

**Application Form for Empanelment of Chartered Accountant Firms/LLPs**

#	Particulars	Details			Criteria/Remarks
1)	Name of the firm/ LLP				
2)	Full address of the headoffice				
3)	Contact No.				
4)	E-mail id				
5)	Entity details: FRN/ LLPIN of firm/ LLP	<ul style="list-style-type: none"> <li>• Firm Registration Number (FRN) of the firm with ICAI</li> <li>• LLP Identification Number (LLPIN) of the LLP</li> </ul>			
6)	PAN/ TAN NO.	PAN No.		Attach supporting documents	
		TAN No.		Attach supporting documents	
7)	Constitution of the firm/ LLP				
8)	Date from which the firm/ LLP is in Practice	<i>DD-MM-YYYY</i>			
9)	Total years of experience of Chartered				Atleast 10 years Note: For new firms/ LLPs carved out from

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	Accountant firm/ LLP											existing experienced corporate entities into forensic audit, previous experience shall also be considered.																																																																																																							
10)	Total staff strength of the firm/ LLP	<p>a) Total number of staff:</p> <p>b) Total number of Chartered Accountants (CAs):</p> <p>c) Total number of Fellow Chartered Accountants (FCAs) :</p> <p>d) Details of CA to be provided in the following format:</p> <table border="1" data-bbox="389 678 1912 1433"> <thead> <tr> <th data-bbox="389 678 472 962">S.No.</th> <th data-bbox="472 678 651 962">Designation</th> <th data-bbox="651 678 734 962">FCA/ ACA</th> <th data-bbox="734 678 824 962">Name</th> <th data-bbox="824 678 896 962">Age</th> <th data-bbox="896 678 1059 962">Educational Qualification</th> <th data-bbox="1059 678 1200 962">Total Experience</th> <th data-bbox="1200 678 1375 962">Experience in the field of forensic audit, analysis of financial data, interpretation of financial statements (No. of years)</th> <th data-bbox="1375 678 1487 962">Major Projects handled</th> <th colspan="3" data-bbox="1487 678 1760 802">Directorship held by the partner, Yes/ No</th> <th data-bbox="1760 678 1912 802">Attach profile</th> </tr> <tr> <td colspan="8"></td> <th data-bbox="1487 802 1615 962">Name of Company</th> <th data-bbox="1615 802 1686 962">DIN</th> <th data-bbox="1686 802 1760 962">CIN</th> <td colspan="1"></td> </tr> </thead> <tbody> <tr> <td data-bbox="389 962 472 1034">1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="389 1034 472 1106">2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="389 1106 472 1177">3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="389 1177 472 1249">4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="389 1249 472 1321">5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" data-bbox="389 1321 651 1433"><b>Add rows, if required</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										S.No.	Designation	FCA/ ACA	Name	Age	Educational Qualification	Total Experience	Experience in the field of forensic audit, analysis of financial data, interpretation of financial statements (No. of years)	Major Projects handled	Directorship held by the partner, Yes/ No			Attach profile									Name of Company	DIN	CIN		1													2													3													4													5													<b>Add rows, if required</b>													Minimum 10; at least 04 CA out of which 02 FCA
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		h) Regulatory/ Disciplinary action pending/ foreseen against the CAs who are/ were partners in the firm/ LLP:					<ul style="list-style-type: none"> <li>An undertaking from the concerned CAs (firm/ LLP and their partners) that they have not been debarred, blacklisted or otherwise penalized by any Court/ regulatory body</li> </ul>																				
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11)	Total amount of professional receipts of firm/ LLP from audit as shown in return of income excluding fees for consultancy services for last 3 years	<table border="1"> <thead> <tr> <th>S.No.</th> <th>F. Y.</th> <th>Amount (in crores)</th> <th>Attach supporting documents</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>2020-21</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>2021-22</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>2022-23</td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Average</b></td> <td></td> <td></td> </tr> </tbody> </table>					S.No.	F. Y.	Amount (in crores)	Attach supporting documents	1.	2020-21			2.	2021-22			3.	2022-23				<b>Average</b>			Average minimum Rs. 0.50 crore per annum
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13)	Details of Experience	a) Details of forensic audit assignments undertaken by the firm/ LLP or their partners:					<ul style="list-style-type: none"> <li>• Firm/ LLP should have atleast experience of 10 forensic audits.</li> <li>• Engagement letter issued by the authority concerned to be attached as supporting documents.</li> </ul>																																																		
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		S.No.	Assignment description (in brief)	Description of assignment	No. of assignments handled	Agency which assigned the work (Company/ Govt. Agency/ Bank)	Duration of assignment	Whether completed or not	Attach supporting documents			
		1.	Statutory audit									
		2.	Concurrent audit									
		3.	Analysis of financial data									
		4.	Forensic Audit									
			<b>Add rows, if required</b>									
		c) Details of working on ERP/ CRM platforms:										
14)	Details of empanelment, if any	a) Details of empanelment with agencies:										<ul style="list-style-type: none"> <li>Letter of empanelment with agencies like with RBI, Banks, SEBI, C&amp;AG, Income-tax Department, CBI, ED, etc. to be attached as supporting documents.</li> </ul>
		S.No.	Agency with which empaneled (Govt. Agency/ Bank, etc.)	Date of empanment	Duration of assignment	No. of assignments handled	Whether completed or not	Attach supporting documents				
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16)	Branches/ offices at SFIO locations	a) Branches/ offices of the firm/ LLP: Yes/ No (If 'Yes', then details to be filled as under: b) Total number of Branches/ offices: c) Details of branches/ offices at SFIO locations to be provided in the format below:						<ul style="list-style-type: none"> <li>• No. of SFIO offices being covered (HQ – New Delhi, Regional Offices (ROs) being Mumbai, Hyderabad,</li> </ul>																																			

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		S.No.	Location	Detailed address with pincode	Partner in charge	Contact details	Brief profile of office	
		1.	HQ New Delhi					Kolkata and Chennai) • Branch profile to contain the details mentioned in point no. 1 to 15 above. • <b>Preference</b> to be given to those having their Head Offices at SFIO locations.
		2.	RO Mumbai					
		3.	RO Hyderabad					
		4.	RO Kolkata					
		5.	RO Chennai					
		6.	Other Offices					
			<b>Total no. of SFIO locations covered</b>					
			<b>Total no. of offices</b>					
17)	Disclaimer (if any)							