



# PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

## Template of Application for Appointment of Statutory Auditor of Palli Karma-Sahayak Foundation (PKSF) For the FY 2025-2026

### PART-A (General Information)

1. Name of the CA Firm :
2. Address :
3. E-mail ID :
4. Phone Number :
5. Contact Person:
  - a) Name :
  - b) Designation :
  - c) Mobile Number :
  - d) Email ID :

### PART-B (Mandatory Information)

Please provide the following up-to-date information with hard copies as attachments:

6. Trade License number with expiry date :
7. Reference number of Certificate of Practice (CoP) :
8. CA firm's Enlistment number with Financial Reporting Council (FRC) :
9. Income Taxpayer Identification number :
10. VAT Registration Number :
11. Details of International Affiliation with Foreign CA Firm/Foreign Association of CA Firms :

### PART-C (Technical Information for Evaluation)

12.	Up-to-date Enlistment with Bangladesh Bank (Please mention the serial number of enlistment with Bangladesh Bank)	:
13.	Up-to-date Enlistment with NGO Affairs Bureau	:



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	(Please mention the serial number of enlistment with NGO Affairs Bureau)	
14.	Number of Partners and their experience (May use separate sheet mentioning number of partners and their names, qualifications and experience)	:
15.	Specific experience of the engagement partner who will lead the audit assignment (Please mention details of the engagement partner and his/her qualifications and experience)	:
16.	Number of Articled Students of the CA firm (Please provide a list of articled students of the CA firm with their registration number and duration of articleship)	:
17.	Audit Management staff/officers other than partners and articled students (Please provide list of management staff with their specific qualifications and experience)	:
18.	Proposed work plan and Audit Methodology (Please include a Time Frame/Gantt Chart)	:
19.	Audit Team Composition (The audit team must be headed by a Qualified Chartered Accountant. Articled students who have completed less than 2 years of Articleship must not be included in the Audit team, and the team should not consist of less than 4 members)	:
20.	Experience of conducting audit of Development Projects financed by Development Financial Institutions, International Development Agencies, etc for the last 3 years (Please provide a list showing clients' names, addresses and audit years)	:
21.	Experience of conducting statutory audit of Financial Institutions and other Corporate Bodies for the last 3 years (Please provide a list showing clients' names, addresses and audit years)	:
22.	Available logistics and facilities of the firm including office space (Please describe in detail. A separate sheet may be used, if needed)	: