

# USER MANUAL

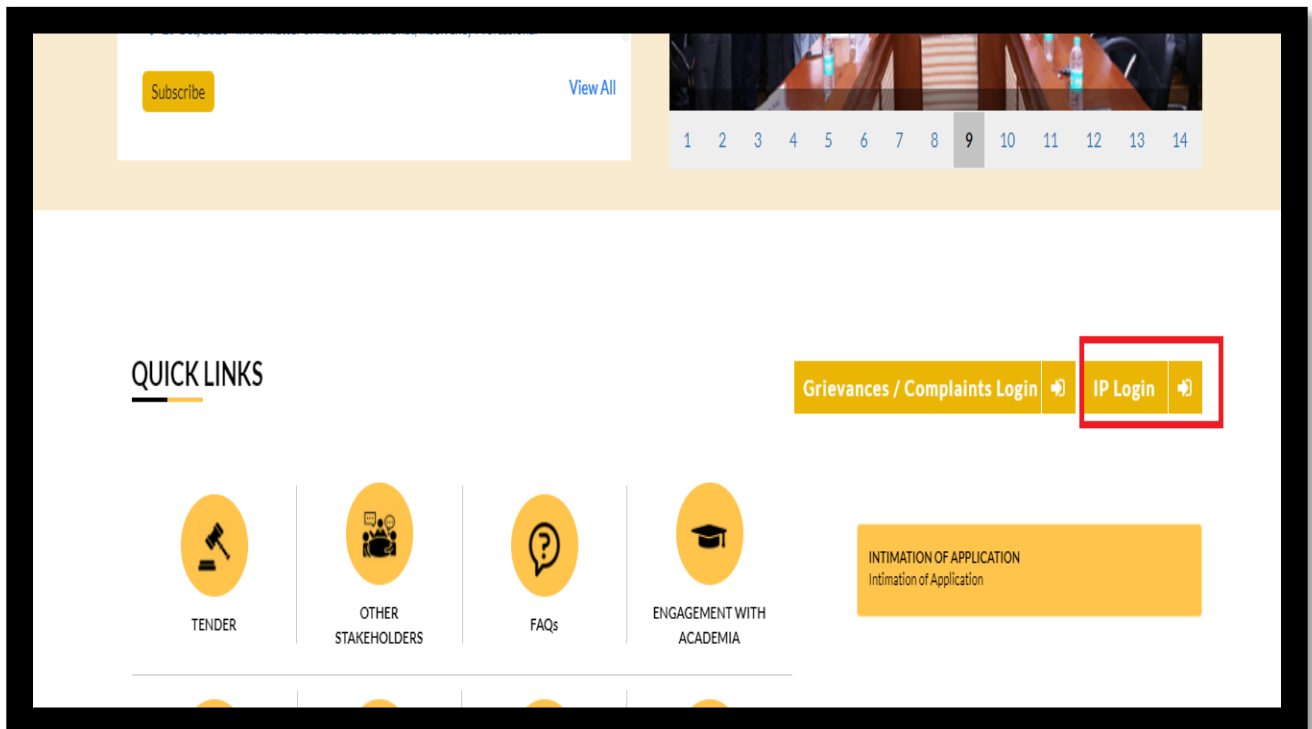
## STEP BY STEP PROCESS GUIDE

### EXPRESSION OF INTEREST (EOI) TO ACT AS AN IRP, LIQUIDATOR, RP AND BT IN ANY PROCESS RELATING TO ANY CORPORATE OR INDIVIDUAL DEBTOR

This step by step guide will help you in navigating through the online process for filing of Expression of Interest (EOI) to Act as an IRP, Liquidator, RP and BT in any process relating to any Corporate or Individual Debtor.

### PART A: PROCESS FOR FILLING-UP OF EOI

**Step 1:** Visit [www.ibbi.gov.in](http://www.ibbi.gov.in) and click on **IP Login** button



**Step 2:** Upon clicking IP login button, the following screen will appear.

**LOGIN TO YOUR ACCOUNT**

User E-mail ID  
Enter your username

Password  
Enter your password

Captcha  
Enter captcha

**LOGIN** [Forget Password?](#)

**Step 3:** Fill in your log in credentials and click on **Login** button. Once done, the Home page of IP Log In will appear.

Step by Step Guide for Forms

Step by Step Guide for AFA

Dashboard

Professional Fee

Update GSTIN

EoI for Empanelment

Form IP

Assignments

AFA

Change Password

**EXPRESSION OF INTEREST TO ACT AS AN IRP, LIQUIDATOR, RP AND BT IN ANY PROCESS RELATING TO ANY CORPORATE OR INDIVIDUAL DEBTOR**

**STEP BY STEP GUIDE** Fields marked mandatory with \*

Name: Ankita Bhatt

Registration Number: IBBI/IPA-001/IP-N00001/2016-17/111111

Name of IPA which has issued AFA: Indian Institute of Insolvency Professionals of ICAI

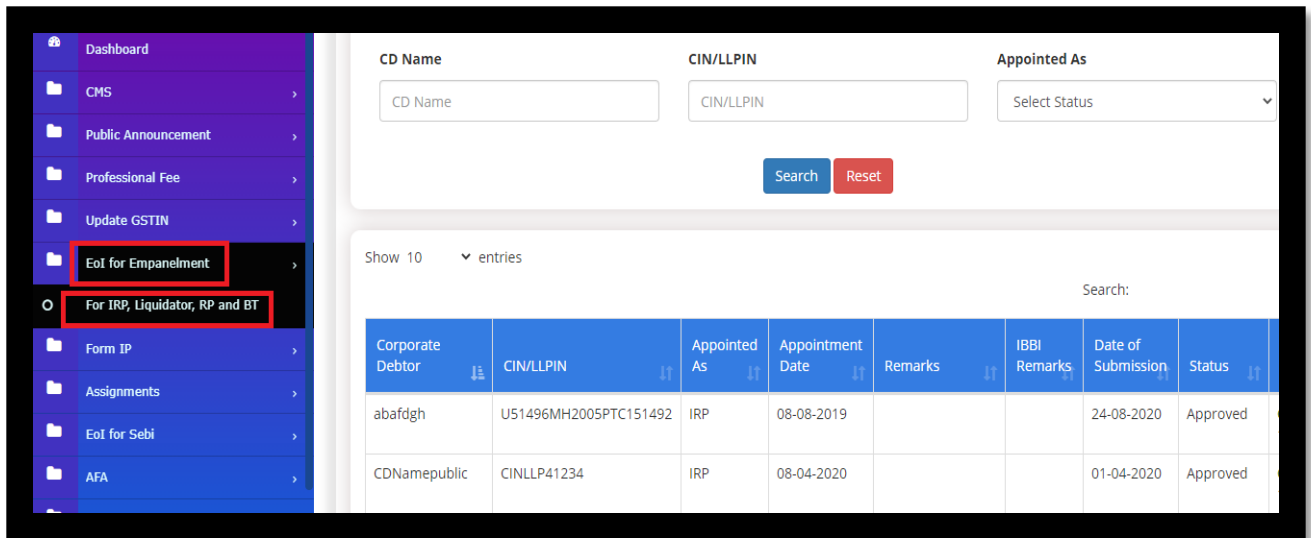
No of AFA: AA1/12406/01/15-11-2020/78

Date of Issue of AFA: 20/10/2019

Date of Expiry of AFA: 20/10/2020

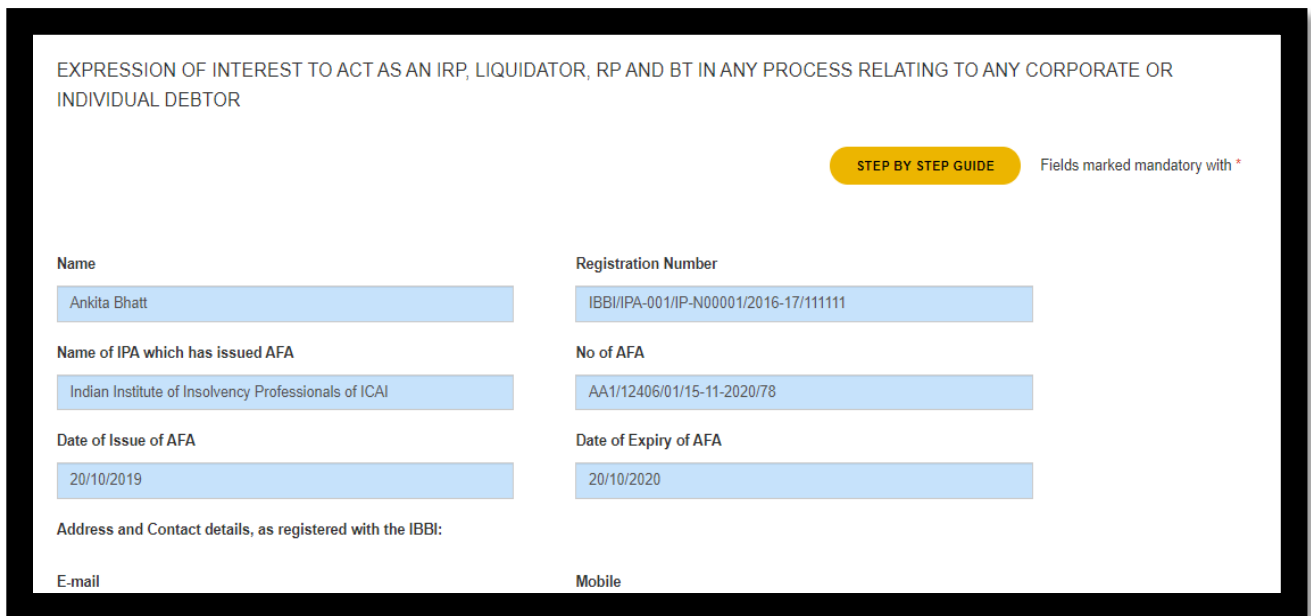
Address and Contact details, as registered with the IBBI:

**Step 4:** Click on **EOI for Empanelment** tab on the left hand side of Home Page and then click on **For IRP, Liquidator, RP and BT** tab. Once done, the form for EOI will appear as under;



**Step 5:** Fill all relevant details. Please note that details viz. your Name, Registration Number, E-mail, Mobile No and Address will be pre-filled.

**The Authorisation for Assignment (AFA) details viz. Name of IPA which has issued AFA, No of AFA, Date of Issue of AFA and Date of Expiry of AFA, will also be auto populated.**



ankita.bhatt@silvertouch.com

9868133349

Address

Number of Process as on date *		Ongoing	Completed
a.	As IRP of CIR Process	1	1
b.	As RP of CIR Process	1	1
c.	As IRP of Fast Track Process	1	1
d.	As RP of Fast Track Process	1	1

f. As RP of Individual Insolvency Resolution Process

1

1

g. As Bankruptcy Trustee

1

1

Whether IP has been convicted at any time in the last three years by a court of competent jurisdiction? (Give details) \*

Yes  No

Whether IP is serving a suspension or debarment from serving as an IP? (Given details) \*

Yes  No

Whether any disciplinary proceeding, whether initiated by the IBBI or the IPA, is pending against the IP? (Give details) \*

Yes  No

Place \*

the IP? (Give details) Choose File No file chosen

**Place**

Delhi

**Declaration:**

I hereBy :-

- confirm and declare that the information given herein above is true and correct to the best of my knowledge and belief, and express my interest to act as IRP, Liquidator, RP and BT, as the case may be, if appointed by the Adjudicating Authority.
- undertake that if my name is included in the Panel, I shall abide by the Insolvency Professionals to act as Interim Resolution Professionals, Liquidators, Resolution Professionals and Bankruptcy Trustees (Recommendation) Guidelines, 2020.
- undertake that submission of this form is my unconditional consent to act as an IRP, Liquidator, RP and BT, at the sole discretion of the Adjudicating Authority during the validity period of the Panel under the Guidelines (26th November, 2020 - 30th June, 2021).
- undertake that I shall not decline to act as IRP, Liquidator, RP or BT, as the case may be, on being appointed by the Adjudicating Authority.

**Step 6:** Check all the relevant details entered in the form. Ensure that all the relevant boxes are ticked.

**You may also edit the application form before the final submission.**

Once done, proceed for submission of your form for which you have two options of signing:

**A. Digital Signature Certificate (DSC)**

**OR**

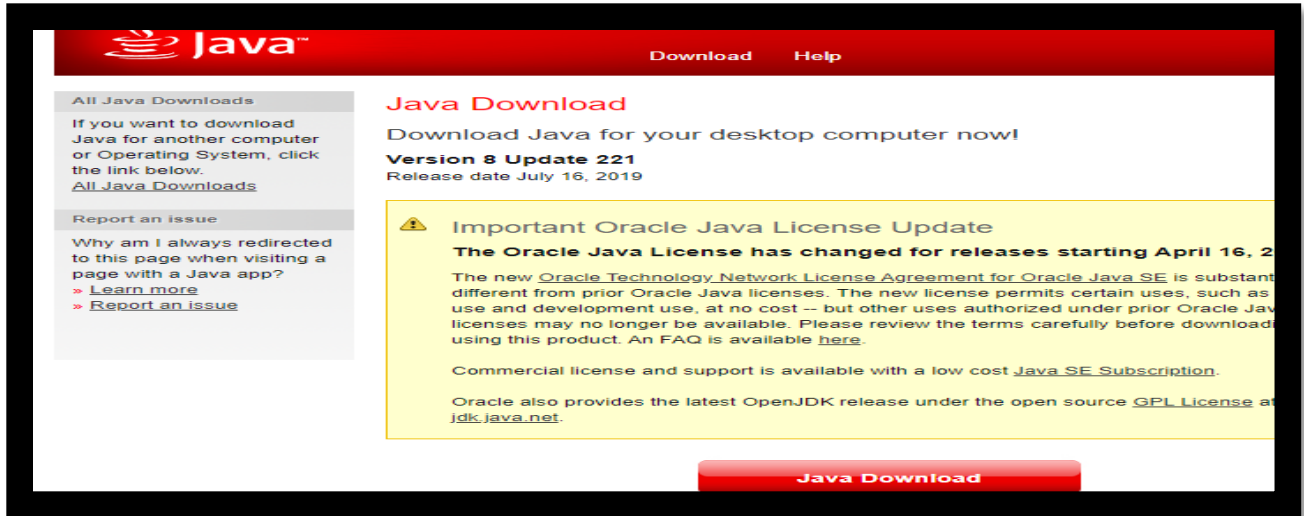
**B. E-sign (by using your Aadhar No)**

**Please note that editing is not permissible after signing (e-sign/DSC) the application.**

**Step 7A:** If you wish to submit the form with DSC

**I] If DSC is not configured on your computer, then configure the same through following steps:**

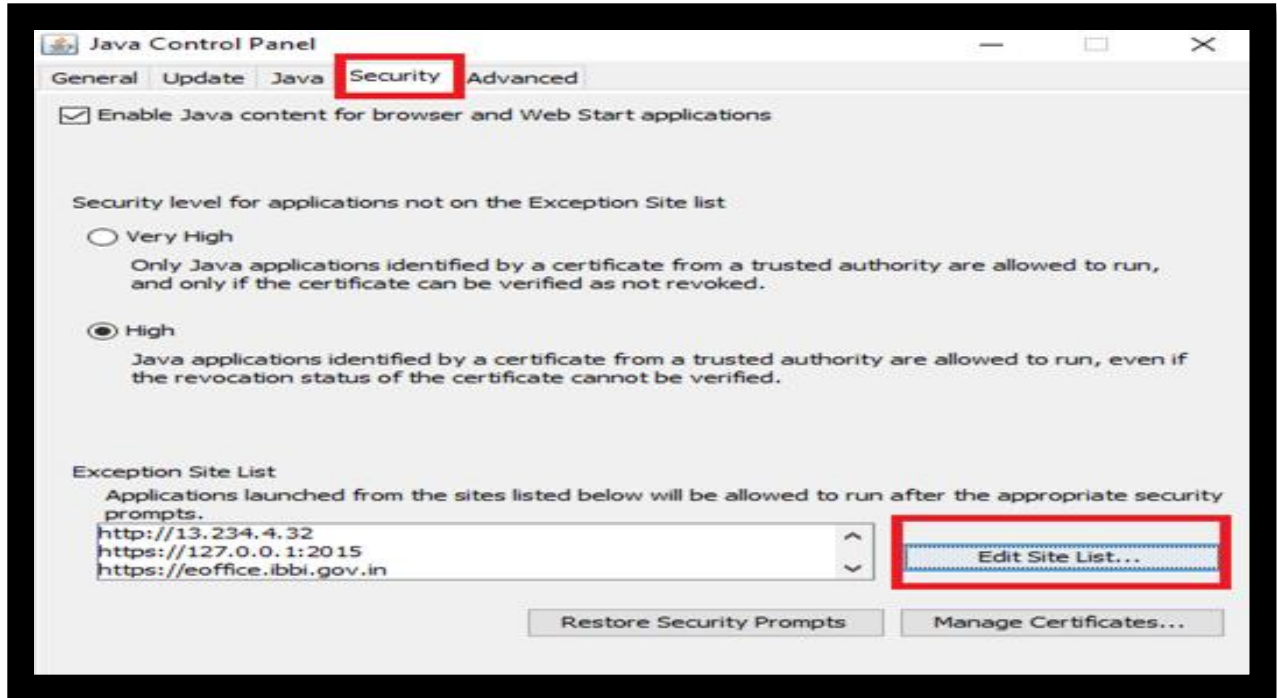
Download JAVA from <https://www.java.com/en/download/>



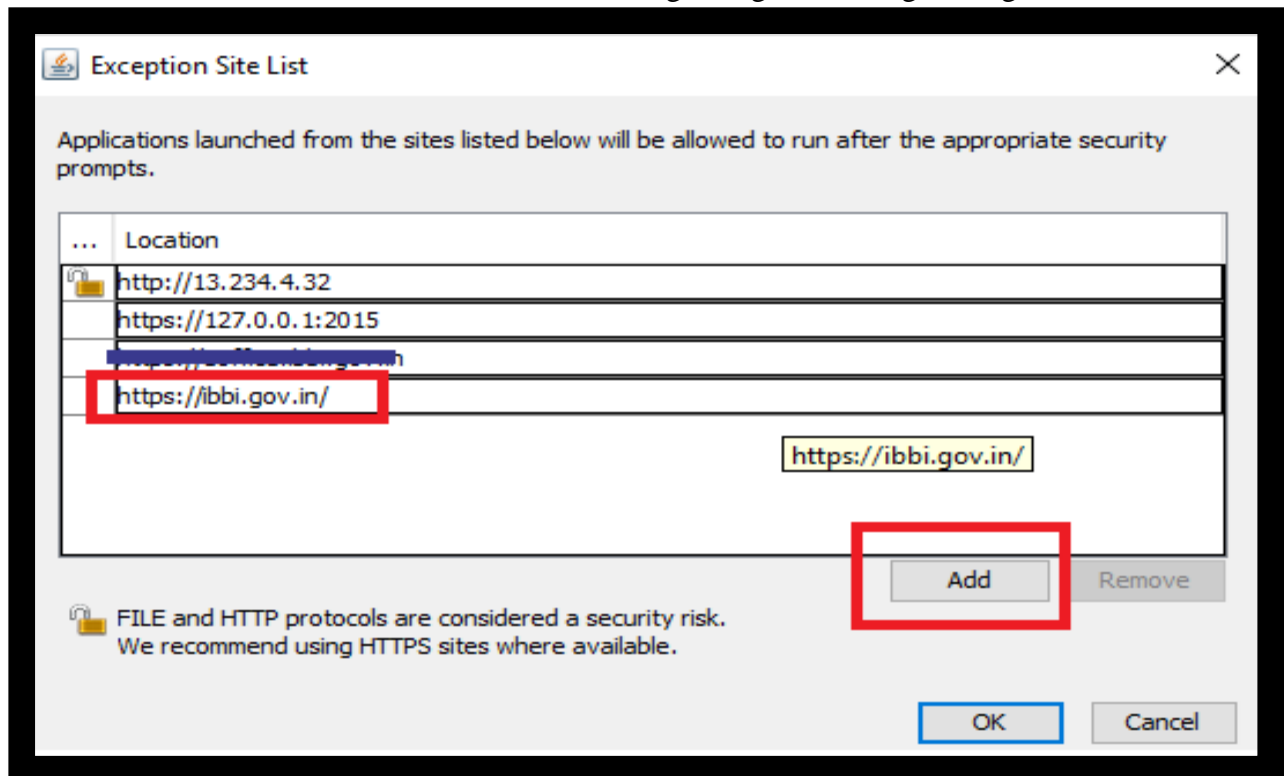
After downloading then Install it by clicking on Install



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



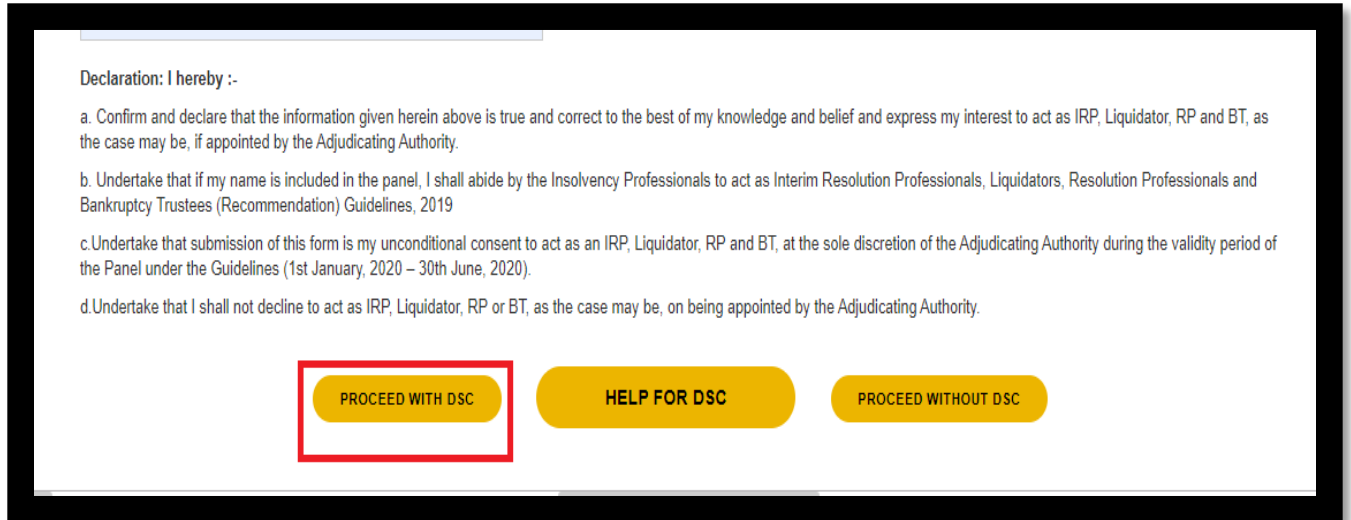
Click on **Edit Site List** button and Add Site URL - <https://ibbi.gov.in/> by clicking on **Edit Site List** or **Add Site**, and then click OK It will allow digital signature dongle to sign DSC



Your DSC is configured now, and you may proceed for submission of your form by clicking on ‘**SUBMIT WITH DSC**’ button.

**II] If DSC is already configured on your computer, then proceed for submission of your form with DSC.**

Proceed for submission of your form by clicking on ‘**PROCEED WITH DSC**’ 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.]



Declaration: I hereby :-

a. Confirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and express my interest to act as IRP, Liquidator, RP and BT, as the case may be, if appointed by the Adjudicating Authority.

b. Undertake that if my name is included in the panel, I shall abide by the Insolvency Professionals to act as Interim Resolution Professionals, Liquidators, Resolution Professionals and Bankruptcy Trustees (Recommendation) Guidelines, 2019

c. Undertake that submission of this form is my unconditional consent to act as an IRP, Liquidator, RP and BT, at the sole discretion of the Adjudicating Authority during the validity period of the Panel under the Guidelines (1st January, 2020 – 30th June, 2020).

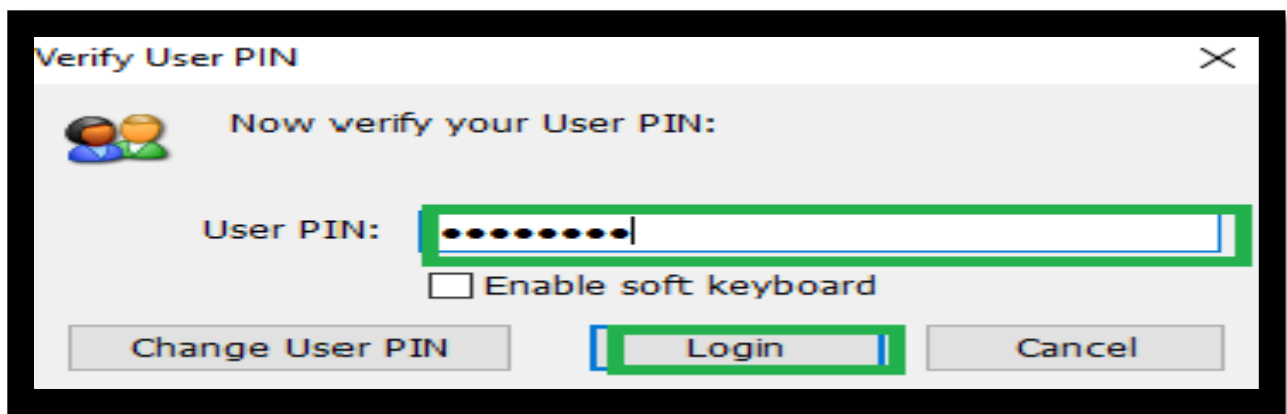
d. Undertake that I shall not decline to act as IRP, Liquidator, RP or BT, as the case may be, on being appointed by the Adjudicating Authority.

**PROCEED WITH DSC**      **HELP FOR DSC**      **PROCEED WITHOUT DSC**

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.



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



Once done, a pdf file would be generated and the same shall be visible on your dashboard.

## Step 7B: If you wish to submit the form with E-sign

Click on “**Proceed with ESIGN**” button.

**Declaration: I hereby :-**

a. Confirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and express my interest to act as IRP, Liquidator, RP and BT, as the case may be, if appointed by the Adjudicating Authority.

b. Undertake that if my name is included in the panel, I shall abide by the Insolvency Professionals to act as Interim Resolution Professionals, Liquidators, Resolution Professionals and Bankruptcy Trustees (Recommendation) Guidelines, 2019

c. Undertake that submission of this form is my unconditional consent to act as an IRP, Liquidator, RP and BT, at the sole discretion of the Adjudicating Authority during the validity period of the Panel under the Guidelines (1st January, 2020 – 30th June, 2020).

d. Undertake that I shall not decline to act as IRP, Liquidator, RP or BT, as the case may be, on being appointed by the Adjudicating Authority.

**PROCEED WITH DSC**      **HELP FOR DSC**      **PROCESS WITH ESIGN**

A pop-up window will appear. Fill up your Virtual ID/ Aadhaar Number to initiate the E-sign on Forms and then click GET OTP.

The screenshot shows a web browser window displaying the C-DAC eSign Service portal. The page header includes the Ministry of Electronics and Information Technology logo, the Digital India logo, and the C-DAC logo. A message states: "You are currently using C-DAC eSign Service and have been redirected from". Below this, the "Hastakshar" logo is visible. The main content area features a form titled "Aadhaar Based e-Authentication" with the following fields and options:

- Enter Your Virtual ID / Aadhaar Number (with a "Get Virtual ID" link)
- Enter Your Aadhaar OTP (with a "View Document Information" link)
- Buttons for "Get OTP" and "Cancel"
- A link for "Not Received OTP? Resend OTP"

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

An OTP will be received on the Aadhaar registered mobile number.

Please enter the OTP and then click SUBMIT.

The screenshot shows the 'Aadhaar Based e-Authentication' interface. At the top, there is the 'Hastakshar' logo with the text 'हस्ताक्षर' and 'C-DAC's eSign Service'. Below the logo is a light blue header with the title 'Aadhaar Based e-Authentication'. The main form area contains several elements: a user ID field with a person icon and the value '59839', a 'Get Virtual ID' link, an OTP entry field with a lock icon and the text 'Enter Your Aadhaar OTP', a consent checkbox with the text 'I have read and provide my consent', a 'View Document Information' link, and two green buttons labeled 'Submit' and 'Cancel'. At the bottom right, there is a red link that says 'Not Received OTP? Resend OTP'.

Once done, a pdf file would be generated and the same shall be visible on your dashboard.

\*\*\*