(TO BE TYPED IN FIRM’S LETTER HEAD)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Commissioner of Labour

Telangana State, Hyderabad

Dear Sir,

 Reg: Application for empanelment of our firm as Third Party Auditor

 We refer to you scrolling on the website (<http://labour.telangana.gov.in>) and apply for empanelment of our firm for conducting Audit under all Labour Laws and submit the following details as required.

1. Name of the Organization
2. Address along with the telephone / contact nos.
3. Year of Establishment
4. Email address
5. Status of the firm (whether Company / Firm / Proprietary)
6. Name of the Technical Auditor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Name | Age  | Qualification | Experience |
| a |  |  |  |  |
| b |  |  |  |  |
| c |  |  |  |  |
| d |  |  |  |  |

1. Name of the Labour Law Auditor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Name | Age  | Qualification | Experience |
| a |  |  |  |  |
| b |  |  |  |  |
| c |  |  |  |  |
| d |  |  |  |  |

1. Whether registered with the Registrar of Companies / Registrar of Firms / under LLP Act., If so mention number and date:
2. Furnish copies of Audited Balance Sheet and Profit & Loss Account for the last three years.
3. If you are registered as third party auditor with other states/centre organizations / Statutory Bodies / furnish their names, date of empanelment.

a.

b.

c.

Declaration:

 We will abide by the guidelines for the empanelled firms on our empanelment by Labour Department and we certify that the information furnish above is true to the best of our knowledge.

Yours faithfully,

(Signature of Director, Partner or Proprietor along with the stamp of Firm)