

## **PROCESS FOR FILING FORM A TO BECOME A REGISTERED VALUER UNDER THE VALUATION RULES, 2017**

An individual who is eligible for registration as a Registered Valuer under Rule 3 of the Companies (Registered Valuers and Valuation) Rules, 2017 shall make an application to the Authority (IBBI) in **Form A**.

**Form A** must be filed through online mode only. To file **Form A**, kindly follow the instructions below carefully:

1. Click on the link <https://ibbi.gov.in/en/rvs-register/pre-registration> and apply for registration. Read Step By Step Guide carefully for better understanding.
2. It is a five-interface process, before uploading the form, kindly go through the details carefully.
  - A. Personal Details
  - B. Qualifications: Educational, Professional, Valuation Examination And Valuation Qualification
  - C. Work Experience
  - D. Registered Valuers Organisation
  - E. Additional Information
3. **Name:** Where there is a difference in your name in various certificates/documents enclosed by you, please enclose a duly notarised affidavit along with your PAN Card in a single pdf file and attach the same with Form A. Format of affidavit can be downloaded from <https://icairvo.in/documents/Format%20of%20Dual%20Name%20Affidavit.pdf> given on our website.

Affidavit is required in the following cases (for example):

- i. In PAN Card, it is appearing as "Ajay Jain" and in graduation degree, it is appearing as "Ajay Mradula Jain"
  - ii. Also, if the name is appearing in some documents as "Ajay S. Jain" and in some documents, it is appearing as "Ajay Jain"
  - iii. In some documents as "Ajay Jain" and in some documents, it is appearing as "Ajai Jain"
  - iv. In any case, if there is a mismatch in name
4. In the Proof of Residence:
  - a) **If Correspondence address & Permanent address are same-**  
Enclose Aadhar card/ Driving License/ Passport/ Voter Id
  - b) **If Correspondence address & Permanent address are different-**  
Enclose Electricity bill/ Gas Bill/ Rent Agreement/ Internet Connection Bill/ Telephone Bill/ House Tax receipt/ GST certificate etc. for correspondence address proof; & enclose Aadhar card/ Driving License/ Passport/ Voter Id for permanent address proof

**Note :**

- Correspondence and Permanent address should be filled as per the proof of address submitted by you.
- Please note the address on the correspondence address proof submitted by you will be hosted on IBBI website.

- If Correspondence address & Permanent address are different, attached proofs of both the addresses in single pdf in "Copy of proof of residence" column.

ATTACHMENTS	
1. Copy of proof of residence:	<a href="#">View File</a>
2. Copy of PAN card:	<a href="#">View File</a>
3. Copy of Aadhaar card:	<a href="#">View File</a>
4. Copy of Passport:	
5. Copy of proof of membership with a registered valuers organisation :	<a href="#">View File</a>
6. Copies of documents in support of educational qualification, professional qualification:	

S.NO.	Course Name	Document Attached

- In the educational qualification column, fill all the educational details other than professional qualifications and attach the proofs of all educational qualifications in single pdf under Attachments "Copies of documents in support of educational qualification, professional qualification"

**B. QUALIFICATIONS: EDUCATIONAL, PROFESSIONAL, VALUATION EXAMINATION AND VALUATION QUALIFICATION**

**1. Educational Qualifications**

S.No.	Educational Qualification	Stream/Discipline	Year of passing	Marks(%)	Grade/Class	University/College	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**2. Professional Qualifications**

1. Whether you hold any professional qualification? :

S.No.	Professional qualification [excluding valuation specific education/courses]	Institute/ professional body	Membership No. (as applicable)	Date of enrolment	Remarks, if any


6. Copies of documents in support of educational qualification, professional qualification:

S.NO.	Course Name	Document Attached
1		<a href="#">View File</a>
2		<a href="#">View File</a>

7. Copies of documents demonstrating practice or work experience for the relevant period :

**Note :** Please provide Educational Qualifications from Bachelor's degree onwards.

- In the Professional Qualification column, fill all your professional qualification details and attach the proofs of all professional qualifications in a single pdf under Attachments "Copies of documents in support of educational qualification, professional qualification".

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### 2. Professional Qualifications

1. Whether you hold any professional qualification? : Yes

S.No.	Professional qualification [excluding valuation specific education/courses]	Institute/ professional body	Membership No. (as applicable)	Date of enrolment	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)
1					

### 3(a). Details of Valuation Examination passed

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6. Copies of documents in support of educational qualification, professional qualification:

S.NO.	Course Name	Document Attached
1		<a href="#" style="background-color: #00a65a; color: white; padding: 2px 5px; text-decoration: none;">View File</a>
2		<a href="#" style="background-color: #00a65a; color: white; padding: 2px 5px; text-decoration: none;">View File</a>

7. Copies of documents demonstrating practice or work experience for the relevant period :

**Note :**

- If you are a Chartered Accountant and have other Professional Qualification, attach Certificate of Membership of ICAI along with other professional qualification proofs.
- For others, attach all professional qualification proofs issued by respective institutes.

7. In the Work Experience Column under Experience details fill all your experiences from the date of enrollment as CA/ passing the graduation/ post-graduation (as applicable) till the date of filling Form A with IBBI from oldest to latest. For example:

If the form is filled on 15 March 2025, and you have worked in four organisations the details will be filled as follows-

From Date	To Date	Employment/ Practice	If Employed Name of Employer and Designation	If in Practice, Practice As	Area of Work
1/10/2008	15/08/2010	Employment	M/S ADF and Company	Employee	Audit, taxation, Valuation
1/09/2010	30/09/2015	Employment	XYZ Company, Manager	Employee	Audit, taxation, Valuation
1/10/2015	15/11/2022	Practice	M/S ABC and Company	Partner	Audit, taxation, Valuation
16/11/2022	15/03/2025	Practice	XYZ Company,	Proprietor	Audit, taxation, Valuation

C. WORK EXPERIENCE

1. Presently in practice / employment :

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2. Experience Details :

SL. No.	From Date	To Date	Employment		Practice	Area of Work
			Name & Address of Employer	Designation	Experience in relevant Profession/Valuation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	22/08/2019	06/04/2023			3 Years 7 Months	TAX AND STAT AUDITS, GST AUDITS, VALUATION

D. REGISTERED VALUERS ORGANIZATION

### Note :

- Attach all the proofs of Experiences (till date) in single pdf under attachment "Copies of documents demonstrating practice or work experience for the relevant period "

### For Employment

- Your experience letter should clearly mention the period of your employment. For example, Mr. A is employed in ABC Company from 1st January 2000 to 9th October 2015.
- Do not enclose an appointment letter as it does not reflect the relieving date.
- Enclose both appointment as well as a relieving letter with the date of joining the company and leaving the company.
- On the letter, there should be a mention about the field/ area of your work. If it is not mentioned, a mail from the previous employer substantiating the above can be submitted.

### For Practice (having Certificate of Practice issued by the respective institute)

- If you are currently in practice (proprietorship/ partnership), then on the letterhead of the firm you have to give a declaration in the format as specified. Format can be downloaded from [https://icairvo.in/Declaration\\_of\\_Practice.aspx](https://icairvo.in/Declaration_of_Practice.aspx).
- If you have a previous experience of practice in a firm, then provide your experience proof on the letterhead of the firm duly certified by the partner/s of that firm.
- Upload all your experience proofs in a single pdf under attachment "Copies of documents demonstrating practice or work experience for the relevant period "

- Where experience letters are not available for practice, please enclose an affidavit as per the specified format available at <https://icairvo.in/documents/Format%20of%20Affidavit%20for%20Work%20Experience.pdf>.
- If you are self-employed, kindly attach a declaration in the specified format available at <https://icairvo.in/documents/Self-Employed%20Declaration%20Format.pdf>.
- In Attachments Column under "Financial statements / Income-tax Returns for the last three years column" attach relevant documents and ensure that they should not be password protected.

GOVERNMENT OF INDIA

3 [View File](#)

8. Financial statements / Income-tax Returns for the last three years.

First Year	2021-2022	<a href="#">View File</a>
Second Year	2020-2021	<a href="#">View File</a>
Third Year	2019-2020	<a href="#">View File</a>

9. Copy of proof of completion of 50 hours valuation education course [View File](#)

You can attach the acknowledgement of the last 3 years ITR.

11. In attachments under "Copy of proof of membership with a registered valuers organisation", attach Certificate of Membership issued by ICAI RVO, ICAI RVO membership payment proof and Directorship Declaration on your letter head (if available) stating that **"I am not a Whole Time Director/ Executive Director/ Managing Director"** in a single pdf file. Format of Directorship Declaration can be downloaded from <https://icairvo.in/documents/Directorship%20Declaration%20Format.pdf>.

ATTACHMENTS

1. Copy of proof of residence:	<a href="#">View File</a>
2. Copy of PAN card:	<a href="#">View File</a>
3. Copy of Aadhaar card:	<a href="#">View File</a>
4. Copy of Passport:	
5. Copy of proof of membership with a registered valuers organisation :	<a href="#">View File</a>

**Note :**

- Kindly note that the Certificate of Membership will be issued by ICAI RVO through email once all the compliances are done.
  - Do not attach any file at first instance in attachments under "Copy of proof of membership with a registered valuers organisation".
12. The details of fees which are to be paid to ICAI Registered Valuers Organisation (ICAI RVO) are as follows:-
- a. Rs. 2000/- (Rupees Two Thousand Only) as enrolment fee plus GST@ 18%. Total = 2,360/-
  - b. Rs. 10,000/- (Rupees Ten Thousand Only) as Annual Membership Fee plus GST@ 18%, Total = 11,800/-
  - c. Membership Fee is charged at 50% of the Annual Membership Fee if Form A is submitted during the period 1<sup>st</sup> October- 31<sup>st</sup> March, i.e. an amount of Rs. 5000/- (Rupees Five Thousand Only) plus GST@ 18% (Total- Rs. 5900/-)

**The above fee payments are to be made in the below mentioned bank account:**

A/C Name : ICAI Registered Valuers Organisation  
Bank Name : State Bank of India  
A/C No. : 37678658160  
IFSC : SBIN0005222

13. Once the online filled Form A is approved by ICAI RVO, you will receive a mail directly from IBBI for making payment of registration fee of IBBI.
14. Please make payment of a non-refundable registration fee of Rs. 5000/- + GST 18% = Rs. 5900/- (Rupees Five Thousand Nine Hundred) in favour of the authority (IBBI) through your IBBI login portal.
15. After successful payment of registration fee, IBBI will process your application.
16. Once IBBI approve the Form A application, you will receive the IBBI registration number and same will be hosted on the website of IBBI as well as on ICAI RVO portal under member's records (<https://icairvo.in/list-of-registered-valuers-with-ibbi.aspx>).
17. After getting IBBI registration, you are required to complete the Mandatory Training Programme for grant of Certificate of Practice (COP) to practice as Registered Valuer pursuant to the criteria laid down in Chapter III, Rule 12(2)(c) of Companies (Registered Valuers and Valuation) Rules, 2017.

**For your Information:**

- Please note that an individual who is a Whole Time Director/ Executive Director/ Managing Director in any company is not eligible to become the Registered Valuer. If you are a Director, kindly provide your DIN.
- The process of checking Form A by ICAI RVO and IBBI is in four stages. The observation pointed out is to be rectified in each stage so as to avoid any type of rejection by IBBI at a later stage.
- In case of any discrepancy in the Form, the same will be intimated to you by ICAI RVO and you may edit and correct the Form.
- Kindly refer Question No. 81 of the FAQs issued by IBBI which are available at <https://ibbi.gov.in/uploads/register/FAQsforRegistrationasaValuer-Individual-01October2021.pdf> which says that:

"Subject to fulfilment of terms and conditions, registration is granted to an applicant within 60 days of receipt of application excluding the time given to the applicant for presenting additional documents, information, or clarification, or appearing in person, as the case may be".

- Also, refer STEP BY STEP GUIDE at <https://ibbi.gov.in/en/rvs-register/pre-registration> at the time of filing Form A.

**We once again request you to kindly read the Form carefully and upload the same as it is difficult to edit the Form, once uploaded.**

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