

## 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**

Affix  
passport size  
photograph  
and sign  
across it.

[Name]

Affix  
passport size  
photograph  
and sign  
across it.

[Name]

Affix  
passport size  
photograph  
and sign  
across it.

[Name]

Affix  
passport size  
photograph  
and sign  
across it.

[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: \_\_\_\_\_

To:

The Circle Head,  
UCO Bank, Circle Office,

.....

.....

Through:

The Zonal Head  
UCO Bank, Zonal Office,

.....

.....

Dear Sir / Madam

**Re: Our application for empanelment as Valuer with your Bank**

**Ref: Public Notice Ref No ..... dated ..... Issued by Circle Office,  
..... inviting applications for empanelment as valuers with your Bank**

I / We hereby apply seeking empanelment as valuer with your Bank and furnish hereunder the requisite bio-data / information / documents for your due consideration:

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	Citizenship	
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	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]			
14	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	Years	Months	
	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/Fl/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/Circle 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	:	
	10	PAN	:	
	11	DIN	:	
	13	Residential Address	:	
	1	Present Address	:	
	2	Permanent Address	:	
5.2	Academic/Professional Qualifications acquired:			
		Course study / Qualification	*Nature	Institution/ University Examining Body
	1			Date of award
	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.			
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.			
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.			
9	Signatures:			
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]
..... (Signature)		for .....(firm) ..... (Signature)	for and on behalf of ..... (Firm) .....	for and on behalf of ..... (Company) .....
..... (Name)		..... (Name) Sole-Proprietor	..... (Signature) Partner	..... (Signature) 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].

**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
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/Circle Office	For valuation of	Since	Any other 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].	

**Declaration-cum-Undertaking**

[to be executed on non-judicial stamp paper of requisite value]

On this day \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
I, \_\_\_\_\_, S/o / D/o / W/o \_\_\_\_\_,  
sole-proprietor of M/s \_\_\_\_\_ /

M/s \_\_\_\_\_, a partnership firm/company registered in India and  
we,

(1) \_\_\_\_\_, S/o /D/o / W/o \_\_\_\_\_,  
(2) \_\_\_\_\_, S/o /D/o / W/o \_\_\_\_\_,  
(3) \_\_\_\_\_, S/o /D/o / W/o \_\_\_\_\_, and  
(4) \_\_\_\_\_, S/o /D/o / W/o \_\_\_\_\_

its partners/lead valuers of the company declare and undertake as under:

1. I am a citizen of India/all the partners of the partnership firm/all the directors of the company are citizens of India and, the entity is a body corporate registered in India.
2. Whereas at my/our request, UCO Bank, Circle Office, \_\_\_\_\_ has empanelled me/us to assess the valuation of securities of land and building/real estate, plant and machinery, agricultural land – other than plantations, agricultural land – plantations, Stock/Inventory and Shares that may be requisitioned by the Bank from time to time.
3. Whereas I/we have accepted unconditionally the terms and conditions of my/our empanelment.
4. I/We have a clean track record inasmuch as –
  - (i) I/We have not been removed/dismissed from valuation related service/ previous employment earlier.
  - (ii) I/We have not been found guilty of misconduct in professional capacity.
  - (i) I/We have not been convicted of any offence and sentenced to a term of imprisonment.
  - (iv) I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961 and/or Wealth Tax Act 1957 and/or Gift Tax Act 1958 and/or Service Tax Act.
  - (i) I/We have no complaints registered against me/us with CBI and/or SFIO and/or police and/or court of law and/or have not been blacklisted by any bank/FI/IBA.
5. I/We am/are not an undischarged insolvent/s.

6. I/the firm and all the partners of the firm/the company and all the directors of the company each possess PAN Card.
7. I/We possess Service Tax Number.
8. All directors of the company each have DIN allotted to them.
9. I/We shall comply with the guidelines, standards and procedures, and abide by the code of conduct prescribed and as amended by the Bank from time to time.
10. I/We shall act with independence, integrity and objectivity; shall undertake all valuation works entrusted to me/us by the Bank with an independent mind and shall not come under any influence of anybody.
11. I/We are not related to any of the personnel in the department / division in the Bank dealing with valuation work directly.
12. I/We shall not undertake valuation of any properties that may be assigned to me/us by the Bank from time to time in which I/the firm/the company/any of the partners/any of the directors/any of my/our employees have any direct or indirect interest in the properties.

I/We also undertake to give a declaration of my/our having no such interest in the subject properties by incorporating the same in my/our Valuation Reports thereon.

13. I/We shall complete the assignment of valuation and submit duly signed Valuation Report [by me/us/ lead valuers of the company] on properties that shall be assigned to me/us by the Bank from time to time within the timeframe stipulated by the bank/mutually agreed upon.
14. I/We shall keep the Bank informed immediately of any change in the constitution of the firm/company.
15. I/We shall not induct/appoint/employ any person as partner/ director/ employee who is a retired staff member of Bank –
  - (i) against whom any punishment/penalty arising out of disciplinary proceedings has been imposed upon him/her during the service career or subsequent to his/her superannuation and/or
  - (ii) any disciplinary/criminal/judiciary proceedings are pending subsequent to his/her superannuation from the Bank's service and/or
  - (iii) who have voluntarily retired from the Bank's service under any voluntary retirement scheme or have taken voluntary retirement or resigned from the Bank's service.

I/We also declare that I am not/none of the partners of the firm/none of the directors of the company/none of my/our employees is such retired staff member of the Bank.

I/We shall keep the Bank informed immediately as and when any retired staff

member of the Bank clear of disqualifications as above is taken in as my/our employee/partner/director.

16. I/We shall not conceal or suppress any material information and facts prejudicial to the interest of the Bank and shall disclose immediately to the Bank any such developments that may take place during the tenure of my/our empanelment with the Bank.
17. I/We shall keep the Bank informed immediately of any happenings or events that would make me/us ineligible for empanelment as valuer.
18. I/We am/are aware and am/are agreeable that for any negligence, lapses, professional misconduct and/or for any unfair practices resorted to us whether with the Bank and/or other banks and/or other institutions, my/our empanelment with the Bank will stand cancelled without referring to its Grievances Redressal/Conflict Resolution Committee of the Bank and my/our name(s) shall also be reported to IBA for placement on IBA's Caution List of Third Party Entities [TPEs] and also to other professional bodies/institutions.
19. I/We bind myself/ourselves irrevocably to strict adherence to the following code of conduct prescribed and as amended by the Bank from time to time:
  1. I/We shall express an opinion only when it is founded on adequate knowledge and honest conviction.
  2. I/We shall refrain from misrepresenting qualifications or work experience.
  3. I/We shall treat all information procured during the course of the business as confidential.
  4. I/We shall observe integrity and fair play in the practice of the profession.
  5. I/We shall 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.
  6. I/We shall 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.
  7. I/We shall steer clear of situations where interests and duty clash.
  8. I/We shall conduct myself/ourselves in such a manner that will not prejudice the professional status or reputation of the profession.
  9. I/We shall follow this Code as amended or revised by the Bank from time to time.

\_\_\_\_\_  
(Signature)



**NOTE:**

Declaration-cum-Undertaking as above should be signed by valuer – individual/sole-proprietor / all partners of firm / all lead valuers of company in both representative and personal capacity.