

**STEP BY STEP GUIDE
&
DETAILED MANUAL
ON
FORM-A FILING ON
WEB PORTAL**

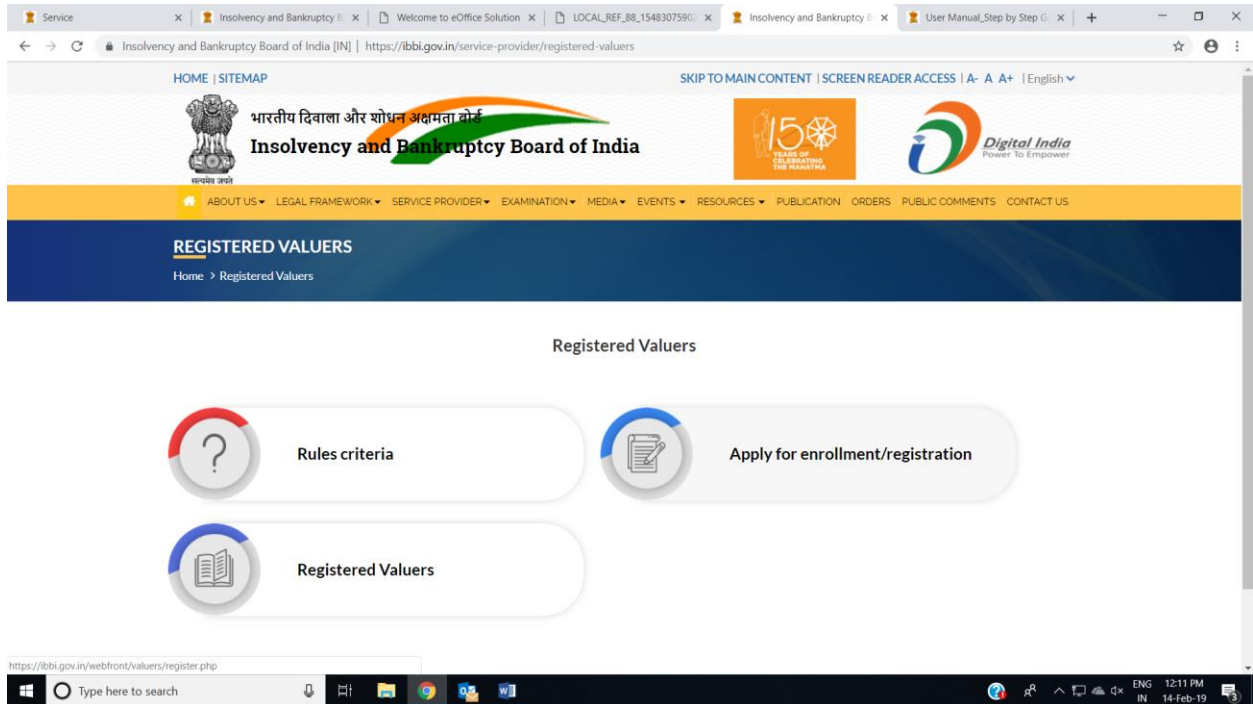
STEP 1:

Visit www.ibbi.gov.in and click on header- 'Service Provider' and select sub-menu 'REGISTERED VALUER'

The screenshot shows the homepage of the Insolvency and Bankruptcy Board of India (IBBI). The website is in English and features a navigation bar with links to HOME, SITEMAP, and SKIP TO MAIN CONTENT. The main header includes the IBBI logo and the text 'भारतीय दिवाला और शोधन अक्षमता बोर्ड' (Insolvency and Bankruptcy Board of India). Below the header, there is a navigation menu with options: ABOUT US, LEGAL FRAMEWORK, SERVICE PROVIDER, EXAMINATION, MEDIA, EVENTS, RESOURCES, PUBLICATION, ORDERS, PUBLIC COMMENTS, and CONTACT US. The 'SERVICE PROVIDER' menu is expanded, showing a list of sub-menus: INSOLVENCY PROFESSIONALS (IPs), INSOLVENCY PROFESSIONAL AGENCIES (IPAs), INFORMATION UTILITIES (IUs), INSOLVENCY PROFESSIONAL ENTITIES, REGISTERED VALUER ORGANISATIONS (RVOs), and REGISTERED VALUER. The 'REGISTERED VALUER' sub-menu is selected. The main content area displays a 'What's New' section with a list of recent updates, including a request for proposal for appointment of consultants for providing accounting support and related services to IBBI, and an invitation to scheduled commercial banks for a two-day workshop on 'Committee of Creditors: An Institution of Public Faith' on 15th and 16th February, 2019 at Mumbai. There is also a 'QUICK LINKS' section at the bottom. The browser address bar shows the URL 'https://ibbi.gov.in/service-provider/registered-valuers'.

STEP 2:

Click on “Apply for Enrollment /Registration”



Field 1 : BSE Enrolment No.

1.BSE Enrolment No.*:

Enrollment No

NB:

- **Mandatory Field.**
- This is a unique field and can not be amended subsequently. Please fill this field correctly.
- Refer to Valuation Passing Certificate or Exam Passing Marksheet and **re-verify** the same.

Field 2 : Name of the RVO to be enrolled with

2. Name of the RVO to be enrolled with* :

3. Title*:

4. Name (As per Aadhar)* :

5. Father's Name* :

6. Date of Birth* :

A screenshot of a web form showing a dropdown menu for selecting an RVO. The dropdown is open, displaying a list of organizations. The first option is 'Select', which is highlighted in blue. Below it are several other organizations: 'Institution of Estate Managers and Appraisers', 'IOV Registered Valuers Foundation', 'ICSI Registered Valuers Organisation', 'The Indian Institution of Valuers', 'ICMAI Registered Valuers Organisation', 'ICAI Registered Valuers Organisation', 'PVAI Valuation Professional Organisation', 'CVSRTA Registered Valuers Association', 'Association of Certified Valuers and Analysts', and 'CEV Integral Appraisers Foundation'. To the right of the dropdown, there are two small icons: a red square and a blue triangle.

NB:

- **Mandatory Field.**
- **Select** from the drop down menu.
- In case an applicant is applying for enrolment under an RVO [RVO2] different from the RVO [RVO1] with whom he / she is registered as a Primary Member and undertaken training, NOC from RVO1 will be required to be uploaded in addition to other documents.

Field 3 : Title

3. Title*:

4. Name (As per Aadhar)* :

NB:

- **Mandatory Field.**
- **Select** from the drop down menu.

Field 4 :

4. Name (As per Aadhar)* :

Name

NB:

- **Mandatory Field.**
- Name as mentioned under this field will be reflected on the portal and captured in the Certificate of Registration upon registration.
- Proper Format to be used.

For Example:

CORRECT FORMAT	- Ram Mohan Gandhi
WRONG FORMAT	- RAM MOHAN GANDHI - ram mohan Gandhi - Ram Mohan Gandhi

- In case there is a Mismatch in the way name is mentioned in the enclosed documents, please furnish an Affidavit with respect to Name mismatch in documents.

Field 5 : Father's Name

5. Father's Name* :

Father Name

NB:

- **Mandatory Field.**
- Proper Format to be used.

Example:

CORRECT FORMAT	- Ram Mohan Gandhi
WRONG FORMAT	- RAM MOHAN GANDHI - ram mohan Gandhi - Ram Mohan Gandhi

Field 6 : Date of Birth

6. Date of Birth* :

7. Place of Birth* :

8. PAN * :

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
48						1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
1	31						

Wed. 19. Dec 2018 00 00

NB:

- **Mandatory Field.**
- **Select** from the drop down menu.

Field 7 :

7. Place of Birth* :	<div><div>select</div><div>select</div><div>Other</div><div>Andaman and Nicobar Islands</div><div>Andhra Pradesh</div><div>Arunachal Pradesh</div><div>Assam</div><div>Bihar</div><div>Chandigarh</div><div>Chhattisgarh</div><div>Dadra and Nagar Haveli</div><div>Daman and Diu</div><div>Goa</div><div>Gujarat</div><div>Haryana</div><div>Himachal Pradesh</div><div>Jammu and Kashmir</div><div>Jharkhand</div><div>Karnataka</div><div>Kerala</div><div>Lakshadweep</div></div>	<div>Select</div>
8. PAN* :		
9. AADHAAR No* :		
10. Passport No:		
11. Address for Correspondence		
a) Address 1*:		
b). Address 2 :		

NB:

- **Mandatory Field.**
- **Select** from the drop down menu.

Field 8 : PAN

8. PAN * :

Eg: AAAPL1234C

NB:

- **Mandatory Field.**
- Copy of PAN card to be uploaded as proof of Identity.

Field 9 : AADHAR

9. AADHAAR No* :

Aadhaar No

NB:

- **Mandatory Field.**
- Copy of Aadhar to be uploaded.

Field 10: Passport No.

10. Passport No:

Eg: A123567

NB:

- **Optional field.**

Field 11: Address of Correspondence

11. Address for Correspondence

a) Address 1* :	<input type="text" value="Max legnth 100 characters"/>
b). Address 2 :	<input type="text" value="Max legnth 100 characters"/>
c). Address 3 :	<input type="text" value="Max legnth 100 characters"/>
12. State* :	<input type="text" value="select"/>
13. City :	<input type="text"/>
14. Pin Code * :	<input type="text" value="pin code"/>

NB:

- Mandatory Field – Field 11a
- Write address in Proper format.
- Date in field 11a need not be repeated in field 11b and / or 11c.
- State, City, Pin Code should not be mentioned here.

Example:

CORRECT FORMAT	a) Address 1*: 1/1, Wood Circle b) Address 2 : Sector 1 c) Address 3: Opp. GPO
WRONG FORMAT	a) Address 1*: 1/1, Wood Circle, Sector 1, Opp. GPO b) Address 2 : 1/1, Wood Circle, Sector 1, Opp. GPO c) Address 3: 1/1, Wood Circle, Sector 1, Opp. GPO
	a) Address 1*: 1/1, Wood Circle, Sector 1, Opp. GPO b) Address 2 : Chandigarh c) Address 3: Punjab
	a) Address 1*: 1/1, Wood Circle, Sector 1, Opp. GPO b) Address 2 : Chandigarh c) Address 3: Punjab -170001
	a) Address 1*: b) Address 2 : 1/1, Wood Circle, Sector 1, Opp. GPO c) Address 3:

Field 12: State

12. State* :

13. City :

14. Pin Code* :

Permanent Address same as
Correspondence Address

15. Permanent Address

Address 1*:

Address 2 :

Address 3 :

select

select

Other

Andaman and Nicobar Islands

Andhra Pradesh

Arunachal Pradesh

Assam

Bihar

Chandigarh

Chhattisgarh

Dadra and Nagar Haveli

Daman and Diu

Goa

Gujarat

Haryana

Himachal Pradesh

Jammu and Kashmir

Jharkhand

Karnataka

Kerala

Lakshadweep

Max length 100 characters

NB:

- **Mandatory Field.**
- **Select** from the drop down menu.

Field 13: City

12. State* :	<div>Andhra Pradesh</div>
13. City :	<div>Select</div>
14. Pin Code* :	
Permanent Address same as Correspondence Address	
15. Permanent Address	
Address 1*:	<div></div>
Address 2 :	<div></div>
Address 3 :	<div></div>

Select

Adilabad

Anantapur

Chittoor

East Godavari

Guntur

Hyderabad

Karimnagar

Khammam

Krishna

Kurnool

Mahbubnagar

Medak

Nalgonda

Nizamabad

Prakasam

Rangareddy

Sri Potti Sriramulu Nellore

Srikakulam

Visakhapatnam

NB:

- Select from the drop down menu.

Field 14: Pin Code

14. Pin Code * :

pin code

NB:

- **Mandatory Field.**

Field 15, 16, 17 18 : Permanent Address, State City, Pin Code

Permanent Address same as Correspondence Address	<input type="checkbox"/> (If Yes,tick here If Not, provide below)
15. Permanent Address	
Address 1*:	<input type="text" value="Max legnth 100 characters"/>
Address 2 :	<input type="text" value="Max legnth 100 characters"/>
Address 3 :	<input type="text" value="Max legnth 100 characters"/>
16. State*:	<input type="text" value=""/>
17. City : *	<input type="text" value=""/>
18. Pin Code * :	<input type="text" value="pin code"/>

NB:

- In case Permanent Address is same as Address of Correspondence as stated at Field 11 to 14, tick the radio button.
- All data captured in field 11 to 14 will get auto populated in respective fields at 15 to 18.
- Incase Permanent address is different from the address of correspondence fill in details in field 15 to 18. Instructions for filling field 15 to 18 is same as instruction for corresponding fields from 11 to 14.

Field 19: Permanent Address, State City, Pin Code

19. Have you been residing at different places for the last 5 years? (Yes/No) ☐ Yes ☐ No

NB:

- **Select the appropriate button.**
- **No further action is required if no is selected.**

19. Have you been residing at different places for the last 5 years? (Yes/No) ☐ Yes ☒ No

- In case 'YES' is selected,

1. Select 'YES'

19. Have you been residing at different places for the last 5 years? (Yes/No)

☒ Yes ☐ No

If yes, please give details:

Year	Address
Select	
Add More	

2. Select 'YEAR' from drop down menu.

19. Have you been residing at different places for the last 5 years? (Yes/No)

☒ Yes ☐ No

If yes, please give details:

Year	Address
Select	
Select	
2012	
2013	
2014	
2015	
2016	
2017	
2018	598

a) E-Mail Address* :

b) Mobile No* :

3. Type 'Address' in the address bar. Here complete address, along with City, State and Pincode should be mentioned.

19. Have you been residing at different places for the last 5 years? (Yes/No)

☒ Yes ☐ No

If yes, please give details:

Year	Address
2012	
Add More	

4. Incase of need to add more addresses for other years, click 'Add More' to activate next address tab. Repeat the procedure stated above at point no. 1 to 3.

19. Have you been residing at different places for the last 5 years? (Yes/No)

☒ Yes ☐ No

If yes, please give details:

Year	Address
2012	
Select	
Add More	

[Remove](#)

Field 19 'a', 'b' and 'c' : Email Address, Mobile No. and Landline No.

a) E-Mail Address* :

E-Mail

b) Mobile No* :

Eg: 7784947598

c) Landline No :

Landline No

NB:

a) EMAIL Address

- Email Address stated under field **19a** will be considered the Registered Email Address of the applicant.
- This Email will also reflect of the portal.
- All correspondences with the applicant will be undertaken on this Registered Email Address.

b) Mobile No.

- Mobile Number stated under field **19b** will be considered the Registered Mobile Number of the applicant.
- All correspondences with the applicant will be undertaken on this Registered Mobile Number.

c) Landline No. : Optional

Field 20: Other Details

**Other
Details**

20. Educational Qualifications*

**Educational
Qualification**

*Please provide educational qualifications from Bachelor's degree onwards.

Year of Passing

Marks(%)

Grade/Class

University/College

Remarks If Any

[Add More](#)

NB:

- Fill the Education Qualifications starting from Current Qualification and then going up to Graduation.
- To add more degrees click on 'Add More'
- Final Degree of all qualifications stated herein will have to be uploaded.

Field 21 : Professional Qualification (Excluding valuation specific courses)

21. Professional Qualification (Excluding valuation specific courses)*

Whether you hold any professional qualification?

☐ Yes

☐ No

NB:

- Select the appropriate button.
- No further action is required if no is selected.

21. Professional Qualification (Excluding valuation specific courses)*

Whether you hold any professional qualification?

☐ Yes

☒ No

- In case 'YES' is selected,

Select 'YES' only if professional membership is of professional institute established by an Act of Parliament for the purpose of regulation of a profession.

21. Professional Qualification (Excluding valuation specific courses)*

Whether you hold any professional qualification?

☒ Yes

☐ No

Professional
Qualification
(Excluding valuation
specific courses)

Membership No.(If
Applicable)

Institute/professional
Body

Date Of Enrollment



Remarks If Any

Max length 500 characters

Add More

- Enter Professional Qualification details.
- To add more membership, click on 'Add More'

Field 22: Details of valuation examination passed

22.Details of valuation examination passed*

SL No.	Date of Examination	Assets class, if any	Marks Secured	Percentage
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add More

NB:

- If an applicant has passed valuation examination for more than one asset class, here, give details of only that asset class for which application is being made.

- Date must be selected from the menu.

- Mention the Asset Class.

Example:

Land and Building	L&B
Plant and Machinery	P&M
Securities of Financials Assets	SFA

- Do not leave Asset class blank.

Field 23: Valuation Qualification

23.Valuation Qualification*

SL No.	Valuation specific qualification/course	Recognised Registered Valuers Organisation - Name	Recognised Registered Valuers Organisation - Recognition No	Asset class	Membership No. in Registered Valuers Organisation	Remarks, if any
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Land and Buildi ▼	<input type="text"/>	<input type="text"/>

Add More

NB:

- If an applicant has passed valuation examination for more than one asset class, here, give details of only that asset class for which application is being made.

- Select Asset Class from drop down menu.

Asset Class for which application is being made should be selected.

Select it carefully. This asset class will be captured on the portal.

- Do not leave Asset class blank.

Field 24: Work Experience

Work Experience*

24. Are you presently in practice / employment?

☐ Yes

☒ No

NB:

- Select the appropriate button.
- No further action is required if 'NO' is selected.

Work Experience*

24. Are you presently in practice / employment?

☐ Yes

☒ No

- If 'YES' is selected

Work Experience*

24. Are you presently in practice / employment?

☒ Yes

☐ No

☐ Practice

☐ Employment

Select whether in 'Practice' or in 'Employment'

Field 25, 26, 27 : Work Experience contd...

25. Number of years in practice

Choose No.of Years ▼

Choose No.of Months ▼

26. Address for professional correspondence
(If in practice)

Max length 500 characters

27. Number of years in employment

Choose No.of Years ▼

Choose No.of Months ▼

NB:

- Mention the appropriate details.
- Address should be complete address including the City, State, Pin Code.

Field 28: Experience

28. Experience

SL No.	From Date	To Date	Employment/Practice	If employed, Name of Employer and Designation	If in practice, experience in the relevant profession/ valuation	Area of Work
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add More

NB:

- Select the appropriate dates from the menu.
- Under Area of Work, please check whether the Experience Certificate captures the same as well.

Field 29:

29. Please state your professional membership number.

NB:

- Optional field.

Field 30, 31, 32: Additional Information

Additional Information

30. Have you ever been convicted for an offence?^{*} ☐ Yes ☐ No
31. Any criminal proceedings pending against you^{*} ☐ Yes ☐ No
32. Have you ever been declared as an undischarged Bankrupt, or applied to be adjudged as Bankrupt? If yes please give details^{*} ☐ Yes ☐ No

NB:

- Mandatory field.
- Select appropriate option.
- If for any of the fields the answer is 'YES', please upload related documents with justification confirming compliance with the rules.

Additional Information

30. Have you ever been convicted for an offence?^{*} ☒ Yes ☐ No

No file chosen
31. Any criminal proceedings pending against you^{*} ☐ Yes ☒ No
32. Have you ever been declared as an undischarged Bankrupt, or applied to be adjudged as Bankrupt? If yes please give details^{*} ☐ Yes ☒ No

Field 33: Additional Information contd...

33. Please provide any additional information that may be relevant for your application*

Any additional information that may be relevant for your application

NB:

- **Mandatory field.**
- Please mention any other material information that is not covered in the application and which may be of relevance with regard to the applicant's profile. Otherwise, state 'None'.

Field 34(a), (b) and (c): Additional Information contd...

34(a). Whether Person resident in India

☐ Yes ☐ No

For the purposes of these rules 'person resident in India' shall have the same meaning as defined in clause (v) of section 2 of the Foreign Exchange Management Act, 1999 (42 of 1999) as far as it is applicable to an individual*

34(b). Have you ever been levied a penalty under section 271J of Income-tax Act, 1961 (43 of 1961) and time limit for filing appeal before Commissioner of Income-tax (Appeals) or Income-tax Appellate Tribunal, as the case may be has expired, or such penalty has been confirmed by Income-tax Appellate Tribunal, and five years have not elapsed after levy of such penalty *

☐ Yes ☐ No

34(c). I am a fit and proper person based on following criteria:

☐ Yes ☐ No

(i) integrity, reputation and character,
(ii) absence of convictions and restraint orders, and
(iii) competence and financial solvency. *

NB:

- Mandatory field.
- Select the relevant field.

Field 35: Uploads : KYC related

Valuers Documentation

35. Proof of residence* :

Choose File No file chosen

NB:

- **Upload the following documents in the same order:**
 - PAN Card
 - Proof of Address should confirm to data captured under field 11-14 or 15-18 i.e, Address of Correspondence or Permanent Address.
 - Affidavit for Name Mismatch or copy of Gazette publication, in case of name mismatch only.
- No other document should be uploaded.
- Indicative Documents to be considered as Proof of address:
 - Aadhar Card;
 - Copy of Passport;
 - Driving License;
 - Voter Id Card.

Field 36: Uploads contd... : Education Qualification related

36. Educational Qualification* :

Education Qualification	Year of passing	Marks(%)	Grade / Class	University / College	Remarks
MBA Financ	2000	75	1	University	<div>Choose File No file chosen</div>

NB:

- Upload only Final Degree Certificate/s in the same order as mentioned under Field 20.
- No other document should be uploaded.
- No Provisional Certificate or Marksheet to be uploaded.

Field 38: Uploads contd... : Valuation Exam Related

38. Copy of proof of membership with a registered
valuers organisation

Choose File No file chosen

NB:

- **Upload the following documents in the same order:**
 - 50 hours training certificate.
 - Proof of passing valuation examination [Either Exam passing marksheet or Valuation Examination passing certificate]
- No other document should be uploaded.

Field 39: Uploads contd... : Work Experience related

39. copies of documents demonstrating practice or work experience for the relevant period:

Choose File No file chosen

NB:

- **Upload documentary proof from which the following can be ascertained clearly:**
 - Length of experience;
 - Area of experience.
- In case an applicant is empaneled with a Bank, Letter of empanelment from Bank need not be uploaded. Instead letter from a branch of the Bank confirming the above may be uploaded.
- No other document should be uploaded.

Field 40: Uploads contd... : Income Tax returns

40. Income Tax Returns for the last three Financial years*:

1	Select ▼	Choose File	No f...sen
2	Select ▼	Choose File	No f...sen
3	Select ▼	Choose File	No f...sen

NB:

- Select the correct Years.
- Income tax return for the current 3 years to be uploaded.

Field 41: Uploads contd... : Photo

41. Passport-size photo*:

Choose File No file chosen

NB:

- Clearly identifiable photo to be uploaded.
- RVO to verify the applicant from the photo submitted.

Field 42: Uploads contd... : Photo

42. Evidence of deposit / payment of five thousand rupees along with GST :

Choose File No file chosen

NB:

- No action required at this stage. However, physical proof of payment of fees, along with Form A and Addendum to Form A, to be sent to RVO for verification.

Field 43: Date of Submission

43. Date of submission*:



NB:

- Select from the menu.

Field 44: Place of Submission

44. Place of submission*:

Place of submission

NB:

- Fill details appropriately.

Field 45: AFFIRMATIONS

45. AFFIRMATIONS -

1. Copies of documents, as listed in above of this application form have been attached/ uploaded. The documents attached/ uploaded are I undertake to furnish any additional information as and when called for.....
2. I am not disqualified from being registered as a valuer under the Companies (Registered Valuers and Valuation) Rules, 2017.
3. This application and the information furnished by me along with this application is true and complete. If found false or misleading at any stage, my registration shall be summarily cancelled.
4. I hereby undertake to comply with the requirements of the Companies Act, 2013, the rules made thereunder, the directions given by the authority, and the bye-laws, directions and guidelines issued or the resolutions passed in accordance with the bye-laws by the registered valuers organisation with which I am enrolled
5. The applicable fee has been paid.

NB:

- At this stage, no action is required and the form can be submitted online for approval by RVO.

Field 46: FORM-A download and submission of physical Form A to RVO.

After submission the following page will be displayed.

Application submitted successfully, Please login with your Username and Password sent on registered Email ID

Personal Details	Other Details	Attach Documents	Form A	STEP BY STEP GUIDE
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46. To download form A click the link given below. [Click Here](#)

- Once RVO approves the form online, a payment link will be received for online payment.
- After payment of fees, Applicant to click on 'Click Here' to download Form 'A'
- Applicant to check and fill all fields in the physical form including **Field 45(1)**, sign and submit physical form to RVO. The physical set to RVO must include:
 - a. Physical Form A signed by the applicant.
 - b. Addendum to Form A signed by the Applicant.
 - c. Proof of Payment.
 - d. Any other document as advised by the RVO.
- Upon receipt of the above, RVO to verify the physical form, addendum, proof of payment and upon being satisfied shall sign the physical form. RVO shall then forward scan of Form A, Addendum to Form-A and Proof of payment and send to applicant for uploading on website.
- After upload by the applicant, RVO shall accord online approval of application.

Important Points:

1. Site is best viewed in IE10 and above, Firefox 16+, Chrome 20+ at 1024 x 768 pixels resolution and JavaScript should be enabled.
2. Please check your inbox and spam folder for the receipt of the login link with Email ID and password.
3. You are required to fill each tab one by one and it is not permitted to navigate between tabs.
4. You must first fill the 'Personal Details' tab followed by 'Other Details' tab and thereafter 'Attach Documents'.
5. All fields highlighted with a red asterisk (*) are mandatory fields. As such, please ensure to fill all the required fields highlighted with an asterisk (*).
6. Please note that a few fields do not accept special characters such as @, /, \, or comma (,) etc.
7. Upload your Experience Letters separately for each experience in one PDF. For example, • If you have shown experience of 5 years in practice, then, Experience letters for 5 years need to be attached along with the Certificate of Practice. • If you have shown 5 years of experience of employment in Company "A", 2 years of experience of employment in Company "B", 3 years of experience in practice in firm "C", please enclose all the three experience certificates separately, along with the Certificate of Practice. • Ensure that the documents are uploaded in one PDF with the clear proof of practice or work experience for the relevant period.
8. While, you may alter, modify or reset details as may be desired before clicking on the SUBMIT button, once the Form is submitted, you will not be able to modify any details. Therefore, before submission of Form, please ensure to verify that all information filled in by you is correct/complete.
9. Please note that the documents to be uploaded are in pdf form and size of documents to be uploaded do not exceed 10 MB.
10. Recent passport size colour photograph in.jpg/.jpeg format must be uploaded.
11. Please note that the email Address and the mobile number are unique and should not have been used earlier for the registration. The submitted Email ID for application cannot be changed in future.
12. For any query regarding online registration, kindly write to valuer@ibbi.gov.in.