

**Annexure - I A**

<b>Stock Auditor's / Stock Auditor Firm's Letterhead</b>
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<b>From</b>  Name of the Stock Auditor	<b>To</b>  Union Bank of India Regional Office.....
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**Application format for empanelment as stock auditor**

Signed Photo	Signed Photo	Signed Photo	Signed Photo	Signed Photo
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 No.:  
 Date:

1.	Name of the Applicant																	
2.	Constitution																	
3.	Registered/ Communication Address of the Firm/ Company																	
3.a	Any other office address																	
3.a.i	Number of offices in India																	
3.b	Phone No./Mobile No																	
3.c	Email																	
3.d	Date of establishment																	
3.e	Membership/ affiliation details with Institutes of Chartered / Cost Accountants																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of the Body</th> <th style="width: 20%;">Member since</th> <th style="width: 20%;">Membership type</th> <th style="width: 30%;">Membership No.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of the Body	Member since	Membership type	Membership No.													
Name of the Body	Member since	Membership type	Membership No.															
3.f	Applicant PAN																	
3.f.i	GST No																	
3.g	Practicing as auditor since																	



	Undertaking stock audit since			
	Stock audit handled in last 3 years with name of clients		Attach separate sheet if required	
3.h	Details of present set up / infrastructure available to deal with stock audit works (including audit under SAP environment)			
3 h i	Number of qualified staff (trained / Semi trained employees / Trainees / Apprentices besides a Chartered Accountant / Cost Accountant)		Provide number of staff in each category mentioned - Chartered Accountant - Cost Accountant - Trainees -	
3.i	Details of existing empanelment			
3.j	Names of proprietor / all partners / directors etc (also mention managing/key/senior partner)		1. 2. 3.	
4.	Particulars of proprietor/partners/directors etc <i>Particulars for each partner are to be provided (separate pages may be used for each partner to provide information in prescribed format)</i>			
4.a	Personal details			
	Name		Nationality	
	Son/daughter/wife of			
	Sex	Date of Birth	Age	PAN
	Address			
	Telephone		Mobile	Email
4.b	Educational / Professional qualifications			
	Sl	Qualification	Nature*	University / Institution /Examining
				Date of award



				Body																	
	* Graduate degree / diploma / Post-graduate degree/diploma/certificate / Professional certificate																				
4.c	Membership / affiliation details																				
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Name of the Body	Member since	Membership type	Membership No.																		
4.d	Work experience details																				
	Practicing as auditor since		In Individual capacity: Under this firm: Under other firm(s):																		
	Undertaking stock audit since		In Individual capacity: Under this firm: Under other firm(s):																		
	Stock audit handled in last 3 years with name of clients [Attach separate sheet if required]		In Individual capacity: Under this firm: Under other firm(s):																		
4.e	Whether proprietor/partner of any other firm, If so, name and address																				
4.f	Duration with the applicant firm																				
4.g	Whether empanelled / registered with others as stock auditor, If so give details																				
5	Additional information, if application is for auditing of specialized stocks, on firm/partners (if applicable)																				
5.a	Details of registration of valuer of stocks under																				

	section 34AB of Wealth Tax Act if any													
5.b	Details of fellow/associate membership with Institution of Valuers as specialist in jewellery, precious stones & ornaments / works of art / etc													
5 c	Details of registration of with Insolvency and Bankruptcy Board of India as per Ministry of Corporate Affairs Guidelines if any													
6	Undertakings / Declarations													
6.a	<p>I/We do hereby undertake that [strike out which is not applicable]                      I/we/none of our employees are ex-employee of your Bank,                      OR                      I/... of our partners/... of our employees was/were ex-employees of your Bank (give details, viz. Name, SPF No. and Date of retirement/resignation) but ceased to be under your employment since last 1 year or more.                      AND                      I/We shall not induct/employ any partner/employee during the tenor of our empanelment as a stock auditor, who is/are within the above mentioned cooling period of 1 year from the date of retirement / resignation.</p>													
6.b	<p>I/We do hereby declare that</p> <ul style="list-style-type: none"> <li>I/We am/are not central statutory auditor of your Bank</li> <li>I/We am/are not branch statutory/concurrent auditor of your Bank</li> </ul> <p>OR</p> <p>I/We are statutory/concurrent auditor of following branches</p> <table border="1" data-bbox="438 1541 1391 1691"> <thead> <tr> <th>Branch</th> <th>Assignment</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>I/We undertake to disclose any change in the above status as and when takes place during the empanelment period</li> </ul>	Branch	Assignment	From	To									
Branch	Assignment	From	To											
6.c	<p>I/We do hereby solemnly declare and affirm that</p> <ul style="list-style-type: none"> <li>I/We have not been removed /dismissed from service/employment/empanelment for any act of</li> </ul>													



	<p>misconduct/unfair practices/frauds earlier.</p> <ul style="list-style-type: none"> <li>• I/We have not been convicted of any offence and sentenced to a term of imprisonment</li> <li>• I/We have not been found guilty of misconduct in professional capacity</li> <li>• I/We have not been convicted of an offence connected with any proceeding before any court of law in India I/We am/are not undischarged insolvent(s)</li> <li>• There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law/statutory authorities.</li> <li>• I/We have not been blacklisted/depanelled by any Bank/FI/IBA/others in the past</li> </ul>
6.d	<p>I/We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed. I/We also affirm that terms &amp; conditions of Union Bank of India relating to empanelment of stock auditors are acceptable to us and I/We also undertake to keep the Bank informed of any events /happenings which would make me/us ineligible for empanelment / remaining empanelled as stock auditor</p>
6.e	<p style="text-align: center;"><b>ADHERENCE TO CODE OF CONDUCT FOR STOCK AUDITOR</b></p> <p>All Stock Auditor empanelled with bank shall strictly adhere to the following code of conduct:</p> <p><b>Integrity and Fairness</b></p> <ol style="list-style-type: none"> <li>1) A Stock Auditor shall, in the conduct of his/its business, follow high standards of integrity and fairness in all his/its dealings with his/its clients and other Stock Auditor.</li> <li>2) A Stock Auditor shall maintain integrity by being honest, straightforward, and forthright in all professional relationships.</li> <li>3) A Stock Auditor shall endeavour to ensure that he/it provides true and adequate information and shall not misrepresent any facts or situations.</li> <li>4) A Stock Auditor shall refrain from being involved in any action that would bring disrepute to the profession.</li> <li>5) A Stock Auditor shall keep public interest foremost while delivering his services.</li> </ol> <p><b>Professional Competence and Due Care</b></p> <ol style="list-style-type: none"> <li>6) A Stock Auditor shall render at all times high standards of service, exercise due diligence, ensure proper care and exercise independent</li> </ol>



professional judgment.

- 7) A Stock Auditor shall carry out professional services in accordance with the relevant technical and professional standards that may be specified from time to time.
- 8) A Stock Auditor shall continuously maintain professional knowledge and skill to provide competent professional service based on up-to-date developments in practice, prevailing regulations/guidelines and techniques.
- 9) In the preparation of a stock audit report, the Stock Auditor shall not disclaim liability for his/its expertise or deny his/its duty of care, except to the extent that the assumptions are based on statements of fact provided by the subject firm (ie. whose stock audit is undertaken) or its auditors or consultants or information available in public domain and not generated by the Stock Auditor.
- 10) A Stock Auditor shall not carry out any instruction of the subject firm in so far as they are incompatible with the requirements of integrity, objectivity and independence.

#### **Independence and Disclosure of Interest**

- 11) A Stock Auditor shall act with objectivity in his/its professional dealings by ensuring that his/its decisions are made without the presence of any bias, conflict of interest, coercion, or undue influence of any party, whether directly connected to the assignment or not.
- 12) A Stock Auditor shall not take up an assignment if he/it or any of his/its relatives or associates is not independent in terms of association to the subject client or any of its group or associated companies for the past 3 years.
- 13) A Stock Auditor shall maintain complete independence in his/its professional relationships and shall conduct the stock audit independent of external influences.
- 14) A Stock Auditor shall wherever necessary disclose to the Bank, possible sources of conflicts of duties and interests, while providing unbiased services.
- 15) A Stock Auditor shall not indulge in “mandate snatching” (to undertake assignments for Stock Audit inspection of a particular site / unit using unscrupulous means)” or offering “convenience stock audit” in order to cater to a client’s needs.
- 16) As an independent Stock Auditor, the Stock Auditor shall not charge success fee (Success fees may be defined as a compensation / incentive paid to any third party for successful closure of transaction. In this





	<p>24) A Stock Auditor shall refrain from accepting too many assignments, if he/it is unlikely to be able to devote adequate time to each of his/ its assignments.</p> <p>25) A Stock Auditor shall not conduct business which discredits the profession.</p>
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For & on behalf of ..... (Firm)

Date:

Place:

(Signature)  
 Name  
 Designation

(Signature)  
 Name  
 Designation

(Signature)  
 Name  
 Designation

[All partners to subscribe their signatures]

List of enclosures:

1..... 2..... 3..... 4..... 5.....

**Self-attested documents to be provided along with the application**

- Photographs of the applicant stock auditor/proprietor/all partners
- Identity and address proofs of the applicant stock auditor/proprietor/all partners
- Copy of Trade License/Registration certificate/certificate of practices
- Copies of PAN Card of the applicant stock auditor/proprietor/all partners
- Copies of GST number.
- Address proof.
- Copies Registration Certificate of the applicant stock auditor/proprietor/all partners with Institute of Chartered Accountants of India and Institutes of Cost Accountants of India
- Copies Registration Certificate of the applicant stock auditor/proprietor/all partners under W.T. Act as valuer of stock (in case application is for audit of specialized stocks)
- Evidences of professional qualifications and experience of the applicant stock auditor/proprietor/all partners
- Evidences of enrolment/ registration as valuers with professional bodies
- Evidences of existing empanelment, if any, with PSBs, FIs, Supreme Court, High Courts, Govt authorities/departments, etc

