

APPLICATION FORMAT FOR EMPANELMENT AS RECOVERY AGENCY (ANNEXURE I)

S.No.	Particulars	Details					
1.	Name of the Recovery Agency						
2.	Address						
3.	Constitution						
4.	Name(s) of Key Person(s)						
5.	Contact Details (Ph. No. ,Mobile No. & Email ID)						
6.	PAN/GSTIN No.						
7.	Area of Operation & Specialization						
8.	Infrastructure available						
9.	Details of the Personnel working (who are to be engaged in Recovery Process)						
	S. N.	Name	Category (Proprietor/ Partner/Director/ Employee)	Contact No.	Qualification	Experience	IIBF-DRA Certificate Details
10.	Details of the existing empanelment with Banks/FIs						
	Name of the Bank/FI	Date since working	Details of assignments completed (in brief)				
11.	Details of Past Experience						
12.	Details of Special Achievements, if any						
13.	Additional Information, if any						

14.

UNDERTAKING

I,son/daughter of, am authorized by the (firm/company) state that the information furnished Above is true and correct to the best of my knowledge. I agree that in the event of any concealment/ distortion of facts furnished above is brought to notice of the Bank subsequent to empanelment/ appointment by Punjab & Sind Bank, Punjab & Sind Bank would be at liberty to terminate the said empanelment/ appointment without serving prior notice or damages whatsoever. Further, I on behalf of (firm/company) do hereby solemnly affirm and state that:

- i. The Firm/ Company (also known as "Agency") is an entity constituted under Indian Law and the promoters/ partners/ key personnel/ employees are Indian Citizens.
- ii. There has been no disqualification such as removal/dismissal of the agency by PSB earlier.
- iii. The Agency/ promoters/ partners/ key personnel/ employees have not been convicted of any offence and sentenced to a term of imprisonment.
- iv. The Agency/ promoters /partners / key personnel / employees have not been found guilty of misconduct in professional capacity, or offence involving moral turpitude or otherwise.
- v. The Agency's promoters/ partners/ key personnel / employees are not an un- discharged insolvent.
- vi. The Agency / promoters /partners/ key personnel has not been blacklisted by any Bank/FIs nor any complaint filed against the Agency/ promoters/ partners/ key personnel/ employees, before Police/ CBI/ SFIO/ Court, etc.
- vii. The Agency shall ensure that there is no any conflict of interest in the assignments entrusted by the Bank and if the Agency comes to know of any such conflict of interest, they shall disclose the same immediately to the Bank.
- viii. The Agency have carried out the verification of antecedents of their employees, which may include pre-employment police verification, as a matter of abundant caution and such verification will be done at an interval of 2years. Agency will not employ/ engage any personnel who is having criminal background.
- ix. I , on behalf of..... (firm/company) undertake to keep the Bank informed of any event or happening which would make the agency ineligible for empanelment as an Recovery Agency/ Resolution Agent.
- x. Any subsequent change in constitution/ partners/ directors/ employees, shall be informed to Bank in advance with confirmation of compliance of the above clauses.
- xi. I have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure.

(Signature) Authorized Signatory

Name:

Designation:

Mobile No.

Enclosures:

Self-attested copy of the following documents-

1. Brief Profile of the Firm/ Company.
2. Bio-data of the Promoters/ Partners /Key Persons.
3. KYC Documents (identity proofs/ address proofs).
4. Certificate issue by IIBF of Training & DRA (For Agency as well as Employees).
5. Certificates providing Educational qualifications.
6. Experience Certificates.
7. Letter of empanelment issued by Banks/FIs.
8. Copy of Registration of firm/ company as applicable.
9. Copy of PAN Card/ GSTIN, etc.
10. Pre-employment Police Verification of all the employees.
11. Memorandum/ArticleofAssociation/CertificateofIncorporation/Partnership Deed, as the case may be.
12. Board resolution, in case of Company/Authority letter authorizing official to execute documents on behalf of the firm.
13. Any other relevant documents.