

**Annexure 1**

**Application for empanelment of valuers with Banks**

To

.....  
 .....  
 .....  
 Date: .....

Dear Madam/Sir,

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

Name:.....  
 Sex:..... Date of Birth:..... Age:.....  
 Address:.....  
 .....

Tel No:..... Mobile:.....  
 E-Mail:..... Fax:.....  
 Educational/Professional Qualifications:

**S.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:

.....  
 .....

Membership of Professional Valuer Association (name and membership number):

.....  
 .....

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

.....  
 .....

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

References: 1).....

2).....

3).....

- 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 the Bank / FI. 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 certificates/documents of proof

Signature:.....

Name:.....

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**Format of undertaking to be submitted by the valuers for empanelment**

**UNDERTAKING**

I, .....son / daughter of  
..... 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 undischarged insolvent
- I have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958 and
- My PAN Card number/Service Tax number as applicable is .....
- I undertake to keep you informed of any events or happenings which would make me ineligible for empanelment as a valuer
- I have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure

Dated: .....

Signature.....

Name.....

Address.....

.....



**Annexure 2**

**DECLARATION FROM THE APPLICANT VALUER TO FOLLOW THE CODE OF CONDUCT**

I, .....son / daughter of  
..... do hereby solemnly affirm and state that  
I shall comply and abide by the code of conduct specified below:

- 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 interests 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 use available market sources e.g. Ready Reckoner available with local revenue authorities, area wise property valuations published in newspapers etc for assessing the valuation of the property and to mention the details of Ready Reckoner available with local revenue authorities, area wise property valuations published in newspapers in the Valuation Report.

I also declare to abide by the Code of Conduct as amended or revised by the Bank from time to time I further declare that if I violate the Code of Conduct then Bank is free to take appropriate action as per IBA guidelines.

Dated: .....  
Signature.....  
Name.....  
Address.....  
.....

