

NOTES TO
PERIODIC DATA UPDATE FORM FOR ENLISTED PROFESSIONAL VALUERS

July 15, 2003

Brief notes to the 'Periodic Data Update Form for Enlisted Professional Valuers' and periodic data submission requirements are as follows:

Header

Valuer's name, Valuer ID, Data Period, and Data Submission Date must be mentioned on all pages of the form and on Appendices attached thereto.

Item 1

To be filled if the legal constitution of the organization changes during the Data Period, like for example, if a Partnership converts into a Pvt. Ltd. Co., etc.

Item 2

Item two is for particulars of new branches opened during the Data Period, from where Valuation business is to be carried out. If Valuation business is not to be carried out from the branch, and it is meant for other businesses of the organization, particulars should not be provided. If more than one branch has been opened, provide particulars of other Branches as Appendix A.

Item 3

Item 3 is for particulars of Branches closed during the Data Period, or Branches from where Valuation business discontinued during the Data Period. If more than one Branch has been closed or Valuation business discontinued there from, provide particulars of other branches as Appendix B.

Item 4

Item 4 is for particulars of any new members inducted in the Professional Valuation Team during the Data Period. Names of individuals who do not participate in Valuations are not required. Educational details should be correctly and precisely reported. Copies of CVs detailing professional experience of the entrants, and copies of their reported memberships of relevant Professional Bodies, are a must. If more than one new member has joined the team, include particulars of the other members as Appendix C.

Item 5

Item 5 is for particulars of any reported member of Professional Valuation Team departing the organization, or discontinuing participation in Valuation business therein. If more than

one member has departed or discontinued participation in Valuations, include particulars of the other members as Appendix D.

Item 6

Item 6 is for particulars of any new Memberships of relevant Professional Bodies sought by the organization or its Professional Valuation Team (other than Associates), and for particulars of renewal of already reported memberships of the organization or Professional Valuation Team (other than Associates). If more than four new memberships or renewals are to be reported, their particulars should be included as Appendix E. Copies of membership certificates are a must.

Item 7

Item 7 is for providing a complete list of Valuations carried out during the Data Period, and submitted directly or through customers to Banks and F.I.s. Reporting of the name of the user Branch of the Bank or F.I. is a must. If the name of the using Bank or F.I. is not known, particulars of the report should not be provided.

Because of the number of columns involved in Item 7, the requirement is broken into three Sections, A, B, and C, in which the Valuation Reports are cross referenced by a common Serial Number.

If the Valuer has only one branch, then the column for 'Valuing Branch' in Section A may be left blank.

Columns for Asset Class and Commodity Code are generally mutually exclusive. Only one of the two shall be filled for any Valuation Report, depending upon the nature of Assets covered.

Muccadams shall not include Stock Reports for goods under Muccadamage in this Section. Valuation Reports for Assets other than those under pledge with the Valuer / Muccadam shall be included.

Item 8

Any change in Authorized Signatories to be attached to the form as Appendix F.

Miscellaneous

Any other relevant change in record / data should be attached to the form as Appendix G.

Signatures

Authorized Signatories must sign all pages of the submitted Forms and Appendices.