

**(आवेदन पत्र का प्रारूप/Application format)**

**रिकवरी एजेंट के पैनल के लिए आवेदन प्रपत्र/Application form for empanelment of Recovery Agent**

Please provide the following basic details:

Sr. No.	Particular	
1.	Name of the Firm/Company	
2.	Constitution (details of registration to be provided)	
3.	Names of the Director Partners/ Promoters (as on ----)	
4.	Total Number of employees (As on -	
5.	Name of key personnel /employees and their qualification : of them, (a) Chartered Accountants: (b) Advocates: (c) Worked in Legal Departments of Banks/ Fls d) worked in Police Departments (e) Worked in Legal Departments or GoI/ State Governments	
6.	Date of establishment and number of years of in the business	
7.	Yearly gross earning since inception as Recovery and Asset Resolution service provider (Please enclosed Audited Balance Sheets/IT Returns of last 3 financial years	
8.	Number of branches/Associates Offices in India and their Location and Address	

9.	Details of cases of value more than ₹ 25 lakh handled from the date of inception.	
10.	Names of the institutions to which services are currently offered (please enclose their assignment/empanelment letters)	
11.	Major achievements	
12.	Whether disqualified by any Bank/ FI in the past, If so , details thereof	
13.	Whether Entity/Director/ Promoter has faced/ is facing any legal proceedings, if so, details thereof	
14.	Any other information	

Please enclose the following documents/ information.

1. Brief Profile of the Firm
2. Bio-data of the Proprietor/Partners/Directors along with certified copies of KYC documents.
3. Copy of the Partnership Deed/Memorandum and Articles of Association
4. Infrastructure available
5. Details of services offered
6. List of addresses of the offices/branches
7. Experience in the line of activity with supportive documents
8. Latest Audited financial statements (for 3 years)
9. References of two senior officials of scheduled banks.
10. References of earlier/existing clients

SIGNATURE and

SEAL OF AUTHORISED SIGNATORY

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