

Standard Operating Procedure on Valuation and Empanelment of Valuers

Annexure-F List of documents to be obtained:

Sl. No.	Name of documents
1	Copy of Certificate of Registration with IBBI (if applicable)
2	Copy of Certificate of Registration under Sec 34AB of Wealth Tax Act, 1957 (if applicable)
3	Copy of proof of membership with a registered valuers organization. (if applicable)
4	Copy of membership with Professional bodies
5	Reference Letter(s) as prescribed in Annexure-L
6	KYC documents for Individual/ Firm/ Partnership Firm/ Company and its proprietor/ partners/director
7	Copies of documents in support of educational qualifications, professional qualifications and valuation qualifications of Individual/ proprietor/ partners/director
8	Copies of documents demonstrating practice or work experience for relevant period, if applicable
9	Copies of certificate of employment by the relevant employer(s), specifying the period of such employment, if applicable.
10	Financial statements/ Income Tax Returns for the last three year
11	Passport-size photograph(s) of Individual/ proprietor/ partners/director

The above list is illustrative and not exhaustive. The Bank may call for such other evidence as may be considered necessary for verifying the eligibility or competence of the Valuer.