

ANNEXURE-I

Application Form for Empanelment as Internal Auditor in MSEDCL

To,
 The Chief General Manager (IA)
 MSEDCL, Internal Audit Section,
 Ground Floor, Prakashgad,
 Plot No.G-9, Anant Kanekar Marg,
 Bandra (E), Mumbai 400 051.

Sr. No.	Particulars		Self-certified supporting documents required to be submitted along with this Form
1.	Name of the Firm		Firm Registration Certificate under ICAI /ICMAI
2.	Addresses of the Firm: Registered Head Office	Address:	
3.	Firm Income Tax PAN No.		Attach copy of PAN card
4.	Firm GST No.		Attach copy of Registration Certificate
5.	Registration No. with ICAI & ICMAI		Firm Registration Certificate issued by the ICAI/ICMAI
6.	No. of Years of Firm Existence & Date of establishment of Firm		Membership Extract from ICAI / ICMAI
7.	Details of Partners along with Professional Qualification & Experience	As per enclosed format - (A) & (B)	Self Attested on letterhead of firm
8.	Audit Experience of the Firm No. of audit assignments of Internal /Statutory Audit of Corporate/ PSUs entities	As per enclosed format - (C)	Copy of Experience Certificate

(A) Details of Full Time Partners of the Firm (as on 06.03.2020)

Sr. No	Name of Partner	Member ship No.	Whether FCA/ ACA/FC MA/AC MA etc.	Date of joining the firm (full time)	Professional Qualifications	Area of key expertise ☆	Relevant Experience

[Documentary proof, as previously indicated, to be submitted]

**(B) Details of Qualified & Semi-qualified Staff (including Articles etc)
(as on 06.03.2020)**

Sr. No	Name of staff	Duration of Association with the Firm	Professional Qualifications	Area of key expertise ☆	Relevant Experience

[Documentary proof, as previously indicated, to be submitted]

(C) No. of Internal Audit assignments including PSU Companies / Power Sector :

Sr. No	Financial Year	No. of Internal Audit assignments	Name of Auditee Organisation			Nature of Audit	Remarks
			PSU	Power Sector	Other than PSU/ Power Sector		
1							
2							
3							
4							
5							

☆ Note:- Area of key expertise may please be supported by relevant Certificates.

(D) The details of Branch Offices of firms shall be enclosed in following format :

Sr.No	Branch	Detail Address Of Branch	City	Name Of Concern Branch Incharge	E-mail of Branch	Contact No. Branch office
1						
2						
3						
4						
5						
6						

(E) Also, provide a brief description of the background of your firm for empanelment. The brief description should include both functional and sectoral experiences of the applicants. It should not exceed more than 2- pages.

(F) Declaration

I/We (Name of Firm) having office at (address) bearing Registration No. do hereby solemnly state on oath that all the details mentioned herein above are true and correct. I/We have read & understood the terms and conditions of Expression of Interest for empanelment of Internal Auditor in MSEDCL as put up on the website of MSEDCL alongwith Annexures I to III and furnish the aforementioned details in the prescribed Application form. We hereby confirm the acceptance of all terms & conditions of EoI without any deviation.

For and on behalf of

Name of Firm :-

Registration No.:-

Name :-

Designation :-

Membership No. :-

Date :-

Place :-