

**Training Programme (Online) for grant of Certificate of Practice (COP), to practice as Registered Valuer, for the Registered Valuer Members of ICAI Registered Valuers Organisation on 03<sup>rd</sup> September 2024.**

We are pleased to inform you that ICAI Registered Valuers Organisation is organising a Mandatory Training Programme (online) for grant of Certificate of Practice, to practice as Registered Valuer, for its Registered Valuer Members on **03<sup>rd</sup> September 2024**.

The training Programme is organised, pursuant to the criteria laid down in Chapter III, Rule 12 (c) of Companies (Registered Valuers and Valuation) Rules, 2017.

You are invited to attend this mandatory training.

The programme structure and the details are provided below for your reference:

**Date : 03<sup>rd</sup> September 2024 (Tuesday)**

**Time : 10:00 AM to 04:15 PM**

Time	Session
10:00 am – 01:00 pm	Soft skills, manner, behaviour and conduct of the Registered Valuer.
01:00 pm – 02:15 pm	Lunch Break
02:15 pm – 04:15 pm	IBBI Guideline on Use of Caveats, Limitations, & Disclaimers in Valuation Reports.

**FOR REGISTRATION:**

Please log in to <https://icairvo.in> and complete the enrolment and fee payment process (**for login credentials and step by step enrolment guide, please refer to [instruction manual](#) attached along with**).

We request you to kindly register at the earliest so that the seat can be confirmed, as we have limited seats and registration is done on first come and first serve basis.

**FEE DETAILS:**

Fee for the Programme: ₹ 500/- + GST @ 18% = **Total ₹ 590/-**

Please log in to <https://icairvo.in> and complete the enrolment and fee payment process (for login credentials and step by step enrolment guide, please refer to [instruction manual](#) attached along with). Payment will be accepted only after registration is done through the portal. No other mode of payment will be accepted.

**GENERAL INSTRUCTIONS:**

1. The batch strength will be 50 and the registration will be done on 1<sup>st</sup> come 1<sup>st</sup> serve basis only on filing the Registration Form and the payment of fees.
2. Your registration is complete after you have made the payment and filled the above online Form.
3. The video of the participant during the session must be compulsorily **"ON"** as per directions of IBBI.
4. The attendance of the participant may not be captured if the video is **"OFF"** during

the training.

5. The participant is required to **login with his/her Name** so that his/her attendance may be marked.
6. Participants may attend the training from their **laptop/desktop** with a camera and should have a stable internet connection.

In case of any clarification, please feel free to contact us at: [rvo.program@icai.in](mailto:rvo.program@icai.in) or call us at 0120-2975275/6/7/8, 9289553706.

**ICAI Registered Valuers Organisation**

## INSTRUCTION MANUAL

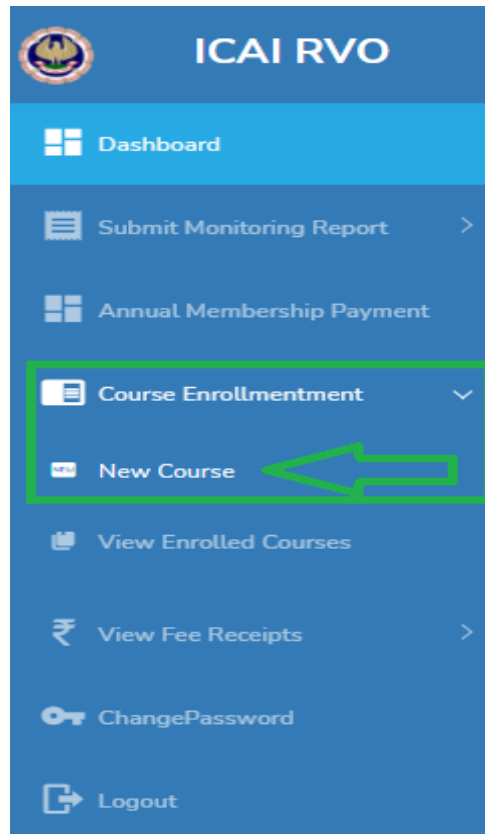
1. Go to : <https://icairvo.in>
2. Click on 'Sign in'



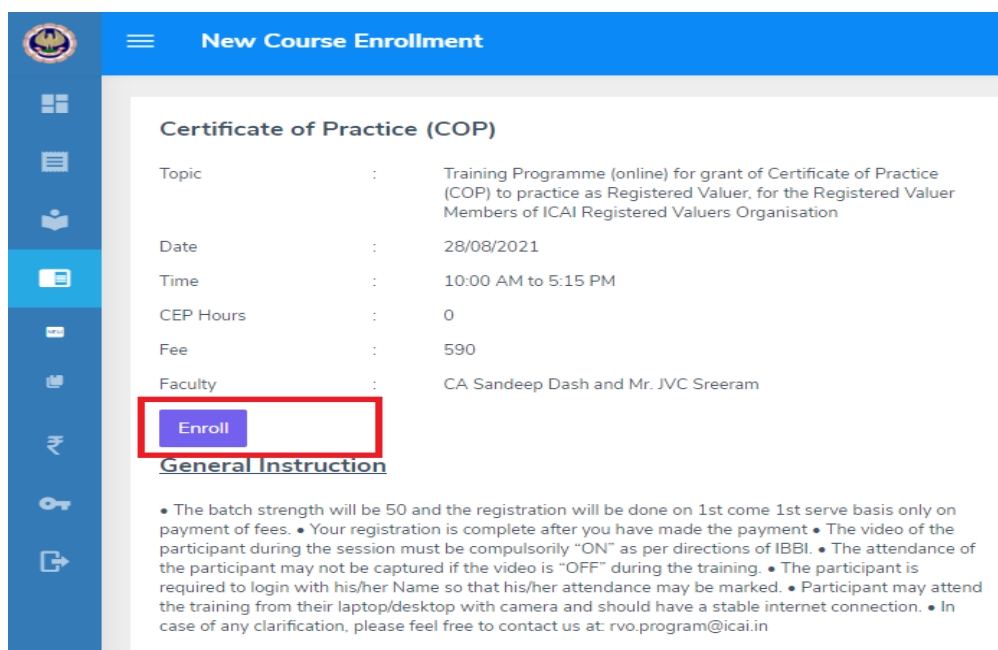
3. Under **Login**, please enter your username & password and click on **Sign in**. Please note, if logging in for the **first time**, your default username and password, both, shall be your mobile number registered with ICAI RVO.

**Upon successful login, you can change your password as per your choice.**

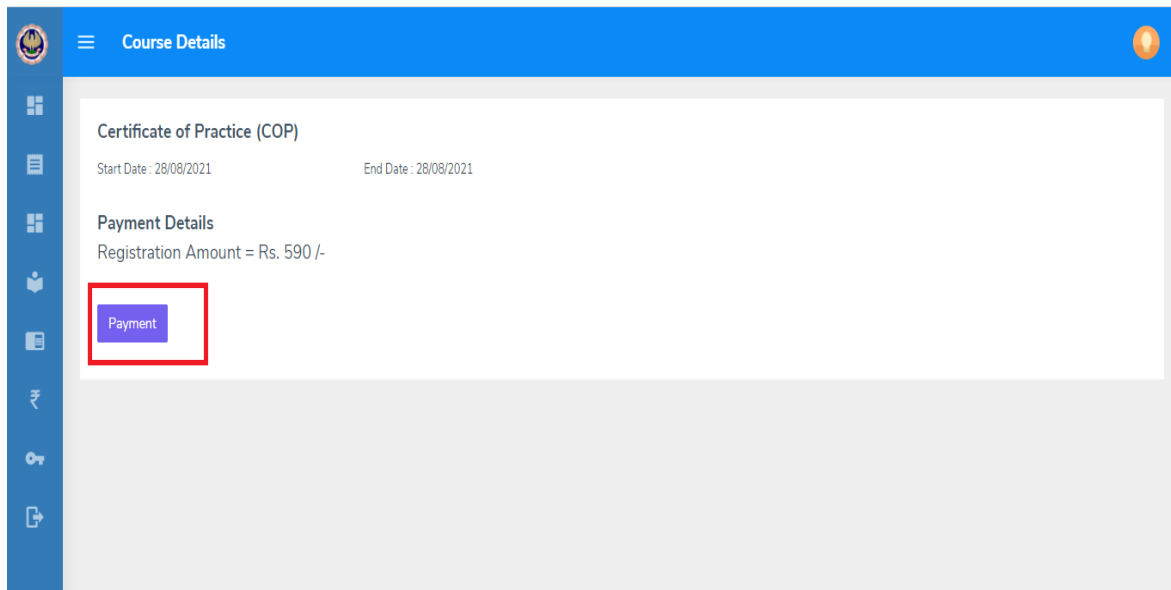
4. In order to register for the COP training, click on 'New Course' tab under 'Course Enrolment'



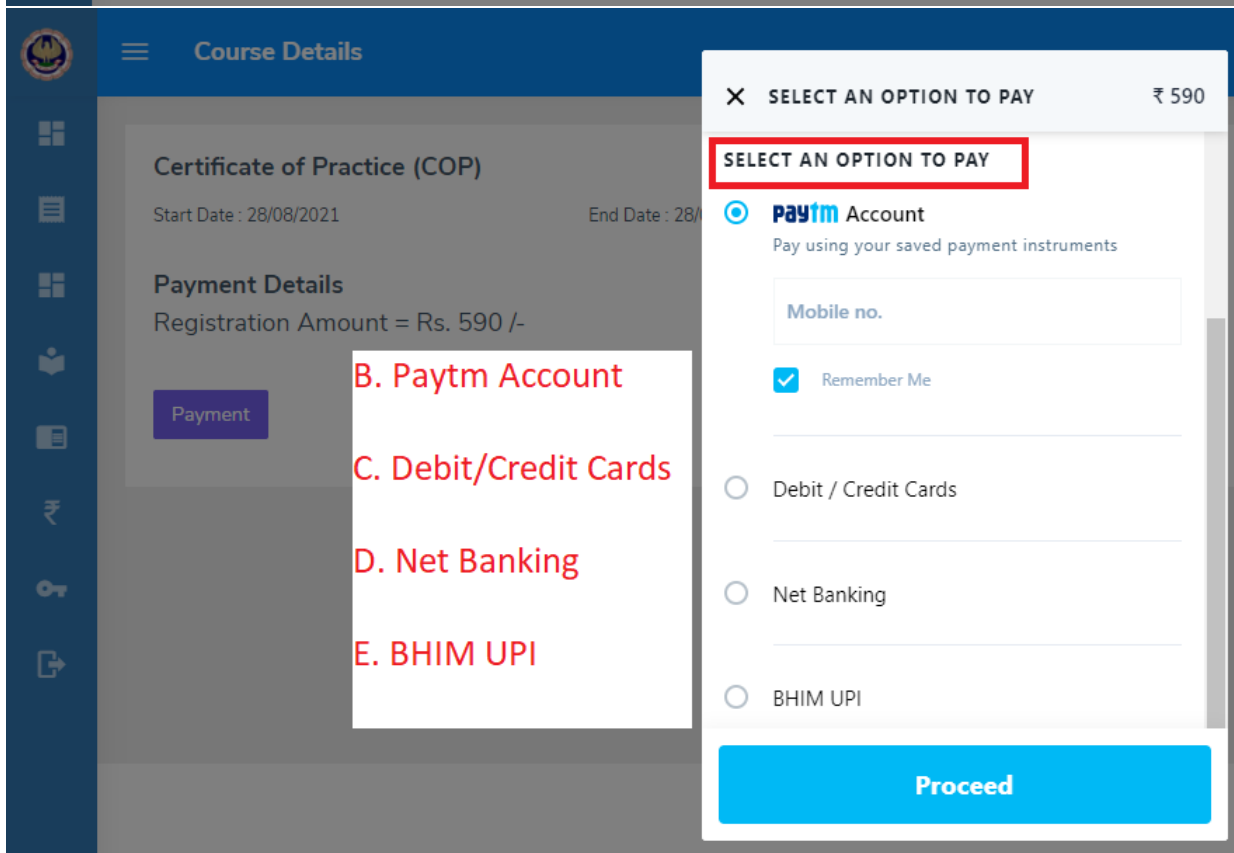
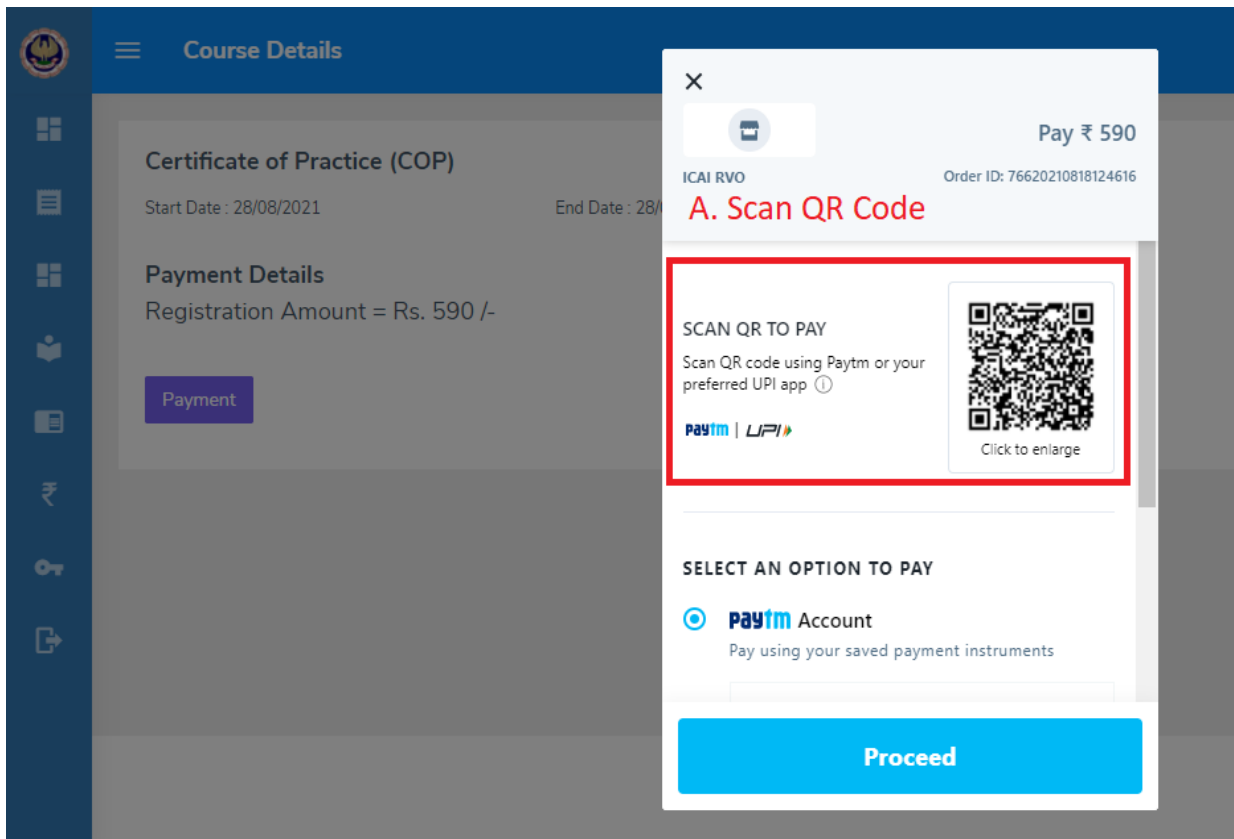
5. After clicking on 'New Enrolment' details of COP training program will be visible. Members are requested to go through the course details and instructions and click on 'Enroll' for making fee payment.



6. After clicking on 'Enroll' the payment details shall be visible. Please click on 'Payment' to make the fee payment.



7. After clicking on 'Payment', you can choose **any one** of the following options:
  - a. Scan QR Code to pay (using Paytm or your preferred UPI App)
  - b. Paytm account
  - c. Debit/Credit Card
  - d. Net Banking
  - e. BHIM UPI



8. After making the payment successfully, Payment Receipt will be generated. You can print or download the same.



# ICAI Registered Values Organization

ICAI Bhavan, Post Box No. 7100, IP Marg, New Delhi - 110002

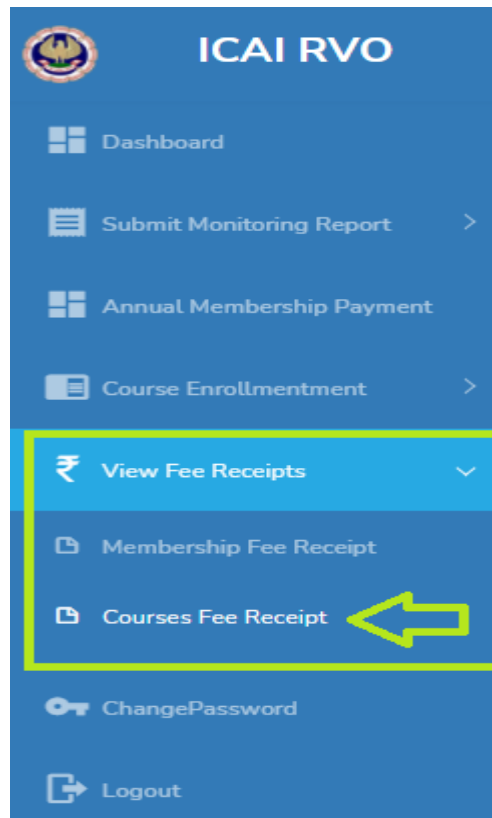
Transaction is Successful

ICAI RVO - Online Payment Receipt	
Registered Valuer Member	
Receipt No.	:
Applicant Name	:
Mobile No.	:
Course	:
Transaction ID	:
Transaction Date	:
Amount (In Figures)	:
Amount (in words)	:

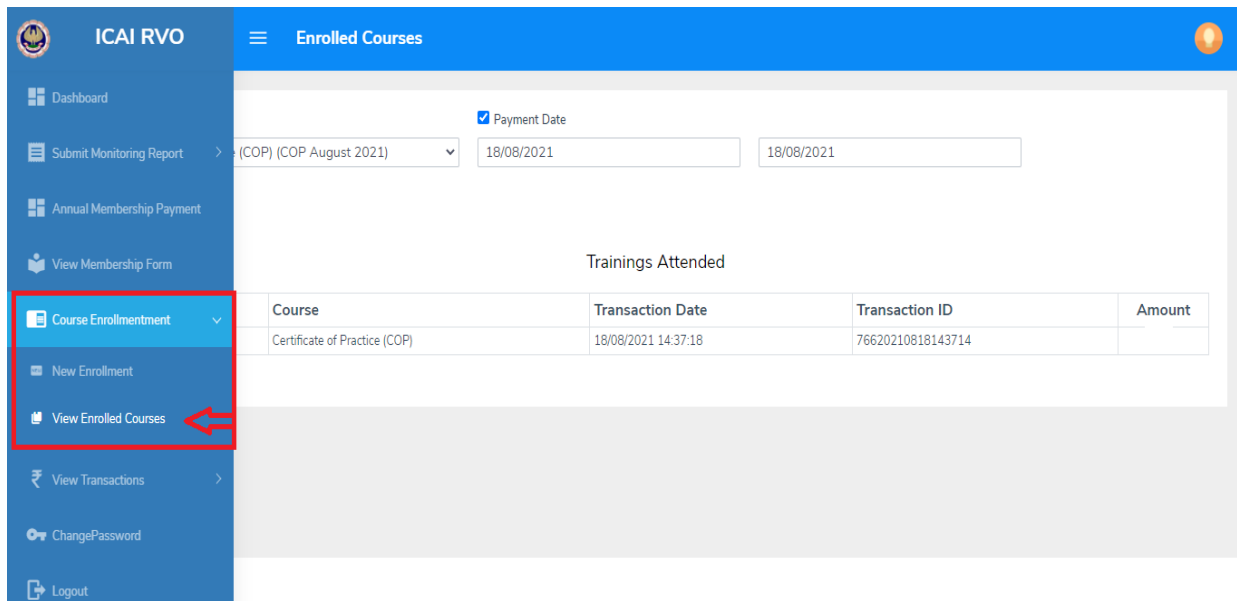
**Note:**

- This is computer generated receipt and does not require signature.
- Receipt validity is subjected to the realization of funds.
- Applicant must enclose print out of this receipt while submitting application form in institute.
- Print out of completely filled admission form along with photocopies of all the mark sheets and certificates with photocopy of Online Fee Receipt has to be submitted in institute's office.

9. You can also view/download the payment receipts by clicking on 'Course Fee Receipt' under the 'View Fee Receipts' tab.



10. Upon successful enrolment, you can view the details by clicking on 'View Enrolled Courses' under the 'Course enrolment' tab.



The screenshot displays the ICAI RVO 'Enrolled Courses' interface. On the left, a blue sidebar contains navigation options: Dashboard, Submit Monitoring Report, Annual Membership Payment, View Membership Form, Course Enrollment (highlighted with a red box and a red arrow pointing to 'View Enrolled Courses'), New Enrollment, View Transactions, ChangePassword, and Logout. The main content area is titled 'Enrolled Courses' and features a 'Payment Date' section with a checked checkbox and two input fields containing '18/08/2021'. Below this is a table titled 'Trainings Attended' with the following data:

Course	Transaction Date	Transaction ID	Amount
Certificate of Practice (COP)	18/08/2021 14:37:18	76620210818143714	

In case of any technical queries, please feel free to contact us at: [icairvo.techsupport@icai.in](mailto:icairvo.techsupport@icai.in) or call us at 0120-3876891/9289553709.