

Empanelment of Concurrent/ Continuous Auditors in Canara Bank for the period from 1st July 2023 to 30th June 2024

How to apply:

1. Online Application shall be made through Bank's Web Site : www.canarabank.com.
2. Other modes (such as sending hard copy) is **NOT** accepted.
3. Use only Google Chrome, Mozilla Firefox and Internet Explorer 11+ browsers for best results.
4. Please go through the guidelines, terms and conditions and other instructions, thoroughly, before logging into the package.
5. Keep all the information/data like, UCN, Firm registration number and date of registration with RBI/ICAI, LLPIN, DPIN/DIN, PAN of Proprietor/Firm, GSTIN (of Auditor / Main office/branch Office); Phone number; Mobile Number; STD code; Contact person details; Contact person email id; etc., ready before entering the application.
6. Please go through this material, get acquainted with the fields and then start entering the details against the relevant columns.
7. Ensure your UCN issued by RBI and FRN issued by ICAI are entered correctly. (do not add 0000 as prefix).
8. To login to the ONLINE package, Firm UCN and FRN are the credentials.
9. While filling up mobile numbers, +91 or 0 need not be prefixed.
10. This online empanelment process is for concurrent/continuous audit of 644 branches/offices.
11. The online application format is lucid and self-explanatory. Yet, in case of assistance, the Planning Section, Inspection Wing may be contacted on working days of the Bank.

Screen 1 appears as under:

Empanelment of Concurrent Auditors by Canara Bank


Applicant Login

Enter UCN (Unique Code Number)	<input type="text"/>
Enter FRN (Firm Registration Number)	<input type="text"/>
Enter The Text Displayed Below	<input type="text" value="GPJ 7F"/>
	<input type="text"/>

The login

Enter Unique Code Number in first column and Firm Registration Number in second column. Enter correct characters to validate yourself. Once both the credentials are correctly entered in the system, it validates your UCN and FRN values (pre fed from RBI list) and takes you to next screen.

Screen 2:

 Empanelment of Concurrent Auditors

GENERAL INFORMATION

GENERAL DETAILS

Firm Name

Complete postal address

Address Line-1 Address Line-2 Address Line-3

City Pincode State

SMS & Correspondance Will be made to the following Mobile No. & Email-Address only.

Mobile No of Main Contact Person E-mail of Main Contact Person

Complete Branch Office Address(if any)

Address Line-1 Address Line-2 Address Line-3

City Pincode State

Mobile No E-mail

Complete Residential Address Of Prop./Contact Person

Address Line-1 Address Line-2 Address Line-3

City Pincode State

Mobile No E-mail

Office telephone Number

STD Code Phone 1 Phone 2

Contact Person Details

Name * Mobile No. * Email-ID *


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Firm Name and basic details like Address, contact details are auto generated. Applicant has to cross check the auto generated details. Contact person details are mandatory.

Screen 3

The details of Registration Number with ICAI and Registration Number with RBI is auto populated. Audit firm has to keep the details like dates of registration readily available for entering in the package.

Besides above, details of CISA / DISA, Certificate course on Concurrent Audit in Banks and Certificate course on certified internal auditor details of all partners are to be kept readily available for completing the screens.

 **Empanelment of Concurrent Auditors**

Constitution *	<input type="text" value="PARTNERSHIP"/>	Date of formation/ establishment of Firm (dd/mm/yyyy) *	<input type="text"/>
Registration Number with ICAI *	<input type="text"/>	Date of Registration with ICAI (dd/mm/yyyy) *	<input type="text"/>
Registration Number with RBI	<input type="text"/>	Audit Firm Category	<input type="text" value="IV"/>
Date of Registration with RBI (dd/mm/yyyy) *	<input type="text"/>	GSTIN Number(in Capital Letters)	<input type="text"/>
No. of Full Time Partners	<input type="text"/>	PAN Number of Prop/Firm/LLP (In UPPERCASE) *	<input type="text"/>
No of Article/Audit Clerks *	<input type="text"/>	Qualified Chartered Accountants *	<input type="text"/>
Whether proprietor / partners with CISA / DISA qualification ?		<input type="text" value="Select"/>	
Semi qualified Chartered Accountants *	<input type="text"/>	Retired/ex-bank officers *	<input type="text"/>
Other assistants *	<input type="text"/>		

Screen 3a

 Empanelment of Concurrent Auditors

Whether proprietor / partners with CISA / DISA qualification ?

No. of Partners done the qualification	<input type="text"/>	Mention the Qualification with Comma(,) separated	<input type="text"/>
Semi qualified Chartered Accountants *	<input type="text"/>	Retired/ex-bank officers *	<input type="text"/>
Other assistants *	<input type="text"/>		

Whether proprietor / partners with Certificate Course on Concurrent Bank Audit?

No. of Partners done the qualification	<input type="text"/>	Mention the Qualification with Comma(,) separated	<input type="text"/>
Semi qualified Chartered Accountants *	<input type="text"/>	Retired/ex-bank officers *	<input type="text"/>
Other assistants *	<input type="text"/>		

Whether proprietor / partners with Certified Course on Certified Internal Audit?

No. of Partners done the qualification	<input type="text"/>	Mention the Qualification with Comma(,) separated	<input type="text"/>
Semi qualified Chartered Accountants *	<input type="text"/>	Retired/ex-bank officers *	<input type="text"/>
Other assistants *	<input type="text"/>		

Screen 4:

Upon clicking “Next” the data in the first page will get saved. In this screen, names of the partners with details like Education qualification, membership number and contact details along with their profile is to be kept readily available. The screen will allow to enter only the details of number of partners which is equal to the number entered in screen 1. For entering second / other partner details, “Save / Add Row” has to be clicked. Upon completion of entering partner details “Next” to be clicked which will automatically save the details entered.

Partner Details


Number of Partners

Name of Partner/Designated Partner	Educational Qualification	Membership Number	Contact Details		Brief Profile Of Individual/Partner Maximum 200 characters
			MobileNo	Email	
<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>

Screen 5: Past Experience of the Firm

Canara Bank: If the firm is having past experience in Canara Bank, the same can be entered here. The details like Branch name, nature of audit and period of conduct of audit is to be entered. If the experience is in multiple years, additional rows can be used by clicking “Save / Add Row”.

In the same way Other Bank experience is to be mentioned. If the bank is not finding place in the list of branches given, “other bank” option can be used.

**Empanelment of Concurrent Auditors**

Canara Bank Audit Details
Note :- Please click on 'Save/Add Row' button to save the data entered.

Name of the Bank	Branch Name	Nature Of Audit	Audit Details (500 chars max)	During the Period	
Canara Bank (Past Experience of the firm in Erstwhile Syndicate Bank also to be mentioned here)	Select	Select Select CONCURRENT AUDIT (CCA) INTEGRATED TREASURY CONCURRENT AUDIT		Select	Save/Add Row

Other Banks Concurrent Audit Details
Note :- Please click on 'Save/Add Row' button to save the data entered.

Name of the Bank	Branch Name	City	Nature Of Audit	Audit Details(500 chars max)	During the Period	
Select			Select		Select	Save/Ad

Next

Application is supported only in Chrome, Mozilla Firefox and Internet Explorer 11+

Screen 6: Achievements and Choice of Branches:

Free field / open column is provided for furnishing the achievement during past 5 years and highlights of special audits etc.

Choice of Branches: Audit Firms has to select three branches of their choice from the list of branches / offices provided in Annexure on home page. Upon entering the details of choice of branches along with distance from Audit firm Branch office, Audit firm Head office and their Residence, click on Next which will save the data and take to next screen.

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Other Details

Why your firm should be considered for Bank Audit ? & Achievements during the last 5 years in Bank Audit... *max 1000 chars.*

Highlights of Achievements such as special audits done, frauds unearthed, etc... *max 500 chars.*


Choice of Branches

Choice	Name of Branch	GSTIN of Branch (Format : 99AAAAA9999A9Z9)	Distance to the branch from your Branch office(In Kms with decimal)	Distance to the branch from your HO(In Kms)	Distance to the branch from your Residence(In Kms)
1	Select				
2	Select				
3	Select				

Submit

Screen 7: Declaration

Last screen of the online application is Declaration. Upon clicking declaration and confirm the submission of application, a unique reference number i.e. Application reference number is generated. The same will be automatically sent to the mail ID given in the Screen 1 along with PDF format of Application.

**Empanelment of Concurrent Auditors**
Press F11 to exit full screen
No data available in this category.

Why your firm should be considered for Bank Audit ? & Achievements during the last 5 years in Bank Audit
MAXIMUM 1000 CHARACTERS PERMITTED....
Highlights of Achievements such as special audits done, frauds unearthed, etc
MAXIMUM 500 CHARACTERS PERMITTED..

Choice of Branches

Sr no	Name of the Branch	GSTIN applicable for the place of the branch	Distance to the branch from your Branch office(in KM)	Distance to the branch from your HO(in KM)	Distance to the branch from your Residence(in KM)
1	911-CHENNAI MOUNT ROAD		1	1	2

Declaration:
We hereby declare that, the above furnished information is true and correct to the best of our knowledge.
No relative or close relative of the Proprietor/Partner of the Audit firm/Designated Partner of an LLP are working/worked in the last 3 years in the branches chosen by us for empanelment.
We confirm that no partner of the firm is a Director on the Board of the Canara Bank.
I/We am/are not a partner/ partners of the Audit firm where a director on the Board of the Canara Bank is a partner.
 We confirm that, our Proprietor/Firm/Partner/Designated Partner is not related to any of the employees/Directors of the Bank.
 The Proprietor/Firm/Partner/Designated Partner is related to Name and StaffNo / Name of Director

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Auditors already in empanelment for Concurrent Audit for the last Three years are not eligible for re-empanelment. They shall be eligible for empanelment after a cooling period of Two years.

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