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Empanelment of Statutory Auditors for branches

TO WHOMSOEVER IT MAY CONCERN

Can Fin Homes Ltd. (CFHL), invites applications from the eligible Partnership Firms, Limited liability partnership (LLP) for empanelment as Statutory Auditors for conducting Statutory Audit for the financial year 2023-24 for our branches as per Annexure 1 for a period of three years subject to review every year.

In the above connection, we furnish the following:

Annexure 1 - List of branches of the Company for Statutory Audit.

Annexure 2 – Application format.

Annexure 3 - Terms and Conditions for appointment of Auditors for Statutory Audit of branches.

Annexure 4 – Format for Letter of acceptance of offer from the Audit Firm.

Eligible and interested Firm/LLPs, who are agreeable to the above Terms and Conditions, may submit their application to the Registered Office, on or before 10/02/2024.

Registered Office, CFHL will not entertain any correspondence/communication from the applying firms till selection of the firms. However, the firms may contact Registered Office for clarifications, if any.

Place: Bangalore
Date: 27/01/2024

Sd/-
Chief Financial Officer –F&A

Annexure -1 List of Branches of the Company

Sl.No	Branch Name	Sl.No	Branch Name	Sl.No	Branch Name	Sl.No	Branch Name
1	BLR - JAYANAGAR	51	KARUR	101	MUMBAI - PANVEL	151	BHILAI
2	TRIVANDRUM	52	BLR - HESARAGHATTA	102	KARIM NAGAR	152	BHIMAVARAM
3	HYD - NAMPALLY	53	BLR - KENGERI	103	VARANASI	153	KADAPA
4	MADURAI	54	HYD - GACHIBOWLI	104	AGRA	154	SIDDIPET
5	CHN - ANNA SALAI	55	HYD - TARNAKA	105	NASHIK	155	NIZAMABAD
6	CBE - GANDHIPURAM	56	CBE - P N PALAYAM	106	RAJAHMUNDRY	156	RAJKOT
7	NCR - NEW DELHI	57	SALEM	107	TIRUPUR	157	JAMNAGAR
8	PONDICHERRY	58	MEERUT	108	KARNAL	158	HARIDWAR
9	MANGALORE	59	DEHRADUN	109	KURNOOL	159	BHAVNAGAR
10	VIZAG	60	BLR - SARJAPUR	110	VIZIANAGARAM	160	SAGAR
11	CALICUT	61	BELGAUM	111	KHAMMAM	161	AURANGABAD
12	HUBLI	62	HYD - LB NAGAR	112	AMBALA	162	CHAKAN
13	MYSORE	63	NCR-GREATER NOIDA	113	AJMER	163	KOLHAPUR
14	GOA	64	DHARUHERA	114	KUMBAKONAM	164	ALWAR
15	TRICHUR	65	CHN - SRIPERUMBUDUR	115	THOOTHUKUDI	165	JHANSI
16	DAVANAGERE	66	UDUPI	116	MUMBAI - KALYAN	166	JALANDHAR
17	TRICHY	67	CHN - CHENGALPATTU	117	KANPUR	167	BLR - BANNERGHATTA ROAD
18	VIJAYAWADA	68	HYD - KOMPALLY	118	ALLAHABAD	168	REWA
19	BHOPAL	69	BLR - ELECTRONIC CITY	119	BLR-YELAHANKA	169	NEYYATTINKARA
20	JAIPUR	70	BLR - KANAKAPURA ROAD	120	NCR GHAZIABAD	170	HINJEWADI
21	MUMBAI - BORIVILI	71	VIZAG STEEL PLANT	121	VJY GOLLAPUDI	171	DURGAPUR
22	PUNE	72	CHN - THIRUVALLUR	122	JPR MANSAROVAR	172	JPR - JAGATPURA
23	BHUWANESHWAR	73	MANDYA	123	BPL MANDIDEEP	173	JHARSUGUDA
24	LUCKNOW	74	ERODE	124	TCR SHORANUR	174	POLLACHI
25	NCR - NOIDA	75	BLR - DEVANAHALLI	125	ED GOBICHETTIPALAYAM	175	THANJAVUR
26	MUMBAI - VASHI	76	NCR - ROHTAK	126	GNT TENALI	176	MANCHERIAL
27	COCHIN	77	NCR - SONEPET	127	BLR DODDABALAPURA	177	SRIKAKULAM
28	BLR - VIJAYANAGAR	78	VELLORE	128	HYD GHATKESAR	178	BALLARI
29	AHMEDABAD	79	DINDIGUL	129	NCR MANESAR	179	THENI
30	BLR - KORAMANGALA	80	GWALIOR	130	BLR RAMANAGARAM	180	BLR-HOSKOTE
31	CHANDIGARH	81	JODHPUR	131	DHR REWARI	181	HAVERI
32	PATNA	82	HYD - RC PURAM	132	HYD SANGAREDDY	182	SOLAPUR
33	BARODA	83	BLR - K.R.PURAM	133	BILASPUR	183	BHILWARA
34	NCR - GURGOAN	84	BLR - HRBR LAYOUT	134	HASSAN	184	KALABURAGI
35	INDORE	85	UDAIPUR	135	JABALPUR	185	BLR-MAGADI ROAD
36	CHN - TAMBARAM	86	KOTA	136	BERHAMPUR	186	GURGAON 2
37	RAIPUR	87	BLR - BIDADI	137	MUMBAI - BOISAR	187	BLR-YESHWANTHPUR
38	HYD - KUKATPALLY	88	WARANGAL	138	ELURU	188	BLR-VIDYARANYAPURA
39	NCR - FARIDABAD	89	TIRUPATHI	139	FBD PALWAL	189	BLR-JIGANI
40	BLR - SAHAKARNAGAR	90	BLR - NELAMANGALA	140	IND PITHAMPUR	190	RAJENDRANAGAR
41	BLR - UTTARAHALLI	91	NAMAKKAL	141	SURAT	191	NARSINGI
42	HOSUR	92	TIRUNELVELI	142	MANGALAGIRI	192	BACHUPALLY
43	TUMKUR	93	CHN - REDHILLS	143	BLR-Attibele	193	SOMPURA
44	CHN - AMBATTUR	94	NELLORE	144	BLR-Thanisandra	194	MAYILADUTHURAI
45	GUNTUR	95	ONGOLE	145	BLR-Whitefield	195	KARAIKUDI
46	BLR - MARATHAHALLI	96	VIRUDHUNAGAR	146	A S RAO NAGAR	196	TENKASI
47	KAKINADA	97	TIRUCHENGODE	147	THIRUMANGALAM	197	SIKAR
48	CHN - PORUR	98	BLR - BEGUR	148	DHARWAD	198	ANANTAPUR
49	NCR - PITAMPURA	99	NAGPUR	149	BATLAGUNDU	199	CUTTAK
50	CHN - PERUNGUDI	100	SHIMOGA	150	MANR JHOTWARA	200	PALI
						201	HAPUR

The address of the branches are available on the Company's website

APPLICATION FORM FOR EMPANELMENT OF AUDITORS FOR STATUTORY AUDIT OF BRANCHES

I. GENERAL INFORMATION:

1. Name of the Firm					
2. Complete postal/communication address of the Firm / Limited Liability Partnerships (LLPs)					
3. Office telephone Number/Numbers		Std Code		Telephone Number	
		Mobile No.			
4. Office FAX Number					
5. E-mail address					
6. Constitution					
7. Date of formation/establishment of the Firm					
8. Branch Office of the firm					
9. Registration Number of the Firm with date with Institute of Chartered Accountants of India (ICAI)		Regn. Number		Date of registration	
10. Registration Number of the Firm with date (unique code number) with Reserve Bank of India)					
11. GST Registration Number					
12. Peer Review Details					
13. Permanent Account Number (PAN) of the firm (Mandatory)					
14. Number of full time partner					
15. Name, qualification, membership Number, year and other details (FCA ,CISA/DISA qualification to be mentioned)					
Name of the Partner	Contact Number (including mobile no.)	Educational Qualification (FCA/CISA/DISA qualification to be mentioned)	Membership Number/Year	No of years associated with the firm	Brief profile
1.					
2.					
3.					
16. Whether the firm is a member of any network of audit firms or any partner of the firm is a partner in any other audit firm? If yes, details thereof.					

17. Whether the firm has been appointed as SCA/SA by any other Commercial Bank (excluding RRBs) and/or All India Financial Institution (AIFI)/RBI/NBFC/UCB in the present financial year? If yes, details thereof.		
18. Whether the firm has been debarred from taking up audit assignments by any regulator/Government agency /ICAI /NFRA/RBI ? If yes, details thereof.		
19. Details of disciplinary proceedings etc, against the firm by any Financial Regulator/Government agency /ICAI /NFRA/RBI during last three years ,both closed and pending.		
20. Whether any of the partners of the firm is a director in any of our group entities ?		
21. Details of audit staff employed & Qualified Chartered Accountants		
Particulars	Total	In Bangalore Location
Qualified/Semi qualified Chartered Accountants		
Retired/ex-Company officers		
Article/audit clerks		
Other assistants with knowledge of book-keeping and accountancy		
Total		

II. PAST EXPERIENCE OF THE FIRM / COMPANY (Relating to various Company audits):

A. Central Statutory Auditors (Commercial Banks (excluding RRBs)/ UCBs/ NBFCs/ AIFIs.)			
Name of the Company		No of years in completed years	During the Period
B. Statutory Branch Auditors (Commercial Banks (excluding RRBs)/ UCBs/ NBFCs/ AIFIs.)			
Name of the Company	Branches	No of years in completed years	During the Period
C. Internal /Concurrent Auditors (Commercial Banks (excluding RRBs)/ UCBs/ NBFCs/ AIFIs.)			
Name of the Company	Branches	No of years in completed years	During the Period
D. Income/Revenue Auditors			
Name of the Company	Branches	No of years in completed years	During the Period
E. System /IS Auditors			

Name of the Company	Branches	No of years in completed years	During the Period
F. Listed Companies			
Name of the Company		No of years in completed years	During the Period
G. Details of audit assignment currently on hand	COMPANY		Type of audit
H. Number of years of experience in IND AS			
I. Number of years of experience in handling Income Tax Matters			
J. Number of years of experience in GST			
K. Experience in deploying Computer Assisted Audit Tools and Techniques (CAATTs) and Generalized Audit Software (GAS)			
L. Has the firm taken up any non-audit work u/s 144 of Companies Act of Can Fin Homes Limited/any group entities. If Yes, kindly provide details of nature of work, period of engagement and company/branch.			
M. Has the Firm previously audited Can Fin Homes Limited, if yes provide details of branch and period which you audited.			
N. Any other relevant details / particulars of the firm			
O. Declaration:			
The firm complies with all eligibility norms prescribed by RBI regarding appointment of SCAs/SAs of Commercial Banks (excluding RRBs)/UCBs/NBFCs (as applicable). It is certified that neither I nor any of our partners / members of my / their families (family will include besides spouse, only children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the Chartered Accountants) or the firm / company in which I am / they are partners / directors have been declared as wilful defaulter by any bank/financial institution			

III. CHOICE OF BRANCH :

Name of the branch	(1)	(2)	(3)	(4)
Distance to the branch from your office in Kms.				

Date:

Place:

(Signature of the Authorized Signatory with seal)

TERMS AND CONDITIONS FOR APPOINTMENT OF AUDITORS FOR STATUTORY AUDIT OF BRANCHES

I. Conditions for appointment:

- a. Applicant should be either a LLP/Partnership firm with a minimum of 4 partners and at least 2 of them shall be Chartered Accountants.
- b. The audit team should be led by the Chartered Accountant-Partner of the audit firm with experienced assistants as the work may warrant.
- c. The LLP/Audit firm shall submit a copy of the certificate issued by the Institute of Chartered Accountants of India, New Delhi, in respect of its partners.
- d. At least one partner of the firm shall have CISA/DISA qualification.
- e. Auditors should not have been disqualified under Section 141 of the Companies Act, 2013 to accept this appointment.
- f. The LLP/Firm/ or any of the partners of the LLP/firm should not have any disciplinary matters pending with ICAI/RBI and they should not have suffered any disqualification.
- g. The LLP/firm should be in practice during the past 15 years for shortlisting for Exceptionally large/ Very large/ large branches, 10 years for Medium branches and 5 years for small/ Very small branches.
- h. The LLP/Firm should have sufficient experience in conducting audits in Companies/ Corporate/banks.
- i. The LLP/firm should be nearer to the proposed auditee branch.
- j. One LLP/firm shall submit one application only.
- k. The Company has the discretion to consider or reject any of the applications based on any of the RBI / Government / Internal guidelines of the Company.
- l. The empanelment and allocation of branches to the auditors will be purely the prerogative of the Company.
- m. The Company has the discretion to allot not more than 4 branches to each of the LLP/audit firm. However, the Company has the discretion to change the allocation of the branches based on any administrative exigencies.
- n. The LLP/firm should give their consent in writing/undertaking letter in the prescribed format agreeing to comply with and bound by the terms and conditions prescribed by the Company.
- o. If there is any change in the constitution of the firm during the period of appointment, it shall be informed to the Company immediately.
- p. The audit firm shall not sub-contract the audit assignment.
- q. The audit firm will not lobby directly or indirectly for considering any credit proposals of their friends/clients to the Company.

II.Term of appointment/office

The term of appointment for Statutory Branch Auditors is for a period of 1 year.

III.Details of Fee payable

Sl.No	Size of the Branch	Branch Audit Fees (Rs.)	Branch Tax Audit Fees (Rs.)	Total Fees per branch (Rs.)
1.	> 400 crs	49,000	14,000	63,000
2.	250 - 400 crs	31,000	9,000	40,000
3.	100-250 crs	24,500	6,500	31,000
4.	50-100 crs	18,500	4,500	23,000
5.	10-50 crs	15,000	4,000	19,000
6.	<10 crs	9,000	3,000	12,000

The out-of-pocket expenses (food, hotel, conveyance, etc) is fixed 20% of their fee as the benchmark, however on exceptional basis considering the distance and time spent by the firm can be paid with the supporting Bills of expenses.

IV.Methodology for selection

(1). Inviting applications

Drawing a cluster of (201) branches of the Company (not exceeding 4 branches per LLP/audit firms), for conducting branch audit depending upon the location of the branches, size of the branch and proximity of auditors to the respective branches. Draft of application is enclosed.

(2). Publication about appointment and receiving applications

Publication about inviting applications (duly preparing all terms and conditions, draft application form, details of branches, audit fee etc.) for appointment of branch auditors for 201 branches of the Company would be made on the website of the Company during December 2024, inviting applications from eligible auditors/audit firms of that region. Interested firm shall submit application in hard copy within 14 days' time from the date of web publication in the prescribed form to Registered Office along with a resume about the firm credentials.

(3). To the extent permissible the audit firms be assigned the branches in the respective areas/ localities where they have established.

(4). For each LLPs/audit firms a maximum of 4 branches may be allotted.

V.Acceptance of Company's offer:

1.The audit firm/LLP which is provisionally selected for appointment will be communicated through e-mail and the acceptance to Company's offer is to be confirmed by the audit firm by way of return e-mail followed by a hard copy of application in the prescribed form along with the supporting documents shown below within 14 days:

2. Self-attested hard copies of the following shall be sent to the Company together with the acceptance letter:

- a. Certificate of Registration with ICAI.
- b. Copies of few letters received from Companies assigning the work of Statutory Audit / other audits to audit firm, as reported in the application.
- c. Letter of acceptance of Terms and Conditions in the prescribed format (Annx.4)
- d. Copy of CISA/DISA Certificate
- e. Any other report / enclosures/evidence which audit firm has mentioned in the application.

VI. Appointment/communication about selection

(1). On receipt of the above documents, the Company shall scrutinise the same and verify the correctness of application / annexure and short-list the eligible auditors/audit firms based upon a matrix comprising 5 parameters/criteria viz., (1).proximity to the branch (2).Audit experience (3).standing of the audit firm/LLPs (4).no. of partners in the firm and (5).current assignments on hand, by allotting 10 marks to each of traits, aggregating to 50 marks in total.

(2). Upon receipt of the approval from the Board of Directors necessary appointment orders will be issued to the respective auditors/firms. If, due to unavoidable reasons any auditor is not able to take up the assignment then the next auditor/firm of auditors in the list shall be allotted with the assignment.

(3). The Company shall communicate the provisional selection to such firms along with all terms and conditions (as per Annexure-3) by way of email followed by hard copy and call for letter of acceptance, copies of registration certificate issued by ICAI, proof for experience etc., to the Registered Office, within 14days.

(4). After receipt of item as per (1) above, the Company shall issue final appointment orders to the Audit firm.

(5) If the selected firm of Auditors do not comply with (1) above including submission of letter of acceptance duly signed by them within the prescribed time the appointment made will stand automatically cancelled within 14 days and the Company shall appoint next wait-listed firm as statutory branch auditors.

(6). The selected firms (approved by the Board) for 201 branches will be published in the website of the Company, after the meeting of the Board. In respect of firms, which are not being selected, no communication will be sent by the Company and no separate communication will be sent by the Company and no correspondence will be entertained.

(7). The term of appointment for Statutory Branch Auditors is for a period of 1 year i.e., from the date of conclusion of the 36TH Annual General Meeting held on 19/07/2023 until the conclusion of the next AGM subject to Section 139 and all other applicable provisions, if any, of the Companies Act, 2013 and the Guidelines/Directions issued by the National Housing Bank from time to time.

(8). The Statutory Branch Auditor(s)/firm shall maintain in strict confidence, the information collected during the course of Audit of the Branches and shall not use or disclose to others. The Statutory Branch Auditor / firm shall maintain the confidentiality of the information provided by the Company so as to prevent unauthorised copying, use, distribution, installation or transfer of possession of such information and shall not disclose to persons except to the limited extent of fulfilling the obligations stated herein. Further, the auditor / firm shall maintain the confidentiality of the information even after the termination of the agreement.

(9). The Statutory Branch Auditors will have the same powers and duties in respect of audit of the accounts of the branch office as the Company's auditor has in respect of the same in terms of Section 143 and all other applicable provisions, if any, of the Companies Act, 2013.

VII. Termination / cancellation of appointment

(1). If the selected auditors for statutory audit of branches auditors does not submit the application in the prescribed form together with all the related documents/papers within 7 days, the appointment made will stand automatically cancelled and the Managing Director shall appoint the next firm of qualified Auditors in the wait-list as the statutory branch auditors.

(2) If any of the information / documents furnished by the auditor is found to be incorrect, the Company's offer will automatically stand cancelled without entertaining any further correspondence.

Letter of Acceptance of Offer from the Audit Firm
(To be furnished on the letter head of the firm)

From:

To:
The CFO
F & A Department
Can Fin Homes Ltd
Registered Office,
Bangalore

**SUB: Appointment/Re-appointment as Auditors for Statutory Audit of branches
- Letter of acceptance of Terms & Conditions.**

REF: Your letter intimating appointment of our firm dated

This bears reference to your above offer letter appointing us as Auditors for Statutory Audit and tax audit of branches for the position as at 31/03/2024 with respect to _____ (number) branches viz., _____

1. We have read the Terms and Conditions for selection/appointment as Auditors for Statutory Audit of branches and agree to abide by the same.
2. We _____ (Name and address) Chartered Accountant/s hereby accept the offer of appointment as Auditors for Statutory Audit of branches of Can Fin Homes Ltd located at _____ Branches based on your Terms and Conditions annexed to the above said offer for appointment.
3. We also hereby declare that no change in the constitution of our firm has taken place since our application for appointment as Auditors as above. We hereby declare that the constitution of the firm as on the date shown in this profile / resume is the same as that of in the constitution certificate issued by the ICAI. We also undertake to inform the Company in advance, wherever there is any change in the constitution of the firm.
4. We undertake that the Audit work assigned to us will be carried out by our own staff and no sub-contract of the work will be given and we/the firm will make necessary alternate arrangements to ensure uninterrupted Audit of the branch in case of any contingencies.
5. We also confirm that we are not disqualified under any other grounds as given in Section 141 or any other applicable provisions, if any, of the Companies Act 2013 for appointing us as Auditors.
6. We declare that we are not partners in any other Audit Firm/s, which are appointed for any other types of assignments in Company.
7. We do hereby declare that to the best of our ability and skill, execute and perform the duties required of us as branch Auditors of the Company.
8. We further declare that we will not communicate or allow to be communicated to any person any information relating to the affairs of Company or the affairs of any person/s having dealing with the Company or allow any such person to inspect or have access to any books or documents belonging to or in the possession of the Company relating to the business of the Company or of the business of any person having any dealing with the Company and maintain utmost confidentiality in all the

matters which have come to our notice during the course of Audit and shall maintain the confidentiality of the information provided by the Company so as to prevent unauthorized copying, use, distribution, installation/transfer of such information and shall not disclose to persons except to the limited extent of fulfilling the obligations stated in the terms and conditions of appointment as branch Auditors. If in the opinion of the Company there is any breach of any of these covenants by us or any of the employees of our firm, the Company is at liberty to initiate any action against the firm and firm is liable for any damages caused to the Company or any of its claims. Further, we shall maintain the confidentiality of the information even after termination of the agreement.

9. In case the above declaration or any part thereof is proved to be incorrect, the Company is free to advise the details thereof to RBI and Institute of Chartered Accountants of India or Ministry of Corporate Affairs (MCA) for initiating necessary action against the firm.
10. We also note that our failure to report serious irregularities to the Company will attract disqualification from being continued as branch Auditors or any other assignments by the Company.
11. We are agreeable to function as branch Statutory Auditors on the remuneration/fee (subject to Statutory deductions) offered by the Company. The Company is at liberty to modify the remuneration/fee at any point without giving any reasons.
12. We undertake to preserve the documents/data obtained in the course of Audit in accordance with legal/regulatory obligations of National Housing Bank (NHB)/the Company.
13. The Company is at liberty to verify/inspect such of our records by the Central Statutory Auditors of the Company/NHB/RBI/other persons authorized by the Company and we shall have no objection in giving access to all such working papers/records and information relevant to the Audit.
14. We agree and undertake that the services rendered by us is liable for periodical review by the Company and in case in the opinion of the Company our services are not satisfactory, the Company is at liberty to alter/modify/vary/change any of the terms and conditions of the appointment after giving due intimation to the firm or summarily terminate the services of the firm if in the opinion of the Company the firm or any of its employees has violated any of the terms of appointment.
15. In case of any dispute, the decision of the Company is final and only the appropriate Court in Bangalore shall have the authority in jurisdictional matter.

Date:

Place:

(Signature of the Authorized Signatory with seal)