

FORM OF APPLICATION FOR EMPANELMENT (Annexure 'A')

Sr No	Information Sought	Information Provided
Categories Applied For:		
1.	Name of the firm: (In Block Letters):	
2.	Date of Establishment/Incorporation:	
3.	Registration No. (Please enclose photocopy of the certificate).	
4.	Correspondence address and Telephone No./Mo No.	
5.	Address of Head Office(if separate) and Telephone No.	
6.	Email ID:	
7.	Status: Proprietary/Partnership/Private Limited Company/ Public Limited Company.	
8.	Names of the Partners/Directors. (Attach partnership deed/Memorandum of association if applicable)	
9.	Name of Chief Executive with his/her present addresses and Telephone No./Mo No.	
10.	Name of Representative(s) with Designation & Mo No. who should be calling on us and attending to our jobs.	
11.	Name of Bankers with addresses & telephone nos.	
12.	Registration with tax authority GST No. PAN No. TAN No. (Copy of certificate to be enclosed)	
13.	Is the firm is registered under the factory act? If So, State a) License number b) Dt. of last renewal of License (Attach Copy)	
14.	Whether holding certificate under shops & establishment act duly renewed? State License No.(Attach Copy)	
15.	State the latest Income Tax Assessed year and amount of Tax assessed (Copies of last 3 years IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
16.	Turnover for last three years. FY 2022-23. FY 2021-22. FY 2020-21.	<u>Gross Revenue</u> <u>Net Income</u>
17.	Whether black listed by any Govt. Dept/PSU/LIC Office?	
18.	Are you ready to send samples whenever called from?	
19.	Are ready to enter into a rate contract/running contract/fixed quantity contract (If empanelled) (If any)?	
20.	Details of Application fees deposited (DD No. & Date OR MR No. & Date)	
21.	Details of empanelment with any office of LIC of India (Please enclose Letter given by other Division)	
22.	Mention any other specialties of your establishment.	

Note: - Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

DECLARATION.

1. I/We have read the instructions appended to the Proforma and I/we understand that if any false information is detected at a later date, any future contract made between us and LIC of India on the basis of information given by me/us can be treated as invalid by LIC of India. I/ we will be solely responsible for the consequences.
2. I/we agree that the decision of LIC of India in selection of firm/contractor will be final and binding to me/us.
3. All the information furnished by me hereunder is correct and is in the best of my knowledge and belief.
4. I/we agree that I/we have no objection if enquiries are made about the work listed by me/us in accompanying sheet.
5. I/we agree that I/we have not applied in the name of sister concern for subject empanelment process.

I/We _____ request Life Insurance Corporation of India, Divisional Office, Gandhinagar to consider inclusion of my /our name in the list of their approved vendors. We agree to full satisfaction to the Corporation in the vent of their doing so.

Dated at _____ this _____ day of _____ 2023.

Signature with Seal

Name:

Designation:

Note: - The Corporation reserves the right to cancel the name of the vendor/firm from its approved list at its absolute discretion without assigning any reason.