

PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

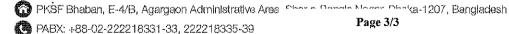
www.pksf.org.bd

PART-D (Required Attachments)

- Copy of up-to-date trade license; i.
- Copy of up-to-date Certificate of Practice (CoP); ii.
- Proof of CA firm's Enlistment with Financial Reporting Council (FRC): iii.
- Copy of up-to-date income tax assessment order or certificate of assessment of iv. income tax
- Copy of VAT registration certificate; v.
- Copy of up-to-date documents of international affiliation with foreign CA vi. firm/foreign association of CA firms;
- Proof of Enlistment with Bangladesh Bank; vii.
- Proof of Enlistment with NGO Affairs Bureau; viii.
 - List of Partners with their qualifications and experience; ix.
 - Curriculum Vitae (CV) of the engagement partner who will lead the audit х. assignment:
- List of article students of the CA firm with their registration number and duration xi. of articleship:
- xii. List of management staffs with their specific qualifications and experience;
- Proposed work plan and Audit Methodology in detail. (please include a Time xiii. Frame/Gantt Chart);
- Audit Team composition (The audit team must be headed by a Qualified xiv. Chartered Accountant. Articled students who have completed less than 2 years of Articleship must not be included in the Audit team, and a team should not consist of less than 4 members);
- Client list of conducting audit of Development Projects financed by Development XV. Financial Institutions, International Development Agencies, etc for the last 3 years mentioning clients' name, address and audit years;
- Client list of conducting Statutory Audit of Financial Institutions and other xvi. Corporate Bodies for the last 3 years mentioning clients' name, address and audit
- xvii. Detailed statements of available logistics and facilities of the firm including office space.

Declaration: We declare that the above-mentioned information is true to the best of our knowledge and belief. We also declare that if our firm is appointed as staturory auditor for the FY 2025-2026 by PKSF, we shall carry out the audit work in accordance with the relevant ToR, the Companies Act, 1994 and other applicable Rules and Regulations.

Date:	***************************************
	Signature & seal of the
	authorized representative of
	the CA Firm



pksf@pksf.org.bd

