

TO WHOMSOEVER IT MAY CONCERN

Can Fin Homes Ltd. (CFHL), invites applications from the eligible/interested Firms/ Companies for empanelment of Auditors for conducting Internal Audit at various locations across India as and when required.

In this connection, we furnish the following.

Annexure 1 - PAN India as per list.

Annexure 2 - Application format

Annexure 3 - Terms and conditions for Appointment, Selection Procedure, Methodology for conducting audit, reporting and system for review of performance of the selected auditors.

Annexure 4 - Undertaking letter to be submitted by the auditors upon selection.

Eligible/interested Firms / Companies, who are agreeable to the above terms & conditions, may submit their application **in the prescribed format (Annexure-2) in soft copy** to Inspection Department (e-mail id: internalaudit@canfinhomes.com) on or before **24/05/22 by e-mail**. The copies of offer/ appointment letters issued by other Banks, other certificates etc. need not be submitted along with the application.

Registered Office, CFHL will not entertain any correspondence/ communication from the applying firms till selection of the firms. However, the firms may seek clarifications if any through the above mentioned e-mail id.

Place : Bangalore
Date : 20/05/22

sd/-
Deputy Managing Director

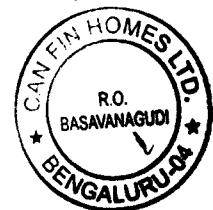
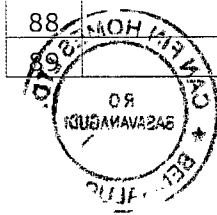


ANNEXURE - 1**List of branches**

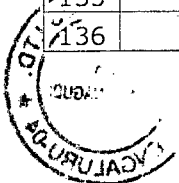
Sl No.	Cluster	Proposed Locations
1	AP	BHIMAVARAM
2		ELURU
3		GNT TENALI
4		KAKINADA
5		MANGALAGIRI
6		NELLORE
7		ONGOLE
8		RAJAHMUNDRY
9		SIRKAKULAM
10		TIRUPATHI
11		VIJAYAWADA
12		VIZAG
13		VIZAG STEEL PLANT
14		VIZIANAGARAM
15		VJY GOLLAPUDI
16	Eastern	BEHRAMPUR
17		BHUWANESHWAR
18		BILASPUR
19		DURGAPUR
20		JHARSUGUDA
21		PATNA
22	KAR1	BLR - BANNERGHATTA RD
23		BLR - BEGUR
24		BLR - ELECTRONIC CITY
25		BLR - KENGERI
26		BLR - NELAMANGALA
27		BLR - VIJAYANAGAR
28		BLR RAMANAGARAM
29		BLR Yeshwanthpur
30		BLR-Thanisandra
31		HOSUR
32		Magadi Road, B'lore
33	KAR2	BLR - DEVANAHALLI
34		BLR - HESARAGHATTA
35		BLR - JAYANAGAR
36		BLR - K.R.PURAM
37		BLR - KANAKAPURA RD
38		BLR - MARATHAHALLI
39		BLR - SARJAPUR
40		BLR - UTTARAHALLI
41		BLR DODDABALAPURA
42		BLR-HOSKOTE



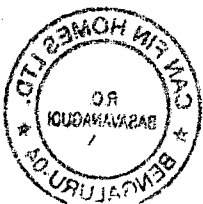
43		BLR-YELAHANKA
44		MANDYA
45	KAR3	BALLARI
46		BELGAUM
47		DAVANAGERE
48		HASSAN
49		HUB DHARWAD
50		KALABURAGI
51		SHIMOGA
52		TUMKUR
53		UDUPI
54	MAHARASHTRA	CHAKAN
55		GOA
56		HINJEWADI WAKAD
57		KOLHAPUR
58		MUM BOISAR
59		MUMBAI - KALYAN
60		MUMBAI - PANVEL
61		MUMBAI - VASHI
62		NASHIK
63		PUNE
64		SOLAPUR
65	NCR1	AMBALA
66		CHANDIGARH
67		JALANDHAR
68		KARNAL
69		NCR - FARIDABAD
70		NCR - NEW DELHI
71		NCR - PITAMPURA
72	NCR2	DEHRADUN
73		DHARUHERA
74		HARIDWAR
75		NCR - GURGOAN
76		NCR - NOIDA
77		NCR - SONPET
78		NCR MANESAR
79		RAJASTHAN
80	RAJASTHAN	ALWAR
81		BARODA
82		BHAVNAGAR
83		BHILWARA
84		JAIPUR
85		JODHPUR
86		JPR - JAGATPURA
87		KOTA
88		MANR JHOTWARA
		SURAT



90		UDAIPUR
91	TN1	CHN - ANNA SALAI
92		CHN - CHENGALPATTU
93		CHN - PERUNGUDI
94		CHN - PORUR
95		CHN - SRIPERUMBUDUR
96		CHN - TAMBARAM
97		KUMBAKONAM
98		NAMAKKAL
99		PONDICHERRY
100		SALEM
101		TIRUCHENGODE
102		VELLORE
103	TN2	CBE - GANDHIPURAM
104		CBE - P N PALAYAM
105		COCHIN
106		DINDIGUL
107		ERODE
108		MADURAI
109		MDU THIRUMANGALAM
110		NEYYATINKARA
111		POLLACHI
112		TCR SHORANUR
113		THENI
114		THOOTHUKUDI
115		TIRUPUR
116		TRICHUR
117		TRICHY
118		TRIVANDRUM
119		VIRUDHUNAGAR
120	TELENGANA	HYD - KOMPALLY
121		HYD - KUKATPALLY
122		HYD - LB NAGAR
123		HYD - NAMPALLY
124		HYD - RC PURAM
125		HYD - TARNAKA
126		HYD GHATKESAR
127		KHAMMAM
128		MANCHERIAL
129		NIZAMABAD
130		SIDDIPET
131		WARANGAL
132	UP-MP	AGRA
133		ALLAHABAD
134		BPL MANDIDEEP
135		IND PITHAMPUR
136		INDORE



137		JABALPUR
138		JHANSI
139		KANPUR
140		LUCKNOW



ANNEXURE - 2

APPLICATION FORM FOR EMPANELMENT OF EXTERNAL AUDITORS

I. GENERAL INFORMATION:

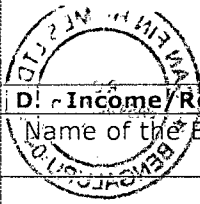
1. Name of the Firm *					
2. Complete postal/communication address of the Firm / Company					
3. Office telephone Number/Numbers *					
		Std Code		Tel No.	
				Mob No.	
4. Office FAX Number					
5. E-mail address *					
6. Constitution					
7. Date of formation/establishment of the Firm*					
8. Registration Number of the Firm* / Company with date with Institute of Chartered Accountants of India (ICAI)				Regn. Number	Date of registration
9. Registration Number of the Firm* / Company with date (unique code number) with Reserve Bank of India)					
10. Service Tax Registration Number *					
11. C&AG Empanelment Number					
12. Permanent Account Number (PAN) of the firm (Mandatory) *					
13. Number of partners / Directors					
14. Name, qualification, membership Number, year and other details (DISA qualification may also be mentioned)					
Name of the Partner / Director	Contact Number	Educational Qualification	Membership Number	Year	Brief profile
1.					
2.					
3.					
15. Details of audit staff employed					
Qualified Chartered Accountants					
a) Semi qualified Chartered Accountants					
b) Retired/ex-bank officers					
Article/audit clerks					
c) other assistants					
Total					

*denotes the mandatory information



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

A. Central Statutory Auditors			
Name of the Bank		No of years in completed years	During the Period
B. Statutory Branch Auditors			
Name of the Bank	Branches	No of years in completed years	During the Period
C. Concurrent Auditors			
Name of the Bank	Branches	No of years in completed years	During the Period
D. Income/Revenue Auditors			
Name of the Bank	Branches	No of years in completed years	During the Period
E. System /IS Auditors			
Name of the Bank	Branches	No of years in completed years	During the Period
F. Details of audit assignment currently on hand		BANK	Type of audit
G. Any other relevant details / particulars of the firm			
H. Whether the firm is appointed for Statutory audit of the Can Fin Homes Ltd. If so, furnish the names of the branches.			
Name of the Branch/s		During the period	



I. Whether the firm has been earlier appointed as the external auditor of any of the branches of Can Fin Homes Ltd. If so, furnish the full details.		
Name of the branch	Period of empanelled	Last audit assignment

Date:
Place:

(Signature of the Authorized Signatory with seal)



ANNEXURE-3

TERMS AND CONDITIONS FOR EMPANELMENT OF EXTERNAL AUDITORS FOR VARIOUS LOCATIONS PAN INDIA

I. Conditions for appointment:

1. Applicant should be either a Proprietorship / Partnership firm.
2. *The empanelment and allocation of branches to the auditors will be purely the prerogative of the company.*
3. The audit firm will undertake that they will not sub contract the audit assignment.
4. The audit firm will not lobby directly or indirectly for considering any credit proposals of their friends/clients to the company.
5. Auditors should not have been disqualified under Section 226 of the Companies Act, 1956 to accept this appointment.
6. The Company and Firm/any partners' of the firm should not have any disciplinary matters pending with ICAI/RBI and they should not have suffered any disqualification.
7. The firm should have sufficient experience in conducting audits in Companies/Corporate.
8. *The CFHL has the discretion to consider or reject any of the applications based on any of the NHB/ RBI / Government / Internal guidelines of the company.*
9. The audit 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.
10. The audit to be complete with time frame as per the requirement of the Company.

II. Methodology for selection:

1. Company shall communicate the provisional selection to such firms by way of email / letter and call for the hard copies of the application and letter of acceptance to be received by the company before the specified due dates. After receipt of this communication, the audit firm should send the hard copy of the application and copies of registration certificate issued by ICAI, proof of UCN registration issued by RBI etc., within the specified date.
2. After receipt of hard copy of the application and letter of acceptance from the firms (please refer to item no. IV), the company will empanel the audit firm for audit for the assigned work subject to correctness of the information furnished in the application /annexure.
3. If the selected firm has not sent soft copies of the application and other details (as per item no. IV) and letter of acceptance duly signed by them within the due date, the provisional selection will stand automatically cancelled. No separate intimation in this regard will be communicated.



4. In respect of firms, which are not being selected, no communication will be sent by the company and no correspondence will be entertained.

III Acceptance of Company's offer:

1. The audit firm which is provisionally selected for empanelment 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 to **inspection@canfinhomes.com** followed by a hard copy of application along with the supporting documents shown below.
2. Self attested hard copies of the following shall be sent to us along with the acceptance letter.
 - a. Certificate of Registration with ICAI.
 - b. Copies of few letters received from Companies assigning the work of Internal Audit/ Statutory Audit / other audits to audit firm, as reported in the application.
 - d. Letter of acceptance of Terms and Conditions in the prescribed format. (Format as per annexure -2).
 - e. Any other report / enclosures/evidence which audit firm has mentioned in the application.

IV. Appointment:

1. On receipt of the above documents, the company shall scrutinize the same and verify the correctness of application / annexure. Thereafter, the company shall communicate the appointment initially by way of e-mail followed by a hard copy of appointment letter.
2. The present offer of appointment is purely provisional and subject to the applicant taking up the audit assignment within the stipulated date.
3. The auditor / firm shall also maintain the confidentiality of the information provided by the Company so as to prevent unauthorized 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.

V. Termination / cancellation of Empanelment / Appointment:

1. 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.
2. In case the application is rejected for reasons mentioned in 1 & 2 above, the company shall identify a new auditor for the branch, at its discretion and you shall not claim any right for audit of said or any other branch.
3. The appointment for audit is purely contractual.

VI Methodology for conducting audit / reporting:

1. The audit team should be led by the Chartered Accountant - Proprietorship /Partner of the audit firm with experienced assistants as the work may warrant.



2. The audit personnel should not be changed so that continuity and consistency is maintained. The audit firm shall conduct appropriate due diligence before employing any personnel who will be entrusted with the work of conducting the audit. The audit firm is also responsible for any commission and omission of its employees which may cause and or likely to cause any loss / damage to the Company or its clients.
3. Before commencing the audit, the members of the Audit team should be properly introduced to the Branch In charge by proper introduction letter containing the specimen signatures and photo/s of the persons conducting the Audit duly attested by the Chartered Accountant – Proprietor / partner of the firm.
4. The audit team should adopt the following procedure in the matter of reporting their findings.
 - a) Any transactions of serious nature which is unusual/not normal to the Company practice or usual course of business as defined within the scope of audit to be reported in the prescribed format to be provided on assignment. Any failure/ omission/ negligence on the part of the firm shall render the firm liable for action and termination of audit assignment.
 - b) The serious irregularities, if any, noticed shall be covered exhaustively in the executive summary submitted to the company.
5. The auditor / firm shall indemnify the company against all actions, omissions, proceedings, claims, suits, damages and any other expenses for causes attributable to the auditor / firm including any loss suffered on account of any breach of the terms and conditions of the offer of the appointment.
6. If the performance is found wanting, then the services of the auditors shall be terminated with due intimation at the discretion of the company and such Audit firms shall stand de-empanelled. This is without prejudice to referring the issues to the professional body and also claims damages for such unsatisfactory service, whatsoever by the firm or any of its employees.



Annexure-4

(To be furnished on the letter head of the firm / Company on receipt of Offer through e-mail)

From:

To:

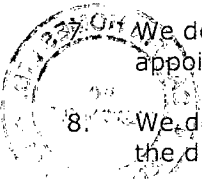
The AGM-RBIA Dept
Can Fin Homes Ltd
Registered Office,
Bangalore

SUB: Appointment as Auditor - Letter of acceptance of terms & conditions.

A. REF: Your offer letter dated

This bears reference to your above offer letter appointing us as Internal Auditor .

1. We have read the terms and conditions for selection/appointment of internal auditor and agree to abide by the same.
2. We _____(Name and address) Chartered Accountant/s hereby accept the offer of appointment of Can Fin Homes Ltd the Audit of _____ Branch on the terms and conditions already set out in the application.
3. We also hereby declare that no change in the constitution of our firm has taken place since our application to the empanelment in your company for Audit. 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 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 226 of the Companies Act 1956 for appointing me/us as Internal Auditor/s.
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 declare that a partner/qualified assistant will devote his time as stipulated in the appointment letter for this work.
8. We do hereby declare that to the best of our ability and skill, execute and perform the duties required of us as Internal Auditor/s of the company.
9. 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 nor will we 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. 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.



10. 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 for initiating necessary action against the firm.
11. We also note that our failure to report serious irregularities to company will attract disqualification from being continued as internal auditor or other assignments by the company.
12. We are agreeable to function as internal auditors of _____ Company on the remuneration offered by the company. The company is at liberty to modify the remuneration at any point without giving any reasons. The remuneration payable by the company is subject to applicable statutory deductions.
13. We are aware that the outsourcing of internal audit is subject to Company's guidelines issued from time to time and we undertake to be bound by such guideline or the NHB/RBI guidelines or any other guidelines of the company from time to time.
14. We also undertake to preserve the documents / data obtained in the course of internal audit in accordance with legal / regulatory obligations of NHB / the company.
15. The company is also at liberty to verify / inspect such records by the external auditor 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.
16. 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.
17. 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)

