

On the firms letter head

Application for Empanelment as Stock and Receivable Auditor (SRA)
For Mumbai (Metro) Circle & Maharashtra Circle

To,
Deputy General Manager (SMEBU)
State Bank of India,
Local Head Office
Technical Consultancy Cell
SME Department, 1st floor
C-6, "G" Block, Bandra - Kurla Complex,
Bandra (East), Mumbai- 400 051

Submitted through.....Regional Business Office (RBO) /Zonal Office (ZO)/SME Branch of State Bank of India

Sub. Request for empanelment as Stock and Receivable Auditor on SBI Panel

I/ We here by apply for empanelment as Stock and Receivable Auditor and furnish hereunder the requisite bio data/information /documents for empanelment.

Sr. No.	Particular	Details
1	Name of the Firm/company/LLP	
2	Constitution (proprietorship / partnership / LLP/Company)	
3	Constitution Certificate No./ICAI Registration No/ Institute of Cost Accountant of India Reg No.	
4	Date of Establishment of firm	
5	RBI Unique Code & Category	
6	Date of RBI Unique Code	
7	Registered/Communication address of the firm /company	
8	Details of the Offices/Branches of the firm/company in the Circle(Maharashtra & Goa)	
9	Contact No Mobile No Land line No	
10	PAN No	
11	GST No.	
12	Nature of present activity of the firm/company	
13	Details about the Firm/company	
A	Brief Profile of the Firm	
B	Number of CAs with more than 5 year of experience	
C	Numbers of Cost & Works Accountant with more than 5 year of experience	
D	Any additional qualification of partner like DISA/CISA/LLB/MBA/CS	

E	Whether firm have Engineering Staff, if any details						
F	Details of the present set up/infrastructure available to deal with stock Audit work						
14	Particular of the current empanelment as Stock Auditor with other Banks/Financial Institutions(Copy of empanelment letters to be enclosed)(Those already empanelled with SBI should enclose their last empanelment letter)						
A	Name of the Banks	Empanelment since		Valid Upto			
	1.						
	2.						
	3.						
B	Details of past experience as stock auditors in Last 2 years (Details to be furnished in the following format)						
	Name of Bank	Name of Branch	Name of client	Exposure of the client FB & NFB separately	Nature of Task Handled		Date of completion of assignment
	<i>Supporting letters for assignments/term of reference needs to be attached</i>						
C	Revenue and net profit during last 3 years as per Audited B/S or Financial documents						
D	Furnish the details if the firm or any of the qualified Partner/Director have been de-paneled by any Bank /FI/Organization in the Past						
E	Furnish the details if appointed as Statutory Auditors for Bank						

Please attach self-certified photocopies (to be attested by SBI Branch/SBI officer) of the following enclosures:

Firm Profile	
Copy of Constitution Certificate /ICAI Registration Of Firm/ Institute of Cost Accountant of India Reg No.	
Copy Of Partnership deed /AOA/MOA	
Copy Of Empanelment Letters of Banks as Stock Auditors(14-A) If already empanelled with SBI as SRA (copy of empanelment letter to be attached)	
Summary Of Assignments Of Stock Audit & Asset Verification (14-B)	
Copy of Letters For Assignments/Work Order/Appointment Letters	
Undertaking that firm/company is not Statutory Auditors For SBI	
Copy Of Additional/Higher Qualification (DISA/CISA/ MBA, LLLB, CS etc) of Partners	
Detail Of Staff (Engineer Technical)	
Copy of Pan Card/ and Copy of GST reg No	
Copy Of IT Return of Last 2 Years	

- We hereby certify that we are not statutory auditor of SBI or neither under cooling period and eligible to conduct stock Audit for the years 2024-26 (01.04.2024 to 31.03.2026).
- We solemnly declare that we have unblemished track record, with no unsatisfactory conduct in the past and should have not been blacklisted by any Bank / financial institution / other organisations/any government department, no listing in default / caution /debarment list of RBI / IBA / SEBI / professional institutes etc..

- I / We solemnly declare that the above information furnished /submitted by me/us is complete and entirely true, and nothing has been concealed. I/we understand that any discrepancy / wrong information would lead to cancellation / de-empanelment as Stock & Receivable Auditor with immediate effect. I / We affirm that terms and conditions of State Bank of India relating to empanelment as Stock & Receivable Auditor are/will be acceptable to us.
- I/We agree that the Bank's decision regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained by the Bank in this regard.
- I/We further agree that my/our Empanelment with the Bank would not amount to any commitment by the Bank to provide any professional assignment to me/us.
- I/we hereby confirm that all the necessary supporting documents are enclosed with the application.

On the Behalf of the firm

Name of the firm

Signature
Name & designation

Signature
Name & designation

Signature
Name & designation

Date:

Place :