



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Application Template for the appointment of C.A. firms for external audit of PKSF's Partner Organizations POs

For the FY 2026-2027

PART-A (General Information)

Sl. No.	Particulars	:	Details
1.	Name of the C.A. Firm	:	
2.	Address of the C.A. Firm	:	
3.	E-mail Address of the C.A. Firm	:	
4.	Phone Number of the C.A. Firm	:	
5.	a). Name of Contact Person	:	
	b) Designation	:	
	c) Mobile Number	:	
	d) Email Address	:	

PART-B (Mandatory Information)

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

Sl. No.	Name of Documents	Page no of attachment(s)
a.	Trade License with expiry date	
b.	Certificate of Practice (CoP) of Firm and the Engagement Partner	
c.	Enlistment with the Financial Reporting Council (FRC)-for both Firm and Engagement Partner	
d.	Income Tax assessment Certificate	
e.	VAT Registration Certificate	

PART-C (Technical Information for Evaluation)

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

Sl. No.	Name of Documents	Page no of attachment(s)
a.	Works experience of the C.A. firms	
b.	Number of Partners and their experience: (May use separate sheet mentioning number of partners and their names, qualifications and experience)	
c.	Specific experience of the Engagement Partner: (Please mention details of the engagement partner and his/her qualifications and experience)	
d.	Number of articulated Students: (Please provide a list of articulated students of the C.A. firm with their registration number and duration of articleship)	



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Sl. No.	Name of Documents	Page no of attachment(s)
e.	Number of Audit management staff/officers (other than partners and articulated students): (Please provide list of management staff/officers with their specific qualifications and experience)	
f.	Proposed work plan and Audit Methodology: (Please include a Time Frame with Gantt Chart)	
g.	Audit Team Composition: (Articled students who have completed less than 2 years of Articleship must not be included in the Audit team)	
h.	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)	
i.	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)	
j.	Experience of conducting statutory audit of NGOs/MFIs for the last 3 years (Please provide a list showing clients' names, addresses and audit years)	
k.	Available logistic facilities of the CA firms including office spaces: (Please describe in detail. A separate sheet may be used, if needed)	
l.	Up-to-date enlistment with Bangladesh Bank: (Please mention the serial number of enlistment with Bangladesh Bank)	
m.	Enlistment with NGO Affairs Bureau: (Please mention the serial number of enlistment with NGO Affairs Bureau)	
n.	Affiliation with a foreign CA firm or foreign association of CA firms	

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 external auditor for the FY 2026-2027 for external audit of PKSF's Partner Organizations POs by PKSF, we shall carry out the audit work in accordance with the relevant ToR (<https://pksf.org.bd/policy-documents>) and other applicable Laws, Rules and Regulations.

Date:

Signature & seal of the
authorized representative of
the CA Firm