

Proposal for Appointment of Statutory Auditors for FY 2024-25, 2025-26 & 2026-27 (Till the conclusion of 9th Annual General Meeting of NCFE)

1. Introduction

National Centre for Financial Education (NCFE) is a Section 8 (Not for Profit) Company promoted by Reserve Bank of India (RBI), Securities and Exchange Board of India (SEBI), Insurance Regulatory and Development Authority of India (IRDAI) and Pension Fund Regulatory and Development Authority (PFRDA).

The objective of NCFE is to promote Financial Education across India for all sections of the population as per the National Strategy for Financial Education and to create financial awareness and empowerment through financial education campaigns across the country. NCFE intends to appoint a Statutory Auditor for the FY 2024-25, 2025-26 & 2026-27 (Till the conclusion of 9th Annual General Meeting of NCFE).

2. The terms of engagement of the Statutory Audit are as under:

A. Scope:

- **Financial Statements Audit:** Reviewing an organization's financial statements to ensure accuracy and compliance with applicable accounting standards and regulations.
- **Internal Controls Evaluation:** Assessing the effectiveness of internal controls and risk management practices to identify potential weaknesses or areas for improvement.
- **Compliance Check:** Verifying that the organization complies with relevant laws, regulations, and statutory requirements such as TDS, GST, Professional Tax, Companies Law etc.
- **Fraud Detection:** Investigating potential instances of fraud or financial misconduct.
- **Audit Report:** Preparing and presenting an audit report with findings, recommendations, and an opinion on the financial statements.
- **Regulatory Reporting:** Ensuring that financial reports meet the requirements set by regulatory bodies and professional standards.
- Any other activity to ensure proper controls, governance and risk management processes in place in the organization from time to time.

B. Responsibility:

- The Statutory Auditor has a specific responsibility arising out of a law or a regulation or a professional standard applicable to the Statutory Auditor, to communicate directly, the issues came into his notice during the course of the audit to Those Charged with governance (TCWG) in NCFE.
- The auditee is responsible for establishing, maintaining and ensuring operating effectiveness of a system of controls. The management of the auditee is responsible for providing timely data, information, records etc., and for extending cooperation to the audit team.

C. Authority

Statutory Auditor will have authority to access to all departments, records, property and personnel and authority to call for information from concerned personnel in the organization after giving prior request to the person in

charge of the same.

D. Confidentiality

i. Confidentiality of Working Papers

➤ The ownership of the working papers rests with the Statutory Auditor and not the Company.

➤ The Statutory Auditor may, upon a request received in this regard from the auditee, provide copies of non-proprietary working papers to the Company.

ii. Confidentiality of the Report

The report of the Statutory Auditor should not be distributed or circulated to any party other than that mutually agreed between the Statutory Auditor and the auditee unless there is a statutory or a regulatory requirement to do so.

E. Limitations

The Statutory Auditor or any of his employees shall not be liable to the auditee for any claims, damages, liabilities or expenses relating to the engagement exceeding the aggregate amount of compensation agreed upon by both the parties.

F. Compliance with Standards

The statutory audit would be carried out in accordance with the professional Standards applicable to such engagement as on the date of audit issued by ICAI & other applicable laws.

3. Time Limit

The Statutory Audit would be conducted on yearly basis and the report would be submitted within 15 days from the close of audit for the said financial year.

4. Eligibility

A firm of Practicing Chartered Accountants having at least 10 years of experience in practice as on 31st March 2024. The firm must have previous experience of handling Statutory Audit and Partner / Proprietor should have at least 10 years of post-qualification experience.

5. Proposal

The eligible firms may send their proposal following format to info@ncfe.org.in on or before 21st August, 2024.

S. No.	Particulars	Details
1	Name of the Firm	
2	Registered address	
3	Date of Establishment	
4	Total Experience (as on 31.03.2024)	
5	Number of Partners	
6	Name of Partners / Proprietor (with number of experience for each partner)	

7	Number of employees with qualification and Experience	
8	Address, e-mail Id, Telephone Numbers & Mobile Number	
9	Whether the firm has been Peer Reviewed	
10	Yearly Fees for engagement of Statutory Auditor (the annual fee should be same for 3 years)	
11	GST and any other expenses Applicable	
12	Details of Reg. No. & Date of Registration of CA Firm / LLP, PAN, GST No. of the firm / LLP	
13	Kindly attach the detailed resume of the firm in PDF Format	
14	Attach “Declaration of non-Disqualification” (Proforma Attached)	You are requested to fill the details listed in the formats, make the necessary changes wherever applicable.
15	Attach “Consent to Act as Auditor” (Proforma Attached)	You are requested to fill the details listed in the formats, make the necessary changes wherever applicable.

6. NCFE reserves the right to shortlist the list of eligible firms and can reject any proposal without assigning any reason.

Date:

To,
The Board of Directors/ Members;
National Centre for Financial Education;
6th Floor, NISM Bhavan, Plot No. 82;
Sector – 17, Vashi, Navi Mumbai;
Maharsahtra - 400703.

Subject: Certificate under Section 141 of the Companies Act, 2013 and The Companies (Audit and Auditors) Rules, 2014.

Madam / Sir,

I, Partner of M/s., (FRN-.....),
Chartered Accountants, having office at, do hereby declare and
confirm that:

Certificate under Section 141 of the Companies Act, 2013

1. I do not hold any security or interest in NATIONAL CENTRE FOR FINANCIAL EDUCATION (hereinafter referred as “Company”) or its Associate Company and none of my relatives hold any securities or interest, the face value of which exceeds Rupees One Lakh of the Company or its Associate Company.
2. I and/or None of my relatives are indebted to the Company or its Associate Company for an amount in excess of Rupees Five Lakhs.
3. I and/or None of my relatives have given any guarantee or provided any security in connection with the indebtedness of any third person to the Company or its Associate Company for an amount in excess of Rupees One Lakh.
4. I directly or indirectly do not have any business relationship with the Company or its Associate Company or subsidiary of such Associate Company.
5. None of my relatives are employed with the Company as a Director or Key Managerial Personnel.
6. I am not in full time employment elsewhere and I am not, as on date of this declaration, Auditor of more than twenty Companies.

On Letter head of Audit Firm

- 7. I have not been convicted by a court for an offence involving fraud.
- 8. I directly or through any of my Associate Company or any other form of entity am not engaged as on date of appointment in consulting and specialized services as provided in Section 144 of the Companies Act, 2013.

Certificate under Rule 4 of the Companies (Audit and Auditors) Rules, 2014

- A. I am eligible for appointment and not disqualified under the provisions of Companies Act, 2013 (hereinafter referred as “the Act”) ; The Chartered Accountant Act, 1949 and the rules or regulations made there under;
- B. The proposed appointment is as per the term provided under the Act;
- C. The proposed appointment is within the limits laid down by or under the authority of the Act;
- D. There are no proceedings against the Auditor or the Audit firm pending with respect to the professional matters of conduct.

Kindly take note of the above.

M/s.,
Chartered Accountants
FRN:

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P.....
M.No-
Date:

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Date:.....

To,
The Board of Directors / Members
National Centre for Financial Education
6th Floor, NISM Bhavan, Plot No. 82,
Sector -17, Vashi, Navi Mumbai,
Maharashtra - 400703.

Subject: Consent to Act as Statutory Auditors of your Company.

Madam / Sir,

This is with reference to appointment of statutory auditor, seeking our consent for appointment as a Statutory Auditors of your Company for the period of three years from the conclusion of 6th Annual General Meeting till the conclusion of 9th Annual general Meeting of the Company to be held in the year 2027 and to conduct the Statutory Audit for the said years, We do hereby declare and confirm that our appointment, if made, would be in accordance with the conditions prescribed in Section 139(8) of the Companies Act, 2013 (*hereinafter referred as "the Act"*) read with the Companies (Audit and Auditors) Rules, 2014 (*hereinafter referred as "the Rules"*) and further our appointment meets with the criteria as mentioned in Section 141 of the Act read with the Rules.

We hereby enclose herewith the Certificate under Section 141 and Rule 4 of the Companies (Audit and Auditors) Rules, 2014. Kindly take the same on record and acknowledge receipt of the same.

Thanking You,
Yours faithfully,

M/s.,
Chartered Accountants
FRN:

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P.....
M.No-
Date: