**Annexure -I**

**GRIEVANCE REDRESSAL FORMAT**

**(In case of Insolvency Professional)**

To,

The Grievance Redressal Officer,

Institute of Insolvency Professionals of ICAI,

ICAI Bhawan, Hostel Block, 8th Floor,

A -29, Sector-62,

Noida – 201301 (Uttar Pradesh)

**1.0 Details of the Complainant:**

Name of the Complainant:

Registration Number (if any):

Email Address:

Mobile/Phone Number:

Postal Address:

**2.0 Details of IP against whom complaint lodged:**

Name of IP:Registration Number (if any):

Name of the Entity (if any):

Email Address:

Mobile/Phone Number:

Postal Address:

**3.0 Particulars of Complaint against IP:**

Name of Corporate Debtor:

Case Name and Number:

Location of NCLT/NCLAT:

**4.0 Date(s) of occurrence of grievance:**

**5.0 Relevant Sections of the Code/Regulations therein which are violated:**

**6.0 Nature and Details of the Grievance/Complaint:**

**7.0 Details of Payment of Fee:**

**8.0 Substantiating evidence/documents:**

**9.0 Nature of remedy sought:**

**10.0 Any other relevant information:**

**Verification**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Complainant, do hereby declare that what is stated above is true to the best of my knowledge and belief.

Verify today the \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_\_

Date: Name and Signatures of Complainant

Place:

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**NOTE:**

1. Only a complaint against an IP enrolled with IIIPI should be submitted.

2. The Complaint and its enclosures should be filed in triplicate, duly signed by the Complainant and should be in English language. Any document/s in Hindi or in any Regional Language should be sent along with English translation thereof, duly verified as `true copy.