

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.

ANNEXURE-I**ZONE :**

Applicant should give the name of zones where they intend to work

Affix
passport size
photograph
and sign
across it.Affix
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[Name]

[Name]

[Name]

[Name]

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	Citizenshi p
	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	Membership of/Affiliation with Professional Bodies [at least ANY ONE]:			
		Name of the Body	Membership Type/Position	Membership No
	1	Institution of Valuers [IOV]		Member since
	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]		

	1 3	Institute of Company Secretary of India [ICSI]					
	1 4	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	Year s	Month s	
	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	Any other details		
	1						

	2					
	3					
3.16	References [Furnish at least THREE]:					
	1					
	2					
	3					
3.17	Full-fledged operational branch offices at: [Please mention the locations]					
3.18	Details of present set up/infrastructure available to deal with valuation works:					
3.19	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					
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	:	
1 0	PAN	:	
1 1	DIN	:	
1 3	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.			
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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.			
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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.			
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9	Signatures:			
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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]
for		for and on behalf of	for and on behalf

..... (Signature)(firm) (Signature) (Firm) (Signature)	of (Company) (Signature)
..... (Name) (Name) Sole- Proprietor	Partner	Director

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].

ANNEXURE-2

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	Affix passport size photograph and sign across it.
Work Experience in undertaking valuation	Category			
More than 10 years	A			
More than 5 years & less than 10 years	B			
Upto 5 years	C			

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	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].				
3	Details of continuing education programmes [including seminars, conferences, workshops, training and capacity building programmes] attended during last TWO years:				
	Subject/Course Title	Conducted by	Period		
			From	To	
	1				
	2				
	3				
4	Affiliation / Membership with Professional Bodies [Atleast ANY ONE]:				
	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	Years	Months	
	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	Since	Any other	

		of		details
	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	Signature:
	Name:

16	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].