

**Advertisement inviting application from Practicing Company Secretary for conducting Secretarial Audit for the financial year 2019-20.**

**1. SCOPE OF WORK**

Security Audit Report as per the provisions of Companies Act, 2013 and Rules made thereunder.

**2. ELIGIBILITY CRITERIA FOR SUBMISSION OF BID**

Qualifying criteria for Appointment of Practicing Company Secretary (PCS) / Firm of Companies Secretaries (Firm) are as under:

- I. The proprietor / the partner firm, should have at least 10 years post qualification experience as on 31<sup>st</sup> March, 2020
- II. The proprietor / firm should have conducted secretarial audit and issued secretarial audit report for a company having turnover of at least Rs.500 crores during the earlier financial years.

**3. OTHERS:**

- I. The applicant should provide a **detailed profile** of the proprietor / firm including but not limited to information relating to experience, major client, etc.
- II. The bank reserves the right to reject any applications without assigning any reasons (s) whatsoever.
- III. Last date for submission of application : The detailed profile, financial quote and other information should be submitted by email to the below mentioned email id or through post / courier in a sealed envelope super scribed as " Application for conducting Secretarial Audit" and the same should reach us by on or before **04.07.2020** at the following address:

**The Vice President,  
Secretarial Department  
Tamilnad Mercantile Bank Limited  
57 V.E Road, Thoothukudi – 628002  
Phone No. – 04612325136  
Email Id – vp@tmbank.in**