

**GAZETTE OF INDIA  
EXTRAORDINARY  
PART III, SECTION 4  
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**INSOLVENCY AND BANKRUPTCY BOARD OF INDIA**

**NOTIFICATION**

New Delhi, the 30<sup>th</sup> November, 2016

**INSOLVENCY AND BANKRUPTCY BOARD OF INDIA (INSOLVENCY  
RESOLUTION PROCESS FOR CORPORATE PERSONS) REGULATIONS, 2016**

IBBI/2016-17/GN/REG004. - In exercise of the powers conferred under sections 5, 7, 9, 14, 15, 17, 18, 21, 24, 25, 29, 30, 196 and 208 read with section 240 of the Insolvency and Bankruptcy Code, 2016 (31 of 2016), the Insolvency and Bankruptcy Board of India hereby makes the following Regulations, namely-

**CHAPTER I**

**PRELIMINARY**

**1. Short title and commencement.**

- (1) These Regulations may be called the Insolvency and Bankruptcy Board of India (Insolvency Resolution Process for Corporate Persons) Regulations, 2016.
- (2) These Regulations shall come into force on 1<sup>st</sup> December, 2016.
- (3) These Regulations shall apply to the corporate insolvency resolution process.

**2. Definitions.**

- (1) In these Regulations, unless the context otherwise requires-
  - (a) “applicant” means the person(s) filing an application under sections 7, 9 or 10, as the case may be;
  - (b) “Code” means the Insolvency and Bankruptcy Code, 2016;
  - (c) “Code of Conduct” means the code of conduct for insolvency professionals as set out in the Insolvency and Bankruptcy Board of India (Insolvency Professionals) Regulations, 2016;
  - (d) “committee” means a committee of creditors established under section 21;

- (e) “corporate insolvency resolution process” means the insolvency resolution process for corporate persons under Chapter II of Part II of the Code;
  - (f) “dissenting financial creditors” means the financial creditors who voted against the resolution plan approved by the committee;
  - (g) “electronic form” shall have the meaning assigned to it in the Information Technology Act, 2000 (21 of 2000);
  - (h) “electronic means” mean an authorized and secured computer programme which is capable of producing confirmation of sending communication to the participant entitled to receive such communication at the last electronic mail address provided by such participant and keeping record of such communication.
  - (i) “identification number” means the Limited Liability Partnership Identification Number or the Corporate Identity Number, as the case may be;
  - (j) “insolvency professional entity” means an entity recognised as such under the Insolvency and Bankruptcy Board of India (Insolvency Professionals) Regulations, 2016;
  - (k) “liquidation value” means the amount determined in accordance with Regulation 35;
  - (l) “participant” means a person entitled to attend a meeting of the committee under section 24 or any other person authorised by the committee to attend the meeting;
  - (m) “registered valuer” means a person registered as such in accordance with the Companies Act, 2013 (18 of 2013) and rules made thereunder;
  - (n) “Schedule” means the schedule to these Regulations;
  - (o) “section” means section of the Code;
  - (p) “video conferencing or other audio and visual means” means such audio and visual facility which enables the participants in a meeting to communicate concurrently with one another and to participate effectively in the meeting.
- (2) Unless the context otherwise requires, words and expressions used and not defined in these Regulations, but defined in the Code, shall have the meanings assigned to them in the Code.

## CHAPTER II

### GENERAL

#### **3. Eligibility for resolution professional.**

- (1) An insolvency professional shall be eligible to be appointed as a resolution professional for a corporate insolvency resolution process of a corporate debtor if he, and all partners and directors of the insolvency professional entity of which he is a partner or director, are independent of the corporate debtor.

*Explanation*– A person shall be considered independent of the corporate debtor, if he:

- (a) is eligible to be appointed as an independent director on the board of the corporate debtor under section 149 of the Companies Act, 2013 (18 of 2013), where the corporate debtor is a company;
  - (b) is not a related party of the corporate debtor; or
  - (c) is not an employee or proprietor or a partner:
    - (i) of a firm of auditors or company secretaries in practice or cost auditors of the corporate debtor; or
    - (ii) of a legal or a consulting firm, that has or had any transaction with the corporate debtor amounting to ten per cent or more of the gross turnover of such firm,  
  
in the last three financial years.
- (2) A resolution professional shall make disclosures at the time of his appointment and thereafter in accordance with the Code of Conduct.
- (3) A resolution professional, who is a director or a partner of an insolvency professional entity, shall not continue as a resolution professional in a corporate insolvency resolution process if the insolvency professional entity or any other partner or director of such insolvency professional entity represents any of the other stakeholders in the same corporate insolvency resolution process.

#### **4. Access to books.**

- (1) Without prejudice to section 17(2)(d), the interim resolution professional may access the books of account, records and other relevant documents and information, to the extent relevant for discharging his duties under the Code, of the corporate debtor held with-

- (a) depositories of securities;
- (b) professional advisors of the corporate debtor;
- (c) information utilities;
- (d) other registries that records the ownership of assets;
- (e) members, promoters, partners, board of directors and joint venture partners of the corporate debtor; and
- (f) contractual counterparties of the corporate debtor.

**5. Extortionate credit transaction.**

A transaction shall be considered extortionate under section 50(2) where the terms:

- (1) require the corporate debtor to make exorbitant payments in respect of the credit provided;  
or
- (2) are unconscionable under the principles of law relating to contracts.

## CHAPTER III

### PUBLIC ANNOUNCEMENT

**6. Public announcement.**

- (1) An insolvency professional shall make a public announcement immediately on his appointment as an interim resolution professional.

*Explanation:* ‘Immediately’ means not later than three days from the date of his appointment.

- (2) The public announcement referred to in sub-regulation (1) shall:

(a) be in Form A of the Schedule;

(b) be published-

(i) in one English and one regional language newspaper with wide circulation at the location of the registered office and principal office, if any, of the corporate debtor and any other location where in the opinion of the interim resolution professional, the corporate debtor conducts material business operations;

(ii) on the website, if any, of the corporate debtor; and

(iii) on the website, if any, designated by the Board for the purpose,

(c) provide the last date for submission of proofs of claim, which shall be fourteen days from the date of appointment of the interim resolution professional.

- (3) The applicant shall bear the expenses of the public announcement which may be reimbursed by the committee to the extent it ratifies them.

*Clarification-* The expenses on the public announcement shall not form part of insolvency resolution process costs.

## CHAPTER IV

### PROOF OF CLAIMS

#### **7. Claims by operational creditors.**

- (1) A person claiming to be an operational creditor, other than workman or employee of the corporate debtor, shall submit proof of claim to the interim resolution professional in person, by post or by electronic means in Form B of the Schedule:

*Provided* that such person may submit supplementary documents or clarifications in support of the claim before the constitution of the committee.

- (2) The existence of debt due to the operational creditor under this Regulation may be proved on the basis of-
- (a) the records available with an information utility, if any; or
  - (b) other relevant documents, including -
    - (i) a contract for the supply of goods and services with corporate debtor;
    - (ii) an invoice demanding payment for the goods and services supplied to the corporate debtor;
    - (iii) an order of a court or tribunal that has adjudicated upon the non-payment of a debt, if any; or
    - (iv) financial accounts.

#### **8. Claims by financial creditors.**

- (1) A person claiming to be a financial creditor of the corporate debtor shall submit proof of claim to the interim resolution professional in electronic form in Form C of the Schedule:

*Provided* that such person may submit supplementary documents or clarifications in support of the claim before the constitution of the committee.

- (2) The existence of debt due to the financial creditor may be proved on the basis of -
- (a) the records available with an information utility, if any; or
  - (b) other relevant documents, including -
    - (i) a financial contract supported by financial statements as evidence of the debt;

- (ii) a record evidencing that the amounts committed by the financial creditor to the corporate debtor under a facility has been drawn by the corporate debtor;
- (iii) financial statements showing that the debt has not been repaid; or
- (iv) an order of a court or tribunal that has adjudicated upon the non-payment of a debt, if any.

**9. Claims by workmen and employees.**

- (1) A person claiming to be a workman or an employee of the corporate debtor shall submit proof of claim to the interim resolution professional in person, by post or by electronic means in Form D of the Schedule:

*Provided* that such person may submit supplementary documents or clarifications in support of the claim, on his own or if required by the interim resolution professional, before the constitution of the committee.

- (2) Where there are dues to numerous workmen or employees of the corporate debtor, an authorised representative may submit one proof of claim for all such dues on their behalf in Form E of the Schedule.
- (3) The existence of dues to workmen or employees may be proved by them, individually or collectively on the basis of -
- (a) records available with an information utility, if any; or
  - (b) other relevant documents, including -
    - (i) a proof of employment such as contract of employment for the period for which such workman or employee is claiming dues;
    - (ii) evidence of notice demanding payment of unpaid dues and any documentary or other proof that payment has not been made; or
    - (iii) an order of a court or tribunal that has adjudicated upon the non-payment of a dues, if any.

<sup>1</sup>[“9A. **Claims by other creditors.**

- (1) A person claiming to be a creditor, other than those covered under regulations 7, 8, or 9, shall submit proof of its claim to the interim resolution professional or resolution professional in person, by post or by electronic means in Form F of the Schedule.
- (2) The existence of the claim of the creditor referred to in sub-section (1) may be proved on the basis of –
  - (a) the records available in an information utility, if any, or
  - (b) other relevant documents sufficient to establish the claim, including any or all of the following:-
    - (i) documentary evidence demanding satisfaction of the claim;
    - (ii) bank statements of the creditor showing non-satisfaction of claim;
    - (iii) an order of court or tribunal that has adjudicated upon non-satisfaction of claim, if any.”]

**10. Substantiation of claims.**

The interim resolution professional or the resolution professional, as the case may be, may call for such other evidence or clarification as he deems fit from a creditor for substantiating the whole or part of its claim.

**11. Cost of proof.**

A creditor shall bear the cost of proving the debt due to such creditor.

**12. Submission of proof of claims.**

- (1) Subject to sub-regulation (2), a creditor shall submit proof of claim on or before the last date mentioned in the public announcement.
- (2) A creditor, who failed to submit proof of claim within the time stipulated in the public announcement, may submit such proof to the interim resolution professional or the resolution professional, as the case may be, till the approval of a resolution plan by the committee.
- (3) Where the creditor in sub-regulation (2) is a financial creditor, it shall be included in the committee from the date of admission of such claim:

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<sup>1</sup> Inserted by the Insolvency and Bankruptcy Board of India (Insolvency resolution Process for Corporate Persons) (Amendment) Regulations, 2017, Regulation 3 (w.e.f. 16-8-2017).



*Provided* that such inclusion shall not affect the validity of any decision taken by the committee prior to such inclusion.

**13. Verification of claims.**

- (1) The interim resolution professional or the resolution professional, as the case may be, shall verify every claim, as on the insolvency commencement date, within seven days from the last date of the receipt of the claims, and thereupon maintain a list of creditors containing names of creditors along with the amount claimed by them, the amount of their claims admitted and the security interest, if any, in respect of such claims, and update it.
- (2) The list of creditors shall be –
  - (a) available for inspection by the persons who submitted proofs of claim;
  - (b) available for inspection by members, partners, directors and guarantors of the corporate debtor;
  - (c) displayed on the website, if any, of the corporate debtor;
  - (d) filed with the Adjudicating Authority; and
  - (e) presented at the first meeting of the committee.

**14. Determination of amount of claim.**

- (1) Where the amount claimed by a creditor is not precise due to any contingency or other reason, the interim resolution professional or the resolution professional, as the case may be, shall make the best estimate of the amount of the claim based on the information available with him.
- (2) The interim resolution professional or the resolution professional, as the case may be, shall revise the amounts of claims admitted, including the estimates of claims made under sub-regulation (1), as soon as may be practicable, when he comes across additional information warranting such revision.

**15. Debt in foreign currency.**

The claims denominated in foreign currency shall be valued in Indian currency at the official exchange rate as on the insolvency commencement date.

*Explanation* - “official exchange rate” is the reference rate published by the Reserve Bank of India or derived from such reference rates.

## CHAPTER V

### COMMITTEE OF CREDITORS

#### **16. Committee with only operational creditors.**

- (1) Where the corporate debtor has no financial debt or where all financial creditors are related parties of the corporate debtor, the committee shall be set up in accordance with this Regulation.
- (2) The committee formed under this Regulation shall consist of members as under -
  - (a) eighteen largest operational creditors by value:  
*Provided* that if the number of operational creditors is less than eighteen, the committee shall include all such operational creditors;
  - (b) one representative elected by all workmen other than those workmen included under sub-clause (a); and
  - (c) one representative elected by all employees other than those employees included under sub-clause (a).
- (3) A member of the committee formed under this Regulation shall have voting rights in proportion of the debt due to such creditor or debt represented by such representative, as the case may be, to the total debt.

*Explanation* – For the purposes of this sub-regulation, ‘total debt’ is the sum of-

- (a) the amount of debt due to the creditors listed in sub-regulation 2(a);
  - (b) the amount of the aggregate debt due to workmen under sub-regulation 2(b); and
  - (c) the amount of the aggregate debt due to employees under sub-regulation 2(c).
- (4) A committee formed under this Regulation and its members shall have the same rights, powers, duties and obligations as a committee comprising financial creditors and its members, as the case may be.

#### **17. First meeting of the committee.**

- (1) The interim resolution professional shall file a report certifying constitution of the committee to the Adjudicating Authority on or before the expiry of thirty days from the date of his appointment.

- (2) The interim resolution professional shall convene the first meeting of the committee within seven days of filing the report under this Regulation.

## CHAPTER VI

### MEETINGS OF THE COMMITTEE

#### **18. Meetings of the committee.**

A resolution professional may convene a meeting of the committee as and when he considers necessary, and shall convene a meeting if a request to that effect is made by members of the committee representing thirty three per cent of the voting rights.

#### **19. Notice for meetings of the committee.**

- (1) Subject to this Regulation, a meeting of the committee shall be called by giving not less than seven days' notice in writing to every participant, at the address it has provided to the resolution professional and such notice may be sent by hand delivery, or by post but in any event, be served on every participant by electronic means in accordance with Regulation 20.
- (2) The committee may reduce the notice period from seven days to such other period of not less than twenty four hours, as it deems fit.

#### **20. Service of notice by electronic means.**

- (1) A notice by electronic means may be sent to the participants through e-mail as a text or as an attachment to e-mail or as a notification providing electronic link or Uniform Resource Locator for accessing such notice.
- (2) The subject line in e-mail shall state the name of the corporate debtor, the place, if any, the time and the date on which the meeting is scheduled.
- (3) If notice is sent in the form of a non-editable attachment to an e-mail, such attachment shall be in the Portable Document Format or in a non-editable format together with a 'link or instructions' for recipient for downloading relevant version of the software.
- (4) When notice or notifications of availability of notice are sent by an e-mail, the resolution professional shall ensure that it uses a system which produces confirmation of the total number of recipients e-mailed and a record of each recipient to whom the notice has been sent and copy of such record and any notices of any failed transmissions and subsequent re-sending shall be retained as "proof of sending".
- (5) The obligation of the resolution professional shall be satisfied when he transmits the e-mail and he shall not be held responsible for a failure in transmission beyond its control.

- (6) The notice made available on the electronic link or Uniform Resource Locator shall be readable, and the recipient should be able to obtain and retain copies and the resolution professional shall give the complete Uniform Resource Locator or address of the website and full details of how to access the document or information.
- (7) If a participant, other than a member of the committee, fails to provide or update the relevant e-mail address to the resolution professional, the non-receipt of such notice by such participant of any meeting shall not invalidate the decisions taken at such meeting.

**21. Contents of the notice for meeting.**

- (1) The notice shall inform the participants of the venue, the time and date of the meeting and of the option available to them to participate through video conferencing or other audio and visual means, and shall also provide all the necessary information to enable participation through video conferencing or other audio and visual means.
- (2) The notice of the meeting shall provide that a participant may attend and vote in the meeting either in person or through an authorised representative:

*Provided* that such participant shall inform the resolution professional, in advance of the meeting, of the identity of the authorised representative who will attend and vote at the meeting on its behalf.

- (3) The notice of the meeting shall-
  - (a) contain an agenda of the meeting with the following-
    - (i) a list of the matters to be discussed at the meeting;
    - (ii) a list of the issues to be voted upon at the meeting; and
    - (iii) copies of all documents relevant to the matters to be discussed and the issues to be voted upon at the meeting; and
  - (b) state that a vote of the members of the committee shall not be taken at the meeting unless all members are present at such meeting.
- (4) The notice of the meeting shall-
  - (a) state the process and manner for voting by electronic means and the time schedule, including the time period during which the votes may be cast:
  - (b) provide the login ID and the details of a facility for generating password and for keeping security and casting of vote in a secure manner; and

- (c) provide contact details of the person who will address the queries connected with the electronic voting.

**22. Quorum at the meeting.**

- (1) A meeting of the committee shall be quorate if members of the committee representing at least thirty three percent of the voting rights are present either in person or by video conferencing or other audio and visual means:

*Provided* that the committee may modify the percentage of voting rights required for quorum in respect of any future meetings of the committee.

- (2) Where a meeting of the committee could not be held for want of quorum, unless the committee has previously decided otherwise, the meeting shall automatically stand adjourned at the same time and place on the next day.
- (3) In the event a meeting of the committee is adjourned in accordance with sub-regulation (2), the adjourned meeting shall be quorate with the members of the committee attending the meeting.

**23. Participation through video conferencing.**

- (1) The notice convening the meetings of the committee shall provide the participants an option to attend the meeting through video conferencing or other audio and visual means in accordance with this Regulation.
- (2) The resolution professional shall make necessary arrangements to ensure uninterrupted and clear video or audio and visual connection.
- (3) The resolution professional shall take due and reasonable care-
  - (a) to safeguard the integrity of the meeting by ensuring sufficient security and identification procedures;
  - (b) to ensure availability of proper video conferencing or other audio and visual equipment or facilities for providing transmission of the communications for effective participation of the participants at the meeting;
  - (c) to record proceedings and prepare the minutes of the meeting;
  - (d) to store for safekeeping and marking the physical recording(s) or other electronic recording mechanism as part of the records of the corporate debtor;

- (e) to ensure that no person other than the intended participants attends or has access to the proceedings of the meeting through video conferencing or other audio and visual means; and
- (f) to ensure that participants attending the meeting through audio and visual means are able to hear and see, if applicable, the other participants clearly during the course of the meeting:

*Provided* that the persons, who are differently abled, may make request to the resolution professional to allow a person to accompany him at the meeting.

- (4) Where a meeting is conducted through video conferencing or other audio and visual means, the scheduled venue of the meeting as set forth in the notice convening the meeting, which shall be in India, shall be deemed to be the place of the said meeting and all recordings of the proceedings at the meeting shall be deemed to be made at such place.

#### **24. Conduct of meeting.**

- (1) The resolution professional shall act as the chairperson of the meeting of the committee.
- (2) At the commencement of a meeting, the resolution professional shall take a roll call when every participant attending through video conferencing or other audio and visual means shall state, for the record, the following, -
  - (a) his name;
  - (b) whether he is attending in the capacity of a member of the committee or any other participant;
  - (c) whether he is representing a member or group of members;
  - (d) the location from where he is participating;
  - (e) that he has received the agenda and all the relevant material for the meeting; and
  - (f) that no one other than him is attending or has access to the proceedings of the meeting at the location of that person.
- (3) After the roll call, the resolution professional shall inform the participants of the names of all persons who are present for the meeting and confirm if the required quorum is complete.
- (4) The resolution professional shall ensure that the required quorum is present throughout the meeting.

- (5) From the commencement of the meeting till its conclusion, no person other than the participants and any other person whose presence is required by the resolution professional shall be allowed access to the place where meeting is held or to the video conferencing or other audio and visual facility, without the permission of the resolution professional.
- (6) The resolution professional shall ensure that minutes are made in relation to each meeting of the committee and such minutes shall disclose the particulars of the participants who attended the meeting in person, through video conferencing, or other audio and visual means.
- (7) The resolution professional shall circulate the minutes of the meeting to all participants by electronic means within forty eight hours of the said meeting.



## CHAPTER VII

### VOTING BY THE COMMITTEE

**25. Voting by the committee.**

- (1) The actions listed in section 28(1) shall be considered in meetings of the committee.
- (2) Any action other than those listed in section 28(1) requiring approval of the committee may be considered in meetings of the committee.
- (3) Where all members are present in a meeting, the resolution professional shall take a vote of the members of the committee on any item listed for voting after discussion on the same.
- (4) At the conclusion of a vote at the meeting, the resolution professional shall announce the decision taken on items along with the names of the members of the committee who voted for or against the decision, or abstained from voting.
- (5) If all members are not present at a meeting, a vote shall not be taken at such meeting and the resolution professional shall-
  - (a) circulate the minutes of the meeting by electronic means to all members of the committee within forty eight hours of the conclusion of the meeting; and
  - (b) seek a vote on the matters listed for voting in the meeting, by electronic voting system where the voting shall be kept open for twenty four hours from the circulation of the minutes.

**26. Voting through electronic means.**

- (1) The resolution professional shall provide each member of the committee the means to exercise its vote by either electronic means or through electronic voting system in accordance with the provisions of this Regulation.

*Explanation-* For the purposes of these Regulations-

- (a) the expressions “voting by electronic means” or “electronic voting system” means a ”secured system” based process of display of electronic ballots, recording of votes of the members of the committee and the number of votes polled in favour or against, such that the voting exercised by way of electronic means gets registered and counted in an electronic registry in a centralized server with adequate cyber security;

- (b) the expression “secured system” means computer hardware, software, and procedure that –
  - (i) are reasonably secure from unauthorized access and misuse;
  - (ii) provide a reasonable level of reliability and correct operation;
  - (iii) are reasonably suited to perform the intended functions; and
  - (iv) adhere to generally accepted security procedures.
- (2) Once a vote on a resolution is cast by a member of the committee, such member shall not be allowed to change it subsequently.
- (3) At the end of the voting period, the voting portal shall forthwith be blocked.
- (4) At the conclusion of a vote held under this Regulation, the resolution professional shall announce and make a written record of the summary of the decision taken on a relevant agenda item along with the names of the members of the committee who voted for or against the decision, or abstained from voting.
- (5) The resolution professional shall circulate a copy of the record made under sub-regulation (4) to all participants by electronic means within twenty four hours of the conclusion of the voting.

## CHAPTER VIII

### CONDUCT OF CORPORATE INSOLVENCY RESOLUTION PROCESS

#### **27. Appointment of registered valuers.**

The interim resolution professional shall within seven days of his appointment, appoint two registered valuers to determine the liquidation value of the corporate debtor in accordance with Regulation 35:

*Provided* that the following persons shall not be appointed as registered valuers:

- (a) a relative of the interim resolution professional;
- (b) a related party of the corporate debtor;
- (c) an auditor of the corporate debtor in the five years preceding the insolvency commencement date; or
- (d) a partner or director of the insolvency professional entity.

#### **28. Transfer of debt due to creditors.**

- (1) In the event a creditor assigns or transfers the debt due to such creditor to any other person during the insolvency resolution process period, both parties shall provide the interim resolution professional or the resolution professional, as the case may be, the terms of such assignment or transfer and the identity of the assignee or transferee.
- (2) The resolution professional shall notify each participant and the Adjudicating Authority of any resultant change in the committee within two days of such change.

#### **29. Sale of assets outside the ordinary course of business.**

- (1) The resolution professional may sell unencumbered asset(s) of the corporate debtor, other than in the ordinary course of business, if he is of the opinion that such a sale is necessary for a better realisation of value under the facts and circumstances of the case:

*Provided* that the book value of all assets sold during corporate insolvency resolution process period in aggregate under this sub-regulation shall not exceed ten percent of the total claims admitted by the interim resolution professional.

- (2) A sale of assets under this Regulation shall require the approval of the committee.
- (3) A bona fide purchaser of assets sold under this Regulation shall have a free and marketable title to such assets notwithstanding the terms of the constitutional documents of the

corporate debtor, shareholders' agreement, joint venture agreement or other document of a similar nature.

**30. Assistance of local district administration.**

The interim resolution professional or the resolution professional, as the case may be, may make an application to the Adjudicating Authority for an order seeking the assistance of the local district administration in discharging his duties under the Code or these Regulations.

## CHAPTER IX

### INSOLVENCY RESOLUTION PROCESS COSTS

**31. Insolvency resolution process costs.**

“Insolvency resolution process costs” under Section 5(13)(e) shall mean-

- (a) amounts due to suppliers of essential goods and services under Regulation 32;
- (b) amounts due to a person whose rights are prejudicially affected on account of the moratorium imposed under section 14(1)(d);
- (c) expenses incurred on or by the interim resolution professional to the extent ratified under Regulation 33;
- (d) expenses incurred on or by the resolution professional fixed under Regulation 34; and
- (e) other costs directly relating to the corporate insolvency resolution process and approved by the committee.

**32. Essential supplies.**

The essential goods and services referred to in section 14(2) shall mean-

- (1) electricity;
- (2) water;
- (3) telecommunication services; and
- (4) information technology services,

to the extent these are not a direct input to the output produced or supplied by the corporate debtor.

*Illustration-* Water supplied to a corporate debtor will be essential supplies for drinking and sanitation purposes, and not for generation of hydro-electricity.

**33. Costs of the interim resolution professional.**

- (1) The applicant shall fix the expenses to be incurred on or by the interim resolution professional.

- (2) The Adjudicating Authority shall fix expenses where the applicant has not fixed expenses under sub-regulation (1).
- (3) The applicant shall bear the expenses which shall be reimbursed by the committee to the extent it ratifies.
- (4) The amount of expenses ratified by the committee shall be treated as insolvency resolution process costs.

*Explanation-* For the purposes of this Regulation, “expenses” mean the fee to be paid to the interim resolution professional and other expenses, including the cost of engaging professional advisors, to be incurred by the interim resolution professional.

#### **34. Resolution professional costs.**

The committee shall fix the expenses to be incurred on or by the resolution professional and the expenses shall constitute insolvency resolution process costs.

*Explanation-* For the purposes of this Regulation, “expenses” mean the fee to be paid to the resolution professional and other expenses, including the cost of engaging professional advisors, to be incurred by the resolution professional.

**CHAPTER X**  
**RESOLUTION PLAN**

**35. Liquidation value.**

- (1) Liquidation value is the estimated realizable value of the assets of the corporate debtor if the corporate debtor were to be liquidated on the insolvency commencement date.
- (2) Liquidation value shall be determined in the following manner:
  - (a) the two registered valuers appointed under Regulation 27 shall submit to the interim resolution professional or the resolution professional, as the case may be, an estimate of the liquidation value computed in accordance with internationally accepted valuation standards, after physical verification of the inventory and fixed assets of the corporate debtor;
  - (b) if in the opinion of the interim resolution professional or the resolution professional, as the case may be, the two estimates are significantly different, he may appoint another registered valuer who shall submit an estimate computed in the same manner; and
  - (c) the average of the two closest estimates shall be considered the liquidation value.
- (3) The resolution professional shall provide the liquidation value to the committee in electronic form.

**36. Information memorandum.**

- (1) Subject to sub-regulation (4), the interim resolution professional or the resolution professional, as the case may be, shall submit an information memorandum in electronic form to each member of the committee and any potential resolution applicant containing-
  - (a) at least the matters listed in paragraphs (a) to (i) of sub-regulation (2), before its first meeting; and
  - (b) matters listed in paragraphs (j) to (l) of sub-regulation (2), within fourteen days of the first meeting.
- (2) The information memorandum shall contain the following details of the corporate debtor-
  - (a) assets and liabilities, as on the insolvency commencement date, classified into appropriate categories for easy identification, with estimated values assigned to each category;

- (b) the latest annual financial statements;
  - (c) audited financial statements of the corporate debtor for the last two financial years and provisional financial statements for the current financial year made up to a date not earlier than fourteen days from the date of the application;
  - (d) a list of creditors containing the names of creditors, the amounts claimed by them, the amount of their claims admitted and the security interest, if any, in respect of such claims;
  - (e) particulars of a debt due from or to the corporate debtor with respect to related parties;
  - (f) details of guarantees that have been given in relation to the debts of the corporate debtor by other persons, specifying which of the guarantors is a related party;
  - (g) the names and addresses of the members or partners holding at least one per cent stake in the corporate debtor along with the size of stake;
  - (h) details of all material litigation and an ongoing investigation or proceeding initiated by Government and statutory authorities;
  - (i) the number of workers and employees and liabilities of the corporate debtor towards them;
  - (j) the liquidation value;
  - (k) the liquidation value due to operational creditors; and
  - (l) other information, which the resolution professional deems relevant to the committee.
- (3) A member of the committee may request the resolution professional for further information of the nature described in this Regulation and the resolution professional shall provide such information to all members within reasonable time if such information has a bearing on the resolution plan.
- (4) The interim resolution professional or the resolution professional, as the case may be, shall share the information memorandum after receiving an undertaking from a member of the committee or a potential resolution applicant to the effect that such member or resolution applicant shall maintain confidentiality of the information and shall not use such information to cause an undue gain or undue loss to itself or any other person and comply with the requirements under section 29(2).



**37. Resolution plan.**

- (1) A resolution plan may provide for the measures required for implementing it, including but not limited to the following-
- (a) transfer of all or part of the assets of the corporate debtor to one or more persons;
  - (b) sale of all or part of the assets whether subject to any security interest or not;
  - (c) the substantial acquisition of shares of the corporate debtor, or the merger or consolidation of the corporate debtor with one or more persons;
  - (d) satisfaction or modification of any security interest;
  - (e) curing or waiving of any breach of the terms of any debt due from the corporate debtor;
  - (f) reduction in the amount payable to the creditors;
  - (g) extension of a maturity date or a change in interest rate or other terms of a debt due from the corporate debtor;
  - (h) amendment of the constitutional documents of the corporate debtor;
  - (i) issuance of securities of the corporate debtor, for cash, property, securities, or in exchange for claims or interests, or other appropriate purpose; and
  - (j) obtaining necessary approvals from the Central and State Governments and other authorities.

**38. Mandatory contents of the resolution plan.**

- (1) A resolution plan shall identify specific sources of funds that will be used to pay the -
- (a) insolvency resolution process costs and provide that the insolvency resolution process costs will be paid in priority to any other creditor;
  - (b) liquidation value due to operational creditors and provide for such payment in priority to any financial creditor which shall in any event be made before the expiry of thirty days after the approval of a resolution plan by the Adjudicating Authority; and

- (c) liquidation value due to dissenting financial creditors and provide that such payment is made before any recoveries are made by the financial creditors who voted in favour of the resolution plan.

<sup>2</sup>[(1A) A resolution plan shall include a statement as to how it has dealt with the interests of all stakeholders, including financial creditors and operational creditors, of the corporate debtor.”]

(2) A resolution plan shall provide:

- (a) the term of the plan and its implementation schedule;
- (b) the management and control of the business of the corporate debtor during its term; and
- (c) adequate means for supervising its implementation.

(3) <sup>3</sup>“ A resolution plan shall contain details of the resolution applicant and other connected persons to enable the committee to assess the credibility of such applicant and other connected persons to take a prudent decision while considering the resolution plan for its approval.

*Explanation* : For the purposes of this sub-regulation,-

- (i) ‘details’ shall include the following in respect of the resolution applicant and other connected person, namely:-
  - (a) identity;
  - (b) conviction for any offence , if any, during the preceding five years;
  - (c) criminal proceedings pending, if any;
  - (d) disqualification, if any, under Companies Act, 2013, to act as a director;
  - (e) identification as a willful defaulter, if any, by any bank or financial institution or consortium thereof in accordance with the guidelines of the Reserve Bank of India;
  - (f) debarment, if any, from accessing to, or trading in, securities markets under any order or directions of the Securities and Exchange Board of India,; and
  - (g) transactions, if any, with the corporate debtor in the preceding two years.”;

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<sup>2</sup> Inserted by Insolvency and Bankruptcy Board of India (Insolvency Resolution Process for Corporate Persons) (Second Amendment) Regulations, 2017, Regulation 2 (w.e.f. 5-10-2017).

<sup>3</sup> Inserted by Insolvency and Bankruptcy Board of India (Insolvency Resolution Process for Corporate Persons) (Third Amendment) Regulations, 2017, Regulation 2 (w.e.f. 7-11-2017).

(ii) the expression ‘connected persons’ means-

- (a) persons who are promoters or in the management or control of the resolution applicant;
- (b) persons who will be promoters or in management or control of the business the corporate debtor during the implementation of the resolution plan;
- (c) holding company, subsidiary company, associate company and related party of the persons referred to in items (a) and (b) .”.]

### **39. Approval of resolution plan.**

- (1) A resolution applicant shall endeavour to submit a resolution plan prepared in accordance with the Code and these Regulations to the resolution professional, thirty days before expiry of the maximum period permitted under section 12 for the completion of the corporate insolvency resolution process.
- (2) <sup>4</sup>[“ The resolution professional shall submit to the committee all resolution plans which comply with the requirements of the Code and regulations made thereunder along with the details of following transactions, if any, observed, found or determined by him:-
  - (a) preferential transactions under section 43;
  - (b) undervalued transactions under section 45;
  - (c) extortionate credit transactions under section 50; and
  - (d) fraudulent transactions under section 66,and the orders, if any, of the adjudicating authority in respect of such transactions.”. ]
- (3) The committee may approve any resolution plan with such modifications as it deems fit.
- (4) The resolution professional shall submit the resolution plan approved by the committee to the Adjudicating Authority with the certification that:
  - (a) the contents of the resolution plan meet all the requirements of the Code and the Regulations; and

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<sup>4</sup> Substitute by Insolvency and Bankruptcy Board of India (Insolvency Resolution Process for Corporate Persons) (Third Amendment) Regulations, 2017, Regulation 3 (w.e.f. 7-11-2017).. Prior to this substitution, Regulation 39(2) read as under: -

“39(2) The resolution professional shall present all resolution plans that meet the requirements of the Code and these Regulations to the committee for its consideration”

- (b) the resolution plan has been approved by the committee.
- (5) The resolution professional shall forthwith send a copy of the order of the Adjudicating Authority approving or rejecting a resolution plan to the participants and the resolution applicant.
- (6) A provision in a resolution plan which would otherwise require the consent of the members or partners of the corporate debtor, as the case may be, under the terms of the constitutional documents of the corporate debtor, shareholders' agreement, joint venture agreement or other document of a similar nature, shall take effect notwithstanding that such consent has not been obtained.
- (7) No proceedings shall be initiated against the interim resolution professional or the resolution professional, as the case may be, for any actions of the corporate debtor, prior to the insolvency commencement date.
- (8) A person in charge of the management or control of the business and operations of the corporate debtor after a resolution plan is approved by the Adjudicating Authority, may make an application to the Adjudicating Authority for an order seeking the assistance of the local district administration in implementing the terms of a resolution plan.

**40. Extension of the corporate insolvency resolution process period.**

- (1) The committee may instruct the resolution professional to make an application to the Adjudicating Authority under section 12 to extend the insolvency resolution process period.
- (2) The resolution professional shall, on receiving an instruction from the committee under this Regulation, make an application to the Adjudicating Authority for such extension.

**SCHEDULE  
FORM A**

PUBLIC ANNOUNCEMENT

*(Under Regulation 6 of the Insolvency and Bankruptcy Board of India (Insolvency Resolution Process for Corporate Persons) Regulations, 2016)*

**FOR THE ATTENTION OF THE CREDITORS OF [Name of Corporate Debtor]**

| <b>RELEVANT PARTICULARS</b> |   |  |
|-----------------------------|---|--|
| 1.                          | NAME OF CORPORATE DEBTOR  |  |
| 2.                          | DATE OF INCORPORATION OF CORPORATE DEBTOR   |  |
| 3.                          | AUTHORITY UNDER WHICH CORPORATE DEBTOR IS INCORPORATED / REGISTERED                             |  |
| 4.                          | CORPORATE IDENTITY NUMBER / LIMITED LIABILITY IDENTIFICATION NUMBER OF CORPORATE DEBTOR         |  |
| 5.                          | ADDRESS OF THE REGISTERED OFFICE AND PRINCIPAL OFFICE (IF ANY) OF CORPORATE DEBTOR              |  |
| 6.                          | INSOLVENCY COMMENCEMENT DATE IN RESPECT OF CORPORATE DEBTOR                                     |  |
| 7.                          | ESTIMATED DATE OF CLOSURE OF INSOLVENCY RESOLUTION PROCESS                                      |  |
| 8.                          | NAME, ADDRESS, EMAIL ADDRESS AND THE REGISTRATION NUMBER OF THE INTERIM RESOLUTION PROFESSIONAL |  |
| 9.                          | LAST DATE FOR SUBMISSION OF CLAIMS  |  |

Notice is hereby given that the National Company Law Tribunal has ordered the commencement of a corporate insolvency resolution process against the [name of the corporate debtor] on [insolvency commencement date].

The creditors of [name of the corporate debtor], are hereby called upon to submit a proof of their claims on or before [insert the date falling fourteen days from the appointment of the interim resolution professional] to the interim resolution professional at the address mentioned against item 8.

<sup>5</sup>[“The financial creditors shall submit their proof of claims by electronic means only. All other creditors may submit the proof of claims in person, by post or by electronic means.”]

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<sup>5</sup> Substituted by the Insolvency and Bankruptcy Board of India (Insolvency resolution Process for Corporate Persons) (Amendment) Regulations, 2017, Regulation 4 (w.e.f. 16-8-2017). Prior to its substitution. It read as under :-

“The financial creditors shall submit their proof of claims by electronic means only. The operational creditors, including workmen and employees, may submit the proof of claims by in person, by post or electronic means.”

Submission of false or misleading proofs of claim shall attract penalties.

Name and Signature of Interim Resolution Professional :

Date and Place :

**SCHEDULE  
FORM B**

PROOF OF CLAIM BY OPERATIONAL CREDITORS EXCEPT WORKMEN AND EMPLOYEES

*(Under Regulation 7 of the Insolvency and Bankruptcy Board of India (Insolvency Resolution Process for Corporate Persons) Regulations, 2016)*

[Date]

To

The Interim Resolution Professional / Resolution Professional

[Name of the Insolvency Resolution Professional / Resolution Professional]

[Address as set out in public announcement]

From

[Name and address of the operational creditor]

**Subject:** Submission of proof of claim.

Madam/Sir,

[Name of the operational creditor], hereby submits this proof of claim in respect of the corporate insolvency resolution process in the case of [name of corporate debtor]. The details for the same are set out below:

| PARTICULARS |   |
|-------------|---|
| 1.          | NAME OF OPERATIONAL CREDITOR  |
| 2.          | IDENTIFICATION NUMBER OF OPERATIONAL CREDITOR<br><br>(IF AN INCORPORATED BODY PROVIDE IDENTIFICATION NUMBER AND PROOF OF INCORPORATION. IF A PARTNERSHIP OR INDIVIDUAL PROVIDE IDENTIFICATION RECORDS* OF ALL THE PARTNERS OR THE INDIVIDUAL) |
| 3.          | ADDRESS AND EMAIL ADDRESS OF OPERATIONAL CREDITOR FOR CORRESPONDENCE  |
| 4.          | TOTAL AMOUNT OF CLAIM<br><br>(INCLUDING ANY INTEREST AS AT THE INSOLVENCY COMMENCEMENT DATE)  |

| <b>PARTICULARS</b>  |   |  |
|---|---|--|
| 5.  | DETAILS OF DOCUMENTS BY REFERENCE TO WHICH THE DEBT CAN BE SUBSTANTIATED.   |  |
| 6.  | DETAILS OF ANY DISPUTE AS WELL AS THE RECORD OF PENDENCY OR ORDER OF SUIT OR ARBITRATION PROCEEDINGS  |  |
| 7.  | DETAILS OF HOW AND WHEN DEBT INCURRED   |  |
| 8.  | DETAILS OF ANY MUTUAL CREDIT, MUTUAL DEBTS, OR OTHER MUTUAL DEALINGS BETWEEN THE CORPORATE DEBTOR AND THE CREDITOR WHICH MAY BE SET-OFF AGAINST THE CLAIM |  |
| 9.  | DETAILS OF ANY RETENTION OF TITLE ARRANGEMENTS IN RESPECT OF GOODS OR PROPERTIES TO WHICH THE CLAIM REFERS  |  |
| 10.   | DETAILS OF THE BANK ACCOUNT TO WHICH THE AMOUNT OF THE CLAIM OR ANY PART THEREOF CAN BE TRANSFERRED PURSUANT TO A RESOLUTION PLAN                         |  |
| 11.   | LIST OF DOCUMENTS ATTACHED TO THIS PROOF OF CLAIM IN ORDER TO PROVE THE EXISTENCE AND NON-PAYMENT OF CLAIM DUE TO THE OPERATIONAL CREDITOR                |  |
| Signature of operational creditor or person authorised to act on his behalf<br>[Please enclose the authority if this is being submitted on behalf of an operational creditor] |   |  |
| Name in BLOCK LETTERS   |   |  |
| Position with or in relation to creditor  |   |  |
| Address of person signing   |   |  |

\*PAN number, passport, AADHAAR Card or the identity card issued by the Election Commission of India



**AFFIDAVIT**

I, *[name of deponent]*, currently residing at *[insert address]*, do solemnly affirm and state as follows:

1. *[Name of corporate debtor]*, the corporate debtor was, at the insolvency commencement date, being the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, justly and truly indebted to me in the sum of Rs. *[insert amount of claim]*.

2. In respect of my claim of the said sum or any part thereof, I have relied on the documents specified below:

*[Please list the documents relied on as evidence of claim]*

3. The said documents are true, valid and genuine to the best of my knowledge, information and belief.

4. In respect of the said sum or any part thereof, I have not nor has any person, by my order, to my knowledge or belief, for my use, had or received any manner of satisfaction or security whatsoever, save and except the following:

*[Please state details of any mutual credit, mutual debts, or other mutual dealings between the corporate debtor and the creditor which may be set-off against the claim.]*

Solemnly, affirmed at *[insert place]* on \_\_\_\_\_ day, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Before me,

Notary / Oath Commissioner

Deponent's signature

**VERIFICATION**

I, the Deponent hereinabove, do hereby verify and affirm that the contents of paragraph \_\_\_ to \_\_\_ of this affidavit are true and correct to my knowledge and belief and no material facts have been concealed therefrom.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

Deponent's signature

**SCHEDULE  
FORM C**

PROOF OF CLAIM BY FINANCIAL CREDITORS

*(Under Regulation 8 of the Insolvency and Bankruptcy Board of India (Insolvency Resolution Process for Corporate Persons) Regulations, 2016)*

[Date]

To  
The Interim Resolution Professional / Resolution Professional,  
[Name of the Insolvency Resolution Professional / Resolution Professional]  
[Address as set out in public announcement]

From  
[Name and address of the registered office and principal office of the financial creditor]

**Subject:** Submission of proof of claim.

Madam/Sir,

[Name of the financial creditor], hereby submits this proof of claim in respect of the corporate insolvency resolution process in the case of [name of corporate debtor]. The details for the same are set out below:

| <b>PARTICULARS</b> |   |
|--------------------|---|
| 1.                 | NAME OF FINANCIAL CREDITOR  |
| 2.                 | IDENTIFICATION NUMBER OF FINANCIAL CREDITOR<br><br>(IF AN INCORPORATED BODY PROVIDE IDENTIFICATION NUMBER AND PROOF OF INCORPORATION. IF A PARTNERSHIP OR INDIVIDUAL PROVIDE IDENTIFICATION RECORDS* OF ALL THE PARTNERS OR THE INDIVIDUAL) |
| 3.                 | ADDRESS AND EMAIL ADDRESS OF FINANCIAL CREDITOR FOR CORRESPONDENCE.   |

| <b>PARTICULARS</b> |   |  |
|--------------------|---|--|
| 4.                 | TOTAL AMOUNT OF CLAIM<br><br>INCLUDING ANY INTEREST AS AT THE<br>INSOLVENCY COMMENCEMENT DATE)  |  |
| 5.                 | DETAILS OF DOCUMENTS BY REFERENCE TO<br>WHICH THE DEBT CAN BE SUBSTANTIATED   |  |
| 6.                 | DETAILS OF HOW AND WHEN DEBT INCURRED   |  |
| 7.                 | DETAILS OF ANY MUTUAL CREDIT, MUTUAL<br>DEBTS, OR OTHER MUTUAL DEALINGS<br>BETWEEN THE CORPORATE DEBTOR AND THE<br>CREDITOR WHICH MAY BE SET-OFF AGAINST<br>THE CLAIM |  |
| 8.                 | DETAILS OF ANY SECURITY HELD, THE VALUE<br>OF THE SECURITY, AND THE DATE IT WAS GIVEN   |  |
| 9.                 | DETAILS OF THE BANK ACCOUNT TO WHICH<br>THE AMOUNT OF THE CLAIM OR ANY PART<br>THEREOF CAN BE TRANSFERRED PURSUANT TO<br>A RESOLUTION PLAN                            |  |
| 10.                | LIST OF DOCUMENTS ATTACHED TO THIS<br>PROOF OF CLAIM IN ORDER TO PROVE THE<br>EXISTENCE AND NON-PAYMENT OF CLAIM DUE<br>TO THE OPERATIONAL CREDITOR                   |  |

Signature of financial creditor or person authorised to act on his behalf  
*[Please enclose the authority if this is being submitted on behalf of an operational creditor]*

Name in BLOCK LETTERS

Position with or in relation to creditor

Address of person signing

\*PAN number, passport, AADHAAR Card or the identity card issued by the Election Commission of India.

**AFFIDAVIT**

I, *[name of deponent]*, currently residing at *[insert address]*, do solemnly affirm and state as follows:

1. *[Name of corporate debtor]*, the corporate debtor was, at the insolvency commencement date, being the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, justly and truly indebted to me in the sum of Rs. *[insert amount of claim]*.

2. In respect of my claim of the said sum or any part thereof, I have relied on the documents specified below:

*[Please list the documents relied on as evidence of claim]*

3. The said documents are true, valid and genuine to the best of my knowledge, information and belief.

4. In respect of the said sum or any part thereof, I have not nor has any person, by my order, to my knowledge or belief, for my use, had or received any manner of satisfaction or security whatsoever, save and except the following:

*[Please state details of any mutual credit, mutual debts, or other mutual dealings between the corporate debtor and the creditor which may be set-off against the claim.]*

Solemnly, affirmed at *[insert place]* on \_\_\_\_\_ day, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Before me,

Notary/ Oath Commissioner

Deponent's signature

**VERIFICATION**

I, the Deponent hereinabove, do hereby verify and affirm that the contents of paragraph \_\_\_ to \_\_\_ of this affidavit are true and correct to my knowledge and belief and no material facts have been concealed therefrom.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

Deponent's signature

**SCHEDULE  
FORM D**

PROOF OF CLAIM BY A WORKMAN OR AN EMPLOYEE

*(Under Regulation 9 of the Insolvency and Bankruptcy (Insolvency Resolution Process for Corporate Persons) Regulations, 2016)*

[Date]

To  
The Interim Resolution Professional / Resolution Professional  
[Name of the Insolvency Resolution Professional / Resolution Professional]  
[Address as set out in public announcement]

From  
[Name and address of the workman / employee]

**Subject:** Submission of proof of claim.

Madam/Sir,

[Name of the workman / employee], hereby submits this proof of claim in respect of the corporate insolvency resolution process in the case of [name of corporate debtor]. The details for the same are set out below:

| <b>PARTICULARS</b> |  |
|--------------------|--|
| 1.                 | NAME OF WORKMAN / EMPLOYEE   |
| 2.                 | PAN NUMBER, PASSPORT, THE IDENTITY CARD ISSUED BY THE ELECTION COMMISSION OF INDIA OR AADHAAR CARD OF WORKMAN / EMPLOYEE |
| 3.                 | ADDRESS AND EMAIL ADDRESS (IF ANY) OF WORKMAN / EMPLOYEE FOR CORRESPONDENCE  |
| 4.                 | TOTAL AMOUNT OF CLAIM<br><br>(INCLUDING ANY INTEREST AS AT THE INSOLVENCY COMMENCEMENT DATE)                             |

| <b>PARTICULARS</b> |   |  |
|--------------------|---|--|
| 5.                 | DETAILS OF DOCUMENTS BY REFERENCE TO WHICH THE CLAIM CAN BE SUBSTANTIATED.  |  |
| 6.                 | DETAILS OF ANY DISPUTE AS WELL AS THE RECORD OF PENDENCY OR ORDER OF SUIT OR ARBITRATION PROCEEDINGS  |  |
| 7.                 | DETAILS OF HOW AND WHEN CLAIM AROSE   |  |
| 8.                 | DETAILS OF ANY MUTUAL CREDIT, MUTUAL DEBTS, OR OTHER MUTUAL DEALINGS BETWEEN THE CORPORATE DEBTOR AND THE CREDITOR WHICH MAY BE SET-OFF AGAINST THE CLAIM |  |
| 9.                 | DETAILS OF THE BANK ACCOUNT TO WHICH THE AMOUNT OF THE CLAIM OR ANY PART THEREOF CAN BE TRANSFERRED PURSUANT TO A RESOLUTION PLAN                         |  |
| 10.                | LIST OF DOCUMENTS ATTACHED TO THIS PROOF OF CLAIM IN ORDER TO PROVE THE EXISTENCE AND NON-PAYMENT OF CLAIM DUE TO THE OPERATIONAL CREDITOR                |  |

|  |
|--|
| Signature of workman / employee or person authorised to act on his behalf<br><i>[Please enclose the authority if this is being submitted on behalf of an operational creditor]</i> |
| Name in BLOCK LETTERS  |
| Position with or in relation to creditor   |
| Address of person signing  |

**AFFIDAVIT**

I, *[name of deponent]*, currently residing at *[insert address]*, do solemnly affirm and state as follows:

1. *[Name of corporate debtor]*, the corporate debtor was, at the insolvency commencement date, being the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, justly and truly indebted to me in the sum of Rs. *[insert amount of claim]*.

2. In respect of my claim of the said sum or any part thereof, I have relied on the documents specified below:

*[Please list the documents relied on as evidence of claim]*

3. The said documents are true, valid and genuine to the best of my knowledge, information and belief.

4. In respect of the said sum or any part thereof, I have not nor has any person, by my order, to my knowledge or belief, for my use, had or received any manner of satisfaction or security whatsoever, save and except the following:

*[Please state details of any mutual credit, mutual debts, or other mutual dealings between the corporate debtor and the creditor which may be set-off against the claim.]*

Solemnly, affirmed at *[insert place]* on \_\_\_\_\_ day, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Before me,

Notary/ Oath Commissioner

Deponent's signature

**VERIFICATION**

I, the Deponent hereinabove, do hereby verify and affirm that the contents of paragraph \_\_\_ to \_\_\_ of this affidavit are true and correct to my knowledge and belief and no material facts have been concealed therefrom.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

Deponent's signature

**SCHEDULE  
FORM E**

PROOF OF CLAIM SUBMITTED BY AUTHORISED REPRESENTATIVE OF WORKMEN AND EMPLOYEES

*(Under Regulation 9 of the Insolvency and Bankruptcy (Insolvency Resolution Process for Corporate Persons) Regulations, 2016)*

[Date]

To  
The Interim Resolution Professional / Resolution Professional,  
[Name of the Insolvency Resolution Professional / Resolution Professional]  
[Address as set out in public announcement]

From  
[Name and address of the duly authorised representative of the workmen / employees]

**Subject:** Submission of proofs of claim.

Madam/Sir,

I, [name of authorised representative of the workmen / employees], currently residing at [address of authorised representative of the workmen / employees], on behalf of the workmen and employees employed by the above named corporate debtor and listed in Annexure A, solemnly affirm and say:

1. That the above named corporate debtor was, at the insolvency commencement date, being the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_, justly truly indebted to the several persons whose names, addresses, and descriptions appear in the Annexure A below in amounts severally set against their names in such Annexure A for wages, remuneration and other amounts due to them respectively as workmen or/ and employees in the employment of the corporate debtor in respect of services rendered by them respectively to the corporate debtor during such periods as are set out against their respective names in the said Annexure A.
2. That for which said sums or any part thereof, they have not, nor has any of them, had or received any manner of satisfaction or security whatsoever, save and except the following:

[Please state details of any mutual credit, mutual debts, or other mutual dealings between the corporate debtor and the creditor which may be set-off against the claim.]

Deponent



## ANNEXURE

### 1. Details of Employees/ Workmen

| S No. | NAME OF EMPLOYEE/<br>WORKMAN | IDENTIFICATION NUMBER (PAN NUMBER, PASSPORT OR AADHAAR CARD) | TOTAL AMOUNT DUE (RS.) | PERIOD WHICH DUE | OVER AMOUNT |
|-------|------------------------------|--|------------------------|------------------|-------------|
| 1.    |                              |  |                        |                  |             |
| 2.    |                              |  |                        |                  |             |
| 3.    |                              |  |                        |                  |             |
| 4.    |                              |  |                        |                  |             |

2. Particulars of how debt was incurred by the corporate debtor, including particulars of any dispute as well as the record of pendency of suit or arbitration proceedings (if any).
3. Particulars of any mutual credit, mutual debts, or other mutual dealings between the corporate debtor and the creditor which may be set-off against the claim.

#### ATTACHMENTS:

- (a) Documents relied as evidence as proof of debt and as proofs of non-payment of debt.
- (b) Affidavit in the form set out in this Form E.

**AFFIDAVIT**

**[PLEASE SUBMIT IF APPLICATION SUBMITTED BY AUTHORISED REPRESENTATIVE ON BEHALF OF WORKMEN / EMPLOYEES]**

I, *[name of deponent]*, currently residing at *[insert address]*, do solemnly affirm and state as follows:

1. *[Name of corporate debtor]*, the corporate debtor was, at the insolvency commencement date, being the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, justly and truly indebted to me in the sum of Rs. *[insert amount of claim]*.

2. In respect of my claim of the said sum or any part thereof, I have relied on the documents specified below:

*[Please list the documents relied on as evidence of claim]*

3. The said documents are true, valid and genuine to the best of my knowledge, information and belief.

4. In respect of the said sum or any part thereof, I have not nor has any person, by my order, to my knowledge or belief, for my use, had or received any manner of satisfaction or security whatsoever, save and except the following:

*[Please state details of any mutual credit, mutual debts, or other mutual dealings between the corporate debtor and the creditor which may be set-off against the claim.]*

Solemnly, affirmed at *[insert place]* on \_\_\_\_\_ day, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Before me,

Notary/ Oath Commissioner

Deponent's signature

**VERIFICATION**

I, the Deponent hereinabove, do hereby verify and affirm that the contents of paragraph \_\_\_ to \_\_\_ of this affidavit are true and correct to my knowledge and belief and no material facts have been concealed therefrom.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

Deponent's signature

<sup>6</sup>["FORM F

PROOF OF CLAIM BY CREDITORS (OTHER THAN FINANCIAL CREDITORS AND OPERATIONAL CREDITORS)

*[Under Regulation 9A of the Insolvency and Bankruptcy Board of India (Insolvency Resolution Process for Corporate Persons) Regulations, 2016]*

Date .....

To

The Interim Resolution Professional / Resolution Professional

*[Name of the Insolvency Resolution Professional / Resolution Professional]*

*[Address as set out in public announcement]*

From

*[Name and address of the creditor]*

**Subject:** Submission of proof of claim.

Madam / Sir,

I, *[Name of the creditor]*, hereby submit the following proof of claim in respect of the corporate insolvency resolution process in the case of *[name of corporate debtor]*. The details of the same are set out below:

**PARTICULARS**

|    |   |  |
|----|---|--|
| 1. | Name of the creditor  |  |
| 2. | Identification number of the creditor<br>(If an incorporated body corporate, provide identification number and proof of incorporation. If a partnership or individual, provide identification record* of all partners or the individuals) |  |
| 3. | Address and email address of the creditor for correspondence  |  |
| 4. | Description of the claim (Including the amount of the claim as at the insolvency commencement date)   |  |
| 5. | Details of documents by reference to which claim can be substantiated   |  |
| 6. | Details of how and when the claim arose   |  |
| 7. | Details of any mutual credit, mutual debts, or other mutual dealings between the corporate  |  |

<sup>6</sup> Inserted by the Insolvency and Bankruptcy Board of India (Insolvency resolution Process for Corporate Persons) (Amendment) Regulations, 2017, Regulation 5 (w.e.f. 16-8-2017).

|   |   |  |
|---|---|--|
|   | debtor and the creditor which may be set-off against the claim  |  |
| 8.  | Details of:<br>a. any security held, the value of security and its date, or<br>b. retention title arrangement in respect of goods or properties to which the claim refers |  |
| 9.  | Details of bank account to which the amount of the claim or any part thereof can be transferred pursuant to a resolution plan   |  |
| 10.   | List of documents attached to this claim in order to prove the existence and non-satisfaction of claim due to the creditor  |  |
| Signature of the creditor or any person authorised to act on his behalf<br>(Please enclose the authority if this is being submitted signed on behalf of the creditor) |   |  |
| Name in BLOCK LETTERS   |   |  |
| Position with or in relation to the creditor  |   |  |
| Address of the person signing   |   |  |

\* PAN, Passport, AADHAAR or the identity card issued by the Election Commission of India.

#### AFFIDAVIT

I, [*name of deponent*], currently residing at [*insert address*], do solemnly affirm and state as follows:

1. [*Name of corporate debtor*], the corporate debtor was, at the insolvency commencement date, being the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, justly and truly indebted to me for the claim, the value of which amounts to Rupees. [*insert amount of claim*].
2. In respect of my claim, I have relied on the documents specified below:  
[*Please list the documents relied on as evidence of claim*]
3. The said documents are true, valid and genuine to the best of my knowledge, information and belief.
4. In respect of the claim, I have not nor has any person, by my order, to my knowledge or belief, for my use, had or received any manner of satisfaction or security whatsoever, save and except the following (if any):

[*Please state details of any mutual credit, mutual debts, or other mutual dealings between the corporate debtor and the creditor which may be set-off against the claim.*]

Solemnly, affirmed at [*insert place*] on \_\_\_\_\_ day, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ .

Before me,

Notary / Oath Commissioner

Deponent's signature

#### VERIFICATION

I, the Deponent hereinabove, do hereby verify and affirm that the contents of paragraph \_\_\_ to \_\_\_ of this affidavit are true and correct to my knowledge and belief and no material facts have been concealed therefrom.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_ .

Deponent's signature”]

Dr. M. S. Sahoo  
Chairperson  
Insolvency and Bankruptcy Board of India