

Step by Step Guide to Fill CIRP Forms 1-6 and IP-1 Form

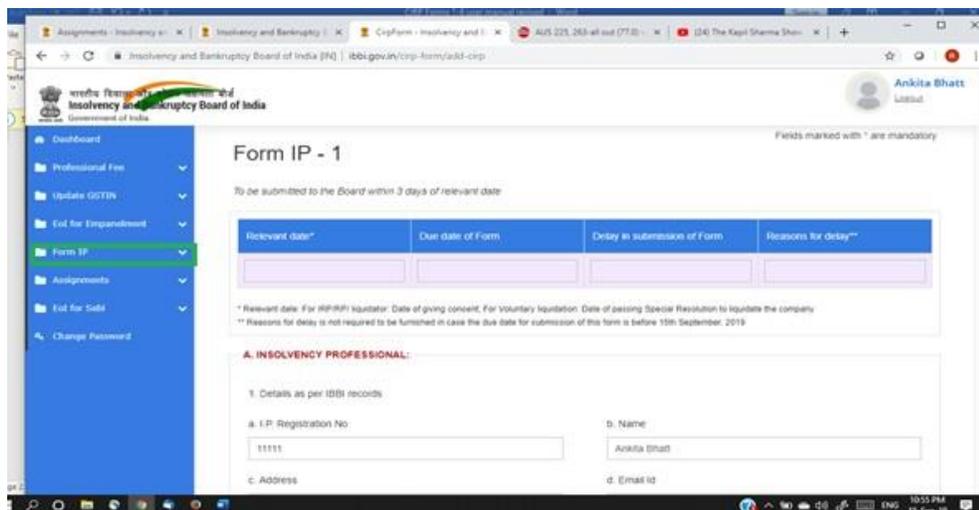
1. Please visit the URL: <https://ibbi.gov.in/users/login>

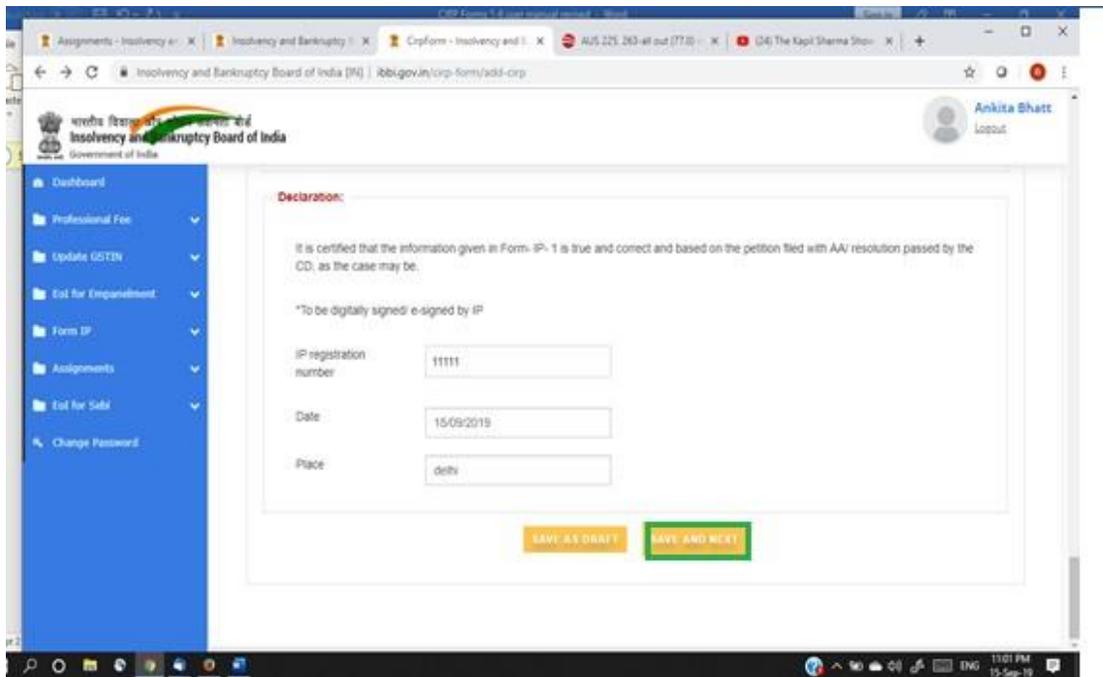


2. Fill your login credentials (username and password) as already provided by IBBI and then click on **Login**. In case you have not received the username or password, send a mail to ipreg@ibbi.gov.in. You can use FORGOT PASSWORD in case you need to retrieve your password.

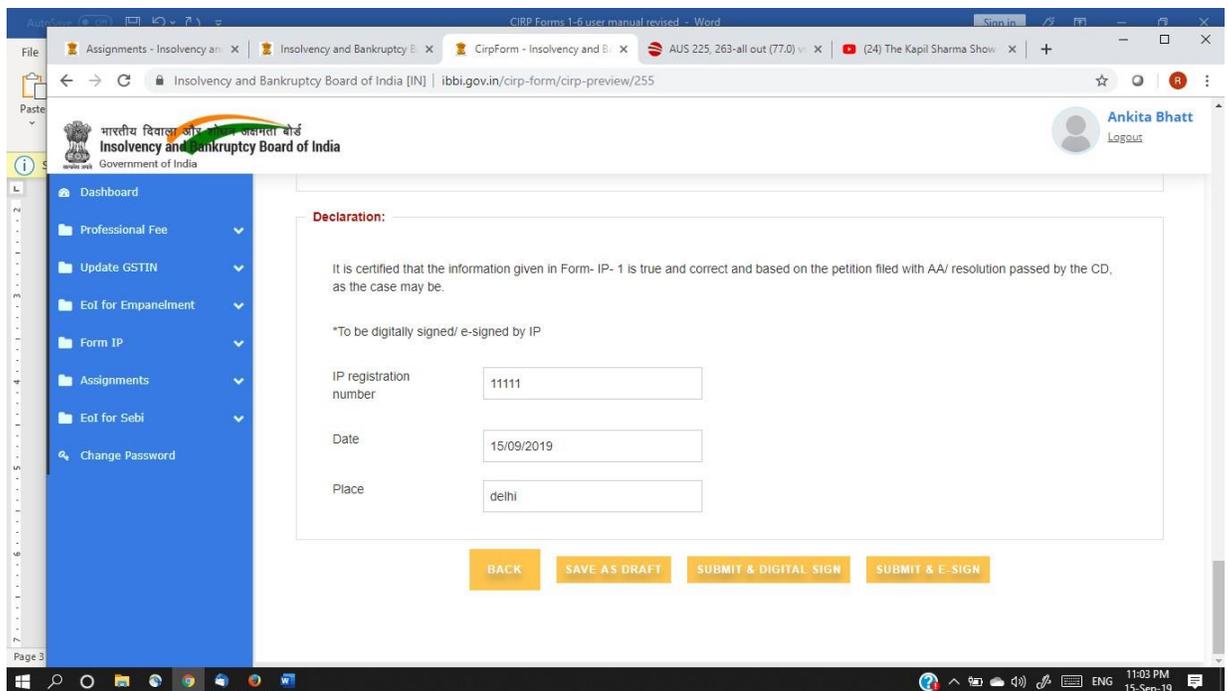
A. To fill IP-1 Form

1. Click on **Form IP** from the left panel, IP-1 form will appear
2. Then fill all details (at least mandatory fields)





3. After filling all details then click on Save and Next



4. Then you will see preview of the Form and now for final submission you have to submit the Form either using e-sign or DSC and you also have option to go back if you want to do any changes in the Form.

To see help for e-Sign or DSC please see the part C.

NOTE:

1. The IP-1 form is required to be filed in cases where the consent is given to Applicant, irrespective of the fact that application is admitted by AA or not. IP-1 is also required to be filed in the cases, where the information is not available completely with the IP at the time of filing the form IP-1 (as the form IP-1 can be updated subsequently, when further information is available).
2. IP-1 or CIRP 1 to 6 are not required to be filed while giving EOI (consent) to the Board to act as IRP/Liquidator, to be empaneled in the list provided to NCLT.
3. In case any consent or EOI is given to SEBI or any authority, for inclusion of IP in list for taking up assignments, there is no requirement to file IP-1. Pls note that the form IP-1 is required to be submitted only when the IP gets associated with the specified assignment (CD), i.e, when the consent is given for a specific CD and not a general consent.
4. When you are filling Relevant date then make sure that you press relevant date then only due date and delays get autopopulated.
5. It is recommended to save the data using **Save as Draft** to ensure whatever data you already filled do not get wiped off due to session timeout.

B. To fill Forms CIRP-1 to CIRP-6

Assignments

1. Go to **Assignments** Module from the left panel

Dashboard
 Professional Fee
 Update GSTIN
 EoI for Empanelment
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 Change Password

Show 10 entries

Corporate Debtor	CIN/LLPIN	Appointed As	Appointment Date
12sep2019	L36911MH1986PLC040689	RP	01-02-2019
4 September Ritesh	12345678901234777777	RP	01-09-2019
4 September Ritech	12345678901234777777	IRP	23-07-2019

- Click on Add Assignments Link, fill details then submit. Please fill name of company and CIN number in accordance with MCA-21 database. It is mandatory to upload appointment order in case of IRP/Liquidator.

Add New Assignment

Add New Assignment

Corporate Debtor*

CIN/LLPIN*
 Should not be greater than 21 character

Appointed As*
 Select

Appointment Date*

Upload Relevant Order (Optional)
 No file chosen

Remarks

SUBMIT

- After you submit your assignment, it will appear on dashboard of IBBI user. IBBI user rejects or approve it, based on verification of details filled by you. When checker approves the assignment, link for different CIRP forms in IP user account will be activated in a row as given below:

Corporate Debtor	CIN/LLPIN	Appointed As	Appointment Date	Relevant Order	Remarks	Submit Date	Status			
12sep2019	L36911MH1996PLC040689	RP	01-02-2019		Gems and jewelaz	12-09-2019	Approved	CIRP-3	CIRP-4	CIRP-5
CD Assignment	CINHU34	RP	01-05-2019			12-09-2019	Approved	CIRP-3	CIRP-4	CIRP-5
X 10SEP LML	L34101UP1972PLC003612	RP	02-07-2017			12-09-2019	Approved	CIRP-3	CIRP-4	CIRP-5
HDFC Deb	CIN230127637345678834	IRP	02-05-2019			11-09-2019	Approved	CIRP-1	CIRP-2	CIRP-6
X 10SEP LML	L34101UP1972PLC003612	IRP	30-05-2017		LML PUBLIC ANNOUNCEMENT COMMENTS- RITESH	10-09-2019	Approved	CIRP-1	CIRP-2	CIRP-6

- When you add an assignment as an IRP then Forms CIRP 1, 2 and 6 will appear and when you add an assignment as a RP then Forms CIRP 3,4,5 and 6 will appear.
- Then you have to click on Forms one by one for respective assignment and fill the forms and finally submit the form with DSC or e-sign. Post submission of the final form, a pdf will be generated and would appear on your dashboard.

NOTE:

- You need to add different assignments for your assignment in the same process (corporate debtor) as IRP, RP or Liquidator. However, you cannot add two assignments for the same CD in the same capacity.
- You need to fill the forms that are due as per Circular dated 14th August, 2019. For example, if you were appointed as RP after issue of IM, you need not file CIRP-3 Form.
- Appointment as an RP is delayed, and the IRP performed the functions of RP beyond 40 days of Insolvency Commencement date. Steps to be followed with respect to the forms:
In the instant case, the IRP is continuing and performing functions in the capacity of RP, thus the IP is required to add the same CD as a new assignment in the capacity of 'RP' even if the date of appointment and order is not available with the IP (deemed RP) from AA.
Post creation of assignment as an RP, link for Forms CIRP - 3, 4, 5 and 6 shall appear. The IP is required to fill the forms, for the events that occurred during his tenure of RP and the new RP will fill the forms using his login credentials for the same CD with respect to the event that occurred in his tenure.
- Replacement of IRP/RP with another RP, Steps to be followed with respect to the forms:
In the instant case, the IP is required to add the CD as a new assignment in the capacity of 'RP'. Post creation of assignment as an RP, link for Forms CIRP - 3, 4, 5 and 6 shall appear. The IP is required to fill the forms, for the events that occurred during his tenure of RP and subject to the information available with him.

FORMS-CIRP

1. When you select CIRP-6 after adding Assignment then FORM 6 will appear with various subparts. You need to choose the relevant events by tick marks, for which the information is required to be submitted.

insolvency and bankruptcy board of india
Government of India

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Form CIRP 6
(To be filed with the Board within 7 days of the occurrence of event)

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12

This E-Form is filed for intimation of:

- I. Filing of application in respect of:
 - a. Preferential transaction
 - b. Undervalued transaction
 - c. Extortionate transaction
 - d. Fraudulent Transaction
- II. Raising of Interim Finance
- III. Insolvency resolution process for guarantors

2. You need to fill details and then click on **SAVE AND NEXT** to proceed to next STEP; you can also save draft of that step by just clicking on **SAVE AS DRAFT**

V. Exclusion of period of CIRP

VI. Premature closure of CIRP (appeal, settlement, withdrawal etc.)

VII. Request for liquidation before completion of CIRP

VIII. Non implementation of resolution plan as approved by AA

Details of The Corporate Debtor:

b. Name of the Corporate Debtor

a. CIN/LLPIN of Corporate Debtor

SAVE AS DRAFT SAVE AND NEXT

3. After filling last step of the Form, you need to click on **preview and submit** to successfully save the Form and to proceed for final submission.

I declare that the contents of this form are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

*To be digitally signed/ e-signed by IP

IP registration number	<input type="text" value="12121"/>
Date	<input type="text" value="15/09/2019"/>
Place	<input type="text"/>

4. Then you will see preview of the Form and now for final submission you have to submit the Form either using e-sign or DSC and you also have option to go back if you want do any changes in the Form

I declare that the contents of this form are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

*To be digitally signed/ e-signed by IP

IP registration number	<input type="text" value="12121"/>
Date	<input type="text" value="15/09/2019"/>
Place	<input type="text" value="delhi"/>

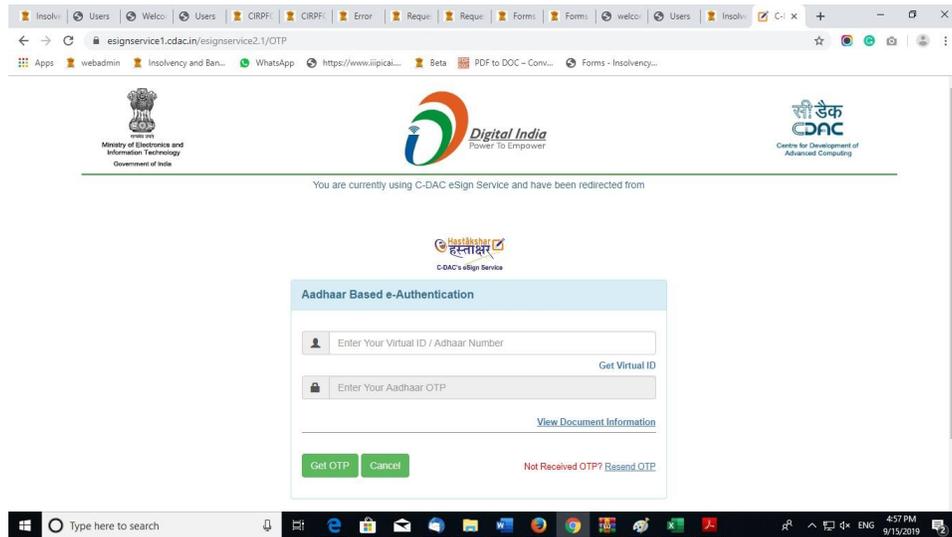
NOTE:

1. As there are some interlinkages in the forms CIRP 1 to 6, it may so happen that the date gets changed to default date '01-01-1970'. In such cases, the IPs are requested to edit the date before the submission.

C. DSC/E-SIGN

E-Sign

1. When you click on “**Submit & E-Sign**” button, a pop-up window will appear, and you need to fill your Virtual ID/ Aadhaar Number to initiate the E-sign on Forms and then click GET OTP. An OTP will be received on the Aadhaar registered mobile number.



The screenshot displays a web browser window with the URL `esignservice1.cdac.in/esignservice2.1/OTP`. The page header includes the Government of India logo, the Digital India logo with the tagline "Power to Empower", and the C-DAC logo (Centre for Development of Advanced Computing). A message states: "You are currently using C-DAC eSign Service and have been redirected from". Below this, the "Aadhaar Based e-Authentication" form is visible, featuring the following fields and buttons:

- Input field: "Enter Your Virtual ID / Aadhaar Number" with a "Get Virtual ID" link to its right.
- Input field: "Enter Your Aadhaar OTP" with a "View Document Information" link below it.
- Buttons: "Get OTP" (green) and "Cancel" (green).
- Text: "Not Received OTP? Resend OTP" (red).

The Windows taskbar at the bottom shows the system time as 4:57 PM on 9/15/2019.

2. Please enter the OTP and then click SUBMIT.

Aadhaar Based e-Authentication

59839

[Get Virtual ID](#)

Enter Your Aadhaar OTP

I have read and provide my [consent](#)

[View Document Information](#)

Submit
Cancel

Not Received OTP? [Resend OTP](#)

3. The Form will be submitted, and you will get a message on the screen.



भारतीय विवादाधीनता प्रणाली
Insolvency and Bankruptcy Board of India
Government of India



Step by Step Guide for Forms

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Form CIRP 1 has been Submitted Successfully.
✕

Form CIRP- 1

IP Registration Number	Name of Corporate Debtor	CIN No	Name of IP	Maker Status	Checker Status	View Form	View PDF	Action
12121	tata steel	ioL27100MH1907PLC0002	Mr. Tapan Chakraborty	Pending	Pending			

4. Once successfully signed, you will be able to see a generated pdf on **View PDF** column. You can also view the filled form on **View Form** column.

Step by Step Guide for Forms

- Dashboard
- Forms CIRP
- Form IP
- Assignments
- EoI for Sebi
- Change Password

Form CIRP- 1

IP Registration Number	Name of Corporate Debtor	CIN No	Name of IP	Maker Status	Checker Status	View Form	View PDF	Action
12121	16Sep2019	U27104WB2003PLC096622	Mr. Tapan Chakraborty	Pending	Pending			

Total Records : < >

Digital Sign

1. If the DSC is not already installed, please visit section D.
2. After clicking the “**Submit & digital sign**” button, a file (.jnlp) would be downloaded to start the DSC process (Please click on keep icon to download), then open the file on double click on it.

Form IP

Assignments

EoI for Sebi

Change Password

5. Whether IRP is a partner or a director of an IPE

N/A

5(b). Whether all directors and partners of the IPE are independent of CD, as per regulation 3(1)

N/A

5(c). Whether disclosure of relationship of IPE has been made to IPA as per disclosure circular

N/A

6. Cost and relationships made to IPA

7. Form FA (Application withdrawal of CIRP) u/ Regulations, 2016, if a

8. Orders of the Court

9. Other documents, if

BACK SUBMIT & DIGITAL SIGN SUBMIT & E-SIGN

https://www.ibbi.gov.in/dashboard

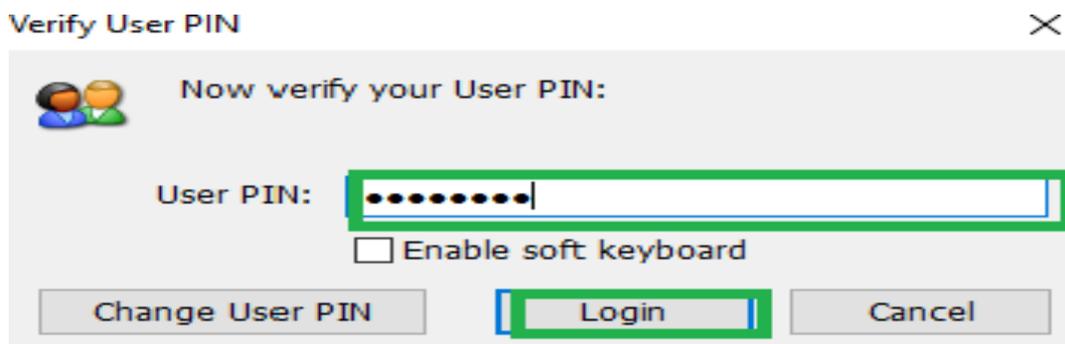
This type of file can harm your computer.
Do you want to keep dsc (5).jnlp anyway?

Keep Discard

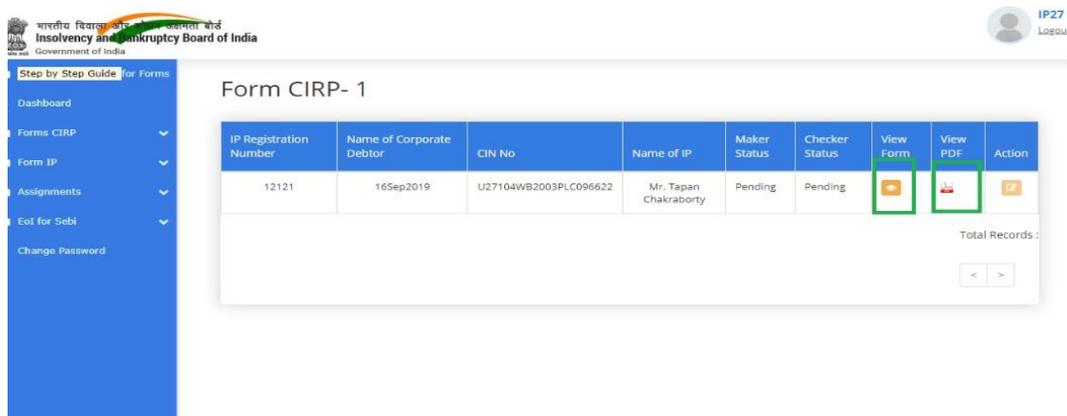
3. A pop-up window will appear, you need to accept by checked the checkbox to start the application for DSC. Then click on “**run**” for the next step to appear.



4. You need to enter the PIN and then, click on login.



5. Post the login, the file shall be submitted with DSC and you will be able to see the generated pdf on View PDF column.



D. How to configure Digital Signature Certificate on system

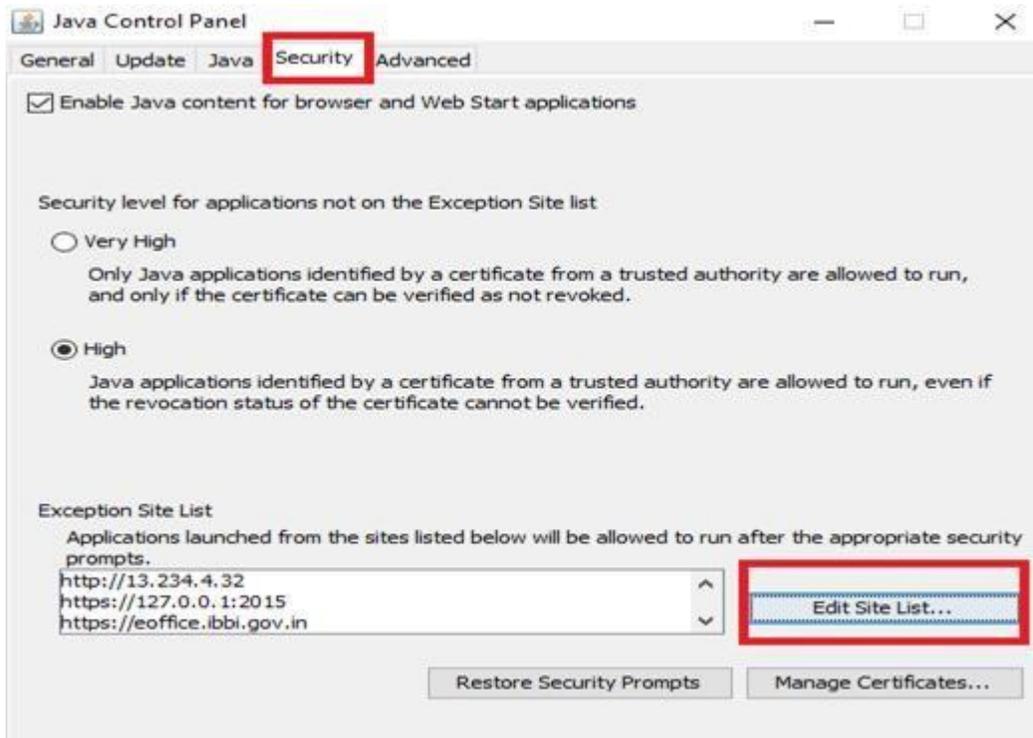
1. Download JAVA from <https://www.java.com/en/download/>



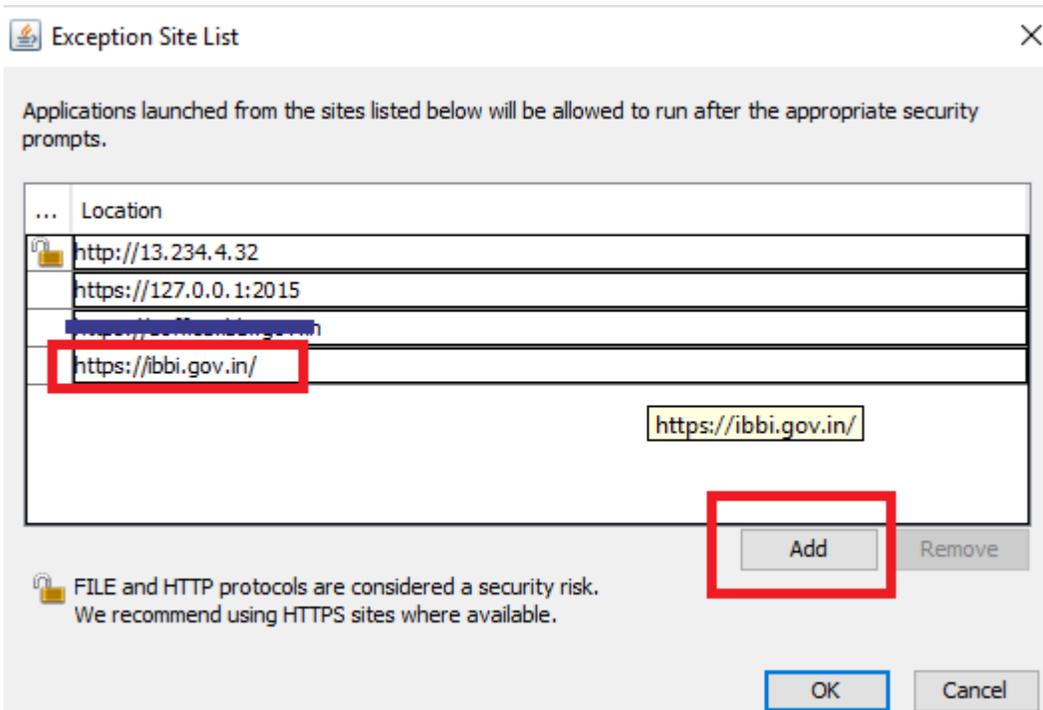
2. After downloading then Install it by clicking on Install



3. In start menu, search for **Configure Java** and then click on **Security menu**



4. Click on **Edit Site List** button and Add Site URL - <https://ibbi.gov.in/> by clicking on **Edit Site List** or **Add Site**, and then click OK It will allow digital signature dongle to sign DSC



5. In case of any difficulty in filing the CIRP-1 to CIRP-6 forms or IP-1 form, please send a mail to webdev@ibbi.gov.in with a copy to manpreet.k92@ibbi.gov.in and rammilan.singh@ibbi.gov.in