

**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.
- ✓ 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.

**APPENDIX-I**  
**APPLICATION FORM FOR EMPANELMENT AS RECOVERY AGENT**

<b>Particulars</b>	<b>Details to be furnished for the Particulars</b>
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**	
Number of Staff/ Employees who have completed Debt Recovery Agent Examination conducted by IIBF#	
Details of Empanelment with other Banks/FI##	

**Applicant Signature**

\* 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.

### APPENDIX-III

#### 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

(Signature, name and designation of the authorised signatory)

#### 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



## Appendix-5

S. NO	ADDRESS AND CONTACT DETAILS (REGIONAL OFFICE) Mob No & Email ID
1	<b>BEHRAMPUR:</b> <b>RECOVERY SECTION</b> RO BEHRAMPUR ARIYAN BUILDING,BHAKURI,BALARAMPUR NH 34,BERHAMPUR,MURSHIDABAD, WEST BENGAL-742165 MOB NO-8334999234 EMAIL-recoveryrobrmp@canarabank.com
2	<b>DURGAPUR:</b> <b>RECOVERY SECTION</b> RO DURGAPUR, JINTA ENCLAVE DAIRY MORE ,SAGARBHANGA DURGAPUR-713211 Mob NO :8719025108 Email: recoveryrodgp@canarabank.com
3	<b>HOWRAH:</b> <b>RECOVERY SECTION</b> RO HOWRAH 192, GT ROAD , OPPOSITE BELUR LAL BABA COLLEGE DISTRICT HOWRAH -711202 WEST BENGAL Mob no 8334999166 , Email Id : recoveryrohwh@canarabank.com
4	<b>KOLKATA I:</b> <b>RECOVERY SECTION</b> RO –I FOURTH FLOOR , 21 CAMAC STREET , BELLS HOUSE KOLKATA -700016 Email: recrokol1@canarabank.com MoB NO :9851735738
5	<b>KOLKATA II:</b> <b>RECOVERY SECTION</b> REGIONAL OFFICE- II 651, ANANDAPUR, EAST KOLKATA TOWNSHIP KOLKATA - 700107 EMAIL: recoveryrokol2@canarabank.com MOB: 8334991353/8334999104
6	<b>KOLKATA III:</b> <b>RECOVERY SECTION</b> KOLKATA III: CANARA BANK REGIONAL OFFICE 651, ANANDAPUR EAST, EM BYPASS, KOLKATA-700107 EMAIL:rokol3rec@canarabank.com MOB NO-6292242810
7	<b>SILIGURI:</b> <b>RECOVERY SECTION</b> RO SILIGURI ,BUSSINESSS CENTRE HOMELAND BUILDING , 3 <sup>RD</sup> MILE , SEVOKE ROAD SILIGURI : 734008 Email: recoveryroslg@canarabank.com, Mob No :9832331636