

**INSTRUCTIONS FOR FILLING UP THE EXPRESSION OF INTEREST FORM BY THE CHARTERED  
ACCOUNTANTS/ AUDITING FIRMS.**

1. PLEASE READ THE APPLICATION FORM CAREFULLY BEFORE FILLING.
2. FILL THE APPLICATION WHICH SUITS YOU i.e. FIRM / INDIVIDUAL.
3. FIELDS THAT ARE MANDATORY ARE MARKED WITH ASTERISK (\*).
4. ALL INFORMATION FILLED IN SHOULD BE AS ON THE DATE OF FILLING THE APPLICATION FORM.
5. INFORMATION REGARDING THE NAME, QUALIFICATION, REGISTRATION AND EXPERIENCE, PARTNERSHIP DEED (IF APPLICABLE) HAS TO BE BACKED UP BY DOCUMENTARY PROOF AND ATTESTED COPIES OF SUCH PROOF SHALL BE HANDED OVER TO THE DIRECTORATE OF CO-OPERATIVE AUDIT OR THE NEAREST DISTRICT LEVEL OFFICE OF THE DEPARTMENT OF COOPERATIVE AUDIT. (OPTION TO CHOOSE OFFICE WITH DETAILS OF ADDRESS, NAME OF OFFICER, PHONE NUMBER IS AVAILABLE IN THE APPLICATION FORM) .
6. THE ATTESTED COPIES OF THE DOCUMENTS AT SL NO 5, SHALL BE HANDED OVER AT THE OFFICE OF YOUR CHOICE, DURING OFFICE HOURS, WITHIN TWO DAYS OF FILLING THE ONLINE APPLICATION.
7. YOU MAY GIVE PREFERENCE FOR UPTO FIVE DISTRICTS FOR AUDIT, SUCH PREFERENCE MAY BE CONSIDERED DURING EMPANELMENT.
8. THE PREFERENCE FOR CATEGORY OF SOCIETIES MAY BE GIVEN IN ORDER OF PREFERENCE AND THE NUMBER OF SUCH UNITS AT EACH ORDER OF PREFERENCE THAT YOU COULD AUDIT DEPENDING UPON THE EMPLOYEES AND INFRASTRUCTURE AVAILABLE WITH YOU, SHOULD BE FILLED UP IN THE CAPACITY FIELD.
9. IN FILLING UP PREFERENCE FOR CATEGORY OF SOCIETY, YOU MAY CHOOSE ANY ONE OR TWO OR ALL THE CATEGORIES.
10. THE LIST OF CHARTERED ACCOUNTANTS AND AUDITING FIRMS WILL BE DISPLAYED ON THIS WEBSITE SHORTLY AFTER THE LAST DATE FOR FILLING UP THE APPLICATION FORM CALLING FOR GRIEVANCES, IF ANY.
11. AFTER REDRESSAL OF GRIEVANCES, THE FINAL LIST OF AUDITORS/ AUDITING FIRMS WILL BE DISPLAYED ON THE WEBSITE.
12. THE PANEL FOR EACH COOPERATIVE SOCIETY AND THE SOU HARDA SOCIETIES WILL BE GENERATED BY COMPUTER RANDOMISATION.
13. IF ANY INFORMATION FURNISHED BY THE APPLICANT, IS INCORRECT, SUCH APPLICANT WILL BE INELIGIBLE FOR EMPANELMENT AND FOR CONTINUATION IN THE PANEL.
14. ANY GRIEVANCES/ SUGGESTION/ COMPLAINTS SHALL BE SENT BY AN e-mail TO [directorcoopaudit.123@gmail.com](mailto:directorcoopaudit.123@gmail.com).
15. THE PREFERENCE GIVEN BY AN APPLICANT CANNOT BE CLAIMED AS A MATTER OF RIGHT. DEPENDING ON THE NECESSITY THE DIRECTOR MAY CONSIDER THE ALLOTMENT IN OTHER DISTRICTS.
16. THE SIZE OF THE PANEL TO BE COMMUNICATED TO EACH TYPE OF SOCIETY SHALL BE AS DECIDED BY THE DIRECTOR OF CO-OPERATIVE AUDIT.
17. ONLY ONE PANEL PER SOCIETY PER CO-OPERATIVE YEAR INCLUDING ARREARS OF AUDIT, WILL BE GENERATED AND COMMUNICATED TO THE SOCIETIES.

18. AN AUDITOR/AUDITING FIRM MAY OPT OUT OF THE PANEL COMMUNICATED TO A SOCIETY BEFORE HE/IT IS APPOINTED BY THE GENERAL BODY OF THAT SOCIETY. BUT ONCE APPOINTED BY THE GENERAL BODY, IT SHALL BE BINDING ON THE AUDITOR/AUDITING FIRM TO COMPLETE SUCH AUDIT AND SUBMIT THE REPORT WITHIN THE STIPULATED TIME.
19. PLEASE READ, THE RECENTLY AMENDED KARNATAKA CO-OPERATIVE SOCIETIES ACT 2012, THE SOUHARDA SOCIETIES ACT 2012, THE AUDIT INSTRUCTIONS, CIRCULARS AND MANUAL OF THE DEPARTMENT OF CO-OPERATIVE AUDIT AND OTHER CONCERNED AUTHORITIES (HOSTED ON THE WEBSITE).
20. THE CHARTERED ACCOUNTANT/ AUDITING FIRM SO LISTED SHALL BE VALID FOR A PERIOD OF FIVE CO-OPERATIVE YEARS, UNLESS THE APPLICANT RESIGNS OR INCURS A DISQUALIFICATION.
21. THE DECISION OF THE DIRECTOR OF CO-OPERATIVE AUDIT IS FINAL AND BINDING.