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](http://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:
A. REGISTERED VALUER ORGANIZATION DETAILS

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

RVO Estate Managers and Appraisers Foundation

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

RW-000076

(iii). Asset Class Applied For

Securities or Financial Assets

B. QUALIFICATIONS

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Educational Qualification</th>
<th>Stream/Discipline</th>
<th>Year of Passing</th>
<th>Marks Secured(%)</th>
<th>Grade/Class</th>
<th>University/College</th>
<th>Remarks If Any</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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(i) Professional Qualifications (excluding valuation specific courses)*

Whether you hold any professional qualification (excluding valuation specific courses)?  
- Yes  
- No

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Professional Qualification (excluding valuation specific courses)</th>
<th>Institute/professional Body</th>
<th>Membership No. / Enrolment No. (if applicable)</th>
<th>Date of Enrolment</th>
<th>Remarks if Any</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chartered Accountant</td>
<td>The Chartered A</td>
<td>ACA 25803</td>
<td>07/12/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(iii) Details of valuation examination passed *

<table>
<thead>
<tr>
<th>Date of Examination</th>
<th>Asset class, if any</th>
<th>Marks Secured</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/11/2018</td>
<td>Securities or Financial Assets</td>
<td>80</td>
<td>80</td>
</tr>
</tbody>
</table>
(vi). Details of valuation qualification passed *

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Valuation Specific qualification/course</th>
<th>Recognition Number</th>
<th>Recognised Registered Valuers Organisation</th>
<th>Asset class</th>
<th>Membership No in Registered Valuers Organization</th>
<th>Remarks, if any</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50 hours educ.</td>
<td>IBBI/RVC</td>
<td>ICAI Registered V</td>
<td>Securities</td>
<td>RV-002076</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. WORK EXPERIENCE

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

(vi). Details of Experience *

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Experience Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Employment</th>
<th>Practice</th>
<th>Area of Work</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Em</td>
<td>13/11/1991</td>
<td>04/11/202</td>
<td>IBBI</td>
<td>Assistant V</td>
<td>Valuation</td>
<td></td>
</tr>
</tbody>
</table>
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

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 (c) of section 2of 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 27(1) 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]

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
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

1] If DSC is not configured on your computer, then configure the same through following steps:
Download JAVA from https://www.java.com/en/download/
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/](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 & ESIGN” button.

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

Please enter the OTP and then click SUBMIT.

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.