

USER MANUAL

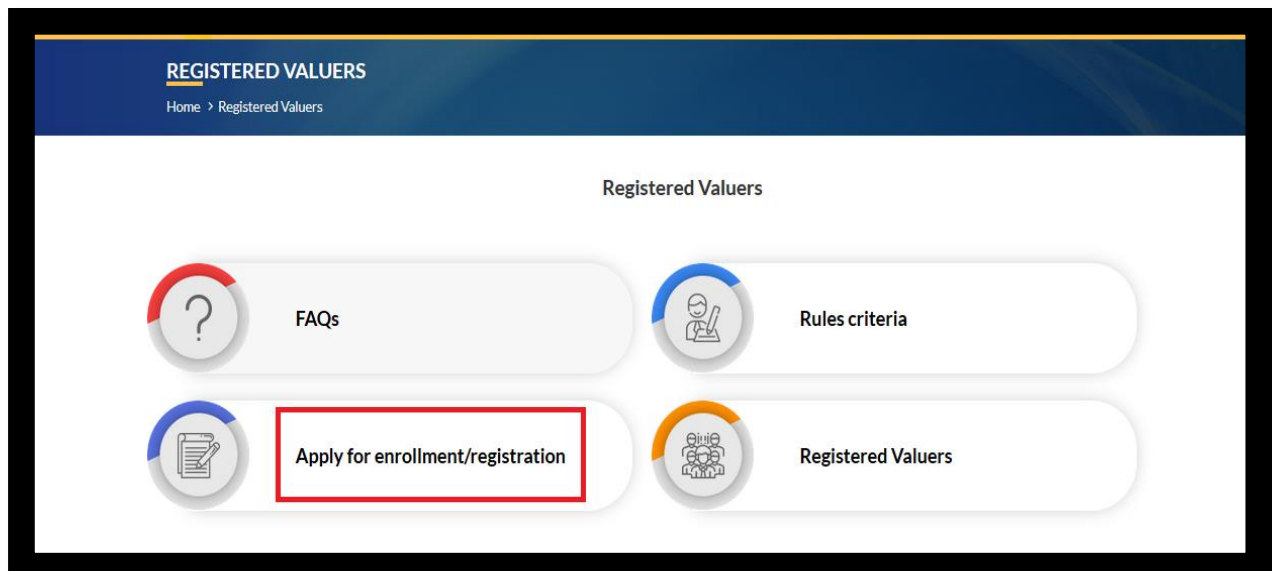
STEP BY STEP PROCESS FOR REGISTRATION

This step by step guide will help you to navigate the online Valuer registration system. You may print this document and use it to assist you in the process.

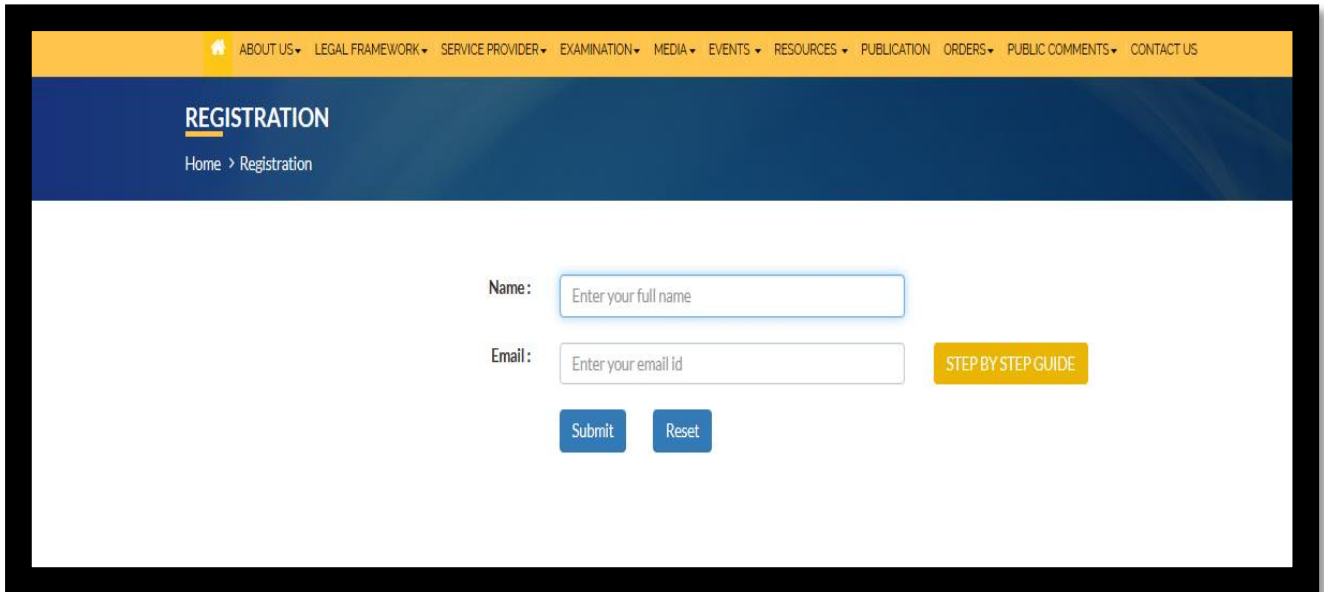
Step 1: Visit www.ibbi.gov.in and click on header- 'Service Provider' and select sub-menu 'Registered Valuer (RV)'



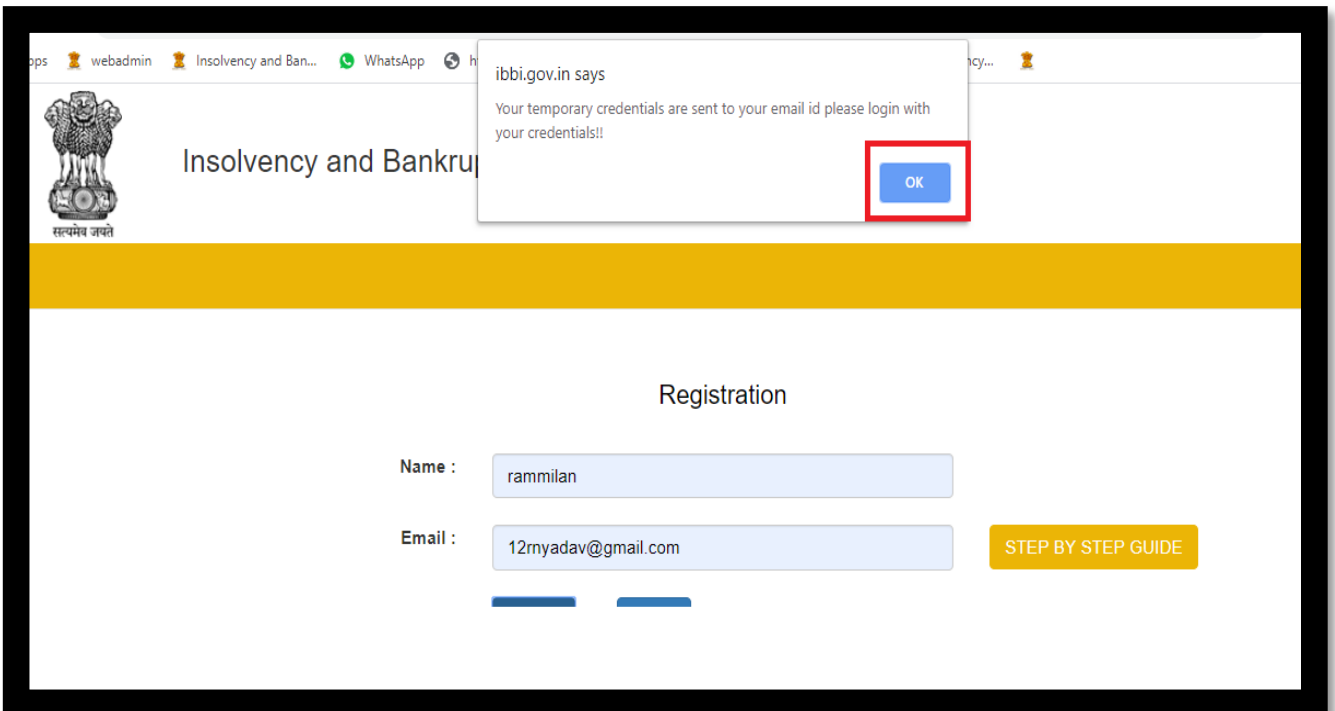
Step 2: Then click on Apply for enrollment/registration



Step 3: Fill Your Name and Email ID and click on **SUBMIT** button

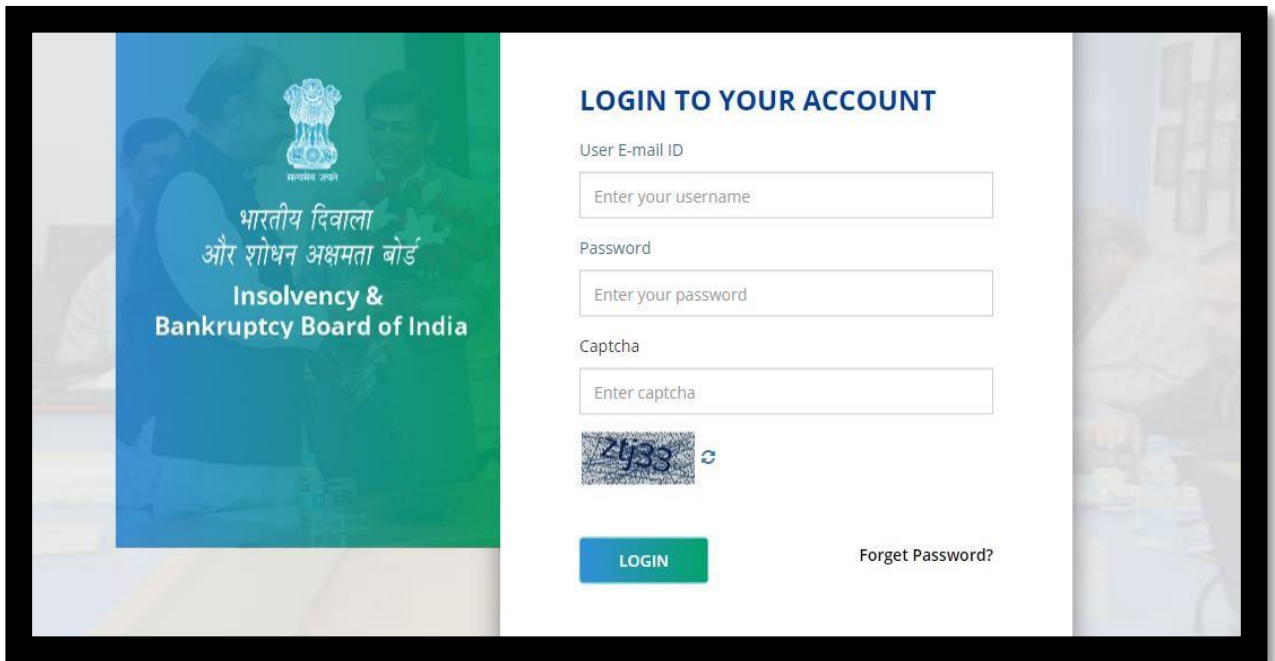


Step 4: A dialog box will appear showing that “Your temporary credentials are sent to your email id Please login with your credentials”. Then click on OK button you will be redirected to new page.



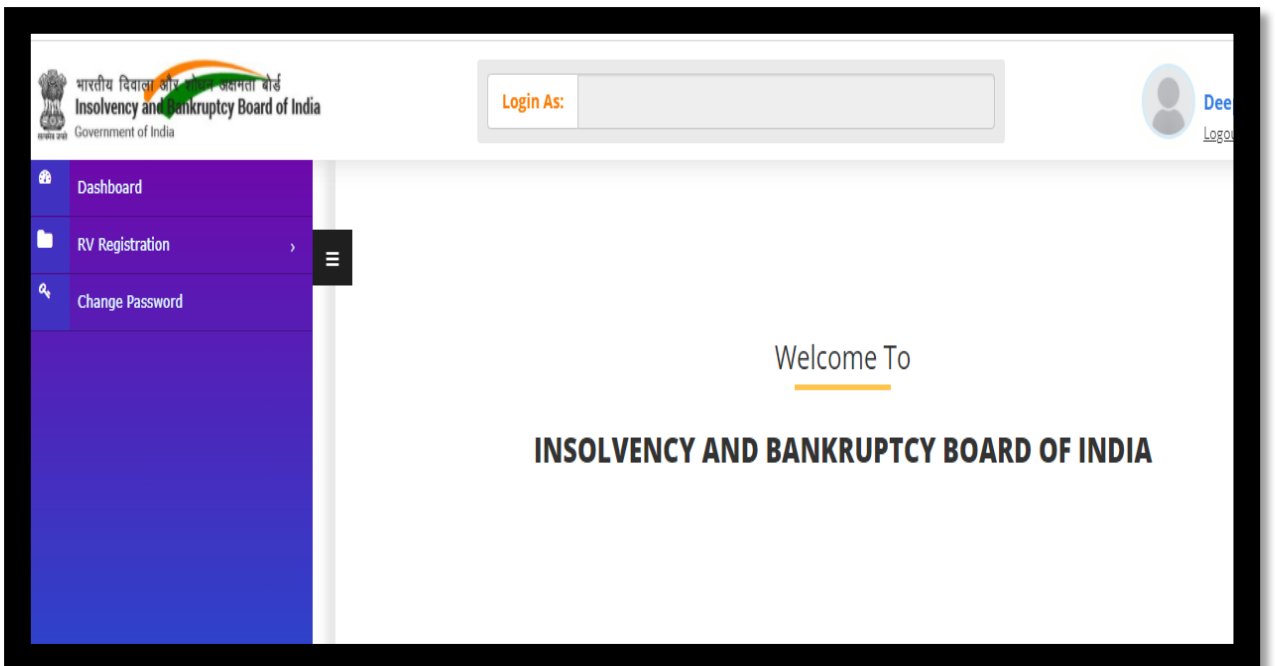
A mail will be sent to e-mail ID provided as above, along with the requisite credentials and link for login. *Please note that if you are already registered, a dialog box will appear saying that you have already registered. You may login now and proceed further.*

Step 4: Login with the user ID and password sent to email ID provided by you.

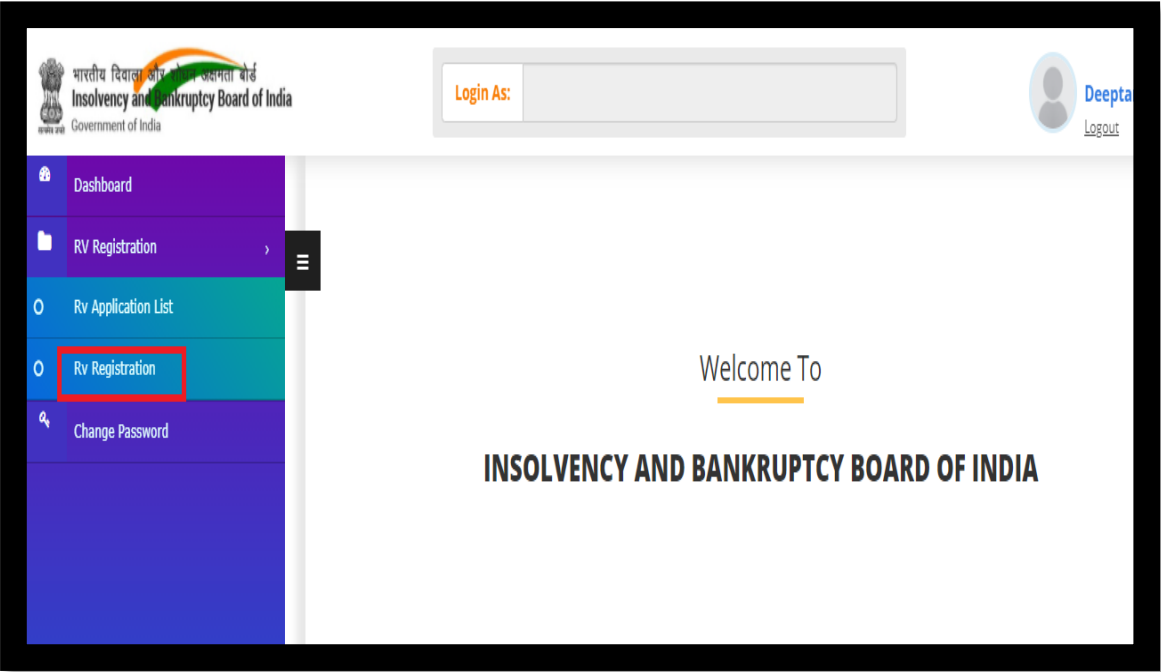


You can also retrieve the password, in case if required, by clicking on “FORGOT PASSWORD”

Step 5: Once logged in, the Home page will be displayed on your computer screen.



Step 6: Click on RV registration tab available at left side of home page and then click on RV registration.



When you click on RV registration the Form A for registration will appear as shown below:

The image displays the 'Form A' registration page. At the top, there is a progress bar with four steps: 'Personal Details' (active), 'Other Details', 'Attach Documents', and 'Form A'. Below the progress bar, there are several input fields for registration details. The 'Title' field is a dropdown menu with 'Mr' selected. The 'Name (As per PAN)' field contains 'Deeptanshu Singh'. The 'Father's Name' field contains 'Ravikar Singh', the 'Mother's Name' field contains 'Gayatri Singh', and the 'Date of Birth' field contains '29/08/1993'. The 'Place of Birth' field is partially visible at the bottom left.

Place of Birth *

State

Uttar Pradesh

District

[Redacted]

City

[Redacted]

PAN *

DXQPS4260E

Aadhar No (if available enter no./ Else type NO) *

No

Passport No (if available enter no./ Else type NO) *

No

Address for Correspondence (Note: This shall be recorded as the registered address) *

Flat No / Plot No. / Name of Building

Hridaya Chhaya

Name of Road / Locality

Laxman Prasad Ki Gali, Welleslyganj

Landmark (if any)

Near Indian Bank

State

Uttar Pradesh

City

Mirzapur

Pin Code

231001

Permanent Address *

(If same as address for Correspondence, tick here. If Not, provide below)

Permanent Address

Flat No / Plot No. / Name of Building Hridaya Chhaya	Name of Road / Locality Laxman Prasad Ki Gali, Welleslyganj
Landmark (if any) Near Indian Bank	State Uttar Pradesh
City Mirzapur	Pin Code 231001
E-Mail Address (Note: This shall be recorded as the registered e-mail address) * deentanshu.singh@ibhi.gov.in	Mobile No (Note: This shall be recorded as the registered mobile number) * 8130801210

A. REGISTERED VALUER ORGANIZATION DETAILS

(i). Name of Registered Valuer Organisation (RVO)

(ii). Membership No of Registered Valuer Organisation (RVO)

(iii). Asset Class Applied For

B. QUALIFICATIONS

(i). Educational Qualifications[*Please provide educational qualifications from Bachelor's degree onwards]

S.No.	Educational Qualification	Stream/Discipline	Year of Passing	Marks Secured(%)	Grade/Class	University/College	Remarks If Any	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	

2	M.Co.	Finance	20	78		Kurukshetra		-
---	-------	---------	----	----	--	-------------	--	---

(ii). Professional Qualifications (excluding valuation specific courses)*

Whether you hold any professional qualification (excluding valuation specific courses)?

Yes No

S.No.	Professional Qualification (excluding valuation specific courses)	Institute/professional Body	Membership No. / Enrolment No.(If Applicable)	Date Of Enrollment	Remarks If Any	Action
(1)	(2)	(3)	(4)	(5)	(6)	
1	Chartered Accountant	The Chartered A	ACA 25803	07/12/2010		+

S.No.	Professional Qualification (excluding valuation specific courses)	Institute/professional Body	Membership No. / Enrolment No.(If Applicable)	Date Of Enrollment	Remarks If Any	Action
(1)	(2)	(3)	(4)	(5)	(6)	
1	Chartered Accountant	The Chartered A	ACA 25803	07/12/2010		+

(iii). Details of valuation examination passed *

Date Of Examination	Asset class,if any	Marks Secured	Percentage
(1)	(2)	(3)	(4)
02/11/2018	Securities or Financial Assets	80	80

(iv). Details of valuation qualification passed *

S.No.	Valuation Specific qualification/course	Recognition Number	Recognised Registered Valuers Organisation	Asset class	Membership No in Registered Valuers Organization	Remarks, If any	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
1	50 hours educ.	IBBI/RVC	ICMAI Registered V	Securitie	RV-000076		

C. WORK EXPERIENCE

(i). Are you presently in practice / employment? Yes No

(i). Are you presently in practice / employment? Yes No

(vi). Details of Experience *

SL. No.	Experience Type	From Date	To Date	Employment		Practice	Area of Work	Action
				Name & Address of Employer	Designation	Experience in relevant Profession/Valuation		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
1	Em	13/11/1991	04/11/2021	IBBI	Assistant M		Valuation	

1	Em ▾	13/11/1991	04/11/2021	IBBI	Assistant M		Valuation	+
2	Prē ▾	24/11/2000	27/11/2021			Advocate	Valuation	-

D. ADDITIONAL INFORMATION (Max upload PDF size 5 MB)*

1. Have you ever been convicted for an offence?* Yes No

2. Is any criminal proceedings pending against you* Yes No

No file chosen

3. Have you ever been declared as an undischarged bankrupt, or applied to be adjudged as a bankrupt?* Yes No

4. Please provide any additional information that may be relevant for your application*

practicing advocate for past several years

5. Whether Person resident in India - For the purposes of these rules 'person resident in India' shall have the same meaning as defined in clause (v) of section 2 of the Foreign Exchange Management Act, 1999 (42 of 1999) as far as it is applicable to an individual* Yes No

5. Whether Person resident in India - For the purposes of these rules 'person resident in India' shall have the same meaning as defined in clause (v) of section 2 of the Foreign Exchange Management Act, 1999 (42 of 1999) as far as it is applicable to an individual*

Yes No

6. Have you ever been levied a penalty under section 271J of Income-tax Act, 1961 (43 of 1961) and time limit for filing appeal before Commissioner of Income-tax (Appeals) or Income-tax Appellate Tribunal, as the case may be has expired, or such penalty has been confirmed by Income-tax Appellate Tribunal, and five years have not elapsed after levy of such penalty*

Yes No

7. I am a fit and proper person based on following criteria:

- (i) integrity, reputation and character,
- (ii) absence of convictions and restraint orders, and
- (iii) competence and financial solvency*

Yes No

Personal Details

Other Details

Attach Documents

Form A

AFFIRMATIONS

1. Copies of documents, as listed in section F of this application form have been attached / uploaded. The documents attached/ uploaded are
2. I undertake to furnish any additional information as and when called for.
3. I am not disqualified from being registered as a valuer under the Companies (Registered Valuers and Valuation) Rules, 2017.
4. This application and the information furnished by me along with this application is true and complete. If found false or misleading at any stage, my registration shall be summarily cancelled.
5. I hereby undertake to comply with the requirements of the Companies Act, 2013, the rules made thereunder, the directions given by the authority, and the bye-laws, directions and guidelines issued or the resolutions passed in accordance with the bye-laws by the registered valuers organisation with which I am enrolled.
6. The applicable fee has been paid.

Date of submission

01/12/2020

ATTACHMENTS
(Max upload PDF size 5 MB)

1. Proof of residence *

View File Remove

Choose File No file chosen

2. Copy of PAN card*

View File Remove

Choose File No file chosen

3. Copy of Aadhaar card

View File Remove

Choose File No file chosen

4. Copy of Passport

Choose File No file chosen

Select No file chosen

9. Copy of proof of completion of 50 hours valuation education course No file chosen

10. Copy of Valuation Examination Passing Certificate No file chosen

Passport-size photo (Max size 100 kB)*
(The recommended format is JPEG with a sRGB color profile) No file chosen

Step 7: Furnish all relevant information and upload all relevant documents. Check all the relevant details entered and relevant document uploaded in the form. Ensure that all the relevant boxes are ticked.

Once you are content with the information filled by you then you may proceed further by clicking on SAVE AS DRAFT.

You may also edit the application form before the final submission.

Once done, proceed for submission of your form for which you have two options of signing:

A. SUBMIT & DIGITAL SIGN (DSC)

OR

B. SUBMIT & E-SIGN (by using your Aadhar No)

Please note that editing is not permissible after signing (e-sign/DSC) the application.

Step 8 A: If you wish to submit & Digital Sign

I] If DSC is not configured on your computer, then configure the same through following steps:

Download JAVA from <https://www.java.com/en/download/>

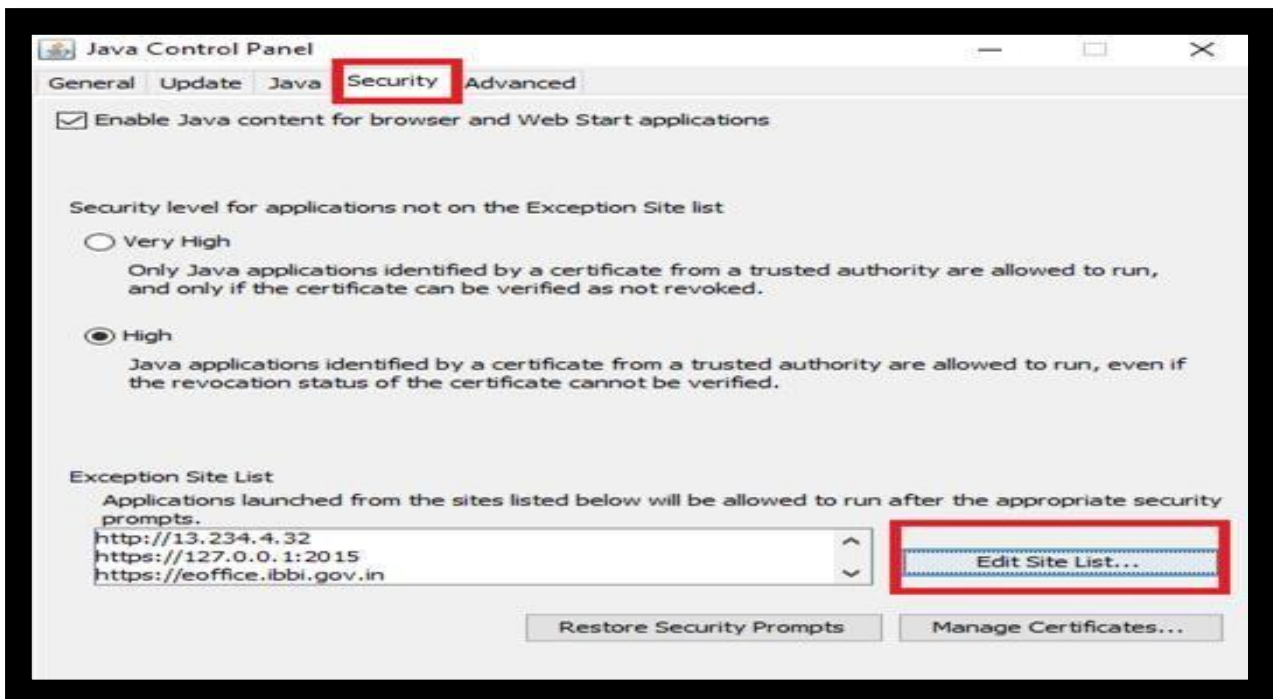


The screenshot displays the Oracle Java website's download page. At the top, there is a red header with the Java logo and navigation links for 'Download' and 'Help'. Below the header, the main content area is titled 'Java Download' and includes the text 'Download Java for your desktop computer now!' and 'Version 8 Update 221' with a release date of July 16, 2019. A large yellow warning box is centered on the page, titled 'Important Oracle Java License Update', which states that the Oracle Java License has changed for releases starting April 16, 2019. The warning explains that the new Oracle Technology Network License Agreement for Oracle Java SE is substantially different from prior licenses and that some prior licenses may no longer be available. It also mentions that commercial license and support is available with a low-cost Java SE Subscription and that Oracle provides the latest OpenJDK release under the open source GPL License at jdk.java.net. At the bottom of the page, there is a prominent red button labeled 'Java Download'. On the left side, there is a sidebar with links for 'All Java Downloads', 'Report an issue', and 'Why am I always redirected to this page when visiting a page with a Java app?'.

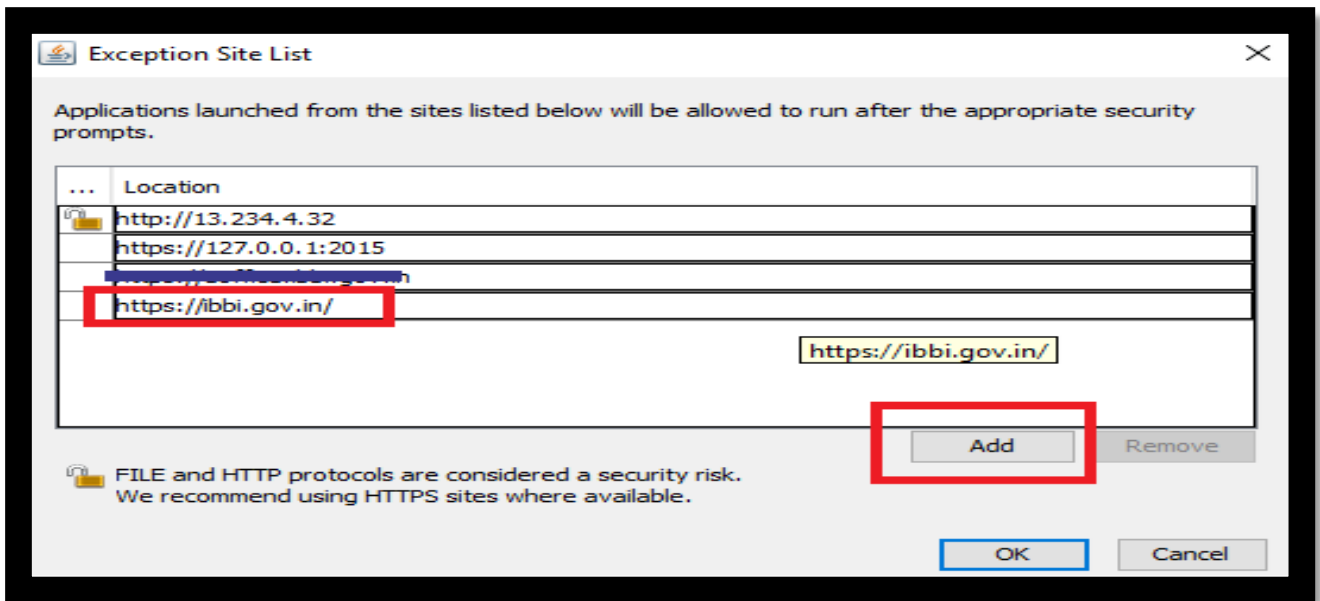
After downloading then Install it by clicking on Install



In start menu, search for **Configure Java** and then click on **Security** menu



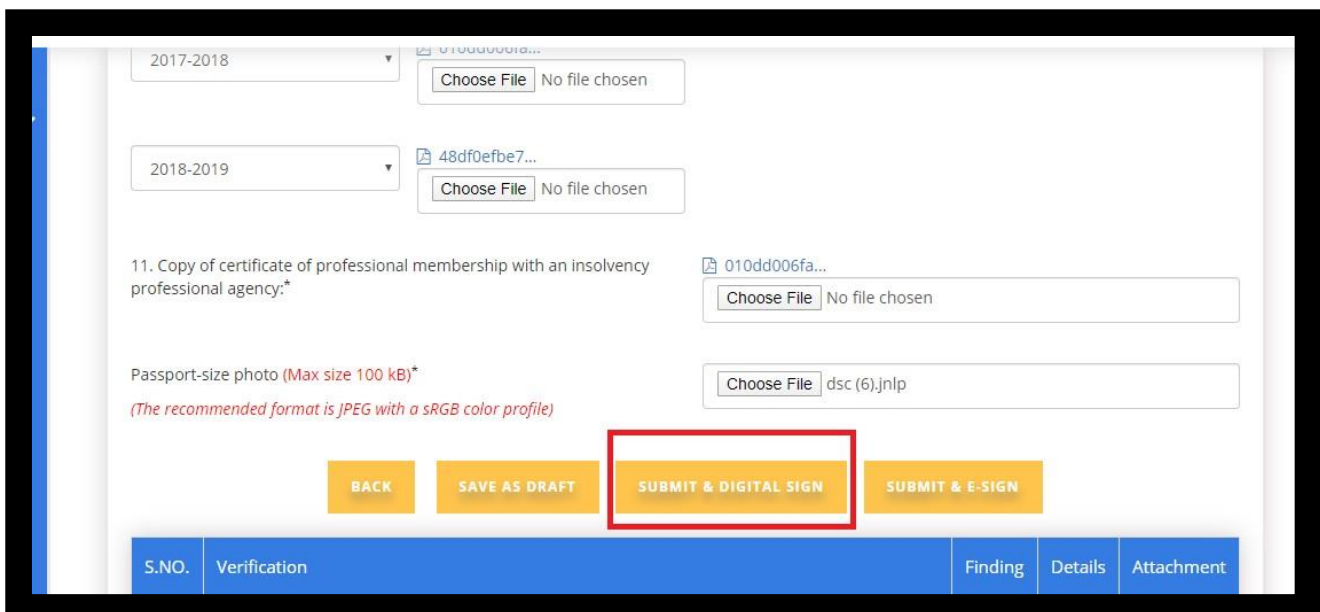
Click on **Edit Site List** button and Add Site URL - <https://ibbi.gov.in/> by clicking on **Edit Site List** or **Add Site**, and then click OK It will allow digital signature dongle to sign DSC



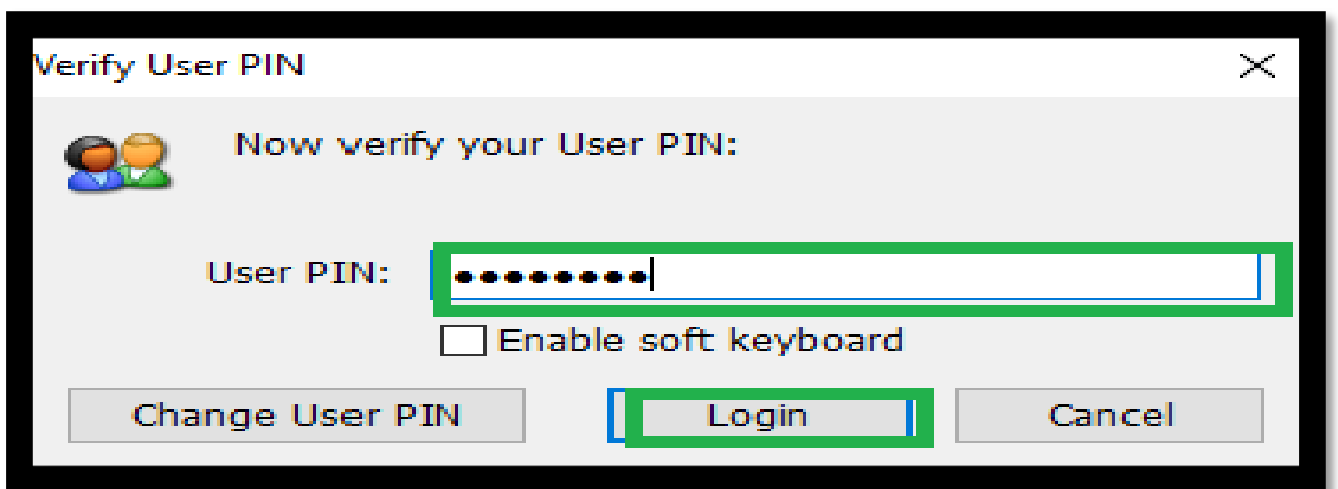
Your DSC is configured now, and you may proceed for submission of your form by clicking on 'SUBMIT WITH DSC' button.

II] If DSC is already configured on your computer, then proceed for submission of your form with DSC.

Proceed for submission of your form by clicking on 'SUBMIT & DSC' button. [A file (.jnlp) would be downloaded to start the DSC process (Please click on keep icon to download), then open the file on double click on it.]



A pop-up window will appear, you need to accept by checked the checkbox to start the application for DSC. Then click on “run” for the next step to appear.

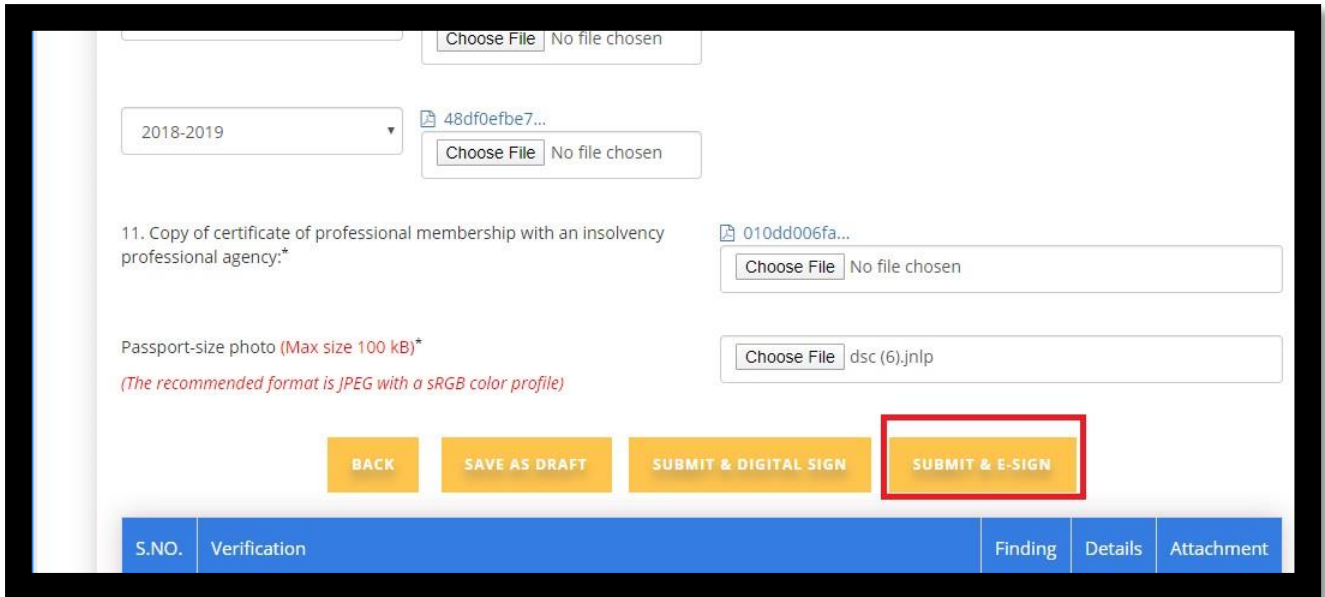


You need to enter the PIN and then, click on login.

Once done, a pdf file would be generated and the same shall be visible on your dashboard.

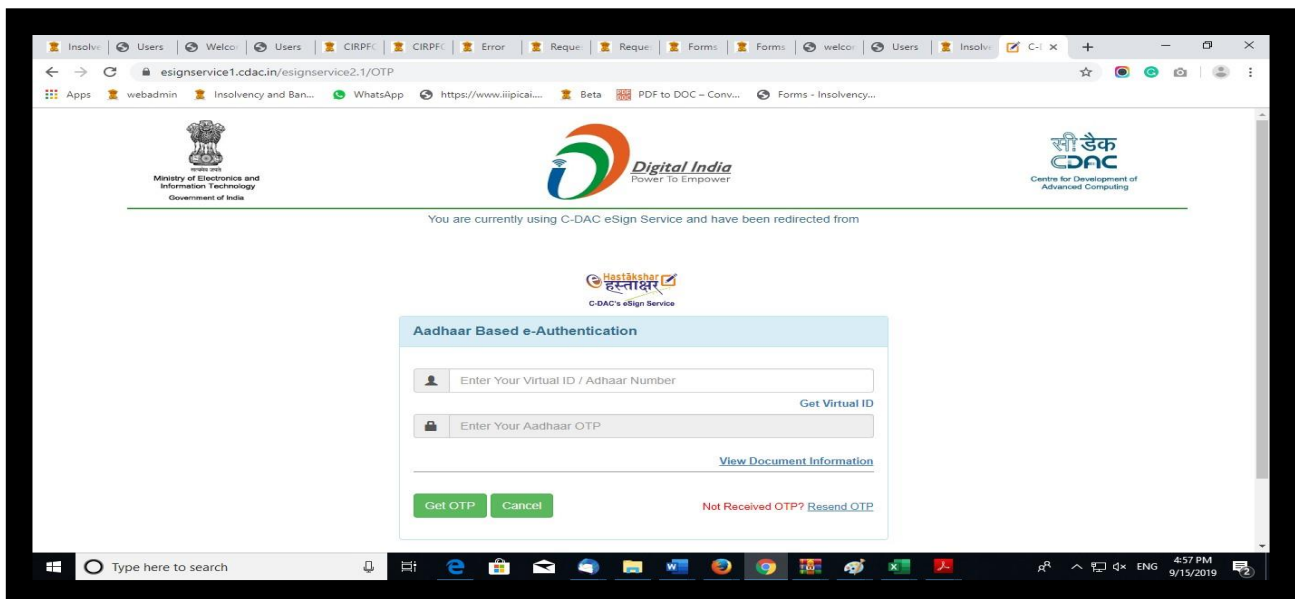
Step 8 B: If you wish to submit the form with E-sign

Click on “Submit & E-SIGN” button.



The screenshot shows a web form with several fields and buttons. At the top, there are two 'Choose File' buttons, one of which is labeled 'No file chosen'. Below these, there is a dropdown menu showing '2018-2019' and another 'Choose File' button labeled '48df0efbe7...'. The main form area contains a text field with the label '11. Copy of certificate of professional membership with an insolvency professional agency:*' and a 'Choose File' button labeled '010dd006fa...'. Below this is a section for a 'Passport-size photo (Max size 100 kB)*' with a note '(The recommended format is JPEG with a sRGB color profile)' and a 'Choose File' button labeled 'dsc (6).jnlp'. At the bottom of the form, there are four buttons: 'BACK', 'SAVE AS DRAFT', 'SUBMIT & DIGITAL SIGN', and 'SUBMIT & E-SIGN'. The 'SUBMIT & E-SIGN' button is highlighted with a red border. Below the buttons is a blue navigation bar with tabs for 'S.NO.', 'Verification', 'Finding', 'Details', and 'Attachment'.

A pop-up window will appear. Fill up your Virtual ID/ Aadhaar Number to initiate the E-sign on Forms and then click GET OTP.



The screenshot shows a web browser window displaying the e-sign service interface. The browser address bar shows 'esignservice1.cdac.in/esignservice2.1/OTP'. The page features logos for the Ministry of Electronics and Information Technology, Government of India, Digital India (Power To Empower), and CDAC (Centre for Development of Advanced Computing). A message states: 'You are currently using C-DAC eSign Service and have been redirected from'. Below this is the 'Aadhaar Based e-Authentication' pop-up window. The window has a title bar and contains the following fields and buttons: 'Enter Your Virtual ID / Aadhaar Number' with a 'Get Virtual ID' link; 'Enter Your Aadhaar OTP'; a 'View Document Information' link; a 'Get OTP' button; a 'Cancel' button; and a 'Not Received OTP? Resend OTP' link. The Windows taskbar at the bottom shows the system tray with the date and time '4:57 PM 9/15/2019'.

An OTP will be received on the Aadhaar registered mobile number.

Please enter the OTP and then click SUBMIT.

Hastakshar
हस्ताक्षर
G-DAC's eSign Service

Aadhaar Based e-Authentication

[Get Virtual ID](#)

I have read and provide my [consent](#)

[View Document Information](#)

Not Received OTP? [Resend OTP](#)

Once done, A dialog box will appear with the message that “Registration form has been successfully submitted”. a pdf file would be generated and the same shall be visible on your dashboard.

Important Points

1. Site is best viewed in IE10 and above, Firefox 16+, Chrome 20+ at 1024 x 768 pixels resolution and JavaScript should be enabled.
2. Please check your inbox and spam folder for the receipt of the login link with Email ID and password.
3. You are required to fill each tab one by one and is not allowed to navigate between tabs.
4. You must first fill the 'Personal Details' tab followed by 'Other Details' tab and thereafter 'Attach Documents'.
5. All fields highlighted with asterisk (*) are mandatory fields. As such, please ensure to fill all of the required fields highlighted with an asterisk (*).
6. Please note that few fields do not accept special characters such as @, /, \, or comma (,) etc.
7. While you may alter, modify or reset details as may desired before clicking on the **SUBMIT** button, once the Form is submitted, you will not be able to modify any details. Therefore, before submission of Form, please ensure to verify that all information filled in by you is correct/complete.
8. Please note that the documents to be uploaded must be in pdf form and size of documents to be uploaded do not exceed 5 MB.
9. Photograph to be uploaded must be in.jpg/.jpeg format and the same must be a recent passport size colour photograph.
10. For any query regarding online registration, kindly write to valuer@ibbi.gov.in.