



Rajput Jain & Associates

Chartered Accountants

An ISO 9001:2008 Certified Firm

ABOUT RAJPUT JAIN & ASSOCIATES

Rajput Jain & Associates is a Chartered Accountants firm, with its 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 its 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.

Insolvency and bankruptcy (application to adjudicating authority) rules, 2016

Demand notice by operational creditor

1. Demand notice is issued in-**form3**

Withdrawal of application

2. Which form is required to be enclosed with application made under rule 4,6 or 7-**form2**

Interim resolution professional

3. The insolvency resolution professional is required to submit his written consent to act as an insolvency resolution professional in which form-**form2**
4. Which form is required to be enclosed along with form6-**form2**
5. Which firm is required to be enclosed along with form1-**form2**

Companies (registered valuer and valuation) rules, 2017

Application for certificate of registration

6. An individual eligible for registration as a registered valuer under rule 3 may make an application to the authority in-**form-A of annexure-II**
7. A partnership entity or company eligible for registration as a registered valuer under rule 3 may make an application to the authority in-**form-b of annexure-II**
8. Grant of a certificate of registration to the applicant to carry on the activities of a registered valuer for the relevant asset class or classes is in-**form-c of the annexure-II**

Registered valuer organization

9. Application for grant of certificate of recognition as a registered valuer organization shall be in- **form-d of annexure II**
10. Grant a certificate of recognition as a registered valuer organization shall be in-**form-E of annexure II**

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

Public announcement

11. The public announcement required to be made by the interim resolution professional shall be in: **form A of the schedule**

Proof of claims

12. A person claiming to be an operational creditor, other than workman or employee of the corporate debtor, shall submit proof of claim to the interim resolution professional-**in form B of the schedule**
13. A person claiming to be a financial creditor of the corporate debtor of the corporate debtor shall submit proof of claim to the interim resolution professional-**in form c of the schedule**

14. A person claiming to be a workmen or an employee of the corporate debtor shall submit proof of the claim to the interim resolution professional in **-form D of the schedule**
15. Where there are dues to numerous workmen or employees of the corporate debtor, an authorised representative may submit one proof of claim for all such dues on their behalf in- **form E of the schedule**
16. A person claiming to be a creditor, other than those covered under regulation 7,8 or 9, shall submit proof of its claim to the interim resolution professional or resolution professional- **in form f of the schedule**

Insolvency and bankruptcy board of India (liquidation process) regulations, 2016

Consultation with stakeholders

17. The liquidator shall maintain the particulars of any consultation with the stakeholders made under this regulation, as specified in- **form A of schedule II**

Public announcement by liquidator

18. The liquidator shall make a public announcement in-**form B of schedule II**

Claims by operational creditors

19. A person claiming to be an operational creditor of the corporate debtor, other than a workman or employee, shall submit proof of claim to the liquidator in person, by post or by electronic means in-**form c of schedule II**

Claims by financial creditors

20. A person claiming to be a financial creditor of the corporate debtor shall submit proof of claim to the liquidator in electronic means in- **form d of schedule II**

Claims by workmen and employees

21. A person claiming to be a workman or an employee of the corporate debtor shall submit proof of claim to the liquidator in person, by post or by electronic means in- **form E of schedule II**

22. Where there are dues to numerous workmen or employees of the corporate debtor, an authorized representative may submit one proof of claim for all such dues on their behalf in- **form f of schedule II**

Claims by other stakeholders

23. A person, claiming to be a stakeholder other than those under regulation 17(1),18(1), or 19(1), shall submit proof of claim to the liquidator in person, by post or by electronic means in –**form g of schedule II**

Unclaimed proceeds of liquidation or undistributed assets

24. Proforma for reporting consultations with stakeholders is as per-**schedule II, form A**

Insolvency and bankruptcy board of India (fast track insolvency resolution process for corporate persons) regulations, 2017

Public announcement

25. In a fast track resolution process for corporate, an insolvency professional shall make a public announcement in –**form A**

Proof of claims

26. In a fast track resolution process, an operational creditor, other than workman or employee of the corporate debtor, shall submit proof of his claim to the interim resolution professional in –**form B**
27. In a fast track resolution process, a financial creditor shall submit proof of claim to the interim resolution professional in – **form c**
28. In a fast track resolution process, a workman or an employee of the corporate debtor shall submit proof of claim to the interim resolution professional in –**form D**
29. In a fast track resolution process, an authorized representative may submit one proof of claim for all such dues to numerous workmen or employees of the corporate debtor, on their behalf in-**form E**
30. In a fast track resolution process, a person claiming to be a creditor, other than workman or employee, operational creditors, or financial creditors shall submit proof of its claim to the interim resolution professional or resolution professional in – **form f of the schedule**

Insolvency and bankruptcy board of India (voluntary liquidation process) regulations, 2017

Powers and functions of the liquidator

31. The liquidator shall make a public announcement in – **form A of schedule I**

Claims by operational creditors

32. A person claiming to be an operational creditor of the corporate person, other than a workman or employee, shall submit proof of claim to the liquidator in-**form B of schedule I**

Claims by financial creditors

33. A person claiming to be a financial creditor of the corporate person shall submit proof of claim to the liquidator under voluntary liquidation in- **form c of schedule I**

Claims by workmen and employees

34. A person claiming to be a workman or an employee of the corporate person shall submit proof of claim to the liquidator under voluntary liquidation in –**form D of schedule I**

35. An authorized representative of workmen or employees may submit one proof of claim for all such dues on their behalf in –**form E of schedule I**

Claims by other stakeholders

36. A person, claiming to be a stakeholder other than operational creditor, financial creditor, workman, or employee shall submit proof of claim to the liquidator in voluntary liquidation in- **form f of schedule I**

Insolvency and bankruptcy board of India (grievance and complaint handling procedure) regulations, 2017

37. According to the regulations on grievance and complaint handling procedure of the IBC 2016,A stakeholder, who wishes to file a complaint, shall file it with the board in- **form A**

Insolvency and bankruptcy board of India (information utilities) regulations, 2017

Registration

38. Grant or renewal of a certificate of registration to the applicant as an information utility shall be in – **form B of the schedule**

Acceptance and receipt of information

39. An information utility shall accept information submitted by a user in –**form c of the schedule**

Restitution

40. Persons, who have suffered loss on account of the contravention under section 220(4) shall submit claims to the board in- **form A within 30 days of the public announcement**

Insolvency and bankruptcy board of India (insolvency professionals) regulations, 2016

Application for certificate of registration

41. An individual enrolled with an insolvency professional agency as a professional member may make an application to the board in –**form A of the second schedule to the insolvency and bankruptcy board of India (insolvency professionals) regulations, 2016**

Certificate of registration

42. The board may grant a Certificate of registration to the applicant to carry on the activities of an insolvency professional in-**form B of the second schedule to the insolvency and bankruptcy board of India (insolvency professionals) regulations, 2016**

Insolvency and bankruptcy board of India (insolvency professional agencies) regulations, 2016

Application for registration or renewal thereof

43. An application to the board by a company eligible for registration as an insolvency professional agency, shall be made in-**form A of the schedule to the insolvency and bankruptcy board of India (insolvency professional agencies) regulations,2016**

Grant of certificate of registration

44. The board may grant or renew a certificate of registration to the applicant to carry on the activities of an insolvency professional agency in-**form B of the schedule to the insolvency and bankruptcy board of India (insolvency professional agencies) regulations,2016**

Insolvency and bankruptcy board of India (model bye-laws and governing board of insolvency professional agencies) regulations, 2016

Professional membership

45. The acceptance of the application shall be communicated to the applicant by the insolvency professional agency, along with a certificate of membership in-**form A of the annexure to these bye- laws**
46. A company inviting deposits from public advertisement in form..... in English language and regional

language newspaper-**dpt-1**

47. Application for delay in registration must supported with declaration by secretary of the adversely-**CHG 8**
48. On registration of charge, registrar will issue certificate of registration in form no. _____-**CHG 2**
49. If person ceases to be receiver or manager, that fact should also be informed to roc within.....days. Intimation of appointment or cessation shall be filed registrar in form no.....-30days, CHG 6
50. Annual return should be in form _____-MGT 7
51. Form of proxy given in form _____-MGT 11
52. E-filing of resolutions in form _____duly pre-certified-MGT 14
53. Notice of address at which books of account are to be maintained is given in form no.-Aoc-5
54. Every company is required to file the financial statement with registrar within 30 days together with form _____ and consolidated financial statement is filled with _____-**AOC-4 and AOC-4 CFS**
55. Application for reopening of accounts to NCLT shall be made in form _____-**NCLT 9**
56. Application for voluntary revision of financial statement can be made by company in form-**NCLT 1**
57. The auditor who has resigned from the company shall file statement in form no. _____ to company as well as registrar within 30 days of resignation-**ADT 3**
58. Company is required to maintain cost records in form-**CRA-1**

Sections 230 to 240- compromises, arrangements and amalgamations

59. Application for compromise or arrangement is required to be made to the tribunal in form _____ with scheme and affidavit in form _____-**NCLT-1,NCLT-6**
60. In case of application of compromise or arrangement, tribunal shall give notice along with other documents to central government in form no. _____ with a time period of 30 days to represent-**CAA-3**
61. Tribunal sanction scheme of compromise or arrangement in form _____-**CAA-6**
62. declaration of solvency is to be sent in form no. ___ to the individual member and creditor along with notice, at least 21 days before-**caa-10**
63. Final confirmation order passed by the central government or tribunal is to be filed in form no. _____ with registrar of companies of respective jurisdiction-**INC 28**

SECTIONS 248 TO 252 – REMOVAL OF NAMES OF THE COMPANIES FROM THE REGISTER OF COMPANIES

64. Notice to roc is given in writing in form _____ through registered AD or by speed post-**STK-1**

LIMITED LIABILITY PARTNERSHIP ACT, 2008

65. LLP agreement is required to be filed with the registrar in form no, _____ within _____ days of incorporation- **3,30 days**
66. Every designed partner shall intimate his consent to become a designated partner to the LLP and DIN(DPIN), in form _____ and the LLP shall intimate such DIN(DPIN) to registrar in form _____-**9,4**
67. A copy of the resolution shall be filed with the registrar within _____ of passing of such resolution in _____- **30 days, form no. 1**

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