



Circle Office : Recovery, Legal & Fraud Prevention Section
3RD Floor, KVC Arcade, Vani nagar, Avilala, Tirupati – 517 501

PUBLIC NOTICE – EMPANELMENT OF RECOVERY CUM SEIZURE AGENTS

CANARA BANK Circle Office, Tirupati invites applications for Empanelment of **RECOVERY CUM SEIZURE AGENTS** for its branches in the districts Satya Sai, Anantapuramu, Annamayya, YSR Kadapa, Kurnool, Nandyal, Chittoor, Potti Sriramulu Nellore. Prakasam, Markapuram, Chittoor and Tirupati of Andhra Pradesh State for a period of two years, subject to fulfilment of the criteria related to qualifications and experience, mentioned in the Appendix-I (Eligibility Criteria).

Eligible people shall submit Application as per the Appendix-II, along-with the copies of the qualification and experience proofs to the respective Regional Offices of Canara Bank Anantapur, Kadapa, Kurnool, Nellore, Ongole and Tirupati in address as mentioned in Appendix-V.

Applications will be received from the date of publication of this notice till 31.10.2026 for the current empanelment process.

- Bank reserve the right to consider the application, and the applicant will have no right to raise any complaints if request for empanelment is not considered.
- Bank reserves the Right to amend/modify any terms of empanelment and withdraw the advertisement without any notice.
- The selected applicants shall execute Recovery agent agreement with the Bank within 10 days of receipt of empanelment confirmation from the Bank.
- All the applicants shall submit an Undertaking cum Declaration as per Annexure III

Circle Head
Tirupati



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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/Fl.
- 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 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.



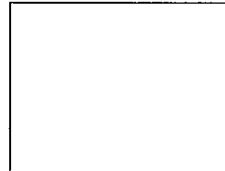
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Appendix - II

APPLICATION FOR ENROLMENT OF RECOVERY/SEIZURE/SARFAESI AGENT/AGENCY

From :

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To
The General Manager
Canara Bank
Circle Office
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Sir/Madam,

I/We hereby apply for empanelment as Recovery/Seizure/SARFAESI/Resolution Agent/Agency and furnish hereunder the requisite bio-data/information/documents for your consideration.

1.	NAME OF THE AGENT/AGENCY	
2.	OFFICE ADDRESS	
3.	BRANCH/ES WITH ADDRESS, IF ANY	
4.	TELEPHONE NUMBER/S	
	OFFICE	
	RESIDENCE	
	EMAIL	
	MOBILE NUMBER	
5.	Account Number	
	Bank Name	
	Branch Name	
	IFSC Code	
6.	If the Firm is a Partnership, Names of the Partners with a brief profile with their qualifications Following information needs to be incorporated for Proprietor/Individual/Each Partner/Director of the firm	
	a) Educational qualification	
	b) Professional Qualification	
	c) Date of Birth/PAN/ADHAAR/Mobile	
	d) Work Experience	
7.	GSTIN NO, if any	



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8.	i) Whether Ex-employee of our Bank? If Yes, Give details	
	Staff Number:	
	Date of retirement/VRS/resignation	
	ii) Whether retired Govt. employee/retire employee of PSU, If yes. Give details of department with address.	
9.	Whether agree for Security Deposit	YES/NO
10.	Aavailability of storing facility/space for safekeeping of the Seized goods/Vehicles till they are sold, if applicable	
11.	Whether you are ready to provide the services of seizure agent/agency?	
12.	Work Experience	
	a) Whether all members/Partner/s/Director/s are under gone training 100/50 hours. Certificate to be upload.	
	b) Number of years in practice or of work experience in the relevant profession (in years and Months). Certificate to be upload)	
	c) Number of years in employment (in Years and months)	

Restricted

Sl No	From date	To date	Employment /Practice	If employed, Name of Employer and designation	If in Practice experience in the relevant profession	Area of Work

	d) In case included in the Panel of other Bank/Institutions, Give Details	
13.	Whether any allied firm/s is/are already in the panel of our Bank? if Yes, Give details	
14.	Whether the applicant was delisted from any Bank's panel on any earlier occasion? If so, furnish reasons.	
15.	Have you or any other Partner/s/ Director/s ever been convicted for an offence?	Yes/No, If yes, please give details
16.	Are any criminal proceedings pending against you or your partner/s?	Yes/No, If yes, please give details
17.	Are you or any of your partner/s undercharged bankrupt, or have applied to be adjudged as a bankrupt?	Yes/No, If yes, please give details



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AFFIRMATIONS

I/We hereby apply for enrolling in the panel of Recovery/Seizure/SARFAESI/Resolution Agent/Agency of your Bank. The particulars given above are correct to the best of my/our knowledge.

If my/our application for empanelment in your bank is considered favourably, I/we shall abide by all the terms & conditions state here below as well as other terms & conditions prescribed by the Bank from time to time:

- a) Empanelment as such does not guarantee allotment/assignments by the bank.
- b) Entrustment of assignments is subject to periodical review by the Bank.
- c) The bank reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever.
- d) The commission/remuneration payable shall be as per bank policy.
- e) The allotted work shall be conducted on the basis of accepted principles as also the criteria specified by the bank from time to time.
- f) I/We shall maintain secrecy of the business allotted by the Bank.
- g) I/We shall not enter into any financial transaction with the Bank/s Borrower/s to the detriment of Bank's interest.
- h) Under no circumstances, I/We shall use the name or logo of the Bank in our correspondence with other banks.
- i) If any wrong certification is detected, I/We hereby consent that the bank may take appropriate steps as deemed fit.
- j) I/We understand that assignment/work done by us would be an input for the decision making of the Bank. Therefore, I/We would like to state that in the event of my/our work/assignment turns out to be untrue and factually incorrect causing loss to the bank. Bank may seek such clarifications as may be required to investigate the matter and fix the responsibility. In the event it is established that there was gross negligence on my/our part or I/we has colluded with the customer of the Bank in causing pecuniary damage/loss to the Bank, the Bank may recommend my/our name for including in the caution list being maintained by the Indian Banks' Association (IBA) for circulation amongst member banks or an authority as deemed fit.
- k) This application and the information furnished by me along with this application is true and complete. If found false or misleading at any stage, the registration of the applicant shall be summarily cancelled.
- l) I/We hereby undertake that the partnership entity/Company and its partner/s/director/s shall comply with the rules made there under, the directions given by the authority, and the bye laws, directions and guidelines issued or the resolutions passed in accordance with the bye-laws by the registered valuers organization with which I am enrolled.

Date:

Place:

SIGNATURE OF THE APPLICANT (Proprietor/Individual)

Or

Name and Signature of applicant's representative of the firm/CO



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Appendix - III

Undertaking Cum Declaration

We hereby undertake and declare that we fulfil the eligibility criteria prescribed by Canara Bank for the empanelment of Recovery cum Seizure Agent 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)



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Appendix IV

Check List

- Duly filled and signed application – Appendix-II
- 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
- Copy of Local Address Proof (Rental Agreement/Any other supporting document)



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Appendix-V

Address of Canara Bank Regional Offices:

Sl No	RO Name	District Names	Address
1	Anantapur	Satya Sai Anantapuramu	Canara Bank Regional Office Srinivasapuramu, Anantapuramu-515001
2	Kadapa	Annamayya YSR Kadapa	Canara Bank Regional Office, 2nd floor, Canara Bank Buildings 7 Roads, Kadapa-516001
3	Kurnool	Kurnool Nandyal	Canara Bank Regional Office Shop No: 11 to 19A, 3rd Floor, TJ Shopping Mall, Near SBI Circle, Kurnool - 518004
4	Nellore	Sri Potti Sriramulu Nellore	Canara Bank Regional Office Plot No:5, OM Shanti Towers, Rithwik Enclave, A K Nagar, Nellore-524004
5	Ongole	Prakasam Markapuram	Canara Bank Regional Office 1st & 2nd floor, D No: 37-1-407/12, Sri Vasu Plaza, 2nd Line, Bhagya Nagar, Ongole -523001
6	Tirupati	Chittoor Tirupati	Canara Bank Regional Office D no. 15-2-118 to 122, SRI Govindaraja Swamy Temple, South Mada Street, Tirupati , 517501