



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

PART-D (Required Attachments)

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

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Signature & seal of the
authorized representative of
the CA Firm



PKSF Bhaban, E-4/B, Agargaon Administrative Area, Dhaka-1207, Bangladesh



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Page 3/3

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