



# The Citizens' Cooperative Bank Ltd.,

Adm.Office : 68 B/D Gandhi Nagar, Jammu

Website: [www.citizenscooperativebankjammu.com](http://www.citizenscooperativebankjammu.com)

Email : [info@citizenscooperativebankjammu.com](mailto:info@citizenscooperativebankjammu.com)

PH: 2432058, 2432036 Fax no. 0191 2432036

Ref.no.Adm/2298

Dated 23 III N 2023

## INVITATION OF BIDS FOR STATUTORY AUDIT

The Bank is desirous to appoint Chartered Accountants/Firms to conduct Statutory Audit of the Bank for the year 2023-24 as per guidelines of Reserve Bank of India and Policy of the Bank. The Policy on appointment of Statutory Auditors has been displayed on the website of the Bank. The interested parties are requested to apply in a sealed cover within seven days from the date of this notification.

The Statutory Auditor has to conduct Statutory Audit of Head office and all the eleven Branches and four Extension counters besides certification of below noted information/Data:-

1. LFAR (Bank as a whole and LFAR of each Branch)
2. 3CD
3. 3CA
4. Statement of Annual NPA after incorporating the MOCs.
5. Certificate to be submitted to DICGC (Deposit Insurance and Credit Guarantee Corporation).
6. Certificate to be submitted to RBI – Deposit Education and Awareness Fund (DEAF).
7. Audited Balance Sheet, Profit & Loss along with Notes on accounts.
8. Certification of Lending to Priority Sector and Weaker section.

The Chartered Accountant Firms are requested to refer Reserve Bank of India's Circular bearing No. RBI/2021-22/25 DoS.CO.ARG/SEC.01/08.91.001/2021-22 dated 27.04.2021 on "Guidelines for Appointment of Statutory Central Auditors (SCAs)/Statutory Auditors (SAs) of Commercial Banks, UCBs and NBFCs (Including HFCs)" for eligibility criteria for conducting Statutory Audit of Urban Cooperative Banks (UCBs).

The firm so desirous to conduct statutory audit of the Bank shall submit the following documents:-

- (i) Particulars of firm along with experience as statutory auditor of other Banks, confirmation on having a fair knowledge of functioning of cooperative sector.
- (ii) Detail of Professional staff (Format attached).
- (iii) Form B (Format attached).
- (iv) Registration certificate issued by The Institute of Chartered Accountants of India.

The appointment of Chartered Accountant firm is subject to approval by Reserve Bank of India.

MANAGING DIRECTOR



### DETAIL OF PROFESSIONAL STAFF

| S.no. | Name of Professional staff | Qualification | Date of Association with the firm | Job profile | Work experience in the firm |
|-------|----------------------------|---------------|-----------------------------------|-------------|-----------------------------|
| 1.    |                            |               |                                   |             |                             |
| 2.    |                            |               |                                   |             |                             |
| 3.    |                            |               |                                   |             |                             |
| 4.    |                            |               |                                   |             |                             |
| 5.    |                            |               |                                   |             |                             |
| 6.    |                            |               |                                   |             |                             |
| 7.    |                            |               |                                   |             |                             |
| 8.    |                            |               |                                   |             |                             |

**Note: Minimum requirement is 08 as per RBI guidelines.**



**FORM B****Eligibility Certificate from M/s****FRN:****A. Particulars of the firm:**

| Asset Size of Entity as on 31 <sup>st</sup> March of Previous Year | Number of Full-Time partners (FTP)s associated* with the firm for a period of three (3) years | Out of total FTPs, Number of FCA Partners associated with the firm for a period of three (3) years | Number of Full Time Partners/ Paid CAs with CISA/ISA Qualification | Number of Years of Audit Experience# | Number of Professional staff |
|--|---|--|--|--------------------------------------|------------------------------|
| 35012.26 Lakhs   |   |  |  |                                      |                              |

#Details may be furnished separately for experience as SCAs/SAs and SBAs

**B. Additional Information:**

(i) Copy of Constitution Certificate.

(ii) Whether the firm is a member of any network of audit firms or any partner of the firm is a partner in any other audit firm? If yes, details thereof. :

(iii) Whether the firm has been appointed as SCA/SA by any other Commercial Bank (excluding RRBs) and/or All India Financial Institution (AIFI)/RBI/NBFC/UCB in the present financial year? If yes, details thereof. :

(iv) Whether the firm has been debarred from taking up audit assignments by any regulator/Government agency? If yes, details thereof. :

(v) Details of disciplinary proceedings etc. against firm by any Financial Regulator/Government agency during last three years, both closed and pending. :

**C. Declaration from the firm**

The firm complies with all eligibility norms prescribed by RBI regarding appointment of SCAs/SAs of Commercial Banks (excluding RRBs)/UCBs/NBFCs (as applicable). It is certified that neither I nor any of our partners / members of my / their families (family will include besides spouse, only children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the Chartered Accountants) or the firm / company in which I am / they are partners / directors have been declared as wilful defaulter by any bank / financial institution.

It is confirmed that the information provided above is true and correct.

Signature of the Partner

(CA. )

**Date:**