

## Reporting Format Static Data

**Name:**

**Enrolment Number:**

**Address for Correspondence:**

**Email/Mobile:**

**Reporting Format for Static Data:**

<b>Sr. No.</b>	<b>Static Data Change Particulars</b>	<b>Date of Change</b>	<b>Reason for Change</b>	<b>Implications for Current/ Concluded Proceedings</b>

**Remarks:**

**Date:**

**Name and Signatures of IP**

### **Explanatory Notes:**

#### **3.1.1(i) Static Data**

Source: Information detailed in Form A (Application for Registration as an Insolvency Professional) Items A to E.

Explanation: Static Data consists of information furnished at the time of enrolment, which is less likely to change but is material in terms of the eligibility of the Member to continue as an Insolvency Professional (IP), e.g., Employment Status, Conviction, Change of Nationality, Suspension or Restoration of COP, etc.

Any change in the Static Data will need to be advised immediately to the IPA, but in no case later than 15 days of the above change having occurred or its having come to the knowledge of the Member.

In all cases, the IP/Member will be required to submit a fresh Status report to the IPA at the time of his annual renewal of Membership.

Periodicity of Submission:

Static data shall be provided by the IPs in the following events:

- a) At the time of enrolment;
- b) Updation of static data annually
- c) Updation of static data if there is a change and
- d) At the time of renewal of membership

Periodicity of submission of **Changes** in Static Data

Immediately on any change in Static Data, as defined earlier, but in any case **not later than 15 days** of the occurrence of the change on the format given above.

**Reporting Format  
Dynamic Data**

**Name:**

**Enrolment Number:**

**Address for Correspondence:**

**Email/Mobile:**

**Half Yearly Report as on 30<sup>th</sup> Sept/31<sup>st</sup> March**  
(To be provided separately for each Resolution Process)

<b>Reporting Parameter</b>	<b>IP's Comments</b>
<ol style="list-style-type: none"><li>1. Schedule for submission of Reports to NCLT/Others</li><li>2. Dates of submission of reports as prescribed under law/regulation</li><li>3. Dates of actual submission</li><li>4. Details of delayed reports exceeding 15 days from stipulated timeline, with reasons</li><li>5. Disqualification under Regulation 30 of IBBI (Insolvency Resolution Process for Corporate Persons) Regulations, 2016</li><li>6. No. of Warnings/Strictures/Penalties imposed till date of report</li><li>7. No. of incorrect submissions/ data falsifications, etc.</li><li>8. No. of Disciplinary cases initiated, if any, along with outcomes</li><li>9. No. of grievances raised, if any, along with outcomes</li><li>10. Outcome of Inspection, if any.</li></ol>	

**Report of New Appointment as IRP/IP (Max Time 15 days)**

<b>Reporting Parameter</b>	<b>IP's Comments</b>
- Number and status of existing Resolution Processes being handled by the IP	

<ul style="list-style-type: none"> <li>- Date of fresh appointment as IRP/IP by NCLT</li> <li>- Brief information about the new case awarded</li> <li>- Proposed timelines for compliance with stipulations under the Act/Regulation or by NCLT or another agency with jurisdiction in the matter in respect of the new case</li> <li>- Steps proposed to be taken for discharge of responsibilities as IP for the new and existing cases.</li> <li>- Any conflict of interest as on date or likely to arise.</li> </ul>	
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**Remarks:**

**Date:**

**Name and Signatures of IP**

**Flash Report (Within 24 hours of receipt of notice/order by IP)**

<b>Reporting Parameter</b>	<b>IP's Comments</b>
<ul style="list-style-type: none"> <li>- Any warnings or penalties or strictures imposed by the competent authority</li> <li>- Initiation of legal action against the member by third parties/Corporate Debtor in violation of Section 233/236</li> </ul>	

**Remarks:**

**Date:**

**Name and Signatures of IP**

**Explanatory Notes:**

3.1.1(ii) Dynamic Data:

Every IP/Member is required to report each assignment under the Insolvency & Bankruptcy Code twice a year, as on 30<sup>th</sup> of Sept and 31<sup>st</sup> of March, and to submit a copy of the records of every proceeding before the Adjudicating Authority to IIIPI.

The report should, inter alia, include comments for all cases being handled, on the following:

- Non adherence to directions/regulation/law, if any, with reasons
- Reasons for slippages in time lines, if any, separately for all cases
- Nature of condonation sought, if applicable, and adjudicating authority's response thereto
- In case of concluded proceedings, the Member would be required to submit a brief Status Report till the case is finally closed
- Nature and purpose of Transactions conducted with stakeholders during and up to the period of the report
- Nature and purpose of Transactions conducted with third parties during and up to the period of the report.

Apart from the above half yearly report, the IP/Members shall immediately, and in no case later than 15 days of the appointment, inform IIIPI of the following:

- Number and status of existing Resolution Processes being handled by the IP
- Date of fresh appointment as IRP/IP by NCLT
- Brief information about the new case awarded
- Proposed timelines for compliance with stipulations under the Act/Regulation or by NCLT or another agency with jurisdiction in the matter in respect of the new case
- Steps proposed to be taken for discharge of responsibilities as IP for the new and existing cases.
- Any conflict of interest likely to arise.

The IP will be required to report within 24 hours

- Any warnings or penalties or strictures imposed by the competent authority
- Initiation of legal action against the member

The IP/Member will also submit a summary of the outcome of each Resolution Process within 21 days of its conclusion.

**Periodicity of Submission:**

1. Half Yearly as on 30<sup>th</sup> of Sept and 31<sup>st</sup> of March
2. Report on Appointment as IRP and IP - immediately and in no case later than 15 days.

**Reporting Format  
Other Qualitative Information**

**Name:**

**Enrolment Number:**

**Address for Correspondence:**

**Email/Mobile:**

**1. Conclusion Report – Resolution Process**

<b>Key Items – Order Date</b>	<b>Comments</b>

**2.(a) Summary Report of Transactions with Stake Holders**

<b>Sr. No.</b>	<b>Date of Transaction</b>	<b>Amount (Rs.)</b>	<b>Purpose</b>
	<b>Total</b>		

**2.(b) Summary Report of Transactions with Third Parties**

<b>Sr. No.</b>	<b>Date of Transaction</b>	<b>Amount (Rs.)</b>	<b>Purpose</b>
	<b>Total</b>		

**Remarks:**

**Date:**

**Name and Signatures of IP**

**Explanatory Notes:**

3.1.1(iii) Other Qualitative Information:

The following supplementary information also needs to be submitted by the Professionals:

- a. the details of the appointments made under the Insolvency & Bankruptcy Code,
- b. the transactions conducted with stakeholders during the period of his appointment;
- c. the transactions conducted with third parties during the period of his appointment; and
- d. the outcome of each appointment.

**Periodicity of Submission:**

1. Summary of the outcome of each Resolution Process within 21 days of its conclusion.
2. Summary Report of Transactions half yearly as on 30<sup>th</sup> Sept and 31<sup>st</sup> March