

USER MANUAL

STEP BY STEP PROCESS FOR REGISTRATION

This step by step guide will help you to navigate the online registration system. You may print this document and use it to assist you in the process.

Step 1: Visit **www.ibbi.gov.in** and click on header- 'Service Provider' and select sub-menu 'INSOLVENCY PROFESSIONALS (IPs)'



Step 2: Then click on Apply for Registration



Step 3: Fill Your Name and Email ID and click on **SUBMIT** button

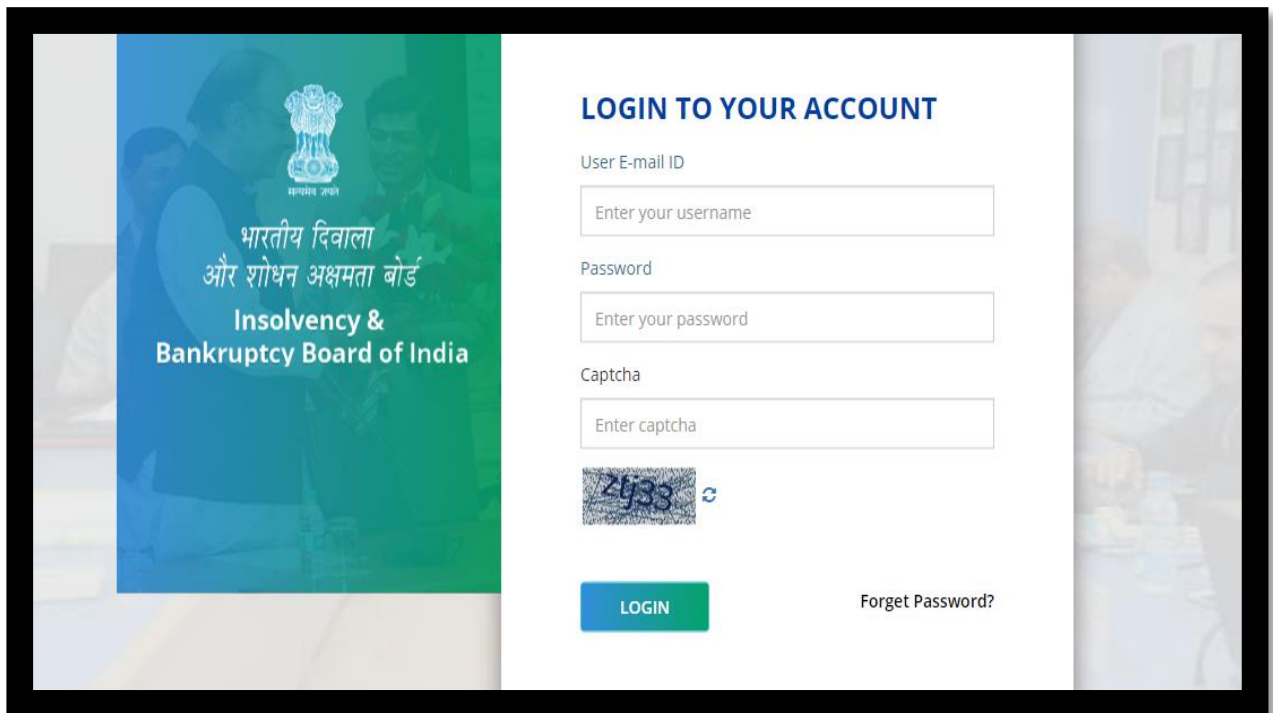
A screenshot of the "Registration" form on the website of the Insolvency and Bankruptcy Board of India. The header includes the board's name, its logo, and the "Digital India" logo. The form contains two input fields: "Name" with the value "rammilan" and "Email" with the value "12myadav@gmail.com". Below the email field is a yellow button labeled "STEP BY STEP GUIDE". At the bottom of the form are two blue buttons: "Submit" and "Reset".

A dialog box will appear showing that “Your temporary credentials are sent to your email id Please login with your credentials”. Then click on OK button you will be redirected to new page.

The screenshot shows a web browser window with the title "Insolvency and Bankruptcy". The page features the Indian national emblem and the motto "सत्यमेव जयते" on the left. A yellow horizontal bar is positioned below the header. In the center, the word "Registration" is displayed. Below it, there are two input fields: "Name :" with the value "rammilan" and "Email :" with the value "12myadav@gmail.com". To the right of the email field is a yellow button labeled "STEP BY STEP GUIDE". A dialog box from "ibbi.gov.in" is overlaid on the page, containing the text "Your temporary credentials are sent to your email id please login with your credentials!!" and a blue "OK" button, which is highlighted with a red rectangle.

A mail will be sent to e-mail ID provided as above, along with the requisite credentials and link for login. *Please note that if you are already registered, a dialog box will appear saying that you have already registered. You may login now and proceed further.*

Step 4: Login with the user ID and password sent to email ID provided by you.



LOGIN TO YOUR ACCOUNT

User E-mail ID

Enter your username

Password

Enter your password

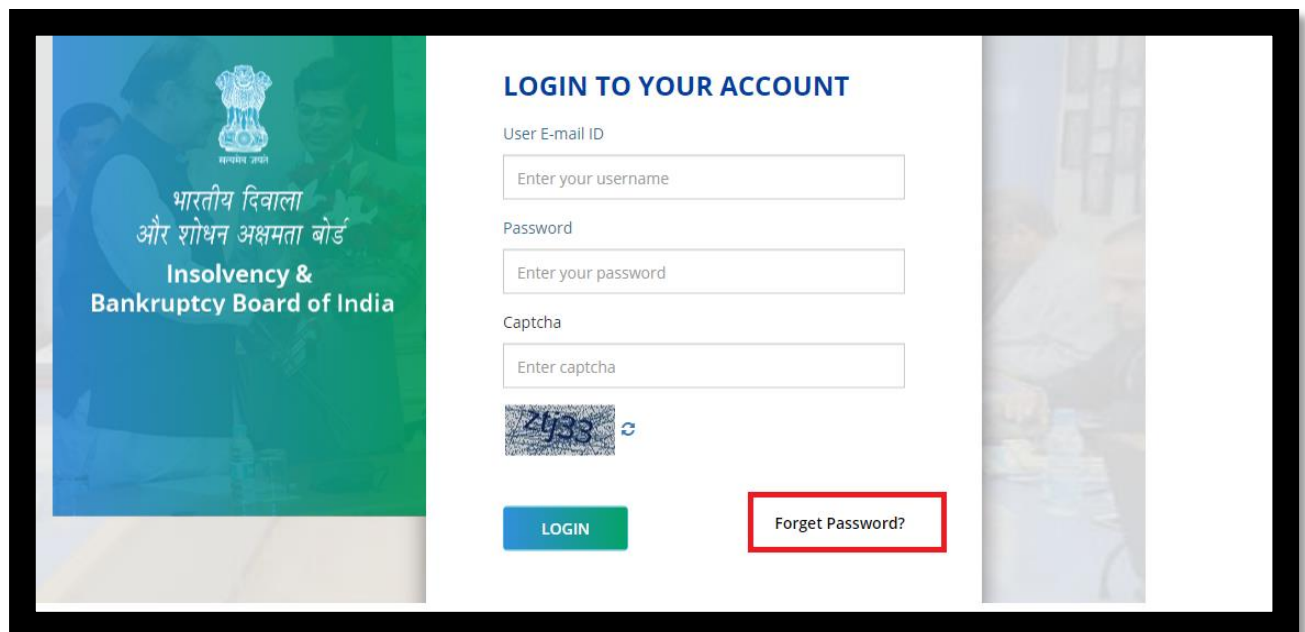
Captcha

Enter captcha

2433

LOGIN

[Forget Password?](#)



LOGIN TO YOUR ACCOUNT

User E-mail ID

Enter your username

Password

Enter your password

Captcha

Enter captcha

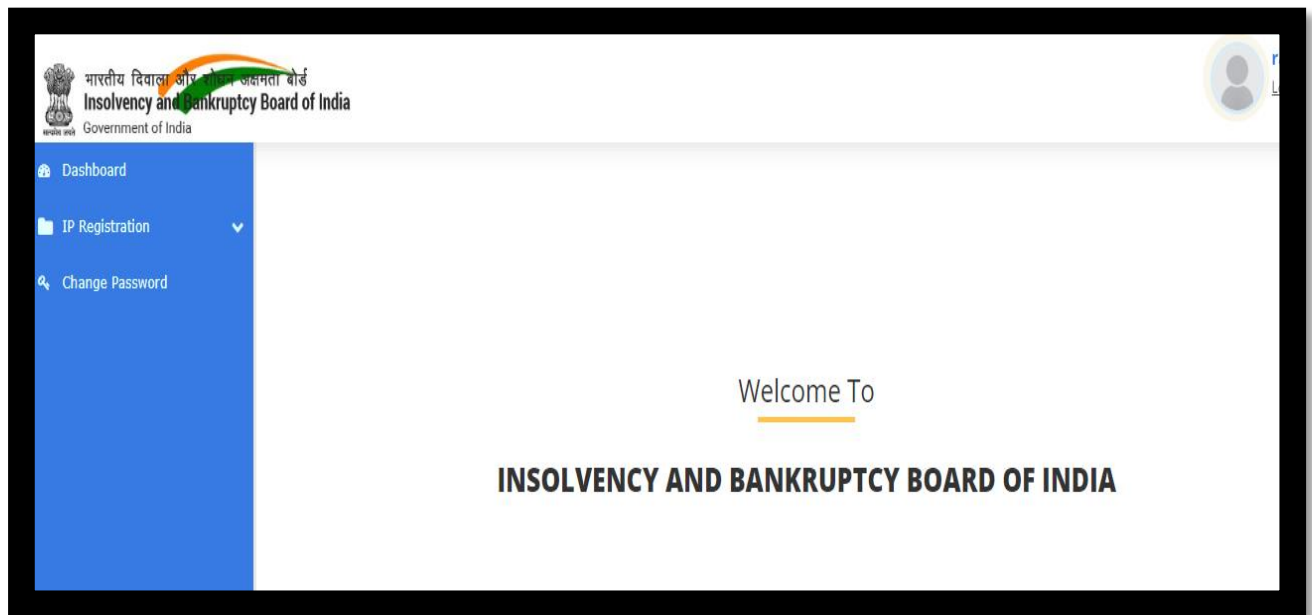
2433

LOGIN

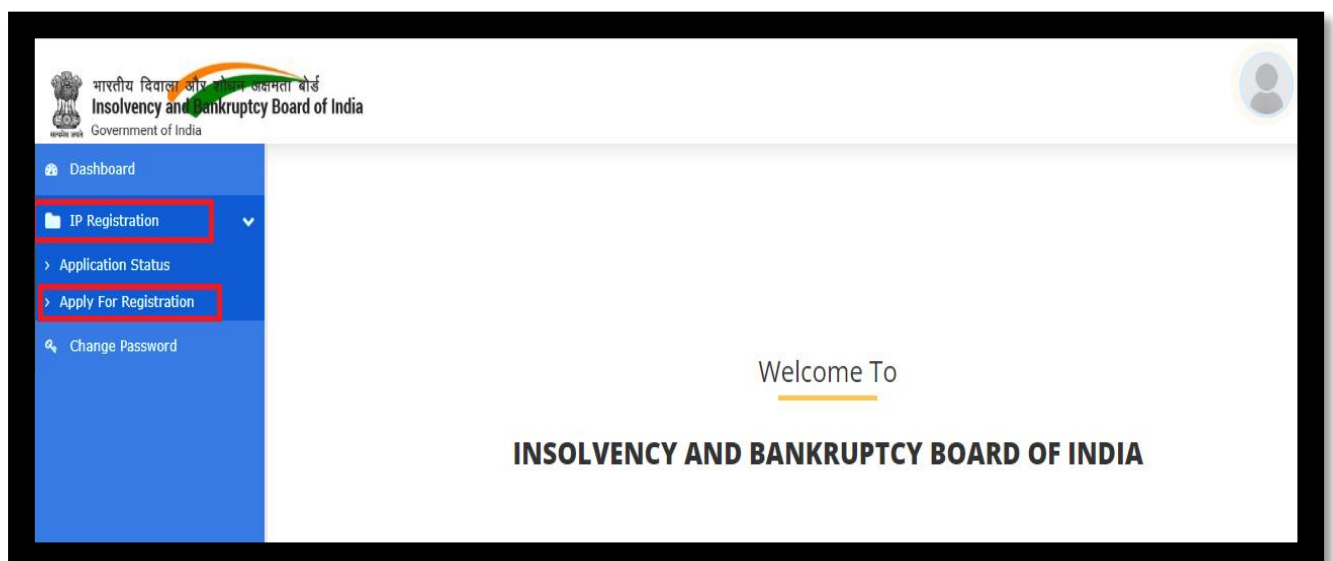
[Forget Password?](#)





You can also retrieve the password, in case if required, by clicking on “FORGOT PASSWORD”

Step 5: Once logged in, the Home page will be displayed on your computer screen.



Step 6: Click on **IP Registration** tab on the left hand side of Home Page and then click on **Apply for Registration** tab. Once done, the form for registration will appear as under;



Personal Details
Other Details
Attach Documents
Form A

Limited Insolvency Examination Enrollment No *

Name of the IPA to be enrolled with *

Date of Enrollment * (dd/mm/yyyy)

Professional membership no. *

Title*

Name (As per PAN/Aadhar)*

Father's Name*

Mother's Name*

Date of Birth* (dd/mm/yyyy)

Place of Birth*

State

District

City

PAN*

Aadhar No (if available enter no./ Else type NO)

Passport No (if available enter no./ Else type NO)

GSTIN (if available enter no./ Else type NO)

DIN / DPIN*

<p>Landmark (if any)</p> <div>Max legnth 100 characters</div>	<p>State</p> <div>Select</div>
<p>City</p> <div>Select</div>	<p>Pin Code</p> <div>Pin Code</div>
<p>Permanent Address*</p> <p><input type="checkbox"/> (If same as address for Correspondence,tick here If Not, provide below)</p> <p>Permanent Address</p>	

<p>Flat No / Plot No. / Name of Building</p> <div>Max legnth 100 characters</div>	<p>Name of Road / Locality</p> <div>Max legnth 100 characters</div>
<p>Landmark (if any)</p> <div>Max legnth 100 characters</div>	<p>State</p> <div>Select</div>
<p>City</p> <div>Select</div>	<p>Pin Code</p> <div>Pin Code</div>
<p>E-Mail Address (Note: This shall be recorded as the registered e-mail address)*</p>	<p>Mobile No (Note: This shall be recorded as the registered mobile number)*</p>

<div>Select</div>	<div>Pin Code</div>
<p>E-Mail Address (Note: This shall be recorded as the registered e-mail address)*</p> <div>12rnyadav@gmail.com</div>	<p>Mobile No (Note: This shall be recorded as the registered mobile number)*</p> <div>10 Digit Mobile No</div>
<p>City Code</p> <div>City Code</div>	<p>Landline No</p> <div>Landline No</div>
<p>Residential Status (Choose as may be applicable) [in terms of section 3 (24) or 3 (25) of Insolvency and Bankruptcy Code, 2016]</p> <p> <input type="radio"/> Person resident in India <input type="radio"/> Person resident outside India </p>	
<div>SAVE AS DRAFT</div> <div>SAVE AND NEXT</div>	

Step 7: Once the information is filled, the you may move to next tab, i.e., Other Details by clicking on the **SAVE AND NEXT** button appearing at the bottom of the screen.

Step 8: Then Please fill in your Other details.

Personal Details
1
Attach Documents
Form A

B. QUALIFICATIONS

(i). Educational Qualifications[*Please provide educational qualifications from Bachelor's degree onwards]

S.No.	Educational Qualification	Year of Passing	Marks Secured(%)	Grade/Class	University/College	Remarks If Any	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
1.	<input type="text"/>	<div> <div>Selec</div> <div>▼</div> </div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div><div>+</div></div>

(ii). Professional Qualifications [In terms of regulation 5(c)(iv) of IP Regulations]*

Whether you hold any professional qualification? ☐ Yes ☐ No

(iii). Insolvency Examination *

S.No.	Name of the examination /programme	Whether passed(Yes / No)	Name of the institute /organisation	Marks (%) / Grade/ Class	Date of passing	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Limited Insolvency Examination	<div> <div>Select</div> <div>▼</div> </div>	IBBI	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Graduate Insolvency Programme	<div> <div>Select</div> <div>▼</div> </div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	National Insolvency Programme	<div> <div>Select</div> <div>▼</div> </div>	<input type="text"/>	<input type="text"/>	dd/mm/yyyy	<input type="text"/>

(iv). Pre-Registration Education Course*

Have you completed the Pre-Registration Educational Course?

☐ Yes ☐ No

(v). Are you a registered valuer?

☐ Yes ☐ No

C. WORK EXPERIENCE

(i). Are you presently in practice / employment?

☐ Practice ☐ Employment

(ii). Total period in practice*

Select No Of Years

Select No Of Months

(ii). Total period in practice*

Select No Of Years

Select No Of Months

(iii). Total period in employment*

Select No Of Years

Select No Of Months

(vi). Details of Experience (from the date of enrolment as Advocate / Chartered Accountant / Company Secretary / Cost Accountant/ Bachelors' Degree)*

SL. No.	Experience Type	From Date	To Date	Employment		Practice		Area of Work	Action
				Name & Address of Employer	Designation	Advocate / CA / CS / CMA	Name of Firm & Firm Registration Number, if applicable		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
1									

1. Have you ever been convicted for an offence? ☐ Yes ☐ No

2. Is any criminal proceedings pending against you* ☐ Yes ☐ No

3. Have you ever been adjudged as a bankrupt? * ☐ Yes ☐ No

4. Is there any disciplinary proceeding pending against you or has been taken against you at any time in the preceding three years by the ICAI, ICSI, ICAI (Cost), Bar Council or RVO?* ☐ Yes ☐ No

5. Please provide any additional information that may be relevant for determining if you are fit and proper person*

Any additional information that may be relevant for your application

BACK
SAVE AS DRAFT
SAVE AND NEXT

Step 9: Once the information is filled, the you may move to next tab, i.e., Attach Documents by clicking on the **Save and Next** button appearing at the bottom of the screen.

Personal Details
Other Details
Attach Documents
Form A

AFFIRMATIONS

1. I affirm that I am eligible to be registered as an insolvency professional under the Insolvency and Bankruptcy Board of India (Insolvency Professionals) Regulations, 2016 read with section 207 of the Insolvency and Bankruptcy Code, 2016.
2. I affirm that the information furnished by me in this application is correct and complete to the best of my knowledge and belief.
3. I undertake to comply with the requirements of the Insolvency and Bankruptcy Code, 2016, rules, regulations, guidelines and circulars issued thereunder, the bye-laws of the insolvency professional agency with which I am enrolled and directions given by the Board and the Governing Board of such insolvency professional agency and to furnish any additional information as and when called for by the Board or Insolvency Professional Agency.

Date of submission

2020-01-14

Place of submission

ATTACHMENTS

(Max upload PDF size 5 MB)

1. Proof of residence *	<input type="button" value="Choose File"/> No file chosen
2. Copy of PAN card*	<input type="button" value="Choose File"/> No file chosen
3. Copy Aadhaar card	<input type="button" value="Choose File"/> No file chosen
4. Copy Passport	<input type="button" value="Choose File"/> No file chosen

1	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+"/>
7(a). Limited insolvency examination Certificate*	<input type="button" value="Choose File"/> No file chosen	
7(b). Pre-Registration Education Course Certificate*	<input type="button" value="Choose File"/> No file chosen	
8. Copies of documents demonstrating practice as		
(i) a chartered accountant registered with the Institute of Chartered Accountants of India	<input type="button" value="Choose File"/> No file chosen	

(iv) an advocate enrolled with the Bar Council	<input type="button" value="Choose File"/> No file chosen
9. Copies of certificate of employment from the employer(s), specifying the period of such employment	<input type="button" value="Choose File"/> No file chosen
10. Financial statement / Income Tax Returns for the last three Financial years*	
<input type="button" value="Select"/>	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Select"/>	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Select"/>	<input type="button" value="Choose File"/> No file chosen

A screenshot of a web form interface. At the top, there are three identical rows, each consisting of a dropdown menu labeled 'Select' and a file upload button labeled 'Choose File' with the text 'No file chosen' next to it. Below these, there is a text input field with the label '11. Copy of certificate of professional membership with an insolvency professional agency:*. To the right of this field is another 'Choose File' button with 'No file chosen' text. Below that, there is a text input field with the label 'Passport-size photo (Max size 100 kB)*' and a red note below it: '(The recommended format is JPEG with a sRGB color profile)'. To the right of this field is a third 'Choose File' button with 'No file chosen' text. At the bottom of the form, there are four orange buttons: 'BACK', 'SAVE AS DRAFT', 'SUBMIT & DIGITAL SIGN', and 'SUBMIT & E-SIGN'.

Step 10: Check all the relevant details entered and relevant document uploaded 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

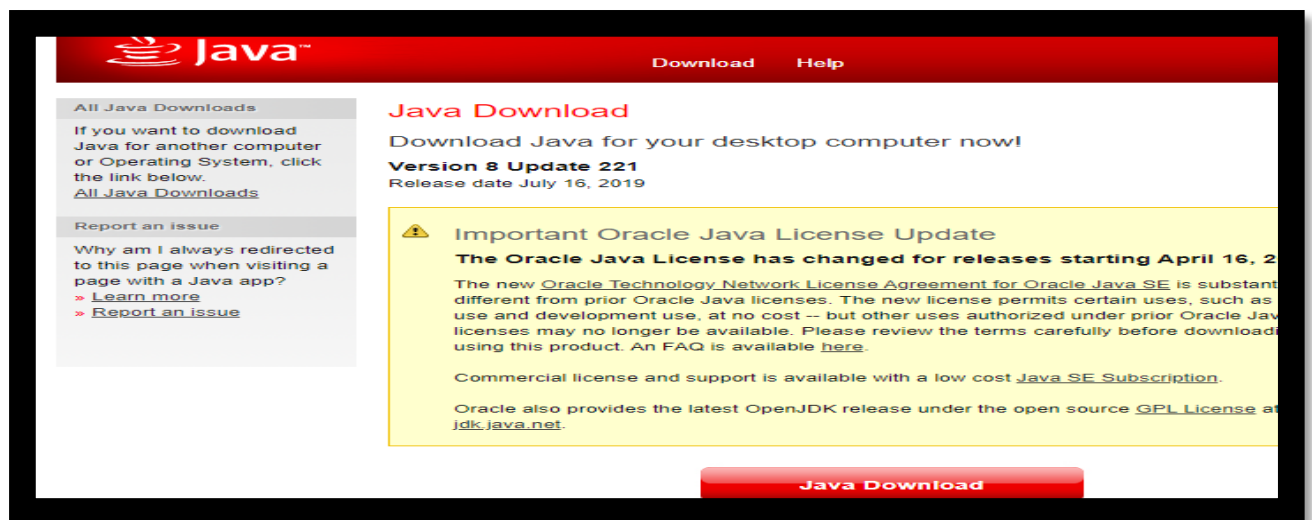
B. E-sign (by using your Aadhar No)

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

Step 10 A: If you wish to submit & Digital Sign

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

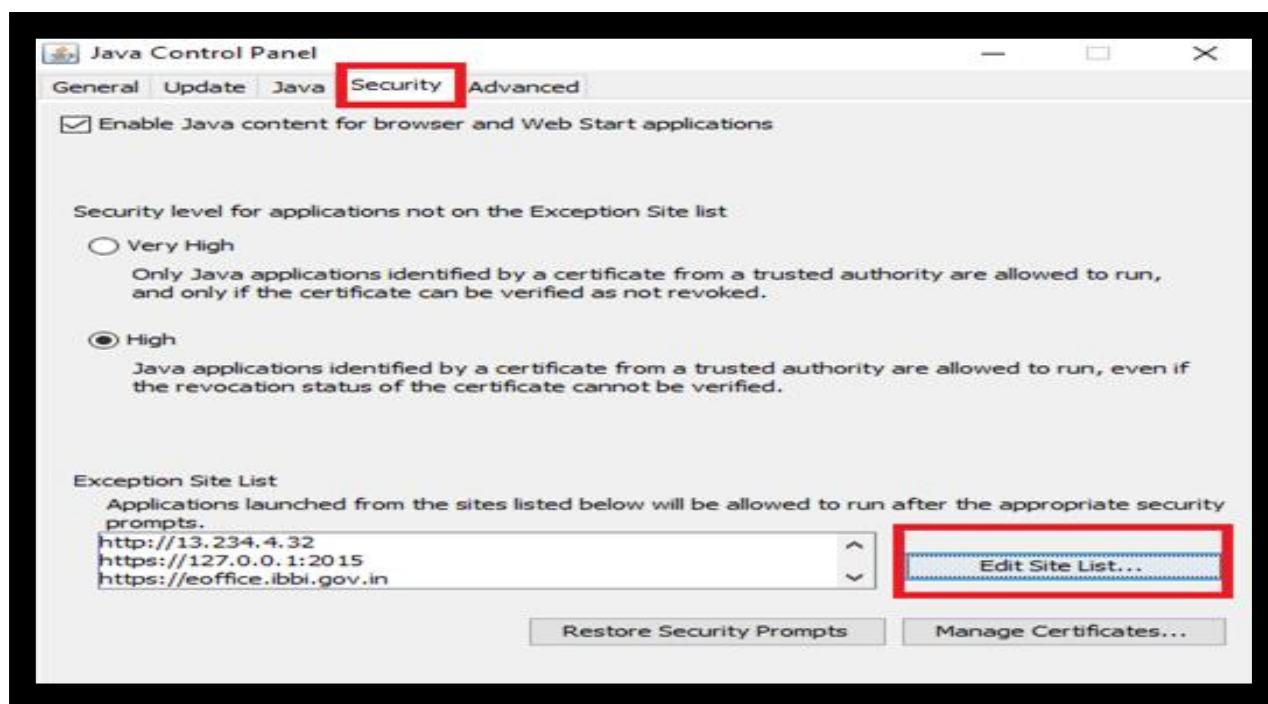
Download JAVA from <https://www.java.com/en/download/>



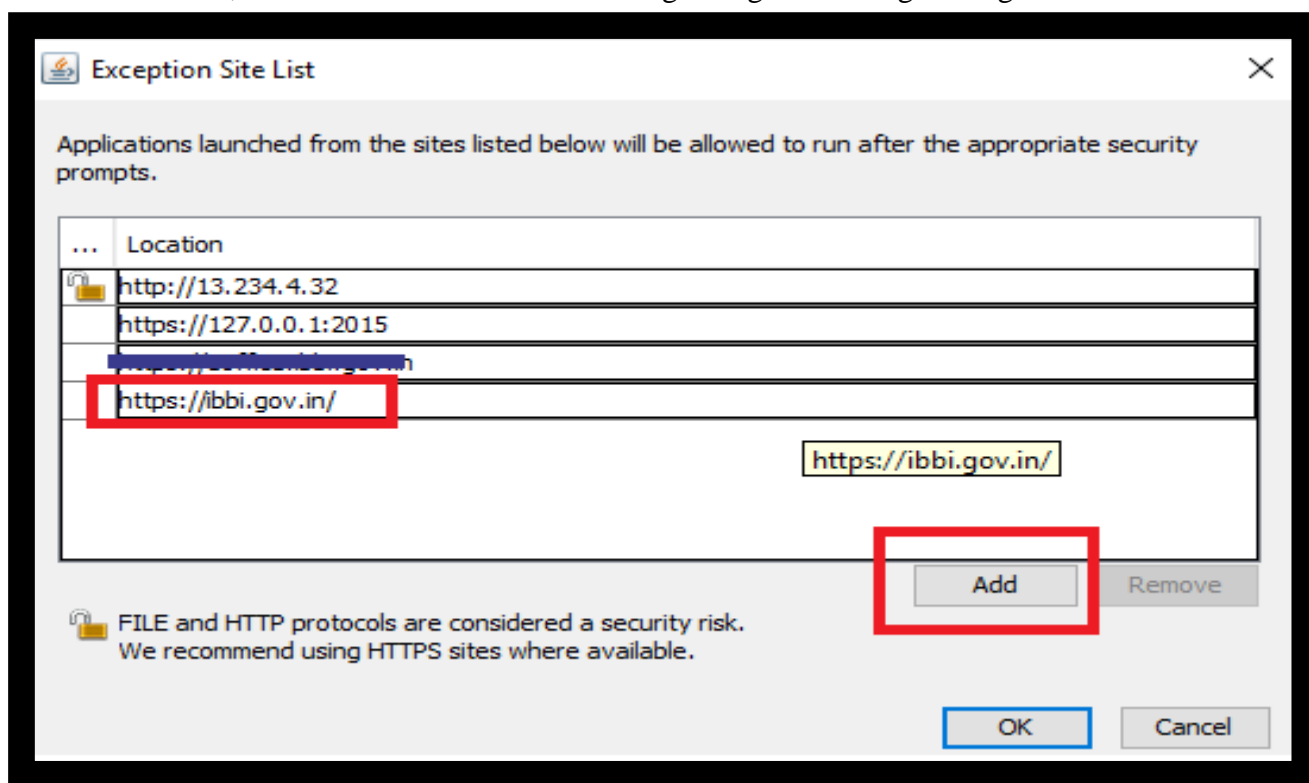
After downloading then Install it by clicking on Install



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 'SUBMIT & 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.]

2017-2018 Choose File No file chosen

2018-2019 Choose File No file chosen

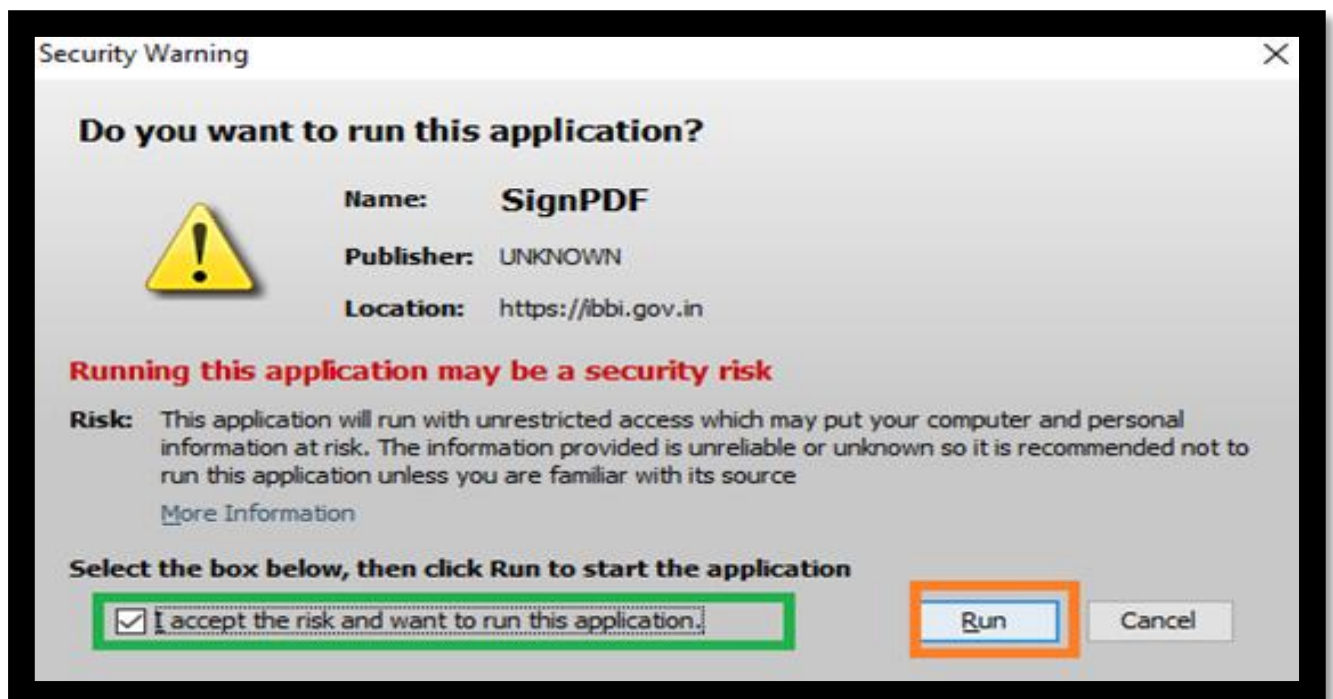
11. Copy of certificate of professional membership with an insolvency professional agency:*

Passport-size photo (Max size 100 kB)*
(The recommended format is JPEG with a sRGB color profile)

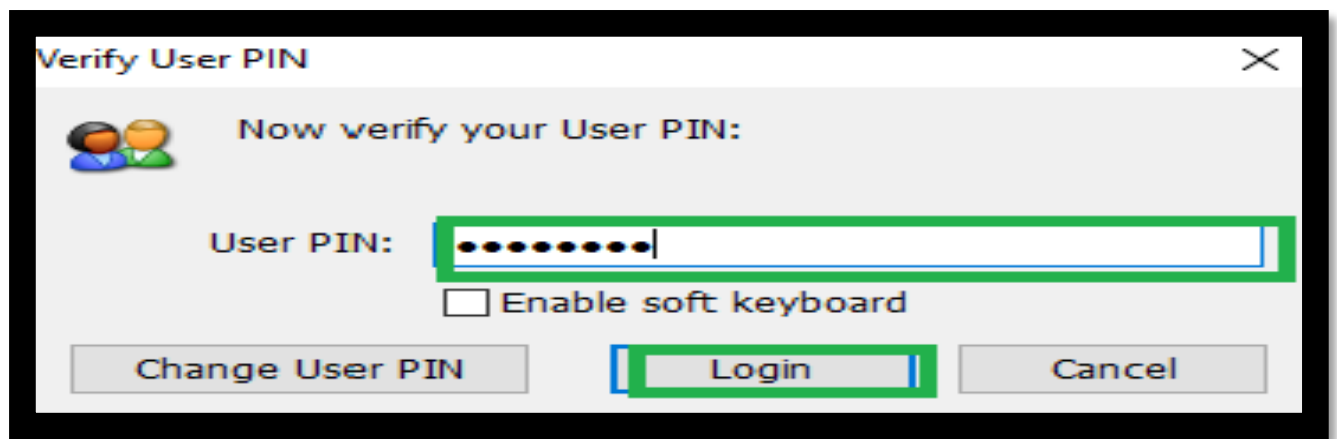
BACK SAVE AS DRAFT **SUBMIT & DIGITAL SIGN** SUBMIT & E-SIGN

S.NO. Verification Finding Details Attachment

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.



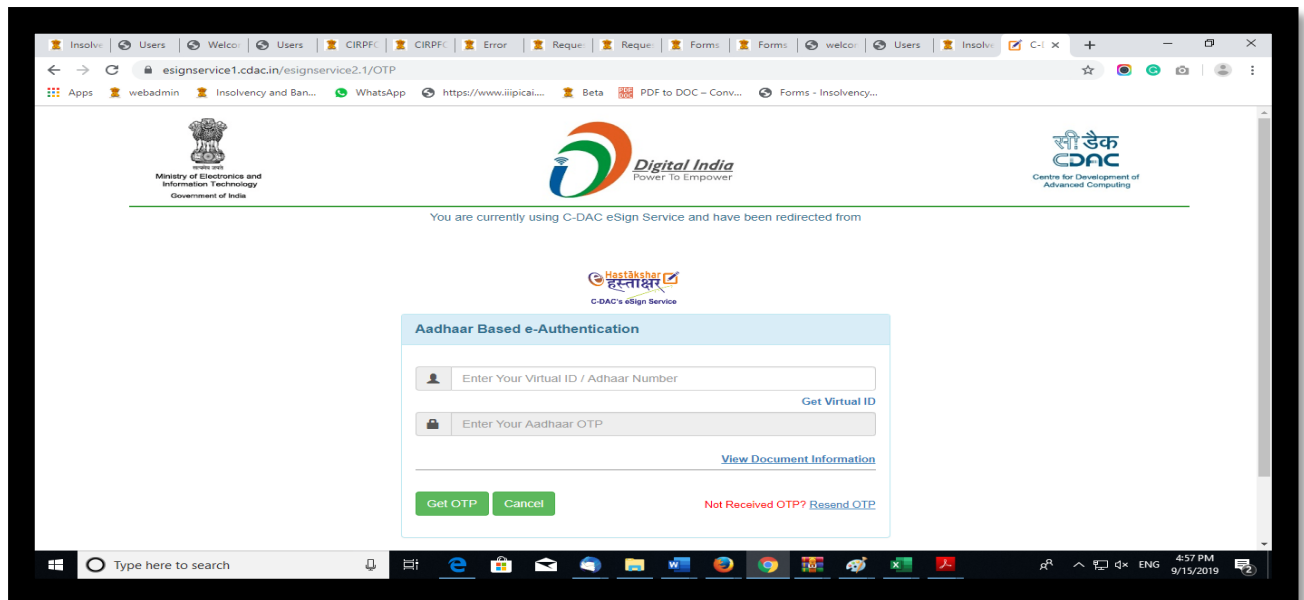
Once done, a pdf file would be generated and the same shall be visible on your dashboard.

Step 10 B: If you wish to submit the form with E-sign

Click on “**Submit & ESIGN**” button.

S.NO.	Verification	Finding	Details	Attachment
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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.



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

Please enter the OTP and then click SUBMIT.

A close-up view of the 'Aadhaar Based e-Authentication' form. The 'Hastakshar' logo and 'C-DAC's eSign Service' text are at the top. The form has a light blue header. Below the header, there is a user icon and a text box containing '59839'. To the right of this box is a 'Get Virtual ID' link. Below this is another text box labeled 'Enter Your Aadhaar OTP'. Underneath is a checkbox with the text 'I have read and provide my consent'. To the right of the checkbox is a 'View Document Information' link. At the bottom, there are 'Submit' and 'Cancel' buttons. On the far right, it says 'Not Received OTP? Resend OTP'.

Once done, A dialog box will appear with the message that “Registration form has been successfully submitted”. a pdf file would be generated and the same shall be visible on your dashboard.


Dashboard

IP Registration

Change Password

Registration form has been successfully submitted!

IP Users

S. No.	NISM Enrollment No	IPA Maker Remarks	IPA Checker Remarks	IBBI Maker Remarks	IBBI Checker Remarks	Action
1	1243254353					

Total Records : 1

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Important Points

1. Site is best viewed in IE10 and above, Firefox 16+, Chrome 20+ at 1024 x 768 pixels resolution and JavaScript should be enabled.
2. Please check your inbox and spam folder for the receipt of the login link with Email ID and password.
3. You are required to fill each tab one by one and is not allowed to navigate between tabs.
4. You must first fill the 'Personal Details' tab followed by 'Other Details' tab and thereafter 'Attach Documents'.
5. All fields highlighted with a red asterisk (*) are mandatory fields. As such, please ensure to fill all of the required fields highlighted with an asterisk (*).
6. Please note that few fields do not accept special characters such as @, /, \, or comma (,) etc.
7. While, you may alter, modify or reset details as may desired before clicking on the **SUBMIT** button, once the Form is submitted, you will not be able to modify any details. Therefore, before submission of Form, please ensure to verify that all information filled in by you is correct/complete.
8. Please note that the documents to be uploaded must be in pdf form and size of documents to be uploaded do not exceed 5 MB.
9. Photograph to be uploaded must be in.jpg/.jpeg format and the same must be a recent passport size colour photograph.
10. For any query regarding online registration, kindly write to ipreg@ibbi.gov.in.