PROCEDURE FOR ENROLMENT AS PROFESSIONAL MEMBER WITH AN INSOLVENCY PROFESSIONAL AGENCY

Step 1

Application for Enrolment as professional member must be filed within 12 months from the date of passing limited Insolvency Examination.

Link to file an application: http://portal.icsiip.com/Public/Register.aspx

Please note that the applicant should not be in employment on the date of filing an application for enrolment as professional member.

Step 2

Documents required for filing online application

1. Self– attested copy of Aadhaar card, PAN card and Passport (if available);  
2. Copy of Address Proof;  
3. Copies of documents in support of educational qualifications, professional qualification.  
4. Copies of documents demonstrating practice as –
   
   (a) Chartered Accountant enrolled with the Institute of Chartered Accountants of India;  
   (b) Company Secretary enrolled with the Institute of Company Secretaries of India;  
   (c) Cost Accountant enrolled with the Institute of Cost Accountants of India; or  
   (d) An Advocate enrolled with the Bar Council of any State in India;  
5. Declaration in case of Advocates stating that they are not indulged in any other business or profession;  
6. Certificate from respective bar council stating that no criminal or disciplinary proceeding has been initiated against an Advocate  
7. Copies of certificate of employment from the employer(s), specifying the date of joining and date of relieving with respective designations in different period of time of such employment.  
8. Certificate/score card from IBBI with respect to passing of Limited Insolvency Examination;  
9. If the applicant hold DIN and having directorship in companies than he/she also state his/her nature of directorship and also provide us the supporting documents;  
10. If the applicant does hold not DIN then a declaration in respect of the same;  
11. Financial statement / Income Tax Returns for the last three years;

**Link to generate CIBIL Report:**


13. Kindly provide GSTIN, if any while filing online application with self attested GST Registration Certificate. (Credit of GST amount paid shall only be given to registered individuals.

**Step 3**

**Payment of Enrolment & Membership Fees (Non-Refundable)**

<table>
<thead>
<tr>
<th>Type</th>
<th>Fees</th>
<th>GST @ 18%</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fees</td>
<td>10,000</td>
<td>1,800</td>
<td>11,800</td>
</tr>
<tr>
<td>Membership Fees</td>
<td>5,000</td>
<td>900</td>
<td>5,900</td>
</tr>
<tr>
<td><strong>Total Fees Payable</strong></td>
<td></td>
<td></td>
<td>17,700</td>
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</tbody>
</table>

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<tr>
<td>Enrolment Fees</td>
<td>10,000</td>
<td>1,800</td>
<td>11,800</td>
</tr>
<tr>
<td>Membership Fees</td>
<td>2,500</td>
<td>450</td>
<td>2,950</td>
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<tr>
<td><strong>Total Fees Payable</strong></td>
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<td>14,750</td>
</tr>
</tbody>
</table>

- Enrolment fees can be made through online (option for the same is available in the form itself) while filing online application or Demand Draft payable at New Delhi drawn in favour of “ICSI Institute of Insolvency Professionals”.

Membership fees can be paid through cheque / Demand Draft payable at New Delhi drawn in favour of “ICSI Institute of Insolvency Professionals” or through NEFT/RTGS. NEFT/RTGS details are as follows:

Beneficiary Name - ICSI INSTITUTEOFINSOLVENCYPROFESSIONALS
Name of the Bank - Canara Bank
Bank Branch - ICSI E/c Lodhi Road, New Delhi
Bank Account No. - 8546101101072
IFSC Code - CNRB0008546
MICR Code – 110015058

Note: Please drop an email at registration@icsiiip.com to share the following details:

1. UTR/Reference Number
2. Transaction Date
3. IP Enrolment/Registration Number
4. Name
5. Address
6. GSTIN (In individual capacity only)

Step 4

Acknowledgement of Application

Receipt of application shall be acknowledged to Applicant within 2 working days of receipt of application.

Step 5

Reporting Discrepancies to Applicant

Discrepancies if any shall be communicated to the Applicant.

Step 6

After ensuring that application is complete in every respect it shall be approved and an enrolment number shall be allotted.

Step 7

Once the application is approved by ICSI IIP now he/she become the professional member of ICSI IIP and eligible to undergo the mandatory 50 hours Pre Registration Education Course. The fees of the said course is Rs. 28,000/- + 18% GST (Total Rs. 33,040/-) and after the successful completion of the training course a Certificate will be issued by ICSI IIP.

Step 8

Filing of Form A by Professional Member on IBBI Online Portal:

After successful completion of Pre - Registration Education Course, Professional Member has to apply for Registration with IBBI on IBBI’s online portal. The link for registration with IBBI http://ibbi.gov.in/webfront/ipregister/pre_registration.php

Step 9

Checking of Form A by ICSI IIP

Form A filed by the Professional Member on IBBI Portal to be checked by Maker and Checker of ICSI IIP.

Step 10
Payment to IBBI

After successful checking of application by ICSI IIP, IBBI will send the payment link to respective applicant for payment of Rs. 11,800 (Rs. 10,000 + 18% GST).

Step 11

Submission of Form A to IBBI:

Hard copy of Form A along with supporting documents is forwarded by ICSI IIP to IBBI.

Step 12

Scrutiny of Application by IBBI

After approval of form A by IPA Checker and payment of registration fees by the applicant, the final scrutiny of documents is done by IBBI.

Step 13

Certificate of Registration

If the Board is satisfied, that the applicant is eligible under Insolvency and bankruptcy Code, 2016, rules, regulations, guidelines issued there under, it may grant a certificate of registration to the applicant to carry on the activities of insolvency professional.