



**CONTAI CO-OPERATIVE BANK LTD.**

**CONTAI: PURBA MEDINIPUR**

**Website – *www.ccbl.in***

## **Tender**

**NIT No. CCBL/1/2021-22**

**Date:- 08.07.2021**

Expression of Interest is invited from interested Audit Firms fulfilling the requisite eligibility criteria mentioned in the bank's approved policy regarding 'Appointment of Statutory Auditor' is enclosed herewith.

Last date of submission of expression of interest (atleast by mail) within 14/07/2021 upto 3-00 pm. Signed hard copies of the documents as mentioned in the policy should reach the Secretary latest by 17<sup>th</sup> July,2021 within 4-00 pm.

Decision of the Bank Authority in this respect will be final and binding on all concerned.

**Secretary**

**Contai Co-operative Bank Limited.**

**Mial Id: ho@ccbl.in**

**CONTAI CO-OPERATIVE BANK  
LTD**

**POLICY FOR APPOINTMENT OF**

**STATUTORY AUDITOR**



*Handwritten signature*  
3/10/2021

Page 1 of 8

**APPROVED**  
*Chintan Man*  
**Vice-chairman,**

*Handwritten signature*  
**4.6.2021**

**Secretary**  
Contai Co-operative Bank Ltd.

**Document Details:**

Version No.	Date	Approved By	Approval Date	Document Owner	Custody & Controlled Copy
1.1	31/05/2021	Board of Directors	04/06/2021	Internal Audit Deptt.	Internal Audit Deptt.

**Note:**

- Every copy must indicate, whether it is a controlled copy or an uncontrolled copy.
- In case there is no indication, it will be deemed to be an uncontrolled copy.
- Only the controlled copy will be valid for interpretation / dispute settlement.

**Index:**

Sr.No	Area	Page No.
	Preamble	2
Annex-1	Eligibility Criteria for Appointment as Statutory Auditors (SAs)	3
Annex-II	Procedure for Appointment of SAs	5
	Eligibility Certificate from SA-Form B	6
	Certificate to be submitted by Bank regarding eligibility of audit firm proposed to be appointed as SA-Form C	8

**Preamble:**

As per Guidelines for Appointment of Statutory Auditors (SAs) of UCBs, vide Ref.No.DoS.CO.ARG/SEC.01/08.91.001/2021-22, dated April 27, 2021, Each Entity shall formulate a Board/LMC Approved Policy to be hosted on its official website/public domain and formulate necessary procedure there under to be followed for appointment of SAs. Apart from conforming to all relevant statutory/regulatory requirements in addition to these instructions, this should afford necessary transparency and objectivity for most key aspects of this important assurance function.

**1. Statutory Audit Policy and Appointment Procedure**

Guidelines on minimum procedural requirements are given at Annex I



*Path*  
4.6.2021

**APPROVED**

*Chintan Mann*

**Vice-chairman,**

Secretary  
Contai Co-operative Bank Ltd.

**Eligibility Criteria for Appointment as SCA/SA****A. Basic Eligibility**

Asset Size of Entity as on 31 <sup>st</sup> March of Previous Year	Minimum no. of Full Time Partners (FTPs) associated with the Firm for a period of at least three (3) years (Note-1)	Out of total FTPs, Minimum No. of Fellow Chartered Accountant (FCA) Partners associated with the firm for a period of atleast three (3) Years	Minimum no. of Full Time Partners/Paid CAs with CISA/ISA Qualification (Note -2)	Minimum No. of years of Audit Experience of the Firm (Note-3)	Minimum No. of Professional Staff (Note-4)
Above Rs. 1000 Crore and upto Rs 15000 Crore	3	2	1	8	12

**Note 1:** For appointment as SAs of all UCB's with asset size above ₹ 1,000 crore, at least two partners of the firm shall have continuous association with the firm for at least 10 years.

For all UCBs with asset size above ₹ 1,000 crore, the full-time partner's association with the firm would mean exclusive association. The definition of 'exclusive association' will be based on the following criteria:

- The full-time partner should not be a partner in other firm/s.
- She/He should not be employed full time / part time elsewhere.
- She/He should not be practicing in her/his own name or engaged in practice otherwise or engaged in other activity which would be deemed to be in practice under Section 2(2) of the Chartered Accountants Act, 1949.

**Note 2:** CISA/ISA Qualification: For UCBs with asset size upto ₹ 1,000 crore, there is no minimum requirement in this regard. However, such Entities may give priority to firms with full time partners or full time CAs having CISA/ISA qualification.



*M.P.M.*  
21/05/2021

*Latth*

Secretary  
Contal Co-operative Bank Ltd.

**APPROVED**

*Chintan Man.*  
**Vice-chairman,**



**Note 3: Audit Experience:** For UCBs, audit experience shall mean experience of the audit firm as Statutory Central/Branch Auditor of Commercial Banks (excluding RRBs)/UCBs/NBFCs/ AIFIs.

**Note 4: Professional Staff**

Professional staff includes audit and article clerks with knowledge of book-keeping and accountancy and who are engaged in on-site audits but excludes typists/stenos/computer operators/ secretaries/subordinate staff, etc.

**B. Additional Consideration**

- i) The audit firm, proposed to be appointed as SAs for Entities, should be duly qualified for appointment as auditor of a company in terms of Section 141 of the Companies Act, 2013.
- ii) The audit firm should not be under debarment by any Government Agency, National Financial Reporting Authority (NFRA), the Institute of Chartered Accountants of India (ICAI), RBI or Other Financial Regulators.
- iii) The Entities shall ensure that appointment of SAs is in line with the ICAI's Code of Ethics/any other such standards adopted and does not give rise to any conflict of interest.
- iv) If any partner of a Chartered Accountant firm is a director in any Entity, the said firm shall not be appointed as SCA/SA of any of the group entities<sup>13</sup> of that Entity.
- v) The auditors for Entities with asset size above ₹1,000 crore should preferably have capability and experience in deploying Computer Assisted Audit Tools and Techniques (CAATTs) and Generalized Audit Software (GAS), commensurate with the degree/ complexity of computer environment of the Entities where the accounting and business data reside in order to achieve audit objectives.
- vi) For audit of UCBs, the SA of the firm should have a fair knowledge of the functioning of the cooperative sector and shall preferably have working knowledge of the language of the state in which the UCB/branch of the UCB is located.

**C. Continued Compliance with basic eligibility criteria**

In case any audit firm (after appointment) does not comply with any of the eligibility norms (on account of resignation, death etc. of any of the partners, employees, action by Government Agencies, NFRA, ICAI, RBI, other Financial Regulators, etc.), it may promptly approach the Entity with full details.

In case of any extraordinary circumstance after the commencement of audit, like death of one or more partners, employees, etc., which makes the firm ineligible with respect to any of the eligibility norms, RBI will have the discretion to allow the concerned audit firm to complete the audit, as a special case.



*M. J. S.*  
31/05/2021

*S. K. S.*  
Secretary  
Contai Co-operative Bank Ltd.

**APPROVED**  
*Chintan Man.*  
Vice-chairman,



## ANNEX II

### Procedure for Appointment of SAs

1. The Bank shall shortlist minimum of 2 audit firms for every vacancy of SCAs/SAs ~~stt~~ even if firm at first preference is found to be ineligible/refuses appointment, the firm at second preference can be appointed and the process of appointment of SCAs/SAs does not get delayed. In case of reappointment of SAs by banks/UCBs till completion of tenure of continuous term of 3 years, there would not be any requirement of shortlisting and sending names of multiple audit firms to RBI while seeking approval to appointment.
2. The Bank shall continue to follow the existing procedure followed by them for selection of SCAs/SAs. They shall place the name of shortlisted audit firms, in order of preference, before their ACB/LMC for selection as SCAs/SAs. Upon selection of SCAs/SAs by the bank in consultation with their ACB/LMC and verifying their compliance with the eligibility norms prescribed by RBI, the bank shall seek RBI's prior approval for appointment of SCAs/SAs.
3. The UCBs shall place the name of shortlisted audit firms, in order of preference, before their Board for selection as SCA/SA. Upon selection of SCAs/SAs by the UCBs in consultation with their Board and verifying their compliance with the eligibility norms prescribed by RBI, the UCBs shall seek RBI's prior approval for appointment of SCAs/SAs.
4. The Bank shall obtain a certificate, along with relevant information as per Form B, from the audit firm(s) proposed to be appointed as SCAs/SAs by the Entity to the effect that the audit firm(s) complies with all the eligibility norms prescribed by RBI for the purpose. Such certificate should be signed by the main partner/s of the audit firm proposed for appointment of SCAs/SAs of the Entities, under the seal of the said audit firm.
5. The UCBs shall verify the compliance of audit firm(s) to the eligibility norms prescribed by RBI for the purpose and after being satisfied of their eligibility, recommend the names along with a certificate, in the format as per Form C, stating that the audit firm(s) proposed to be appointed as SCA/SA by them comply with all eligibility norms prescribed by RBI for the purpose.
6. While approaching the RBI for its prior approval for appointment of SCAs/SAs, Commercial Banks (excluding RRBs)/UCBs shall indicate their total asset size as on March 31st of the previous year (audited figures), forward a copy of Board/ACB Resolution recommending names of audit firms for appointment as SCAs/SAs in the order of preference and also furnish information as per Form B and Form C as mentioned above, to facilitate expeditious approval of appointment/re-appointment of the concerned audit firm.

### Audit Fees, Payment of Audit Fees & Coverage of Audit Report:

Shall be guided by Section 156, 157 & 158 of Chapter-X of the West Bengal Co-operative Societies Rules 2011 or modification done by the Deptt. accordingly.

Other References: RBI Circular: RBI/2021-22/25 Dated April 27, 2021 and amendments that on.



*[Signature]*  
Secretary  
Contal Co-operative Bank Ltd.

APPROVED

*[Signature]*

Vice-chairman,

FORM B

**Eligibility Certificate Form (Name and Firm Registration Number of the firm)**

**A. Particulars of the firm:**

Asset Size of Entity as on 31 <sup>st</sup> March of the Previous Year	No. of Full Time Partners (FTPs) associated with the Firm for a period of Three (3) years	Out of total FTPs, Minimum No. of Fellow Chartered Accountant (FCA) Partners associated with the firm for a period of three (3) Years	No. of Full Time Partners/Paid CAs with CISA/ISA Qualification	No. of years of Audit Experience of the Firm#	No. of Professional Staff
Rs 1630.0 Cr for year 2019-20					

#Details may be furnished separately for experience as SCAs/SAs and SBAs

**B. Additional Information:**

- Copy of Constitution Certificate.
- Whether the firm is a member of any network of audit firms or any partner of the firm is a partner in any other audit firm? If yes, details thereof.
- Whether the firm has been appointed as SCA/SA by any other Commercial Bank (excluding RRBs) and/or All India Financial Institution (AIFI)/RBI/NBFC/UCB in the present financial year? If yes, details thereof.
- Whether the firm has been debarred from taking up audit assignments by any regulator/Government agency? If yes, details thereof.
- Details of disciplinary proceedings etc. against firm by any Financial Regulator/Government agency during last three years, both closed and pending.



*[Signature]*

*[Signature]*  
Secretary  
Contal Co-operative Bank Ltd.

Page 6 of 8

**APPROVED**

*[Signature]*

**Vice-chairman,**



### C. Declaration from the firm

The firm complies with all eligibility norms prescribed by RBI regarding appointment of SCAs/SAs of Commercial Banks (excluding RRBs)/UCBs/NBFCs (as applicable). It is certified that neither I nor any of our partners / members of my / their families (family will include besides spouse, only children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the Chartered Accountants) or the firm / company in which I am / they are partners / directors<sup>15</sup> have been declared as wilful defaulter by any bank / financial institution.

It is confirmed that the information provided above is true and correct.

Signature of the Partner

Name of the Partner:

Date:



*[Handwritten signature]*

*[Handwritten signature]*

Secretary  
Contai Co-operative Bank Ltd.

Page 7 of 8

**APPROVED**

*Clinton Man.*

**Vice-chairman,**



**FORM C**

**Certificate to be submitted by UCBs regarding eligibility of audit firm proposed to be appointed as SCA/SA**

The bank/UCB is desirous of appointing M/s \_\_\_\_\_, Chartered Accountants (Firm Registration Number \_\_\_\_\_) as Statutory Central Auditor (SCA)/ Statutory Auditor (SA) for the financial year \_ for their 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> term and therefore has sought the prior approval of RBI as per the section 30(1A) of the Banking Regulation Act, 1949/ Section 10 (1) of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970/1980/ Section 41(1) of SBI Act, 1955.

2. The bank/UCB has obtained eligibility certificate (copy enclosed) from (name and Firm Registration Number of the audit firm) proposed to be appointed as Statutory Central Auditor (SCA)/Statutory Auditor of the bank/UCB for FY\_\_\_ along with relevant information (copy enclosed), in the format as prescribed by RBI.

1. The firm has no past association/association for \_ years with the bank/UCB as SCA/SA/SBA.
2. The bank/UCB has verified the said firm's compliance with all eligibility norms prescribed by RBI for appointment of SCAs/SAs of Commercial Banks (excluding RRBs)/UCBs.

Signature:

Name & Designation:

Date:



*M.B.B.*  
*3/10/2021*

*[Signature]*  
Secretary  
Contai Co-operative Bank Ltd.

Page 8 of 8

**APPROVED**

*Chintan*  
**Vice-chairman,**