



**Helena, 57, Mount Carmel Road, Bandra West, Mumbai – 400050.**

**CITIZENCREDIT CO-OPERATIVE BANK** is one of the fastest growing Banks in the Co-operative Banking Sector, with a business mix of around Rs.4500 crores and 42 Branches. The Bank is in the multi-state sector and envisages significant growth of presence in other states, volume/ mix of business, value added services and enhanced profitability. The Bank is professionally managed & fully automated.

**APPOINTMENT OF STATUTORY AUDITOR OF THE  
BANK FOR FINANCIAL YEAR 2017-2018**

The Bank invites applications from eligible Chartered Accountant firms for appointment of Statutory Auditor of the Bank for Financial Year 2017-2018.

The desired Auditor should have minimum 5 years of experience in carrying out the Audit of such other Co-operative Banks.

Terms and conditions for appointment are listed in Annexure I.

Individuals/ Firms conforming to the above criteria may apply in strict confidence with full particulars of qualifications, experience in the field, quote for audit and credentials (Refer to Application Form in Annexure II) to the Assistant General Manager, CITIZENCREDIT CO-OPERATIVE BANK, Helena, 57, Mount Carmel Road, Bandra West, Mumbai – 400050 latest by **15.05.2017**

## **ANNEXURE I**

### **CITIZENCREDIT CO-OPERATIVE BANK LTD. INVITES APPLICATION FOR APPOINTMENT AS STATUTORY AUDITOR OF THE BANK FOR FINANCIAL YEAR 2017-18**

**LAST DATE OF APPLICATION : 15.05.2017**

#### **Terms and Conditions:**

1. Applicant should be either a Partnership firm or Proprietorship concern or a Company, already in the panel of R B I & C A G.
2. The firm should have minimum 5 years experience in carrying out Statutory Audit of such other Co-operative Banks.
3. The firm should be eligible for appointment and not disqualified under section 141 of the Companies Act 2013, The Chartered Accountants Act 1949 and the rules and regulations made thereunder.
4. The proposed appointment should be within the limits laid down by or under the Authority of the Act.
5. Internal or concurrent auditor of the Bank shall be disqualified to conduct statutory audit of the Bank.
6. None of the Partners of the Firm or Proprietor of the concern is a Director of CitizenCredit Cooperative Bank Ltd.
7. 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 provision of section 21 of the Chartered Accountants Act, 1949. Similarly, no such inquiries are pending initiated or contemplated by the Institute till date.
8. 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.
9. The assignment of audit should not be sub contracted to other firm/persons in any manner whatsoever
10. The Audit firm will not lobby directly or indirectly for considering any credit proposals of their friends/clients to the Bank.
11. The Audit firm / or the partners or any of their clients should not have any credit facilities with the Bank for which they are applying for except credit facilities against their own deposits.

12. 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.
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 selected for empanelment will be communicated through e-mail. No individual intimation will be sent to the audit firm whose application is not considered for empanelment.
15. The audit firm should give their consent in writing / undertaking letter in the **Prescribed Format** agreeing to comply with and bound by the terms and conditions prescribed by the Bank.

**ACCEPTENCE OF OFFER:**

The audit firm which is selected for empanelment will be communicated through issue of 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, CAO office, Bandra **within 7 days of Banks communicating selection.**

**APPOINTMENT:**

The present offer of appointment is purely provisional and subject to the applicant taking up the audit assignment within the stipulated date.

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## ANNEXURE II

M/s. (Name of the Chartered Accountant Firm)

### **PROFILE / RESUME**

<b>I. GENERAL INFORMATION</b>				
1. Name of the Partnership Firm				
2. Complete postal/communication address of the <b>Head Office/Main Office</b>				
3. Office telephone Number/Numbers				
4. Office FAX Number				
5. E-mail address				
6. Constitution/status, as on date				
7. Date/year of formation/ establishment of the <b>Partnership firm</b>				
8. Registration Number of the firm with date with <b>Institute of Chartered Accountants of India (ICAI)</b>				
9. Registration Number of the firm with date (unique code Number) with <b>Reserve Bank of India</b>				
10. Service Tax Registration Number				
11. C&AG Empanelment Number				
12. Permanent Account Number (PAN) of the firm				
13. Number of partners				
14. Name, qualification, membership Number, year and other details (DISA qualification may also be mentioned)				
Name of the partners with Contact Number	Educational qualification	Membership Number	Year	Brief profile
15) Details of audit staff employed				
a) Qualified Chartered Accountants				
b) Semi qualified Chartered Accountants				

c) Retired/ex-bank officers		
d) Article/audit clerks		
e) Other assistants		
f) Total		
<b>II. Past experience of the firm relating to various bank audits: (Scheduled Co-operative banks/ Scheduled Commercial Banks only)</b>		
<b>A. Statutory Auditors of Cooperative Banks</b>		
Name of the Bank	No.of years	Period
<b>B. Concurrent Auditors</b>		
Name of the Bank & Branches	No.of years	Period
<b>C. Tax Consultant /Tax Auditors</b>		
Name of the Bank	No.of years	Period
<b>D. Any other Special Audit/ assignments allotted by the bank</b>		
Name of the Bank & Branches	Nature of assignment	Year
<b>III. Details of Bank audit assignment currently on hand</b>		
Name of the bank & Branches	Nature of audit	Year
<b>IV. Details of various types of audit assignments of Citizencredit Co-operative Bank done in the past 10 years</b>		
Name of the branch	Type of audit	Year
<b>V. Areas of specialization of the firm/partners in Bank audits</b> Specify below:		
<b>VI. Any other relevant details/ particulars of the firm</b>		
<b>VII. Quotation for Statutory Audit Fees</b>		