

LIST OF DOCUMENTS REQUIRED FOR REGISTRATION AS AN INSOLVENCY PROFESSIONAL

1. **Enrolment Form**
2. Passport-size photos.
3. Copy of proof of residence.
4. Self – attested copy of Aadhaar card (mandatory), PAN card (mandatory) and Passport (if available).
5. Copies of documents in support of educational qualifications, professional qualification and insolvency examination qualifications.
6. 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;
7. Copies of certificate of employment from the employer(s), specifying the period of such employment.
8. Financial statement / Income Tax Returns for the last three years.
9. Copy of Self Declaration, the format of the same is annexed with the Enrolment form (Annexure – 1).
10. 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).
11. Copy 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).
12. Copy 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).
13. To make payment, refer 'Payment Schedule of IPA ICAI'.