

Insolvency and Bankruptcy Board of India
7th Floor, Mayur Bhawan, Connaught Place, New Delhi - 110 001

Circular No. IBBI/LAD/35/2020

29th October, 2020

To
All Registered Insolvency Professionals
All Recognised Insolvency Professional Entities
All Registered Insolvency Professional Agencies
(By mail to registered email addresses and on website of the IBBI)

Dear Madam / Sir,

Subject: Serving of copy of the application to the Board, as mandated under Rules 4, 6 and 7 of the Insolvency and Bankruptcy (Application to Adjudicating Authority) Rules, 2016.

[The Insolvency and Bankruptcy \(Application to Adjudicating Authority\) Rules, 2016](#), as amended vide notification No. G.S.R. 583(E) dated 24th September, 2020 published in the Gazette of India, Part II, Section 3, Sub-section (i), No. 474 dated 24th September, 2020 requires an applicant to provide a copy of the application for initiating corporate insolvency resolution process against a corporate debtor, inter alia, to the Board, before filing the same with the Adjudicating Authority.

2. For convenience of applicants, the Board has made available a facility on its website at <https://www.ibbi.gov.in/intimation-applications/iaaa> for serving a copy of the application online to the Board. The format for submission is at Annexure A. A step-by-step guide for submission of the application is at Annexure B. On submission of the application online, the applicant shall get an acknowledgement. The applicants are encouraged to avail of this facility.

3. This is issued in exercise of the powers under clause (k) of sub-section (1) of section 196 of the Insolvency and Bankruptcy Code, 2016.

Yours faithfully,

Sd/-

(C. Ramachandra Rao)
Deputy General Manager

Copy to: Registrars of all Benches of the National Company Law Tribunals.

[Download Format in Excel](#)

Annexure A
Format for Serving a Copy of Application for Initiation of CIRP

Details of Application

Application by: Financial Creditor(s) Operational Creditor(s) Corporate Applicant

Application Under: Section 7 Section 9 Section 10

Amount of Default (Aggregate amount of default to all applicants):

Application to be filed at NCLT: Chennai, Mumbai, Delhi, Kolkata, etc.

Application to be Filed on:

Details of Applicant / First Applicant

Name

PAN / CIN / LLPIN

Mobile No.

E-mail

Address for Correspondence

Number of Applicants, other than the First Applicant (If submitted by more than one applicant)

Details of Person, if any, Authorised to file this Application

Name

PAN / CIN / LLPIN

Mobile No.

E-mail

Address for Correspondence

Details of Corporate Debtor against which CIRP is to be initiated

Name

PAN / CIN / LLPIN

Mobile No.

E-mail

Registered Address

Details of IP, if any, Proposed as IRP

Name of IP

PAN

Mobile No.

E-mail

IBBI Registration No.

Address for Correspondence

Date of Consent to act as IRP

Annexure B
Step-by-step guide to fill the format

1. Scan the copy of the application with all Annexures in a .pdf format. If required, please compress the pdf size up to 20 MB.
2. Click on link: <https://www.ibbi.gov.in/intimation-applications/iaaa>
3. Fill the information, as prompted.

4. Once the information is filled, kindly double-check all the details filled in the Form.
5. Attach the copy of the application in pdf in the option provided below.
6. Thereafter, click the submit button and an “ACKNOWLEDGMENT ID” will be generated. This “ACKNOWLEDGMENT ID” is to be quoted while filing the Application with the Adjudicating Authority.
7. This “ACKNOWLEDGMENT ID” shall also be used for all references with the Board.

[Providing copy of application to the IBBI, as mandated under Rule 9 of the Application to Adjudicating Authority for Insolvency Resolution Process for Personal Guarantors to Corporate Debtors Rules, 2019 - IBBI Circular No. IBBI/II/39/2021 dated 02.02.2021](#)

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