

# Part – C

## Formats For Valuers



**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.



**Format-A**

Affix  
passport size  
photograph  
and sign  
across it.

[Name]

[Name]

[Name]

[Name]

Zone for which application is being submitted : \_\_\_\_\_ (Only One)

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	:	
3.4	Name of Proprietor / names of all Partners/all Directors:		
	Name	Position [Senior/ Key/ Managing Partner/ Director]	PAN No
			DIN No
			Citizenship
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			



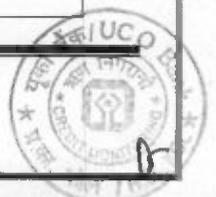
	2			
3.11	<b>Membership of/Affiliation with Professional Bodies [at least ANY ONE]:</b>			
	<b>Name of the Body</b>	<b>Membership Type/Position</b>	<b>Membership No</b>	<b>Member since</b>
1	Institution of Valuers [IOV]			
2	Institution of Surveyors (Valuation Branch) [IOS]			
3	Institution of Government 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	Years	Months	
	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	Last empanelment date as per letter issued by UCO Bank		
	1					
	2					
	3					
3.17	References [Furnish at least THREE]:					
	1					



	2						
	3						
3.18	Full-fledged operational branch offices at: [Please mention the locations]						
3.19	Details of present set up/infrastructure available to deal with valuation works:						
3.20	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						
3.21	Whether Ex Staff of UCO Bank					Yes/ No	
	If Yes then:						
	EMP No.	Branch/Office last posted	Date of Superannuation	Scale at the time of retirement			
3.22	Whether relative to any employee of UCO Bank					Yes/ No	
	If Yes then detail of the employee:						
	Name of the employee	EMP No.	Current Scale	Branch/Office of current posting	Relationship with the employee		
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	:	
13	Residential Address	:	
	1 Present Address	:	
	2 Permanent Address	:	

**5.2 Academic/Professional Qualifications acquired:**

	Course study / Qualification	*Nature	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 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) ..... (Signature)	for and on behalf of ..... (Firm) ..... ..... (Signature) Partner	for and on behalf of ..... (Company) ..... ..... (Signature) Director
..... (Name)	..... (Name) Sole- Proprietor		



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 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].



**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		

Affix passport size photograph and sign across it.

Zone for which application is being submitted : \_\_\_\_\_ (Only One)

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	:	No _____ Date _____
13	Complete Residential Address:		
1	Present Address:		
2	Permanent Address:		



2	<b>Academic/Professional Qualifications acquired:</b>				
		Course study / Qualification	*Nature	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].					
3	<b>Details of continuing education programmes [including seminars, conferences, workshops, training and capacity building programmes] attended during last TWO years:</b>				
		Subject/Course Title	Conducted by	Period	
				From	To
	1				
	2				
3					

4	<b>Affiliation / Membership with Professional Bodies [Atleast ANY ONE]:</b>				
		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 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				



11	Details of empanelment as valuers with UCO Bank, if any:			
	Name of Zonal Office	For valuation of	Since	Last empanelment date as per letter issued by UCO Bank
	1			
2				

12	Details of delisting/removal, if any, from the panel of other Banks, FIs, Courts, Govt Departments etc:		
	Name of Bank/FI/DRT/Court/Govt Dept etc	Date of removal	Reasons
	1		
2			

13	Details of association as proprietor / partner / director with any other firm / company:		
	Name of Firm/Company	Address	Position as
	1		
2			

14	References [Atleast THREE]:	
	1	
	2	
3		

15	Whether Ex Staff of UCO Bank			Yes/ No
	If Yes then:			
	EMP No.	Branch/Office last posted	Date of Superannuation	Scale at the time of retirement

16	Whether relative to any employee of UCO Bank				Yes/ No
	If Yes then detail of the employee:				
	Name of the employee	EMP No.	Current Scale	Branch/Office of current posting	Relationship with the employee

17	Signature:



	Name:
18	Enclosures: Self-attested photocopy of each of the following:
1	PAN Card and PAN Allotment Letter.
2	DIN Allotment Letter.
3	Certificate of Service Tax Registration No.
4	Trade License.
5	IT Returns for last three years.
6	Certificate of Registration as Valuer under Wealth Tax Act 1957.
7	Evidence/Certificates of Membership of/ Registration/Affiliation/ with various professional bodies.
8	Advice of Empanelment issued by other banks/FIs/Courts/public sector undertakings etc.
9	Passing Certificates of Qualifications acquired by individual / partners / directors.
10	Certificates of Work experience/Empanelment issued by banks/FIs/ Courts/Government authorities/departments etc.
11	Address proof documents.
12	Any other [Please specify].

