

**DOCUMENTS/INFORMATION TO BE SUBMITTED
FOR ENGAGEMENT AS INTERNAL AUDITORS**

- 1) The following documents have to be submitted, in a sealed envelope -:
- a) Registration Certificate of the Firm of Chartered Accountants and the detailed profile of the Firm along with their partners.
 - b) Proof of having Experience of Internal Audit of an Institution having Turnover of Rs.30 crores or more in the Financial Year 2020-21, 2021-22 and 2022-23. The details have to be submitted as per Format 'A' enclosed below. The experience of Internal/Concurrent/Stock Audit of Scheduled banks/Insurance Companies will not be considered. Further, the Firms/Companies may submit the copy of engagement letter of Internal Audit of Sports Organization or Social Institutions.
 - c) List of Office(s) of the Firm of Chartered Accountants.
 - d) Declaration confirming no disciplinary action is instituted against the Firm or any of his Partner(s).

Format 'A'

S.no	Name of Institution	Year of Internal Audit	Turnover of Institution	Copy of Engagement letter of Internal Audit or Undertaking from Institution for appointment as Internal Auditor (to be attached)

Note 1: The Firm/Companies, engaged as Internal Auditor, must submit monthly report of the Internal Audit conducted by 10th of the next month to CEO, Punjab Cricket Association.