

## **Empanelment of Chartered Accountant firms as Concurrent Auditor**

- **IDBI Bank** invites online applications from practicing partnership firms of Chartered Accountants within India, in the prescribed format, who are willing to be empanelled as Concurrent Auditors of the IDBI Bank.
- The online system shall be available from **29.03.2022 to 19.04.2022** (both dates inclusive) for future allotments to be made by IDBI Bank. **CA Firms already empanelled with IDBI Bank also need to apply again as a fresh applicant.**
- **Please check the eligibility criteria before applying and ensure the same.**
- The CA Firms who have completed 5 years of existence as on 28.02.2022.
- The status of the Firm as on 28.02.2022 should be either Partnership Firm or LLP i.e. Establishment Date (as per Firm Registration Certificate downloaded from ICAI website) should be on or before 01.03.2017, are eligible to apply. If the Establishment Date (as per Firm Registration Certificate downloaded from ICAI website) is after 01.03.2017, such firms are not eligible to apply as per IDBI Bank's Concurrent Audit Policy.
- **Kindly use latest version of Google Chrome Browser, as Chrome supports the site in the best manner. Please clear the browsing history and cookies for smooth uploading.**
- Please note that if any CA Firm does not have GST no., please mention **11AAAAA1111A1Z1/A** as GST no.
- **Please keep the scanned pdf documents/ information as mentioned below in readiness for uploading before filling the Application Form:**
  - Updated Profile of the firm (Size should be less than 4 MB)
  - Latest Firm Registration Certificate downloaded from ICAI Website(Size should be less than 4 MB) **(Firm card will not be accepted)**
  - Latest Multipurpose Empanelment Form for verification of RBI Category and UCN (Size should be less than 4 MB)
  - Attested PAN Card of the Firm (Size should be less than 4 MB)
  - List of Partners & qualifications mentioning their membership number and signatures along with details of the authorized partner, in case of an audit assigned. (Size should be less than 4 MB)

- List of firm's branches with full address & contact details etc. (Size should be less than 4 MB)
- Latest Partnership Deed (Size should be less than 4 MB)
- Few Previous Concurrent Audit Appointment Letters of the Banks (except for IDBI Bank & current year) (Size should be less than 4 MB)
- Details of Partners like Membership number, PAN Card of the Partners
- Firm Constitution Date
- RBI Unique code
- GST Number
- RBI Category
- All the documents which are to be uploaded must be duly signed and stamped by the Authorized Partner/s.

**Disclaimer: IDBI Bank reserves the right to call for any additional documents/ information apart from the above mentioned, if required.**

- For any query regarding the filling of the Empanelment Form, please correspond to email id: [concurrentaudit.ho@idbi.co.in](mailto:concurrentaudit.ho@idbi.co.in)
- If the query is not resolved through mail, please contact on any of the following numbers on working days & during office hours (i.e. 10.00 AM to 6.00 PM):

Tel. No.: 022 6655 3126/ 2933/ 2619/ 2394

**P.S.: Please don't send mails to any individual email ids.**