

LIST OF DOCUMENTS REQUIRED FOR REGISTRATION AS AN INSOLVENCY PROFESSIONAL

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

1. **Enrolment Form**
2. 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. **In case an applicant is an Advocate** in practice on the date of enrolment as an Insolvency Professional, then kindly submit us the Certificate from the Bar Council of the State with which you are enrolled as an Advocate to the following effect:
 - a) Whether any disciplinary action is pending or has been taken at any time in the preceding three years against you by the Bar Council of which you are a Member?
 - b) Whether Bar Council has initiated any criminal proceeding against you and is pending for disposal?
8. Copies of certificate of employment from the employer(s), specifying the period of such employment.
9. Financial statement / Income Tax Returns for the last three years.
10. 2 Copies of Self Declaration, the format of the same is annexed with the Enrolment form (Annexure – 1).
11. 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).
12. 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).
13. 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).
14. To make payment, refer ‘Payment Schedule of IPA ICAI’.
Click here <https://bit.ly/2PXvS7p>

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