



**INSOLVENCY PROFESSIONAL AGENCY
OF INSTITUTE OF COST ACCOUNTANTS OF INDIA (IPA ICAI)**

**CHECKLIST ON REPORTING REQUIRMENTS OF INSOLVENCY
PROFESSIONAL UNDER INSOLVENCY AND BANKRUPTCY CODE, 2016**

Every professional member of Insolvency Professional Agency of Institute of Cost Accountants of India can ensure their completion of reporting compliances on **monthly basis** in accordance with the following checklist:

S. No	Nature of Compliance	Source	Compliance	Mode of Submission	Status of compliance (Yes/No)
1	Event Based Reporting	Monitoring Policy of Insolvency Professional Agency of Institute of Cost Accountants of India	Submission of documents pertaining to the assignment upon demitting the office as IRP/RP/Liquidator	Mail to monitoring@ipaicmai.in within 15 days from demitting the respective office.	
2	Time Based Reporting	Monitoring Policy of Insolvency Professional Agency of Institute of Cost Accountants of India	Submission of monthly status of your assignment handled as IRP/RP/Liquidator in accordance with the formats prescribed in the Monitoring Policy.	Mail to monitoring@ipaicmai.in within 15 days from demitting the respective office.	
3	Relationship Disclosures	IBBI Circular dated 16 th January, 2018 " Disclosures by Insolvency Professionals and other professionals "	Filing of online disclosures within 3 days from the occurrence of following events: a) Appointment as IRP. b) Constitution	Online Disclosure Portal available at www.ipaicmai.in	

		appointed by Insolvency Professionals conducting Resolution Process"	of CoC. c) Appointment as RP. d) Raising of Interim Finance. e) Supply of Information Memorandum		
4	Cost Disclosures	IBBI Circular dated 12 th June, 2018 "Fee and other Expenses incurred for Corporate Insolvency Resolution Process"	Filing of Form 1& 2 within 7 days from demitting office as IRP. Filing Form 3 within 7 days upon demitting office as RP.	Online Disclosure Portal available at www.ipaicmai.in	
5	Half Yearly Return	Monitoring Policy of Insolvency Professional Agency of Institute of Cost Accountants of India	Submission of report for first half of financial year by 15 th October and for second half of the financial year by 15 th April in accordance with the format prescribed in the policy.	Mail to monitoring@ipaicmai.in before 15 th October/15 th April (as the case may be).	
6	Reporting to IBBI	Section 208(2)(d) of the Code	Copy of proceedings submitted before Adjudicating Authority	Mail to proceeding@ibbi.gov.in or any other e-mail id prescribed by IBBI.	