

STEP BY STEP GUIDE – AUTHORISATION FOR ASSIGNMENT

This step by step guide will help you to navigate the online application process for **issuance** of Authorisation for Assignment (AFA).

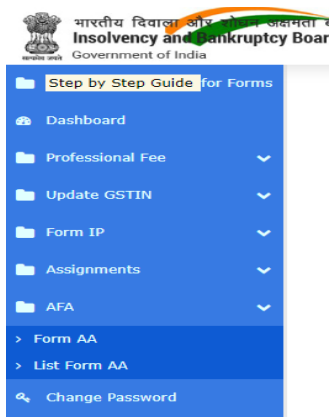
Step 1: Visit www.ibbi.gov.in and click on **IP Login** button

The screenshot shows the homepage of the Insolvency and Bankruptcy Board of India. At the top, there is a navigation bar with links for HOME, SITEMAP, SKIP TO MAIN CONTENT, SCREEN READER ACCESS, and language options (A-, A, A+, English). The main header features the board's logo, name in Hindi and English, and the Digital India logo. Below the header is a menu with categories like ABOUT US, LEGAL FRAMEWORK, SERVICE PROVIDER, EXAMINATION, MEDIA, EVENTS, RESOURCES, PUBLICATION, ORDERS, PUBLIC COMMENTS, and CONTACT US. The main content area includes a 'What's New' section with recent news items and a 'QUICK LINKS' section with icons for TENDER, OTHER STAKEHOLDERS, FAQs, and ENGAGEMENT WITH ACADEMIA. A prominent yellow button labeled 'IP Login' with a right-pointing arrow is visible, marked with a red checkmark.

Upon clicking IP Login, the screen will appear.

The screenshot displays the 'LOGIN TO YOUR ACCOUNT' page. On the left is a green sidebar with the board's logo and name in Hindi and English. The main content area contains a login form with the following fields: 'User E-mail ID' (with a placeholder 'Enter your username'), 'Password' (with a placeholder 'Enter your password'), and 'Captcha' (with a placeholder 'Enter captcha'). Below the captcha field is a small image of a captcha code 'rwf56'. At the bottom of the form is a blue 'LOGIN' button and a link for 'Forget Password?'.

See the left side of the panel, click on AFA tab and select Form AA tab.



Step 4: Once done, input all the relevant details desired in the form (fields marked as ** are mandatory). Ensure that all the relevant boxes are ticked. **All the relevant documents, if any, are attached (in pdf format only).**

| Application For Issuance of Authorisation for Assignment | |
|--|--|
| Name of IPA | Address of IPA |
| Indian Institute of Insolvency Professionals of ICAI | 4th Floor, ICAI Bhawan, Post Box no. 7100, Indraprastha Marg, New Delhi - 110002 |
| Enrollment Date ** | Enrollment Number ** |
| Whether you have attained the age of seventy years: ** <input type="radio"/> Yes <input type="radio"/> No | Date of Birth: |

Please enter the Enrolment No. issued to you by your IPA and the date of such Enrolment.

[Please note that your IP Registration Number and Date of Registration with IBBI is not required/not to be entered here]

Whether you have attained the age of seventy years:

Yes No

Date of Birth:

14/11/2019

Whether you are in employment:

Yes No

Whether you are a whole-time director/managing director in any company:

Yes No

Employment Details:

If yes, please provide details

Whether you have been debarred by any direction or order of IBBI or IPA:

Yes No

Whether any criminal/disciplinary proceeding pending under any law is pending against you:

Yes No

If yes, please provide details:

If yes, please provide details:

Whether you have complied with requirements, as on date of application, with respect to : (Please tick if "Yes")

- Filing of Forms for the purpose of monitoring corporate insolvency resolution processes and performance of insolvency professionals under the Insolvency and Bankruptcy Code, 2016 and the regulations made thereunder. Payment of fee, interest or penalty, if any including -
- Annual membership fee to IPA under Clause 11 of Schedule under IBBI (Model Bye-laws and Governing Board of Insolvency Professional Agencies) Regulations, 2016
- Fee under clause 12A(3) of Schedule under IBBI (Model Bye-laws and Governing Board of Insolvency Professional Agencies) Regulations, 2016
- Registration Fee to IBBI under Regulation under 7 (2) (c) of IBBI (Insolvency Professionals) Regulations, 2016
- Annual fee to IBBI under Regulation 7(2)(ca) of IBBI (Insolvency Professionals) Regulations, 2016
- Interest, if any to IBBI under Regulation 15 of IBBI (Insolvency Professionals) Regulations, 2016

Continuous Professional Education. If yes, details of Continuous Professional Education hours:

| CPE hours previous year | Current years of CPE hours availed | Total CPE hours |
|-------------------------|------------------------------------|-----------------|
| 12 | 12 | 24 |

Affirmation

I hereby affirm that -

- (a) The above submissions are correct and complete to the best of my knowledge and belief.
- (b) I am eligible to obtain an Authorisation for Assignment.
- (c) I have complied with the requirements of the Insolvency and Bankruptcy Code, 2016, read with regulations, circulars, directions or guidelines issued by IBBI.
- (d) I have made the payment of applicable fees.
- (e) I shall duly inform the Board / IPA upon becoming ineligible to hold Authorisation for Assignment .

Copy of relieving letter from last employer

Copy of DIR 12 regarding cessation of directorship

Copy of letter of suspension, revocation of suspension, cancellation or acceptance of surrender of Authorisation for Assignment.

Copy of document in proof of credit score (not older than 3 months).

Copy of last filed income-tax return

Copy of orders of pending or concluded criminal/disciplinary proceedings

Copy of CIN/LLPIN/Certificate of Registration of the Corporate Debtor

Place

Delhi

Date

16/11/2019

Step 5: After filling all relevant details, in case, if you wish to save the same, click on ‘**SAVE AS DRAFT**’.

Copy of CIN/LLPIN/Certificate of Registration of the Corporate Debtor

Choose File No file chosen

Place ** Field is required

Date ** Field is required

16/11/2019

SAVE AS DRAFT SUBMIT WITH DSC SUBMIT WITH ESC

Step 6: Upon saving, the message will appear on the top of the screen as ‘**Form has been saved**’ and the dashboard will appear on your screen.

Insolvency and Bankruptcy Board of India
Government of India

Step by Step Guide for Forms

Dashboard

Professional Fee

Update GSTIN

Form IP

Assignments

AFA

Change Password

Form has been saved

Form AA

Search:

| Date of AFA Application | IPA Name | Application For | Status of AFA Application | Download Application | AFA Certificate No. | Validity of AFA | Download Certificate |
|-------------------------|----------|-----------------|---------------------------|----------------------|---------------------|-----------------|----------------------|
|-------------------------|----------|-----------------|---------------------------|----------------------|---------------------|-----------------|----------------------|

Step 7: If you wish to proceed for final submission of your application form, click on the ‘**EDIT**’ button under the ‘**Action**’ Tab on the dashboard.

| Date of AFA Application | IPA Name | Application For | Status of AFA Application | Download Application | AFA Certificate No. | Validity of AFA | Download Certificate | Action |
|-------------------------|--|-----------------|---------------------------|----------------------|---------------------|-----------------|----------------------|--------|
| 16/11/2019 | Indian Institute of Insolvency Professionals of ICAI | Issuance | Submitted | | | ---- | NA | EDIT |

Step 8: Check all the relevant details entered in the form. Ensure that all the relevant boxes are ticked. **All the relevant documents, if any, are attached (in pdf format only).**

You may also edit the form before the final submission.

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

- E-sign (by using your Aadhar No) or
- Digital Signature Certificate (DSC)

Copy of CIN/LLPIN/Certificate of Registration of the Corporate Debtor

Choose File No file chosen

Place ** Field is required

Date ** Field is required

16/11/2019

SAVE AS DRAFT SUBMIT WITH DSC SUBMIT WITH ESC

The screenshot shows a web form with a file upload section, two required text fields, and three submission buttons. The 'SUBMIT WITH DSC' and 'SUBMIT WITH ESC' buttons are highlighted with red boxes.

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

Step 9A: 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:

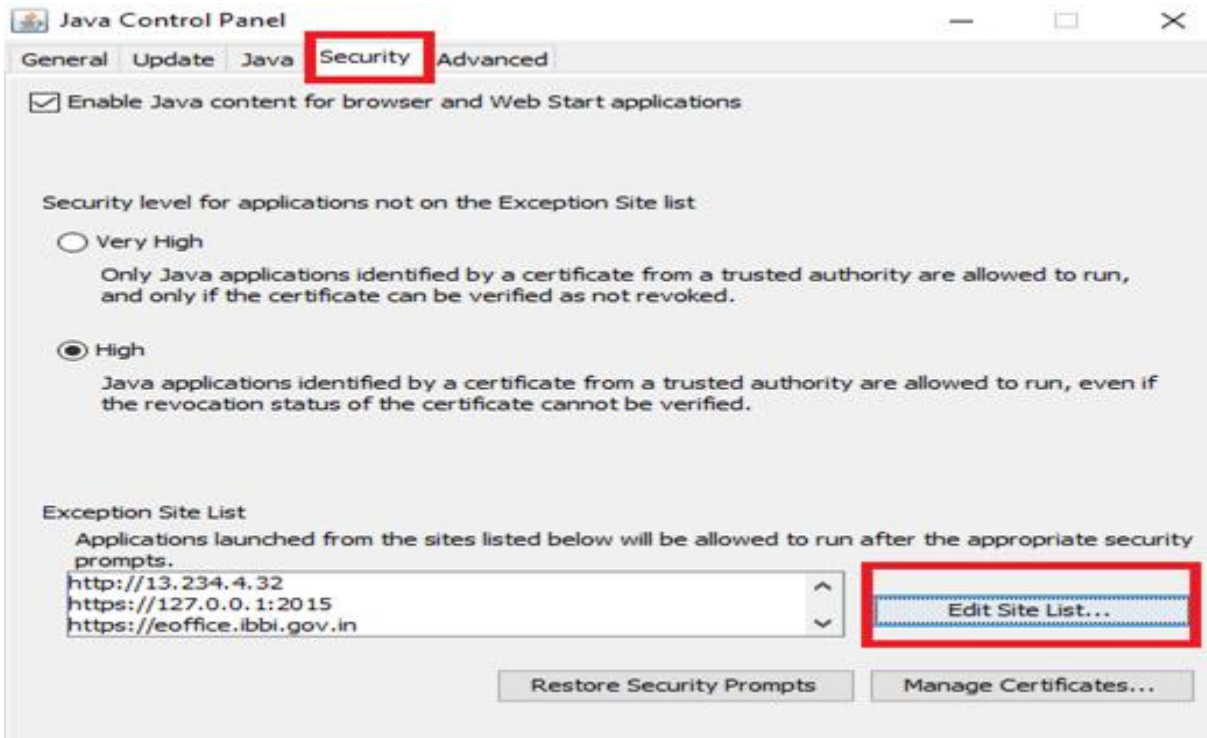
Download JAVA from <https://www.java.com/en/download/>

The screenshot shows the Java Download website interface. It includes the Java logo, navigation links for 'Download' and 'Help', and a main heading 'Java Download'. Below the heading, there is a sub-heading 'Download Java for your desktop computer now!' and 'Version 8 Update 221' with the release date 'July 16, 2019'. A prominent yellow warning box contains the text: 'Important Oracle Java License Update. The Oracle Java License has changed for releases starting April 16, 2019. The new Oracle Technology Network License Agreement for Oracle Java SE is substant different from prior Oracle Java licenses. The new license permits certain uses, such as use and development use, at no cost -- but other uses authorized under prior Oracle Java licenses may no longer be available. Please review the terms carefully before downloadi using this product. An FAQ is available here.' Below this, it mentions 'Commercial license and support is available with a low cost Java SE Subscription.' and 'Oracle also provides the latest OpenJDK release under the open source GPL License at jdk.java.net.' At the bottom, there is a red 'Java Download' button.

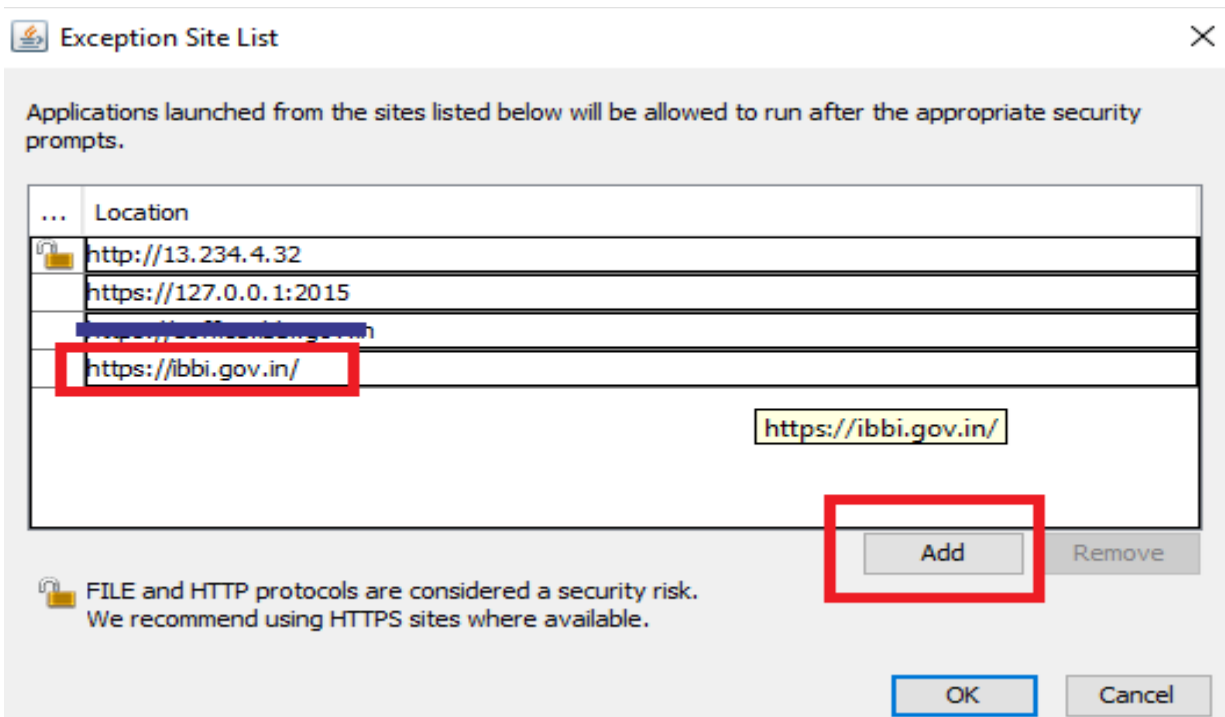
After downloading then Install it by clicking on Install



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



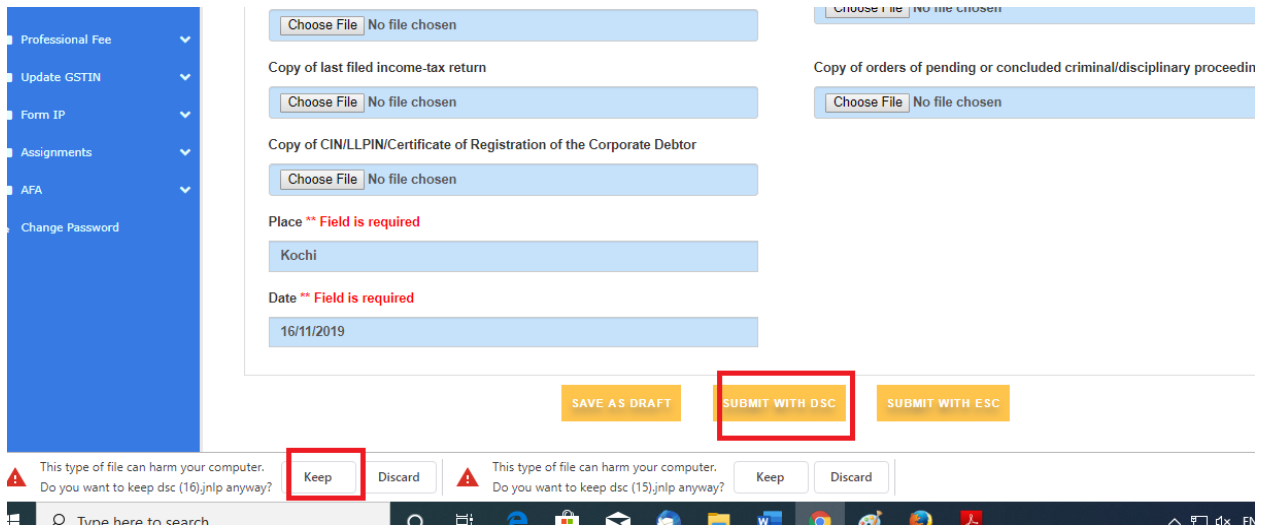
Click on **Edit Site List** button and Add Site URL - <https://ibbi.gov.in/> by clicking on **Edit Site List** or **Add Site**, and then click OK It will allow digital signature dongle to sign DSC



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 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.]




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.

Verify User PIN ✕

 **Now verify your User PIN:**

User PIN:

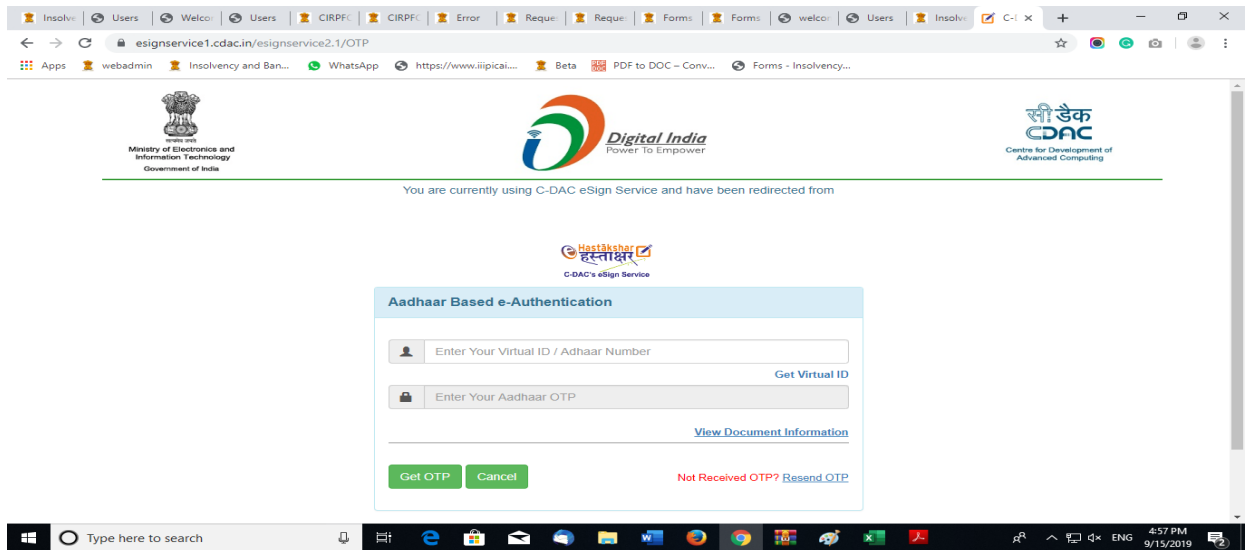
Enable soft keyboard

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

| Date of AFA Application | IPA Name | Application For | Status of AFA Application | Download Application | AFA Certificate No. | Validity of AFA | Download Certificate | Action |
|-------------------------|--|-----------------|---------------------------|----------------------|----------------------------|-----------------|----------------------|----------------------|
| 14/11/2019 | Indian Institute of Insolvency Professionals of ICAI | Issuance | Approved | PDF | AA1/111111/01/14-11-2020/1 | 13/11/2020 | PDF | VIEW |

Step 9B: If you wish to submit the form with E-sign

Click on “**Submit with ESC**” button. 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.



The screenshot shows a web browser window with the URL `esignservice1.cdac.in/esignservice2.1/OTP`. The page header includes the Ministry of Electronics and Information Technology, Government of India, Digital India logo, and CDAC logo. A message states: "You are currently using C-DAC eSign Service and have been redirected from".

The main content area features the "Aadhaar Based e-Authentication" form with the following fields and buttons:

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

Please enter the OTP and then click SUBMIT.



Aadhaar Based e-Authentication

[Get Virtual ID](#)

I have read and provide my [consent](#)

[View Document Information](#)

Not Received OTP? [Resend OTP](#)

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

| Date of AFA Application | IPA Name | Application For | Status of AFA Application | Download Application | AFA Certificate No. | Validity of AFA | Download Certificate | Action |
|-------------------------|--|-----------------|---------------------------|--------------------------------------|----------------------------|-----------------|----------------------|----------------------|
| 14/11/2019 | Indian Institute of Insolvency Professionals of ICAI | Issuance | Approved | Download Application | AA1/111111/01/14-11-2020/1 | 13/11/2020 | PDF | VIEW |

Step 10. Once you submit your form either through DSC or E-sign, your form shall be forwarded online to your IPA.

The IPA shall examine the same and once approve it, a print-enabled, pdf file, with AFA Certificate shall be generated and the same shall be available on your dashboard.

Check the pdf document and ensure that all the details appearing in the same are correct.

In case of any difficulty in filing the Form AA, please send a mail to your respective IPAs and copy to webdev@ibbi.gov.in and rammilan.singh@ibbi.gov.in. helpdesk - +91 11-23462956

This document will be further revised shortly after the modules for **appeal against the rejection of application for AFA** and **renewal of AFA** are activated.
