

Inter Office Letter

From DFB&IBD, C.O.	To: The Dy. General Manager, DIT, C.O Powai
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DFB&IBD:1519: 2018-19

Date: 20.08.2018

**Publication of Advertisement on Bank's website for Appointment of Periodic Auditor for
Hong Kong Branch for the year 2018-19**

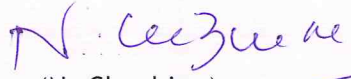

Hong Kong branch vide their e-mail dated 20.08.2018 has requested to publish advertisement in the Bank's website inviting application from eligible audit firms for the appointment of Periodic Auditor of Hong Kong Branch for the period from October 2018 to September 2019.

Scope of Audit

1. Verification of Compliance of KYC/AML Guidelines
2. Verification of timely submission of regulatory statutory returns.
3. Inward/Outward Remittance.
4. Treasury*(Dealing room, Back office and Correspondent banking)
5. Loans and Advances
6. Trade Finance
7. Human resources/Personnel administration department
8. Investments
9. Administration
10. Deposits
11. Miscellaneous

Hence, you are requested to kindly publish the Advertisement for the appointment of periodic Auditor in Bank's website along with the above mentioned scope of audit, so that interested audit firms/companies may apply at e-mail ace.hk@unionbankofindia.com on or before 31.08.2018.

A copy of the format mentioning the details of the advertisement is attached herewith for your perusal.


(N. Chezhan)
Dy. General Manager


Notice for Selection of Periodic Auditors for Hong Kong Branch

Union Bank of India Hong Kong branch invites applications from eligible and interested Firms/Companies for selection of Periodic Auditors for conducting Periodic Audit in the Hong Kong Branch for the period from 01.10.2018 to 30.09.2019. The Emphasis is on substantive checking rather than test checking. The periodic audit should cover all the activities of the branch.

The Scope of audit is mentioned below

1. Verification of Compliance of KYC/AML Guidelines
2. Verification of timely submission of regulatory statutory returns.
3. Inward/Outward Remittance.
4. Treasury (Dealing room, Back office and Correspondent banking)
5. Loans and Advances
6. Trade Finance
7. Human resources/Personnel administration department
8. Investments
9. Administration
10. Deposits
11. Miscellaneous

Eligible/interested reputed firms/Companies having good standing may apply subject to

- (i) Having sufficient experience of not less than 5 years in conducting banks/Financial Institutions audit
- (ii) Having sufficient background & Capabilities for conducting audit required as per scope mentioned above.
- (iii) The applications should be mailed to ace.hk@unionbankofindia.com on or before 31.08.2018.

The auditors selected for conducting Periodic audit will be intimated by way of offer letter. They have to submit Letter of acceptance of terms and conditions, undertaking letter, compliance to "Dos and Don'ts" and undertaking of Fidelity and Secrecy and any other documents as requested by the bank.

Bank will not entertain any correspondence/communication from the applying Firm till selection of the Firm.

CHIEF EXECUTIVE
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Hong Kong Branch
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Hong Kong