

## **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 have their firms empanelled as Concurrent Auditors of the Bank.
- The online system shall be available from **18.01.2021 to 05.02.2021** (both dates inclusive) for future allotments to be made. CA Firms already empanelled with the Bank **before June 2020** also need to apply again as fresh application.
- The CA Firms who complete 5 years of existence as Partnership Firm as on 31.12.2020 i.e. date from which it is continuing as partnership firm (as per Firm Registration Certificate downloaded from ICAI website) should be on or before 01.01.2016, are eligible to apply. If the date from which it is continuing as partnership firm (as per Firm Registration Certificate downloaded from ICAI website) is after 01.01.2016, those firms are not eligible to apply as per 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 before applying.**
- **Please keep the documents/ information as mentioned below in readiness before starting to fill up the Application Form:**
  - Firm's PAN Card
  - Latest Firm Registration Certificate issued by ICAI (Firm card will not be accepted)
  - Updated profile of the Firm
  - List of Partners mentioning name, membership number and signature of all the Partners
  - List of branches of the Firm
  - 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 enclosed while applying must be duly signed and stamped by the Authorized Partner.

**Disclaimer: Bank can ask for additional documents/ information apart from the above mentioned, if required.**

- For any query regarding the filing of the Empanelment Form, you may mark a mail to [concurrentaudit.ho@idbi.co.in](mailto:concurrentaudit.ho@idbi.co.in).
- If your query is not resolved through mail, you may contact on the following numbers during office hours (i.e. 10.00 AM to 6.00 PM):

022 6655 3200/ 2933/ 2394

**P.S.: You are requested not to send mails to individual email ids.**