**Annexure-II**

(On the firms Letter Head)

**Application for Empanelment as ASM**

**To,**

**Dy. General Manager**

**J & K Bank Ltd,**

**Zonal Office……**

**Sub: Request for empanelment as ASM**

I/ We hereby apply for empanelment as ASM on J&K Bank Panel and furnish hereunder the requisite supporting bio data/information /documents.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr** | **Particular** | | | |  | **Details** | |
| 1 | Name of the Individual/ Firm/Company | | | |  |  | |
| 2 | Constitution  (Copies of by-laws/memorandum & article of association as applicable to be enclosed) | | | |  |  | |
| 3 | Date of Establishment/Date of registration/date of incorporation | | | |  |  | |
| 4 | Date of commencement of business | | | |  |  | |
| 5 | Registered/Communication address of the firm /company Email :  Phone No. /Fax No | | | |  |  | |
| 6 | Date of empanelment with IBA along with relevant document evidencing empanelment by IBA as ASM. | | | |  |  | |
| 7 | Details of the Offices/Branches of the firm/company : | | | |  |  | |
| 8 | Promoter / Director | | Key Technical Expert | One Point Contact Person |  |  | |
|  | Name  Mobile No  Land line No  Email | | Name  Mobile No  Land line No  Email | Name  Mobile No  Land line No  Email |  |  | |
| 9 | PAN No. | | | |  |  | |
| 10 | GST No. | | | |  |  | |
| **11** | **Details about the Firm/Company** | | | |  |  | |
| a) | Brief Profile of the Firm | | | |  |  | |
| b) | Nature of present activity of the firm/company | | | |  |  | |
| d) | Brief Particulars of activities other than ASM | | | |  |  | |
| e) | Applicants financials information for the last 3 years   |  |  |  |  | | --- | --- | --- | --- | | As on | 31.03. | 31.03. | 31.03. | | Paid up capital |  |  |  | | Networth |  |  |  | | PAT |  |  |  | | Borrowings |  |  |  | | DER |  |  |  |   Share Holding Details | | | |  |  | |
| e) |  | Existing Banker Details | | | | |  |
| f) |  | 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 | |  |  |  |  |  | |  |  |  |  |  |   *Supporting copies of all the qualifications needs to be attached.* | | | | | |
| g) |  | Area of specializations / industry / sectors in which the applicant has expertise.   |  |  |  | | --- | --- | --- | | Industry | Sub activity | Size of project | |  |  |  | |  |  |  | | | | | | |
| h) |  | Details of Technical & Managerial Staff   |  |  | | --- | --- | | **Particulars** | **Numbers** | | Diploma Holders |  | | BE/B Tech/ME/M Tech |  | | Management Graduate |  | | Any additional qualifications like  LLB/MBA/CS/CA/MCA/MCM/ICWA etc |  | | | | | | |
| i) |  | Details of the present set up/infrastructure available to deal with ASM assignment | | | | |  |
| j) |  | Any other credentials worth mentioning (with supporting documents) | | | | |  |
| 10 |  | Particular of the current empanelment as ASM with other Banks/Financial  Institutions(Copy of current / active empanelment letters to be enclosed) | | | | |  |
| a) |  | |  |  | | --- | --- | | Name of the Banks/FIs/ | Empanelment since | | 1 |  | | 2 |  | | 3 |  | | | | | | |
| b) | Details of past experience as ASM in last 2 financial years (Details to be furnished in the following format)   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Name of  Bank | Name & address of Client | Loan Amt (FB & NFB separately) | Nature of scope handled/services rendered | Date of completion of assignment | Fees  Charged | Remarks | |  |  |  |  |  |  |  | | | | | | | |
| c) | Furnish the details if the firm/any director/promoter/partner has been de-paneled/delisted/blacklisted by any Bank /FI/Organization in the past | | | | |  | |

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