

Help Us to Serve You Better

Launch of Master Data Utility

Dear Professional Members,

We are pleased to announce the launch of our new regulatory utility portal, "Master Data Utility," by *IIIPICAI*, effective from October 01, 2023, via IIIPI portal (<https://www.iiipicai.in/>), wherein we have streamlined the process for submission of an IP's monthly assignment details. In simple terms, instead of the Monthly Google Form, IPs are now required to use this software on our IIIPI website for reporting new assignments and updating the status of ongoing cases. Please ensure that you submit your data no later than the 5th of the succeeding month.

Here's what an IP/IPE needs to do

Do's:

- In current month add details, including the status of assignment, of any ongoing and concluded assignments that are not visible on the portal by clicking on the tab "New Assignment".
- Subsequent monthly update of the 'status' of your ongoing assignments and add 'new assignments', if any.
- Double-check the details of concluded assignments or data already appearing on the portal after login with respect to your previous assignments. For any discrepancies, kindly write to email id iiipi.helpdesk@icai.in with correct details, so that the same can be modified from backend.
- Ensure that you enter the correct format as below:
 - i. Enrolment number (IP/P-0xxxx)
 - ii. Date of AFA validity in DD/MM/YYYY
 - iii. Date of Consent in DD/MM/YYYY

Don'ts:

- Do not attempt to edit or delete the details of concluded assignments or data already existing for previous assignments handled/undertaken by you. For any discrepancies, kindly write to email id iiipi.helpdesk@icai.in with correct details, so that the same can be modified from backend.

We have prepared a handbook to guide you through the usage of the "Master Data Utility" on the IIIPI website.

Step-by-Step Guide for IP/IPE:

Step 1: Visit the IIIPI website using link: [iiipicai](https://www.iiipicai.in/)

HOME Page click on the "Member" tab.



Select "Master Data Utility" from the options. This will take you to the member login page. (please see the image below).

Step 2: In the member login page:

Select either "IP" or "IPE" from the "ENROLLMENT TYPE" dropdown.

Enter your registered email ID in "REGISTERED EMAIL ID."

Step 3: An OTP will be sent to your registered email ID.

Enter the OTP received and click on "OTP Verify."

Step 4: Upon successful verification:

The Filing Dashboard is displayed. Here, fill in the details for your ongoing assignments (CIRP, Liquidation, AR, PG to CD, Voluntary Liquidation, Bankruptcy Trustee, PPIRP). This is a one-time exercise; in subsequent months, only assignment status updates are required.

Step 5: After entering all assignment details click on the "submit" button.

Step 6: If the status of IP's assignment's changes in a respective month, login to the account and update the status assignment-wise. This reduces the monthly exercise that an IP previously did using the Monthly Google Form.

For example, in the case of CIRP:

- i. The Committee of Creditors is constituted on 10.10.2023, update the assignment status and the date.
- ii. If additional updates are needed (e.g., a Registered Valuer is appointed on 20.10.2023), update the status accordingly.

Support Team

Helpdesk of IIIPI office: 7579500137