

Format of Application for Empanelment as Valuer
[To be submitted on the letterhead of applicant Valuer]

Note:

1. Application should be submitted strictly as per format prescribed by the Bank.
2. Each and every page of application should be branded with the rubber stamp of the applicant valuer – individual/firm/company – and initialled by the individual/ proprietor/all partners/all lead valuers of the company.
3. Application should be signed by all partners/all lead valuers of applicant firm/company both in representative and personal capacity.
4. Incomplete and partially filled application is liable for rejection.
5. Application should be accompanied by Bank prescribed declaration-cum-undertaking duly executed by applicant valuer – individual/sole-proprietor/partnership firm/company and by all partners/all lead valuers of the company in both representative and personal capacity:
6. The following also should be enclosed with the application:
 1. Bio-data, in original, of each and every partner/director of the applicant firm/company separately, duly signed by them together with relevant enclosures.
 2. Self-attested photocopy each of following evidences –
 - (i) Registration with State and Central Government.
 - (ii) Registration under Wealth Tax Act 1957.
 - (iii) Membership of/Affiliation with various professional bodies.
 - (iv) Academic and professional qualifications acquired.
 - (v) PAN, DIN, Service Tax Registration No Certificate and Trade License.
 - (vi) Letters of appointment as valuer on panel of banks/FIs/Courts/DRT etc.
 - (vii) Previous work experience certificates.
 - (viii) KYC documents [photo identity and address proof].
 - (ix) Registered Partnership Deed/ Memorandum & Articles of Association.
 - (x) IT Returns for preceding FIVE years of the individual/firm/company, all partners/all lead valuers of company.
 - (xi) Any other relevant documents/evidences.

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[Name]

Application for empanelment as Valuer of -		- /	Category of Valuer		- /
1	Land and Building / Real Estate		Work Experience in undertaking valuation	Category	
2	Plant and Machinery		More than 10 years	A	
3	Stock/Inventory, Shares		More than 5 years & less than 10 years	B	
3	Agricultural Land - Other than Plantations		Up to 5 years	C	
4	Agricultural Land - Plantations [coffee, tea, rubber, cardamom etc]				

Ref No: _____

Date: _____

1	Name of Applicant Valuer	:	
2	Constitution :		
2.1	[State whether Individual/ Proprietary Concern / Partnership Firm/Company]	:	
2.2	If partnership firm, whether registered?	:	Yes / No
2.3	Whether an entity/body corporate registered in India	:	Yes / No
3	Details of Applicant Firm/Company:		
3.1	Date of Establishment	:	[dd/mm/yyyy]
3.2	PAN	:	
3.3	Service Tax Registration No and Date	:	

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3.4 Name of Proprietor / names of all Partners/all Directors:

Name	Position [Senior/ Key/ Managing Partner/ Director]	PAN No	DIN No	Citizenshi p
1				
2				
3				
4				

3.5 Full Address with PIN code:

1 Registered Address:

2 Communication Address:

3.6 Telephone Nos

:

3.7 Fax No

:

3.8 E-mail

:

3.9 Details of Registration under Wealth Tax Act:

Registered as Valuer of

Registration No

Date

3.10 Details of Registration with Central / State Governments:

Name of the Body

Registration No

Date

1

2

3.11 Membership of/Affiliation with Professional Bodies [at least ANY ONE]:

Name of the Body

Membership

Membership

Member

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		Type/Position	No	since	
1	Institution of Valuers [IOV]				
2	Institution of Surveyors (Valuation Branch) [IOS]				
3	Institution of Government approved Valuers [IGAV]				
4	Practising Valuers' Association of India [PVAI]				
5	The Indian Institution of Valuers [IIV]				
6	Institution of Estate Managers and Appraisers [I.Esma]				
7	Centre for Valuation of Studies, Research and Training [CVSRT]				
8	Royal Institution of Chartered Surveyors, India Chapter [RICS]				
9	American Society of Appraisers [ASA], USA				
10	Appraisal Institute [AI], USA				
11	Institute of Chartered Accountants of India [ICAI]				
12	Institute of Cost and Works Accountants of India [ICWAI]				
13	Institute of Company Secretary of India [ICSI]				
14	Any other [please specify]				
3.12	Undertaking valuation of assets since	:	[dd/mm/yyyy]		
3.13	Details of Previous Work Experience:				
	Name of the Organisation	Period	Duration		Nature of Assets
		From To	Year(s)	Month(s)	

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1					
2					
3					
3.14	Details of Major Assignments handled so far:				
	Name of Organisation	Nature of Assignment	Nature of Assets	Amount Involved	
1					
2					
3					
3.15	Details of existing empanelment as valuers:				
	Name of Bank/FI/DRT/Court/Govt Dept etc	For valuation of	Since	Any other details	
1					
2					
3					
3.16	Details of empanelment as valuers with UCO Bank, if any:				
	Name of Zonal Office	For valuation of	Since	Any other details	
1					
2					
3					
3.16	References [Furnish at least THREE]:				
1					
2					
3					

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3.17	Full-fledged operational branch offices at: [Please mention the locations]					
3.18	Details of present set up/infrastructure available to deal with valuation works:					
3.19	Details of delisting/removal, if any, from the panel of other bank's FIs, Courts, Govt departments etc:					
	Name of Bank/FI/ Court/Govt Dept etc	Date of removal	Reasons			
1						
2						
4	Financials of preceding five FYs	FY	FY	FY	FY	FY
	Gross Income/Gross Receipts					
	Net Income/Net Receipts					
5	Bio-data/Particulars of individual/proprietor/partner/director: [Note: In case of partnership firm/company, bio-data/particulars in respect of each of the partner/director duly signed by them should be submitted separately].					
5.1	Personal details:					
1	Name	:				
2	Son/Daughter/Wife of	:				
3	Nationality	:				
4	Sex	:				
5	Date of Birth [dd/mm/yyyy]	:				
6	Age [Minimum 25 years]	:				
7	Telephone No	:				
8	Mobile No	:				
9	E-mail	:				
10	PAN	:				
11	DIN	:				

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13	Residential Address	:	
1	Present Address	:	
2	Permanent Address	:	

5.2 Academic/Professional Qualifications acquired:

	Course study / Qualification	*Natur e	Institution/ University Examining Body	Date of award
1				
2				
3				

[Note: *Graduation/Bachelor's degree / Post-graduation/Master's degree / diploma / Certificate paper / professional certificate etc]

5.3 Details of continuing education programmes [including seminars, conferences, workshops, training and capacity building programmes] attended during last TWO years:

	Name of the Course	Conducted by	Period	
			From	To
1				
2				
3				

5.4 Details of association as proprietor / partner / director with any other firm / company:

	Name of Firm/Company	Address	Position as
1			
2			
3			

6 Declaration-cum-Undertaking:

I/We have perused the document of Declaration-cum-Undertaking

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and am/each one of the partners/each one of the directors is agreeable to execute the same on non-judicial stamp paper of requisite value in both representative and personal capacity at the time of empanelment.

7 Code of Conduct:

I/We bind myself/ourselves irrevocably to strict observance of the Code of Conduct prescribed and as amended by the Bank from time to time.

8 I/We solemnly declare that the information furnished hereinabove is complete and full and is entirely true to the best of my/our knowledge and belief; and I/we have not concealed or suppressed any material information and facts, events and happenings prejudicial to the interest of the Bank and that would make me/us ineligible for empanelment as valuer.

9 Signatures:

In Personal Capacity		In Representative Capacity	
Individual / [Note: All partners/ all directors to subscribe their signatures in personal capacity]	Sole- proprietary Concern	Partnership firm [Note: All partners to subscribe their signatures in representative capacity]	Company [Note: All directors to subscribe their signatures in representative capacity]
..... (Signature)	for(firm)	for and on behalf of (Firm)	for and on behalf of (Company)
..... (Name) (Signature) (Signature) (Signature)
	(Name) Sole- Proprietor	Partner	Director

10 Enclosures: Self-attested photocopy of each of the following:

- 1 Registered Partnership Deed [in case of partnership firm] / Memorandum & Articles of Association of Company.
- 2 PAN Card and PAN Allotment Letter of individual/sole-proprietor/ partnership firm and all individual partners of the firm / company and all directors of the company.
- 3 DIN Allotment Letter of directors of company.
- 4 Certificate of Service Tax Registration of individual/sole-proprietor/ partnership firm / company.
- 5 Trade License.
- 6 Financial Statements and IT Returns for last three years of the

[Handwritten signature and initials]

	individual/ sole-proprietor/ partnership firm / company / all partners / all directors.
7	Certificate of Registration as Valuer under Wealth Tax Act 1957.
8	Evidence/Certificates of Registration/Affiliation/Membership with various professional bodies.
9	Advice of Empanelment issued by other banks/FIs/Courts/public sector undertakings etc.
10	Bio-data, in original, of each of all partners/directors of the firm/company duly signed by them together with relative enclosures.
11	Passing Certificates of Qualifications acquired by individual / partners / directors.
12	Certificates of Work experience/Empanelment issued by banks/FIs/ Courts/Government authorities/departments etc.
13	KYC documents (Photo Identity and Address proof) of individual / partnership firm / all partners of partnership firm / company / all directors of company.
14	Declaration-cum-Undertaking prescribed by the Bank, duly signed by me/us and each of all partners/directors of the firm/company, in original.
15	Any other [Please specify].

[Handwritten signatures and initials]

Format of Bio-Data

[To be submitted separately by each and every individual partner/lead valuers of applicant Valuer Firm/Company]

Category of Valuer		/	Nature of Assets
Work Experience in undertaking valuation	Category		
More than 10 years	A		
More than 5 years & less than 10 years	B		
Upto 5 years	C		

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across it.

Date: _____

1 Personal details:							
1	Name	:					
2	Son/Daughter/Wife of	:					
3	Nationality	:					
4	Sex	:					
5	Date of Birth	:					
6	Age	:					
7	Telephone No	:					
8	Mobile No	:					
9	E-mail	:					
10	PAN	:					
11	DIN	:					
12	Service Tax Registration	:	<table border="1"> <tr> <td>No</td> <td>Date</td> </tr> <tr> <td></td> <td></td> </tr> </table>	No	Date		
No	Date						
13	Complete Residential Address:						
1	Present Address:						
2	Permanent Address:						

2 Academic/Professional Qualifications acquired:				
	Course study / Qualification	*Nature	Institution/ University Examining Body	Date of award
1				
2				

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3				
[Note: *Graduation/Bachelor's Degree / Post-Graduation/Master's Degree / Diploma / Certificate Paper / Professional Certificate etc].				
3	Details of continuing education programmes [including seminars, conferences, workshops, training and capacity building programmes] attended during last TWO years:			
	Subject/Course Title	Conducted by	Period	
			From	To
1				
2				
3				

4	Affiliation / Membership with Professional Bodies [Atleast ANY ONE]:			
	Name of the Body	Membership Type/Position	Membership No	Member since
1	Institution of Valuers [IOV]			
2	Institution of Surveyors (Valuation Branch) [IOS]			
3	Institution of Government approved Valuers [IGAV]			
4	Practising Valuers' Association of India [PVAI]			
5	The Indian Institution of Valuers [IIV]			
6	Institution of Estate Managers and Appraisers [I.Esma]			
7	Centre for Valuation of Studies, Research and Training [CVSRT]			
8	Royal Institution of Chartered Surveyors, India Chapter [RICS]			
9	American Society of Appraisers [ASA], USA			
10	Appraisal Institute [AI], USA			
11	Institute of Chartered Accountants of India [ICAI]			
12	Institute of Cost and			

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	Works Accountants of India [ICWAI]			
13	Institute of Company Secretary of India [ICSI]			

5	Undertaking valuation of assets since	:	[dd/mm/yyyy]
6	Details of Registration under Wealth Tax Act:		
	Registered as Valuer of	Registration No	Date

7	Details of Registration with Central / State Governments:		
	Name of the Body	Registration No	Date
1			
2			

8	Details of Previous Work Experience:					
	Name of the Organisation	Period		Duration		Nature of Assets
		From	To	Year s	Month s	
1						
2						
3						

9	Details of Major Assignments handled so far:			
	Name of Organisation	Nature of Assignment	Nature of Assets	Amount Involved
1				
2				
3				

10	Details of existing empanelment as valuer:			
	Name of Bank/FI/DRT/Court/Govt Dept etc	Nature of Assets	Since	Any other details
1				
2				
3				

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