

# **INSOLVENCY PROFESSIONAL AGENCY OF INSTITUTE OF COST ACCOUNTANTS OF INDIA**

*[Under Regulation 5(b) of the Insolvency and Bankruptcy Board of India (Insolvency Professionals) (Amendment) Regulations, 2018]*

To

The Chief Executive Officer  
Insolvency Professional Agency of Institute of Cost Accountants of India

Passport Size  
Photo

***Subject: Application for enrollment as professional member and Pre-Registration Course.***

**Sir / Madam,**

I, \_\_\_\_\_ have passed the Limited Insolvency Examination of Insolvency and Bankruptcy Board of India (IBBI) on \_\_\_\_\_. A copy of my Certificate is attached herewith. I now wish to apply for enrolment with Insolvency Professional Agency of Institute of Cost Accountants of India. You are requested to kindly enroll me for the Pre-registration Education Course also.

My details are as under:

## **A. PERSONAL DETAILS**

1. Title (Mr. / Mrs. / Ms.): .....
2. Name (as per Aadhaar): .....
3. Father's Name: .....
4. Date of Birth: .....
5. Place of Birth: .....
6. PAN No.: .....
7. AADHAAR No. : .....
8. Passport No. (if available):.....
9. Address for Correspondence: .....
10. Permanent Address: .....
11. E-Mail Address: .....
12. Mobile No.: .....

13. DIN. (If available): .....

14. GSTIN (Individual): .....

15. CIBIL Score: .....

**B. EDUCATIONAL, PROFESSIONAL AND INSOLVENCY EXAMINATION QUALIFICATIONS**

**1. Educational Qualifications**

[Please provide educational qualifications from Bachelor's degree onwards]

| Educational Qualification | Year of Passing | Marks (%) | Grade/ Class | University/College | Remarks, if any |
|---------------------------|-----------------|-----------|--------------|--------------------|-----------------|
|                           |                 |           |              |                    |                 |
|                           |                 |           |              |                    |                 |
|                           |                 |           |              |                    |                 |
|                           |                 |           |              |                    |                 |

**2. Professional Qualifications**

| Professional Qualification | Institute/ Professional Body | Membership No. (if applicable) | Date of registration/ enrolment | Remarks, if any |
|----------------------------|------------------------------|--------------------------------|---------------------------------|-----------------|
|                            |                              |                                |                                 |                 |
|                            |                              |                                |                                 |                 |
|                            |                              |                                |                                 |                 |

**3. Date of Passing Limited Insolvency Examination:** \_\_\_\_\_

**C. WORK EXPERIENCE**

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

1. Are you presently in practice? (Yes/ No): \_\_\_\_\_
2. Number of years in practice (in years and months): \_\_\_\_\_
3. Are you presently in employment? (Yes/ No): \_\_\_\_\_
4. Number of years in employment (in years and months): \_\_\_\_\_
5. Total Experience (in years and months): \_\_\_\_\_

**6. Experience Details**

| Sl. No | From Date | To Date | Employment / Practice | If employed, Name of Employer and Designation | If in practice, practice as Advocate / Chartered Accountant / Company Secretary / Cost Accountant | Area of work |
|--------|-----------|---------|-----------------------|---|---|--------------|
|        |           |         |                       |   |   |              |
|        |           |         |                       |   |   |              |
|        |           |         |                       |   |   |              |
|        |           |         |                       |   |   |              |

**D. ADDITIONAL INFORMATION**

1. Have you ever been convicted for an offence? (Yes/ No)  
If yes, please give details.
  
2. Are any criminal proceedings pending against you? (Yes/ No)  
If yes, please give details.
  
3. Have you ever been declared as an insolvent/bankrupt, or applied to be declared so? (Yes/ No)  
If yes, please give details.
  
4. Please provide any additional information that may be relevant for your application.

## **E. ATTACHMENTS**

1. Refer to List of Documents required for Registration as an Insolvency Professional (**Annexure III**)
2. Evidence of deposits, as applicable.

## **F. UNDERSTANDING**

I understand and agree that my enrolment with IPA ICAI and attending of Pre-registration Course does not entitle me to the Registration, which is subject to my complying with various requirements of IBBI and satisfactory completion of Pre-Registration Course.

## **G. AFFIRMATIONS**

I affirm the following:

- (i) That all information contained in this application is true and correct in all material respects.
- (ii) No material information relevant for the purpose of this application has been suppressed.
- (iii) If granted enrollment, I undertake to comply with the requirements of the code, the rules, regulations or guidelines issued there under and such other terms and conditions as may be contained in the certificate of enrollment or be specified by IPA ICAI.
- (iv) Insolvency and Bankruptcy Board of India reserves the right to accept or reject the application even after completing Pre-Registration Course.

Name and Signature of applicant

Place:

Date:

**FOR OFFICE USE ONLY**

1. Date of Receipt: \_\_\_\_\_
2. Enrollment Number: \_\_\_\_\_
3. Date of Issue: \_\_\_\_\_

**Authorized Signatory**

## Annexure -1

### SELF DECLARATION BY APPLICANT

I have verified as under:

| <b>Verification</b>   | <b>Finding</b>   |
|---|--|
| Whether any disciplinary proceedings are pending or any disciplinary action has been taken at any time in the preceding three years against the professional member by the ICAI, ICSI, ICAI(Cost), or Bar Council, of which he is a Member.   | Yes / No.<br><br>If Yes, give details. If required, attach additional papers |
| Whether a regulator ICAI, ICAI (Cost), ICSI, or Bar Council has initiated any criminal proceeding against the professional member and is pending for disposal?  | Yes / No.<br><br>If Yes, give details. If required, attach additional papers |
| Whether the professional member had an unblemished service with the last employer if he was in employment?  | Yes / No.<br><br>If No, give details. If required, attach additional papers  |
| Whether the name of the professional member appears in the databases of Ministry of Corporate Affairs regarding<br>i. Directors disqualified under section 164 of the Companies Act, 2013, or<br>ii. Proclaimed Offenders under section 82 of the Code of Criminal Procedure, 1973. | Yes / No.<br><br>If Yes, give details. If required, attach additional papers |
| Whether the professional member has been penalised by a market regulator (SEBI and CCI) in the last three years?  | Yes / No.<br><br>If Yes, give details. If required, attach additional papers |
| Whether the name of professional member appears in the list of defaulters of RBI / Credit Information Company?  | Yes / No.<br><br>If Yes, give details. If required, attach additional papers |

Directors Identification Number:

GST Registration Number:

Name

Signature

**Declaration**

I hereby declare that I, (Name of the Applicant) do not hold Director's Identification Number (DIN) and had never been a Director to any public or private company incorporated as per Companies Act or any other act in force.

Name of the Applicant

Signature

Date:

## Annexure – 3

### **ATTACHMENTS TO THE ENROLMENT FORM**

(2 copies of Enrolment Form and 2 copies of all the attachments to be send in hard copy)

1. 2 Passport-size photos.
2. Copy of proof of residence.
3. Self – attested copy of Aadhaar card (mandatory), PAN card (mandatory) and Passport (if available).
4. Copies of documents in support of educational qualifications, professional qualification and insolvency examination qualifications.
5. Copies of documents demonstrating practice as -
  - a chartered accountant enrolled with the Institute of Chartered Accountants of India;
  - a company secretary enrolled with the Institute of Company Secretaries of India;
  - a cost accountant enrolled with the Institute of Cost Accountants of India; or
  - an advocate enrolled with the Bar Council of any State in India;
6. Copies of certificate of employment from the employer(s), specifying the period of such employment.
7. Financial statement / Income Tax Returns for the last three years.
8. 2 Copies of Self Declaration, the format of the same is annexed with the Enrolment form (Annexure – 1).
9. Directors Identification Number (DIN). Applicant has to mention the DIN at the bottom of Self Declaration.  
**(In case the applicant does not hold DIN, a declaration in this respect must also be enclosed with Enrolment form. Format of the aforesaid declaration is annexed with the Enrolment form (Annexure – 2).**
10. 2 Copies of CIBIL Report  
(CIBIL Report is available through CIBIL. For any further details on the matter please refer to the following link: <https://www.cibil.com/creditscore/> and as per the rate fixed by CIBIL an amount of Rs.550 for such score is required to be paid by the applicant directly to them. Please pay the requisite fees and provide us the report).
11. 2 Copies of GST Registration Certificate, if any. (Credit of GST amount paid shall only be given to registered individuals and Firm’s GSTN shall not be taken into consideration).
12. To make payment, refer ‘Payment Schedule of IPA ICAI’.  
Click here <https://bit.ly/2PXvS7p>