

# Rajput Jain & Associates Chartered Accountants

INSPECTION OF IPS BY INSOLVENCY PROFESSIONALS AGENCY

## **About Us**

- Rajput Jain & Associates is a Chartered Accountants firm, with it's headquarter situated at New Delhi (the capital of India). The
  firm has been set up by a group of young, enthusiastic, highly skilled and motivated professionals who have taken experience
  from top consulting firms and are extensively experienced in their chosen fields has providing a wide array of Accounting,
  Auditing, Taxation, Assurance and Business advisory services to various clients and their stakeholders, focus at providing
  tailor made solutions to challenging problems of our clients, and perform with high quality and timely service.
- Rajput jain & Associates, a professional firm, offers its clients a full range of services. To serve better and to bring bucket of services under one roof, the firm has merged with it various Chartered Accountancy firms pioneer in diversified fields
- Our main office is located at Delhi. Incidentally, Delhi is the Capital of India. Our other offices are in Mankapur & Moradabad (U.P.). We have associates all over India in big cities. All our offices are well equipped with latest technological support with updated reference materials. We have a large team of professionals other than our Core Team members to meet the requirements of our prospective clients including the existing ones. However, considering our commitment towards high quality services to our clients, our team keeps on growing with more and more associates having strong professional background with good exposure in the related areas of responsibility. Further to meet the growing demands of the fiercely competitive market we are constantly looking forward for team of associates comprising of highly skilled professionals to cater the needs ever increasing clientele.

## INSPECTION OF IPS BY

## INSOLVENCY PROFESSIONALS AGENCY



BY

#### INSOLVENCY AND BANKRUPTCY BOARD OF INDIA

OF
INSOLVENCY
PROFESSIONALS

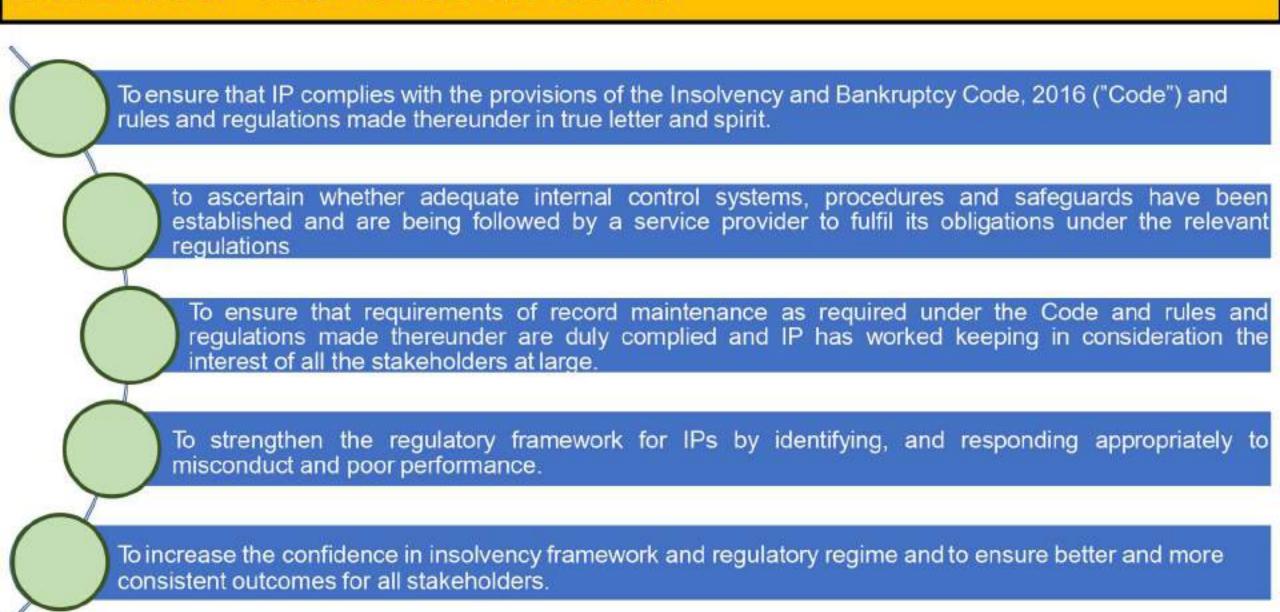
INSOLVENCY PROFESSIONAL
AGENCY OF INSTITUTE OF
COST ACCOUNTANTS
OF INDIA

INDIAN INSTITUTE OF INSOLVENCY PROFESSIONALS OF ICAI

## BACKGROUND

- Clause 18 (e) of Bye-Law VIII of IBBI (Model Bye-Laws & Governing Board of Insolvency Professional Agencies)
  Regulations, 2016 read with Bye-Laws of Insolvency Professionals Agencies ("IPAs") and Monitoring Policy of IPAs
  provides for evaluation of the performance of the members through Desktop Surveil and On-Site Visits which
  includes inspection of the Insolvency Professionals ("IPs").
- The mechanism for inspection of IPs has been provided with a view to ascertain whether the conduct of IPs is in
  overall interest of the ecosystem and to ensure that the position of trust held by IPs is not abused by them and in
  cases where it is, to ensure appropriate action is taken. The purpose of inspection is to gather sufficient relevant
  information on the conduct and performance of the IPs.
- The objective of inspection of IPs is to ensure that all operations are performed in a manner that are in the interest of all stakeholders and all the provisions under the law are complied with. It aims to strengthen the regulatory framework for IPs by identifying, and responding appropriately to misconduct and poor performance. The goal is to improve the performance of IPs, increase the confidence in insolvency framework and regulatory regime and ensure better and more consistent outcomes for all stakeholders.

## **OBJECTIVE OF CONDUCTING INSPECTION**



## CHECKS OBSERVED DURING INSPECTION

To check whether the records are being maintained by an IP in the manner required under the relevant regulations.

To ascertain whether adequate internal control systems, procedures and safeguards have been established and are being followed by an IPs.

To ascertain whether any circumstance exists which would render an IP unfit or ineligible.

To ascertain whether the provisions of the Code or the rules, regulations and guidelines made thereunder and the directions issued by IBBI, if any, are being complied with.

To ascertain availability of sufficient infrastructure and human resource with IP for handling the assignments(s).

## TYPES OF INSPECTION



#### **ROUTINE INSPECTION**

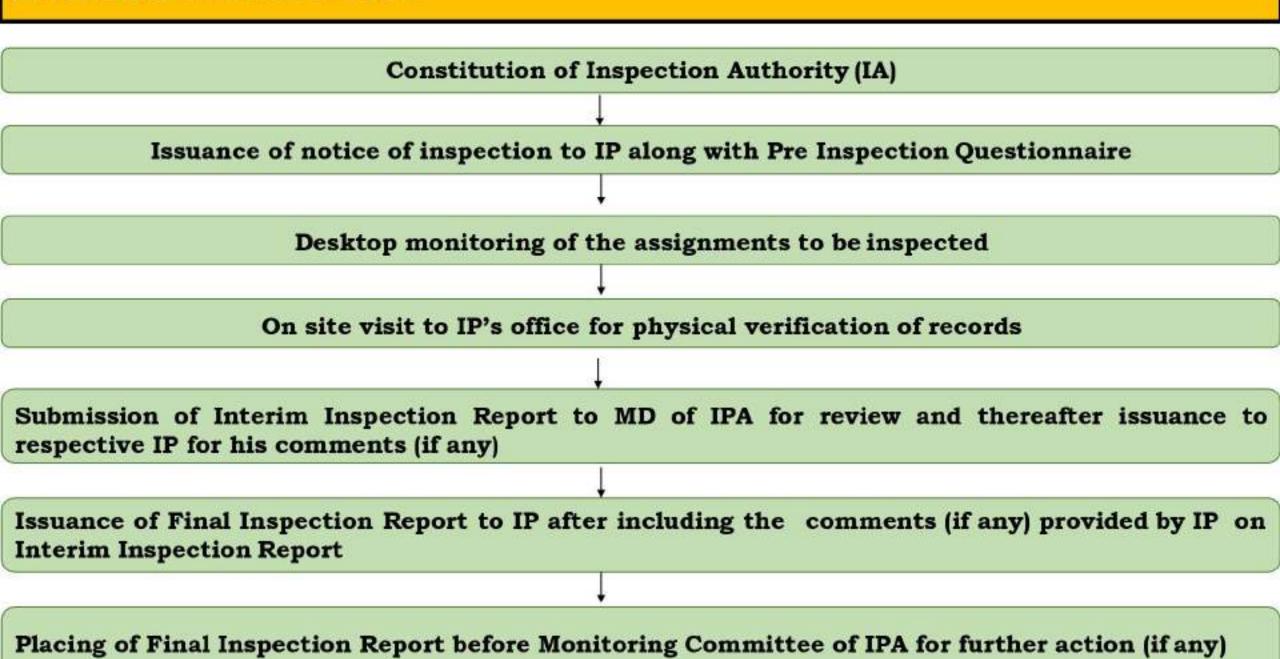
Carried out as a sample on the basis of an Annual Inspection Plan, by short listing sample of IPs as per the Inspection Policy of the IPA.



#### EVENT BASED INSPECTION

Carried out on the basis of IPs flagged under desktop monitoring, IPs against whom any grievance/complaint has been received, IPs who have contravened any provisions of the Code or Rules and regulations made thereunder, on receipt of any direction from Adjudicating Authority/IBBI/Governing Board or Monitoring Committee of IPA.

## PROCESS OF INSPECTION



## **DUTIES OF IA DURING INSPECTION**

- i. Confidentiality and least burden: Every effort should be made by the IA to cause least burden on, or to cause the least disruption to, the business of the IP underinspection.
- ii. Visit: The IA may visit the offices of the IP for conducting the on-site inspection.
- iii. Timings: Unless it is specifically warranted for, the IA shall conduct inspection during the usual hours for business in a working day/s.
- iv. Professionalism: The IA must always maintain high standards of professionalism. The IA shall strive to engage in dialogue with the IP and his team members in calm and composed manner. Fairness and equity should be the cornerstone of the IA's position. A firm but responsive attitude will encourage cooperation and initiate good working relations.
- v. Public Relations: It is important that cooperation be obtained from the IP/Associates and his staff, and good working relations is established. This can best be accomplished by using Co operative and persuasive attitude.
- vi. Transparency: The IA shall strive to conduct inspections in a fair, unbiased and impartial manner.
- vii. Knowledge: The IA shall have a correct understanding of various regulations, inspection manuals, etc. relating to IBC, and shall strive to gain and possess knowledge and practical inspection expertise
- viii. Not to seek unnecessary information: The IA shall not call unnecessary information which is not relevant for inspection purpose.

## RIGHTS OF IA DURING INSPECTION

- i. Examination of Records: The IA may examine and record statements of any associated person of the IP in relation to the affairs of his business in the course of inspection.
- i. Requisitioning Records: The IAmay requisition any records related to the scope defined in the Inspection order.

## **DUTIES OF IP DURING INSPECTION**

- It shall be the duty of the IP and an associated person to produce before the IA such records in his custody or control and furnish to the IA such statements and information relating to its activities within such time as the IA may require.
- ii. The IP shall allow the IA to have access to the premises occupied by such IP or by any other person on its behalf and extend facility for examination of any records in the possession of the IP or such other person and provide copies of records or other material which in the opinion of the IA are relevant for inspection.
- iii. It shall be the duty of the IP and an associated person to give to the IA, all assistance which the IA may reasonably require in connection with the inspection.

## RIGHTS OF IP DURING INSPECTION

- The IP shall be provided with the scope of inspection before the commencement of inspection by the IA.
- The IP shall get a receipt of the documents carried over by the IA duly signed by independent witness along with IP & IA.

ERRORS AND OMISSION S OBSERVED DURING INS PECTION				
PARTICULARS	PROVISION	ERROR OBSERVED	ADVISABLE PRAC	
Public Announcement in newspaper	Regulation 6 of IBBI (CIRP) Regulations,2016	Public Announcement made in the regional newspaper is in English language instead of regional language.	The purpose of publishing announcement newspapers (English regional language) reach majority stakeholders even who do not unde English language of announcement English language regional newspapinvalidating the interegulations should not be follow	

PARTICULARS	PROVISION	ERROR OBSERVED	ADVISABLE PRACTICE
Verification of Claims	Regulation 13 of the IBBI (CIRP) Regulations,2016	List of claimants is not maintained properly. Many important fields like date of receipt of claim, type of claim, date of verification of claim, security interest (if any) is missing.	
3	Regulation 20 of the IBBI (CIRP) Regulations,2016	Subject line of sharing notice and agenda of CoC meeting not in accordance with the format specified in CIRP regulations.	Subject line in e-mail sharing notice of CoC meeting shall state the name of the corporate debtor, the place (if any), the time and the date on which the meeting is scheduled.

PARTICULARS	PROVISION	ERROR OBSERVED	ADVISABLE PRACTICE
Declaration of confidentiality from CoC members	Regulation 27 and 36 of IBBI (CIRP) Regulations,2016	Non obtaining of declaration of confidentiality from CoC members while sharing Information Memorandum and fair and liquidation value of the corporate debtor.	RP shall mandatorily obtain declaration of confidentiality from the CoC members before sharing Information Memorandum and fair and liquidation value of the corporate debtor.
Consent to act as Resolution Professional	Regulation 31(IA) of the IBBI (CIRP) Regulations,2016	Resolution Professional is continuing as Resolution	its consent in Form AA as
Compliance of Companies Act, 2013 during insolvency process		compliances i.e. filing of financial statements, annual	shall make every endeavour to keep the company going concern with all possible

PARTICULARS	PROVISION	ERROR OBSERVED	ADVISABLE PRACTICE
Non maintenance of website during CIRP	(-)(-)	Non updation of the website of the Corporate Debtor w.r.t. ongoing CIRP process despite of having the website.	Corporate debtors who do not have the website, may engage some agency who can provide temporary website to host details of CIRP. Further, IBBI is also working to develop functionality for the benefit of all the stakeholders. IP must ensure that confidentiality of the information relating to the insolvency resolution process is maintained at all times.
Exorbitant Fees charged by the Authorised Representative (AR)	Regulation 16 A of the IBBI (CIRP) Regulations,2016	stipulated in the regulations for AR, the AR was charging much higher fees which even got the approval of the resolution professional.	IPs acting as AR should charge fees in accordance with the amount mentioned in specified CIRP Regulation and AR role is only limited to attend and vote meeting of committee of creditors on behalf of class of creditors.

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PARTICULARS	PROVISION	ERROR OBSERVED	ADVISABLE PRACTICE
Compliance with timelines	Regulation 40 A of IBBI (CIRP) Regulations,2016 and Regulation 47 of IBBI (Liquidation Process) Regulations,2016	In many cases IPs do not adhere with the timelines prescribed under the Code and regulations. For example: circulation of notices, minutes, Invitation of Expression of interest, determination of fraudulent and other transactions etc. are generally being delayed by the IPs.	the provisions of the Code and the regulations made thereunder. He must act with utmost care and caution and must not be negligent while performing his duties during
Outsourcing of duties	Section 18 and 25 of the Code read with IBBI Circular dated 3 <sup>rd</sup> January 2018	It has been observed the scope specified in the engagement letter issued to the professional is regarding the assistance to be provided to IP with regard to the core duties and responsibilities, performance of which is the sole responsibility of IP.	his core duties and responsibilities otherwise the essence of the Code and importance of the profession of

PARTICULARS	PROVISION	ERROR OBSERVED	ADVISABLE PRACTICE
Appointment of Registered Valuers	Regulation 27 of IBBI (CIRP) Regulations,2016	valuers duly registered with IBBI however providing them engagement letters in the name	IP should ensure that the engagement letter (in writing) is issued to either IBBI Registered Valuer/Registered Valuers Entity clearly defining their name, address, IBBI registration number, their scope of work, fees and timeline within which report has to be provided.
Reporting requirements of IPs under Code, Regulations and Circulars	IBBI Circular dated 16 <sup>th</sup> January 2018, 12 <sup>th</sup> June 2018 and 14 <sup>th</sup> August 2019 and	IPs are not complying with the reporting compliances of IPAs/IBBI with accuracy and within defined timelines. Lapse of information has been observed while filing disclosures and CIRP forms on IBBI Portal.	information to IBBI/IPA, IPs should cross check the information with the supporting documents as many information provided is

PARTICULARS	PROVISION	ERROR OBSERVED	ADVISABLE PRACTICE
Appointment of others professional for assistance	of the Code read	<ul> <li>a) Non providing of a defined engagement letter to the appointed professionals and also non obtaining of declaration of independence from the appointed professional.</li> <li>b) Incomplete recording in minutes with regard to the engagement of other professionals.</li> <li>c) Unavailability of invoices on part of services obtained from the appointed professionals.</li> </ul>	professional in terms of IBBI Circular dated 16th January 2018. b) Engagement letter (in writing) should be issued to every appointed professional clearly

PARTICULARS	PROVISION	ERROR OBSERVED	ADVISABLE PRACTICE
Appointment of common professionals by IPs for their multiple assignments	Clause 3 and 3A of Code of Conduct specified under IBBI (IP) Regulations, 2016	IPs have appointed common professionals in most of their assignments which may depicts presence of biasness, conflict of interest, coercion or undue influence of any party, whether connected to the insolvency proceedings or not.	<ul> <li>a) IP should invite any professional after duly inviting quotations from multiple professional and then analysing scope of work with the proposed fee.</li> <li>b) IP must ensure that the professionals appointed should not have any conflict of interest. Further, if common professionals are being appointed in every case it will lead to some indirect sort of connection/undue influence.</li> </ul>
Appointment of suspended directors as KMP of the corporate debtor during CIRP	Section 17 of the Code	a) In many cases it is observed that IPs appoint suspended directors of the corporate debtor as KMP for the purpose of assisting them in managing the operations of the corporate debtor.	a) It is sole responsibility of IP to take over the charge of the management of the corporate debtor undergoing insolvency process.

PARTICULARS	PROVISION	ERROR OBSERVED	ADVISABLE PRACTICE
Handover of charge by IRP to RP	Section 23(3) of the Code	[ - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	It is the duty of the IRP/RP to handover the complete records, details, information to the succeeding resolution professional.
Mentioning of voting share in CoC Minutes	Regulation 23(3)(c ) of the IBBI (CIRP) Regulations, 2016	voting share of CoC members in the minutes of CoC meeting and also against the agenda item which requires voting on	It is recommended to include list of creditors along with their voting share and change in list of creditors/voting shares (if any) in the minutes of CoC meeting. IP should mention the percentage of voting by which any resolution stands pass/fail.

PARTICULARS I	PROVISION	ERROR OBSERVED	ADVISABLE PRACTICE
Meeting	Regulation 18 to 26 of IBBI (CIRP) Regulations, 2016	<ul> <li>a) Notice enclosing agenda do not provide segregation of the item to be voted upon in the CoC meeting and option to participate via video conferencing or other audio/visual means.</li> <li>b) Absence of attendance sheet or incomplete signing on part of attended.</li> <li>c) Non circulation of minutes of CoC meeting within 48 hours from the conclusion of meeting.</li> <li>d) Minutes of CoC meeting do not specify the mode of participation of CoC members.</li> </ul>	agenda should separately record the items to be discussed and items to be voted upon in the meeting for better understanding as a whole.  b) Attendance sheet should be complete in all respect and signing should be

#### INTEGRITY AND OBJECTIVITY

In the matter of IP Mr. Mukesh Mohan, IBBI vide its order stated dated 18th April 2018 held that an IP should not mislead the CoC, NCLT and IBBI during CIRP and RP cannot make false claims in the Expression of Interest (EoI) and cannot take post facto approval of the CoC. Also IP has been debarred for 10 years to practice the profession of IP.

#### Background of the case:

The CoC approved the draft advertisement for EoI and that draft did not contain the requirement of a CA certificate for determination of eligibility of the resolution applicants. The minutes of the meeting of the RP with Forensic Auditors and PNB held on 21.12.2017 show that an officer of the PNB, who is one of the creditors, made changes in the draft advertisement for EoI and finalized the draft, incorporating the requirement of CA certificate. This change did not have approval of the CoC. Therefore, an IP cannot act beyond his authority. The IP further appointed a registered valuer on the recommendation of one of the influential Financial Creditors thereby violating his independence in the matter. He shall not be biased in favour of a influential financial creditor.

#### INTEGRITY AND OBJECTIVITY

In the matter of IP Mr. Martin Golla, IBBI vide its order stated dated 13th November 2018 held that an IP shall not make any misleading statement while handling any assignment under the Code.

### Background of the case:

An ineligible Resolution Applicant, the sole FC and the RP colluded to ensure that the people responsible for insolvency of the CD paid a fraction (33%) of the claim amount to the FC and wrested the control and management of the CD. They misused the CIRP to pass on an OTS(One Time Settlement) as resolution plan and to wipe off claims of creditors, which was not possible otherwise. CIRP was not conducted in fairness and diligent manner as he compromised his independence and sided with the parties to facilitate his favored financial Creditors to arrive at the agreement (settlement) and vitiated the entire CIRP.

#### INDEPENDNECE AND IMPARTIALITY

- (1) In the matter of ICICI Bank Limited v/s Essar Power Jharkhand Ltd., NCLT vide its order dated 16th January 2018 advised that IRP should not certify in Form 2 that application is true, accurate, complete and default has occurred as it will hamper the independent fair play of an IP. The IP shall not fill up such performa as it should be wholly alien as per the principle to act fairly. IBBI was directed to relook on this part. Petitioner was directed to name another IRP.
- (2) In the matter of Mr. Dinkar T. Venkatasubramanian, IBBI vide its order dated 23<sup>rd</sup> August 2018 imposed a penalty of Rs. 1 Lakh since the professional fees of IP was paid to E&Y Ltd. instead of his own personal account. IBBI directed that an RP cannot authorize a firm/company to raise invoices for his professional fee on his behalf. He shall not raise the bill towards the fees of IRP/RP through another firm. An IP shall be independent of external influences and he shall not influence the decision or the work of the committee of creditors for undue or unlawful gains. As an outcome of this, IBBI issued a circular on 16<sup>th</sup> January, 2018 stating that the fees should be the true reflection of his work and should be paid to his bank account only.

#### OCCUPATION, EMPLOYABILITY AND RESTRICTIONS

- (1) In the matter of IDBI Bank Ltd. v. Lanco Infratech Ltd., NCLT vide its order dated 7th August, 2017 held that an IP must refrain from accepting too many assignments, if he is unable to devote adequate time to each of his assignments as per Clause 22, Schedule I of the Code of Conduct for Insolvency Professionals. In this case, IRP was already handling 2 large companies i.e. Binani and Bhushan Steel already.
- (2) In the matter of Apna Scientific Supplies (P) Ltd, NCLT directed IBBI to remove the name of IP from its panel of Insolvency Professionals list on account of non-appearance on three occasions, despite service of notice. In this case, NCLT observed that IRP is flouting the orders of the Tribunal wilfully, intentionally and avoiding personal appearance. NCLT concluded this as abdication of the duties by the IRP, which is serious in nature. Therefore, the IRP is held to be an unfit person for being given any assignment under the provisions of the Code. The NCLT also imposed a cost of Rs. 20,000/- on the said IRP for his wilful disobedience of the Tribunal's orders and directed him to hand over all relevant records of the Corporate Debtor to the newly appointed RP within a week's time.

#### REMUNERATION AND COST

- (1) In the matter of Punjab National Bank Vs. Divya Jyoti Sponge Iron Pvt. Ltd, NCLT vide its order dated 13th March 2018 held that the Adjudicating Authority has taken a judicial notice of exaggerated insolvency resolution cost, inclusive of fixation of fee of RP in a lump sum manner by the CoC without applying its mind with regard to the fate of the corporate debtor, the volume, nature and complexity of CIRP. It observed that it is time to have legitimate guidelines or regulation so as to safeguard and to ensure the prospects of revival of a dying CD.
- (2) In the matter of Shri Srikrishna Rail Engineers Private Limited, NCLT vide its order dated 22<sup>nd</sup> November 2017 held that the fees charged by IRP (Bhavana Sanjay Ruia) was quite exorbitant and the same shall be referred to IBBI. The fees charged was Rs. 5 Crores up till first CoC meeting and Rs. 1.75 Crores for subsequent meetings. However, the total outstanding debt was Rs. 4.16 Crores only. Accordingly, IBBI in the said matter suspended her for one year to strengthen her competency and ethical standards. Additionally, IBBI also passed another order against the said IP, who consented to act as IRP of 15 CIRPs for which applications were filed by a professional, who is her husband. In the process, she compromised her independence, integrity and impartiality, even though she has absolutely no experience whatsoever and no capacity. While the Code aims to rescue the ailing CDs, such conduct of an IP ensures just the opposite. Therefore law prohibits an IP from taking too many assignments, if he/she is unlikely to devote time to each of his assignment. IBBI has now debarred her for ten years to practise the profession of IP.

#### TIMELINES

- (1) In the matter of LML Limited, NCLT vide its order dated 23rd March 2018 held that the RP failed to submit the Progress Report and Resolution Plan within the stipulated 270 days. On the request of the Resolution Professional the time was extended and he did not complete resolution process within time, it was duty of the Resolution Professional to submit the progress report to enable the Adjudicating Authority to pass appropriate order at appropriate stage. As admittedly, the Resolution Professional had not submitted the progress report within 270 days. The RP was not careful in following the timeline prescribed under the Code, and therefore, it was not proper to appoint the RP as liquidator in the case. It directed the RP to handover all the documents to the liquidator to be appointed for not being careful in following the timelines of the Code.
- (2) In the matter of Mr. Dhaivat Anjaria, IBBI vide its order dated 13th April, 2018 held that the RP should consider the claims he received and should follow the timelines for the CIRP. Failure to consider a claim not only deprives the claimant of his rights, but also deprives the potential resolution applicants to have complete information required to submit a complete resolution plan. While implementing the resolution plan, if the resolution applicant discovers a liability to a claimant which has not been factored into the plan, the resolution plan will be disturbed. He disregarded repeated requests of the Board for a response on the complaint by the claimant. He responded to the Board only after a show cause notice was issued to him. IP made the stakeholder as well as the Board helpless and stated that he was occupies in other engagements.

#### INFORMATION MANAGEMENT

- (1) In the matter of Vijay Kumar Jain v. Standard Chartered Bank and Ors, Hon'ble Supreme Court vide its order dated 31st January 2019 held that it was noted that every participant is entitled to a notice of every meeting of the committee of creditors. Such notice of meeting must contain an agenda of the meeting, together with the copies of all documents relevant for matters to be discussed. Obviously, resolution plans are "matters to be discussed" at such meetings, and the erstwhile Board of Directors are "participants" who will discuss these issues. The expression "documents" is a wide expression which would certainly include resolution plans.
- (2) In the matter of Rajputana Properties Pvt. Ltd. Vs. Ultra Tech Cement Ltd. & Ors., NCLAT vide its order dated 15th May 2018 held that the RP is not only required to give notice of the meeting to the members of CoC, but also to the members of suspended Board of Directors or partners of the corporate person, as the case may be.
- (3) In the matter of IP Mr. Mukesh Mohan, IBBI held that the RP must not engage in private communication with any member of the CoC.

#### CONFIDENTIALITY

In the matter of Rajputana Properties Pvt. Ltd. Vs. Ultra Tech Cement Ltd. & Ors., NCLAT vide its order dated 15th May 2018 held that the Resolution Professional is required to examine whether resolution plan confirm the provisions as mentioned therein but he cannot disclose it to any other person including Resolution Applicant(s), who has submitted the resolution plan. The resolution plan submitted by one or other Resolution Applicant being confidential cannot be disclosed to any competitor Resolution Applicant nor any opinion can be taken or objection can be called for from other Resolution Applicants with regard to one or other resolution plan.

## Contact Us

· Address: P-6/90, Connaught Circus Connaught Place New Delhi- 110001

Telephone: +91 011 -23343333

· Email : info@carajput.com

· Website :www.carajput.com

## Corporate Office

- · Address: 1598, Level-1, Sector 22-B, Chandigarh
- Telephone:017-25085213. 9814333213
- · Email: rajputjainandassociates@gmail.co

## Branch Office

- · Address: 204, Prakash Chamber, 6, Netaji Subash Marg, Darya Ganj, New Delhi-110002
- Telephone: +91 011 -43520194
- · Email: support@caraiput.com
- Address: 163, Building No.65 Lakhe chaur Marg New Baneshwor, Kathmandu, Nepal
- Telephone: +977-01-2051061
- · Email: pmahaseth@carajput.com

## **Head Office**



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