

A:-Form to be filled up for Empanelment/Appointment of Internal Auditor

Form-A

Sl. No.	Particulars	Supporting Documents required to be submitted along with this form
1	Name of the Firm	
2	Address of the Firm with Tel no. Mobile No., Fax.No.,email address.	
	Head Office	
	Branch Office	Phone No.
1		Fax No.
2		Mobile of each Branch Office In-charge:
	(particulars of each branch to be given)	email ID
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm's Service Tax Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	Attach copy of Registration Certificate
6	No. of Years of Firm Existence (Date of establishment of Firm)	
7	Turnover of the Firm in last three years	
8	Details of Partners:	
	i) Number of Full Time Partners associated with the firm,	
	ii) Name of principal partners	
	iii) Membership No.	
	iv) Qualification	
	v) Experience	
9	Whether Firm or its partner is not disqualified for being appointed as internal Auditor as per ICAI guidelines.	

FORM B

Experience of audit			
Sl. No.	Name of the Auditee	Type/Nature of Assignment	Duration of Assignment

Copy of proof of various empanelments and proof of allocation/allotment of audit assignments mentioned above must be annexed with the application.

Declaration:

- 1. We confirm that the information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, IFCI Venture Capital Funds Ltd. is free to initiate any appropriate action against us.**
- 2. We further declare that there have been no adverse comments/qualification on our performance from the Management / Audit Committee of the Company.**

Partner
(Name)
Date