

## **Empanelment of Chartered Accountant Firms for carrying Internal Audit of our Branches**

Cent Bank Home Finance Limited (CBHFL) is a Housing Finance Company, with 14 branches spread all over India and Registered office at Bhopal and Corporate office at Mumbai. CBHFL is a subsidiary of Central Bank of India and is jointly promoted by National Housing Bank, HUDCO & SUUTI.

CBHFL invites application for empanelment of Chartered Accountant firms for carrying Internal Audit of its following branches:

Bhopal, Raipur, Jabalpur, Gwalior, Indore, New Delhi, Mumbai, Jaipur, Pune, Bengaluru, Lucknow, Bilaspur, Nasik, Vadodara & Registered Office/Corporate Office

### **Essentials:**

CA firms should possess at least 5 (Five) years experience of Concurrent Audit specially mortgage Banking business audit of Banks/Housing Finance Companies.

### **SUBMISSION OF APPLICATION**

Eligible firms have to submit their applications in the given format (Annexure-A). Last date for receipt of application is 05.10.2013. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, **Superscribing "Application for appointment as Internal Auditor for Branch \_\_\_\_\_"** to

**General Manager**  
Cent Bank Home Finance Limited,  
15-16 Bajaj Bhawan, First Floor,  
Nariman Point,  
Mumbai

### **GENERAL INSTRUCTIONS & CONDITIONS:**

- a) Applicant should be either a Proprietorship / Partnership firm.
- b) Along with the application form, the firms should submit the proof of their experience of Audit in Mortgage Banking.
- c) If any firm wish to apply for audit of more than one branch, they should submit the details of their partners at respective locations for which they have applied or else the justification.
- d) The empanelment and allocation of branches to the auditors will be purely the prerogative of the company. Such empanelment shall be initially for a period of one year only and can be extended up to a maximum period of 3 years subject to satisfactory performance of the auditor and solely at the discretion of the company.
- e) The audit firm will undertake that they will not sub contract the audit assignment.
- f) The audit firm will not lobby directly or indirectly for considering any credit proposals of their friends/clients to the company.
- g) The Company and Firm/any partners' of the firm should not have any disciplinary matters pending with ICAI/RBI and they should not have suffered any disqualification
- h) The CFHL has the discretion to consider or reject any of the applications based on any of the RBI/NHB/ Government /Internal guidelines of the company.

Date :- 16/09/2013

Place :- Mumbai

Sd/-

General Manager

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## APPLICATION FORM FOR EMPANELMENT OF INTERNAL AUDITORS

## I. GENERAL INFORMATION:

<b>1. Name of the Firm</b>											
<b>2. Complete postal/communication address of the Firm / Company</b>											
<b>3. Office telephone Number/Numbers</b>											
STD Code          Telephone Number											
<b>4. Office FAX Number</b>											
<b>5. E-mail address</b>											
<b>6. Constitution</b>											
<b>7. Date of formation/establishment of the Firm</b>											
<b>8. Registration Number of the Firm / Company with date with Institute of Chartered Accountants of India (ICAI)</b>				Regn. Number	Date of registration						
<b>9. Registration Number of the Firm / Company with date (unique code number) with Reserve Bank of India)</b>											
<b>10. Service Tax Registration Number</b>											
<b>11. C&amp;AG Empanelment Number</b>											
<b>12. Permanent Account Number (PAN) of the firm (Mandatory)</b>											
<b>13. Number of partners / Directors</b>											
<b>14. Name, qualification, membership Number, year and other details (DISA qualification may also be mentioned)</b>											
Name of the Partner / Director	Contact Number	Educational Qualification	Membership Number	Year	Brief profile						
1.											
2.											
3.											
<b>15. Details of audit staff employed</b>											
<b>Qualified Chartered Accountants</b>											
a) Semi qualified Chartered Accountants											
b) Retired/ex-bank officers											
<b>Article/audit clerks</b>											
c) other assistants											
<b>Total</b>											

**II.PAST EXPERIENCE OF THE FIRM / COMPANY: (Experience Proof to be submitted)**

<b>A. Concurrent Auditors</b>			
Name of the Bank/HFC	Branches	No of years in completed years	During the Period
<b>B. Details of audit assignment currently on hand</b>		BANK/HFC	Type of audit
<b>C. Any other relevant details / particulars of the firm</b>			

**II. CHOICE OF BRANCH :**

Name of the branch	
Distance to the branch from your branch	

Date:

Place:

(Signature of the Authorized Signatory with seal)



