



## **EMPANELMENT OF AUDIT FIRMS FOR INDEPENDENT AUDITOR, CONCURRENT AUDITOR**

KITCO Limited, a premier consultancy organization, invites applications from interested and willing CA Firms or Companies within India, in the prescribed format, for empanelment as its Independent Auditor, Concurrent Auditor.

CA Firms/Companies, who have completed 5 years of existence as Partnership Firm/Company on 31.03.2021 with experience in the field of internal audit/statutory audit/independent audit/concurrent audit/forensic audit are eligible to apply.

**Separate applications shall be submitted for empanelment as Independent Auditor and Concurrent Auditor.**

The completed application as per the enclosed format, with all the supporting documents, shall reach the following address in a sealed envelope superscribed with “**Empanelment of Audit Firms for \_\_\_\_\_ Auditor**” on or before 5 PM on 17.05.2021.

**The Managing Director,  
KITCO Ltd.,  
Femith's, PB No.4407,  
Puthiya Road, NH Bypass,  
Vennala, Cochin - 682 028,  
Kerala, India  
Phone:+91-484-4129000/6129000**

for **KITCO Ltd.**,

Sd/-  
**Managing Director**

Date: 28.04.2021

## Empanelment of Audit Firms as Independent Auditor, Concurrent Auditor

### Application Format

1. Empanelment sought as:
2. Name:
3. Constitution:  
**(Following documents be enclosed)**
  - i. Attested copies of Certificate of Incorporation
  - ii. Memorandum of Association and Articles of Association of the CA Firm/Company
  - iii. Certified copy of Resolution whereby the authorized signatory has been authorized to seek empanelment of the CA Firm/Company, apply for the same and execute all necessary documents for the purpose
  - iv. Attested copies of Certificate of Registration of Partnership firm/Company
  - v. Deed of partnership (duly registered, wherever required)
4. Date of registration/ incorporation:
5. Registration with ICAI:
6. If there has been a change in name/constitution/management in the past, please furnish below the details along with supporting documents:
7. Date of commencement of business:
8. PAN of the entity:  
**(Attested copy of PAN card be enclosed)**
9. Name and Mobile No. of Contact Person:
10. Details of Registered office, Administrative office and branches with Telephone No., Fax No., Mobile No., Email:

11. Activities in which CA Firm/Company is involved, in detail along with experience (copy of proof be enclosed):
12. Present setup/facilities/infrastructure available to execute the principal functions.
13. Important assignments completed / undertaken during the last three financial years (please give detail of the name & addresses of the clients and services rendered for the area of audit applied for):
14. Personal & professional details of Promoters/Partners/Directors:
15. Personal & Professional details of Professional Staff with number of years of experience of each staff:
16. Details of Registration/ Empanelment with other Government organizations/Banks/Corporates as on date, mentioning the nature of empanelment:
17. Net worth of the CA Firm/Company of last three financial years:

Paid up Capital			
Income/ Revenue			
Borrowings			
Net worth			
Profit After Tax			

Please enclose copies of past three years audited financial statements/ annual reports or copies of provisional financial statements in the absence of audited accounts & Income tax clearance certificate.

18. Declaration

I/We declare that the particulars furnished above are true to the best of my knowledge and belief. I/We, further confirm that all the necessary supporting documents are enclosed with the application.

I/We hereby undertake that the Firm/Company, if empanelled, shall have arm's length distance with the employees, clients, contractors, sub-consultants or agencies of/with KITCO, will not have any business dealings with them or give them undue favour and will not unnecessarily delay the audit report.



I/We agree that, if empanelled, I/We will submit necessary undertakings and if assigned with the audit, will sign Non-Disclosure Agreement with KITCO before commencing the audit.

I/We hereby apply to empanel our Firm/Company as \_\_\_\_\_ auditor.

I/We understand that any discrepancy/wrong information/breach of undertaking would lead to cancellation of enlistment as auditor with immediate effect.

I/We, \_\_\_\_\_ (name of the applicant), acknowledge and declare that the aforesaid shall be without prejudice to any other remedy that may be available to KITCO under law or otherwise.

Partner/Authorized Signatory

Seal of the Company/Firm

Place:

Date: