**Instructions: -**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Instruction** | **Improved Description** |
| 1 | Submission Deadline | All firms empanelled from 2015 to date must submit the required documents on or before 31st December 2025. |
| 2 | Signing of Annexures | Annexure I & II must be signed in original by the Lead AEA who applied for empanelment. |
| 3 | Authorization Certificate | The Authorization Certificate must be signed by an authorized signatory (MD/CEO/Director) of the firm. |
| 4 | Company Registration | The Company Registration Certificate must be issued under the Societies Registration Act, Indian Partnership Act, Companies Act, or other valid statutes. |
| 5 | Balance Sheet | A photocopy or scanned copy of the original Balance Sheet must be submitted. |
| 6 | Undertakings & CVs | Undertakings and CVs of Lead AEAs, Additional AEAs, CEAs, and Sector Experts must be signed in original, along with a copy of a valid signed ID (PAN/Passport) bearing the same signature. |
| 7 | Multiple Roles | If an individual applies both as Auditor and Sector Expert, two separate Undertakings must be submitted, one for each role. |
| 8 | NOC Requirement | If a Sector Expert is employed full-time in another organization (DC/industrial organization), an NOC must be submitted by the firm. |
| 9 | Acceptance of Signatures | Scanned signatures are not acceptable for any document in either soft or hard copies. Only original signatures are permitted. |
| 10 | Audit Lists | All audit lists must be submitted in editable Excel format. |
| 11 | Submission Format | It is mandatory to submit documents in both soft and hard copies. |
| 12 | Additional Documents | No extra documents should be attached except those that are specifically required or defined. |
| 13 | Document Sequence | All documents must be arranged as per the order specified in the table provided in the email. |
| 14 | Binding of Hard Copy | Hard copies must be properly bound. Loose sheets will not be accepted. |