

General Guidelines for making Application for Registered Valuer (3rd Edition. 24/01/2019)

After passing IBBI Valuation exam the member has to make application for Registered Valuer and fill Form A on IBBI Website.

Member has to visit IBBI Website www.ibbi.gov.in
then click on "SERVICE PROVIDER"
then click on "REGISTERED VALUER"
then click on "Apply for enrolment/Registration"

OR

Simply copy paste below-mentioned link in address bar of Browser
<http://ibbi.gov.in/webfront/valuers/register.php>

The registration Form will be displayed on your computer screen with "Personal Details" as default tab.

Fill in your personal details. Note that the **NEXT** button will not function if all mandatory fields are not filled by the user. As such, ensure that all mandatory fields have been duly filled with complete information.

There are 19 points/details in personal details as follows :

1. BSE Enrolment No.*:

Fill the ten-digit enrolment number displayed on marksheet given at examination centre or in passing certificate received by the member from IBBI.

Note: Each Enrolment Number is unique and new number is generated everytime one gives exam and no two enrolment number can be same. A person can fill only one form for each enrolment number hence the member has to be extra carefull of each step to avoid delay.

2. Name of the RVO to be enrolled with* :

From the drop down menu select

CVSRTA Registered Valuers Association

3. Title*:

Select appropriate title Ms. / Mr. / Mrs.

*(Note: If one wants to omit the title then this should not be selected. We suggest to omit the title and leave this point as it is i.e. **please do not select any title**)*

4. Name (As per Aadhar)* :

Provide Name exactly as per **PAN CARD**. (Yes as per PAN CARD and not as per Aadhar) (As per new directive w.e.f. 01.01.2019)

Name should be in Upper Lower Caps e.g. **Sachin Rajesh Shah** and not **SACHIN RAJESH SHAH**.

*Note : In case the name as per PAN Card / Aadhar / Degree Certificate / Post Graduation Degree Certificate / Other Documents to be uploaded on IBBI website is different or even if slightly rearranged or not in same sequence or not of same spelling or different in any way then an **affidavit regarding one and the same person** is to be given. **The Affidavit should preferably be on a stamp paper and has to be notarised***

Draft Affidavit is as below :

AFFIDAVIT

(Affidavit regarding one and the same person)

To,
The Authority, Insolvency and Bankruptcy Board of India, New Delhi – 110001

1. I, RAJIVKUMAR SHARMA, Son of VIJAYKUMAR SHARMA, Resident of Flat No.111, Raja Nagar, M.G.Road, Opp. SBI, Mulund West, Mumbai – 400081, do solemnly affirm and declare as under:
2. That I hereby declare that my name mentioned in some of the documents is written as RAJIVKUMAR VIJAYKUMAR SHARMA (Graduation Degree Certificate, Post Graduation Degree Certificate) and in some documents as RAJIVKUMAR SHARMA (In Aadhar Card, PAN Card, Certificate of Participation and Wealth Tax Registration Certificate).
3. That VIJAYKUMAR is name of my father and which, as a matter of practice, in Maharashtra is normally added to the name and SHARMA is my surname and in Maharashtra many a time it is written first and some times it is written as last and hence the name in documents appear as mentioned above.
4. I hereby declare that both/all the name pertains to one and the same person i.e. RAJIVKUMAR SHARMA (Real Name)
5. That my Real NAME is RAJIVKUMAR SHARMA.

That it is my true and correct statement.

Verified at Mumbai on ____ day of _____ 2018
That the contents of the above said affidavit are
true and correct to the best of my knowledge
and belief and nothing has been concealed therein.

RAJIVKUMAR SHARMA

Note : This affidavit can be suitably amended as per one's facts and documents. The affidavit has to be notarised.

There is no need to put various document as annexures to affidavit as all documents are to be separately uploaded on IBBI website at appropriate place/s.

A scanned copy of above Affidavit is to be uploaded at Point No.35 Proof of Residence.

Do not go by the title Proof of Residence, the Authority wants proof of your photo, your birth date and your permanent address and proof of your Correspondence address.

A PDF file of coloured scanned Aadhar card or Passport or Driving licence along with a PDF file of coloured scanned PAN Card for birthday proof is to be combined with a Scanned PDF file of above Affidavit and make it into one PDF file. Some forms were returned by authority with

remarks "Birth date not printed on Aadhar card" which was uploaded only as address proof. Also see that Aadhar Card Address is in English or Hindi or Both English and Regional language as one form was returned by the authority with remark "Address in address proof is in regional language"

Important Note : After scanning and uploading the Affidavit on IBBI website the Original affidavit is to be sent to RVO i.e. CVSRTA Registered Valuers Association at following address:

CVSRTA Registered Valuers Association

(Administrative Office)

Shop No.10, Bldg. No.5,

Malad Co-op. Hsg. Soc. Ltd.

Poddar Road, Opp. Saraf Matru Mandir,

Malad East, Mumbai – 400097.

Mob: 9920192379

And the RVO will physically send the original affidavit to IBBI office at Delhi along with it's covering letter and only after that the IBBI will send the Registered Valuer his/her Registered Valuer Certificate.

5. Father's Name* :

Provide Father's Name in full as per document attached.

Name should be in Upper Lower Caps e.g. **Rajesh Suresh Shah** and not **RAJESH SURESH SHAH**.

6. Date of Birth* :

Use calender in the menu to provide your birthdate.

(Note: Upload your Aadhar Card / Pan Card containing your birthdate even if not asked for or required in the form at point No.35 ahead as few forms were returned by authority with remark that address proof / Aadhar does not contain birth date)

7. Place of Birth* :

Use drop down menu of state and provide state.

Use drop down menu of City and provide city.

(Note : This is the one of the very few information for which proof is not to be given, however member is requested to give most correct answer, in case the Authority in future decide to ask for providing the proof)

8. PAN No* :

Provide your correct PAN Number

9. AADHAAR No* :

Provide your correct Aadhar Number

10. PASSPORT No* :

Provide your correct Passport Number, if you have it.

11. Address for Correspondence :

a) Address 1*

b) Address 2

c) Address 3

Please do not repeat the address in Address 1, Address 2, Address 3 three times as it is to be read as Address Line 1, Address Line 2 and Address Line 3. Many forms have been returned by IBBI as many people repeated the address in all 3 lines.

Note : Give separate Address for correspondence only if **(repeat ONLY IF)** you have Government issued proof for correspondence address in your own name like Electricity Bill or Telephone Bill or Gas Bill or Municipal Tax Bill etc. otherwise give correspondence address same as your permanent address / residential address which is given on your Aadhar Card or Passport or your driving licence otherwise your application will be returned by the authority with remarks **“Provide proof for Correspondence Address”** thereby causing unnecessary delay.

*Note : The authority has presently not accepted our contention that 95% of professional member's correspondence address property is not in the member's own name and that correspondence address property EITHER belong to member's other professional Associate or family member or landlord or other relatives and from where they conduct their profession or are comfortable to receive all the correspondence there, hence the name **“CORRESPONDENCE ADDRESS”**. Hence you will see only about 4% to 5% of Registered Valuers have office address in the list displayed for Registered Valuers at the authority's website and rest are all residential / permanent address. Since the Authority, Insolvency Professionals, Banks and other Government offices will write all the official letters by Registered Post, Speed Post or Courier at the address displayed on authority's official website it may cause disturbance to privacy and peace of the family which a professional tries to guard and it may happen that many a times the urgent and important letter may be returned undelivered if both the husband and wife are working or the spouse has gone out for some work. Few enthusiastic clients may even turn up at home to meet the “Registered Valuer” who will obviously be at his office “Correspondence Address”, again causing disturbance to the family. This is precisely the reason why high ranking official's only office address is given against their communication address and not their residential address. We request each member to write to the authority at their official email deeptanshu.singh@ibbi.gov.in or rvo@ibbi.gov.in and bring this difficulty to their notice. Only if the aggrieved Registered Valuer / RVO Member write to authority, the authority may realise the difficulty of a Registered Valuer. Hence every one must contribute their precious few minutes of time in writing to the Authority about above difficulty.*

In fact all the Registered Valuers should write to the authority that the Address displayed on the Authority's Website is of their Residence and they do not want their residential address to be displayed on the website and they do not have government proof in their own personal name for their Professional address / Correspondence address hence authority should be requested to keep the Address column blank or write “Professional Address not provided”.

12. State*:

Provide **State** of Correspondence address.

13. City*:

Provide **City** of Correspondence address.

14. Pin Code*:

Provide **Pin Code** of Correspondence address.

Permanent Address same as Correspondence Address

☒ (If Yes, tick here If Not, provide below)

15. Permanent Address :

a) Address 1*

b) Address 2

c) Address 3

Please do not repeat the address in Address 1, Address 2, Address 3 three times as it is to be read as Address Line 1, Address Line 2 and Address Line 3. Many forms have been returned by IBBI as many people repeated the address in all 3 lines.

Note : Give Address as per Proof like Aadhar or Passport or Driving licence or other government proof which is in your personal name even if it is of your native place or of your village otherwise the form will be returned by the authority with the remark "The address provided is not as per the proof attached". Many of our members living in city were left with no choice but to give their native place / village address as permanent address as the proof of address contains only their native place / village address. In absence of proof for correspondence address, the same address is also to be written in Correspondence Address and same shall be displayed on authority's website and all the passing certificate and official correspondence from the authority shall be done on that address hence the family members living in native place / village should be adequately informed as to accept all the correspondence received from authority and other government offices.

16. State*:

Provide **State** of Permanent address.

17. City*:

Provide **City** of Permanent address.

18. Pin Code*:

Provide **Pin Code** of Permanent address.

19. Have you been residing at different places for the last 5 years? (Yes/No)

Provide correct answer to this question. Authority at present is not asking for proof for this point however in case they decide to ask for proof in future a satisfactory documentation should be available with the member for this point.

a) E-Mail Address*:

Provide your correct and working e-mail address and double check all spellings as authority will be communication the login ID and password to complete the registration process on this email only. Also link for payment of registration fees shall be sent on this email alone.

Note: In case the member wants to register for more than one category of valuer like Land and Building / Plant and Machinery / Security and Financial Assets then the member should provide 3 different email address in his control i.e. one email for each class of assets. Hence a member should have upto 3 email IDs in his own control if he wants to register for all the 3 asset classes.

In case the member gets the error "Duplicate Email" or "Email already registered" or something similar and the website does not allow to proceed further and the member is sure that he has not provided that particular Email ID for any other asset class then the member should write an email from that email ID at deeptanshu.singh@ibbi.gov.in and webdev@ibbi.gov.in for the solution to this error giving the details like Enrolment number, name, mobile number.

b) Mobile No*:

Provide your correct and working mobile number.

Note: In case the member wants to register for more than one category of valuer like Land and Building / Plant and Machinery / Security and Financial Assets the member should provide 3 different mobile number in his control i.e. one mobile for each class of assets. Hence a member should have upto 3 mobile number in his own control if he wants to register for all the 3 asset classes.

In case the member gets the error “Duplicate Mobile” or “Mobile already registered” or something similar and the website does not allow to proceed further and the member is sure that he has not provided that particular Mobile for any other asset class then the member should write an email at webdev@ibbi.gov.in and deeptanshu.singh@ibbi.gov.in for the solution to this error giving the details like Enrolment number, name, mobile number.

c) Landline No:

Provide your correct and working landline number along with SDT code. It is not compulsory to provide this detail as there is no red asterisk sign on this point. This is not presently displayed on the Authorities Website.

After this point there is TAB for Next.

You can go to next page only if you fill in all the compulsory points.

On pressing Next it will take you to page which has tab for **Other Details**

Other Details

20. Educational Qualifications*

Educational Qualification

*Please provide educational qualifications from Bachelor's degree onwards.

Year of Passing**Marks(%)****Grade/Class****University/College****Remarks If Any**

Enter all the details from original Bachelor Degree Certificate and original Final Marksheet, although only coloured Scanned PDF file of Bachelor Degree Certificate without Marksheet is to be attached at Point No.36 ahead. It is suggested that in case the member does not have final marksheet and write the most correct marks percentage figure as per your memory and in remarks column and give full disclosure about the same that the

member does not have mark sheet hence the marks percentage is as per members memory.

Note: Answer to all the above questions at point No.20 except Grade/Class and Remarks special characters like “.,/?<>+~()-_ =`~!@#\$\$%^&.:;\\{ }[]” is not allowed and even if accepted during submission of forms by members on the website of Authority, the form does not get processed unless the “RVO Maker” removes all the special characters from above fields, which delays the process of approval.*

It is to be noted that after the member submits the form on IBBI website the form has to be approved by “RVO Maker” and “RVO Checker” at the office of RVO and only after both the persons at RVO approves the form then only the link for payment of Registration Fees of Rs.5900/- (Rs.5000 Registration Fees + Rs.900 GST) is sent to the member on his email and then it gets submitted to “IBBI Maker” at IBBI office. After “IBBI Maker” approves the form the form gets submitted to “IBBI Checker” at IBBI office and after his approval the name of the member is entered on the website of the authority as a Registered Valuer.

Add More

Note : In case the member has Master Degree also press above “Add More” button and details as per full point 20 will automatically get repeated. Enter the relevant details of Master Degree in this. All the above notes applicable to point No.20 above is applicable to this question also.

Note: It is requested not to add irrelevant degrees/diplomas like Diploma in Management, LLB, LLM Etc in this point by pressing Add More button and only the most relevant Degree/Degrees applicable for the asset class to be registered is to be added and for balance you can write a brief note in the remarks column about all your other degrees and diplomas and memberships in various organisations so that you do not miss out on complete disclosure about your educational qualifications and at the same time there is no confusion and unnecessary delay in processing your form for relevant asset class.

21. Professional Qualification (Excluding valuation specific courses)*

Whether You hold any professional qualification ?

- ☒ Yes
☐ No

Professional Qualification (Excluding valuation specific courses)

Membership No.(If Applicable)

Institute/professional Body

Date Of Enrollment

Remarks If Any

Note: The information at Point No.21 is to be filled only if the member is also a member of Institutes/Councils formed under the Act of parliament. Institutes like Institute of Chartered Accountants of India, Institute of Company Secretaries, Institute of Cost and Management Accountants and Councils like Council of Architects, Bar Council of India etc.

Many members are attaching memberships with various professional trade bodies in this point which is not correct and also not required. All the members should strictly follow the above to avoid delay in processing of their application.

Add More

Note : In case the member is member of more than one institute or council then press above "Add More" button and details as per full point 21 will automatically get repeated. Enter the relevant details of other institute or council in this. All the above notes applicable to point No.21 above is applicable to this question also.

22. Details of valuation examination passed*

| SL No. | Date of Examination | Assets class, if any | Marks Secured | Percentage |
|--------|---------------------|----------------------|---------------|------------|
| 1 | | | | |

Notes :

1. Enter date of IBBI exam from the marksheet provided by the exam centre
2. Enter Asset class as "Land and Building" or "Plant and Machinery" as applicable.
3. Enter marks secured from mark sheet.
4. Enter marks secured in percentage column also.

23. Valuation Qualification*

| SL No. | Valuation specific qualification/course | Recognised Registered Valuers Organisation - Name | Recognised Registered Valuers Organisation - Recognition No | Asset Class | Membership No. in Registered Valuers Organisation | Remarks, if any |
|--------|---|---|---|-------------|---|-----------------|
| 1 | | | | | | |

Notes :

1. Enter "Land and Building" or "Plant and Machinery" under Valuation specific qualification/course.
2. Enter "CVSRTA Registered Valuers Association" under Recognised Registered Valuers Organisation - Name
3. Enter "IBBI/RVO/2018/008" under Recognised Registered Valuers Organisation – Recognition No
4. Enter "Land and Building" or "Plant and Machinery" as applicable under Asset Class.

5. Enter **LB000** or **PM000** as applicable where **000** denotes 3 digit numeric membership number given in the participation certificate, under Membership No. in Registered Valuers Organisation
6. Keep remarks column blank.

Work Experience*

Are you presently in practice / employment?

- ☐ **Yes**
☐ **No**
- ☐ **Practice**
☐ **Employment**

Mark the most appropriate button.

25. Number of years in practice

| |
|--|
| |
| |

Enter Number of years in Practice and number of months in practice.

26. Address for professional correspondence (If in practice)

| |
|--|
| |
|--|

Note.: Enter your professional address if you are in practice. The Authority at present is not asking any proof for this address however unfortunately this address is not reflected on authorities website.

27. Number of years in employment

| |
|--|
| |
| |

Enter Number of years in employment and number of months in employment.

28. Experience

[Note : Details (from the date of enrolment as Advocate / Chartered Accountant / Company Secretary / Cost Accountant/ Bachelors' Degree)]

| SL No. | From Date | To Date | Employment/ Practice | If employed, Name of Employer and Designation | If in practice, practice, experience in the relevant profession / valuation | Area of Work |
|--------|-----------|---------|-------------------------|---|---|-----------------|
| 1 | | | | | | |

Notes :

1. Enter "Date" from when the member started the valuation work or Relevant Field work or joined the service in relevant field under *From Date*.
2. Enter "Date" to which the member did the valuation work or Relevant Field work or date on which he resigned the service in relevant field under *To Date*.
3. Enter "Employment or Practice" as the case maybe under *Employment/ Practice*.
4. Enter "Name of Employer and Designation" under *If employed, Name of Employer and Designation*.
5. Enter area of work like "Valuation, Civil Engineering or Mechanical Engineering etc" whatever applicable under *If in practice, experience in the relevant profession / valuation*.
6. Enter "Valuation work, Civil Engineering work or Mechanical Engineering work or other Relevant area of work like Engineering Drawing, Estimation and Costing of civil work or Engineering Drawing, Estimation and Costing of Machinery etc" whatever applicable under *Area of Work*.

Add More

Incase of more than one employment during the period of time press Add More Button and proceed as before. In case of member was in employment earlier and is now in practice then press as many add more buttons in sequence and enter relevant details of your employment and also details of your practice during that period. It is to be noted the sum total of all the experience should be 5 years or more for Bachelor Degree Graduates in Relevant field and sum total of all the experiences should be 3 years or more for Master Degree holders.

29. Please state your professional membership number.

Write your Membership Number of RVO i.e. LB000 or PM000 as applicable where 000 is last three digit of Membership number as given in the Participation Certificate.

Additional Information

30. Have you ever been convicted for an offence?*

- ☐ Yes
☒ No

31. Any criminal proceedings pending against you*

- ☐ Yes
☒ No

32. Have you ever been declared as an undischarged Bankrupt, or applied to be adjudged as Bankrupt? If yes please give details*

- ☐ Yes
☒ No

Note : Answer all the questions from point 30 to 32 with proper thought and truthfully without hiding any fact, as any false disclosure will lead to severe punishment from the RVO as well as the Authority.

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

Note : Provide some detail. It does not allow to proceed unless you fill something here. Hence if you do not have anything special to say then you can say that you are having 5 years of experience or 10 years of experience or something similar which is true in your case.

34(a) 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

34(b) 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

34(c) 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

After this point there is TAB for Next.

You can go to next page only if you fill in all the compulsory points.

On pressing Next it will take you to page which has tab for **Attach Documents**

Valuers Documentation

35. Proof of residence*:

Choose File

Click on Choose File and Attach the relevant file and preferably name the file "Proof of Residence.PDF"

Scan in colour the copy of your Aadhar Card or Passport or Driving Licence containing your photo, your address and your Birth Date. Also attach your colour scan copy of PAN Card. Also scan and attach Affidavit relating to one and the same person here, incase various documents has various permutation and combination of names. All the PDF files for this point has to be merged into one PDF file by using appropriate software or scanning them on scanner one after other after setting it for Multiple page PDF file. To keep the file size small scan at 200 DPI (Dots per Inch) in **Colour** with compression kept to maximum by going in setting of scanner. If above instruction is followed then these 4 or 5 pages PDF file will not exceed 600KB in size. **Since you are scanning the original document in colour you may not be able to self certify these documents before scanning.**
Avoid Camscanner copy from mobile unless it is emergency and you can produce good result even from camscanner which is as good as flatbed scanner.

36. Educational Qualification*:

| Education Qualification | Year of passing | Marks(%) | Grade / Class | University / College | Remarks | |
|-------------------------|-----------------|----------|---------------|----------------------|---------|-------------|
| | | | | | | Choose File |
| | | | | | | Choose File |

Here all the qualifications entered at Point No.20 will be automatically displayed and you will have to choose relevant degree file to attach after clicking Choose File button.

Scan at 200 DPI in Colour with normal compression setting and the file shall normally not exceed 500KB depending upon the content of the certificate. Make only one file per degree certificate. Do not attach any marksheet to it. Name the file "Graduation Degree.PDF"

Do the same thing for Post Graduation Degree certificate also. Make only one file per degree. Do not attach any marksheet to it. Name the file "Post Graduation Degree.PDF"

Few Forms were returned by IBBI as they were not colour scanned.

Avoid Camscanner copy from mobile unless it is emergency and you can produce good result even from camscanner which is as good as flatbed scanner.

37. Professional Qualification*:

| Professional Qualification | Institute / Professional Body | Membership No. (If applicable) | Date of Enrollment | Remarks | |
|----------------------------|-------------------------------|--------------------------------|--------------------|---------|-------------|
| | | | | | Choose File |
| | | | | | Choose File |

Here all the professional qualifications entered at Point No.21 will be automatically displayed and you will have to choose relevant file to attach after clicking Choose File button.

Scan at 200 DPI in Colour with normal compression setting and the file shall normally not exceed 500KB depending upon the content of the certificate. Make only one file per degree certificate. Do not attach any marksheet to it. Name the file "Professional Certificate1.PDF"

Do the same thing for other professional certificate also. Make only one file per professional degree. Do not attach any marksheet to it. Name the file "Professional Certificate2.PDF"

Avoid Camscanner copy from mobile unless it is emergency and you can produce good result even from camscanner which is as good as flatbed scanner.

38. Copy of proof of membership with a registered valuers organisation

| |
|-------------|
| Choose File |
|-------------|

Scan Participation Certificate or you can use PDF file of Participation certificate already provided by the RVO. It contains Membership Number. Also scan and attach Passing Certificate send by IBBI to the member, if received before making the application or attach BSE passing marksheet. Both the certificates can be scanned at 200DPI in Colour with normal compression setting and the file shall normally not exceed 600KB. Make only one combined file for both the pages. Name it "Proof of Membership.PDF". Colour scan may not be possible if you are scanning in colour the original document but Self certify if colour photocopy of documents is being scanned.

Avoid Camscanner copy from mobile unless it is emergency and you can produce good result even from camscanner which is as good as flatbed scanner.

39. Copies of documents demonstrating practice or work experience for the relevant period:

| | |
|--------------------|--|
| Choose File | |
|--------------------|--|

Scan All Employment Appointment letter / Releasing letter in chronological order in case member was in employment earlier. In case of professional practice please attach following letter from Bank/Valuer/corporate client.

IBBI wants Work Experience letter containing following details from the employer / corporate clients / Valuer/ and/or bank. Below mentioned format is only an **indicative format** and it should contain all the applicable below mentioned details.

Ref.:_____

Date:_____

To Whomsoever it may Concern

This is to certify that Shri ABC_____ of M/s. ABC & Co._____, having address at Raja Bldg., M.G.Road, Mulund West, Mumbai - 400080, is in our Bank's Panel since _____ for carrying out valuation of Immovable properties (Land and Building) / Movable properties (Plant and Machinery). We are assigning him the work of and he is doing the work of valuation of Immovable properties (Land and Building) / Movable properties (Plant and Machinery) regularly since last _____ years from _____ to date of issue of this certificate.

We found his work to be satisfactory.

For
PQR Bank

Manager

Note: The Bank letter should be on bank letter head and manager / signatory should put round seal of the bank after signing it. It should also have For PQR Bank Manager/signatory stamp at the place of signing and if it also has signatories name stamp with Employee code the letter becomes perfect. In case the bank does not have letter head then For PQR Bank Manager/signatory stamp, round seal and signatories name stamp with Employee code with rubber stamp of Bank Name with address, branch code and contact number is a must otherwise IBBI may not consider it.

Note : In case the Work Experience letter provider is not bank then above letter is to be modified accordingly as per sample below

This is to certify that Shri ABC_____ of M/s. ABC & Co._____, having address at Raja Bldg., M.G.Road, Mulund West, Mumbai - 400080, **is doing valuation assignments for me/us on professional basis or retainership basis since** _____ for carrying out valuation of Immovable properties (Land and Building) / Movable properties (Plant and Machinery). We are assigning him the work of and he is doing the work of valuation of Immovable properties (Land and Building) / Movable properties (Plant and Machinery) regularly since last _____ years from _____ to date of issue of this certificate.

We found his work to be satisfactory.

40. Income Tax Returns for the last three Financial years*:

| | | |
|---------|--------------------|--|
| 2017-18 | Choose File | |
| 2016-17 | Choose File | |
| 2015-16 | Choose File | |

Attach scan copy of only Acknowledgement of last 3 years income tax return.

Current financial year should be first then previous financial year then previous to previous financial year.

For current year income tax return (ITR) the Financial year will be 2017-18 and Assessment year will be 2018-19 and hence ITR Acknowledgement of Assessment year 2018-19 is to be attached.

Similarly for Financial Year 2016-17 ITR Acknowledgement of Assessment year 2017-18 is to be attached

and for Financial Year 2015-16 ITR Acknowledgement of Assessment year 2016-17 is to be attached. *(Assessment year is always written one year ahead of financial year).*

Scan and make one PDF file for each year. Do not attach password protected PDF file received from the income tax department. Print the Acknowledgment copy then self certify it and then scan it as a PDF file and then upload it. Scan can be of 250DPI colour with normal compression. The file size of each file shall normally not exceed 500 KB. Scan copy should be clear.

Avoid Camscanner copy from mobile unless it is emergency and you can produce good result even from camscanner which is as good as flatbed scanner.

41. Passport-size photo*:

| | |
|--------------------|--|
| Choose File | |
|--------------------|--|

Scan your Passport Size photo at 300 DPI in 4colour with no compression setting and make a JPEG file. This is the only JPEG file and rest all the files shall be the PDF files.

Do not attach any .DOCX or .ZIP or any other file format other than .PDF file for all the documents and .JPEG file for the photo as they do not get downloaded and cannot be viewed by RVO hence there can be delay in processing the application.

42. Evidence of deposit / payment of five thousand rupees / ten thousand rupees(excluding GST)*:

| | |
|--------------------|--|
| Choose File | |
|--------------------|--|

Leave this point blank. Do not attach any file. There is no way of paying Rs.5,900/- before uploading this form and prior to approval of the form by RVO.

Application fees can be paid online only after receiving the link from IBBI which is sent once RVO gives it's approval.

43. Date of submission*:

| |
|--|
| |
|--|

Enter the date of submission of application.

44. Place of submission*:

| |
|--|
| |
|--|

Enter the place of submission of application.

45. AFFIRMATIONS*:

1. Copies of documents, as listed in above of this application form have been attached/ uploaded. The documents attached/ uploaded are
I undertake to furnish any additional information as and when called for.....
2. I am not disqualified from being registered as a valuer under the companies (Registered Valuers and Valuation) Rules, 2017.
3. 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.
4. I hereby undertake to comply with the requirement 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 by-laws by the registered valuers organisation with which I am enrolled.
5. The applicable fee has been paid.

| |
|---------------|
| Submit |
| Cancel |

Press submit button after cross checking all the facts and figures and you will be reach the page having the fourth tab indicating Form A

On top of the page it will say "File uploaded Successfully"

It will show 46th point as below.

46. To view form A click the link given below

[Click Here](#)

Click on above "Click Here" button and a PDF file named FormA will get downloaded

Print the downloaded PDF file and Sign on all pages and then sign at point showing

G. AFFIRMATIONS

1. Copies of documents, as listed in section F of this application form have been attached/ uploaded. The documents attached/ uploaded are I undertake to furnish any additional information as and when called for.
2. I am not disqualified from being registered as a valuer under the Companies (Registered Valuers and Valuation) Rules, 2017.
3. 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.
4. 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.
5. The application fee has been paid.

Sign and write your name here

Name and Signature of applicant

Place: **Write name of place here**

Date: **Write date here**

There is one more page known as Addendum to Form-A and which has to be signed and scanned along with above form. Addendum to Form-A is given on next page so that it can be simply printed and used as an Addendum to Form-A.

Addendum to Form-A
Part E (4)

The Companies (Registered Valuers and Valuation) Rules, 2017

1. Pursuant to Rule 3 (1) (f), I hereby declare that I am not of an unsound mind.
2. Pursuant to Rule 3 (1) (h), I hereby declare that I am a resident of India 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.
3. Pursuant to Rule 3 (1) (j), I hereby declare that I have not been levied a penalty under section 271J of the 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 the Income-Tax Appellate Tribunal, and five years have not elapsed after levy of such penalty.
4. Pursuant to Rule 3(1)(k), I hereby declare that I am fit and proper person as defined in Rule 3(1)(k) of these Rules.
5. The registration granted under Rule 6 of the Companies (Registered Valuers and Valuation) Rules, 2017 shall be subject to compliance of its Rule 7 by the undersigned.
6. That I shall comply with the valuation standards as notified or modified under rule 18.

(Signature of Applicant)

Name of Applicant _____

Date: _____

The downloaded Form A and a copy of above Addendum to Form-A is to be filled and signed at appropriate places and all the pages should be scanned into one PDF file at 250DPI colour with normal compression setting. The file will normally not exceed 1MB depending upon the number of pages.

Avoid Camscanner copy from mobile unless it is emergency and you can produce good result even from camscanner which is as good as flatbed scanner.

Keep above Scanned "Form-A along with Addendum to Form-A" PDF File Ready. You should name the file "Signed Form A.PDF".

You will soon receive a login ID and Password from IBBI along with link to their website where you have to use your login ID and password to open your application form and upload the signed and scanned copy of your above signed Form A along with Addendum to Form A. As soon as you upload the above Signed Form-A, it completes the process of filling up the form and you will receive an Email from the IBBI informing that you have successfully uploaded your application form and you should contact your RVO for further process.

The RVO will check the application form and either approve it or send it back to applicant member by rejecting it for correction. The member should after intimation by RVO of such rejection should correct the form and re-upload the corrected signed Form-A along with Addendum to Form-A and inform the RVO by e-mail at ao.crva@gmail.com. In case there is some more mistakes to be corrected RVO will again reject the application and send it back to the applicant and applicant should repeat the process and after uploading the Form-A as before, inform the RVO by E-mail.

In case RVO approves the Application the Member Applicant will receive a link from the IBBI and following the link the member applicant should pay the amount of Rs.5,900/- online as the application fees to IBBI and save the screen shot of such payment for future reference and take 2 printout of the same.

Please send Two **Latest** original signed copies of Form A, Addendum to Form A and print out of IBBI payment details along with one original affidavit, if any, to RVO i.e.

CVSRTA Registered Valuers Association at following address:

CVSRTA Registered Valuers Association

(Administrative Office)

Shop No.10, Bldg. No.5,

Malad Co-op. Hsg. Soc. Ltd.

Poddar Road, Opp. Saraf Matru Mandir,

Malad East, Mumbai – 400097.

Mob: 9920192379

And the RVO will authorise both the Form A and send one scan copy of Form A, Addendum to Form A and IBBI Payment receipt to the member by email for re-uploading on the IBBI website and other authorised Form A, Addendum to Form A and IBBI Payment receipt along with Original affidavit, if any, will be physically send to IBBI office at Delhi along with it's covering letter and only after that the IBBI will start the processing of the form for Registered Valuer.

In case RVO approves the Application and the Member Applicant does not receive the link for payment of application fees from the IBBI then the member should email at webdev@ibbi.gov.in for the link.