

## ANNEXURE I

### Terms and Conditions:

1. None of the Partners of the Firm/Proprietor of the concern should be a Director of Citizencredit Cooperative Bank Ltd.
2. The firm or its Partner/Proprietor have/has not been subjected to inquiries in the past for misconduct by the Institute of Chartered Accountants of India as per provisions of section 21 of the Chartered Accountants Act, 1949. Similarly, no such inquiries should be pending initiated or contemplated by the Institute as on date.
3. The firm/any partners/ Directors of the firm/ Company should not have any disciplinary matters pending with ICAI/RBI and they should not have suffered any disqualification.
4. The firm is qualified to act as Statutory Auditor of the Bank under section 141 of the Companies Act, 2013 and the disqualification contained therein does not apply to the firm.
5. The assignment of audit should not be sub contracted to other firm/persons in any manner whatsoever.
6. The audit is to be conducted on a contemporaneous basis.
7. The audit firm to ensure strict adherence to the timelines framed by the Bank for conduct of audit and submission of audit reports.
8. The audit is to be conducted under the supervision of a Chartered Accountant/Partner or senior employee of the firm.
9. The audit firm will not lobby, directly or indirectly, for any credit proposals of their acquaintances/clients to the Bank.
10. The audit firm / or any of the partners or any of their clients should not have any credit facilities with the Bank, the exception being credit facilities against their own deposits.
11. If any of the Proprietor / Partner/ Director of the Audit firm/ Company is related to any of the employees/ Directors of the Bank, the relationship with such employees/ Directors should be specifically mentioned in the application.
12. If any of the Proprietor/Partner/Firm is an auditor, consultant or employed/associated in any capacity with any firm or business entity having credit facilities with the Bank, the same to be specifically mentioned in the application.
13. The Bank has the discretion to consider or reject any of the applications, based on any of the RBI / Government / Internal guidelines of the Bank.

14. Only the audit firm provisionally shortlisted for empanelment will be communicated with through e-mail. No intimation will be sent to the audit firm whose applications are not considered.
15. The audit firm should give their consent in writing / undertaking letter in the **Prescribed Format** agreeing to comply with and be bound by, the terms and conditions prescribed by the Bank.
16. The proposed appointment should be within the limits laid down by or under the Authority of the Act.

**Acceptance of Offer:**

The audit firm which is finally selected for empanelment will be communicated the same, by way of issue of an Appointment letter and the acceptance to Bank's offer is to be confirmed by the audit firm by way of return acknowledgement to the Audit department, Citizencredit Centre, Malad **within 7 days of Banks communication conveying appointment**

**Frequency of Conduct of Statutory Audit:**

Interim audit for the 7 months period ended October 31<sup>st</sup>, 2023 by December 31<sup>st</sup>, 2023 and the quarter ended March 31<sup>st</sup>, 2024 by April 30<sup>th</sup>, 2024.

**Details of Fee Structure:**

1. The audit firm is required to submit their quotation for conduct of the above audit as per market standards.
2. Audit fees will be paid [after deducting applicable TDS] by the Bank within 15 days of receipt of hardcopy of the Bill along with the Auditor's Compliance Certificate, after receipt of the final Statutory audit report
3. Other than the above, travelling expense, out of pocket expenses, fees for inspecting the securities/attending training/workshops etc will be paid.
4. The Bank shall have the absolute discretion in revising fee structure, stipulating terms and conditions of the appointment like experience in Statutory Audit of other peer banks and including termination of the services of the empanelled auditor if necessary after giving due notice at any point of time including during the pendency of the appointment.

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