

## **Empanelment of Practicing Company Secretary (PCS) for various Secretarial Work**

### **NTPC LIMITED**

#### **A Maharatna CPSE**

[A Government of India Enterprise]  
NTPC BHAWAN, CORE 7, SCOPE COMPLEX,  
LODHI ROAD, NEW DELHI – 110003  
Ph – 011-24360959  
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**NTPC LIMITED**  
(A GOVT. OF INDIA ENTERPRISE)

**No.01:SEC**

**Date: - 29.04.2026**

**Expression of Interest (hereinafter “EOI”) for Empanelment of Practicing Company Secretary (PCS) for various Secretarial Work.**

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**Last Date & place for Submission of Offer (Hard Copy) up to 13.05.2026.**

**The Company Secretary  
NTPC LIMITED  
NTPC Bhawan, 3<sup>rd</sup> Floor, CORE 7,  
SCOPE Complex, Lodhi Road,  
New Delhi – 110003  
Ph – 011-24360959  
Email – csntpc@ntpc.co.in**

## 1. Definitions & Abbreviations

Bidder/Applicant	Bidder/Applicant shall mean the entity (Proprietorship/ Partnership/LLP of Practicing Company Secretaries) who is submitting its Proposal.
Evaluation Committee of the NTPC	Evaluation Committee of the NTPC shall mean Tender Scrutiny Committee (TSC) comprising Officers of the NTPC for the purposes of this Expression of Interest.
Proposal/Bid	Proposal/ Bid shall mean the Technical Bid submitted in response to the Expression of Interest dated 29.04.2026.
Expression of Interest (EOI)	Expression of Interest shall mean this “Expression of Interest” issued by the NTPC including any amendments thereto.

## 2. Disclaimer

- a. NTPC reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this EOI, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders or can be accessed on the website of NTPC.
- b. Bidder shall be responsible for completing the assignment that would be assigned to them as per the Scope of Work given in **Annexure-A**. The Bidder shall not transfer the assignment to any other consultants /advisor.
- c. Overwriting/correction/erase and/or use of white ink should be avoided in the Offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant entity.
- d. NTPC reserves the right to reject any or all the bids received in response to this Expression of Interest at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer.
- e. The decision of the NTPC shall be final, conclusive and binding on all the Bidders directly or indirectly connected with the bidding process.

### 3. Expression of Interest – Time Schedule

S. No.	Particulars	Date & Time	Day
1.	Date of issue of Expression of Interest / Tender Documents to the Bidders	29.04.2026	Wednesday
2.	Last date & time for receiving written queries from Bidders	04.05.2026	Monday
3.	Date for issuing clarifications by the NTPC to the to the queries raised by the Bidders	07.05.2026	Thursday
4.	Last date and time for submission of Technical Bid	13.05.2026 3:00 P.M.	Wednesday
5.	Date & time for opening of the Technical Bid	13.05.2026 4:00 P.M.	Wednesday
6.	Place of Submission and Opening the Bids	<b>NTPC Bhawan, Core 7, Scope Complex, Lodhi Road, New Delhi-110003</b>	

*\*If a holiday is declared on the dates mentioned above, the Bids shall be received/ opened on the next working day at the same time specified above and at the same venue communicated otherwise.*

### 4. Scope of Work

The detailed Scope of Work is given at **Annexure-A** for understanding and ready reference.

### 5. Qualification Requirement (QR)

1. The Practicing Company Secretary/ Firm/ LPP should have minimum experience of 10 years or more in full time practice or as a fulltime employment as a Company Secretary of any listed CPSE(s) or combination thereof.
2. The PCS/Firm/LLP should have done any of the following work: -
  - a. Secretarial Audit of at least one (1) Government Company in the last three preceding Financial Years i.e., 2024-25, 2023-24 and 2022-23; or
  - b. Incorporation of at least one (1) Government Company in the last five preceding Financial Years i.e., 2024-25, 2023-24, 2022-23, 2021-22 and 2020-21; or
  - c. AOC-4 (XBRL)/ MGT-8 certification/ Certification of Annual Return MGT-7 of at least one (1) Government Company in the last three preceding Financial Years i.e., 2024-25, 2023-24 and 2022-23.

3. PCS/Firm/LLP should be peer reviewed as prescribed by the ICSI; and
4. It should have Head Quarters/Branch office in New Delhi/NCR.

## **6. Conflict of Interest**

NTPC requires the Bidder to provide professional, objective, and impartial advice, and always hold NTPC interest paramount, strictly avoid conflicts with other assignment(s) or their own corporate interests, and act without any expectation/ consideration for award of any future assignment(s) from the NTPC.

## **7. Duration of the Contract Period**

The validity of empanelment will initially be for a period of 5 years for conducting work as specified in the Scope of Work at **Annexure-A**. NTPC at its sole discretion may extend the validity of empanelment with the approval of Competent Authority of the Company for another 2 years.

## **8. Preparation of the Proposal/Bid**

- a. The name of the Proposed Assignment shall be “**Empanelment of Practicing Company Secretary (PCS) for various Secretarial Work.**”
- b. The cover letter for submission of Bids is given at **Annexure-B**
- c. The Technical Bid is required to be submitted in sealed cover envelope along with documents in support of the details mentioned in EOI.
- d. In preparing their Technical Bids, Bidders are expected to examine in detail the documents comprising this EOI.

## **9. Submission & Receipt of Proposal/Bid**

- a. The language of proposal should be in English.
- b. The Technical proposal shall be typed or written in indelible ink and shall be signed and sealed by the Bidder or a person duly authorized to bind the Bidder to the Contract.
- c. **While submitting a bid, the Bidder should attach a proper index with clearly marked and referenced continuation sheets. Further, an authorized representative of the Bidder shall initial all pages of the technical bid.**
- d. NTPC shall not be responsible for postal delay, misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated and this circumstance may be a cause for Proposal rejection.
- e. A master envelope duly sealed and super scribing “**Empanelment of**

**Practicing Company Secretary (PCS) for various Secretarial Work.”** should be submitted at the address given below by hand delivery or post, not later than the last date and time of submission:

**To,  
The Company Secretary  
NTPC Limited, NTPC Bhawan,  
Core 7, Scope Complex,  
Lodhi Road, New Delhi-110003**

- f. Any Proposal received by the NTPC after the deadline for submission shall not be accepted.
- g. Bid submitted by fax, telex, telegram, or e-mail shall not be entertained.

#### **10. Instructions to Bidder**

- a. Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this Expression of Interest (EOI) or those that do not contain the documents as per the specified formats would be considered non-responsive and may be liable for rejection.
- b. Bids shall be submitted on or prior to **3:00 p.m. IST** on the date provided in the Expression of Interest - Time Schedule.

#### **11. Disqualification of PCS/Firm/LLP**

Without prejudice to any other rights or remedies available to NTPC including the right to disqualify any Bidder at the sole discretion of the NTPC with or without assigning any reason, NTPC reserves the right to disqualify any Bidder and exclude its proposal from further consideration for any reason, including, but not limited to, those listed below:

- Misrepresentation/ false statement is made by the Bidder at any stage in this process (including in supporting documentation or otherwise) and whether written or oral.
- If the Bid submitted by the Bidder is, in any respect, inconsistent with, or demonstrates any failure to comply with, the provisions of the Expression of Interest.
- Failure by the Bidder to provide necessary and sufficient information or any document required to be provided in the Bid in accordance with the Expression of Interest.
- Failure by the Bidder to provide, within the time specified by the NTPC, supplemental information/documents for evaluation of the Bid (even if such information/documents are sought after the deadline).

- Submission of more than one Bid by the Bidder whether directly or indirectly. In that case, all such Bids shall be rejected.
- Initiation or existence of any legal proceedings, by or against the Bidder which may be prejudiced by the participation of the Bidder.
- NTPC reserves the right to verify the validity of information and to reject any bid where the contents apparently are incorrect, inaccurate or inappropriate at any time during the process of Evaluation.
- Any information regarding or in connection with the Bidder which becomes known and is detrimental to Proposed Assignment and/or interest of NTPC.

## 12. Bid Evaluation & Selection Procedure

- Evaluation of the Bids submitted by the Bidder and the selection procedure under this Expression of Interest will be carried out by the Tender Scrutiny Committee (TSC) of the NTPC.
- The PCS/ Firm/LLP meeting the Qualifying criteria as per para 5 will be further evaluated as per the selection criteria mentioned below based on documents submitted as per Annexure C.

S. NO	Selection criteria	Basis for awarding of points	Maximum Points
1.	Experience in fulltime practice or employment as a Company Secretary of any listed CPSE(s) or both (No. of years) *	1 Point for every year experience of PCS/ Firm/ LPP over and above minimum qualifying requirement	15
2.	Experience of conducting Secretarial Audit of Government Company in last three preceding F.Y.	2 points for each secretarial Audit of Government Company. (Note: If secretarial audit of one Govt. Co. is done for three years, then six marks will be allotted)	10
3.	Experience of incorporating a Government Company in last five preceding F.Y.	2 points for each work.	10
4.	Experience of AOC-4 (XBRL)/ MGT-8 certification/ certification of Annual Return MGT-7 of Government Co. in last three preceding F.Y.	2 points for each work	10

5.	No. of active partners and/or full time qualified full time CS employees.	1 point for each Partner/ Full time qualified CS employee.	5
	<b>Total Maximum Marks</b>		<b>50</b>

*\* In case of conversion of proprietorship firm into partnership firm, experience shall be counted from the date of obtaining Certificate of Practice (CoP) by the proprietor who shall also be the Sr. member of partnership firm.*

- c. PCS/firms/LPP shall be empaneled based on their ranking. Based on marks obtained out of total 50 marks, top Ten (10) PCS/firms/LPP shall be empaneled for various secretarial work to be assigned on rotational basis. NTPC reserves the right to empanel up to 15 PCS/firms/LPP depending upon the operational requirement. In case of tie of marks, both the bidder/applicant would be empaneled. However, for counting of top 10, they will be counted separately.

For example, if four (4) bidders secure same marks for the 6<sup>th</sup> position, then all four shall be empaneled and shall be assigned positions sequentially as 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> for counting purposes.

In case a tie occurs at the 10<sup>th</sup> rank, all bidders securing identical marks shall be empaneled, notwithstanding that the total number of empaneled agencies may exceed ten (10).

- d. During evaluation of Bids, NTPC may, at their discretion, ask a Bidder for clarification of its proposal. The request for clarification and the response shall be in writing/email. If the response to the clarification is not received within the prescribed period as may be prescribed by the NTPC in this regard, evaluation shall be done based on submitted documents.

### **13. Allocation of Work**

- a. Allocation of assignments among the empaneled PCS/Firms/LLPs shall be at the sole discretion of NTPC and its respective Joint Ventures (JVs)/Subsidiaries. The company concerned may rotate such assignments among empaneled agencies in such manner as may be decided by it from time to time.
- b. Allocation of Secretarial Audit assignments pertaining to Subsidiaries/JVs of NTPC Limited shall be made at the sole discretion of NTPC Limited and its Subsidiaries/Joint Ventures. The fee for secretarial audit under Annexure-A is tentative. The fee as well as appointment as Secretarial Auditor shall be

subject to approval of the competent authority of the respective Subsidiary or Joint Venture company of NTPC Limited.

- c. Not more than three (3) Secretarial Audit assignments shall be allotted to any single PCS/Firm/LLP at a time. In case at the time of submission of bid any bidder/applicant already having secretarial audit of three or more Subsidiary/ Joint Venture companies of NTPC (Incl. NTPC Limited), then the bidder/applicant is eligible for empanelment. However, no further secretarial audit would be allocated to them to maintain the maximum number. For list of Subsidiaries/JV's please refer following link - <https://www.ntpc.co.in/index.php/business-development/joint-ventures-and-subsidiaries-various-sectors>. Bidder shall provide details with respect to secretarial audit of Subsidiary/ Joint Venture companies as per Annexure – F.

#### **14. Confidentiality/Non-Disclosure Agreement**

The appointed Practicing Company Secretary/ Firm / LLP as Secretarial Auditor of NTPC Limited will have access to the data of the NTPC. The PCS/ Firm / LLP should treat as confidential all data and information about the NTPC obtained in the execution of the proposed assignment, hold it in strict confidence and should not reveal such data/ information to any other party.

#### **15. TERMINATION OF CONTRACT**

- i. If at any time the PCS/Firm makes any default in proceeding with the work with due diligence and continues to do so even after the notice in writing is served on him or commits any default in complying with any of the terms and conditions even after the notice in writing is given on that behalf by the Company Secretary, NTPC may, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to NTPC, by a notice in writing, terminate the contract as a whole or a part of the Contract, subject to statutory compliance, if any.
- ii. Further, the PCS/Firm will be debarred from getting any future assignments in NTPC in the following cases:
  - a. If the PCS/Firm obtains the empanelment on the basis of false information/false statement at the time of submission of application/documents.
  - b. If the PCS/Firm is found to have sub-contracted the work.
  - c. If the PCS/Firm does not take up the assignment in terms of the appointment letter.
  - d. If the PCS/Firm fails to satisfactorily discharge the duties.

**16. Miscellaneous Terms & Conditions**

- a. NTPC reserves the right, at any time, to waive any of the requirements of the Expression of Interest, if in the sole discretion of NTPC; the best interests of NTPC would be served by such waiver.
- b. Subject to statutory compliance, NTPC have the right to cancel the empanelment at any time, without thereby incurring any liabilities to the affected PCS/ Firm / LLP. Reasons for cancellation, as determined by NTPC, may include but are not limited to, the following:
  - a) The work is done in unsatisfactorily manner
  - b) Breach of Confidentiality obligation by the PCS/ Firm / LLP.
  - c) Information/documents submitted at the time of Bid turnout to be not true and correct subsequently.
- c. NTPC shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the EOI or the bidding process, including any error or mistake therein or in any information or data given by NTPC.

**17. Schedule of Payment of fee**

Payment of fee shall be in Indian Rupees only. The fee shall be payable on providing satisfactory periodic services as per agreement. The fee would be exclusive of taxes (GST) as applicable.

NTPC reserves the right to deduct any proportionate amount from the successful bidder on account of insufficient/unsatisfactory work or careless execution of the job.

All payments against the services rendered under the assignment shall be released on successful completion of the work and receiving of original invoice.

**18. Jurisdiction**

All and any disputes or differences arising out of or related to this Expression of Interest shall be decided only by the courts or tribunals situated in New Delhi, India. No suit or other legal proceedings shall be instituted elsewhere.

## Annexure A

**Scope of Work and Fee Structure**

S.no.	Particulars	Fee (in Rs.)
1.	Incorporation of a Company including MOA & AOA preparation.	40,000/-
2.	Scrutinizer Services for AGM/EGM/Postal Ballot.	35,000/-
3.	XBRL Preparation (AOC-4) <ul style="list-style-type: none"> <li>• Listed Company</li> <li>• Unlisted Subsidiary/JV</li> </ul>	25,000/- each for Standalone & Consolidated  15,000/- each for Standalone & Consolidated
4.	CSR-2 <ul style="list-style-type: none"> <li>• NTPC Limited</li> <li>• Other than NTPC Ltd.</li> </ul>	8,000/- 3,000/-
5.	MGT-8 Certification <ul style="list-style-type: none"> <li>• Listed Company</li> <li>• Unlisted Subsidiary/JV</li> </ul>	10,000/- 5,000/-
6.	Preparation of Annual Return MGT-7 <ul style="list-style-type: none"> <li>• Listed Company</li> <li>• Unlisted Subsidiary/JV</li> </ul>	5,000/- 3,000/-
7.	Secretarial Audit fee for Subsidiaries & JV of NTPC Limited. <ul style="list-style-type: none"> <li>• Public Limited Companies</li> <li>• Private Limited Companies</li> </ul>	(Tentative) – Refer para 13(b) 25,000/- 20,000/-
8.	Certificates under SEBI LODR Regulations (per certificate)	5,000/-
9.	Miscellaneous Certificates (per certificate)	5,000/-
10.	Issue of Digital Signature Certificates (DSC) [Class 3]	2,000/-
11.	Certification of other Routine Forms e.g. MGT-14, DIR-12, PAS-3, CHG etc.	2,000/- (Rs. 1000 extra if form is also prepared by the firm)

The above fee will be increased by 10% after 2 years.

**Annexure B****Format of the Covering Letter****(On Bidder's Letterhead)**

To,  
 Company Secretary  
 NTPC Limited  
 NTPC Bhawan, Core 7, Scope Complex,  
 Lodhi Road, New Delhi-110003

**SUB: Expression of Interest dated \_\_\_\_\_**

Dear Sir,

Please find enclosed our Proposal in response to the Expression of Interest dated ..... issued by NTPC limited. We hereby confirm the following:

1. The Bid is being submitted by \_\_\_\_\_ (*name of the Bidder*) in accordance with the conditions stipulated in the Expression of Interest Document.
2. We have examined in detail and have understood the terms and conditions stipulated in the Expression of Interest issued by the NTPC and in any subsequent communication sent by NTPC. We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the Expression of Interest or in any of the subsequent communications from NTPC.

For and on behalf of: (name of the Bidder)

Signature  
 Name & Designation of the Authorized Signatory  
 Membership Number  
 Stamp of the PCS/Firm

Date \_\_\_\_\_

Place \_\_\_\_\_

**Annexure - C****On letter head of Practicing Company Secretary/Firm of Company Secretaries****(For Empanelment of Practicing Company Secretary for various Secretarial Work)**

To  
 Company Secretary  
 NTPC Limited  
 NTPC Bhawan, Core 7  
 Scope Complex, Lodhi Road,  
 New Delhi-110003

Sl. No.	Particulars	Details
1.	Name of the Practicing Company Secretary (PCS)/Firm of Company Secretaries (Firm): <ul style="list-style-type: none"> <li>• Whether Partnership/Proprietorship/ Individual</li> <li>• Name of the Sr. Partner/Proprietor/ Individual</li> <li>• Name(s) of the Contact person(s) and the Contact details</li> </ul>	
2.	I. Date of Commencement of Practice as PCS II. Date of approval of name of the Firm from ICSI iii. Certificate of Practice (COP) Number/Registration Number  Please Attach Documentary evidence: <ul style="list-style-type: none"> <li>• Copy of Certificate of Practice or certificate from ICSI regarding date of commencement of practice as PCS; and/or</li> <li>• Copy of approval letter from ICSI in respect of Firm's Name.</li> </ul>	
3.	Details of Delhi/NCR Office(s) Address: Telephone Nos. Fax No. E-mail Website (Letter from ICSI having office details shall be attached as proof of address)	

4.	Post Qualification Experience in full time practice or fulltime employment as a Company Secretary of any listed CPSE of Sr. Partner/Proprietor/Individual  (Please Attach Documentary evidence)	..... Years..... months		
5.	PAN No. GST Regn.No. (Please Attach Documentary evidence)			
6.	Number of Secretarial Audits conducted in Govt. Company in the last three preceding F.Y. i.e., 2024-25, 2023-24 and 2022-23  (Attach copy of Secretarial Audit Report in Form – MR-3)	S. No.	Name of the Company	Financial Year for which Secretarial Audit conducted
7.	Number of Government Companies Incorporated in last five preceding F.Y. i.e., 2024-25, 2023-24, 2022-23, 2021-22 and 2020-21  (Attach Incorporation Form and other supporting documents as proof of execution)	S. No.	Name of the Company	Date of Incorporation
8.	Number of AOC-4 (XBRL), MGT-8 certification, preparation & filing of Annual Return MGT-7 of Government Co. in last three preceding F.Y. i.e., 2024-25, 2023-24 and 2022-23  (Attach relevant extracts of the form and other supporting documents as proof of execution)	S. No.	Name of the Company	Form
9.	Number of active Partners / full time employees with PCS/Firm, who are qualified Company Secretaries and members of ICSI:  (Please attach details including name, membership no., experience etc. of active partner /employee)	Partners: .....Nos.  Employees: .....Nos.		
10.	Confirmation that the PCS/Firm is not disqualified to act as the Secretarial Auditor as per provisions of the SEBI LODR Regulations and shall not render services to the Company prohibited by SEBI under the said regulations.			
11.	Any other relevant information (Please Attach separate sheet, if required).			

Note: - Kindly attach Peer Review certificate.

Declaration:

1. All the information provided by me/us herein above is correct.
2. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
3. I/We have read all the terms & conditions of bid and the instructions, and these are acceptable to me/us.

Signature  
Name & Designation of the Authorized Signatory  
Membership Number  
Stamp of the PCS/Firm

Date \_\_\_\_\_

Place \_\_\_\_\_

## Annexure D 1

**Details in respect of experience in Secretarial Audit of Government Company**

(On Bidder's Letterhead)

Company Name and CIN	Financial Year	Name of Person signing the Report and COP No.

**Notes:**

- In case the information required by NTPC is not provided by the Bidder, NTPC shall proceed with evaluation based on information provided and may not request the Bidder for further information.*
- The responsibility for providing information as required in this form lies solely with the Bidder.*

Signature  
Name & Designation of the Authorized Signatory  
Membership Number  
Stamp of the PCS/Firm

Place:  
Date:

## Annexure D 2

**Details in respect of experience Number of Government Companies  
Incorporated**

(On Bidder's Letterhead)

Company Name and CIN	Date of Incorporation	Name of Person certifying the form and COP No.

**Notes:**

- In case the information required by NTPC is not provided by the Bidder, NTPC shall proceed with evaluation based on information provided and may not request the Bidder for further information.*
- The responsibility for providing information as required in this form lies solely with the Bidder.*

Signature  
Name & Designation of the Authorized Signatory  
Membership Number  
Stamp of the PCS/Firm

Place:  
Date:

## Annexure D 3

**Details in respect of experience of AOC-4 (XBRL preparation), MGT-8 certification, preparation & filing of Annual Return MGT-7 of Government Co.**

(On Bidder's Letterhead)

Company Name and CIN	Details of Form	Financial Year	Name of Person certifying the form and COP No.

**Notes:**

- In case the information required by NTPC is not provided by the Bidder, NTPC shall proceed with evaluation based on information provided and may not request the Bidder for further information.*
- The responsibility for providing information as required in this form lies solely with the Bidder.*

Signature  
Name & Designation of the Authorized Signatory  
Membership Number  
Stamp of the PCS/Firm

Place:  
Date:

**Annexure E****Particulars to be furnished for Partner/Full time qualified CS Employee**  
(On Bidder's Letterhead)

(On letter head of Practicing Company Secretary Firm in original)

To,  
 Company Secretary,  
 NTPC Limited  
 NTPC Bhawan, Core 7,  
 Scope Complex, Lodhi Road,  
 New Delhi – 110003.

**Declaration by PCS/Firm regarding active partners/full time qualified CS employee:**

I/We, ....., having office....., do hereby confirm that following persons are working in our/my firm as active partners/ full-time employees:

S. No.	Name of person	Designation	Date of joining	ICSI Membership No.	Annexure (Copy of ICSI Membership Certificate)	Signature

Signature  
 Name & Designation of the Authorized Signatory  
 Membership Number  
 Stamp of the PCS/Firm

Place:  
 Date:

NTPC Limited

**Annexure F****Declaration by the Applicant/Bidder**

(On Bidder's Letterhead)

I/ We,  
M/s.....,  
do hereby affirm that, I/we have not been banned/declared ineligible due to professional misconduct, corrupt and fraudulent practices by the Government of India/ State Governments/Regulatory Authorities or have not been debarred from entering into Contract by any Government/Body/Authority in five immediate previous years.

Signature  
Name & Designation of the Authorized Signatory  
Membership Number  
Stamp of the PCS Firm

Place: Date:

## Annexure G

**Declaration by the Applicant/Bidder regarding Secretarial Audit of  
Subsidiaries/JV's Companies of NTPC Limited**

(On Bidder's Letterhead)

I/We, M/s.....,  
do hereby declare that I/we currently held the Secretarial Audit assignments of  
following group companies (Subsidiaries/JV's) of NTPC Limited.

Company Name and CIN	Financial Year	Name of Person signing the Report and COP No.

Signature  
Name & Designation of the Authorized Signatory  
Membership Number  
Stamp of the PCS Firm

Place:

Date: