

**Application for empanelment of valuers**

To  
The General Manager,  
The Jind Central Cooperative Bank Ltd; H.O. Jind

Dear Madam/Sir,

I am a valuer of immovable properties (land and buildings/ plant and machinery/current asset) and desire to apply to your bank for empanelment. My particulars are given below:

Name: .....  
Sex: ..... Date of Birth: ..... Age: .....  
Address: .....  
.....  
.....  
Tel No: ..... Mobile: .....  
E-Mail: ..... Fax: .....

Educational/Professional Qualifications:

Sr. No.	University/Institute/ Examining Body	Qualification	Date of Award

Number of years of experience in the field of valuation: .....  
(Attach evidence in the form of reference letters/copies of valuation reports/any other evidence)  
Name and address of previous employer (if applicable):  
.....  
.....

Details of previous empanelment, if any, with dates/duration:  
.....  
.....

Details of present empanelment if any with supportive documents  
.....  
Membership of Professional Valuer Association (name and membership number):  
.....  
.....Present empanelment list/supporting documents.

Registration with CBDT under Wealth Tax Act (Regn. No. and date):  
.....  
.....

Permanent Account Number (PAN) of Income Tax Department:.....

References:1).....  
2).....  
3).....

(The reference letter shall be on the letter head of the bank / Financial company / any other company where valuations have been done and shall be duly signed by a senior level manager / officer.)

**Fees for valuation of Property (Per Registration deed)** .....

- ❖ If the firm is partnership concern – Name of the Partners and a Brief profile with their Qualification & experience
- ❖ Registration number as allotted by ICAI/other professional bodies
- ❖ Service Tax Registration Number
- ❖ Details of major assignment handled so far (Furnish Nature of Assignment, Nature of Assets & Amount)
- ❖ Whether any allied firms/partners are already empanelled for any other type of audits for this Bank. If so, furnish details
- ❖ Whether Applicant was delisted from any Bank’s Panel on any earlier occasion. If so furnish details.

The above information about me is true to the best of my knowledge and if found incorrect, I will be fully responsible for the consequences. Enclosed: Attested photocopies of all certified/documents of proof.

Signature\_\_\_\_\_

Name:\_\_\_\_\_

Date: \_\_\_\_\_

Encl:- 1) Undertaking  
2) Code of Conduct

## **Code of Conduct**

All valuers empanelled with banks shall strictly adhere to this code of conduct:

- To express an opinion only when it is founded on adequate knowledge and honest conviction.
- To refrain from misrepresenting qualifications or work experience
- To treat all information procured during the course of the business as confidential
- To observe integrity and fair play in the practice of the profession
- To refrain from undertaking to review the work of another valuer of the same client except under written orders from the bank and with knowledge of the concerned valuer.
- To give unbiased valuation report conforming to standards and conforming to the objective opinion of the property and not to attempt merely to accommodate the interest of the client.
- To steer clear of situations where interests and duty clash.
- To conduct oneself in such a manner which will not prejudice the professional status or reputation of the profession
- To follow this code as amended or revised from time to time.

**Format of undertaking to be submitted by the valuer for Empanelment**

**UNDERTAKING**

I, Mr./ Ms. \_\_\_\_\_ do hereby solemnly affirm and state that

- I am a citizen of India,
- I have not been removed/dismissed from service/employment earlier,
- I have not been convicted of any offence and sentenced to a term of imprisonment,
- I have not been found guilty of misconduct in professional capacity.
- I am not an un-discharged insolvent
- I have not been convicted of as offence connected with any proceeding under Income Tax Act 1961, Wealth Tax Act 1957 or Gift Act 1958 and
- My pan Card number/ Service Tax number as applicable is \_\_\_\_\_
- I have read and understood the 'Handbook on Policy, standards and Procedures for Real Estate Valuation by Banks and HFI in India 2011' of the IBA and fulfill all the conditions of criteria for Empanelment as listed therein.
- I undertake to keep you informed of any events of happening which would make me ineligible for empanelment as a valuer.
- I have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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