



भारतीय दिवाला और शोधन अक्षमता बोर्ड

Insolvency and Bankruptcy Board of India

**Frequently Asked Questions: Registered Valuers**  
**(For Individual Valuer Applicants)**

(Updated as on 1<sup>st</sup> October, 2021)

**Insolvency and Bankruptcy Board of India**  
7<sup>th</sup> Floor, Mayur Bhawan, Shankar Market,  
Connaught Circus, New Delhi -110001

## Table of Contents

<b>S. No.</b>	<b>Particulars</b>	<b>Page No.</b>
<b>[V.4.0]</b>		
<b>1</b>	<b>GENERAL</b>	<b>3 – 9</b>
<b>2</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	<b>10 – 17</b>
<b>3</b>	<b>EDUCATIONAL COURSE</b>	<b>18 – 19</b>
<b>4</b>	<b>VALUATION EXAMINATION</b>	<b>20 – 21</b>
<b>5</b>	<b>APPLICATION FILING</b>	<b>22 – 25</b>
<b>6</b>	<b>POINT OF CONTACT</b>	<b>26 - 27</b>

## **1. GENERAL**

**1. Who is a Valuer?**

**Ans.** A Valuer is an individual, who does the work of valuation.

**2. Which Act / Rules defines Valuer?**

**Ans.** The Companies (Registered Valuers and Valuation) Rules, 2017 (the Rules), notified by the Central Government in exercise of powers conferred by section 247 read with sections 458, 459 and 469 of the Companies Act, 2013 (18 of 2013), define a Valuer and lay down rules governing a Valuer inter alia including Eligibility, Qualification and Registration of Valuer.

**3. Who is a registered valuer?**

**Ans.** A registered valuer means a person registered with the Authority as valuer, in accordance with the provisions of the Rules.

**4. Who is the Authority?**

**Ans.** Insolvency and Bankruptcy Board of India (IBBI) has been specified as the Authority by the Central Government under section 458 of the Companies Act, 2013.

**5. Who is eligible to be registered as a valuer under the Companies Act, 2013?**

**Ans.** An individual, a registered partnership entity or a company are eligible for registration subject to meeting the eligibility requirements provided for in rule 3 of the Rules.

**6. What are the eligibility norms, qualification and experience required for an Individual to be registered as a valuer?**

**Ans.** Subject to meeting other requirements provided in rule 3 and rule 4 of the Rules, an individual is eligible to be a registered valuer, if he (i) is a fit and proper person, (ii) has the necessary qualification and experience, (iii) is a valuer member of a Registered Valuer Organisation (RVO), (iv) has completed a recognised educational course as member of a RVO, and (v) has passed the valuation examination conducted by the IBBI, and (vi) is recommended by the RVO for registration as a valuer.

**7. Who is a Registered Valuer Organisation (RVO)?**

**Ans.** Registered Valuers Organisation (RVO) is an organisation recognised under sub-rule (5) of rule 13 of the Rules and are the first line of regulators for valuers. An applicant has first to be a valuer member with an RVO before seeking registration as a registered

valuer.

**8. Who is a fit and proper Person?**

**Ans.** To determine whether an individual is a fit and proper person under these rules, the Authority may take into account any relevant consideration, including but not limited to the following criteria-

- (i) Integrity, reputation and character,
- (ii) Absence of convictions and restraint orders,
- (iii) Competence and financial solvency.

**9. If a person has been imprisoned for an offence, does it make him ineligible for life to be a Valuer?**

**Ans.** No. If he is convicted for a sentence for an offence punishable with imprisonment for a term exceeding six months, he becomes eligible after a period of five years have elapsed from the date of expiry of the sentence. However, if he is convicted of an offence and sentenced to imprisonment for a period of seven years or more, he is not eligible for registration.

**10. If an applicant has been levied a penalty under section 271J of the Income Tax Act, 1961, does he / she become ineligible for life to be a Valuer?**

**Ans.** No. He becomes eligible after a lapse of five years from the date of levy of such penalty provided the penalty has been paid.

**11. Does an applicant need registration to undertake valuation?**

**Ans.** The conduct of valuation under any other law by any person shall not be affected by virtue of coming into effect of the Rules with respect to registered valuers.

However, with effect from February 01, 2019, only registered valuers can undertake valuation under (i) the Companies Act, 2013 and (ii) the Insolvency and Bankruptcy Code, 2016.

**12. What valuation work can a person do without registration?**

**Ans.** With effect from February 01, 2019, only registered valuers can undertake valuation under (i) the Companies Act, 2013 and (ii) the Insolvency and Bankruptcy Code, 2016. However, any valuer (registered or unregistered) may continue to render valuation services under any other law which has not stipulated requirement for valuation to be undertaken by a registered valuer.

**13. In case an individual does not intend to do valuation under (i) the Companies Act, 2013 and (ii) the Insolvency and Bankruptcy Code, 2016, will registration as Registered Valuer still be required?**

**Ans.** No, conduct of valuation under any other law by any person shall not be affected unless specifically notified under any other Act.

**14. What is the process for an Individual to become a registered valuer?**

**Ans.** Following are the (mandatory) stages to be followed by an Individual to become a Registered Valuer (RV):

<b>Stages</b>	<b>Particulars</b>
<b>I</b>	Seek membership (as Valuer Member) with a Registered Valuers Organisation (RVO). <i>NB: On receipt of application, RVO will scrutinise the application to ensure that the same conforms to the requirements for registration, inter alia provisions under rule 3 and rule 4 of the Companies (Registered Valuers and Valuation) Rules, 2017. After establishing compliance with the said Rules, RVO shall enroll an Applicant as its Valuer Member.</i>
<b>II</b>	Undertake mandatory 50 hours education course, in the asset Class, for which registration as Registered Valuer is being sought.
<b>III</b>	Pass Valuation Examination for the selected Asset Class (for which 50 hours mandatory education course has been undertaken).
<b>IV</b>	Online submission of application for registration and uploading of necessary documentary proofs. <i>NB: After submission of application for registration (Form-A) by the Applicant, the same will then be sent online to the RVO with whom the applicant is enrolled, for its approval. Upon scrutiny of the application for registration (Form-A), RVO may approve the application after which the payment link is opened for the applicant on his portal.</i>
<b>V</b>	After the online fee payment is made by the applicant, the application form is automatically sent to IBBI for approval.
<b>VI</b>	The IBBI while processing the application, may seek additional documents or clarifications with respect to the application from applicant, through the applicant's RVO.
<b>VI</b>	After the applicant has been granted registration by the Authority, a) the Authority would update details of the RV on its website and issue a Certificate of Registration to RV; b) Respective RVO will issue Certificate of Practice to RV for commencement of practice.

**15. What work can a registered valuer undertake?**

**Ans.** A registered valuer can undertake valuation of assets only for the class of asset for which he/she is registered for.

**16. Registered Valuers are registered for how many asset classes?**

**Ans.** Three, namely,

- (i) Land and Building;
- (ii) Plant and Machinery
- (iii) Securities and Financial Assets.

**17. Can a Registered Valuer for one asset class register for another asset class?**

**Ans.** Yes, subject to meeting the eligibility criteria specified for the said asset class for which registration is being sought.

**18. Can an applicant be registered as valuer for all asset classes?**

**Ans.** Yes, subject to having the qualification and experience provided in the Rules for each asset class and having passed the valuation examination for each asset class.

**19. Can an applicant be registered directly with the Authority?**

**Ans.** No, an applicant cannot seek direct registration with the Authority and needs to complete the mandatory processes prior to seeking registration.

**20. Where can an applicant be enrolled as a valuer member?**

**Ans.** Applicant needs to be enrolled with a Registered Valuers Organisation.

**21. How can an applicant select RVO for enrolment?**

**Ans.** The applicant can seek membership with any of the RVOs, the details of which is displayed on IBBI website. However, the applicant may seek membership of only that RVO which is recognised for the asset class, for which he intends to take registration with the Authority.

**22. Can an applicant be enrolled with two RVOs?**

**Ans.** An individual can be a member of only one RVO for a particular asset class.

However, for other asset class, an individual can be a member with another RVO which is recognised for the said asset class.

**23. Can a valuer member shift his membership from one RVO to another?**

**Ans.** Yes, prior to registration as a registered valuer, a valuer member can shift his membership from one RVO to another in accordance with the circular No. IBBI/RVO/029/2020 dated 28th January 2020 (Copy available on the website of IBBI).

**24. Can a registered valuer shift his membership from one RVO to another?**

**Ans.** Yes, with the prior permission of IBBI, a registered valuer can shift his membership from one RVO to another in accordance with the circular No. IBBI/RVO/029/2020 dated 28th January 2020 (Copy available on the website of IBBI).

**25. What are the conditions of Registration?**

**Ans.** The registration granted under the Rules shall be subject to the valuer complying at all times the conditions provided under rule 7 as follows:

- (a) possess the eligibility and qualification and experience criteria as specified under rule 3 and rule 4;
- (b) comply with the provisions of the Act, the rules, the Bye-laws or internal regulations, as the case may be, of the respective registered valuers organisation;
- (c) in his capacity as a registered valuer, not conduct valuation of the assets or class(es) of assets other than for which he/it has been registered by the authority;
- (d) take prior permission of the authority for shifting his/ its membership from one registered valuers organisation to another;
- (e) take adequate steps for redressal of grievances.
- (f) maintain records of each assignment undertaken by him for at least three years from the date of completion of such assignment;
- (g) comply with the Code of Conduct (as per Annexure-I of the Rules) of the registered valuers organisation of which he is a member;
- (h) comply with such other conditions as may be imposed by the Authority.

**26. Can a person in employment appear in valuation examination?**

**Ans.** Yes.



**27. Can a person in employment seek registration?**

**Ans.** No, at the time of applying for registration, an applicant must not be in employment. In effect, while a person in employment can appear for the valuation examination, such person shall not be in employment at the time of seeking registration as a valuer.

**28. Will an applicant who has been shown as an employee in a family-owned business, but does not undertake any activity related to the family business, be considered to be in employment?**

**Ans.** Yes.

**29. Will an applicant who has been shown as an employee in a family-owned business, but does not undertake any activity related to the family business, be considered to be in employment if he is not drawing any salary?**

**Ans.** Yes.

**30. Will an applicant who is a whole-time director or Executive Director in a family-owned business be considered to be in employment if he/she is not drawing any salary?**

**Ans.** Yes.

**31. Can an applicant surrender his/her membership with RVO?**

**Ans.** Yes, membership of RVO can be surrendered in accordance with the Model Bye-laws of RVO as covered under section XI of Part II of Annexure III annexed to the Rules.

**32. Whether any membership card, identity card, registration certificate etc. is issued upon registration as a registered valuer?**

**Ans.** An eligible applicant, upon registration would receive a Certificate of Registration. Soft copy of the certificate is sent to the applicant on his registered email address, while physical copy is handed over to the RVO of which RV is a member. However, no membership card / identity card etc. is issued other than the certificate of registration.

## **2. EDUCATIONAL OUALIFICATION AND EXPERIENCE**

**33. Where are the Educational Qualifications and Experience stipulated for registration as Registered Valuer?**

**Ans.** The educational qualifications and experience is stated under Rule 4 of the Rules.

**34. What are the educational qualifications and experience required for an individual applicant?**

**Ans.** An individual shall have the following qualifications and experiences to be eligible for registration:

- (a) post-graduate degree or post-graduate diploma, in the specified discipline, from a University or Institute established, recognised or incorporated by law in India and at least three years of experience in the specified discipline thereafter; or
- (b) a Bachelor's degree or equivalent, in the specified discipline, from a University or Institute established, recognised or incorporated by law in India and at least five years of experience in the specified discipline thereafter; or
- (c) membership of a professional institute established by an Act of Parliament enacted for the purpose of regulation of a profession, with at least three years' experience after such membership.

**35. What does 'specified discipline' mean?**

**Ans.** 'Specified Discipline' means the specific discipline which is relevant for valuation of an asset class for which the registration as a valuer is being sought.

**36. Is there a list of qualifying education and experience for individual assetclasses?**

**Ans.** Yes, an indicative list of educational qualifications and experience for various asset classes is given in Annexure-IV of the Rules.

**37. What does 'equivalent' mean with respect to educational qualification?**

**Ans.** 'Equivalent' shall mean professional and technical qualifications which are recognised by the Ministry of Human Resources and Development as equivalent to a professional and technical degree.

**38. If an applicant has membership of a professional institute established by an Act of Parliament, enacted for the purpose of regulation of a profession, has 3 years prior experience before becoming member of such institute, will the applicant be eligible for registration?**

**Ans.** No. 3 years' experience requirement must be met after becoming member of such professional institute.

**39. An applicant is a B.Tech in Civil Engineering and has 10 years of post-qualification experience as a Civil Engineer. Subsequently, the applicant becomes a member of Institute of Chartered Accountants of India (ICAI) in the year 2020. Can he seek registration for asset classes (i) Land and Building and (ii) Securities and Financial Assets as more than 5 years of experience exists?**

**Ans.** (i) Land and Building: Yes, since more than 5 years of experience in the specified discipline is established. (ii) Securities and Financial Assets: No, since post qualification experience of 3 years in specified discipline cannot be established.

**40. What are the proofs considered for establishing eligibility criteria for educational qualification?**

**Ans.** The following documentary proofs (as applicable) are considered for establishing educational eligibility:

- (1) Final Degree Certificate, obtained from an Indian University or equivalent whether in India or abroad and / or;
- (2) Certificate of Membership issued by a professional institute established by an Act of Parliament.

**41. Is provisional Degree certificate considered for establishing educational eligibility?**

**Ans.** No.

**42. Is Marksheet considered for establishing educational eligibility?**

**Ans.** No.

**43. If specialisation is not mentioned on the Degree, what documents should be enclosed to confirm specialisation?**

**Ans.** A confirmation from the college/Institute/University from which the educational course was pursued shall be attached along with the degree to establish the area of specialisation.

**44. Can marksheet be considered to ascertain the specialisation of degree?**

**Ans.** No.

**45. If specialisation is not mentioned on the Degree, can self-declaration be made with regard to area of specialisation?**

**Ans.** No.

**46. Is there a list of recognised Indian Universities?**

**Ans.** List of recognised Indian Universities is listed on the website of University Grants Commission (UGC). Link to the same (as on December 20, 2018) is as under:

<https://www.ugc.ac.in/oldpdf/Consolidated%20list%20of%20All%20Universities.pdf>

**47. If MBA degree issued by a particular Institute was recognised in 2007, can an applicant, who did MBA (Finance) prior to 2007 from the same Institute, be considered eligible for the purpose of registration since the degree is now recognised?**

**Ans.** No, since the degree should be recognised at such time when the educational course was undertaken.

**48. If MBA degree issued by a particular Institute was recognised in 2007, can an applicant, who did MBA (Finance) prior to 2007 from the same Institute, be considered eligible for the purpose of registration since (i) the degree is now recognised and (ii) syllabus prior to recognition and after recognition has been the same?**

**Ans.** No.

**49. Can a Graduate in Commerce be registered as a registered valuer for asset class “Land & Building” if he has been undertaking valuation for the said asset class for more than 5 years?**

**Ans.** No. The applicant must have relevant educational qualification as indicated on Annexure IV of the Rules for the asset class of “Land and Building”.

**50. Can a Graduate in Commerce and Post Graduate in Real Estate Valuation be**

**registered as a registered valuer for asset class “Land & Building” if, after post-graduation, the applicant has experience in valuation for the said asset class for more than 5 years?**

**Ans.** Yes. In this case, post-graduation in real estate valuation will satisfy the condition of specified discipline. The condition of mandatory experience requirement is being satisfied in terms of number of years of experience in the specified discipline.

**51. Can a Graduate in Commerce and Post Graduate in Real Estate Valuation be registered as a registered valuer for asset class “Land & Building” if he has been undertaking valuation for the said asset class for more than 5 years post completion of Graduation?**

**Ans.** No. In this case, the education eligibility is established from Post-Graduation in Real Estate Valuation. The experience is with regard to a prior period and not after completion of the said course.

**52. Can a Post-Graduate in Real Estate Valuation be registered as a registered valuer for asset class “Plant & Machinery” if he has been undertaking valuation for the said asset class for more than 5 years?**

**Ans.** No. Post-graduation in real estate valuation will not satisfy the condition of specified discipline for the said asset class.

**53. Can a BE (Mechanical) applicant be registered as a registered valuer for asset class “Plant & Machinery” if he has been undertaking valuation for the said asset class for more than 3 years?**

**Ans.** No. While the education requirement is being met, the mandatory experience requirement is not met i.e., minimum 5 years after obtaining graduation in the specified discipline.

**54. Can a BE (Electrical) applicant be registered as a registered valuer for asset class “Plant & Machinery” if he has been undertaking valuation for the said asset class for more than 5 years prior to completion of the degree?**

**Ans.** No. The minimum experience in specified discipline must pertain to the period after completion of the qualifying degree.

**55. Can a B. Arch applicant be registered as a registered valuer for asset class “Land and Building” if he has been undertaking valuation for the said asset class for more than 5 years post obtaining graduation degree?**

**Ans.** Yes. In this case, both education and minimum experience in specified discipline

are being met. This is subject to the condition that the experience pertains to the period after completion of the qualifying education qualification, in this case B. Arch.

**56. If an applicant holds BE (Civil) and Post Graduate Degree in Valuation of Plant & Machinery and has more than 5 years' experience in valuation of "Land & Building" pursuant to graduation and 5 years' experience in valuation of "Plant & Machinery" pursuant to post graduation, can the applicant be registered as a registered valuer for both asset class "Land and Building" and "Plant & Machinery"?**

**Ans.** Yes. In this case, the applicant has relevant experience in respective specified discipline and has acquired the experience after attainment of respective educational qualification in the specified discipline.

**57. Can a Chartered Accountant with more than 3 years of experience in valuation of financial securities be considered for registration as registered valuer for asset class "Securities or Financial Assets" if the applicant has not undertaken Graduation?**

**Ans.** Yes.

**58. Can a Chartered Accountant with more than 3 years of experience in valuation of financial securities be considered for registration as registered valuer for asset class "Securities or Financial Assets" if the applicant is a Graduate in Civil Engineering?**

**Ans.** Yes.

**59. Can an individual possessing MBA in any discipline be eligible to seek registration for asset class "Securities and Financial Assets"?**

**Ans.** Only applicants with specialisation in Finance will be eligible for registration as valuer.

**60. Can an individual possessing MBA (Finance) from a foreign university seek registration for asset class "Securities and Financial Assets"?**

**Ans.** Yes. However, the degree must be recognized as valid in India.

**61. Which all foreign universities and foreign degrees are considered eligible as qualifying educational qualification?**

**Ans.** The Ministry of Human Resource Development (MHRD), Government of India (GOI) vide their letter No. F.15-17/94-TS IV dated March 13, 1995 issued a notification that those foreign qualifications which are recognized/equated by Association of Indian Universities (AIU), are treated as recognized for the purpose of employment.

Accordingly, an applicant with a foreign degree must enclose Equivalence Certificate issued by AIU with respect to the foreign degree based on which registration is being sought. Link to AIU website is as [www.aiu.ac.in](http://www.aiu.ac.in)

**62. What documentary proof/s for experience is required?**

**Ans.** The following documentary proofs, as applicable, is required:

(a) In case of employment:

Service/Experience Certificate clearly mentioning date of joining, date of relieving and nature of work undertaken. Nature of work undertaken should satisfy the experience requirement mentioned in the Rules.

(b) In case of Practice:

Confirmation from clients to whom service has been rendered to.

Example:

(1) In case valuation work has been undertaken for a Bank / FI

- a certificate from the said institution confirming the period for which work was done and nature of work undertaken (so as to establish experience in specified discipline).

(2) In case work was undertaken for Private Companies

- a certification from them confirming the work assigned (so as to establish experience in specified discipline) and date of completion of work (Work Completion Certificate).

- ITR of the applicant for relevant years which reflects the income from salary/professional services offered to company.

(3) In case work was undertaken for an individual

- a certification from them confirming the work assigned (so as to establish experience in specified discipline) and date of completion of work (Work Completion Certificate) and;

- ITR of the applicant for relevant years which reflects the income from professional services offered to individuals.

(c) In case of Members of professional institute established by an Act of Parliament:

(i) Certificate of Membership.

(ii) Certificate of Practice issued by the Professional Institute, for the period of practice, along with a self-declaration of work carried out by him/her.

*NB: In case an individual was partially in employment, such employment cannot be self-certified and documentary proof/s as stated for employment must be provided.*

**63. Can Experience Certificate be issued by a related party?**

**Ans.** No.

**64. Will period spent as trainee be considered as part of professional experience?**

**Ans.** No.



**65. Will self-certification of experience by an applicant, who is not a member of a professional institute, be considered a proof of experience?**

**Ans.** No.

**66. Will self-certification of experience by an applicant, who is not a member of a professional institute, be considered a proof of experience if the same is given on an Affidavit?**

**Ans.** No.

**67. If the Experience Certificate only indicates the designation and not the area of work, what documents should be enclosed to confirm the area of work?**

**Ans.** In such cases, RVO should confirm the area of experience from the issuer of experience certificate and RVO confirmation (on the letter head of RVO) should be attached along with such proof of experience.

### **3. Educational Course**

**68. Is 50 hours educational course mandatory for a person who is already undertaking valuation for Banks / Institutions / under IT Act etc.?**

**Ans.** Yes. The educational course is mandatory.

**69. Who provides the 50 hours mandatory educational course?**

**Ans.** Educational course is scheduled by the RVOs. For exact schedule of educational course, the applicant should contact respective RVO.

**70. In case a Registered Valuer for one asset class is eligible for registration for another asset class, will 50 hours educational course be required to be undertaken again?**

**Ans.** Yes, since the educational course is asset class specific.

**71. Can an employed individual undertake 50 hours mandatory educational course?**

**Ans.** Yes. However, an individual shall not be in employment at the time of applying for registration as valuer.

**72. Are applicants above a certain age threshold exempted from appearing for educational course?**

**Ans.** No. The 50 hours educational course for respective asset class is mandatory for all applicants, irrespective of their age, intending to seek registration.

#### **4. VALUATION EXAMINATION**

**73. When can an individual appear for valuation examination?**

**Ans.** An individual who has completed the mandatory 50 hours educational course can appear for valuation examination.

**74. Is passing of Valuation examination mandatory for seeking registration as valuer?**

**Ans.** Yes.

**75. Is the examination conducted online or offline?**

**Ans.** Examinations are conducted in online mode only.

**76. Within how many days of passing the valuation exam, should Form A be filled?**

**Ans.** Valuation Examination result is valid for 3 years from the date of passing of exam.

**77. Are applicants above a certain age threshold exempted from appearing in Valuation examination?**

**Ans.** No. The passing of valuation examination is mandatory for all applicants seeking registration irrespective of the age of applicant.

**78. If a Valuer Member has passed the valuation exam but is yet to receive Valuation Examination passing certificate, is he/she required to wait for the Certificate for applying for registration?**

**Ans.** No. In such cases, printout of result received after online examination can be enclosed as proof of passing of examination.

**79. Where can I get more information on Syllabus, Valuation examination etc.?**

**Ans.** Details with regard to Valuation Examination, including Asset class wise syllabus, can be accessed at -  
<https://ibbi.gov.in/uploads/faqs/FAQsonValuationExaminations.pdf>.

## **5. APPLICATION FILING**

**80. Is there a standard format for an application for registration as Registered Valuer?**

**Ans.** Yes. Individual Applicants need to submit the application as per Form-A of Annexure II of the Rules.

**81. Within how many days of submission of application, registration is granted?**

**Ans.** Subject to fulfilment of eligibility and other prescribed conditions, registration is granted to an applicant within 60 days of receipt of application excluding the time given to the Applicant for presenting additional documents, information or clarification, or appearing in person, as the case may be.

**82. In case there is an observation / query with regard to an application, in how many days should the query be addressed by the applicant?**

**Ans:** Within 21 days from the date of query.

**83. What happens if the query is not addressed within 21 days?**

**Ans.:** The application is liable to be rejected.

**84. If rejected in the absence of submission of clarification / information within 21 days, can fresh application be made?**

**Ans.** Yes. However, the application will be treated as a fresh application.

**85. Is there a fee required to be paid along with application form?**

**Ans.** Yes, a non-refundable application fees of Rs.5,000/- (plus applicable tax) is payable by Individual Applicants.

**86. What are the modes of payment of application fees?**

**Ans.** Payment can be made in Online mode only. After approval of Form A by the RVO, the payment option is activated on the registration portal.

**87. Can application fees be paid by Demand Draft or Cheque or in Cash?**

**Ans.** No, payment has to be made online.

**88. What is the Process flow for submitting an application?**

**Ans.** The process flow for submitting an application is as under:

<b>PROCESS FLOW FOR SUBMITTING APPLICATION</b>		
<b>S. No.</b>	<b>Process</b>	<b>Action by</b>
<b>1.</b>	Create a new user account (valuer) on IBBI portal.	Applicant
<b>2.</b>	Login to IBBI's portal and fill out all relevant professional and personal details, along with uploading scanned copies of all supporting documents. All details are to be submitted on the portal.	Applicant
<b>3.</b>	Application submitted by the Applicant is reviewed for the submitted information and supporting documents. Appropriate due diligence on the application is carried out based on the information/documents submitted. In case of any discrepancy or concerns, the application may be returned to the applicant along with necessary queries, comments and observations, requesting for rectification and process outlined at 2 and 3 above has to be undertaken once again by the applicant.	Registered Valuers Organization
<b>4.</b>	After examination, if the application is found to be in compliance with the eligibility conditions prescribed under the Rules and any other conditions specified by the IBBI, application is recommended to IBBI for registration	Registered Valuers Organization
<b>5.</b>	Applicant is intimated of their application being forwarded to IBBI, payment link to pay the applicable registration fee will get activated at applicant portal.	Registered Valuers Organization
<b>6.</b>	Online Payment of registration fee to IBBI	Applicant
<b>7.</b>	The RVO recommended application is examined by IBBI, in terms of the extant Rules and considering the submitted information and supporting documents. In case of any discrepancy or clarification, the application may be returned to concerned RVO, along with necessary queries, comments and observations, for their perusal and thereafter process outlined at 2 and 3 above has to be undertaken once again by the applicant.	IBBI
<b>8.</b>	After examination, if the application is found to be in compliance with the eligibility conditions prescribed under the Rules and any other conditions specified by the IBBI, registration is granted to the applicant.	IBBI



<b>9.</b>	Registration Number is granted to the applicant and details of the newly registered RV is published on IBBI's website with date of approval being the date of registration.	IBBI
<b>10.</b>	Applicant is intimated of the registration approval.	IBBI
<b>11.</b>	Soft Copy of the Registration Certificate is sent to RV through e-mail	IBBI
<b>12.</b>	Physical Copy of the Registration Certificate is sent to concerned Registered Valuers Organisation	IBBI
<b>13.</b>	Applicant can get certificate of registration from his/her Registered Valuers Organisation	Registered Valuers Organisation

**6. POINT OF CONTACT**

**89. While filing application on web portal, whom should the applicant contact in case of IT related problems / issues?**

**Ans.** IT Team of IBBI may be contacted at email ID: [pankaj.dhapodkar@ibbi.gov.in](mailto:pankaj.dhapodkar@ibbi.gov.in). Copy of communication may also be marked to email ID of Registered Valuers Division: [valuer@ibbi.gov.in](mailto:valuer@ibbi.gov.in).

**90. After filing of application, whom should the applicant contact in case an update on status of application is required?**

**Ans.** Respective RVO may be contacted with due consideration of the timelines stipulated under the rules.

**91. In case a query / clarification request has been received by the applicant, whom should be contacted in case further clarification is required on the matter?**

**Ans.** Respective RVO may be contacted. RVOs will guide applicants with clarifications on the observation/s received.

**92. Where can we find contact details of RVO?**

**Ans.** IBBI website link capturing contact details of RVO is as under:

<https://ibbi.gov.in/service-provider/valuer-organisations>

**93. Where to contact in case of clarification regarding registration as a Registered Valuer?**

**Ans.** Respective RVO may be contacted.

In case any of the query referred to RVO is not resolved within **7 days**, the email should be forwarded to [valuer@ibbi.gov.in](mailto:valuer@ibbi.gov.in) with a copy to respective RVO.

\*\*\*\*\*