

Annexure 'A' to Notice For Inviting Application

PROFORMA FOR APPLICATION

1. Name of the applicant:
2. Complete Address of the applicant:
3. PAN of the applicant:
4. Details of the AO of the applicant:
5. Phone no. & Fax no. of the applicant:
6. Website address and email id of the applicant:
7. Details of the Partners/proprietor of the applicant:

Sl. No.	Name of the partner / proprietor	PAN	Details of AO	Phone no & Email id

8. Staff Strength and No. of CAs:

(i) Total Staff strength as on 31.10.2020	
(ii) No. of CAs continuously working for at least one year as on 31.10.2020	
Evidence in support of (i) and (ii) above	Enclose & mark as Annexure 'A' .

9. Minimum experience, empanelment with other Government Departments and details about outstanding work and suitability:

(a) No. of years of accountancy and auditing experience as on 31.10.2020 along with evidence	No. of years: Enclose evidence and mark it as Annexure 'B' .
(b) Is the applicant empanelled with any other Govt. agency?	Yes/ No If yes, then specify details on separate sheet and enclose
(c) Please indicate any outstanding work done earlier as an empanelled	Years in which empanelled as an auditor

auditor for the Income Tax Department:	
	Outstanding work done

(d) Please indicate (in not more than 500 words) your suitability to be empanelled as a special auditor on separate sheet as **Annexure 'C'**.

10. Details of returns of income and gross professional receipts of the applicant:

Has the applicant filed returns of income regularly up to A.Y. 2019-20?
Yes/No

If yes then, the details of filing of return in the last 5 years		
Assessment Year	Date of Filing	Returned Income
AY 2015-16		
AY 2016-17		
AY 2017-18		
AY 2018-19		
AY 2019-20		

The amount of gross professional receipts from accountancy and auditing exclusively in the last 5 years along with evidences to be marked as **Annexure 'D'**.

FY	Gross professional receipts			Total (Rs.)
	From accountancy (Rs.)	From auditing (Rs.)	From accountancy and auditing (Rs.)	
2014-15				
2015-16				
2016-17				
2017-18				
2018-19				

11. Declaration to be enclosed by the applicant and marked as **Annexure 'E'** in respect of fulfillment of clauses (a) to (e) of para (iv) of this notice.

On behalf of the applicant(name of the applicant), I,..... (name of the proprietor/partner), in the capacity of partner/proprietor , am authorised to certify that all the above mentioned particulars are true and correct.

Seal of the applicant

Date:

Name and signature of the authorized person

Designation of such person:

CHECKLIST

The applicants are advised to ensure that the application to be submitted should be duly filled in along with the following details. Incomplete and incorrectly filled applications are liable for rejection:

- Main application on applicant's letter head.
- Duly filled in PROFORMA FOR APPLICATION.
- Annexure – A – supporting claim of staff strength.
- Annexure – B – supporting claim of years of experience.
- Annexure – C – Note on suitability as applicant.
- Annexure – D – supporting claim of gross professional receipts from auditing and accountancy and income of atleast Rs. 25 lakhs during the prescribed years.
- Annexure – E – Self declaration in respect of fulfillment of clauses (a) to (e) of para (iv) of the notice.

All pages are to be duly signed and sealed.