

PROFORMA FOR APPLICATION

1. Name & Address of the applicant:

2. Office address:

(Enclose the supporting proof of address & mark it as Annexure A)

3. PAN of the applicant:

4. Details of the AO of the applicant:

5. Phone no & Fax no of the applicant:

6. Website address and email id of the applicant:

7. Details of the Partners/proprietor of the applicant:

Sl. No.	Name of the partner/proprietor	PAN	Details of AO	Membership No.	Phone No.& email id

8. Total No. of Staff and Cost Accountants working continuously for at least one year:

i.	No of staffs as on 31.03.2024: —	(Enclose the evidence/list and mark it as Annexure B)
ii.	No. of Cost Accountants as on 31.03.2024:	

9. Address of office located in Kolkata Region:

Evidence in support of above address	Enclose & mark as Annexure C
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10. Minimum experience, empanelment with other Government Departments and details about outstanding work and suitability:

(a) No of years of cost accountancy /cost auditing/internal audit / Insolvency Professional experience as on 31.03.2024 along with evidence	No. of years. Enclose evidence and mark it as Annexure-D
b) Is the applicant empanelled with any other Govt. agency?	Yes/ No If yes then specify details on separate sheet and enclose.

(c) Please indicate any outstanding work done earlier as an empanelled Cost Accountant for the Income Tax Department:

Years in which empanelled as an Cost Accountant	Outstanding work done

d) Please indicate (in not more than 500 words) your suitability to be empanelled as a Cost Accountant on separate sheet.

11. Details with evidences of having audited cost records of at least one business entity having turnover of Rs. 50 Cr or more in at least 2 out of last 5 financial years (Enclose evidence and mark it as **Annexure-E**)

12. Details of returns of income and gross professional receipts of the applicant

Has the applicant filed returns of income regularly up to A Y 2023- 24	Yes/ No
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If yes then, the details of filing of return in the last 5 years

Assessment Year	Date of Filing	Returned Income
AY 2019-20		
AY 2020-21		
AY 2021-22		
AY 2022-23		
AY 2023-24		

The amount of gross professional receipts from cost accountancy / cost auditing/internal audit/ Insolvency Professional exclusively in the last 5 years along with evidences to be marked as **Annexure F**.

FY	Gross professional receipts			Total
	From Cost accountancy	From Cost auditing	Other than Cost accountancy and auditing	
2018-19				
2019-20				
2020-21				
2021-22				
2022-23				

13. The applicant with regard to the fulfilment of requirements stated at Declaration to be enclosed by the applicant and marked as **Annexure-G** in respect of fulfilment of clauses (6) (7) & (8) of **Para A**, Minimum Eligibility Criteria of this notice.

On behalf of the applicant _____ (name of the applicant), I, _____ (name of the proprietor/ partner), in the capacity of partner/ proprietor, am authorized to certify that all the above mentioned particulars are true and correct.

Seal of the Applicant

Date:

Name and signature of the authorized person

Designation of such person:

CHECKLIST

The applicants are advised to ensure that the application to be submitted should be duly filled in along with the following details. Incomplete and incorrectly filled in applications are liable for rejection:

- Main application on applicant's letter head.
- Duly filled in Proforma for application.
- Annexure A – As a proof of the address of the Office of Cost Accountancy Firm/entity as located in the West Bengal & Sikkim Region.
- Annexure B- Evidencing the No. of staff/Article/Cost Accountants working continuously for at least last one year.
- Annexure C- Evidencing address of office located in Kolkata.
- Annexure D – as a proof of /supporting claim of years of experience.
- Annexure E – as a proof of/supporting claim of auditing of cost records done in respect of at least one business entity having turnover of Rs. 50 Crore or more in at least 2 out of last 5 financial years.
- Annexure F – as a proof of/supporting claim of gross professional receipts of the applicant from professional services like Cost Consultancy/Cost Audits/Internal Audits/accountancy exclusively declared therein should be at least 15 lakhs or more in at least 2 of the last 5 years (i.e. from F.Y. 2018-19 to F.Y. 2022-23).
- Annexure G --- Self declaration in respect of fulfilment of clause (6), (7) and (8) of Part A.
- All pages are to be duly signed and sealed.