigation in completed number of years.</p> <p>b) Minimum experience of at least one of the Chartered Accountants/Cost Accountants as indicated above (including the experience as partner / employee of any other Chartered Accountant firm / Cost Accountant Firm/ concern)</p>	<p>Five years</p> <p>Three years</p>
2.	Minimum number of Chartered Accountants/ Cost Accountants with the investigative agency.	Three
3.	The firms should have employed Private Detective Agencies / Ex law enforcement professionals/ Corporate Fraud investigators/ Persons having experience in Industrial espionage / legal experts / experts on anti-money laundering activities, etc.	
4.	Number of Certified Fraud Examiners or Qualified persons in Forensic Science and Cyber securities	One

	<p>with the Firm having expertise in:</p> <ul style="list-style-type: none"> - Book Debt Analysis / credit appraisal - Verification of stock books / cash books / petty cash / stock ledgers / sub-ledgers - Documentary Analysis in Foreign Trade - SWIFT (remittance) trail tracking tools - Buyer's credit / Letters of credit / Forward Exchange contracts - Foreign Trade Finance mechanism 	
5.	<p>The Investigative Tools presently used by the Firm in it's Forensic Laboratory (Mention the IT and Non-IT tools) For Example:</p> <ul style="list-style-type: none"> - Email cracking tools - Voice Interpreter - Mobile Call Interpreter - Big Data Analysing tools - Retrieval of deleted data etc.. 	<p>Give the list of instruments, machineries, and other forensic investigative tools</p>

	<ul style="list-style-type: none"> - Lie Detecting Machine - Interrogating tools / softwares - Audit Trail Finder - RTGS / NEFT / Other payment solution methodologies 	
6.	Experience in concurrent audit / Stock Audit in Banks: (Rationale: Since the work assigned by us would require a considerable coverage of credit and forex related investigation, experience in these areas provides an edge to such firms.)	Three years
7.	Number of judgements passed in the Indian court of Laws based on the Forensic Investigation Report submitted by the Firm as a decision making reference.	Please submit the list of case numbers for verification on-line
8.	The Firm empanelled should undertake that their report will be termed as " Forensic Audit Report" and the firm will undertake that they will be ready to appear in the Court as witness when Court / Counsel will challenge their reports.	
9.	The Firm empanelled should unambiguously conclude in their report about various observations made by them during audit to enable the Bank to take various decisions based on their report,	

	including that of declaring the Fraud by the customer.	
10.	<p>a) Obtaining a certificate (initially and on-going basis) from the firm / concern about no disciplinary proceedings pending or contemplated against them by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India/ Reserve Bank of India / SEBI.</p> <p>b) No disciplinary proceedings should be pending against the proprietor / partners with the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.</p> <p>c) Having unblemished track record and should not have been blacklisted by any PSBs/FIs/Govt Departments. The firm should submit a stamped affidavit to that effect.</p> <p>d) There will not be any criminal case pending against any Court of Law against the firm and/or its partners.</p>	To be obtained after appointment.
11.	List of Banks / FIs served as concurrent auditors / Statutory auditors in the past and serving at present (Please mention the list of banks / FIs and number of	Minimum 5 reputed organisations for concurrent audit.

	years worked with them)	
12.	Submission of sample reports pertaining to Forensic Investigation of large value Asset Frauds in banks under a large consortium lending.	Minimum three sample reports
13.	Preferably the Firm should be empanelled/ worked with regulatory bodies like CBI, SEBI, SFIO, EOW of State Police etc.	Please submit list of such audits conducted.
14.	Geographical Presence	Must have all India presence preferably in major cities.

(On firm's letter head)
Application for Empanelment of Forensic Audit

Date:

Chief Executive,
 Indian Banks' Association
 World Trade Centre Complex,
 Centre- I, Cuffe Parade
 Mumbai- 400 005

1	Name of the Firm, full address, Contact No./E-mail	
2	ICAI Registration Number of the Firm(FRN)/ Cost Accountants Firms Registration Number (attach copy of latest constitution certificate as received from ICAI)	
3	PAN/TANNO. (Attach supporting documents)	
4	Complete address of the Head Office, Telephone No. &FAX No.	
5	Date from which the firm is in Practice	
6	Number of full time partners (ACA/FCA/ACMA/FCMA) (the number should include only those partner who are not engaged/involved with any other CA Firm/ Cost Accounting Firm)	
7	Number of full time employee who are CA (ACA/FCA)/ CMA (ACMA/FCMA) (the number should include only those employees who are not engaged/involved with any other CA Firm/ Cost Accounting Firm)	
8	No. of full time audit staff employed with the firm (I) Articles/Audit clerks (ii) Other Audit Staff	
9	Details of branches, if any (No. of branches with the name of the city/town)	

Please provide your point-wise comments/compliance to the eligibility criteria stated above i.e. for frauds above ₹ 50 crores & frauds upto ₹ 50 crores in the following format:

Sr. No.	Selection Criteria	Minimum requirement for frauds above ₹ 50 crores/ up to ₹ 50 crs (depending on the category in which applicant is applying)	Comments/Compliance

Undertaking

We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed. We affirm that terms & conditions of Indian Bank’s Association (IBA) relating to empanelment of Forensic Auditors are acceptable to us.

In Case

Any information/ document is found untrue, IBA may take necessary action, including blacklisting of the firm/ member, as it may deem fit.

For & Behalf of.....

Authorised Signatory
Name & Designation
Membership No.