

MONITORING POLICY OF ICSI INSTITUTE OF INSOLVENCY PROFESSIONALS

(Pursuant to Bye-Law 15 of Insolvency and Bankruptcy Board of India (Model Bye-Laws and Governing Board of Insolvency Professional Agencies) Regulations, 2016)

1.1 DEFINITIONS

In this policy, unless the context otherwise requires --

- (1) 'Code' means the Insolvency and Bankruptcy Code, 2016;
- (2) 'Committee' means Monitoring Committee of (ICSI IIP);
- (3) 'Governing Board' means the Board of Directors as defined under Section 2 (10) of Companies Act, 2013 (18 of 2013), of the ICSI IIP;
- (4) 'IBBI' means the Insolvency and Bankruptcy Board of India;
- (5) 'IBBI Model Bye Laws' means model bye laws as contained in the Schedule to the Insolvency and Bankruptcy Board of India (Model Bye Laws and Governing Board of Insolvency Professional Agencies) Regulations, 2016;
- (6) 'ICSI IIP' means ICSI Institute of Insolvency Professionals ;
- (7) 'Monitoring Officer' means nodal officer of the ICSI IIP designated by Committee for handling monitoring work;
- (8) 'Professional Member(s)' means individual(s) enrolled with ICSI IIP and registered with IBBI as Insolvency Professional(s).

The words and expressions used and not defined in this Policy, but defined in the Code, shall have the same meaning as assigned to them in the Code.

1.2 INTRODUCTION

ICSI Institute of Insolvency Professionals ("**ICSI IIP**") is a Section 8 Company incorporated under the Companies Act, 2013 and registered under Section 201 of the Insolvency and Bankruptcy Code, 2016 ("**Code**") with Insolvency and Bankruptcy Board of India ("**IBBI**").

Section 196(2) of the Code enables IBBI to frame Model Bye-Laws to be adopted by Insolvency Professional Agencies.

Section 196(2)(n) requires the Model Bye-laws of IPAs to provide for the manner of monitoring and reviewing the working of Insolvency Professionals who are its members.

Section 204 of the Code provides for the functions of IPAs which, inter-alia, includes monitoring the performance of its professional members as under Section 204(c).

IBBI has framed the Insolvency and Bankruptcy Board of India (Model Bye-Laws and Governing Board of Insolvency Professional Agencies) Regulations, 2016 (“**IBBI Model Bye-Laws**”) which mandates every Insolvency Professional Agency to have a Governing Board and frame Bye Laws to regulate its procedure.

ICSI IIP has framed its own Bye-Laws namely “Bye-Laws of ICSI Institute of Insolvency Professionals” (“**ICSI IIP Bye-Laws**”) which are in consonance with the IBBI Model Bye- Laws.

In terms of the Bye- Law 15 and 8(1)(b) of ICSI IIP Bye- Laws, it is necessary to formulate a Monitoring Policy and constitute a Monitoring Committee to monitor the professional activities and conduct of Professional Member(s) for their adherence to the provisions of the Code, rules, regulations and guidelines issued thereunder, the Bye-Laws, the Code of Conduct and directions given by the Governing Board.

Pursuant to the provisions of Part V as provided in the IBBI Model Bye Laws, the Governing Board of the ICSI IIP has constituted a Committee to monitor the professional activities and conduct of its professional members enrolled with it by virtue of the provisions of IBBI Model Bye Laws under Bye-Laws 15, 16, 17, 18 and 19. The members of Committee shall be appointed by the Governing Board of the ICSI IIP from time to time.

The members of Monitoring Committee, through this Policy, shall monitor the Professional Member(s) of ICSI IIP in the manner defined hereinafter.

1.3 OBJECTIVE

The purpose of the monitoring policy is to enable ICSI IIP to gather relevant information pertaining to the conduct and performance of its Professional Member(s) for their adherence to the provisions of the Code, rules, regulations, circulars and guidelines issued thereunder, the bye-laws, the code of conduct and directions given by the Governing Board. The policy aims to help ICSI IIP to collect adequate information and develop a mechanism to review, monitor and evaluate its professional members in terms of aspects including time based and event based compliances, code of conduct, directions by Adjudicating Authority, Board etc.

1.4 APPLICABILITY

This Policy shall be applicable to all the professional members of ICSI IIP (including Authorised Representatives as appointed under Section 21 of the Code read with Regulation 16A of IBBI (Insolvency resolution process for Corporate Persons) Regulations, 2016) , irrespective of the fact whether they have undertaken assignments or not.

1.5 SCOPE

The monitoring policy of ICSI IIP is consistent with the provisions set out in Part VIII of the Schedule under IBBI Model Bye Laws, to provide for the following:

- (a) the frequency of monitoring;
- (b) the manner and format of submission or collection of information and records of the professional members, including by way of inspection;
- (c) the obligations of professional members to comply with the monitoring policy;
- (d) the use, analysis and storage of information and records;

(e) evaluation of performance of members; and

(f) any other matters that may be specified by the Governing Board.

1.6 ROLE OF MONITORING COMMITTEE

Pursuant to the provisions of Part V of the Schedule under the Insolvency and Bankruptcy Board of India (Model Bye-Laws and Governing Body of Insolvency Professional Agencies) Regulations 2016, a Monitoring Committee is set up to ensure adherence to the Code including rules and regulations there under by reviewing the information and records submitted by the Professional Member(s) enrolled with ICSI IIP.

Where the Committee is of the considered opinion that an professional member's conduct is not satisfactory (*non submission of required information/ submission of incomplete information/submission of incorrect information etc.*) which warrants issuance of show cause notice, the committee shall direct the secretariat of the agency, which shall authorise an officer (*not below the post of Deputy Director*) for such issuance of show cause notice, in such format as may be prescribed, at the last known address of the professional member updated in the records of ICSI IIP requiring the professional member, to, inter alia, submit a reply in his defence within 2 weeks of receipt of the show cause notice, along with supporting documents, if any falling which, the Disciplinary Committee shall proceed on the basis of material available on record.

1.7 PRINCIPLES OF MONITORING

While carrying out the monitoring process of the Professional Member(s), the Committee shall be guided by the following principles:

- 1) It shall conduct monitoring with due regard to the privacy of Professional Member(s).
- 2) It shall maintain confidentiality with regard to the information received from Professional Member(s), except when disclosure of any such information is required by IBBI or by or under due process of law.
- 3) Monitoring shall be carried out on a non-discriminatory basis.

1.8 METHOD OF MONITORING

Since, a Monitoring Committee is set up to ensure adherence to the Code including rules and regulations there under by reviewing the information and records submitted by the Professional Member(s), ICSI IIP may carry out the same in the following two ways:

- a) Desktop Monitoring
- b) Inspection

(a) Desktop monitoring

ICSI IIP is casted with onerous task of monitoring the performance of the members as envisaged under **Section 204** of the Code which provides for the functions of Insolvency Professionals Agency ("**IPA**") which inter-alia, includes monitoring the performance of its Professional Members.

Under periodical desktop monitoring, the following inclusive parameters are used:

- No. of assignments handled
- Submission of disclosures by IPs
- Half Yearly Returns submitted by IPs
- Time based/ event based reporting
- Status of ongoing/concluded assignments.
- Copy of records of proceedings as per section 208(2)(d) of the Code
- Directions issued by regulators
- Grievances/complaints received
- Specific information asked by the professional members

On the basis of aforesaid parameters, the professional members will be monitored on regular basis and any discrepancy (observation) will be communicated to them and suitable action(s) will be taken after reasonable opportunities.

(b) Inspection

ICSI IIP may conduct routine inspections as well as event (trigger) based inspections of the IP.

- I. Routine Inspection** – This type of inspection would be routine in nature and carried out as a sample on the basis of an Annual Inspection Plan, if any by short listing sample of IPs as per the Inspection Policy of the agency.
- II. Event-based Inspection** – The Board may decide to conduct an inspection of an IP:
 - a) Professional Member(s) flagged under Desktop Monitoring;
 - b) On receipt of a complaint against the Insolvency professional
 - c) On the direction of IBBI or Governing Board or Committee;
 - d) In case, it has material available on record to believe that the insolvency professional has contravened any of the provisions of the Code or the rules or regulations made, or directions issued by the Board;
 - e) On receipt of any order of court or tribunal or Board that directs inspection or makes adverse observations / remarks against the professional members;
 - f) Such other event as may be deemed fit by the Board.

The Professional Member(s) so flagged for inspection shall be required to complete a compliance questionnaire and to submit various documents and records, if required, to the Monitoring Officer for inspection. After assessing this documentation, Monitoring Officer shall consider whether a monitoring visit is necessary. The purpose of the visit shall be to confirm the accuracy of the information supplied on the compliance questionnaire. Professional Member(s) that fail to supply the requested information will also be scheduled for a monitoring visit.

Routine inspections are planned in advance. They usually cover all processes handled by an IP during the relevant period. On the other hand, event-based inspections may cover a specific process, or a specific part of a process, or any combination depending on the facts of the case.

For the routine inspection the IP shall be informed of the planned inspection and objective of inspection shall be communicated at least 10 days in advance. On the other hand, in the case of event-based inspection, the IA may dispense with the notice of inspection if it is satisfied

that the notice will cause undue delay in inspection or there is an apprehension that the records of the IP may be destroyed, mutilated, altered, falsified or secreted. The IA shall record the reasons for the dispensation in writing.

The process of inspection will be on the basis of Inspection manual read with inspection policy of the agency.

1.9 REPORTING OBLIGATIONS OF PROFESSIONAL MEMBERS

(A) EVENT BASED/TIME BASED REPORTING

Section 208 of the Code states that *“Every Insolvency Professional shall abide by the following Code of Conduct:*

.....

(2)(d) to submit a copy of the records of every proceeding before the Adjudicating Authority to the Board as well as to the insolvency professional agency of which he is a member;”

Bye Law 18 (b) of ICSI IIP Bye Law states that the monitoring policy shall provide for the manner and form of submission or collection of information and records of the professional members, including by way of inspection.

Section 12 (1) of the Code provides that the corporate insolvency resolution process shall be completed within a period of one hundred and eighty days from the date of admission of the application to initiate such process.

The professional members are required to submit the details of assignments of Corporate Insolvency Resolution process being handled by them at particular intervals, as annexed as **Annexure-I** of this policy.

The event based/time based reporting platform for CIRP has been developed online and is to be submitted by the professional members as per the timelines provided in the online platform.

Further, event based/time based reporting format for Liquidation and Voluntary liquidation process has been annexed as **Annexure-II** and **Annexure-III** of the policy which is to be submitted manually at regular intervals.

(B) HALF YEARLY RETURN

Regulation 16 of Insolvency and Bankruptcy Board of India (Model bye-laws and Governing Board of Insolvency Professionals Agencies) Regulations, 2016 states that *“A professional member shall submit information, including records of ongoing and concluded engagements as an insolvency professional, in the manner and format specified by the Agency, at least twice a year.”*

The Professional Member(s) shall submit a half yearly return as per the format enclosed as **Annexure - IV** to this policy to provide details of their ongoing and concluded engagements. The report shall be submitted within 15 days from end of 31st March and 30th September every

year. The half yearly return platform has been developed online and is to be submitted by the professional members at online platform.

(C) ANNUAL SELF DECLARATION FORM

Bye Law 18 (b) of ICSI IIP Bye Law states that the monitoring policy shall provide for the manner and form of submission or collection of information and records of the professional members, including by way of inspection.

The professional members are required to submit the details of compliance of circulars issued by Insolvency and Bankruptcy Board of India

The professional members shall submit annual self declaration form within 15 days from end of 31st March every year. The format is enclosed as **Annexure-V**

MD of ICSI IIP is authorised to make changes in all the reporting format(s) whenever required in line with the amendments introduced under the Code and Rules and Regulations made thereunder.

1.10 OBLIGATIONS OF PROFESSIONAL MEMBERS

The Professional Member(s) have the following obligations:

- 1) Every Professional Member has to comply with the provisions of the Code and rules and regulations made thereunder in true letter and spirit, at all the times, during which he continues to act as an Insolvency Professional.
- 2) Every Professional Member is required to maintain record of its ongoing and concluded assignments on regular basis.
- 3) Every Professional Member has to mandatorily submit to ICSI IIP, the documents, reports etc. as laid down in the monitoring policy and abide by the bye-laws prescribed.

1.11 USE, ANALYSIS AND STORAGE OF INFORMATION AND RECORDS

The information collected and the records maintained of the Professional Member(s) shall be solely for the use and analysis of ICSI IIP. ICSI IIP shall maintain privacy with regard to such information subject to the statutory provisions of information submission to IBBI and any other authority under the Code for the time being in force.

The information and records may be maintained and stored by ICSI IIP, either in physical form or electronically in its database and shall also be constantly revised and updated, as and when any information is received from the Professional Member(s).

1.12 EVALUATION OF PERFORMANCE OF PROFESSIONAL MEMBER(S)

The Professional Member(s) shall be evaluated in the manner as may be approved by the Committee.

1.13 LATE FEES ON SUBMISSION OF DELAYED INFORMATION

Professional Members are required to submit the requisite disclosures/reposts/ returns with the prescribed time period. The filing of requisite disclosures/reports/returns to ICSI IIP after the due date shall be accompanied with a fee of Rupees Five Hundred for each such filing for each month of delay or part thereof. In case the Professional Member fails to submit the requisite disclosures/reports/returns within six months of due date with late fee, the Agency may, in addition, initiate disciplinary proceedings against the Member.

1.14 REVIEW OF INFORMATION AND RECORDS

ICSI IIP shall review the information and records submitted by the Professional Member(s) on an ongoing basis. Any discrepancies or disqualifications that may arise during the review process must be addressed to the Committee.

1.15 REVIEW OF THE POLICY

The implementation of the Policy will be monitored and reviewed by the Committee at quarterly intervals and annually by the Governing Board.

Annexure-I**INTERIM RESOLUTION PROFESSIONAL STAGE**

Parts	Heading	Timelines
Part I	Details of appointment of Interim resolution Professional	Within 7 days of appointment of IRP
Part II	Details of public announcement	Within 7 days of appointment of IRP
Part III	Details of appointment of other professionals	Within 10 days of appointment of other professionals by IRP
Part IV	Details of claims of creditors	Within 15 days of demitting office as IRP
Part V	Details of appointment of Authorised Representatives	Within 15 days of demitting office as IRP
Part VI	Details of committee of Creditors	Within 15 days of demitting office as IRP
Part VII	Details of first meeting of committee of Creditors	Within 15 days of demitting office as IRP
Part VIII	Details of any other information/document related to the conduct of CIRP process (should be enabled always, can be filled anytime)	-

RESOLUTION PROFESSIONAL STAGE

Parts	Heading	Timelines
Part IX	Details of appointment of resolution Professional	Within 7 days of appointment of RP
Part X	Details of meeting of committee of Creditors	Within 10 days of the meeting
Part XI	Details of appointment of registered valuers and/or other professionals	Within 10 days of appointment of by RP
Part XII	Details of Information Memorandum, evaluation matrix/request for resolution plan	Within 10 days of submission before Committee of Creditors
Part XIII	Details of Resolution plan	Within 10 days of approval of plan by AA
Part XIV	Details of applications filed/documents submitted before AA (Section 208(2)(d))	Within 10 days of submission before AA
Part XV	Details of demitting office as Resolution professional	Within 15 days of demitting office as RP
Part XVI	Details of any other information/document related to the conduct of CIRP process (should be enabled always)	-

EVENT BASED DISCLOSURES (should be enabled always, can be filled anytime)

Parts	Heading	Timelines
Part XVII	Details of preferential and other transactions filed with AA	Within 10 days of applications filed with AA
Part XVIII	Disposal of preferential and other transactions by AA	Within 10 days of order of AA
Part XIX	Details of withdrawal of application	Within 10 days of withdrawal
Part XX	Details of change in Resolution professional	Within 10 days of change

INTERIM RESOLUTION PROFESSIONAL STAGE FORMS

S. No.	Particulars	Details	Supporting Documents
Part I - Details of appointment of Interim resolution Professional (IRP)-Reporting within 7 days from the date of appointment as IRP			
1.	Name of IRP		<i>Copy of order appointing IRP, in case it was appointed at the later stage i.e. after admission of case</i>
2.	Date of appointment of IRP		
3.	Registration No. of IRP		
4.	Are you independent of the corporate debtor?		
5.	Whether the IRP made the relationship disclosure with Corporate Debtor to IPAs as per the circular dated 16th January, 2018 within 3 days of his appointment.		
6.	Date of making the relationship disclosure of IRP with Corporate Debtor as per IBBI circular dated 16th January, 2018 to IPA		
7.	Whether the IRP submitted the disclosure after 3 days?, <i>please provide reasons for delay.</i>	(to be automatically filled) Drop down Yes/No	
8.	Whether IRP was appointed within 14 days of Insolvency Commencement date?		

S. No.	Particulars	Details	Supporting Documents
Part II - Details of public announcement (Reporting within 7 days from the date of appointment as IRP)			
9.	Date of public announcement (to be made within 3 days from the date of appointment under Regulation 6)	Newspaper: Website of CD: Website of IBBI:	<i>copy of PA</i>
9.1	If published beyond 3 days, provide reason for delay		
10.	No. of class of creditors of the corporate debtor identified (Also specify the name of the class, if any)	No: Name of class:	
Part III - Appointment of other professionals (Reporting within 10 days of appointment of other professionals)			
11.	Date of appointment of other professionals along with Name and their	Date: Name:	

	Registration Nos.	Registration No: (additional row can be added for each professional appointed)	
12.	Whether Insolvency professional disclosed his relationship with registered valuers/other professionals within 3 days of their appointment as per IBBI circular dated 16 th January, 2018 to IPA?	(to be automatically filled) Drop down Yes/No	
13.	Date of disclosure of relationship by the Insolvency professional with registered valuers/other professionals within 3 days of their appointment to IPA		
Part IV - Details of claims of creditors (Reporting within 15 days of demitting office as IRP)			
14.	Total No. of Financial Creditors (FCs) as per the Books of Accounts of the Corporate Debtor	Secured FCs: Secured FCs in a class: Unsecured FCs:	
15.	Total No. of Financial creditors submitted claims as per regulation 8 and 8A of IBBI (CIRP) Regulations, 2016	Secured FCs: Secured FCs in a class: Unsecured FCs:	
16.	Total amount claimed by financial creditors as per claim form and admitted by IRP/RP	Claimed: Secured FCs: Secured FCs in a class: Unsecured FCs: Admitted: Secured FCs: Secured FCs in a class: Unsecured FCs:	
17.	No. of Operational Creditors as per the Books of Accounts of the Corporate Debtor	Trade Creditors: Statutory Dues: Workers: Employees: Others, if any	
18.	No. of Operational Creditors submitted claims as per regulation 7, 9, 9A of IBBI (CIRP) Regulations, 2016	Trade Creditors: Statutory Dues: Workers: Employees: Others, if any	
Part V- Details of appointment of Authorised Representatives (Reporting within 15 days of demitting office as IRP)			
19.	Name of the Insolvency Professional selected to act as Authorised representative for the creditors in the class under regulation 16A (1)	Name: Class: (additional row can be	

		added for each class)	
20.	Date of filing of application for the approval of AA for the appointment of Authorised Representative under regulation 16 A (2)		Copy of application
21.	Date of approval of AA for the appointment of Authorised Representative under regulation 16 A (2)		Copy of AA order
Part VI COMMITTEE OF CREDITORS (Reporting within 15 days of demitting office as IRP)			
22.	Date of Constitution of the CoC		
23.	Date of filing of report for certifying constitution of CoC before the AA		Copy of report
24.	Details of Composition of CoC and their voting share (Major 5 lenders)		Attach separate sheet
Part VII-FIRST MEETING OF COMMITTEE OF CREDITORS (Reporting within 15 days of demitting office as IRP)			
25.	Date of First meeting of CoC		Copy of minutes
26.	Whether Interim Resolution professional disclosed his relationship with Financial Creditors within 3 days of constitution of Committee of Creditors as per IBBI circular dated 16 th January, 2018 to IPA?		
27.	Date of disclosure of relationship by the Interim Resolution professional with Financial Creditors within 3 days of constitution of Committee of Creditors to IPA		
28.	Whether the IRP submitted the disclosure after 3 days?, <i>please provide reasons for delay.</i>		
29.	Date of demitting office as IRP		
30.	Whether Interim Resolution Professional submitted details of fees and other expenses charged during CIRP as per IBBI circular dated 12 th June, 2018 to IPA?	(to be automatically filled) Drop down Yes/No	
31.	Date of submitting details of fees and other expenses charged during CIRP as per IBBI circular dated 12 th June, 2018 to IPA?	(to be automatically filled)	
Part VIII- DETAILS OF APPLICATIONS FILED/DOCUMENTS SUBMITTED BEFORE AA (SECTION 208(2)(d)) (Reporting within 7 days of submission of proceedings before AA)			
32.	Details of applications filed, documents submitted, progress reports submitted, minutes of CoC minutes to Adjudicating authority		(Upload all relevant copies, whichever not covered above)

RESOLUTION PROFESSIONAL STAGE FORMS

Part IX-APPOINTMENT OF RESOLUTION PROFESSIONAL (Reporting within seven days from the date of appointment of RP)		
33.	Date of appointment as Resolution Professional, if IRP continues as RP	
34.	Date of appointment of another Insolvency Professional appointed as Resolution Professional, in case other than interim resolution professional	
35.	Date of intimation to Adjudicating Authority for the continuation of IRP as RP	Copy of report filed with AA
36.	Date of approval of Adjudicating Authority for replacing the resolution professional, if any	Copy of order of AA
37.	Name and Registration number of RP (appointed as in point 37 above)	
38.	Whether the RP made the relationship disclosure with Corporate Debtor to IPAs as per the circular dated 16th January, 2018 within 3 days of his appointment.	(to be automatically filled) Drop down Yes/No
39.	Date of making the relationship disclosure of RP with Corporate Debtor as per IBBI circular dated 16th January, 2018 to IPA	
Part X- Details of meeting of committee of Creditors (Reporting Within 10 days of the meeting)		
40.	Total No. and Dates of CoC meetings held during the CIRP period	No.: Dates: <i>(Upload minutes) separate file to be uploaded for each minutes of meeting</i>
Part XI- - Details of appointment of registered valuers and/or other professionals (Reporting within 10 days of appointment of Registered valuers/other professionals)		
41.	Date of appointment of registered valuers along with names and registration numbers appointed, if not, please provide reasons	Date: Name: Registration No: (additional row can be added for each valuer/ professional appointed)
42.	Whether the Registered Valuer is independent to Corporate Debtor or Auditor or Resolution Professional/IPE?	Drop down Yes/No
43.	Date of appointment of other professionals along with names and registration numbers	Date: Name: Registration No: <i>Copy of agreement/engagement letter required</i>

		(additional row can be added for each valuer/ professional appointed)	
44.	Whether Insolvency professional disclosed his relationship with registered valuers/other professionals within 3 days of their appointment as per IBBI circular dated 16 th January, 2018 to IPA?	(to be automatically filled) Drop down Yes/No	
45.	Date of disclosure of relationship by the Insolvency professional with registered valuers/other professionals within 3 days of their appointment to IPA		
Part XII- Details of Information Memorandum, evaluation matrix/request for resolution plan (Reporting within 10 days of submission before Committee of Creditors)			
46.	Date of submission of IM with CoC under Regulation 36		Copy of IM
47.	Date of publication of Expression of Interest (EOI) under regulation 36A (2)	Newspaper: Website of CD: Website of IBBI:	Copy of Form G
48.	Last date (s) for submission of (EOI) under regulation 36A (3)		
49.	Date of issuance of provisional and final list of eligible prospective resolution applicants under regulation 36A (10) & 36A (12), respectively	Provisional List: Final List:	Copy of provisional and final list
50.	Date (s) of issuance or re-issuance of request for resolution plan (RFRP) including IM and Evaluation Matrix (EM) under regulation 36B		Copy of RFRP and EM
51.	Date of receipt of resolution plans		
52.	Whether undertaking from members of CoC/prospective resolution applicant has been taken?	Drop down Yes/No	
Part XIII- Details of Resolution Plan approved, if any (Reporting within Within 10 days of approval of plan by AA)			
53.	No. of resolution plans received		
54.	Names of prospective resolution applicants who submitted resolution plans	(additional rows can be added for each resolution applicant)	
55.	Date of voting on resolution plan by CoC and percentage of voting thereon	Date: Percentage Voting: -in favour -against -abstained	
56.	Date of approval of resolution plan by CoC		
57.	In case plan is rejected and CoC decided for liquidation of corporate debtor, mention reasons for such rejection		
58.	Date of submission of proposal to NCLT for approval		
59.	Date of AA order for approval of		Copy of AA order

	resolution plan/liquidation (as applicable)		
60.	Extension sought, if any for extension of CIRP and date of filing of application for such extension	Drop down Yes/No Date of filing:	Copy of application
61.	Date of AA order granting extension of CIRP period		Copy of AA order
62.	Conclusion- Resolution or Liquidation(as applicable)	Drop down Resolution/Liquidation	
63.	Name of successful resolution applicant (H1) and the group to which it belongs, in case of resolution		
64.	Liquidation value (LV) and Fair Value (FV) arrived as per IBBI (Insolvency Resolution Process for Corporate Persons) Regulations, 2016	LV: FV:	
65.	Net Present Value (NPV) of the Resolution Amount as on the date of approval of Resolution Plan/any other date (provide the date)	NPV: Date:	
66.	Details of Realisation under the Resolution plan	Realisation amount for FCs: -Secured FCs -Secured FCs in class -Unsecured FCs Realisation amount for OCs: -Trade Creditors -Statutory Dues -Workers -Employees -Others, if any Total no. of Shareholders as per books: Realisation amount for shareholders: Realisation amount for Others Stakeholders, if any:	Copy of approved resolution plan
67.	Total Cost of Resolution and implementation of resolution plan	Insolvency Resolution: Implementation:	
68.	Reasons, <i>if any</i> for non conclusion of CIRP within 180 th days or 270 th day		
Part XIV- DETAILS OF APPLICATIONS FILED/DOCUMENTS SUBMITTED BEFORE AA (SECTION 208(2)(d)) (Reporting within 10 days of submission of proceedings before AA)			
69.	Details of applications filed, documents submitted, progress reports submitted, minutes of CoC minutes to Adjudicating		(Upload all relevant copies, whichever not covered above)

	authority		
Part XV - DETAILS OF DEMITTING OFFICE AS RESOLUTION PROFESSIONAL (Reporting Within 15 days of DEMITTING office as RP)			
70.	Whether Resolution Professional submitted details of fees and other expenses charged during CIRP as per IBBI circular dated 12 th June, 2018 to IPA?	(to be automatically filled) Drop down Yes/No	
71.	Date of submitting details of fees and other expenses charged during CIRP as per IBBI circular dated 12 th June, 2018 to IPA?		
Part XVI- Details of any other information/document related to the conduct of CIRP process			
UPLOAD OTHER DATA ALONG WITH DETAILS, IF ANY			
Free text to mention details (free to upload documents)			

EVENT BASED DISCLOSURES STAGE FORMS

Part XVII -Details of Preferential and other transactions by AA (Reporting within 10 days of filing of application with AA)			
72.	Whether any preferential & other transactions has been reported by Resolution Professional during the process?	Drop down Yes/No	
73.	Date of forming of opinion for the transactions under section 43, 45 to 49, 50,, 66		
74.	Date of determination for the transactions under section 43, 45 to 49, 50, 66		
75.	Date of filing of application for the transactions under section 43, 45 to 49, 50, 66		Copy of application
76.	Total cost of transaction under each transaction or combination (s) thereto.	Preferential (P) : Undervalued (U): Extortionate (E): Fraudulent (F): Combination (s) (P/U/E/F), if any: Total:	
Part XVIII -Disposal of Preferential and other transactions by AA (Reporting within 10 days of order of AA)			
77.	Date of order passed by Adjudicating authority for transactions under section 43, 45 to 49, 50, 66		Copy of AA orders (Both interim and final)

Part XIX - Details of withdrawal of application (Reporting within 10 days of withdrawal)		
78.	Whether any application for withdrawal of insolvency proceedings has been received from the applicant by the RP under Section 12A?	Drop down Yes/No
79.	Date of approval of application by CoC with 90% vote share	
80.	Date of filing of application by RP before AA	Copy of application filed with AA
81.	Date of order passed by AA, if any for withdrawal/rejection of application, as the case may be	Copy of AA order

Part XX- DETAILS OF CHANGE IN RESOLUTION PROFESSIONAL/INTERIM RESOLUTION PROFESSIONAL (Reporting Within 10 days of change)		
82.	Whether there is any change in RP/IRP during CIRP?	
83.	Date of appointment and Name of Interim resolution Professionals/ Resolution Professional, in case of subsequent change (along with reasons)	Date: Name: IRP or RP: (additional rows can be added in case of subsequent change)
84.	Date of demitting office as IRP/RP	(additional rows can be added in case of subsequent change)
85.	Whether Interim Resolution Professional/Resolution Professional submitted details of fees and other expenses charged during CIRP as per IBBI circular dated 12 th June, 2018 to IPA?	to be automatically filled) Drop down Yes/No
86.	Date of submitting details of fees and other expenses charged during CIRP as per IBBI circular dated 12 th June, 2018 to IPA?	

ANNEXURE-II**COMPLIANCE REPORTING FORMAT IN CASE OF LIQUIDATION****(i) Name of the Corporate Debtor:**_____**(ii) Registered Address of the Corporate Debtor:**_____**(iii) Name of the Liquidator:**_____

S. No.	Section/ Regulation under the Code	Compliance	Yes/No		Timelines as applicable
I-Appointment of Liquidator					
1.	Regulation 3(1) of IBBI (Liquidation Process) Regulations, 2016	Are you and every partner or director of the insolvency professional entity of which you are a partner or director, independent of the corporate debtor?			
2.	Regulation 3(2) of IBBI (Liquidation Process) Regulations, 2016	Whether disclosure of the existence of any pecuniary or personal relationship with the concerned corporate debtor or any of its stakeholders has been made to the Board and the Adjudicating Authority as soon as you became aware of it?			
3.	Regulation 3(3) of IBBI (Liquidation Process) Regulations, 2016	Whether your appointment confirms to Regulation 3(3) of IBBI (Liquidation Process) Regulations, 2016 which prescribes that an insolvency professional shall not continue as a liquidator if the insolvency professional entity of which he is a director or partner, or any other partner or director of such insolvency professional entity represents any other stakeholder in the same liquidation process?			

4.	Section 34(4)	Whether you were replaced by an order of the Adjudicating Authority or were you appointed as a liquidator by the order of the Adjudicating Authority as per the provisions of Section 34(4) of the Code?			T
II - Reporting					
1.	Regulation 5(2) of IBBI (Liquidation Process) Regulations, 2016	Whether the physical as well as electronic copies of the reports and minutes have been preserved and intended to be preserved for eight years after the dissolution of the corporate debtor?			
2.	Regulation 5(3) of IBBI (Liquidation Process) Regulations, 2016	Whether reports and minutes have been made available to stakeholders in physical or electronic form on receipt of: a) application in writing; b) costs of making such reports and minutes available to it; and c) an undertaking from the stakeholder that it shall maintain confidentiality of such reports and minutes and shall not use them to cause undue gain or loss to itself or any person?			
III - Registers and books of accounts					
1.	Regulation 6(1) of IBBI (Liquidation Process) Regulations, 2016	Where the books of accounts of the corporate debtor were incomplete as on the liquidation commencement date, did you complete them and bring them up to date, with all convenient speed, as soon as the order for liquidation was passed?			
2.	Regulation 6(2) of IBBI (Liquidation Process) Regulations, 2016	Are the following registers and books, as may be applicable, in relation to liquidation of the corporate debtor preserved and intended to be preserved for a period of eight years after the dissolution of the corporate debtor: (a) Cash Book; (b) Ledger; (c) Bank Ledger;			

		(d) Register of Fixed Assets and Inventories; (e) Securities and Investment Register; (f) Register of Book Debts and Outstanding Debts; (g) Tenants Ledger; (h) Suits Register; (i) Decree Register; (j) Register of Claims and Dividends; (k) Contributories Ledger; (l) Distributions Register; (m) Fee Register; (n) Suspense Register; (o) Documents Register; Books Register; (q) Register of unclaimed dividends and undistributed properties deposited in accordance with Regulation 45; and (r) such other books or registers as may be necessary to account for transactions entered into by him in relation to the corporate debtor?		
3.	Regulation 6(4) of IBBI (Liquidation Process) Regulations, 2016	Whether receipts of all payments made or expenses incurred kept?		
4.	Regulation 7(2) of IBBI (Liquidation Process) Regulations, 2016	Whether the professionals appointed conform to Regulation 7(2) of IBBI (Liquidation Process) Regulations, 2016		
5.	Regulation 7(3) of IBBI (Liquidation Process) Regulations, 2016	Whether disclosures were made to you by appointed professionals with respect to any pecuniary or personal relationship with any stakeholders or the concerned corporate debtor as soon as he became aware of it?		
IV - Registers and books of accounts				
1.	Regulation 6(1) of IBBI (Liquidation Process)	Where the books of accounts of the corporate debtor were incomplete as on the liquidation commencement date, did you complete them		

	Regulations, 2016	and bring them up to date, with all convenient speed, as soon as the order for liquidation was passed?		
2.	Regulation 6(2) of IBBI (Liquidation Process) Regulations, 2016	<p>Are the following registers and books, as may be applicable, in relation to liquidation of the corporate debtor preserved and intended to be preserved for a period of eight years after the dissolution of the corporate debtor:</p> <p>(a) Cash Book; (b) Ledger; (c) Bank Ledger; (d) Register of Fixed Assets and Inventories; (e) Securities and Investment Register; (f) Register of Book Debts and Outstanding Debts; (g) Tenants Ledger; (h) Suits Register; (i) Decree Register; (j) Register of Claims and Dividends; (k) Contributories Ledger; (l) Distributions Register; (m) Fee Register; (n) Suspense Register; (o) Documents Register; Books Register; (q) Register of unclaimed dividends and undistributed properties deposited in accordance with Regulation 45; and (r) such other books or registers as may be necessary to account for transactions entered into by him in relation to the corporate debtor?</p>		
3.	Regulation 6(4) of IBBI (Liquidation Process) Regulations, 2016	Whether receipts of all payments made or expenses incurred kept?		
4.	Regulation 7(2) of IBBI (Liquidation Process)	Whether the professionals appointed conform to Regulation 7(2) of IBBI		

	Regulations, 2016	(Liquidation Process) Regulations, 2016		
5.	Regulation 7(3) of IBBI (Liquidation Process) Regulations, 2016	Whether disclosures were made to you by appointed professionals with respect to any pecuniary or personal relationship with any stakeholders or the concerned corporate debtor as soon as he became aware of it?		
V - Consultation with stakeholders				
1.	Section 35(2) read with Regulation 8(2) of IBBI (Liquidation Process) Regulations, 2016	Whether particulars of any consultation with the stakeholders as specified in Form A of Schedule II maintained?		
VI - Personnel to extend co-operation to liquidator				
1.	Regulation 9(1) of IBBI (Liquidation Process) Regulations, 2016	Whether an application to Adjudicating Authority made for cooperation from the following persons when no information was obtained after making reasonable efforts: (a) is or has been an officer, auditor, employee, promoter or partner of the corporate debtor; (b) was the interim resolution professional, resolution professional or the previous liquidator of the corporate debtor; or (c) has possession of any of the properties of the corporate debtor?		
VII-Public Announcement				
1.	Regulation 12(1) of IBBI (Liquidation Process) Regulations, 2016	Whether Public Announcement has been made within 5 days from the date of appointment?		T+5
2.	Regulation 12(1) of IBBI (Liquidation Process) Regulations, 2016	Whether Form B of Schedule II was adopted for the public announcement?		

3.	Regulation 12(2) of IBBI (Liquidation Process) Regulations, 2016	Whether the public announcement: a) called upon stakeholders to submit their claims as on the liquidation commencement date; and b) provided the last date for submission of claim, which shall be thirty days from the liquidation commencement date?			
4.	Regulation 12(3)(a) of IBBI (Liquidation Process) Regulations, 2016	Whether the Public Announcement has been published in one English and one regional language newspaper?			
5.	Regulation 12(3)(b) of IBBI (Liquidation Process) Regulations, 2016	Whether the Public Announcement has been published on the website, if any, of the Corporate Debtor?			
6.	Section 35(2) read with Regulation 8(2) of IBBI (Liquidation Process) Regulations, 2016	Whether particulars of any consultation with the stakeholders as specified in Form A of Schedule II maintained?			
VIII - Appointment of valuers					
1.	Regulation 35(1) of IBBI (Liquidation Process) Regulations, 2016	Whether registered valuers (at least two) were appointed by you?			T+7
2.	Regulation 35(2) of IBBI (Liquidation Process) Regulations, 2016	Whether the registered valuers appointed conform to Regulation 7(2) of IBBI (Liquidation Process) Regulations, 2016			

3.	Regulation 35(2) of IBBI (Liquidation Process) Regulations, 2016	Whether disclosures were made to you by appointed registered valuers with respect to any pecuniary or personal relationship with any stakeholders or the concerned corporate debtor as soon as he/they became aware of it?			
IX - Liquidation Estate					
1.	Section 36	Whether you formed a liquidation estate of assets of the corporate debtor as laid down in Section 36(3) and 36(4)?			
X-Opening and maintaining of bank account					
1.	Regulation 41(1) of IBBI (Liquidation Process) Regulations, 2016	Whether a bank account was opened in the name of the corporate debtor followed by the words 'in liquidation', in a scheduled bank, for the receipt of all moneys due to the corporate debtor?			
2.	Regulation 41(2) of IBBI (Liquidation Process) Regulations, 2016	Did you deposit in the bank account opened all moneys, including cheques and demand drafts received by you as the liquidator of the corporate debtor and the realizations of each day without any deduction, not later than the next working day?			
3.	Regulation 41(4) of IBBI (Liquidation Process) Regulations, 2016	Were all payments out of the account above five thousand rupees made by cheques drawn or online banking transactions against the bank account?			
XI-Claims by creditors					
1.	Section 38(1)	Did you receive or collect the claims of creditors within a period of thirty days from the date of the commencement of the liquidation process?			T+30
2..	Section 38(1)	Did the creditor withdrew or vary his claim within fourteen days of its submission?			T+44
3.	Regulation 17(1) of	Whether proof of claim by a person claiming to be			

	(Liquidation Process) Regulations, 2016	operational creditor submitted by post or by electronic means in Form C?			
4.	Regulation 17(2) of (Liquidation Process) Regulations, 2016	Has the existence of all debts claimed by the operational creditors been proved as per Regulation 17 (2) of IBBI (Liquidation Process) Regulations, 2016?			
5.	Regulation 18(1) of (Liquidation Process) Regulations, 2016	Whether proof of claim by a person claiming to be financial creditor submitted by post or by electronic means in Form D?			
6.	Regulation 18(2) of (Liquidation Process) Regulations, 2016	Has the existence of all debts claimed by the financial creditors been proved as per Regulation 18 (2) of IBBI (Liquidation Process) Regulations, 2016?			
7.	Regulation 19(1) of IBBI (Liquidation Process) Regulations, 2016	Whether proof of claim by a person claiming to be workman or employee if liquidator submitted by post or by electronic means in Form E?			
8.	Regulation 19(3) of IBBI (Liquidation Process) Regulations, 2016	Has the existence of all debts claimed by the workmen and employees been proved as per Regulation 19 (3) of IBBI (Liquidation Process) Regulations, 2016?			
9.	Regulation 20 (2) of IBBI (Liquidation Process) Regulations, 2016	Has the existence of all debts claimed by other stakeholders than those under Regulations 17(1), 18(1) or 19(1) been proved as per Regulation 20 (2) of IBBI (Liquidation Process) Regulations, 2016?			
10.	Regulation 22 of IBBI (Liquidation Process) Regulations, 2016	Where a person seeks to prove a debt in respect of a bill of exchange, promissory note or other negotiable instrument or security of a like nature for which the corporate debtor is liable, whether such bill			

		of exchange, note, instrument or security, as the case may be produced before you before the claim was admitted?			
11.	Regulation 25 of IBBI (Liquidation Process) Regulations, 2016	Where the amount claimed by a claimant is not precise due to any contingency or any other reason, did you make the best estimate of the amount of the claim based on the available information?			
12.	Regulation 30 of IBBI (Liquidation Process) Regulations, 2016	Was every claim received under regulation 12(2) verified within thirty days from the last date of receipt of claims?			T+60
13.	Regulation 31(1) of IBBI (Liquidation Process) Regulations, 2016	Was the list of stakeholders prepared in conformity with Regulation 31(1) of IBBI (Liquidation Process) Regulations, 2016?			
14.	Proviso to Section 40(1)	In case of rejection of claim, did you record in writing the reasons for such rejection within seven days of rejection?			T+67(Max)
15.	Section 40(2)	Did you communicate the decision of admission or rejection of claims to the creditor and corporate debtor within seven days of such admission or rejection of claims?			T+67(Max)
16.	Regulation 31(2) of IBBI (Liquidation Process) Regulations, 2016	Was the list of stakeholders filed with the Adjudicating Authority within forty-five days from the last date for receipt of claims and announced to the public in the manner specified in Regulation 12(3)?			T+45
17.	Regulation 31(3) of IBBI (Liquidation Process) Regulations, 2016	In case of modification in the list of stakeholders, did you apply to the Adjudicating Authority to modify an entry in the list of stakeholders?			
18.	Regulation 31 (5)(a) of IBBI	Was the list of stakeholders available for inspection by			

	(Liquidation Process) Regulations, 2016	the persons who submitted proofs of claim?			
19.	Regulation 31 (5)(b) of IBBI (Liquidation Process) Regulations, 2016	Was the list of stakeholders available for inspection by members, partners, directors and guarantors of the corporate debtor?			
20.	Regulation 31(5)(c) of IBBI (Liquidation Process) Regulations, 2016	Was the list of stakeholders displayed on the website, if any, of the corporate debtor?			
XIIII-Preliminary Report & Early Dissolution					
1.	Regulation 13 of IBBI (Liquidation Process) Regulations, 2016	Whether Preliminary Report was submitted to the Adjudicating Authority within seventy five days from the liquidation commencement date?			T+75
2.	Regulation 13 of IBBI (Liquidation Process) Regulations, 2016	Whether Preliminary Report contains details as specified under Regulation 13 of IBBI (Liquidation Process) Regulations, 2016?			
3.	Regulation 14 of IBBI (Liquidation Process) Regulations, 2016	Any time after the preparation of the Preliminary Report, where it appeared to you that- (a) the realizable properties of the corporate debtor are insufficient to cover the cost of the liquidation process; and (b) the affairs of the corporate debtor does not require any further investigation; did you may apply to the Adjudicating Authority for early dissolution of the corporate debtor?			
XIII-Asset Memorandum					
1.	Regulation 34(1) of IBBI (Liquidation Process)	Whether the asset memorandum was prepared within seventy-five days from the			T+75

	Regulations, 2016	liquidation commencement date?			
2.	Regulation 34(2) & 34(3) of IBBI (Liquidation Process) Regulations, 2016	Whether the asset memorandum provided details as laid down in Regulation 34(2) and 34(3) of IBBI (Liquidation Process) Regulations, 2016?			
3.	Regulation 34(4) of IBBI (Liquidation Process) Regulations, 2016	Did you file the asset memorandum along with the preliminary report with the Adjudicating Authority?			
4.	Regulation 34(5) of IBBI (Liquidation Process) Regulations, 2016	Whether provision of Regulation 34(5) of IBBI (Liquidation Process) Regulations, 2016 with regard to non-accessibility of Asset Memorandum was conformed to?			
XIV-Progress Report					
1.	Regulation 15(1)(a) of IBBI (Liquidation Process) Regulations, 2016	Whether the first Progress Report was submitted to the Adjudicating Authority within fifteen days after the end of the quarter in which you were appointed?			T+15
2.	Regulation 15(1)(b) of IBBI (Liquidation Process) Regulations, 2016	Whether the subsequent Progress Report(s) were submitted to the Adjudicating Authority within fifteen days after the end of every quarter during which you acted as liquidator?			
3.	Proviso to Regulation 15(1) of IBBI (Liquidation Process) Regulations, 2016	In a case where you ceased to act as a liquidator during the liquidation process, did you file a Progress Report for the quarter up to the date of your ceasing, within fifteen days of such cessation?			
4.	Regulation 15(2), 15(3) and 15(4) of IBBI (Liquidation Process) Regulations, 2016	Did the progress report cover details as listed down in Regulation 15(2), 15(3) and 15(4) of IBBI (Liquidation Process) Regulations, 2016?			

5.	Regulation 15(5) of IBBI (Liquidation Process) Regulations, 2016	Did the Progress Report for the fourth quarter of the financial year have audited accounts of the liquidator's receipts and payments for the financial year enclosed?			15 th April
6.	Proviso to Regulation 15(5) of IBBI (Liquidation Process) Regulations, 2016	In a case where you ceased to act as a liquidator during the liquidation process, did you enclose audited accounts of your receipts and payments for that part of the financial year during which you acted as liquidator with the Progress Report to be filed after cessation of your appointment?			Within 15 days of cessation
XV-Manner and Mode of Sale					
1.	Regulation 33(1) of IBBI (Liquidation Process) Regulations, 2016	Whether you ordinarily sold the assets of the corporate debtor through an auction in the manner specified in Schedule I?			
2.	Regulation 33(2) of IBBI (Liquidation Process) Regulations, 2016	In case of sale of assets of the corporate debtor by means of private sale, whether provisions under Regulation 33(2) of IBBI (Liquidation Process) Regulations, 2016 were adhered to?			
3.	Regulation 33(3) of IBBI (Liquidation Process) Regulations, 2016	Where you had reason to believe that there may be any collusion between the buyers, or the corporate debtor's related parties and buyers, or the creditors and the buyer, did you submit a report to the Adjudicating Authority in this regard, seeking appropriate orders against the colluding parties?			
XVI-Asset Sale Report					
1.	Regulation 36 of IBBI (Liquidation Process) Regulations, 2016	Did the asset sale report contain details as prescribed under Regulation 36 of IBBI (Liquidation Process) Regulations, 2016?			Along with progress report of each quarter.

2.	Regulation 36 of IBBI (Liquidation Process) Regulations, 2016	Was the asset sale report enclosed with the Progress Reports?			
XVIII – Realization and Proving of security interest by secured creditor					
1.	Regulation 37(1) of IBBI (Liquidation Process) Regulations, 2016	Where you intimated of the price at which the creditor proposes to realize its secured asset by such secured creditor?			
2.	Regulation 37(2) of IBBI (Liquidation Process) Regulations, 2016	Where a person is willing to buy secured asset before the expiry of thirty days from the date of intimation under Regulation 37(1) of IBBI (Liquidation Process) Regulations, 2016 at a price higher, did you inform the secured creditor within twenty ones days of receipt of intimation under Regulation 37(1) of IBBI (Liquidation Process) Regulations, 2016?			
3.	Regulation 37(6) of IBBI (Liquidation Process) Regulations, 2016	Where the secured asset was realized under Regulation 37(4), did you bear the cost incurred to identify the buyer?			
4	Regulation 21 of IBBI (Liquidation Process) Regulations, 2016	Whether the existence of security interest was proved by the secured creditor as per Regulation 21 of IBBI (Liquidation Process) Regulations, 2016?			
XIX - Distribution of Assets					
1.	Section 53	Were the proceeds from the sale of liquidation assets distributed in the order of priority as laid down in Section 53?			
2.	Regulation 42(1) of IBBI (Liquidation Process) Regulations, 2016	Was the distribution made after filing the list of stakeholders and the asset memorandum with the Adjudicating Authority?			Within 6 months from the receipt of the amount

3.	Regulation 42(2) of IBBI (Liquidation Process) Regulations, 2016	Did you distribute the proceeds from realization within six months from the receipt of the amount to the stakeholders?			
4.	Regulation 42(3) of IBBI (Liquidation Process) Regulations, 2016	Were the insolvency resolution process costs, if any, and the liquidation costs deducted before making such distribution?			
XX - Disclaimer of onerous property					
1.	Regulation 10(1) & (2) of IBBI (Liquidation Process) Regulations, 2016	Whether any application to the Adjudicating Authority made within six months from the liquidation commencement date or such extended period as may be allowed by the Adjudicating Authority to disclaim the property or contract in conformity with Regulation 10(1) & (2) of IBBI (Liquidation process) Regulations, 2016?			T+6 months or Extended Time. Incuse of Enquiry within 1 month from recipt of inquiry
2.	Regulation 10(3) of IBBI (Liquidation Process) Regulations, 2016	Whether notice was served to persons interested in the onerous property or contract at least seven days before making an application for disclaimer to the Adjudicating Authority?			Atleast 7 days before makin an application to AA for disclosure
XXI - Preferential transactions, Avoidance of undervalued transactions and Extortionate credit transactions					
1.	Section 43 (1)	Where you were of the opinion that the corporate debtor has at a relevant time given a preference in such transactions and in such manner as laid down in Section 43 (2) to any persons as referred to in Section 43 (4), did you apply to the Adjudicating Authority for avoidance of preferential transactions and for one or more of the orders referred to in Section 44?			
2.	Section 45(1)	Where on an examination of the transactions of the corporate debtor referred			

		to in Section 43(2) it was determined by you that certain transactions made during the relevant period under Section 46 were undervalued, did you make an application to the Adjudicating Authority to declare such transactions as void and reverse the effect of such transaction?			
3.	Section 46(1)	In case of application filed for avoiding a transaction at undervalue, did you demonstrate that: (i) such transaction was made with any person within the period of one year preceding the insolvency commencement date; or (ii) such transaction was made with a related party within the period of two years preceding the insolvency commencement date?			
4.	Section 50(1)	Where the corporate debtor has been a party to an extortionate credit transaction involving the receipt of financial or operational debt during the period within two years preceding the insolvency commencement date, did you make an application for avoidance of such transaction to the Adjudicating Authority if the terms of such transaction required exorbitant payments to be made by the corporate debtor?			
		XXI- Distribution of unsold asset, Recoveries and realization of uncalled capital or unpaid capital contribution by the liquidator			
1.	Regulation 38 (1) of IBBI (Liquidation Process) Regulations, 2016	Did you take the permission of the Adjudicating Authority to distribute amongst the stakeholders, an asset that cannot be readily or advantageously sold due to			

		its peculiar nature or other special circumstances?			
2.	Regulation 38 (2) of IBBI (Liquidation Process) Regulations, 2016	Did the application seeking permission of the Adjudicating Authority contain information as stated under Regulation 38(2) of IBBI (Liquidation Process) Regulations, 2016?			
3.	Regulation 39 of IBBI (Liquidation Process) Regulations, 2016	Did you endeavor to recover and realize all assets of and dues to the corporate debtor in a time-bound manner for maximization of value for the stakeholders?			
4.	Regulation 40 (1) of IBBI (Liquidation Process) Regulations, 2016	Did you realize any amount due from any contributory to the corporate debtor?			
5.	Regulation 40 (2) and 40(3) of IBBI (Liquidation Process) Regulations, 2016	In case of calling and realization of uncalled capital, whether provisions under Regulation 40(2) and 40(3) were adhered to?			
XXII - Completion of liquidation					
1.	Regulation 44(1) of IBBI (Liquidation Process) Regulations, 2016	Was the liquidation completed within a period of two years?			T+2
2.	Regulation 44(2) of IBBI (Liquidation Process) Regulations, 2016	If the liquidation was not completed within two years, whether an application to the Adjudicating Authority to continue such liquidation, along with a report explaining why the liquidation has not been completed and specifying the additional time that shall be required for liquidation filed?			
XXIII - Final Report prior to dissolution					
1.	Regulation 45(1) of IBBI (Liquidation	When the corporate debtor is liquidated, did you make an account of the			

	Process) Regulations, 2016	liquidation, showing how it has been conducted and how the corporate debtor's assets have been liquidated?			
2.	Regulation 45(2) of IBBI (Liquidation Process) Regulations, 2016	Where the liquidation cost exceeded the estimated liquidation cost provided in the Preliminary Report, did you explain the reasons for the same?			
3.	Section 54 read with Regulation 45(3) of IBBI (Liquidation Process) Regulations, 2016	Did the final report form part of the application for the dissolution of the corporate debtor to the Adjudicating Authority made under Section 54?			
XXIV- Unclaimed proceeds of liquidation or undistributed assets & Dissolution of Corporate Debtor					
1.	Regulation 46(1) of IBBI (Liquidation Process) Regulations, 2016	Before the order of dissolution is passed under section 54(2), did you apply to the Adjudicating Authority for an order to pay into the Companies Liquidation Account in the Public Account of India any unclaimed proceeds of liquidation or undistributed assets or any other balance payable to the stakeholders in your hands on the date of the order of dissolution?			Before dissolution order
2.	Regulation 46(2) of IBBI (Liquidation Process) Regulations, 2016	Have you given all the money which should have been paid by you into the Companies Liquidation Account under this Regulation?			
3.	Regulation 46(3) of IBBI (Liquidation Process) Regulations, 2016	When making payment of any unclaimed proceeds or undistributed assets of liquidation, have you furnished to the authority with which the corporate debtor is registered and the Board, a statement setting forth the nature of the sums included, the names and			

		last known addresses of the stakeholders entitled to participate therein, the amount to which each is entitled to and the nature of their claim?			
4.	Regulation 46(4) of IBBI (Liquidation Process) Regulations, 2016	Have you been provided a receipt from the Reserve Bank of India for any money paid to it under Regulation 46 (2) of IBBI (Liquidation Process) Regulations, 2016?			
5.	Section 54(1)	Where the assets of the corporate debtor were completely liquidated, did you make an application to the Adjudicating Authority for the dissolution of such corporate debtor?			
6.	Section 54(3)	Was a copy of the dissolution order forwarded to the authority with which the corporate debtor is registered within seven days from the date of such order?			

*T-Liquidation Commencement date

ANNEXURE-III

COMPLIANCE REPORTING FORMAT IN CASE OF VOLUNTARY LIQUIDATION

(i) Name of the Corporate Debtor:_____

(ii) Registered Address of the Corporate Debtor:_____

(iii) Name of the Insolvency Professional:_____

*T=FILING DECLARATION OF SOLVENCY WITH ROC, VERIFIED BY AN AFFIDAVIT TO BE PROVIDED BY MAJORITY OF DIRECTORS/DESIGNATED PARTNERS

S. No.	Section/ Regulation under the Code	Compliance	Yes/No	Timelines as applicable
I - Appointment of Liquidator				
1.	Regulation 6(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Are you and every partner or director of the insolvency professional entity of which you are a partner or director, independent of the corporate debtor?		T+28
2.	Regulation 6(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Are you or insolvency professional entity of which you are a partner or director is under a restraint order of the Board?		
3.	Regulation 6(3) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether disclosure of the existence of any pecuniary or personal relationship with the concerned corporate debtor or any of its stakeholders has been made to the Board and the Adjudicating Authority as soon as you became aware of it?		
4.	Regulation 6(4) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Does your appointment conform to Regulation 6(4) of IBBI (Liquidation Process) Regulations, 2016 which prescribes that an insolvency professional shall not continue as a liquidator if the insolvency professional entity of which he is a director or partner, or any other partner or director of such insolvency professional		

		entity represents any other stakeholder in the same liquidation process?		
II - Liquidation Estate				
1.	Section 36	Did you form a liquidation estate of assets of the corporate debtor as laid down in Section 36(3) and 36(4)?		
III - Providing information				
1.	Section 37(3)	Did you provide financial information relating to corporate debtor to the creditors who had requested for information within a period of seven days from the date of such request or give reasons for not providing such information?		
IV - Reporting				
1.	Regulation 8(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether the physical as well as electronic copies of the reports and minutes have been preserved and intended to be preserved for eight years after the dissolution of the corporate debtor?		
2.	Regulation 8(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether reports and minutes have been made available to stakeholders in physical or electronic form on receipt of: a) application in writing; b) costs of making such reports and minutes available to it; and c) an undertaking from the stakeholder that it shall maintain confidentiality of such reports and minutes and shall not use them to cause undue gain or loss to itself or any person?		
V - Preliminary Report				
1.	Regulation 9 of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether Preliminary Report was submitted to the Adjudicating Authority within forty five days from the liquidation commencement date?		T+45
2.	Regulation 9 of IBBI (Voluntary Liquidation Process)	Did the Preliminary Report contain details as specified under Regulation 9 of IBBI (Voluntary Liquidation Process) Regulations, 2017?		

	Regulations, 2017			
VI - Registers and books of accounts				
1.	Regulation 10(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Where the books of accounts of the corporate debtor were incomplete as on the liquidation commencement date, did you complete them and bring them up to date, with all convenient speed, as soon as the order for liquidation was passed?		
2.	Regulation 10(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Are the following registers and books, as may be applicable, in relation to liquidation of the corporate person maintained, preserved and intended to be preserved for a period of eight years: (a) Cash Book; (b) Ledger; (c) Bank Ledger; (d) Register of Fixed Assets and Inventories; (e) Securities and Investment Register; (f) Register of Book Debts and Outstanding Debts; (g) Tenants Ledger; (h) Suits Register; (i) Decree Register; (j) Register of Claims and Dividends; (k) Contributories Ledger; (l) Distributions Register; (m) Fee Register; (n) Suspense Register; (o) Documents Register; Books Register; (q) Register of unclaimed dividends and undistributed properties deposited in accordance with Regulation 45; and (r) such other books or registers as may be necessary to account for transactions entered into by him in relation to the corporate debtor?		
3.	Regulation 10(4) of IBBI (Voluntary Liquidation Process)	Have you kept receipts of all payments made or expenses incurred?		

	Regulations, 2017			
VII - Engagement of professionals				
1.	Regulation 11(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether the professionals appointed conform to Regulation 11(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017?		
2.	Regulation 11(3) of IBBI (Voluntary Liquidation Process) Regulations, 2016	Whether disclosures were made to you by appointed professionals with respect to any pecuniary or personal relationship with any stakeholders or the concerned corporate debtor as soon as he became aware of it?		
VIII - Consultation with stakeholders				
1.	Regulation 12(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Have you maintained particulars of any consultation with the stakeholders?		
IX - Public Announcement				
1.	Regulation 14(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether Public Announcement has been made within 5 days from the date of appointment?		T+28+5
2.	Regulation 14(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether Form A was adopted for the public announcement?		
3.	Regulation 14(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether the public announcement: a) called upon stakeholders to submit their claims as on the liquidation commencement date; and b) provided the last date for submission of claim, which shall be thirty days from the		

		liquidation commencement date?		
4.	Regulation 14(3)(a) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether the Public Announcement has been published in one English and one regional language newspaper?		
5.	Regulation 14(3)(b) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether the Public Announcement has been published on the website, if any, of the Corporate Debtor?		
X - Claims by creditors				
1.	Section 38(1)	Did you receive or collect the claims of creditors within a period of thirty days from the date of the commencement of the liquidation process?		T+30
2.	Regulation 16 (2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Has the existence of all debts claimed by the operational creditors been proved as per Regulation 16 (2) of IBBI (Voluntary Liquidation Process) Regulations, 2017?		
3.	Regulation 17 (2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Has the existence of all debts claimed by the financial creditors been proved as per Regulation 17 (2) of IBBI (Voluntary Liquidation Process) Regulations, 2017?		
4.	Regulation 18 (3) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Has the existence of all debts claimed by the workmen and employees been proved as per Regulation 18 (3) of IBBI (Voluntary Liquidation Process) Regulations, 2017?		
5.	Regulation 19 (2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Has the existence of all debts claimed by other stakeholders than those under Regulations 16, 17 or 18 been proved as per Regulation 19 (2) of IBBI (Voluntary Liquidation Process) Regulations, 2017?		
XI - Proving security interest				

1.	Regulation 20 of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether the existence of security interest was proved by the secured creditor as per Regulation 20 of IBBI (Voluntary Liquidation Process) Regulations, 2017?		
XII - Production of bills of exchange and promissory notes				
1.	Regulation 21 of IBBI (Voluntary Liquidation Process) Regulations, 2017	Where a person seeks to prove a debt in respect of a bill of exchange, promissory note or other negotiable instrument or security of a like nature for which the corporate debtor is liable, whether such bill of exchange, note, instrument or security, as the case may be produced before you before the claim was admitted?		
XIII - Determination of quantum of claim				
1.	Regulation 24 of IBBI (Voluntary Liquidation Process) Regulations, 2017	Where the amount claimed by a claimant is not precise due to any contingency or any other reason, did you make the best estimate of the amount of the claim based on the available information?		
XIV - Verification of claims and list of stakeholders				
1.	Regulation 29(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Was every claim verified within thirty days from the last date of receipt of claims?		T+30
2.	Regulation 30(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Was the list of stakeholders prepared in conformity with Regulation 30(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017?		
3.	Proviso to Section 40(1)	In case of rejection of claim, did you record in writing the reasons for such rejection?		
4.	Section 40(2)	Did you communicate the decision of admission or rejection of claims to the creditor and corporate debtor within seven days of such admission or rejection of claims?		
5.	Regulation 30(2) of IBBI	Was the list of stakeholders filed with the Adjudicating		

	(Voluntary Liquidation Process) Regulations, 2017	Authority within forty-five days from the last date for receipt of claims?		
6.	Regulation 30(3)(a) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Was the list of stakeholders available for inspection by the persons who submitted proofs of claim?		
7.	Regulation 30(3)(b) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Was the list of stakeholders available for inspection by members, partners, directors and guarantors of the corporate debtor?		
8.	Regulation 30(3)(c) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Was the list of stakeholders displayed on the website, if any, of the corporate debtor?		
XV - Preferential transactions				
1.	Section 43 (1)	Where you were of the opinion that the corporate debtor has at a relevant time given a preference in such transactions and in such manner as laid down in Section 43 (2) to any persons as referred to in Section 43 (4), did you apply to the Adjudicating Authority for avoidance of preferential transactions and for one or more of the orders referred to in Section 44?		
XVI - Avoidance of undervalued transactions				
1.	Section 45(1)	Where on an examination of the transactions of the corporate debtor referred to in Section 43(2) it was determined by you that certain transactions made during the relevant period under Section 46 were undervalued, did you make an application to the Adjudicating Authority to		

		declare such transactions as void and reverse the effect of such transaction?		
2.	Section 46(1)	In case of application filed for avoiding a transaction at undervalue, did you demonstrate that: (i) such transaction was made with any person within the period of one year preceding the insolvency commencement date; or (ii) such transaction was made with a related party within the period of two years preceding the insolvency commencement date?		
XVII - Extortionate credit transactions				
1.	Section 50(1)	Where the corporate debtor has been a party to an extortionate credit transaction involving the receipt of financial or operational debt during the period within two years preceding the insolvency commencement date, did you make an application for avoidance of such transaction to the Adjudicating Authority if the terms of such transaction required exorbitant payments to be made by the corporate debtor?		
XVIII - Manner and mode of sale				
1.	Regulation 31 of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether you sold the assets of the corporate person in the manner and mode approved by the corporate person in compliance with the provisions?		
XIX - Recoveries of money due				
1.	Regulation 32 of IBBI (Voluntary Liquidation Process) Regulations, 2017	Did you endeavor to recover and realize all assets of and dues to the corporate debtor in a time-bound manner for maximization of value for the stakeholders?		
XX - Liquidator to realize uncalled capital or unpaid capital contribution				

1.	Regulation 33 (1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Did you realize any amount due from any contributory to the corporate debtor?		
2.	Regulation 33(2) and 33(3) of IBBI (Voluntary Liquidation Process) Regulations, 2017	In case of calling and realization of uncalled capital, whether provisions under Regulation 33(2) and 33(3) of IBBI (Voluntary Liquidation Process) Regulations, 2017 were adhered to?		
XXI - Opening and maintaining of bank account				
1.	Regulation 34(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Whether a bank account was opened in the name of the corporate debtor followed by the words 'in liquidation', in a scheduled bank, for the receipt of all moneys due to the corporate debtor?		T+28+7
2.	Regulation 34(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Did you deposit in the bank account opened all moneys, including cheques and demand drafts received by you as the liquidator of the corporate debtor and the realizations of each day without any deduction, not later than the next working day?		
3.	Regulation 34(4) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Were all payments out of the account above five thousand rupees made by cheques drawn or online banking transactions against the bank account?		
XXII - Distribution of assets				
1.	Section 53	Were the proceeds from the sale of liquidation assets distributed in the order of priority as laid down in Section 53?		
2.	Regulation 35(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Did you distribute the proceeds from realization within six months from the receipt of the amount to the stakeholders?		

3.	Regulation 35(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Were the insolvency resolution process costs, if any, and the liquidation costs deducted before making such distribution?		
4.	Regulation 35(3) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Did you distribute amongst stakeholders an asset that cannot be readily or advantageously sold due to its peculiar nature or other special circumstances with the approval of the corporate person?		
XXIII - Completion of liquidation				
1.	Regulation 37(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Was the liquidation completed within a period of twelve months from the liquidation commencement date?		12 months from liquidation commencement date
2.	Regulation 37(2) & 37(3) of IBBI (Voluntary Liquidation Process) Regulations, 2017	If the liquidation was not completed within twelve months, whether provisions under Regulation 37(2) & 37(3) of IBBI (Voluntary Liquidation Process) Regulations, 2017 were adhered to?		
XXIV - Final Report				
1.	Regulation 38(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	On completion of the liquidation process, did you prepare the Final Report as laid down in Regulation 38(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017?		
2.	Regulation 38(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Was the Final Report sent to the Registrar and the Board?		Within 14 days from date of liquidation Order
3.	Regulation 38(3) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Was the Final Report submitted to the Adjudicating Authority along with application under Section 59(7)?		
XXV - Unclaimed proceeds of liquidation or undistributed assets				

1.	Regulation 39(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Before the order of dissolution is passed under section 59(8), did you apply to the Adjudicating Authority for an order to pay into the Companies Liquidation Account in the Public Account of India any unclaimed proceeds of liquidation or undistributed assets or any other balance payable to the stakeholders in your hands on the date of the order of dissolution?		
2.	Regulation 39(2) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Have you given all the money which should have been paid by you into the Companies Liquidation Account under this Regulation?		
3.	Regulation 39(3) of IBBI (Voluntary Liquidation Process) Regulations, 2017	When making payment of any unclaimed proceeds or undistributed assets of liquidation, have you furnished to the Registrar and the Board, a statement setting forth the nature of the sums included, the names and last known addresses of the stakeholders entitled to participate therein, the amount to which each is entitled to and the nature of their claim?		
4.	Regulation 39(4) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Have you been provided a receipt from the Reserve Bank of India for any money paid to it under Regulation 39 (2) of IBBI (Voluntary Liquidation Process) Regulations, 2017?		
XVI - Detection of fraud or insolvency				
1.	Regulation 40(1) of IBBI (Voluntary Liquidation Process) Regulations, 2017	Where you were of the opinion that the liquidation is being done to defraud a person, did you make an application to the Adjudicating Authority to suspend the process of liquidation?		
2.	Regulation 40(2) of IBBI (Voluntary Liquidation Process)	Where you were of the opinion that the corporate person will not be able to pay its debts in full from the proceeds of assets sold in liquidation, did you		

	Regulations, 2017	make an application to the Adjudicating Authority to suspend the process of liquidation?		
XVII - Dissolution of corporate debtor				
1.	Section 59(8)	Where the assets of the corporate debtor were completely liquidated, did you make an application to the Adjudicating Authority for the dissolution of such corporate debtor?		
2.	Section 59(9)	Was a copy of the dissolution order forwarded to the authority with which the corporate debtor is registered within fourteen days from the date of such order?		

HALF YEARLY RETURN**Half Yearly Return for the period ended****Name of Insolvency Professional:****Registration Number:****Date of filing Half Yearly Report:****I. Basic details**

S. No.	Particulars	Details
1.	Changes in Registration details of the Insolvency Professional, if any, for the period under review	
2.	Date of intimation of change in registration details to IPA	
3.	Confirmation as to payment of Annual Membership Fees of relevant financial year	
4.	Whether the Insolvency professional holds a valid authorisation for assignment?	
5.	Date of issue of authorisation for assignment & valid authorisation for assignment number.	
6.	No. of CPE hours earned by the IP till date?	
7.	Whether requirements of Regulation 4 of IBBI (Insolvency Professionals) Regulations have been complied during the period under review?	
8.	Whether CIRP forms due during the period under review have been submitted by the IP?	
9.	Whether disclosures (cost/relationship) due during the period under review have been submitted by the IP? Whether any correction forms have been filed?	
10.	Whether disclosures have been submitted within time lines specified? If not, the reasons for the same.	
11.	Whether any regulator (IPA/IBBI) conducted inspection of the IP during the period under review?	
12.	Whether any Warnings/Strictures/Penalties imposed or any observations/adverse orders passed by IBBI/NCLT during period under review <i>(Please provide in details)</i>	
13.	Whether any complaint or grievance filed against Insolvency Professional during period under review (if any, then please provide details)	

14.	Whether any disciplinary action taken against Insolvency Professional during period under review (if any, then please provide details)	
15.	Is there any material event that would affect your membership with ICSI IIP? If yes, kindly state in detail.	
16.	Initiation of legal action, if any against the member by third parties/corporate debtor in violation of section 233/236 of the Code?	
17.	Have you been adhering to the provisions of Code of Conduct as stated in the first schedule of IBBI(Insolvency Professionals)Regulations 2017	
18.	Whether my name appears in any defaulter list of IPA?	

II. I have handled/ presently handling the following assignments (CIRP/fast track/liquidation/Vol. Liquidation/Personal Guarantors to the Corporate Debtors) under the tenure under review:

(i) Details of assignments:

S. No	Name of the Corporate Debtor	Date of commencement	Appointed as (IRP/RP/Liquidator/Vol. Liq/AR/Administrator)	Status of assignment	date of conclusion (if any)	details of timelines deviation (if any)	Fees charged by IP (lump sum exc. GST)	Fees ratified by CoC (lump sum exc. GST)

DECLARATION:

I, _____, with IP Registration No. _____, resident of/having its principal place of business/registered office at _____, do hereby declare that:

- ☐ I have read and understood the provisions of Section 208(2)(d) of the Insolvency and Bankruptcy Code, 2018 and have submitted/ would continue to submit a copy of records of every proceeding before the Adjudicating Authority to the Insolvency and Bankruptcy Board of India as well as to the ICSI Institute of Insolvency Professionals.
- ☐ I have read and understood Para 9 of IBBI Circular No. IBBI/IP/013/2018 dated 12th June, 2018 and would disclose the requirements in the relevant Forms in Annexure C to Insolvency Professional Agency within the timelines as specified.
- ☐ I have read and understood the requirements of the Code, Rules, Regulations and Circulars issued under the Code.

☐

I/We also declare that all the information provided herein is true, correct and complete to my/our knowledge and belief and nothing material has been suppressed.

Date:

Place:

ANNEXURE - V**SELF DECLARATION FORM**

I, _____ having Registration number _____, do hereby affirm that during the financial year _____, I have complied with the following circulars issued by Insolvency and Bankruptcy Board of India, including but not limited to:

S. No.	Particulars	Response
1.	Circular dated 3rd January, 2018: Insolvency professional to use Registration Number and Registered Address in all his communication	<input type="checkbox"/>
2.	Circular dated 3rd January, 2018: Insolvency professional to ensure compliance with provisions of the applicable laws	<input type="checkbox"/>
3.	Circular dated 3rd January, 2018: Insolvency professional not to outsource his responsibilities	<input type="checkbox"/>
4.	Circular dated 16th January, 2018: Disclosures by Insolvency Professionals and other Professionals appointed by Insolvency Professionals conducting Resolution Processes	<input type="checkbox"/>
5.	Circular dated 23rd February, 2018: Confidentiality of Information relating to processes under the IBC 2016,	<input type="checkbox"/>
6.	Circular dated 12th June, 2018: Fee and other Expenses incurred for Corporate Insolvency Resolution Process,	<input type="checkbox"/>
7.	Circular dated 13th July, 2018: Appointment of Authorized Representative for Classes of Creditors under section 21 (6A) (b) of the Insolvency and Bankruptcy Code, 2016	<input type="checkbox"/>
8.	Circular dated 10th August, 2018: Notice for Meetings of the Committee of Creditors,	<input type="checkbox"/>
9.	Circular dated 31st August, 2018: Compliance of regulation 13 (2) of the IBBI (Insolvency Professionals) Regulations, 2016	<input type="checkbox"/>
10.	Circular dated 14th September, 2018: Voting in the Committee of Creditors,	<input type="checkbox"/>
11.	Circular dated 17th October, 2018: Valuation under the Insolvency and Bankruptcy Code, 2016,	<input type="checkbox"/>
12.	Circular dated 13th August, 2019: Compliance with regulations 7(2) (ca) and 13 (2) (ca) of IBBI (Insolvency Professionals) Regulations, 2016, circular dated 12 th April, 2019 Valuation under the Insolvency and Bankruptcy Code, 2016: Appointment of Registered Valuer,	<input type="checkbox"/>
13.	Circular dated 14th August, 2019: Filing of Forms for the purpose of monitoring CIRPs and performance of IPs under the IBC, 2016 and the regulations made thereunder,	<input type="checkbox"/>
14.	Circular dated 26th August, 2019: Applicability of the Insolvency and Bankruptcy Board of India (Liquidation Process) (Amendment) Regulations, 2019 notified on 25 th July, 2019	<input type="checkbox"/>

15.	Circular dated 9th January, 2020: Deposit of unclaimed dividends and / or undistributed proceeds of liquidation process in accordance with regulation 46 of the Insolvency and Bankruptcy Board of India (Liquidation Process) Regulations, 2016	<input type="checkbox"/>
16.	Circular dated 9th January, 2020: Deposit of unclaimed dividends and / or undistributed proceeds of voluntary liquidation process in accordance with regulation 39 of the Insolvency and Bankruptcy Board of India (Voluntary Liquidation Process) Regulations, 2017	<input type="checkbox"/>
17.	Circular dated 17th February, 2020 & 6th March, 2020: MCA Circular for filing of various forms in the Registry (MCA-21) by IPs appointed under IBC, 2016,	<input type="checkbox"/>
18.	Circular dated 17th March, 2020: Feature for modification of CIRP Forms submitted by an IP in compliance of regulation 40B of the CIRP Regulations, 2016.	<input type="checkbox"/>

I, the undersigned, hereby declare that the particulars in this form are true and correct to the best of my knowledge, I have complied with Insolvency and bankruptcy Code, 2016 along with applicable rules and regulations and I have not suppressed any fact. I undertake that in the event of my information being found false or incorrect at any stage, I shall be held liable for the same.

Signature: _____

Place: _____

Date: _____