

**Expression of Interest for short listing Chartered Accountant
Firms for the Internal Audit of Peripheral Units and NGOs**

PART_A

Status of the Firm Partnership **Sole Proprietorship**

1. (a) Name of the firm (in Capital letters) _____

(b) Address of the Head Office _____

(Please also give telephone no. _____

and e-mail address) _____

(c) PAN No. of the firm _____

2. ICAI Registration No. _____ Region Name _____

Region Code No. _____

3. Empanelment number with C&AG;-

4. (a) Date of constitution of the firm:

(b) Date since when the firm has a full time FCA

5. Full-time Partners/Sole Proprietor of the firm as on 1st January, _____

S. No. Continuous association with the firm Number of FCA Number of ACA

(a) Less than one year

(b) 1 year or more but less than 5 years

(c) 5 years or more but less than 10 years

(d) 10 years or more but less than 15 years

(e) 15 years or more

Note: Please attach the copy of Firm's Constitution Certificate issued by ICAI as on 1.1. 200 .

6. Number of Part time Partners if any, as on 1st January, _____
7. Number of Full time Chartered Accountant as on 1st January, _____
8. Number of audit staff employed full-time with the firm
- (a) Articles/Audit Clerks _____
- (b) Other Audit Staff (with knowledge of book _____
keeping and accountancy)
- (c) Other Professional Staff (please specify) _____
(list to be attached for Sl. No. 5 to 8)
9. Number of Branches if any (please mention _____
places & locations)
10. Whether the firm is engaged in any internal
or external audit or providing any other services Yes/No
to any Govt. Company/Corporation or co-operative institution etc.
If 'yes', details may be given on a separate sheet.
11. Whether the firm is implementing quality control Yes/No
Policies and procedures designed to ensure
that all audit are conducted in accordance with
Statements on Standard Auditing Practices.
(If yes, a brief note on the procedure adopted is to be enclosed)
12. Are there are any court/arbitration/ Yes/No
legal cases against the firm
(If yes, give a brief note of the cases indicating its present status)
13. Fees earned by the firm for the last 5 years

Type of audit	PSU/Autonomous body	Companies in private sector	Banks
Statutory/Branch Audit/6-monthly audit review			
Internal/Concurrent Audit			
Total of the above			

PART - B
Undertaking

I/We the sole proprietor/partners of M/S_____ chartered accountants do hereby jointly and severally verify and declare:-

- (i) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information , the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- (ii) That the firm proprietor or partners have not been debarred or cautioned by ICAI during the last five years (if cautioned give details);
- (iii) That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2(2) of the Chartered Accountants Act, 1949;
- (iv) That the constitution of the firm as on 1st January of the relevant year shown in the Expression

Sl. No.	Name of the Partner / Sole Proprietor	Membership registration number	PAN No.	Dates of payment of fees for the relevant year A/B*	Signature of Partner/sole proprietor

*A for membership

B for issue of Certificate of practice (seal of the firm)

Place

Date

Encl _____ pages

Signature of Proprietor/Sole Partner