



GOVERNMENT OF SIKKIM
FINANCE DEPARTMENT
GANGTOK SIKKIM

RENEWAL APPLICATION FORM FOR EMPANEMENT OF CHARTERED ACCOUNTANT FIRM

SL. NO.	PARTICULARS	INFORMATION
1.	Name of the Firm of Chartered Accountant	
2.	Registration No. of the Firm issued by ICAI	
3.	Name of the Proprietor/Partners with status (ICA or ACA)	
4.	Certificate of Membership issued by ICAI (Please attach certificates) Annexure 1	
5.	Completed full Address of the Head Office and the Branch with Telephone/Mobile/Fax with Email Address Annexure 2	
6.	Income Tax PAN of the Firm and of the Proprietor/Partners (Please attach Proof) Annexure 3	
7.	Acknowledgment Copy of Income Tax Return of Firm/Proprietor for previous two years. (Please Attach Proof) Annexure 4	
8.	No. of Branches	
9.	Whether there are any Court/Arbitration or any other legal case/Proceedings pending against the Firm/Proprietor	
10.	Proof of payment of Membership fee and certificate of practice for the year 2019 to 2020 (Proof required) Annexure 5	
11.	Indicate the Experience of the Firm Annexure 6 (Give details)	
12.	Banks details (Give details) Attached	

UNDERTAKING

I, _____ the proprietor of M/S _____ Chartered Accountants, _____ do hereby solemnly declare and undertake:-

- a) That I am the authorized signatory for signing the documents on behalf of any firm M/S _____
- b) That the particulars given above are complete, correct and true to the best of my knowledge.
- c) That our Firm/Proprietor has not been debarred or cautioned by ICAI during the last three years.
- d) That individually and collectively our firm is not otherwise engaged in practice of any other activity, which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949.
- e) That I am a full time practicing Chartered Accountant and I am not engaged in any other business either individually or with any other firms of chartered accountants.
- f) Our firm undertakes ensuring high quality of services to each client irrespective of its location and size. Our firm has gained in-depth experience in providing widest complete business advisory solutions with strong work ethics and total client focus and dedication. I certify that the name of qualified and experienced team of Auditors is correct.
- g) Our firm undertakes to provide comprehensive Audit Compliance as required under the Rules/Laws of the State and to practice the same.
- h) As and when required by Finance department, Government of Sikkim, we undertake to extend our services with regard to accounts audited and reports presented by us.

Thanking You,

Chartered Accountant

Official Seal of Firm

Authorized Signature of the Firm