

**ELIGIBILITY CRITERIA FOR APPOINTMENT AS INTERNAL AUDITORS TO STOCKHOLDING
DOCUMENT MANAGEMENT SERVICES LTD (SDMS)**

1. Internal auditor should be a certified internal auditor.

The Audit Firm should have:

2. Its head office in Mumbai and atleast one office in all the major metropolitan areas of the country.
3. CAG empanelment.
4. More than 10 years standing in practice.
5. A minimum of 5 partners.
6. The number of corporate clients should be at least 5
7. During the pendency of the said internal audit assignment with SDMS, the concerned partner of the firm, should not be associated with the Internal audit function of the competitors of SDMS.

Audit Fees: The interested firms need to quote audit fees. It is to be noted that the fees is exclusive of any applicable taxes and levies. Out of pocket expenses are reimbursed at actuals. The minimum fees quoted should not be less than Rs.4,00,000/- annually for the audit of the company as a whole and Rs.12,000/- per branch for branch audit.

The certifications, if any, required by the company for submission to various authorities would be compensated at actuals.