

**Covering Letter Format**  
**CORPORATE ENTITIES FOR (LIE/TEV/MARKET STUDIES/ LIA/SECURITY**  
**TRUSTEE/VALUERS)**

Service (s) applied for (indicate CODES as provided in NaBFID website link):						
1.	Name:	Office Address:				
Details of Promoters/Directors: -						
Name:		Identifiers				Full Address
		DIN	PAN	Passport	Others (Aadhar Card No., Driving License)	
Name, Contact No. & Email ID of concerned officials						
2	Constitution (Copies of by-laws/ memorandum & Article of Association/ Partnership Deed as applicable to be enclosed)					
3	Date of Establishment/ Date of registration/ Date of Incorporation					
4	Date of commencement of business					
5	Details of the Offices/Branches of the firm/company (indicate address with contact details):					
6	PAN /TIN No					
7	Goods & Service Tax No. (Registered Office)					
<b>8</b>	<b>Details about the Firm/Company</b>					
a)	Brief Profile of the Firm (attach credentials, if any)					
b)	Nature of present activity of the firm/company					
c)	Brief particulars of activities other than service CODES under which application is made					
	Applicants Financial Information as on 31.03.2023 (Rs. Crores)					
	1) Paid up Capital		2) Net worth			

	3) Income/Revenue			4) PAT		
	5) Borrowings			6) Debt/Equity Ratio		
	Particulars of Capital shares held (who have Controlling Interest)					
	Name of Holder		Resident/ Non-Resident	Address	% of shareholding	
d)	Engineering /Technical Degree of promoters/partners/directors/ key experts					
	Name	Designation	Technical Qualifications	Additional qualifications like MBA, LLB, CA, MCA, CS, ICWA, MCM etc.	Industrial consultancy experience	
	<i>Supporting copies of all the qualifications needs to be attached</i>					
e)	Area of specializations / industry / sectors in which the firm have expertise Type of industry & Size (Project outlay) for which the empanelment is sought:					
	Industry		Sub activity	Project outlay		
f)	Details of Technical & Managerial Staff					
	<b>Particulars</b>			<b>Numbers</b>		
	Diploma Holders					
	BE/B Tech/ME/M Tech					
	Management Graduate					
	Any additional qualifications like LLB/MBA/CS/CA/MCA/MCM/ICWA etc.					

g)	Details of the present set up/infrastructure available to deal for services applied.							
h)	Any other credentials worth mentioning (with supporting documents)							
9	Particular of the current empanelment for services applied with other Banks/Financial Institutions (Copy of current / active empanelment letters to be enclosed)							
a)	Name of the Banks/FI		Empanelment since					
	1.							
	2.							
b)	Details of past experience in last 3 financial years. (Details to be furnished in the following format)							
	Name of Bank	Name & address of Client	Date of Assignment	Loan Amt (FB & NFB Separately)	Nature of Work	Name of Project with brief details (Sector, Project Cost, Name of Promoters / Group, location, etc.)		Assignment completed on
10	Registration with Professional bodies/organizations(national/international institution/agencies) such as Institute of Engineer, IBRD, Valuers etc.)							
11	Whether firm/any director/promoter/partner has been de-paneled/delisted/blacklisted by any Bank /FI/Governmental agencies / IBA, etc.							
12	Any regulatory compliance issues faced by the agency/ promoters (TEV Consultancy Firm), if any, in the past 5 years and present status.							
13	Details of Following.							
	Bank A/c Name							
	Bank A/c Number							
	Name of Bank							
	Branch							
	IFSC							
	PAN Number							
	GSTIN							
	Others (please indicate separately)							

**Declaration:**

I hereby declare that I have verified the details indicated in this application and confirm that all the information submitted is true to the best of my knowledge.

Signature\_\_\_\_\_

Name:\_\_\_\_\_

(Authorized Signatory /Managing Partner/Director)  
(With seal)

Place:

Date:

Enclosures: