

CRITERIA AND TERMS & CONDITIONS FOR EMPANELMENT OF FORENSIC AUDITOR

Eligibility Criteria:

- a) **Individuals/Corporates/Firms, who display exceptional professional competence in Forensic Auditing.**
- b) **Member of the Institute of Chartered Accountant of India/ the Institute of Cost Accountants of India with experience of around 5 years, preferably having exposure in banking sector.**
- c) Having in depth knowledge and extensive experience in accounting and should be aware of the various practices existing in cross section of industries.
- d) Having proven track record of conducting a number of Forensic and Investigative audits and exposed/established frauds and malpractices.
- e) **Having integrity and character beyond reproach. Unblemished track record, with no unsatisfactory conduct in the past and should have not been blacklisted by any financial institution/other organisations /any government department. The self-attested affidavit on stamp paper in this regard should be furnished**
- f) Having branches/offices in Maharashtra or Goa
- g) The name of the Firm/Company or its promoter/partner etc. should not be in the defaulters/barred/caution list published/displayed at websites of public bodies such as by RBI/IBA/ECGC/SEBI/CICs etc.

Other Terms & Conditions:

- i) Application in the format placed below should be submitted to DGM (SME), State Bank of India, Local Head Office, 'Synergy' 4th Floor, C- 6, G- Block, Bandra Kurla Complex, Bandra(East), Mumbai- 400 051, Maharashtra, on or before 10th January 2017 by 5.00 PM.
- ii) Usual KYC norms like Identity and address proof of Individual/Firm/Company are mandatory.
- iii) PAN Number and Registration Number with Institute of Chartered Accountant/Institute of Cost Accountant of India is also mandatory for applicant and its Chartered Accountant/Cost Accountant Partners/Directors.
- iv) In the event of gross negligence/malpractices noticed by the Bank in Forensic Auditor's conduct/scope of work apart from depaneling the Individual/Firm/Company, the Bank reserves the right to include their names in the cautionary list for circulation to all the Banks through IBA.
- v) Forensic Auditor will be evaluated on the basis of their performance and usefulness to the Bank during review of empanelment by the bank at annual interval or as convenient to the bank.
- vi) Bank reserves the right to reject any or all applications for empanelment without assigning any reasons therefor.
- vii) On empanelment the firm/company will have to give an undertaking with Non-Disclosure Agreement clause.
- viii) Fee structure would be determined by the bank and the concerned auditor as the amount depends on the complexity of work involved, reasonable time the auditor would need to complete the audit and resources required to be deployed for the completion of audit assigned.

Application Format for Empanelment of Forensic Auditor

1. Name of Individual/Firm/Company
2. Date of Establishment
3. Address:
Regd. Office (with Phone/Fax Nos./Email) -
Head Office (with Phone/Fax Nos./Email) -
Branches (with Phone/Fax Nos. /Email) -
4. Registration No. with the Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India
5. Details of Technical/Professional Qualified Staff:
6. Details of Key Person/Promoter/Partners of the Firm/Company
Name
Address
Pan No.
DIN No.
Passport Details
Professional Registration No. if any, Others
PAN No of firm/company
7. Experience in Forensic Audit of units with documentary proof.
8. Experience in dealing with/audit of banking sector
9. Net worth of the Individual/Firm/Company.
10. Details of Annual Business in terms of Forensic Audit during last 3 years (No. of Cases Held & Amount)
(Last Balance Sheet/Annual Report to be enclosed)

I/We confirm that the information furnished above is true and correct and we have not been de-panelled/black listed by any organization in the past and we fulfill all the conditions of eligibility of empanelment with SBI as Forensic Auditors.

Place:

Date:

Authorized signatory