

KTDFC/Secretarial Audit/EOI/2020**08.062020****Expression of Interest**

KTDFC invites Expression of Interest from reputed Practicing Company Secretary (PCS) / Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership) having experience in conducting secretarial audit, for engagement as Secretarial Auditors of KTDFC Ltd for a period of one year from 01.04.2020 with the option to extend the engagement at the sole discretion of the Company.

Interested parties shall submit their expression of interest along with quoted fee with a bio data (Annexure -1) on or before 30.06.2020, 03:00 PM in compliance with all the terms and conditions stated herein. Any proposal received after the prescribed deadline will be summarily rejected.

Eligibility Criteria

- (i) The Practicing Company Secretary (PCS) / Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership) should have minimum Ten years of continuous practicing experience (without any break) as Practicing Company Secretary. The PCS/Firm must provide documentary proof in support of experience. The cut-off date for ascertaining experience will be 31st January 2020
- (ii) The Head Office / Branch Office of the Practicing Company Secretary (PCS) / Firm of Company Secretaries must be located in Thiruvananthapuram. The PCS/Firm must provide documentary proof in support of the same.
- (iii) The Practicing Company Secretary (PCS) / Firm of Company Secretaries must have previous experience in dealing with Secretarial work including MCA filing/ Secretarial audit of any Public Limited Companies/ Kerala Government Public Sector Undertakings for last 2 (two) years In support of the experience, the PCS/Firm must provide the list of Public Limited Companies/ Kerala Government Public Sector Undertakings along with copies of the letter of engagement issued and duly countersigned by the Proprietor/Partner.



Scope of Secretarial Audit.

The broad scope of Secretarial Audit includes verification of the compliances under the following enactments, rules, regulations and guidelines:-

- (i) The Companies Act, 2013 and the rules made there under;
- (ii) Secretarial Standards issued by "The Institute of Company Secretaries of India" and
- (iii) Any other Act/Laws/Regulations as may be applicable.

Interested and eligible Practicing Company Secretaries (PCS) / Firm of Company Secretaries shall apply for the assignment in the format along with required information and documents as per format given in Annexure 1, within the due date and time of submission. The proposals can be submitted through courier or registered post or hand delivery only to the following address.

Chairman and Managing Director

Kerala Transport Development Finance Corporation LTD

Registered Office : Level 8 (6th Floor), Trans Towers,

Vazhutacaud, Thiruvananthapuram 695014

Phone No 0471 2326833

Applications sent through mail or any other electronic means will not be accepted.



Chairman and Managing Director (i/c)

KTDFC



Annexure-I

(On the letter head of Practicing Company Secretary/Firm of Company Secretaries)

To,

Chairman and Managing Director

Kerala Transport Development Finance Corporation LTD

Registered Office : Level 8 (6th Floor), Trans Towers, Vazhutaoud, Thiruvananthapuram 695014

Sl. No	Particulars	Reply
1	Name of the Practicing Company Secretary (PCS) / Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership)	
2	Name of partners/Proprietors along with their Membership Number	
3	Address (copy of proof to be enclosed)	
4	Firm Registration No. (If any)	
5	Phone No./Fax/e-mail ID	
6	Whether Proprietary firm or partnership firm/ LLP	
7	Previous experience in conducting Secretarial work/ Secretarial Audit of Public Limited Companies/ Kerala State Govt. PSUs (copy of proof to be enclosed)	
8	Income Tax PAN No. Goods and Service Tax No. (If any) (copy to be enclosed)	
9	Experience in practice (No. of years) (copy of proof to be enclosed)	
10	No of Secretarial Audit held as on date:	
11	Declaration from the PCS/ Firm that he/they is not disqualified under the Companies Act, 2013/ or any other act for doing the Secretarial Audit.	



12	Audit fee quoted	
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Signature of Authorized Person of the firm/
Proprietor etc. with seal & Stamp.

Name: _____

Designation: _____

Membership No _____

Place:
Dated:

