

File No. IBBI/IP/SEBI-EMP/2019

13th September, 2019

Dear Insolvency Professional,

Subject: Guidelines for Appointment of Insolvency Professionals as Administrators under the Securities and Exchange Board of India (Appointment of Administrator and Procedure for Refunding to the Investors) Regulations, 2018.

The Insolvency and Bankruptcy of India has released the above Guidelines on 12th September 2019.

2. In terms of the said Guidelines, the Board shall prepare a Panel of Insolvency Professionals (IPs) for appointment as Administrator and share the same with the Securities and Exchange Board of India (SEBI). For this purpose, the Board shall invite expression of interest (EOI) from IPs, by the specified date, in **Form A (enclosed for reference, to be filed online)** by sending an e-mail to IPs at their email addresses registered with the Board.

3. Accordingly, an e-mail has been sent to your ID registered with the Board, seeking EOI for appointment as an Administrator during the period 1st October 2019 to 31st March 2020 (6 months) as per said guidelines.

4. In this connection, it is advised that EOI to act as an Administrator be submitted through **online** mode only by accessing <https://www.ibbi.gov.in/users/login> which shall be available till 20th September 2019.

5. The important instructions for submission of EOI through online mode are enclosed at **Annexure**. You are advised to go through the instructions carefully before filing EOI. A Step by Step Guide' for submission of EOI has also been made available at the aforesaid link.

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6. EOI submitted, if any, through any other mode (viz. e-mails/fax/physical mode/others etc) / Unsigned EOIs, being not consistent with the aforesaid guidelines stands/shall stand rejected.

7. Tampering with the format / uploading of tampered document / furnishing wrong information etc. shall tantamount to rejection of your EOI and may also attract suitable disciplinary action.

8. This communication may not be construed as an offer for appointment.

Yours sincerely,

-Sd-

(Pawan Kumar)
Executive Director

Encl.: As Above.

Form A – For Reference Only

Expression of Interest under Guidelines for Appointment of Insolvency Professionals as Administrators under the Securities and Exchange Board of India (Appointment of Administrator and Procedure for Refunding to the Investors) Regulations, 2018

1	Name of Insolvency Professional		
2	Registration Number		
3	Address and contact details, as registered with the IBBI: a. E-mail b. Mobile c. Address		
4	Number of Processes as on date:	Ongoing	Completed
	a. As IRP of CIR Process		
	b. As RP of CIR Process		
	c. As IRP of Fast Track Process		
	d. As RP of Fast Track Process		
	e. As Liquidator of Liquidation/Voluntary Liquidation Process		
	f. As RP of Individual Insolvency Resolution Process		
	g. As Bankruptcy Trustee		
5	Whether IP has been convicted at any time in the last three years by a court of competent jurisdiction? (Give details)		
6	Whether IP is serving a suspension or debarment from serving as an IP? (Give details)		
7	Whether any disciplinary proceeding, whether initiated by the IBBI or the IPA, is pending against the IP? (Give details)		

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 Administrator, if appointed by SEBI.
- b. undertake that if my name is included in the Panel, I shall abide by Guidelines for Appointment of Insolvency Professionals as Administrators under the Securities and Exchange Board of India (Appointment of Administrator and Procedure for Refunding to the Investors) Regulations, 2018
- c. undertake that submission of this form is my unconditional consent to act as Administrator at the sole discretion of SEBI during the validity period of the Panel under the Guidelines (i.e. 1st October, 2019 – 31st March 2020).
- d. undertake that I shall not decline to act as Administrator, on being appointed by SEBI.

Signature of Insolvency Professional

Place:

Date:

Expression of Interest under Guidelines for Appointment of Insolvency Professionals as Administrators under the Securities and Exchange Board of India (Appointment of Administrator and Procedure for Refunding to the Investors) Regulations, 2018

IMPORTANT INSTRUCTIONS

1. Please fill your PAN details correctly.
2. Name, Registration Number, E-mail, Address, State, City and Pin Code will be pre-filled. Other fields are required to be mandatorily filed by you.
3. Only digits can be entered in sub-fields to “on-going” and “completed” assignments. In case no assignment is being handled/completed, you are requested to enter “0” (zero).
4. Documents that may be uploaded (if required), at Para 5,6,7 of Form A should not exceed 10MB in size and should be in PDF format only.
5. You can modify the Form A before submission. However, Form A once submitted cannot be altered. Hence, you are advised to be cautious while filling up the Form. [You may edit the form before uploading the signed copy and submitting the same. However, once you upload and submit signed Form A, no changes in Form A can be made. No request in this connection shall be entertained.]
6. Form A submitted without signatures shall be summarily rejected.
7. Ensure that signatures are clearly visible in the scanned and uploaded version of Form A.
8. You are requested to scan the Form A and upload it in **PDF format only**. Images or JPG format is not compatible with the version.
9. You will receive an e-mail on your registered e-mail ID upon submission of your Form A successfully. The email is an acknowledgement that your Form A has been successfully uploaded, and the Board reserves the right to discard non-legible, tampered, unsigned forms.
10. It must be noted that EoI received through physical copies or e-mail will not be entertained. Only duly filled, signed copy of Form A filed through online mode will be considered.
11. A Step-by-Step Guide has been made available on the webpage <https://www.ibbi.gov.in/users/login>. You are requested to go through the Guide very carefully before filling the Form.
12. In case of further queries, you may write to us at **ra.irp@ibbi.gov.in**. Kindly do not send queries to any other e-mail ID of IBBI. Also, do not forward to us copy/screenshot of your successfully uploaded Form A.

KINDLY NOTE THAT THE LINK FOR SUBMITTING EXPRESSION OF INTEREST TO ACT AS ADMINISTRATOR SHALL ONLY BE AVAILABLE TILL 20th SEPTEMBER 2019