

Application for Enrolment as an insolvency professional. Point wise clarification is detailed below

A. Personal Details:

A.1 Title (Mr. / Mrs. / Ms. / Other):

A.2 Name:

A.3 Father's Name:

A.4 Date of Birth: DD/MM/YYYY

A.5 Place of Birth:

A.6. PAN Card Copy-**Mandatory Attachment**

A.7. Aadhar card copy- **Mandatory Attachment**

A.8. Passport Number:

A.9. Correspondence address proof copy -**Mandatory Attachment Note: This shall be recorded as the registered address)**

A.10. Permanent Address: - **Mandatory Attachment**

A.11 E-mail Address (**Note: This shall be recorded as the registered e-mail address**):

A.12 Mobile No. (**Note: This shall be recorded as the registered mobile number**):

A.13 Landline Number

A.14 GST Number: If available

A.15 DIN (IF AVAILABLE) Your DIN If yes-(Director Identification Number), Whether Executive/Non Executive)

If No-(Provide self-declaration that you are not holding any DIN) Refer **Annexure –A**

A.16 CIBIL score report downloaded from any RBI registered Credit Information Company.

B1. Educational Qualification

Attachment- (i)Degree of Graduation / Final year passing Mark sheet
(ii) For MBA's /Post-Graduates- Degree of Graduation / Final year passing Mark sheet-**Mandatory Attachment**

B2. Professional Qualification - Mandatory Attachment

Attachments -ACA/ACS/ACMA Membership certificate
For Lawyers- Degree of Graduation / Final year passing Mark sheet

B3. Please ensure the date of LIE passing certificate should within than 1 year from the date of application

C. Work Experience

- (i) Are you presently in practice / employment? (Practice / Employment)
- (ii) Total period in practice (years and completed months): yy / mm -**copy of Certificate/COP is mandatory to be attached** and also the copy of **Member card downloaded of the Institute of which applicants hold certificate of Practice either downloaded or office provided** (for eg: ICAI provide SSP facility from which member can download the Member card)
- (iii) Total period in employment (years and completed months): yy / mm
- (iii)(a) Details of experience (from the date of enrolment as an Advocate / Chartered Accountant / Company Secretary / Cost Accountant /after Bachelors' Degree)- **Copy of experience certificate is mandatory to be attached. The certificate should include date of joining/appointment letter, Date of relieving /accepted resignation and in case of MBA'S / Post- Graduates applicants experience certificate should clearly mention experience in management.**

The following table can be provided:

Sl. No.	Date from	Date to	Employment		Practice		Area of Work
			Name and work Address of Employer	Designation	Advocate /CA /CS / CMA	Name of Firm and Firm Registration Number, if applicable	
Total	Years and completed months						

D. Additional Attachments

If yes-please provide specific details for each point

If NO-Please provide declaration for each point mentioned

E1. Copy of Last three years ITR /ITR Acknowledgement

Kindly ensure the following as Mandatory Attachments and scan should be legible and in A4 size.

1. Copy of proof of residence and Correspondence address proof copy
2. Copy of PAN card, Aadhaar card and Passport
3. Copy of GST Registration Certificate
4. Copy of DIN/DPIN allotment letter
5. Copies of documents in support of educational qualification, professional qualification and insolvency examination

6. Copies of documents demonstrating practice as - (i) a chartered accountant registered with the Institute of Chartered Accountants of India; (ii) a company secretary registered with the Institute of Company Secretaries of India; (iii) a cost accountant registered with the Institute of Cost Accountants of India; or (iv) an advocate enrolled with the Bar Council.
7. Copies of certificate of employment from the employer(s), specifying the period of such employment
8. Income-tax Returns for the last three years.
10. Evidence of deposit / payment of fee, along with GST, as required under regulation 6(1) of IP Regulations
11. Details of information with respect to conviction, criminal proceedings, insolvency/bankruptcy order, disciplinary proceedings/actions and any other additional information relevant for the application, as may be applicable (including brief facts, copy of relevant orders and present status thereof) as separate enclosures.

Note: In case of any doubt, feel free to reach me: Phone:- 8178995144 & E-mail Id :-ipenroll@icai.in

Annexure –A

Self- Declaration Regarding NO DIN

To,

The MD,
Indian Institute of Insolvency Professionals of ICAI
ICAI Bhawan
8th Floor, Hostel Block
A-29, Sector 62
Noida - 201309

I, hereby declare that, I..... do not hold Director's Identification Number (DIN) and had never been a Director any company.

Thanks & Regards

Applicant Name and Signature