

NOTICE

EMPANELMENT OF CA FIRMS FOR CONCURRENT AUDIT ASSIGNMENT

1. The Mehsana Urban Co-op Bank Ltd, Mehsana invites applications on the undernoted prescribed format from practicing Chartered Accountants in India' who fulfil the eligibility criteria as mentioned hereunder and are willing to have their Firms empanelled as Concurrent Auditors in the Bank for conducting concurrent audit of branches.
2. The Applications should be submitted on the enclosed Format available at www.mucbank.com only to the Inspection & Audit Department, The Mehsana Urban Co-op Bank Ltd, Head Office, Corporate building, Highway Road, Mehsana only by postal service / courier.
3. "Application for "Empanelment of CA Firm for Concurrent Audit" should be mentioned on the envelope, carrying Biodata.
4. **The "Eligibility Criteria" for empanelment for CA Firms for Concurrent Audit in our bank is as under:**
5. CA Firms applying for empanelment must submit along with application, the Copy of registration certificate issued by **the ICAI certifying** the constitution of the Firm, their branches & date from which it is continuing as a Firm (latest).
6. Experience Certificates of CA Firm in any other Bank as Concurrent Auditor be enclosed at least for 3 years.
7. Mere submission of application does not, in any way, constitute guarantee for allotment of the audit job of any nature from the bank. The allocation of branches to the auditors will purely be the prerogative of the Bank.
8. The periodicity of concurrent audit assignment (if any) will be for ONE YEAR with monthly submission of audit report.
9. 'Incomplete Application' or 'Application Without Requisite Enclosures' will not be entertained.
10. The Concurrent Audit Firm will undertake that they will not subcontract/sub assign the audit assignment.
11. The Concurrent Audit Firm will not lobby directly or indirectly for consideration of any credit proposals of their friends / relatives / clients / non clients of the Bank.
12. If empanelled, the detailed terms & conditions of offer including fee and other expenses payable will be intimated at the time of allotment of audit work.
13. Assignments of empanelled CA firms will be governed by "Code of Ethics for Chartered Accountants" circulated by ICAI in its website and the bank will initiate necessary action against such CA firms and its partners in case serious deficiencies observed are detrimental to bank's interest.
14. CA firms which carry Statutory Audit Assignments for a year will not be considered for internal audit assignment during that year.
15. All other terms and conditions for empanelment of CA firm as concurrent auditor will be applicable as per approved policy of the bank subject to change from time to time.
16. Only those applications which are received between the date of notice and the last date of receipt of applications, will be considered.
17. The CA firm which has submitted any such application earlier to the date of this notice, is required to apply afresh within the stipulated period, if the CA firm meets the requirements for empanelment.
18. The last date for receipt of application with Biodata at ours is **25.02.2026** till close of working hours, at the following address: -

Address: -

Inspection & Audit Department,
The Mehsana Urban Co-op Bank Ltd,
Head Office, Corporate building,
Highway Road, Mehsana, Gujarat.

BIO-DATA FORMAT: EMPANELMENT FOR CONCURRENT AUDIT

S.No	Particulars	Details	
1	Name of the CA Firm		
2	Address of its Head Quarter		Pin Code
3	Landline No/s. (with STD Code)	STD code	
4	Name & Mobile No. of the nominated FCA partner of the CA Firm to whom Bank may/ will contact, in connection with the assignment applied for.	Name: Mobile / Landline No: Email id:	
5	Fax No/s.		
6	E-mail address(es) of CA Firm		
7	Date since when working as Partnership Firm only. (ICAI Certificate be enclosed)		
8	Total experience as Concurrent Auditor in Banks as on 31.03.2025	Years:	Months:
9	Registration No. of Firm with ICAI	(Enclose all Certificates)	
10	RBI Unique Code / UCN No.		

11. Detail of Branch/es of the CA Firm:

Name of Branch	Address (with Pin code)	Name of Branch Head	Landline No. (with STD Code)	Mobile No.	E-mail Address

Contd...2/-

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12. Particulars of All Partners (Only full-time partners) (No staff details to be mentioned)

Sr. No	Name	Age (in yrs)	ICAI Membership No.	Whether passed DISA**/CIS A (Photo copies of the certificates to be enclosed)	Whether FCA or ACA	Mobile No.	E-Mail address
Total Partners:			FCA:				
			ACA:				

13. Experience of Concurrent Audit of banks. (No other audits details to be mentioned here, except Concurrent Audit (Copy of appointment letters for concurrent audit assignment/s be enclosed)

Name of the Bank	Name of the Branch	Date: From	Date: To	Total Period

14. Whether the Firm or any partner has ever been debarred by ICAI/RBI. If yes, details be mentioned.

Sr. No.	Name of the Partner (Sh.)	Brief Reasons for Debar

15. CONSTITUTION Copy of Constitution Certificate issued by the ICAI certifying the constitution of the Firm, their branches & date from which it is continuing as a (latest) to be enclosed}

Name & Seal of firm

Sign of Partner/s