

**APPLICATION FORMAT FOR EMPANELMENT AS RECOVERY AGENT /  
 ENFORCEMENT AGENT/INVESTIGATING AGENT/BID SUCCESSION  
 AGENT/SEIZURE AGENT**

**I. The following basic details should be provided :**

1. Name	
2. Constitution	
3. Name of the Directors/Partners	
4. Total Number of employees	
5. Name of key personnel/employees and their qualification: (a) Of them Chartered Accountants: (b) Of them Advocates: (c) Of them Worked Judicial Departments (d) Of them worked in Police Departments (e) Of them Worked in Banks (f) Of them subject specialists with 5 or more years of experience.	
6. Date of establishment and Number of years in the business	
7. Yearly gross earning since inception as Recovery and Asset Resolution service provider (Enclose Balance Sheets/ Statement of Affairs/IT returns)	
8. Number of Branches/Associate offices in India and their Location/Address	
9. Details of cases of value more than Rs.25.00 lacs handled from the date of inception	
10. Names of the institutions to which services are offered (Enclose their assignment/empanelment letters)	
11. Major achievements	
12. Any other information	

**II. The following documents/information should be enclosed :**

1. Brief Profile of the Firm/Company
2. Bio-data of the Proprietor/Partners/Directors
3. Copy of the Partnership deed/Memorandum and articles
4. Infrastructure available
5. Details of services offered
6. List of addresses of the offices/Branches
7. Experience in the line of activity with supportive documents
8. Latest financial statements (for 3 to 5 years)
9. References of two respectable persons



**यूनियन बैंक**

ऑफ इंडिया

भारत सरकार का उपक्रम



**Union Bank**

of India

A Government of India Undertaking

**Regional Office, 1<sup>st</sup> Floor , Vikas Jyoti Commercial Complex BDA Building ,Old  
Passport Office , Bareilly -243005 Mobile : 9106785831/9454551051**

Union Bank Of India invites expression of interest from eligible entities for purpose of empanelment as Recovery Agents/Enforcement Agents/Asset Investigation Agents on Banks's Panel.

For the format of application and other details , please visit our website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and [www.unionbankonline.co.in](http://www.unionbankonline.co.in). Last date for submission of application in prescribed format is 17.05.2024 at **Regional Office, 1<sup>st</sup> Floor , Vikas Jyoti Commercial Complex BDA Building ,Old Passport Office , Bareilly -243005**  
(Empanelment shall be at the sole and absolute discretion of the bank and mere application for empanelment would not confer any right for empanelment.)

**Deputy Regional Head  
Regional Office Bareilly**

Guidelines for empanelment of RA/EA

**CATEGORY - A Agents**

**Process, Eligibility and Evaluation Criteria for empanelment**

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Eligibility :

1. It should have been offering asset recovery services at least for the past three years or its personnel should have the relevant experience preferably in Banks and should have minimum 20 personnel including directors/partners and employees on its roll on the date of submission of expression of interest
2. At least one third of the partners/directors/employees, of the agency/firm/Company should be chartered accountants or advocates or should have worked in Judicial, Police, Tax and Revenue recovery departments of the Government or Banks for at least 10 years.
3. It should have offices at least in 5 major cities like Mumbai, Delhi, Jaipur, Lucknow, Kolkata, Ahmedabad, Pune, Bangalore, Hyderabad, Coimbatore, Chennai, Trivandrum, Ernakulam, Chandigarh, Bhopal, Indore, Baroda, Kanpur, Ludhiana, Bhubaneswar, and Patna with enough infrastructure.

**CATEGORY - B Agents**  
**Process, Eligibility and Evaluation Criteria for empanelment**

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**Eligibility:**

1. It should have been offering asset recovery services at least for the past three years **or its personnel should have the relevant experience preferably in Banks** and should have minimum 10 personnel including directors/partners and employees on its roll on the date of submission of expression of interest.
2. At least one third of partners/directors/employees of the agency/firm/Company should be chartered accountants or advocates or should have worked in Judicial, Police, Tax and Revenue recovery departments of the Government or Banks for at least 10 years.
3. It should have offices at least in 3 major cities like Mumbai, Pune, Nasik, Nagpur, Delhi, Allahabad, Varanasi, Lucknow, Kolkata, Ahmedabad, Baroda, Surat, Bangalore, Hyderabad, Coimbatore, Chennai, Trivendrum, Ernakulam, Chandigarh, Bhopal Indore, Kanpur, Ludhiana, Ranchi, Raipur, Bhubaneswar, Cuttak and Patna with enough infrastructure or should be operating in at least 3 urban centers falling under Zonal/Regional Office for which empanelment is proposed.

## **CATEGORY - C Agents**

### **Process, Eligibility and Evaluation Criteria for empanelment**

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#### **Eligibility :**

1. It should have been offering asset recovery services at least for the past three years or its personnel should have the relevant experience preferably in Banks and should have minimum 5 personnel including directors/partners and employees on its roll on the date of submission of expression of interest.
2. At least one third of the Partners/Directors/Employees of the agency/firm/Company should be chartered accountants or advocates or should have worked in Judicial, Police, Tax and Revenue recovery departments of the Government or Banks for at least 10 years.
3. It should have offices with enough infrastructures at least in 1 major business center coming under Regional Office for which empanelment is proposed.