

PUBLIC NOTICE - EMPANELMENT OF SARFAESI SEIZURE AGENTS

CANARA BANK Circle Office Thiruvananthapuram invites applications for Empanelment of SARFAESI SEIZURE AGENTS for its branches in Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Pathanamthitta, Idukki, Ernakulam and Thrissur District of Kerala State, subject to fulfilment of the criteria related to qualifications and experience, mentioned in the **Appendix-I (Eligibility Criteria)**. The quality of service provided/performance of the SARFAESI seizure agents shall be reviewed half yearly by the Bank.

Eligible people shall submit Application as per the Appendix-II, along-with the copies of the qualification and experience proofs to the **respective Regional Offices of Canara Bank at Thiruvananthapuram South, Thiruvananthapuram North, Kollam, Allapuzha, Kottayam, Ernakulam and Thrissur, at below mentioned address.**

1. Regional Office Thiruvananthapuram South

TC 71/399, FIRST FLOOR, POWER HOUSE ROAD, CHALAI, THIRUVANANTHAPURAM, POST OFFICE: CHALAI S O, PIN CODE: 695036

2. Regional Office Thiruvananthapuram North

SECOND FLOOR, CARMAL TOWERS, OPP: COTTON HILL SCHOOL, VAZHUTHACAUD, THIRUVANANTHAPURAM, POST OFFICE: COTTON HILL SO, PIN CODE:695014

3. Regional Office Kollam

TAG CENTRE, I FLOOR, OPP.MATHRUBHOOMI, NH-47, RAMANAKULANGARA, POST OFFICE: THIRUMULLAVARAM SO, PIN CODE: 691012

4. Regional Office Alappuzha

FIRST FLOOR, CTO BUILDING, NEAR IRON BRIDGE, POST OFFICE: ALLAPPUZHA IRON BRIDGE SO, PIN CODE: 688011

5. Regional Office Kottayam

PAYYIL KOHINOOR ARCADE, II FLOOR, SAMKRANTHI JUNCTION, M C ROAD, POST OFFICE: PERUMBAIKKAD B O, PINCODE:686016

6. Regional Office Ernakulam

PUKALAKKATTU LAKSHMIBAI TOWER, TD ROAD, NORTH END, POST OFFICE: ERNAKULAM COLLEGE SO, PIN CODE: 682035

7. Regional Office Thrissur

ABA PLAZA, FIRST FLOOR, KURKANCHERI, POST OFFICE: KURKANCHERI SO, PIN CODE:680007.

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Applications will be received from the date of publication of this notice till 31.07.2024 for the current empanelment process.

- Bank reserve the right to consider the application, and the applicant will have no right to raise any complaints if request for empanelment is not considered.
- Bank reserves the Right to amend/modify any terms of empanelment and withdraw the advertisement without any notice.
- The selected applicants shall execute SARFAESI seizure agent agreement with the Bank within 10 days of receipt of empanelment confirmation from the Bank.
- All the applicants shall submit an Undertaking cum Declaration as per Annexure III

General Manager
Circle Office,
Thiruvananthapuram

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Appendix-I Eligibility Criteria

Proprietorship, LLP, Partnership, Limited companies with the following eligibility criteria may apply:

- ✓ Should be in the panel of SARFAESI seizure agents of any of the Banks/FI having sufficient experience and expertise in giving assistance for taking the physical possession under SARFAESI Act.
- ✓ SARFAESI seizure agent should have sufficient storage facility for safe keeping of the seized assets including vehicles and machineries.
- ✓ The applicant should have successfully completed Debt Recovery Agent Examination conducted by Indian Institute of Banking and Finance (IIBF). Copy of certificate is to be submitted along with the application. If the applicant is a partnership firm, all partners should must have successfully completed the examination.
- ✓ The applicant should undergo 50/100 hours training conducted by Indian Institute of Banking and Finance (IIBF) or their affiliated institutes including the Canara Bank Staff training Centre Bangalore. Copy of training certificate to be submitted along with the application.
- ✓ Certificate of Non-involvement in offence from the Police Department to be produced by partners/directors.
- ✓ If the applicant is on the panel of SARFAESI seizure agents for any other bank or financial institution, proof must be submitted with the application.

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APPENDIX-II

APPLICATION FORM FOR EMPANELMENT AS SARFAESI SEIZURE AGENT

Particulars	Details to be furnished for the Particulars
Name of the Applicant*	
Constitution (Proprietor/Partnership/LLP/Pvt Ltd Company)	
Address of Registered Office*	
Telephone / mobile number	
Date of incorporation of the Applicant (Applicable)	
E mail address	
Details of Empanelment with other Banks/FI**	Internal

Applicant Signature

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* Certificate of Incorporation, MOA & AOA, commencement of business or partnership deed etc should be submitted along with Application.

** Copy of Empanelment letter from Banks/FI to be attached along with the Application.

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APPENDIX-III

UNDERTAKING CUM DECLARATION

We hereby undertake and declare that we fulfill the eligibility criteria prescribed by Canara Bank for the empanelment of SARFAESI seizure Agents and confirm that there has been no conviction by any Court of Law or indictment/adverse order by a regulatory or governmental authority for any grave offence against us or any of our sister concern(s).

It is certified that we have not been black listed/debarred by any Banks, Regulatory Bodies or authorities in the past and has also never been included the caution list of IBA. It is further certified that there is no investigation pending against us or our Directors/Managers/Employees.

We hereby undertake that the decision taken by the Selection Committee of Canara Bank regarding the empanelment shall be binding upon us

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(Signature, name and designation of the authorised signatory)

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APPENDIX-IV CHECK LIST

- ✓ Duly filled and signed application
- ✓ Passport size photo of proprietor/partners/Directors.
- ✓ Copy of DRA Certificate
- ✓ Police verification certificate.
- ✓ Copy of 50/100 hours training certificate.
- ✓ Copy of KYC documents (PAN & Aadhar)
- ✓ PAN Copy of the firm/Company
- ✓ Copy of partnership deed (In case of partnership firms)
- ✓ Copy of registration certificate if the partnership is registered.
- ✓ Certificate of incorporation in case of companies.
- ✓ Municipality/panchayat license/Udyam registration certificate in case of proprietors.
- ✓ Copy of Memorandum of Association, Articles of association, Board resolution etc., in case of limited companies.
- ✓ Copy of GSTIN in applicable cases.
- ✓ Proof of empanelment with other Banks and FI
- ✓ Undertaking letter as per APPENDIX III

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