

APPLICATION FORM

[for empanelment with the Institute of Cost Accountants of India for rendering services to the Ministry of Corporate Affairs]

Sno.	Particulars	Details
1.	<u>Member's Details</u>	
(a)	Full Name of the Member	
(b)	Membership Number	
(c)	Whether in Full-time practice or in Part-time practice	
(d)	Practicing Member Since [mention date]	
(e)	PAN Number	
(f)	Service Tax Registration Number [if available]	
(g)	Professional Address	
(h)	E-mail Address	
(i)	Office Telephone Number(s)	
(j)	Mobile Number	
(k)	Details of membership held in the Central Council and/or Regional Council of the Institute	
(l)	Details, if held the position of the President of the Institute	
2.	<u>Firm's Details</u>	
(a)	Name of the Firm	
(b)	Firm's Incorporation Date	
(c)	Whether Partnership or Sole Proprietorship	

(d)	Names of all Partners with their Membership Number	
(e)	Firm Registration Number	
(f)	Firm's PAN Number	
(g)	Firm's Service Tax Registration Number [if available]	
(h)	Firm's Professional Address	
(i)	Firm's E-mail Address	
(j)	Firm's Office Telephone Number(s)	
3.	<u>Other Details</u>	
(a)	Whether he has ever been convicted or penalized for any cognizable offence under IPC, Cr. PC or any other law in force during the preceding five years? If so, provide details.	
(b)	Whether he has been held guilty of professional or other misconduct under the Cost and Works Accountants Act, 1959 during the preceding ten years? If so, provide details.	
(c)	Whether he or his Firm has done cost audit of at least 5 different companies during the preceding five years? If so, provide details.	
4.	<u>Application Fee Details</u>	
(a)	Demand Draft Number	
(b)	Demand Draft Date	
(c)	Demand Draft Amount	
(d)	Name of the Issuing Bank	

Undertaking

1. I, _____, son/daughter of _____ hereby declare that the information provided above is true and correct to the best of my knowledge and belief. If at any time it is proved that the information provided hereinabove is incorrect or false in any manner whatsoever, I will be liable to be penalized in accordance with the provisions of the Cost and Works Accountants Act, 1959 and Rules/Regulations framed thereunder.
2. I have read and fully understood the terms and conditions of empanelment. If empanelled, I undertake to abide by the said terms and conditions.
3. I undertake to pre-disclose complete details to the Ministry of Corporate Affairs of mine or my firm's professional assignments, other than as Cost Auditor or for certifying Compliance Report, handled during the preceding two years in respect of any such company [including its holding or subsidiary company] wherein I am offered any scrutiny, review or analysis by the MCA.
4. I undertake not to accept, either in my name or in my firm's name where I am the sole proprietor or partner, any professional assignment during the next two years [including the year in which any assignment on behalf of MCA is handled by me] in respect of any such company [including its holding or subsidiary company] wherein I have undertaken any scrutiny, review or analysis on behalf of the MCA.

Place: _____

Date: _____

(Signature of the Member)