

## Empanelment of Recruitment Consulting Firm for Recruitment Services at Acuite Group

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In line with our name Acuité, meaning sharpness of thoughts and vision, we empower the capital market participants viz. investors, issuers or lenders, to make knowledge backed decisions.

Acuité Ratings & Research Ltd. is certified as a **Great Place to Work®**. This milestone signifies the organization's consistent efforts in building a work culture in line with our core values of Trust, Innovation, and Excellence and becoming an employer of choice.

Acuité is a reputed Credit Rating Agency and requires the services of a Recruitment Firm for search and selection of candidates.

### Minimum Eligibility Criteria:

1. Minimum 3 years into the recruitment business
2. Consultant should be a Pvt Ltd / Ltd / LLP
3. Employees Strength of the recruitment service provider should be minimum 15 employees registered under the company name
4. Minimum 3 years experience of hiring for the BFSI Sector
5. No conflict of interest between the agency and existing employees including HR.

### List of KYC documents to be provided by the applicant is as follows:

Partnership Firms	Company /LLPs
<ul style="list-style-type: none"> <li>• Profile of firm is mandatory. The personal profile of the partner would not do.</li> </ul>	<ul style="list-style-type: none"> <li>• Memorandum &amp; Articles of Association to be certified as true by their authorized signatory.</li> <li>• LLP agreement</li> </ul>
<ul style="list-style-type: none"> <li>• Proof of identity &amp; Proof of address*</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of identity &amp; Proof of address*</li> </ul>
<ul style="list-style-type: none"> <li>• Bank Account details &amp; copy of cancelled cheque</li> </ul>	<ul style="list-style-type: none"> <li>• Bank Account details &amp; copy of cancelled cheque</li> </ul>
<ul style="list-style-type: none"> <li>• Copy of PAN Card</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of PAN Card</li> </ul>

\*Proof of address: latest utility bills, valid Shops & Establishment licenses, service tax registration certificate

**KNOW YOUR CONSULTANT (KYC)**

Registered Company Name:

Registered Address:

Names of all the Owners / Directors of the company:

Does anyone in the Recruitment Consulting firm employee or Director know anyone in the Acuite Group if yes how:

GST No.

PAN No.

TAN No.

List of BFSI Clients serviced in the past 12 months

List of Positions worked on in the BFSI sector in the past 12 months

No. of Years in the Recruitment Business:

No. of Employees under the registered company name: