

ANNEXURE I

Terms and Conditions:

1. Empanelment with the CRCS is a mandatory prerequisite for appointment of your services as a Concurrent Auditor.
2. None of the Partners of the Firm/Proprietor of the concern should be a Director of Citizencredit Cooperative Bank Ltd.
3. 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.
4. 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.
5. The firm is qualified to act as Concurrent Auditor of the Bank under section 141 of the Companies Act, 2013 and the disqualification contained therein does not apply to the firm.
6. The assignment of audit should not be sub contracted to other firm/persons in any manner whatsoever.
7. The audit is to be conducted on a contemporaneous basis with the transactions and audit report is required to be submitted within 10 days from the end of the audit period.
8. The audit firm to ensure strict adherence to the timelines framed by the Bank for conduct of audit and issue of audit reports.
9. The audit to be conducted under the supervision of a Chartered Accountant/Partner or senior employee of the firm.
10. The audit firm will not lobby, directly or indirectly, for any credit proposals of their friends/clients/relatives to the Bank.
11. The audit firm / or the partners or any of their clients/relatives should not have any credit facilities with the Bank, for which they are applying, 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. If any of the Proprietor/Partner/Firm is an auditor, consultant or employed/associated in any capacity with any firm or business entity having

credit facilities with the Bank, the same to be specifically mentioned in the application.

14. 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.
15. Only the audit firm provisionally selected for empanelment will be communicated through e-mail. No individual intimation will be sent to the audit firms whose application is not considered.
16. The audit firm should give their consent in writing / undertaking letter in the **Prescribed Format** agreeing to comply with and be bound by the terms and conditions prescribed by the Bank.
17. The proposed appointment should be within the limits laid down by or under the Authority of the Act.

Acceptance 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, Citizencredit Centre, Malad **within 7 days of Banks communication conveying appointment**

Frequency of Conduct of Concurrent Audit:

1. Branches:
 - a. Advances greater than or equal to Rs. 25.00 crores - Monthly
 - b. Advances less than Rs. 25.00 crores – Bi-monthly
2. Investment & Trading Department - Monthly
3. Accounts Department - Monthly
4. Forex Department – Monthly
5. CPD Department – Monthly

Details of Fee Structure:

1. The audit firm is required to submit their quotation for conduct of the above audits.
2. Audit fee will be paid [after deducting applicable TDS] by the Bank within 15 days after receipt of hard copy of the Bill along with the Auditor's Certificate on compliance by the respective department/ branch.
3. Fee structure will be reviewed on a year to year basis solely at the discretion of the Management.
4. The Bank shall have the absolute discretion in allotting the branch, revising fee structure, stipulating terms and conditions of the appointment like experience in Concurrent Audit of our branches / other banks and termination

of the services of the empanelled auditor after giving due notice at any point of time including during the pendency of the contract.
