

## **Application for new empanelment of valuers with Banks**

### **List of Documents Required:**

- Application
- KYC(PAN Card, Adhaar Card)
- Proof of Educational Qualification
- Proof of Professional Qualification
- Wealth Tax Registration Number
- Experience Letter(if any)
- Recommendation letter from Banks/Fl.,
- Declaration/Undertaking Format.



## Annexure A

Formats of undertaking to be submitted by the valuers for empanelment

### UNDERTAKING

I, \_\_\_\_\_ son / daughter of  
\_\_\_\_\_ do hereby solemnly affirm and  
state that

- I am a citizen of India
- I have not been removed/dismissed from service / employment earlier
- I have not been convicted of any offence and sentenced to a term of imprisonment
- I have not been found guilty of misconduct in professional capacity
- I am not an undischarged insolvent
- I have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or GIN Tax 1958 and
- My Pan Card Number / Service Tax Number as applicable is  
\_\_\_\_\_
- I have read and understood the Handbook on Policy, Standards and Procedures for Real Estate Valuation by Banks and HFIs in India 2010 of the IBA and fulfill all the conditions of Criteria for Empanelment as listed therein
- I undertake to keep you informed of any events or happenings which would make me ineligible for empanelment as a valuer.
- I have not concealed or suppressed any material information, facts and records.

Date:

Signature:

Name:

Address:



## CODE OF CONDUCT

All valuers empanelled with bank shall strictly adhere to this code of conduct

- To express an opinion only when it is founded on adequate knowledge and honest conviction
- To refrain from misrepresenting qualifications or work experience
- To treat all information procured during the course of the business as confidential
- To refrain from undertaking to review the work of another valuer of the same client except under written orders from the bank or housing finance institution and with knowledge of the concerned valuer.
- To give unbiased valuation report conforming to standards and conforming to the objective opinion of the property and not to attempt merely to accommodate the interests of the client
- To steer clear of situations where interests and duty clash
- To conduct oneself in such a manner which will not prejudice the professional status or reputation of the profession
- To follow this code as amended or revised from time to time



**Annexure B**

**Application for empanelment of valuers with Banks**

Date:

To

Dear Madam / Sir,

I am a valuer of Immovable Properties (Land & Buildings / Plant & Machinery) and desire to apply to your organization for empanelment. My particulars are given below:

Name: Date of Birth:

Sex: Age:

Address:

Tel. Nos. Mobile No.:

Email: Fax:

**Educational / Professional Qualifications:**

S. No.	University / Institute / Examining Body	Qualification	Date of Award

*Number of years of experience in the field of Valuation*

( Attach evidence in the form of reference letters / copies of valuation reports / any other evidence )



Name and address of previous employer (if applicable): Details of

previous empanelment, if any, with dates/duration:

Membership of Professional Valuer Association :  
(Name and Membership Number)

Registration with CBDT under Wealth Tax Act :  
(Regn. No. and Date)

Permanent Account Number (PAN) :  
of Income Tax Department:

References:

1.

2.

3.

The above information about me is true to the best of my knowledge and if found incorrect, I will be fully responsible for the consequences

Enclosed:

Attested photocopies of all certificates / Documents of proof

