

## **GENERAL INSTRUCTIONS**

### **1. DOCUMENTS REQUIRED FOR FILLING REGISTRATION FORM:**

- Your passport size photograph (File size should be less than 500kb and .jpg, .png, .jpeg format are supported)
- Copy of PAN Card (in PDF format)
- Copy of Residence Proof (Passport, Voter Id Card, Driving License, Aadhar Card, Utility Bill which is not more than three months old. (Please note: Complete address should be clearly visible in the document uploaded. File size should be less than 2 MB and .pdf format is supported. File should not be password protected).
- Copies of documents in support of educational qualifications and professional qualifications (Please upload a single combined file. File size should be less than 2 MB and .pdf format is supported. File should not be password protected)
- Copies of documents demonstrating practice or work experience for the relevant period. Please note: In case of practice, you are requested to submit self-declaration on company letter head. Please [click here](#) for sample self-declaration. (Please upload a single combined file. File size should be less than 2 MB and .pdf format is supported. File should not be password protected).
- Copies of certificate of employment by the relevant employer(s), specifying the period of such employment. (Please upload a single combined file. File size should be less than 2 MB and .pdf format is supported. File should not be password protected).
- Income Tax returns for the last three years. Please upload a single combined file. (File size should be less than 2 MB and .pdf format is supported. File should not be password protected).

### **2. INSTRUCTIONS FOR CANDIDATES**

- Kindly ensure to check eligibility criteria for becoming a Registered Valuer before filling the application form. It is the responsibility of the participants to ascertain whether they possess the requisite qualifications and experience for enrolment in the course.
- Attendance in all the classes is mandatory for the completion of programme.
- Every participant will be given a certificate of participation on completion of 50 hours training.
- The reference educational material will be provided to the registered participants.
- An individual who is whole time Director/Executive Director/Managing Director is not eligible to become the Registered Valuer.
- Any individual in employment is eligible to take the course and appear for Registered Valuers examination but will not be able to practice as registered valuer till he/she is in employment, as per IBBI guideline.

### **3. FEE DETAILS**

- After filling the Form you can pay Primary Membership Fee: ₹5000 + GST@18% = ₹5900 (***Please note that the payment link is activated only when registrations for Educational Course Batch are open.***)
- After paying the Primary Membership Fee, you can enrol for Educational Course by clicking on 'Course Enrolment→New Enrolment' and making the fee payment: ₹15,000 + GST@18% = ₹17,700. (***Please note that the payment link is activated only when registrations for Educational Course Batch are open and Primary Membership Fee has been paid.***)

#### **NOTE:**

- It is the responsibility of the participants to ascertain whether they possess the requisite qualifications and experience for enrolment in the Course.
- Please read FAQs (available at <https://icairvo.in/faq-by-icai-rvo.html>) carefully for better clarity and clarification of your doubts.
- Make the payment only if you are eligible for the batch.

In case of any issue/queries, please contact us at [rvocourse@icai.in](mailto:rvocourse@icai.in) or call us at 0120-2975275/6/7/8.