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ICAI

## IP WEB PORTAL USER MANUAL

Insolvency Professional Agency of The Institute of Cost Accountants of India

## Insolvency Professional Agency of The Institute of Cost Accountants of India

*(Section 8 Company registered under the Companies Act, 2013)*

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### Introduction

The Insolvency Professional and other professionals appointed by the Insolvency Professional need to make disclosure in terms of IBBI Circular No. IP/005/2018 dated 16th January, 2018 of the Corporate Insolvency Resolution Process (CIRP).

The Insolvency Professional Agency needs to facilitate the receipt of disclosures and facilitate dissemination of such disclosures on its web site within three days of receipt of the disclosures.

In view of the above Insolvency Professional Agency of the Institute of Cost Accountants of India has developed a Web Portal for its registered members which facilitates for making CIRP disclosures online.

Disclosures made by the members on this web portal are published on the IPA website instantly.

### Links

The web portal can be accessed through the link below:

<http://ipaicmai.in/IPAWAP/Login>

The link for the public view is:

1. For Relationship Disclosures : <http://ipaicmai.in/IPAWAP/IPDisclosureMain?Type=Reg>
2. For Fees and Cost Disclosures : <http://ipaicmai.in/IPAWAP/IPDisclosureMain?Type=Cst>

### Login

Please use your registered email id as user name and password to login to the system. If not registered please click on the “Please register” link on login page. An OTP will be sent to your registered email id.

If you have forgotten your password please click on the “Forgot Password” link on login page.



## Insolvency Professional Agency of Institute of Cost Accountants of India

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### Insolvency Professional Web Portal

#### User Name



Please use your registered email id as User Name.

#### Password



Login

[Forgot Password?](#)

Not Registered? [Please Register](#)

#### Submit Disclosures

- Disclosures by Insolvency Professionals in terms of IBBI Circular No. IP/005/2018 dated 16th January, 2018
- Disclosures by Insolvency Professionals as per IBBI Circular No IP/013/2018 dated 12th June, 2018

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## How to register

Only professional who have obtained the membership from the IPA of the Institute of Cost Accountants of India can register them on this portal.

1. Please logon to the URL: <http://ipaicmai.in/IPAWAP/Login>.
2. Enter your details in "Please Register Yourself" section as shown in the image below:
3. Enter your registered email id, full name and password and click on Send OTP button.
4. An OTP will be sent to the email id entered by you. Once you receive that enter the same in the OTP textbox.
5. Finally click register. Once the success message is displayed please enter your user name and password in Login section and click login.

**Insolvency Professional Agency of Institute of Cost Accountants of India**

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Disclosures by Insolvency Professionals in terms of IBBI Circular No. IP/005/2018 dated 16th January, 2018

**Email**

Please enter email-id registered with us.

**Full Name****Password**[Send OTP](#)**OTP**

Please enter OTP sent to your email-id to complete registration.

[Register](#)[Back](#)

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Please login after you have registered successfully.

## Forgot Password

Login page also has the option to reset password if you have forgotten your password. Please click on the link [Forgot Password](#). Or you can change your password after login, look for change password.

## Change Password

If you want to change your password please select change password option from top right drop down menu and enter existing and new passwords.

## CIRP

On the Home Page you have the option to specify whether you are currently conducting Corporate Insolvency Resolution Process (CIRP) or not. Please select one of the options from Yes/No and submit.

Your Corporate Insolvency Resolution Process (CIRP) selection should be YES in order to be able to submit disclosures.

Home page also displays the graphical presentation of number of disclosures submitted and number of assignments submitted.

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Your current CIRP selection is : Yes

☐ Yes I am currently conducting CIRP

☐ No I am not currently conducting CIRP

[Submit](#)

Updates [User Manual](#)

- 01-Nov-2018** You can now submit your feedback about this portal. Please click the Feedback Menu.
- 30-Aug-2018** Re-Appointment as RP can be submitted online through this portal. For more information please see user manual.
- 27-Aug-2018** Cost Sheet Form-I, Form-II, Form-III (As per IBBI Circular No IP/013/2018 dated 12th June, 2018) can now be submitted online through this portal. For more information Please refer the user manual.

**Assignments Submitted**

Month	Assignments
Jun 2018	0
Jul 2018	30
Aug 2018	50
Sep 2018	20
Oct 2018	25
Nov 2018	30
Dec 2018	5

**Disclosures Submitted**

Month	Disclosures
Jun 2018	0
Jul 2018	80
Aug 2018	150
Sep 2018	90
Oct 2018	85
Nov 2018	160
Dec 2018	10

Home Page also has the links to User Manual, Change Password and Logout.

## New Assignment

To add New Assignment please click on Assignments menu at the top menu bar. If your CIRP selection is not “Yes”, you will receive an alert for the same.

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### Assignments

**Please Read**

- Add Corporate Debtor** : A Corporate Debtor has to be added once only.
- Submit Disclosure** : Click on submit disclosure in the grid below every time you want to make a new disclosure and make selection from the drop down list on disclosure page.
- Submit Relationship (if any)**: Click on Submit Relationship in the grid below and choose relationship link from Professionals Appointed page. If no relationship is specified it is assumed that NO relationship exists.

Add New Assignment

Corporate Debtor

This is a required field

CIN

Appointed As

Please Select

Submit

List of Assignments

S. No.	Corporate Debtor	Submit Date	Disclosures	Relationship	Cost Sheet	Cost Sheet	Cost Sheet
1	abc_testing6	01-08-2018 02:57 PM	<a href="#">Submit Disclosure</a>	<a href="#">Submit Relationship</a>	<a href="#">Form-I</a>	<a href="#">Form-II</a>	<a href="#">Form-III</a>
2	abc_testing5	01-08-2018 02:44 PM	<a href="#">Submit Disclosure</a>	<a href="#">Submit Relationship</a>	<a href="#">Form-I</a>	<a href="#">Form-II</a>	<a href="#">Form-III</a>
3	abc_testing4	01-08-2018 02:31 PM	<a href="#">Submit Disclosure</a>	<a href="#">Submit Relationship</a>	<a href="#">Form-I</a>	<a href="#">Form-II</a>	<a href="#">Form-III</a>
4	abc_testing3	01-08-2018 02:28 PM	<a href="#">Submit Disclosure</a>	<a href="#">Submit Relationship</a>	<a href="#">Form-I</a>	<a href="#">Form-II</a>	<a href="#">Form-III</a>
5	abc_testing2	01-08-2018 02:17 PM	<a href="#">Submit Disclosure</a>	<a href="#">Submit Relationship</a>	<a href="#">Form-I</a>	<a href="#">Form-II</a>	<a href="#">Form-III</a>
6	abc_testing1	01-08-2018 01:49 PM	<a href="#">Submit Disclosure</a>	<a href="#">Submit Relationship</a>	<a href="#">Form-I</a>	<a href="#">Form-II</a>	<a href="#">Form-III</a>
7	abc_testing	31-07-2018 12:42 PM	<a href="#">Submit Disclosure</a>	<a href="#">Submit Relationship</a>	<a href="#">Form-I</a>	<a href="#">Form-II</a>	<a href="#">Form-III</a>

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To add new Assignment please enter Corporate Debtor name, CIN and select an option from Appointed As DropDownList. If you have been selected as IRP then select IRP else if you have been appointed as RP then select RP. Finally click submit on Assignments page. Once new Assignment is added it appears in the grid in list of Assignments section.

This has to be noted that if you have selected IRP then you shall be able to fill Form-I and Form-II but not Form-III. Else if you have select RP then you shall be able to fill Form-III but not Form-I and Form-II.

## Submit Disclosures

To submit disclosures click "Submit Disclosure" option in the grid against the Corporate Debtor on the Assignments page.

## Submit Disclosures.

cd\_testing1

**Disclosure Event**  
Appointment as IRP/RP

**IP/Other**  
IRP/RP

**Please Specify**

**Name of Professional**

**Professional Membership No.**

**PAN**

**Date of - Appointment as IRP/RP**  
dd/mm/yyyy

**Clarification for delay (if delay)**

**Declaration - I:** I hereby confirm that the appointment of every other professional has been made at Arm's Length relationship in terms of Para 7 of the IBBI circular No. IP/005/2018 dated 16th January, 2018 :  
NA

**Please specify the details of the Transactions**

Submit

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S. No.	Corporatate Debtor	Disclosure Event	Date of Event	Submit Date
1	cd_testing1	Appointment as IRP/RP	25/07/2018	26/07/2018 11:22 AM
2	cd_testing1	Appointment of the other Professional	25/07/2018	26/07/2018 11:22 AM
3	cd_testing1	Appointment of the other Professional	26/07/2018	26/07/2018 11:23 AM
4	cd_testing1	Appointment of the other Professional	26/07/2018	26/07/2018 11:24 AM

- Please select an option from Disclosure Event dropdown list, select date of event and submit.
- If disclosure event is Appointment of the other Professional then you need to further select an option from the IP/Other dropdown list.
- If IP/Other is Any other Professional (Write kind of Profession) then you need to specify the name of service in the textbox against Please specify.
- If there is a delay in the disclosure you need to give the clarification for delay in the textbox provided for this purpose.
- Finally you need to select an option if applicable from Declaration – I.
- Previous disclosures appear in the grid given below the submit button.

## Add / Edit Details of Professionals

To view the list of professionals click “Submit Relationship” against the Corporate Debtor on the Assignments Page which takes through the page which displays the list of professionals and allows add/edit the details of professionals and also provides link for specifying the relationship.

To Add / Edit details of a professional please click on edit link button against the professional from the grid, enter/update details then click update on the Professionals Appointed page. This is to be noted that details can be added/edited for those professionals only for which disclosure s already made. Date of appointment is displayed in such a case.

## Professionals Appointed.

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**Please Read**

1. Click edit from the grid if you want to add/edit the details of professionals. The details of IRP/RP can not be edited as they are master details.
2. To disclose relationship click on relationship link in the grid.
3. Disclosure of appointment of professional need to be made first for add/edit details.

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S. No.	IP/Other Professional engaged by the IP	Date of: Any Appointment..	Name of Professional	Professional Membership No.	PAN	Edit	Relationships
1	IRP/RP		Mohan Chandra Mishra	IPA-ICAI/N/000000	AAAAAAA	Edit	Submit Relationship
2	Registered Valuer		xczx	cz	dpcps9354k	Edit	Submit Relationship
3	Accountant					Edit	Submit Relationship
4	Advocate					Edit	Submit Relationship
5	abc					Edit	Submit Relationship

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## Specify Relationship

On the relationship page please add the relationships of IP with other professionals and of other professionals with IP etc. To submit relationship click submit relationship link against the IP/Other Professional in the grid on professionals appointed page.

## Relationships.

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Relationship of

IRP/RP

Relationship with

IRP/RP

Other Professional

Registered Valuer

Name

Details

Kind of Relationship

☐ A
 ☐ B
 ☐ C
 ☐ D

Submit

Back

S. No.	A	B	C	D	Name	Details	Relationship With	Submit Date
List is empty								

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- Relationship can be of four types: A B C D
- Please check the respective checkbox for relationship



- If the Selection against Relationship of is IRP/RP and selection against Relationship with is Other Professional then a new dropdown list is visible and your need to select other professional name from that list.
- If the selection against the Relationship with is Financial Creditor (s) OR Interim Finance Provider (s) OR Prospective Resolution Applicant (s) then Name and Details options are enabled and Name is mandatory in such case. In such case more than one record can be added which is restricted to one otherwise.
- Already added relationships will appear in the grid.

## COST SHEET – FORM-I, FORM-II, FORM-III

To add Cost sheet Form-I, Form-II or Form-III please click on Form-I, Form-II or Form-III in the grid on assignments page. Fill the details and click submit. Once submitted the forms will become non-editable.

### Cost Sheet : Form - I

Cost Sheet for Insolvency Resolution of Corporate Debtor : abc\_testing6

**Form - I : Details of Corporate Debtor Undergoing Insolvency Resolution Process**  
 (To be submitted by the IRP within **Seven Days** of his demitting<sup>1</sup> office as IRP)

<b>Name of Corporate Debtor</b> <input type="text" value="abc_testing6"/>	<b>CIN of Corporate Debtor</b> <input type="text" value="L27100MH1907PLC000267"/>
<b>Date of Commencement of CIRP</b> <input type="text" value="dd/mm/yy"/>	<b>Assets (Rs. Crore) as on the last balance sheet date</b> <div> <input type="text" value="(Rs. Crore)"/> <input type="text" value="Date : dd/mm/yy"/> </div>
<b>Turnover (Rs. Crore) in the last financial year</b> <div> <input type="text" value="(Rs. Crore)"/> <input type="text" value="Year : yyyy-yyyy"/> </div>	<b>No. of workmen as on the date of commencement of CIRP</b> <input type="text" value="No. of workmen"/>
<b>No. of employees as on the date of commencement of CIRP</b> <input type="text" value="No. of employees"/>	<b>Number of Claimants</b> <input type="text" value="No. of Claimants"/>
<b>Amount of Claims admitted on the day of demitting office as IRP</b> <input type="text" value="Claims (Rs. Crore)"/>	<b>Date of demitting office by IRP</b> <input type="text" value="dd/mm/yy"/>
<b>Name of IRP</b> <input type="text" value="Mohan Chandra Mishra"/>	<b>Registration No. of IRP</b> <input type="text" value="IPA-ICAI/N/000000"/>
<b>Name of RP</b> <input type="text" value="Name of RP"/>	<b>Registration No. of RP</b> <input type="text" value="Regn No. of RP"/>
<b>Give clarification if more than seven days of demitting office</b> <input type="text" value="Clarification"/>	
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

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## Cost Sheet : Form - II

abc\_testing6

Form II : Insolvency Resolution Process Cost of Corporate Debtor abc\_testing6 for the period under IRP  
(To be submitted by the IRP within Seven Days of his demitting<sup>1</sup> office as IRP)

Activity / Expense Head Expense Sub-Head	Amount of Expense (Rs.)	Amount Ratified / Approved <sup>2</sup> by CoC (Rs.)
<i>Running Process / IRP</i>		
Fee Payable to IRP	100.00	110
Cost of Insurance for IRP	200.00	210
Other Expenses on/for IRP (travel,stay,security etc. related to CIRP)	300.00	310
<i>Running Process / IPE</i>		
Fee Payable for Support Services to an IPE, if any	0.00	NA
<i>Running Process / Registered Valuer</i>		
Fee Payable to Valuer 1	400.00	410
Fee Payable to Valuer 2	500.00	510

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## Cost Sheet : Form - III

abc\_testing6

Form III : Insolvency Resolution Process Cost of Corporate Debtor abc\_testing6 for the period under RP  
(To be submitted by the RP within Seven Days of his demitting<sup>1</sup> office as RP)

Date of Joining as RP	23-08-2018	Date of Demitting Office as RP	23-08-2018
Activity / Expense Head Expense Sub-Head	Amount of Expense (Rs.)	Amount Ratified / Approved <sup>2</sup> by CoC (Rs.)	
Running Process / RP			
Fee Payable to RP	1.00	1	
Cost of Insurance for RP	2.00	2	
Other Expenses on/for RP (travel,stay,security etc. related to CIRP)	3.00	3	
Running Process / IPE			
Fee Payable for Support Services to an IPE, if any	4.00	4	
Running Process / Registered Valuer			
Fee Payable to Valuer 1	5.00	5	

## Re-Appointment as RP

When an Insolvency professional who was appointed as IRP is re-appointed as RP he can submit the same through the system so that he is able to submit the Form-III later. To submit the re-appointment as RP please click on the re-Appointment in the grid on assignments page and submit the date of re-appointment as RP on re-appointment page.

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### Re-Appointment

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**Please Read**

Please submit the date of appointment as RP if you were earlier appointed as IRP and have now been re-appointed as RP for the corporate debtor mentioned above.

**Date of Re-Appointment as RP**

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## IP Disclosures – Relationship

Please select relationship discloses from public view menu for relationship disclosures.



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### Disclosures

<div>Download List of IP Disclosures</div> <div>Search ....</div>							
S. No.	IPA Reg. No.	IBBI Reg. No.	IP Name	Discloser Type	Corporate Debtor	Submit Date/Time	Action
1	IPA-ICAI/N/00024	IBBI/IPA-003/IP-N00024/2017-2018/10174	Ashok kumar Gulla	Appointment of the other Professional (Transaction Auditor under IBC, 2016)	SRS Limited	11/10/2018 10:32 AM	<a href="#">View Details</a>
2	IPA-ICAI/N/00082	IBBI/IPA-003/IP-N00082/2017-18/10705	Hrisikesh Das Gupta	Appointment as IRP/RP	NADIA HEALTH CARE PRIVATE LIMITED	09/10/2018 01:51 PM	<a href="#">View Details</a>
3	IPA-ICAI/N/00081	IBBI/IPA-003/IP-N00081/2017-18/10704	R Sreenivasa Rao	Appointment as IRP/RP	Icomm Tele Ltd	08/10/2018 04:37 PM	<a href="#">View Details</a>
4	IPA-ICAI/N/00097	IBBI/IPA-003/IP-N00097/2017-2018/10972	Sundararajan Devanathan	The constitution of Committee of Creditors	M/s Veer Gurjar Alluminium Industries Pvt Ltd	07/10/2018 04:53 PM	<a href="#">View Details</a>
5	IPA-ICAI/N/00097	IBBI/IPA-003/IP-N00097/2017-2018/10972	Sundararajan Devanathan	The constitution of Committee of Creditors	TVC Sky Shop Limited	07/10/2018 04:51 PM	<a href="#">View Details</a>
6	IPA-ICAI/N/00097	IBBI/IPA-003/IP-N00097/2017-2018/10972	Sundararajan Devanathan	Appointment as IRP/RP	M/s Veer Gurjar Alluminium Industries Pvt Ltd	07/10/2018 04:42 PM	<a href="#">View Details</a>
7	IPA-ICAI/N/00097	IBBI/IPA-003/IP-N00097/2017-2018/10972	Sundararajan Devanathan	Appointment as IRP/RP	TVC Sky Shop Limited	07/10/2018 04:05 PM	<a href="#">View Details</a>

Please type in search box to search any item from the grid. To download the complete list of IP disclosures as on date please click on “Download List of IP Disclosures” button.

## IP Disclosures – Fees and Cost

Please select Fee and Cost Disclosures from public view menu. Please type in search box to search an item in the grid. On page load Form-I data is displayed. To display Form-II data please select Form-II from the drop down list and to display Form-III data select Form-III from the dropdown list.



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### Disclosures

<div> <div>Form-I</div> <div>Form-I</div> <div>Form-II</div> <div>Form-III</div> </div> <div>[ Currently showing Form-I ]</div> <div>Search ....</div>							
S. No.	IPA Reg. No.	IBBI Reg. No.	IP Name	Discloser Type	Corporate Debtor	Submit Date/Time	Action
1	IPA-ICAI/N/00024	IBBI/IPA-003/IP-N00024/2017-2018/10174	Ashok kumar Gulla	Appointment of the other Professional (Transaction Auditor under IBC, 2016)	SRS Limited	11/10/2018 10:32 AM	<a href="#">View Details</a>
2	IPA-ICAI/N/00097	IBBI/IPA-003/IP-N00097/2017-2018/10972	Sundararajan Devanathan	The constitution of Committee of Creditors	M/s Veer Gurjar Aluminium Industries Pvt Ltd	07/10/2018 04:53 PM	<a href="#">View Details</a>
3	IPA-ICAI/N/00097	IBBI/IPA-003/IP-N00097/2017-2018/10972	Sundararajan Devanathan	The constitution of Committee of Creditors	TVC Sky Shop Limited	07/10/2018 04:51 PM	<a href="#">View Details</a>
4	IPA-ICAI/N/00097	IBBI/IPA-003/IP-N00097/2017-2018/10972	Sundararajan Devanathan	Appointment as IRP/RP	M/s Veer Gurjar Aluminium Industries Pvt Ltd	07/10/2018 04:42 PM	<a href="#">View Details</a>
5	IPA-ICAI/N/00097	IBBI/IPA-003/IP-N00097/2017-2018/10972	Sundararajan Devanathan	Appointment as IRP/RP	TVC Sky Shop Limited	07/10/2018 04:05 PM	<a href="#">View Details</a>
6	IPA-ICAI/N/00028	IBBI/IPA-003/IP-N00028/2017-18/10188	Jitendra Palande	Appointment as IRP/RP	Yashraaj Ethanol Processing Pvt Ltd	05/10/2018 12:34 PM	<a href="#">View Details</a>
		IBBI/IPA-003/IP-		Appointment of the other	ASUR/TRANSFORMERS PVT	07/10/2018	