

CHECKLIST for Empanelment of Valuer

NAME OF THE VALUER:

CATEGORY OF VALUER (SARFAESI/ NON-SARFAESI)

SI No.	Description	Annexure	Submitted by	Available Y/N	Remarks if Any
1	Duly filled and signed Check list (Obtain separately for each Partner / Director)	X	Valuer		
2	Application		Valuer		
3	Declaration cum Undertaking (Signed by all partners / Directors)	IV	Valuer		
4	Model Code of Conduct (Signed by all partners / Directors)	V	Valuer		
5	Verified KYC documents for Individual/ Firm/ Partnership firm/ Company and its Proprietor/ Partners/ Directors		Valuer		
6	PAN Card or GST Certificate		Valuer		
7	Age Limit: 25 yrs and Above				
8	Educational Qualification Proof: Diploma/ Graduation or above: Refer Annex	I	Valuer		
9	Should be a Member of any of the Valuer association (IOV, IESMA, PVAI, ICSI, IIV, ICMAI, ICAI, ACVA, CVSTRA, COUNCIL OF ENGNRS AND VALUERS, DIVYA JYOTHI FOUNDATION OR ANY OTHER ASSOCIATION REGD AS RVO WITH IBBI) / Copy of Membership with Professional Bodies (Minimum 1)		Valuer		Tick Asset Class: a. Land&Building b. Plant & Mach c. Securities or Fin Assets
10	Copy of Certificate of Registration with IBBI (For Valuation of properties in the name of Company)		Valuer		
11	Completed atleast 5 assignments successfully during immediate preceding 12 months: Certificate format as per Annex VIII to be obtained	VIII	Valuer		

12	Reference Letter(s): a. Minimum 3 for new valuers b. Not mandatory for existing Valuer with SBI (In such case, Certificate from any branch of SBI for having completed 5 cases successfully in the last 1year)	VIII	Valuer		
13	Proof of Experience		Valuer		Pls mention No. of Yrs of Experience.
14	Copy of Certificate of Registration under Sec 34AB of Wealth Tax Act, 1957 (For SARFAESI Valuers)		Valuer		
15	IT Returns for last 3years		Valuer		
16	Checklist by the Branch (Optional)		Branch/ CPC/RBO		
17	CIBIL Report duly verified		Branch/ CPC/ RBO		
18	Due Diligency / Visit Report duly signed by Authorised Signatory		Branch/ CPC/RBO		
19	Evaluation Matrix	II	Branch/ CPC/RBO		Pls specify Score :
20	Recommendation		Branch/ CPC/RBO		

Additional instructions for a Partnership Firm & a Company:

- Partnership Deed must be obtained in case of Partnership firm.
- Memorandum of Association, Articles of Association in case of Company.
- A Partnership Firm / a Company has been set up with the objective of rendering professional or financial services including valuation services.
- Lead Valuers in case of Companies and All partners in case of Partnership Firms undertaking valuations should fulfil the Criteria of Qualification and Experience.
- A company should have minimum 3 Directors registered as Valuers.