

PUBLIC NOTICE - EMPANELMENT OF RECOVERY AGENTS

CANARA BANK Circle Office Thiruvananthapuram invites applications for Empanelment of RECOVERY AGENTS for its branches in Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Pathanamthitta, Idukki, Ernakulam and Thrissur District of Kerala State for a period of **two years**, 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 recovery agents shall be reviewed monthly 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 of 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.

Internal

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 Recovery 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

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

- ✓ Should be in the panel of recovery agents of any of the Banks/FI.
 - ✓ The applicant (individual/partners) 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.
 - ✓ The applicant (individual/proprietors/partners) 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.
- Internal
- ✓ Certificate of Non-involvement in offence from the Police Department to be produced by individual/proprietor/partners/directors.
 - ✓ If the applicant is on the panel of recovery agents for any other bank or financial institution, proof must be submitted with the application.

Internal

APPLICATION FORM FOR EMPANELMENT AS RECOVERY AGENT

Particulars	Details to be furnished for the Particulars
Name of the Applicant*	
Constitution (Individual/Proprietor/Partnership/LLP/Pvt Ltd Company)	
Address of Registered Office*	
Telephone / mobile number	
Date of incorporation of the Applicant (Applicable)	
E mail address	
Number of Staff/ Employees with 50/100 hours Training conducted by IIBF or their affiliated institutes**	Internal
Number of Staff/ Employees who have completed Debt Recovery Agent Examination conducted by IIBF#	
Details of Empanelment with other Banks/FI##	

Applicant Signature

Internal

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

** Name and Particulars of such employees should be submitted as attachment.

Copy of the Certificate to be submitted along with the Application. If applicant is a Partnership Firm, all Partners to have successfully completed the Exam.

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

UNDERTAKING CUM DECLARATION

We hereby undertake and declare that we fulfill the eligibility criteria prescribed by Canara Bank for the empanelment of Recovery 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

Internal

(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 individual/proprietor/partners/Directors.
- ✓ Copy of DRA Certificate
- ✓ Police verification certificate.
- ✓ Copy of 50/100 hours training certificate.
- ✓ Copy of KYC documents (PAN & Aadhar) of individual/proprietor/partners/Directors.
- ✓ 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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