### 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

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	User E-mail ID	
गनीम दिलाला	Enter your username	
गोधन अक्षमता बोर्ड	Password	
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otcy Board of India	Captcha	1
	Enter captcha	
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P. Start Bank		1
/ /	LOGIN Forget Password?	

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)

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n Dashboard Professional Fee v Dashes GSTDN v	Form IP - 1	l within 3 days of relevant date		Pields marked with 1 are mandatory
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	A. INSOLVENCY PROFE 1. Details as per IBBI rec	SSIONAL:		
	a. I.P. Registration No.		b. Name	
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t full for Seld. 🗸 🛩	Date	15/09/2019			
Olange Passeord	Place	delta			
		SAVE AS DEALT			

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

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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					
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Update GSTIN	~	Show 10	entries		
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Form IP	~	Debtor IL		As II	Date
Assignments	~	12sep2019	L36911MH1986PLC040689	RP	01-02-2019
EoI for Sebi	~				A4 A5 3040
Change Password		4 September Ritesh	12345678901234777777	RP.	01-09-2019
		4 September	123456789012347777777	IRP	23-07-2019

2. 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.

dd New Assignment	
Corporate Debtor*	CIN/LLPIN-
Appointed As"	Should not be greater than 21 character Appointment Date*
Select	
Upload Relevant Order (Optional) Choose File No file chosen	Remarks
	SUBMIT

3. 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	L36911MH1986PLC040689	RP	01-02-2019	4	Gems and jewelaz	12-09- 2019	Approved	CIRP- 3	CIRP- 4	CIRP 5
CD Assignment	CINHU34	RP	01-05-2019	2		12-09- 2019	Approved	CIRP- 3	CIRP- 4	CIRP 5
X 10SEP LML	L34101UP1972PLC003612	RP	02-07-2017	4		12-09- 2019	Approved	CIRP- 3	CIRP- 4	CIRP 5
HDFC Deb	CIN230127637345678834	IRP	02-05-2019	2		11-09- 2019	Approved	CIRP- 1	CIRP- 2	CIRP 6
X 10SEP LML	L34101UP1972PLC003612	IRP	30-05-2017	2	LML PUBLIC ANNOUNCEMENT COMMENTS- RITESH	10-09- 2019	Approved	CIRP- 1	CIRP- 2	CIRP 6

- 4. 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.
- 5. 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:

- 1. 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.
- 2. You need to fill the forms that are due as per Circular dated 14<sup>th</sup> August, 2019. For example, if you were appointed as RP after issue of IM, you need not file CIRP-3 Form.
- 3. 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.

4. 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.

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a Dashboard		Form		6								Fields	marked with * are mandal	ory
Forms CIRP	~	I UIII	UIT	0										
Form IP	~	(To be filed v	with the Boai	rd within 7 c	lays of the o	occurrence o	f event)							
Assignments	~	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
EoI for Sebi	~	This E-Fo	orm is filed f	or intimati	on of:									
& Change Password														
		Ø I.⊢	iling of appli	cation in res	spect of									
			a. Preferer	ntial transac	tion									
			b. Underva	alued transa	iction									
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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		
	UI. 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		
- C	b. Name of the Corporate Debtor		a. CIN/LLPIN of Corporate Debtor
	SAVE AS DRAFT	s	AVE 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.

"To be digitally signe	ents of this form are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.
IP registration number	12121
Date	15/09/2019
Place	
	SAVE AS DRAFT PREVIEW & SUGMIT

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

To be digitally signed	/e-signed by IP		
P registration umber	12121		
ate	15/09/2019		
lace	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.

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-	You are currently using C-DAC eSign Service and have been redirected from	
	<b>ि इंटरनाक्षर</b>	
	C-DIC 5 earlin pervoe	
	Aadhaar Based e-Authentication	
	Aadhaar Based e-Authentication	
	Aadhaar Based e-Authentication	
	Aadhaar Based e-Authentication  Enter Your Virtual ID / Adhaar Number Get Virtual ID	
	Aadhaar Based e-Authentication       Image: Enter Your Virtual ID / Adhaar Number       Get Virtual ID       Image: Enter Your Aadhaar OTP	
	Aadhaar Based e-Authentication  Enter Your Virtual ID / Adhaar Number  Get Virtual ID  Enter Your Aadhaar OTP  View Document Information	
	Aadhaar Based e-Authentication   Enter Your Virtual ID / Adhaar Number  Get Virtual ID  Enter Your Aadhaar OTP  View Document Information  Get OTP Cancel Net Received OTP? Resent OTP	
	Aadhaar Based e-Authentication         Image: Enter Your Virtual ID / Adhaar Number         Get Virtual ID         Image: Enter Your Aadhaar OTP         View Document Information         Get OTP         Cancel	

2. Please enter the OTP and then click SUBMIT.



Aadhaar	Based e-Authentication	
1	59839	
		Get Virtual ID
E	nter Your Aadhaar OTP	
I have i	read and provide my <u>consent</u>	
		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.

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<ul> <li>Step by Step Guide for</li> <li>Dashboard</li> </ul>	Forms									
<ul> <li>Forms CIRP</li> <li>Form IP</li> </ul>	* *	Form CIRP 1 has b	een Submitted Successful	lly.						×
<ul> <li>Assignments</li> <li>EoI for Sebi</li> </ul>	ž	Form CIRI	<sup>D</sup> - 1							
ৎ Change Password		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			Ø

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

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orm IP	Ŭ	IP Registration Number	Name of Corporate Debtor	CIN No	Name of IP	Maker Status	Checker Status	View Form	View PDF	Actior
signments	~	12121	165ep2019	U27104WB2003PLC096622	Mr. Tapan Chakraborty	Pending	Pending		2	C
for Sebi	~							-	Tot	al Record
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#### **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 🗸 🗸	5. Whether IRP is a partner or a director of an IPE	6. Cost and relationsh
<ul> <li>Assignments</li> <li>EoI for Sebi</li> <li>Change Password</li> </ul>	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	made to IPA 7. Form FA (Applicatio withdrawal of CIRP) u Regulations, 2016, if a 8. Orders of the Court
ttps://www.ibbi.gov.in/dashboard	N/A BACK SUBMIT & DIGITAL SIGN SUBMIT & E-SIGN	, our documents, i
This type of file can harm your cor Do you want to keep dsc (5).jnlp a	nyway? 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.

		Name:	SignPDF
	<u>/!</u> \	Publisher:	UNKNOWN
	-	Location:	https://ibbi.gov.in
Runn Risk:	This applicati information a run this appli	plication may on will run with u t risk. The inforr cation unless yo	y be a security risk Inrestricted access which may put your computer and personal mation provided is unreliable or unknown so it is recommended not to u are familiar with its source
	More Informa	ation	

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

Verify Us	er PIN			$\times$					
Now verify your User PIN:									
	User PIN:	•••••	••						
	Enable soft keyboard								
Cha	ange User Pl	IN	Login	Cancel					

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.

rms CIRP	~								54	T
	~	IP Registration Number	Debtor			Maker Status	Status	Form	View PDF	
ignments		12121	165ep2019	U27104WB2003PLC096622	Mr. Tapan Chakraborty	Pending	Pending		24	
for Sebi	~							-	Tot	al Record
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### **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

🔬 Java Control Panel				×
General Update Java Security Advan	ced			
Enable Java content for browser and W	/eb Start applications			
Security level for applications not on the E	Exception Site list			
O Very High				
Only Java applications identified by a and only if the certificate can be veri	a certificate from a trusted auth ified as not revoked.	nority are allow	red to run,	
High				
Java applications identified by a cert the revocation status of the certifica	ificate from a trusted authority ite cannot be verified.	are allowed to	o run, ever	n if
Exception Site List				
Applications launched from the sites list prompts.	ted below will be allowed to run	after the app	ropriate se	curity
http://13.234.4.32 https://127.0.0.1:2015 https://eoffice.ibbi.gov.in	<b>^</b>	Edit S	ite List	
		R. Harrison and State St		

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

🕌 Exception Site List	×
Applications launched from the sites listed below will be allowed to run after the appropriate security prompts.	
Location	
http://13.234.4.32	]
https://127.0.0.1:2015	
https://ibbi.gov.in/	
https://ibbi.gov.in/	
FILE and HTTP protocols are considered a security risk.	Ī
We recommend using HTTPS sites where available.	
OK Cancel	

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