

***Advisory on Practical and Technical Issues of Coop Audit Empanelment Process prepared by CA Shilpa Shinagare***

The scanned and self-attested copies of following documents to be kept ready.

- ☞ The self-attested scanned copies of following documents should in PDF or Doc format.
- ☞ PAN card of individual CA OR individual partners along with Firm PAN card duly self-attested by all the partners.
- ☞ Adhar Card – Number Only. - Not mandatory
- ☞ Voter ID – Number if any -Not Mandatory
- ☞ Passport Size Photograph in jpeg with 50 to 100kb size
- ☞ Self-Declaration duly signed by all the partners in case of Parttnership firm.
- ☞ Educational Qualifications and Self Attested proofs for the same.
- ☞ Self-Attested Certificate of Practice and Certificate of Membership of ICAI Duly attested
- ☞ Firm ICAI Constitutional Certificate. [http://www.icai.org/new\\_post.html?post\\_id=4778](http://www.icai.org/new_post.html?post_id=4778)
- ☞ Duly attested ICAI Member card for the Individual CA not having firm name. [http://www.icai.org/new\\_post.html?post\\_id=4778](http://www.icai.org/new_post.html?post_id=4778) bottom of the page
- ☞ Experience Certificate / P.Y.s' Acknowledged copies of submission of Audit Report to Registrar.
- ☞ Experience – ONE YEAR for practicing individual CA. Nil in case of firm having 2 or more than 2 partners .
- ☞ Experience certificate of internal audit or concurrent audit of coop society can be attached. Allotment letter with Audit Report submission proof is needed. OR else a Certificate from panel auditor stating you have worked under him or her or has assisted in coop audits. This should be on letter head of the panel Auditor with his panel no.is must.
- ☞ Site is best viewed supported in Mozilla Firefox – latest version.
- ☞ User will be logged out if the site remains inactive for more than 2 minutes.
- ☞ Wrong selection of category of auditor will render the email id invalid from any further use.
- ☞ Each upload to be less than 1 MB. Use lesser resolution or dpi while scanning.
- ☞ Preferably use color scan or reduce dpi if file size is exceeding 1MB.

- ☞ For existing users use existing Audit login and for New users create User ID and Password on Mahasahakar website under Auditor Login option at the bottom.
- ☞ Read user manual first before creating the user id and password and write down user id, password and the email id properly for future reference.
- ☞ LLPs to use Partnership firm option for completing the process.
- ☞ If you are not having your Existing User ID or Password then you may call up on 02240293000 for getting your User ID and resetting your password. This is Coop Dept. Helpline no.
- ☞ Individual CA and Sole Proprietor firm to use Individual CA option for the application process.
- ☞ Partnership firms to use Partnership firm option to complete the process.
- ☞ Without fail click on knowledge of Marathi as "Yes" this is pre-requisite 4 empanelment.
- ☞ Applicant has any previous audit experience- click yes if u have experience and click no if u do not have. The first timers will have to click Yes if they are attaching the audit experience proofs or the experience certificates . For partnership FIRM no experience is needed so the firms can select No.
- ☞ Details of each partner to be filled in in the form.
- ☞ The existing auditors too will select Yes and attach their audit experience supporting like acknowledged copies of report submission to Registrar office or to the society. The duly signed I&E account can be attached provided file size is not exceeding 1MB.
- ☞ The Audit fees charged collected & pending details can be given in the format prescribed in the Notification duly signed by all the partners/ sole proprietor / individual CA and scan it along with self-declaration as one single file not exceeding 1MB.
- ☞ In case of Educational qualifications kindly give the DISA qualifications proof also .This will help if system audit assignments are offered in future.
- ☞ For existing auditors or the profile is update and saved successfully is the message that comes and for new comers i.e. first timers transaction id will be generated .No acknowledgement vud generated as of now.
- ☞ **Disclaimer:** The Advisory is prepared based on my understanding of the Empanelment Notification and the verbal interactions with the Dept officials. The more clarity will come if the empanelment manual is hosted by the Coop Dept and hence this Advisory are subject to revision and are prepared and shared to give the basic knowledge and support for the online empanelment process but each applicant is advised to use his best judgement and clarify with the dept on their toll free No.if they have any specific issues .