User Guide
Platform for Distressed Assets (PDA)

Introduction

PDA

Platform for Distressed Assets (PDA) is an electronic platform for delivering services that will permit Resolution Professionals and Liquidators to extend the reach and expand the range of services they provide to their stakeholders in order to first preserve and protect and thereafter maximize the value received for distressed assets at resolution or liquidation. These services will help to create a more efficient market for price discovery in a competitive environment. It will reassure all participants that all participants are receiving in confidence the same information at the same time as their competitors. They can also rest assured that their responses will evaluated fairly and in a transparent manner by the Resolution Professional / Liquidator as per the guidelines, while ensuring that proprietary information contained in each of their proposals is used by authorized users only for the purposes it is provided.

Following the decision of IBBI to empanel NeSL to provide PDA services, the following two complementary PDA services are now available for use by Resolution Professionals, Liquidators, Resolution Applicants and CoC Members.

Virtual Data Room (VDR) for Invitation of Expression of Interest (EoI)

This service will address the needs of the Insolvency Professionals acting as Resolution Professional or Liquidator to share in an efficient and effective manner with potential strategic investors confidential and sensitive relevant data about the CD and its current state of affairs that is not available in the public domain. In fact, should this information be made public or fall into the wrong hands, it could seriously jeopardize RP's or Liquidator's efforts to obtain maximum value for CD's assets from potential resolution applicants.

It will provide Resolution Professionals or Liquidators the functionality to capture in electronic form all the data including text, audio and video files that a potential strategic investor would need to evaluate and respond with a resolution proposal. The RP or Liquidator can set up a Virtual Data Room where this sensitive data can be deposited in one place.

The IP can then provide controlled secure access to those strategic investors who the IP after due diligence has determined are not disqualified from submitting a resolution proposal for the CD company. By providing this service the need for potential strategic investors to arrange a visit to obtain access to a data room in order to physically examine documents can be eliminated. Additionally, it will obviate the need for multiple copies of the documents to be prepared for sharing with potential strategic investors. Besides being cost-effective and efficient, the IVDR Service can be more effective in ensuring that access to sensitive information is controlled at all times by the RP or Liquidator.

Invitation and Evaluation of Resolution Plans

This service will address the needs of the RPs or Liquidators to receive from Resolution Applicants (RA) their resolution proposals in response to the Request for Resolution Proposals (RFRP) in an efficient and effective manner containing all the relevant details required including the evaluation matrix to quickly and transparently evaluate and select the most viable and compliant proposal for resolution.

It will provide the RP or Liquidator the functionality to receive in electronic form all the information that is necessary and sufficient to first ensure that the proposal is complete and the Resolution Applicant is eligible to file a compliant resolution proposal. If the eligibility criteria and compliancy requirements are met the next step would involve rating each proposal based on the criteria used for comparative evaluation of proposals received. Through this process the RP or Liquidator will be able to rank the eligible and compliant resolution proposals in order of their rated score to select the resolution proposal that will result in maximizing the value of CD's assets.

> As both these services are complementary to each other, these are being offered by NeSL as a package under the umbrella of PDA-VDR services; however, they can also be used as standalone services. Additionally, these empanelled PDA services are also embedded in a more comprehensive suite of services offered by NeSL as the Insolvency Case Management System (ICMS).

PDA-VDR

Scope and Purpose

The document will help you to familiarize yourself with PDA in order to get started with using the application.

It is written for users who are new to PDA-VDR and are just getting started. If you have previously used these services, you may already be familiar with some of the concepts explained in this document.

Organization of this Document

The main focus of this document is to explain the various features and functionality of PDA:

- How you can use the application
- How you can benefit from using the application to manage your insolvency and bankruptcy cases

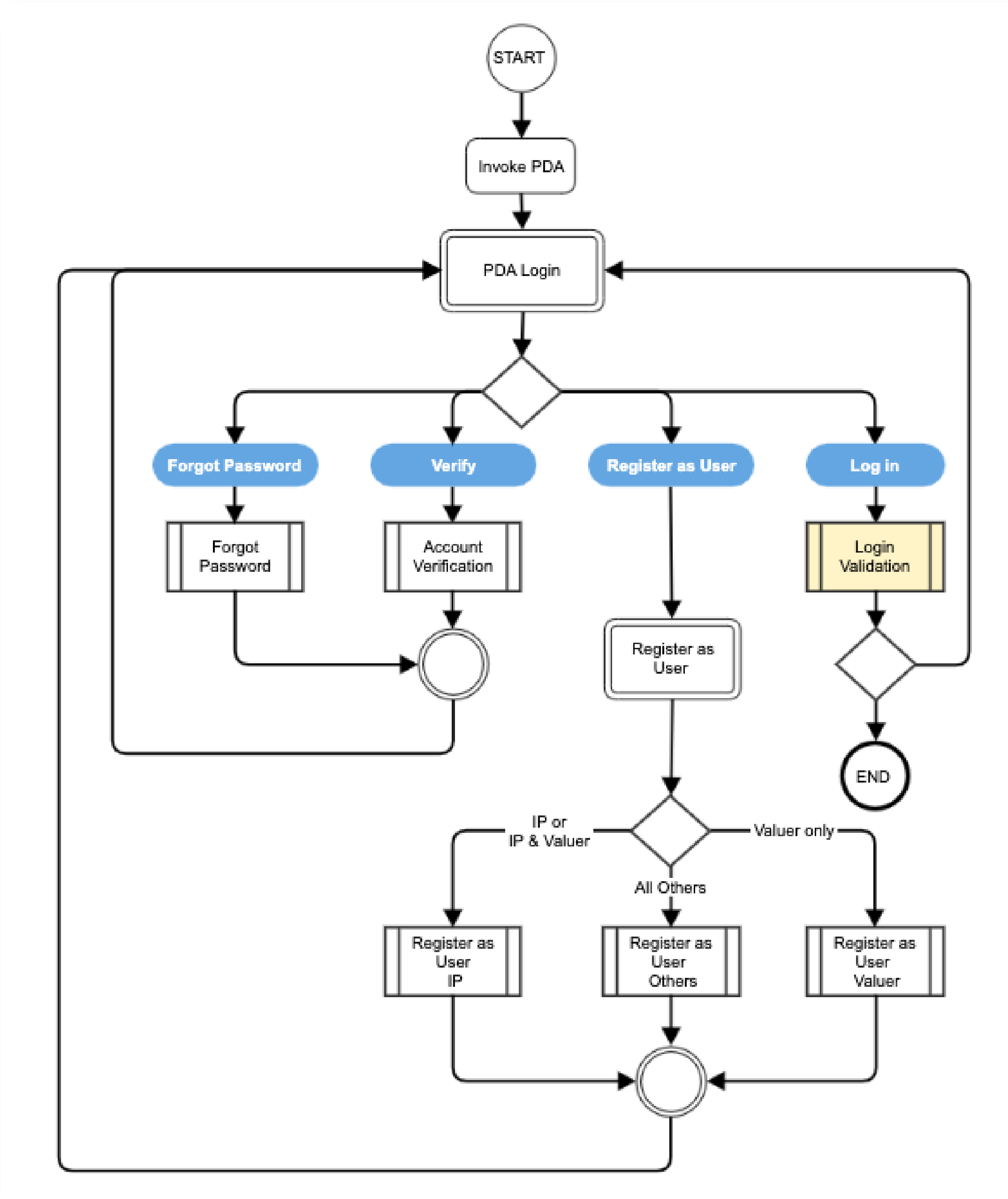
There is conceptual information as well as task-oriented steps throughout the document.

Registration

The Registration of Users is common to both PDA Services as well as ICMS services offered by NeSL. It means that once you are registered as a User of PDA Services you will not have to register again for ICMS Services. Similarly, if you are a registered User of ICMS you will not have to register again for PDA Services offered by NeSL.

User Registration and Login

In order to use PDA you must first register as a user by following the User Registration process as outlined below:



Login

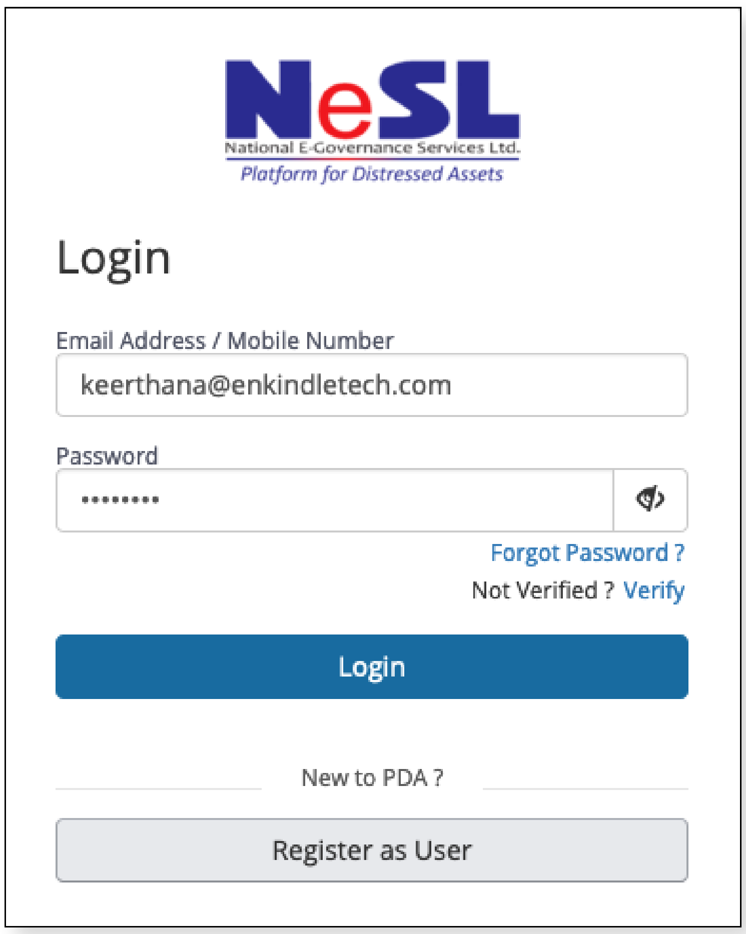
PDA Registered User can Login with User-ID and Password

Before you begin:

- You must be a Registered User to gain access to PDA Application
- If you are new to PDA, you will need to register as a User before you can Login and gain access to PDA

Follow these steps:

- Click on Register as User if you are new to PDA
- You will be redirected to the Register As User screen
- Enter your Email Address / Mobile Number and your **Password**, if you are a Registered User
- Click on Login



- The system will validate your User ID and Password and if these are valid you will gain access to the system

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Expected Outcome:

- PDA will launch and you will be redirected to the Case Management screen

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Message & Notes:

- If the User ID and Password entered do not match, the system will prompt you to re-enter them and click on login
- if you have forgotten your password, Click on **Forgot Password** and you will be redirected to the Forgot Password screen
- If you have made 5 unsuccessful attempts to login, User access to PDA will be disabled. Contact the System Administrator to restore User access
- if while registering as a user you lose your internet connection and do not receive an OTP (One Time Password) on your email address or mobile phone, Click on **Verify** and you will be redirected to the Account Verification screen

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Register as IP

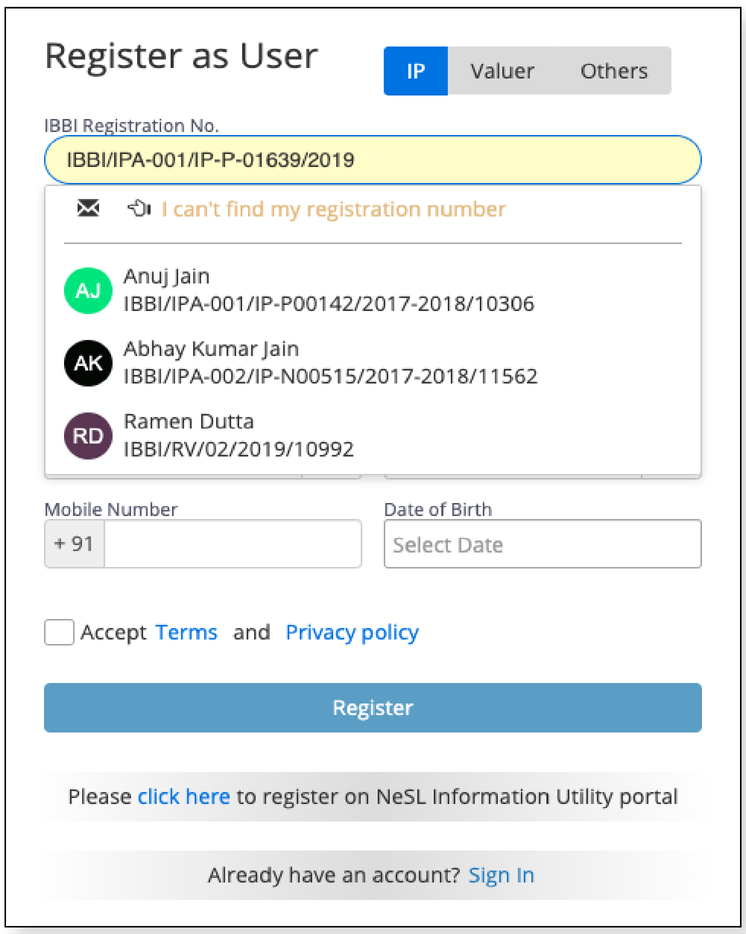
User can register with IP's IBBI Registration Number

Before you begin:

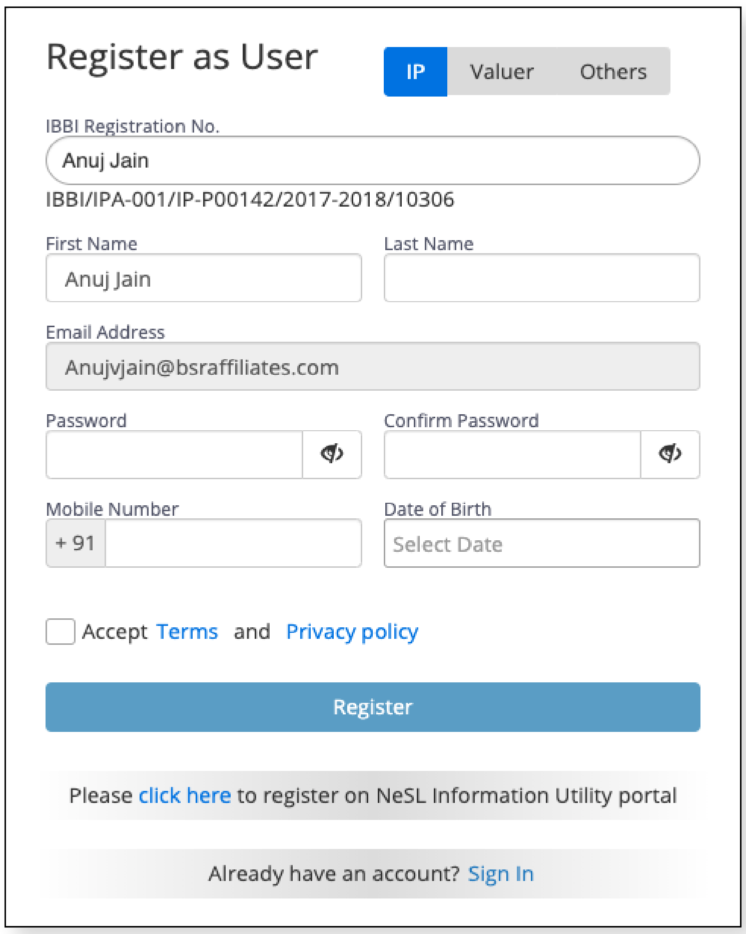
- Have your IBBI Registration Number at hand

Follow these steps:

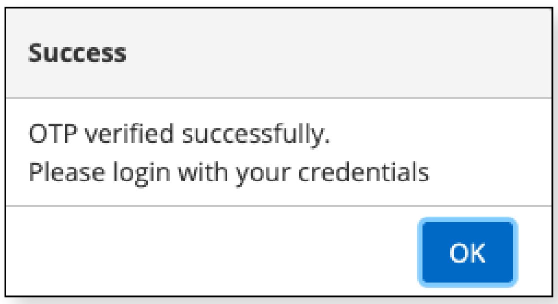
- Click on IP
- Start entering your **IBBI Registration Number**
- Scroll up or down the list and **select your Registration Number**



- Check that both your **First** and **Last Name** are correct
- Check that your **Email address** is correct
- Enter your **Password**
- Confirm your **Password** by re-entering it
- Enter your **Mobile Number**
- Enter your **Date of Birth**
- Click on **Terms** to review Terms of Service
- Click on **Privacy policy** to review Privacy policy
- Click on the ☐ **(check box)** to indicate your acceptance of both Terms & Privacy policy
- Click on Register



- You should receive a message on your Mobile Phone with an OTP Number and also by email on your email address
- When prompted, enter the **OTP Number**
- Click on Verify OTP
- If the OTP Number entered is correct, **success** message will be displayed
- Click on OK to redirect to Login screen



Expected Outcome:

- You are registered as an PDA User and redirected to PDA Login screen, where you can login to PDA

Message & Notes:

- IP is not listed in IBBI database, check with IBBI
- IP is listed in IBBI database, but the list of registered IPs is not updated in PDA, report to PDA Administrator
- Password and Confirmed Password do not match – User will be prompted to re-enter password and confirm password
- Mobile Number is invalid or wrong – User will be prompted to enter the correct mobile number
- OTP Number entered is wrong or the OTP has expired – Request a new OTP by clicking on Send OTP

Register as Valuer

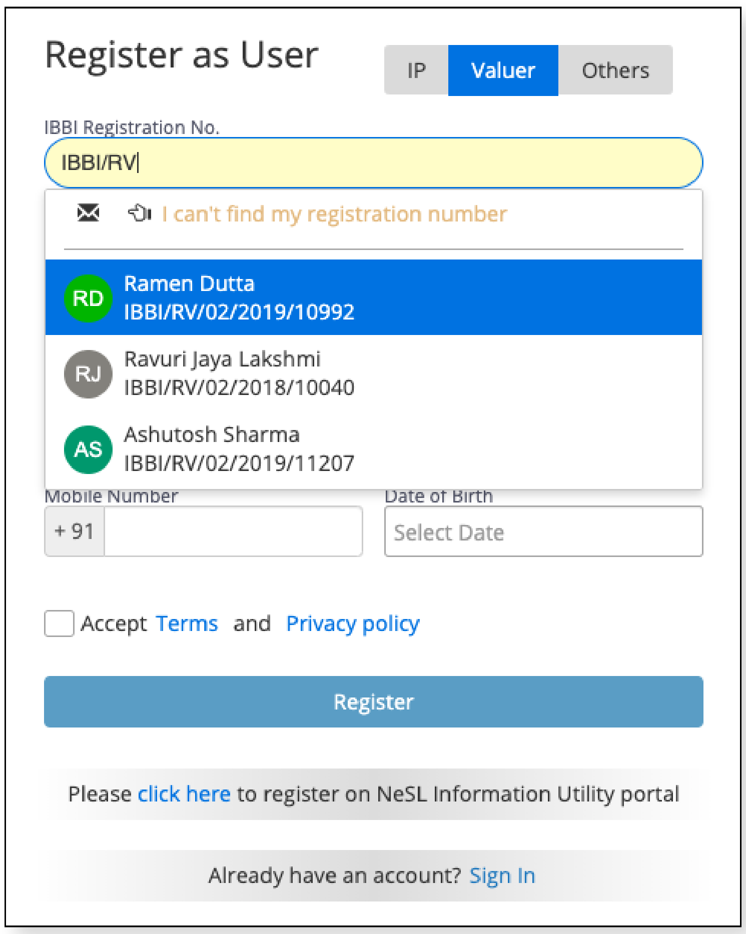
User can register with Valuer's IBBI Registration Number

Before you begin:

- Have your IBBI Registration Number at hand

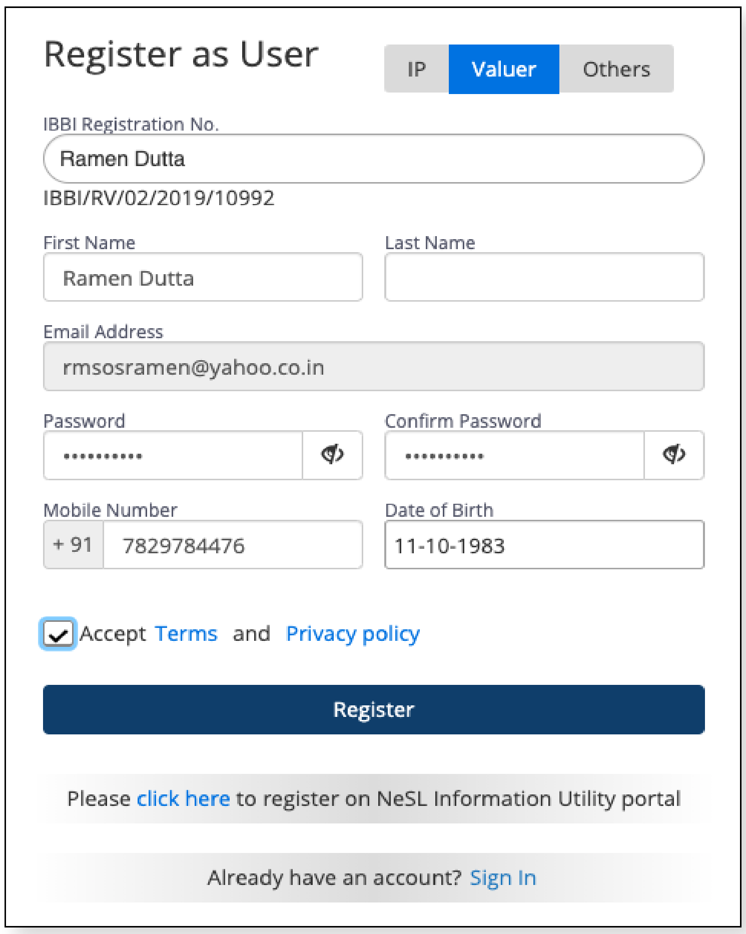
Follow these steps:

- Click on Valuer
- Start entering your **Valuer Registration Number**
- Scroll up or down the list and **select your Registration Number**

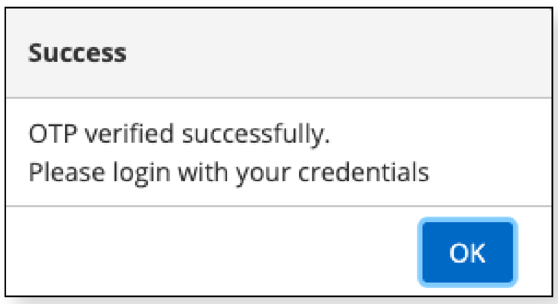


- Check that both your **First** and **Last Name** are correct
- Check that your **Email address** is correct
- Enter your **Password**
- Confirm your **Password** by re-entering it
- Enter your **Mobile Number**
- Enter your **Date of Birth**

- Click on **Terms** to review Terms of Service
- Click on **Privacy policy** to review Privacy policy
- Click on the ☐ **(check box)** to indicate your acceptance of both Terms & Privacy policy
- Click on Register



- You should receive a message on your Mobile Phone with an OTP Number and also by email on your email address
- When prompted, enter the **OTP Number**
- Click on Verify OTP
- If the OTP Number entered is correct, **success** message will be displayed
- Click on OK to redirect to Login screen



Expected Outcome:

- You are registered as an PDA User and redirected to PDA Login screen, where you can login to PDA

Message & Notes:

- Valuer is not listed in IBBI database, check with IBBI
- Valuer is listed in IBBI database, but the list of registered Valuers is not updated in PDA, report to PDA Administrator
- Password and Confirmed Password do not match – User will be prompted to re-enter password and confirm password
- Mobile Number is invalid or wrong – User will be prompted to enter the correct mobile number
- OTP Number entered is wrong or the OTP has expired – Request a new OTP by clicking on Send OTP

Register as User(Other)

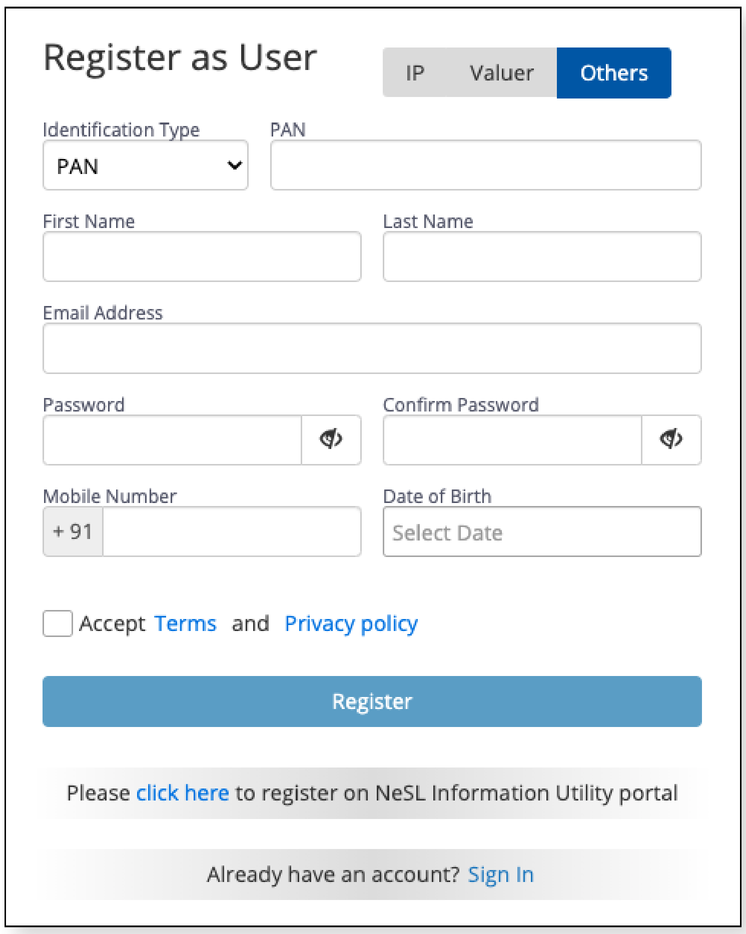
User can register with their PAN

Before you begin:

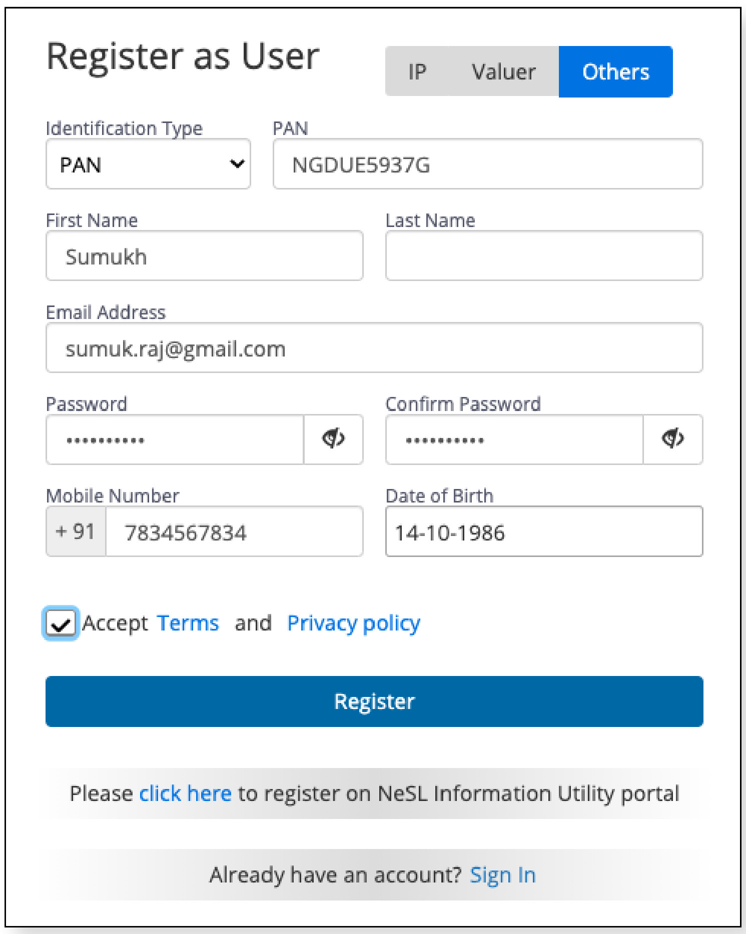
- Have your PAN on hand

Follow these steps:

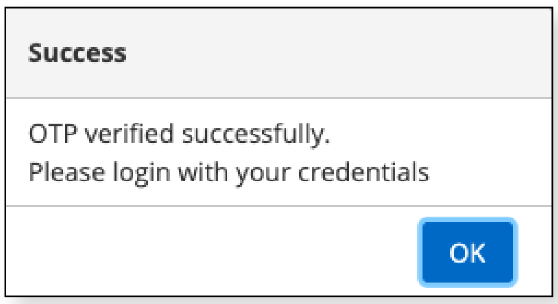
- Click on Others
- From the drop-down menu under Identification Type select **PAN** and enter your **PAN Number**



- Enter both your **First** and **Last Name**
- Enter your **Email address**
- Enter your **Password**
- Confirm your **Password** by re-entering it
- Enter your **Mobile Number**
- Enter your **Date of Birth**
- Click on **Terms** to review Terms of Service
- Click on **Privacy policy** to review Privacy policy
- Click on the ☐ **(check box)** to indicate your acceptance of both Terms & Privacy policy
- Click on Register



- You should receive a message on your Mobile Phone with an OTP Number and also by email on your email address
- When prompted, enter the **OTP Number**
- Click on Verify OTP
- If the OTP Number entered is correct, **success** message will be displayed
- Click on OK to redirect to Login screen



Expected Outcome:

- You are registered as an PDA User and redirected to PDA Login screen, where you can login to PDA

Message & Notes:

- Password and Confirmed Password do not match – User will be prompted to re-enter password and confirm password
- Mobile Number is invalid or wrong – User will be prompted to enter the correct mobile number
- OTP Number entered is wrong or the OTP has expired – Request a new OTP by clicking on Send OTP

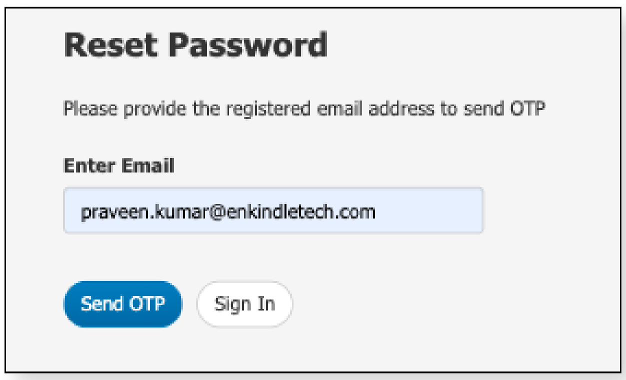
Forgot password

Before you begin:

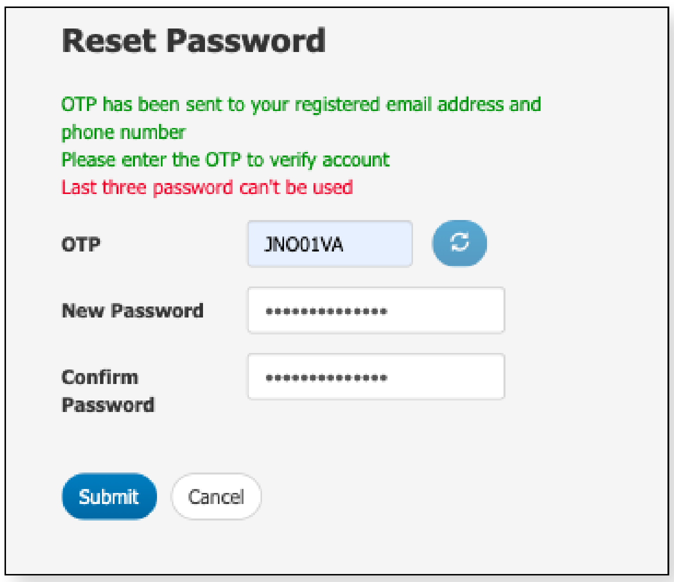
- You must be a Registered User of PDA

Follow these steps:

- Click on Forgot Password
- You will be directed to Reset Password Page
- Enter the **Email Address**
- Click on Send OTP



- You should receive an OTP on your registered Mobile Number and Email Address
- When prompted, enter the **OTP, New Password, Confirm Password**
- Click on Submit



- If the OTP you entered is correct and password validation is successful, you will be redirected to the Login Screen

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Expected Outcome:

Message & Notes:

- If Email Address is not registered – The requested Email is not present. Would you like to create an account
- OTP entered is wrong or the OTP has expired – The User must request a new OTP and then the User will be prompted to enter the correct OTP.
- Password Verification – New Password must not match with last 3 passwords

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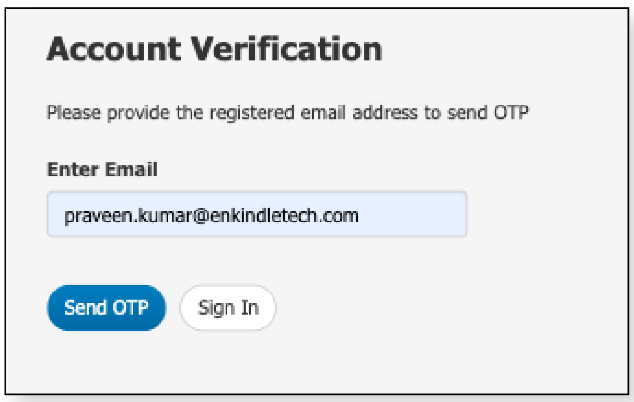
Verify Account

Before you begin:

- You must be a Registered User of PDA

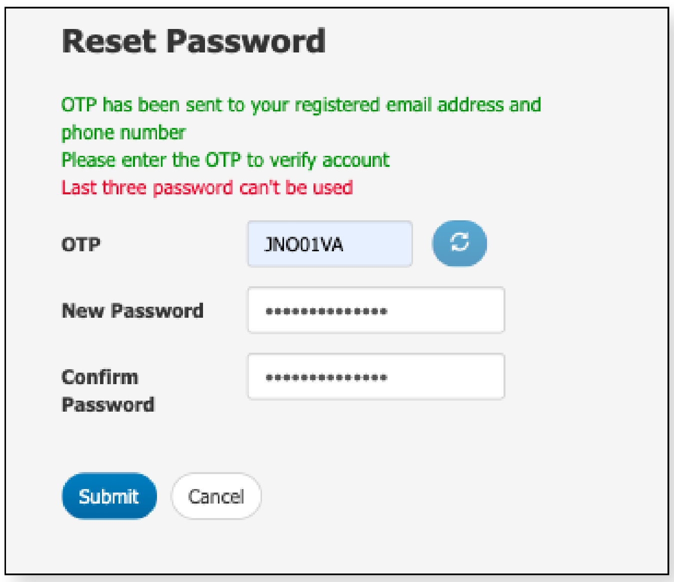
Follow these steps:

- Click on Verify
- You will be directed to Account Verification Page
- Enter the **Email Address**
- Click on Send OTP



- You should receive an OTP on your registered Mobile Number and Email Address
- When prompted, enter the **OTP, New Password, Confirm Password**

- Click on Submit



- If the OTP you entered is correct and password validation is successful, you will be redirected to the Login Screen

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Expected Outcome:

Message & Notes:

- OTP entered is wrong or the OTP has expired – The User must request a new OTP and then the User will be prompted to enter the correct OTP.
- If Email Address is not registered – The requested Email is not present. Would you like to create an account
- Password Verification – New Password must not match with last 3 passwords

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User Roles and Role Management

User Roles and Role Assignment is also common to both PDA services as well as ICMS services offered by NeSL. It means that if you are assigned a Role in PDA Services you will have the same role assigned to you in ICMS services. Similarly, if you are assigned a role in ICMS you will be assigned that same role in PDA services offered by NeSL. Also, if you are removed from a role in either PDA or ICMS services, then you are automatically removed from that role in both PDA and ICMS services.

As a registered user you are recognized as a unique person authorized to access both PDA and ICMS applications using your credentials (your email address and password); however, what you can accomplish after you login depends on the type of role you are assigned and within each type the specific role(s) you are assigned.

Depending on who you are and what you want to accomplish you may be able to assign the role yourself (self-assign); however, some roles will be assigned to you by another registered user who has already been assigned a role that permits him/her to assign the role to you.

Broadly speaking there are two types of roles: first, roles that are assigned to registered users in a specific case; and, second, roles that are assigned to registered users that give the user certain administrative privileges over all cases registered and managed under a Subscriber Account. You will notice that in the following sections the acronym for case-specific roles start with the letter C, while the acronym for all administrative roles starts with the letter S. The only exception to this rule is the Case Manager role. In this role the Case Manager has both administrative responsibilities and is also assigned case-specific role in one or more cases.

Case-specific Roles

To help you to determine how you can use system in a particular case in an assigned role:

1. Refer to the “User Profile” column in the Table below and select the row which best describes who you are;
2. Next, under the “Status / Purpose” column check your status or the intended purpose for which you want to use the system in a particular case;
3. Listed under the “Role Assigned” column is the role you will be assigned
4. Listed under the “Who assigns the Role and How” column are directions you should follow;
5. Please note that only an IP in good standing can be assigned the role of Case Manager, except for a Case Manager role assigned at the CIRP Initiation Stage. Also, the Case Manager role can be assigned only by the Subscriber Account Administrator (SAA) of a Subscriber Account (either an Individual or Corporate subscription), which is currently active. The cells in the following table highlighted in green show where this is applicable

Roles and Role Assignment by User Profile

User Profile	Status / Intended Purpose	Role Assigned	Who Assigns the Role and how
CIRP Initiation Stage *under Insolvency and Bankruptcy (Application to Adjudicating Authority) Rules 2016*			
Financial Creditor (FC) or Person authorised to act on his behalf	Initiate CIRP as FC in Form 1 [Apln to AA Sec 7 Rule 4 (1)]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by clicking on Register Case Button under Active Cases menu selection
	Initiate CIRP as Co-Applicant using Form 1 [Apln to AA Sec 7 Rule 4 (1)]	Case Applicant (CAP)	Case Manager (CMR) of FC
Operational Creditor (OC) or Person authorised to act on his behalf	Serve Demand Notice in Form 3 or Form 4 [Apln to AA Sec 8 Rule 5 (1) (a) or (b)]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by clicking on Register Case Button under Active Cases menu selection

	Initiate CIRP as OC in Form 5 [Apln to AA Sec 9 Rule 6 (1)]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by clicking on Register Case Button under Active Cases menu selection, but only if case is not already registered
Corporate Applicant (CA) or Person authorised to act on his behalf	Initiate CIRP as CA in Form 6 [Apln to AA Sec 10 Rule 7 (1)]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by clicking on Register Case Button under Active Cases menu selection
Insolvency Professional (IP)	Invited to provide Written Communication giving consent to act as Interim Resolution Professional (IRP) in Form 2 [Apln to AA Rule 9 (1)]	Proposed IRP	Case Manager (CMR) by sending an invitation to IP
CIRP and Fast Track CIRP - Interim Resolution Stage *under IBBI (Insolvency Resolution Process for Corporate Persons) Regulations 2016*			
Insolvency Professional (IP)	Invited to provide Written Communication giving consent to act as Resolution Professional (RP) in Form AA [IRP Reg 3 (1A)]	Case Manager (CMR)	Case Manager (CMR) by sending an invitation to IP
	Appointment as Resolution Professional (RP) upon admitting of Case Petition by AA		Subscriber Account Administrator (SAA) by a) clicking on Register Case Button under Active Cases menu selection; OR b) case takeover by IRP from Case Manager at CIRP Initiation Stage and then updating Case Manager details under Case Profile
	Invited to provide Written Communication to act as Authorized Representative (AR) of a Class of Creditors by members in a Class of Creditors in Form AB [IRP Reg 4A (3)]	Case Authorised Representative (CAR) for a Class of Creditors	Case Manager (CMR) to the Case Authorized Representative based on the highest number of creditors in the class in Form CA received under Reg 12 (1)
	Appointment as CoC Member [IBC Code 2016 Sec 21 (6A)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to IP
Operational Creditor - Supplier of Goods or Service Provider (OC) or person authorised to act on his behalf	Submit claim in response to Public Announcement in Form B [IRP Reg 7]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
	Appointment as CoC Member [IRP Reg 16 (2) (a)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to OC
Financial Creditor (FC) or person authorised to act on his behalf	Submit claim in response to Public Announcement in Form C [IRP Reg 8]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu

	Appointment as CoC Member [IBC Code 2016 Sec 21 (2)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to FC
Financial Creditor in a Class (FC) or person authorised to act on its behalf	Submit claim in response to Public Announcement in Form CA [IRP Reg 8A]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor - Workman (OC) or person authorised to act on his behalf	Submit claim in response to Public Announcement in Form D [IRP Reg 9]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
	Appointment as CoC Member [IRP Reg 16 (2) (a)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to OC
Operational Creditor - Employee (OC) or person authorised to act on his behalf	Submit claim in response to Public Announcement in Form D [IRP Reg 9]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
	Appointment as CoC Member [IRP Reg 16 (2) (a)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to OC
Operational Creditor - Authorised Representative of Workmen and Employees (OC)	Submit claim in response to Public Announcement in Form E [IRP Reg 9]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Creditor (Other than FC & OC)	Submit claim in response to Public Announcement in Form F [IRP Reg 9A]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Elected Representative of Workmen on CoC	Appointment as CoC Member [IRP Reg 16 (2) (b)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to Elected Representative of Workmen on CoC
Elected Representative of Employees on CoC	Appointment as CoC Member [IRP Reg 16 (2) (c)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to Elected Representative of Empoloyees on CoC
CIRP - Resolution Stage *under IBBI (Insolvency Resolution Process for Corporate Persons) Regulations 2016*			
Insolvency Professional (IP)	Appointment of Resolution Professional (RP) [IBC Code 2016 Sec 22 & 27]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by: a) clicking on Register Case Button under Active Cases menu selection; OR, b) case takeover by RP from IRP and then updating Case Manager details under Case Profile
Registered Valuer (RV) or Registered Valuer Organisation (RVO)	Appointed Valuer for an Asset Class [IRP Reg 27]	Case Valuer (CVL)	Case Manager (CMR) by sending an invitation to RV or RVO
Prospective Resolution Applicant	Resolution Applicant [IRP Reg 36 (1)]	Resolution Applicant (CRA)	Case Manager (CMR) by sending an invitation to RV or RVO
Liquidation Process (LP) *under IBBI (Liquidation Process) Regulations 2016*			

Insolvency Professional (IP)	Appointment of Liquidator [IBC Code 2016 Sec 34]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by: a) clicking on Register Case Button under Active Cases menu selection; OR, b) case takeover by Liquidator from RP and then updating Case Manager details under Case Profile
Registered Valuer (RV) or Registered Valuer Organisation (RVO)	Appointed as Valuer for an Asset Class [LP Reg 35 (2)]	Case Valuer (CVL)	Case Manager (CMR) by sending an invitation to RV or RVO
Prospective Resolution Applicant	Resolution Applicant	Resolution Applicant (CRA)	Case Manager (CMR) by sending an invitation to RA
Operational Creditor - Supplier of Goods or Service Provider (OC) or person authorised to act on his behalf	Submit Proof of Claim by OC in Form C [LP Reg 17]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor - Employee (OC) or person authorised to act on his behalf	Submit Proof of Claim by OC in Form C [LP Reg 17]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Financial Creditor (FC) or person authorised to act on his behalf	Submit Proof of Claim by FC in Form D [LP Reg 18]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor - Workman (OC) or person authorised to act on his behalf	Submit Proof of Claim by OC in Form E [LP Reg 19]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor - Employee (OC) or person authorised to act on his behalf	Submit Proof of Claim by OC in Form F [LP Reg 19]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Any Other Stakeholder or person authorised to act on his behalf	Submit Proof of Claim by Other Stakeholder in Form G [LP Reg 20]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Voluntary Liquidation Process (VLP) *under IBBI (Voluntary Liquidation Process) Regulations 2016*			
Insolvency Professional (IP)	Appointment of Liquidator [IBC Code 2016 Sec 34]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by: a) clicking on Register Case Button under Active Cases menu selection; OR, b) case takeover by Liquidator from RP and then updating Case Manager details under Case Profile
Registered Valuer (RV) or Registered Valuer Organisation (RVO)	Appointment as Valuer for an Asset Class	Case Valuer (CVL)	Case Manager (CMR) by sending an invitation to RV or RVO
Prospective Buyer or Investor	Resolution Applicant	Resolution Applicant (CRA)	Case Manager (CMR) by sending an invitation to RA

Operational Creditor - Supplier of Goods or Service Provider (OC) or person authorised to act on his behalf	OC Claimant filing claim in Form B [VLP Reg 16 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Financial Creditor (FC) or person authorised to act on his behalf	FC Claimant filing claim in Form C [VLP Reg 17 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Financial Creditor in a Class (FC) or person authorised to act on its behalf	FC Claimant filing claim in Form C [VLP Reg 17 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor - Workman (OC) or person authorised to act on his behalf	OC Claimant filing claim in Form D [VLP Reg 18 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor - Employee (OC) or person authorised to act on his behalf	OC Claimant filing claim in Form D [VLP Reg 18 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor - Authorised Representative of Workmen and Employees (OC)	OC Claimant filing claim in Form E [VLP Reg 18 (2)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Any Other Stakeholder or person authorised to act on his behalf	Claimant filing claim in Form F [VLP Reg 19 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu

Rescinding of Case-specific Roles

Please note that upon cessation of his/her appointment as IRP/RP/Liquidator, users assigned the role of Case Workers by the Case Manager will have their role automatically rescinded, while all other roles assigned by a Case Manager during his/her tenure will not be affected and

Once the role rescinded, he/she will be restricted to perform any action specific to the rescinded role

Case-specific roles that are assigned to registered users can also be rescinded. In the following table is a list of case-specific roles and who can rescind the role

Role	Acronym	Who can rescind the Role
Case Applicant	CAP	Case Manager (CMR)
Case Authorized Representative	CAR	Case Manager (CMR)
Case Claimant	CCL	Case Manager (CMR)
Case CoC Member	CCM	Case Manager (CMR)
Case Manager	CMR	Subscriber Account Administrator (SAA)
Case Resolution Applicant	CRA	Case Manager (CMR)
Case Valuer	CVL	Case Manager (CMR)
Case Worker	CWR	Case Manager (CMR)

Administrative Roles

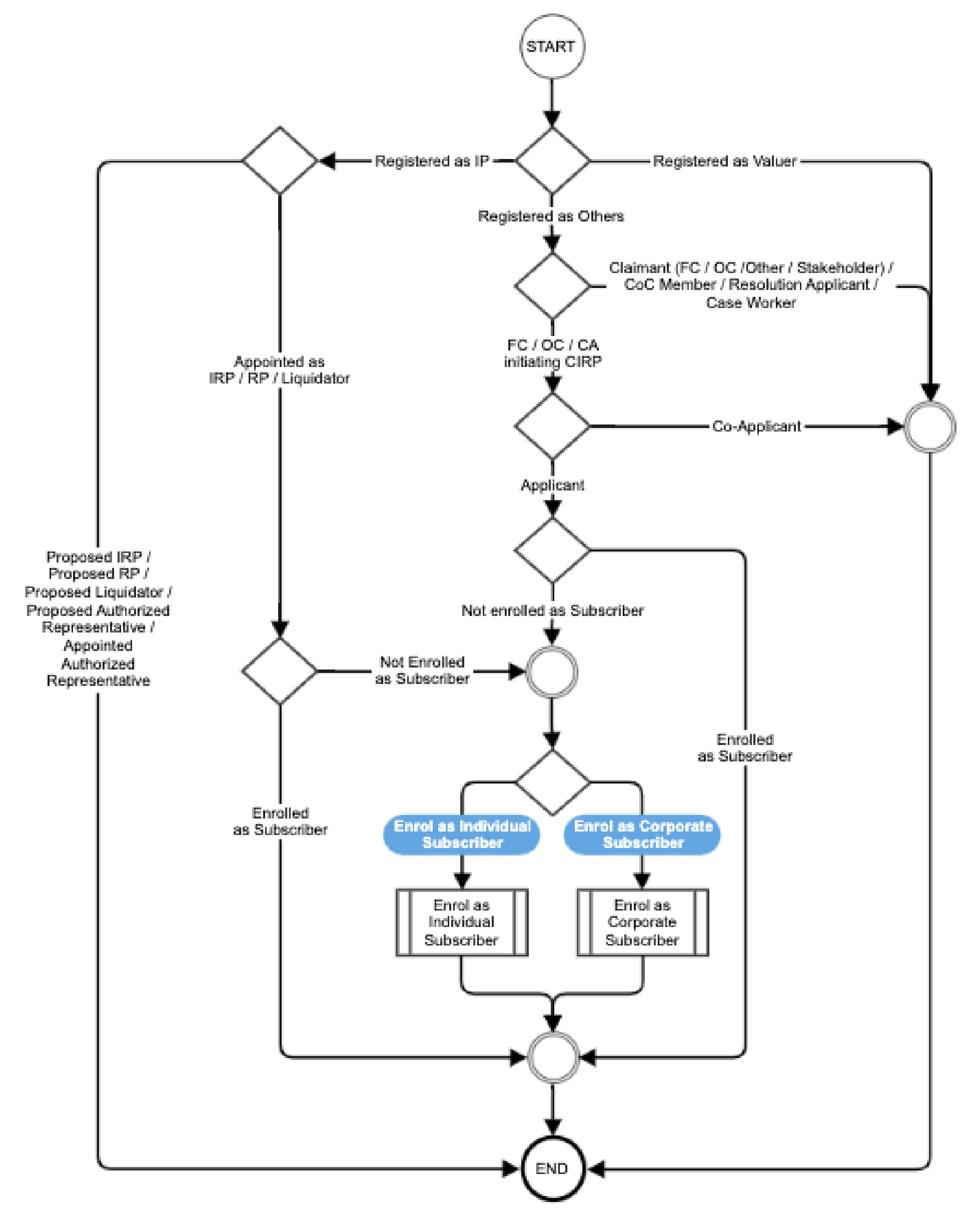
In order to assign an administrative role to a user a subscriber account must be opened. A registered user can choose to enrol as a subscriber of the system by navigating to Preference menu and clicking on Enrol as Subscriber button. In the table below all administrative roles that can be assigned to a registered user are listed along with their responsibilities and privileges

Role	Acronym	Responsibilities and Privileges	Notes
Subscriber Account Manager	SAM	1. Single Point of Contact for all matters relating to Subscriber Account activity including: use of services by users associated with the account, billing and payment matters 2. Assignment of SAA role to registered user(s) 3. Assignment of SMO role to user(s)	1. In the case of an Individual Subscriber Account, the registered user who opens the account is automatically assigned the role of Subscriber Account Manager (SAM) and the role cannot be reassigned to anyone else 2. In the case of a Corporate Subscriber Account, the registered user who opens the account is automatically assigned the role of Subscriber Account Manager (SAM). This role can, however, be re-assigned to another registered user but only one user is assigned this role at any time
Subscriber Account Administrator	SAA	1. Registration of new case 2. Appointment of Case Manager (CMR) 3. Monitoring of all cases in which Subscriber is a Stakeholder	1. Subscriber Account Administrator (SAA) role is assigned to a user by Subscriber Account Manager, but it can also be assigned to Subscriber Account Manager 2. At least one user must be assigned this role in order to be able to register a case
Subscriber Account Monitor	SMO	1. Monitoring of all cases in which Subscriber is a Stakeholder	
Case Manager	CMR	1. Takeover a case on being appointed Case Manager (CMR) 2. Manage case as Case Manager (CMR) 3. Appoints & relieves Case Worker(s) 4. Appoints & relieves Case Valuers(s) 5. Handover case on cessation	1. Except at CIRP Initiation Stage, only an Insolvency Professional (IP) can be appointed as Case Manager 2. Case Manager role (CMR) can also be assigned to the Subscriber Account. Administrator (SAA) provided the SAA is an Insolvency Professional

Subscriber Enrolment

> Subscriber Enrolment is also common to both PDA services as well as ICMS services offered by NeSL. It means that if you enrol as a Subscriber for PDA Services you will automatically be enrolled for ICMS Services and vice versa. By enrolling as a Subscriber you will open Subscriber Account with NeSL and assign to yourself the role of Subscriber Account Manager (SAM). In this role you will be able to assign the role of Subscriber Account Administrator (SAA) and / or Subscriber Account Administrator to yourself and / or to other users.

Whether you need to open a Subscriber Account depends on the role assigned to you as a registered user. Use the following flowchart to first decide whether you need to enrol as a Subscriber, then decide whether you should enrol as a Individual Subscriber or as a Corporate Subscriber, depending on the size insolvency practice



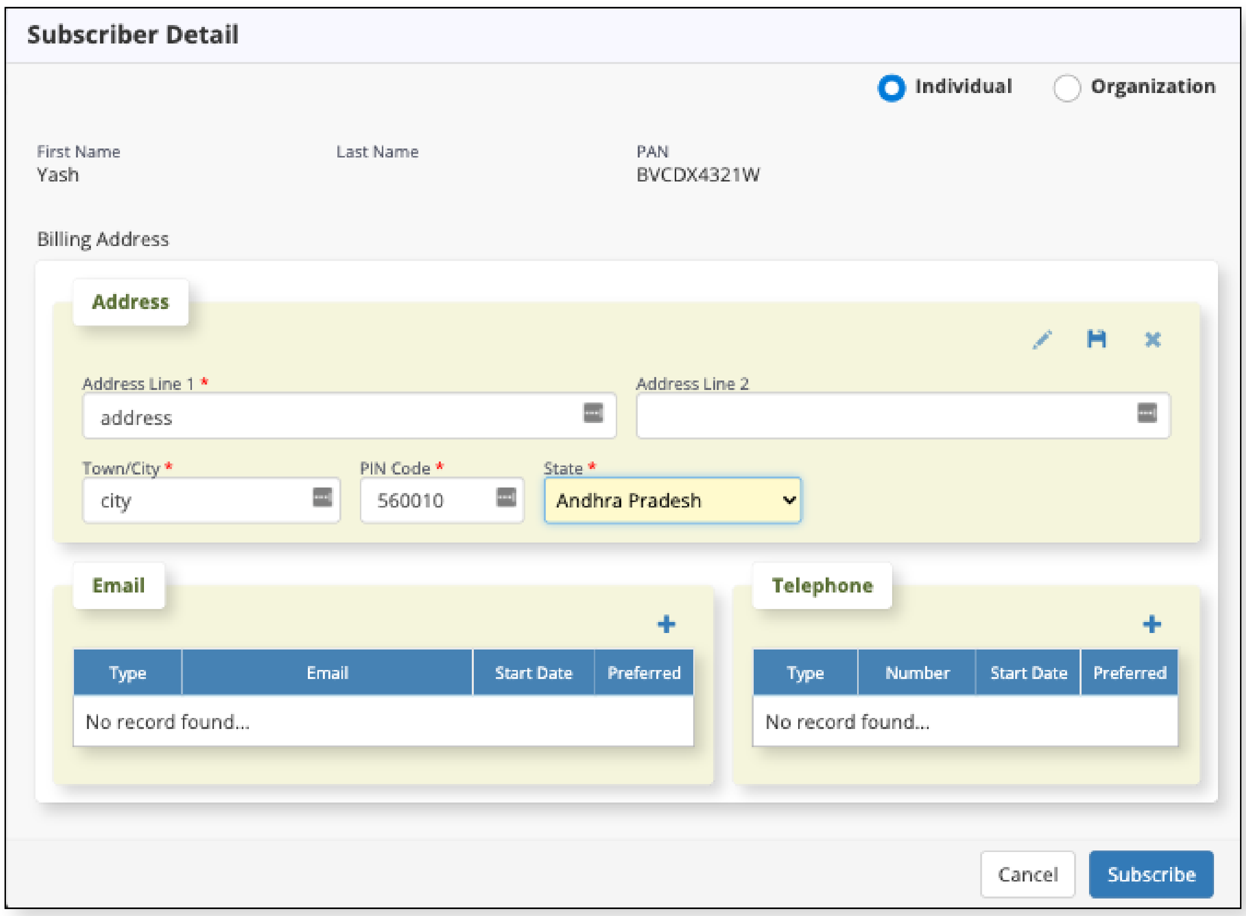
Individual Subscription - IP

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- After you successfully login, you will be redirected to the My Profile Page
- Click on Enrol as Subscriber
- Choose **Individual Subscription**
- Check **First** and **Last Name**
- Check **PAN**
- Enter **Billing address**
- Click on Subscribe



Expected Outcome:

- You are enrolled as an Individual Subscriber and appointed as the Subscriber Account Manager (SAM)

Message & Notes:

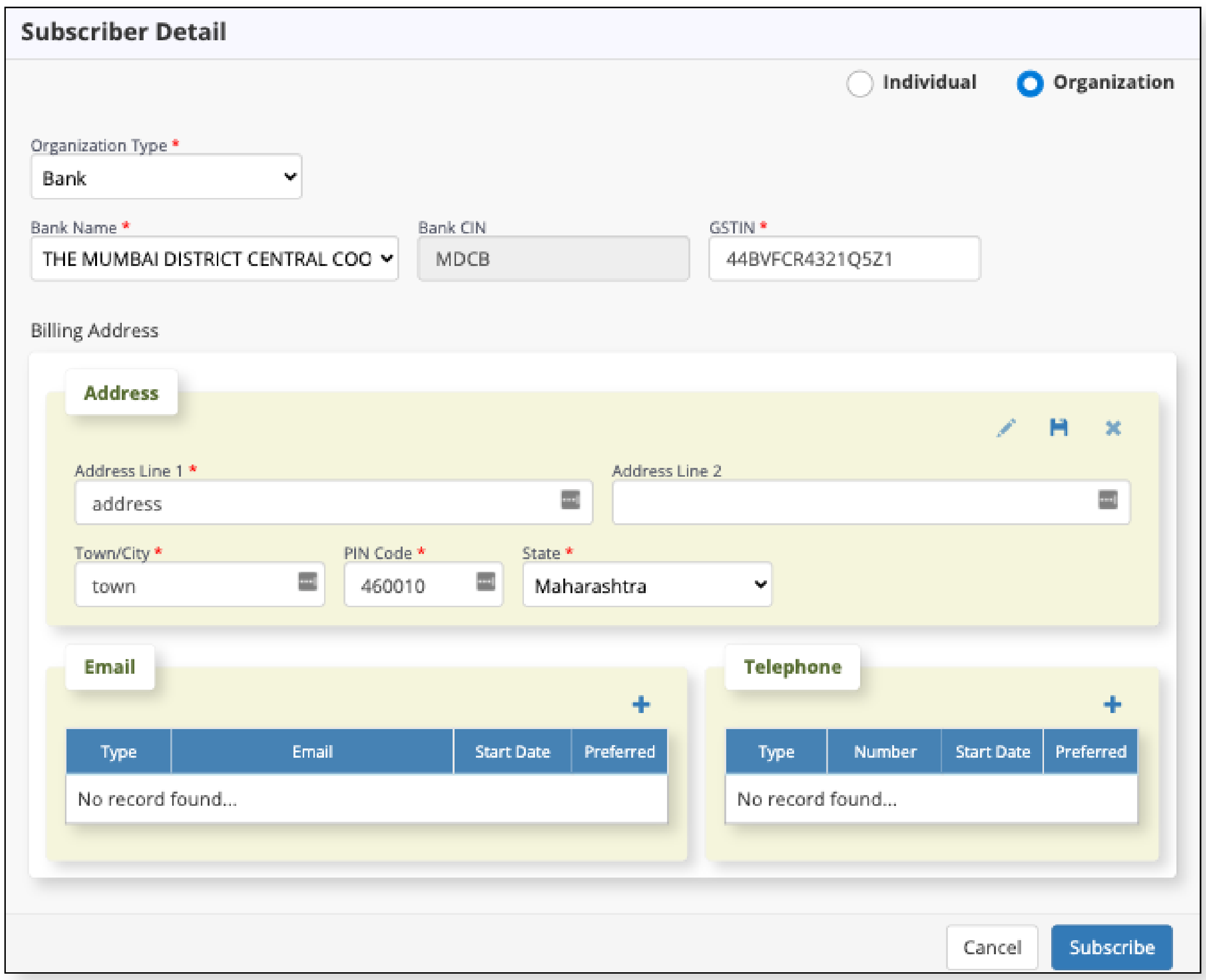
Corporate Subscription - IPE

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- After you successfully login, you will be redirected to the My Profile Page
- Click on Enrol as Subscriber
- Choose **Corporate subscription**
- Choose **Institution Type**(Bank / Company etc.)
- For Bank, select **Name of Bank** from list
- For Company / LLP, enter **CIN / LLPIN**
- Enter **Billing address**
- Click on Subscribe



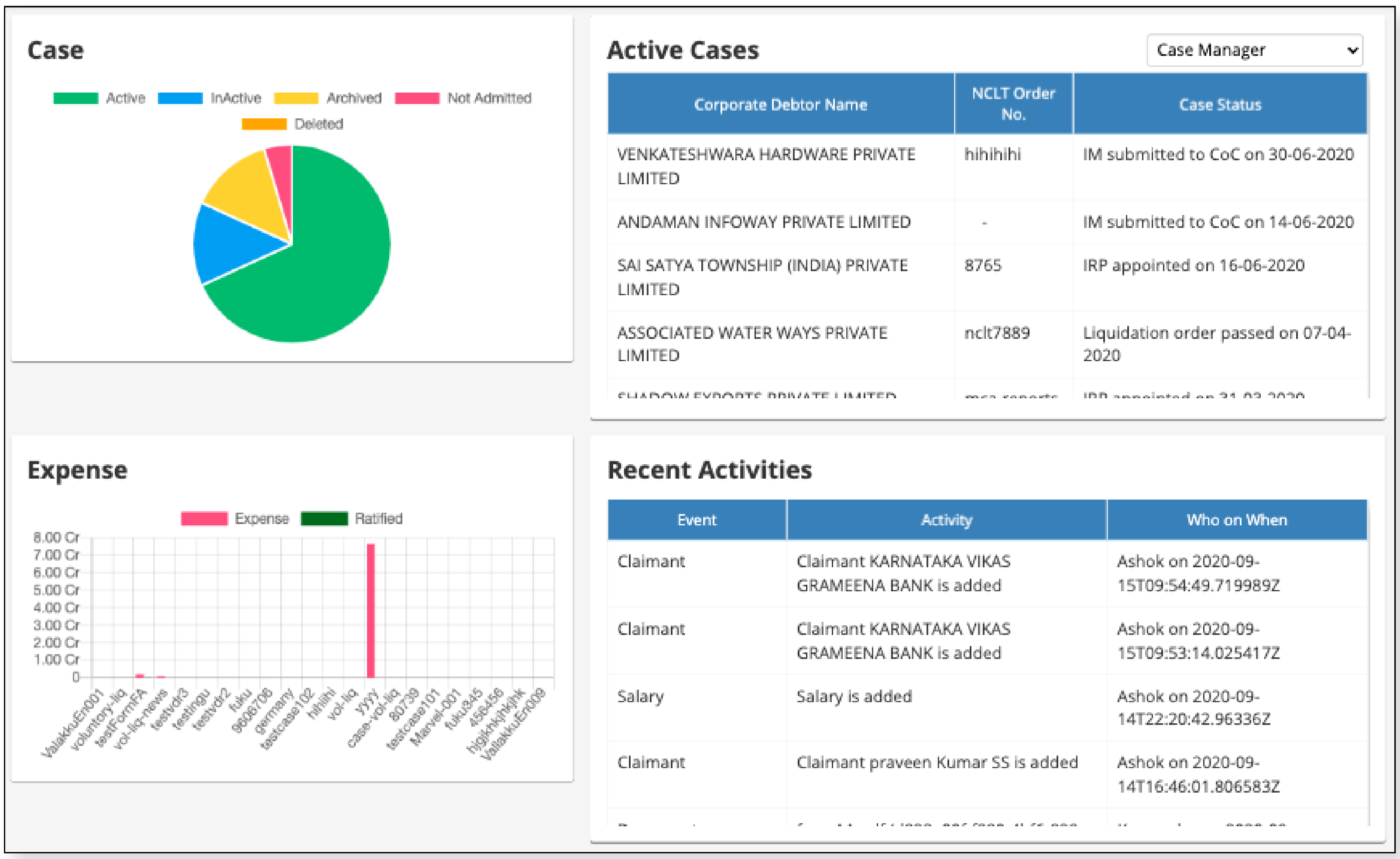
Expected Outcome:

- You are enrolled as an Corporate Subscriber and appointed as the Subscriber Account Manager (SAM)

Message & Notes:

Home

- Users with **Subscriber Account Manager, Subscriber Account Administrator** and **Subscriber Account Monitor** can access Home page
- **Home** provides a Graphical Representation of total number of case in different stages, expense details of each case, Lists Active cases based on roles and Lists Recent activities of the login user with date and time. On the Home scree four panels are displayed.
- Case



Profile

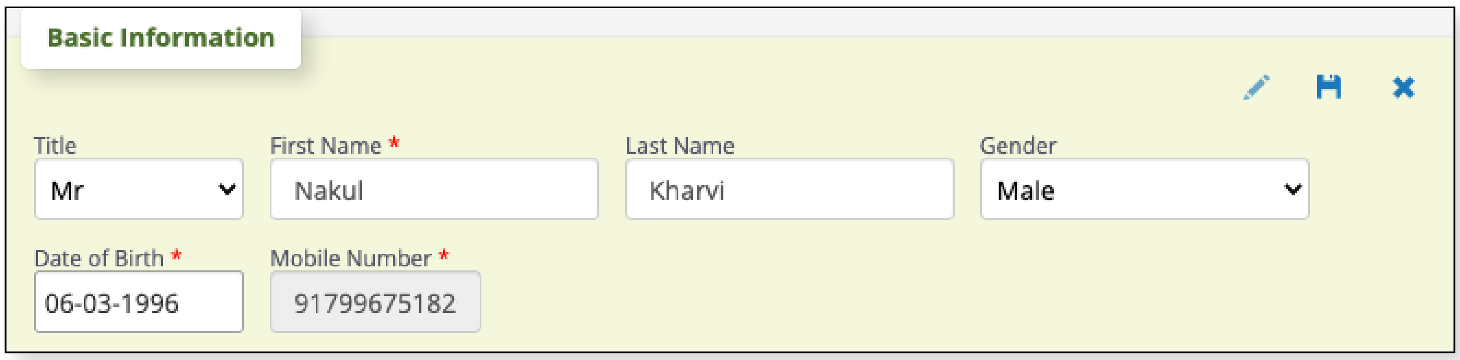
My Profile

Before you begin:

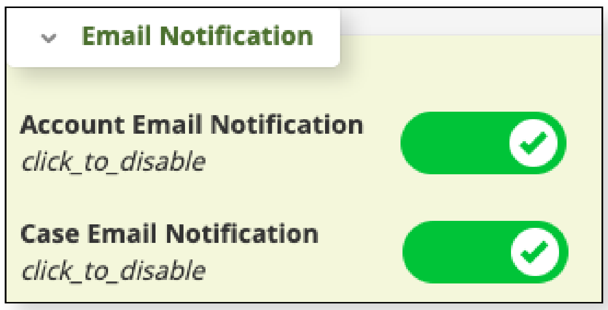
- You must be a Registered PDA User

Follow these steps:

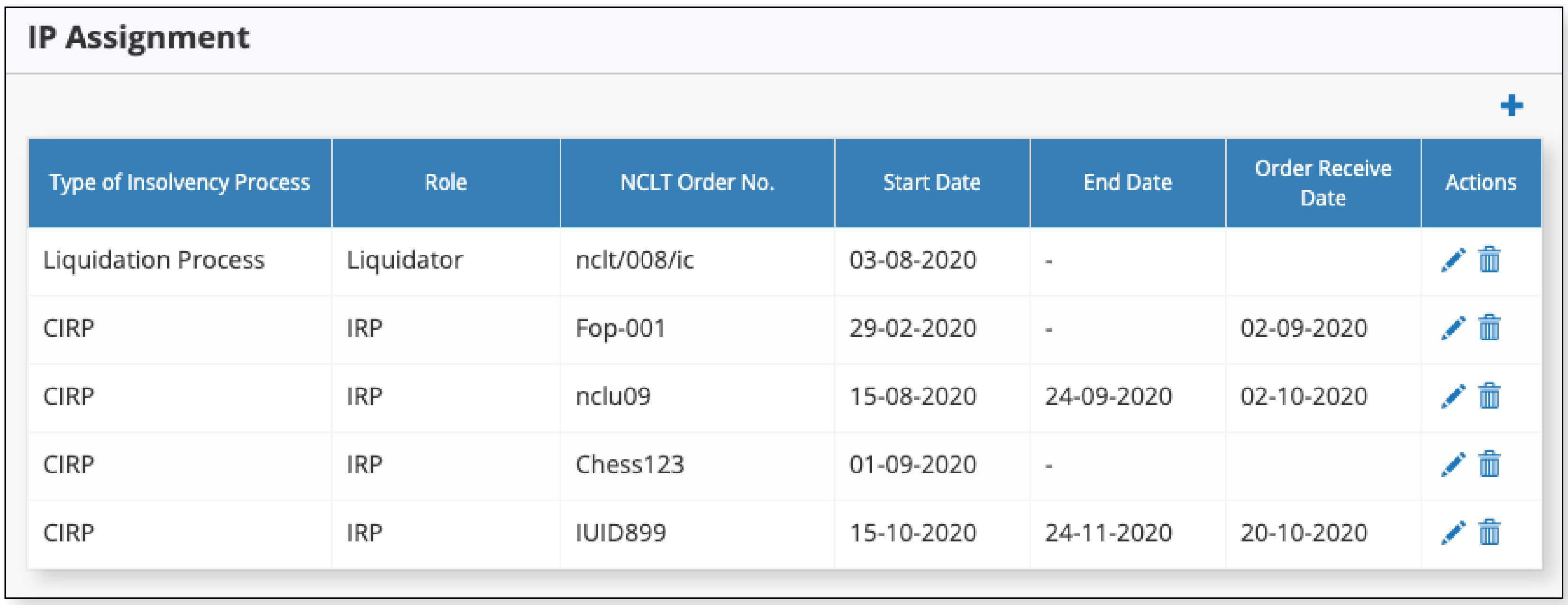
- **Edit Basic Information**
  - Click on button to edit Basic Information
  - Modify **Basic Information**
  - Click on button



- **Email Notification**
  - Click on switch button to enable/disable Account Email Notification/ Case Email Notification



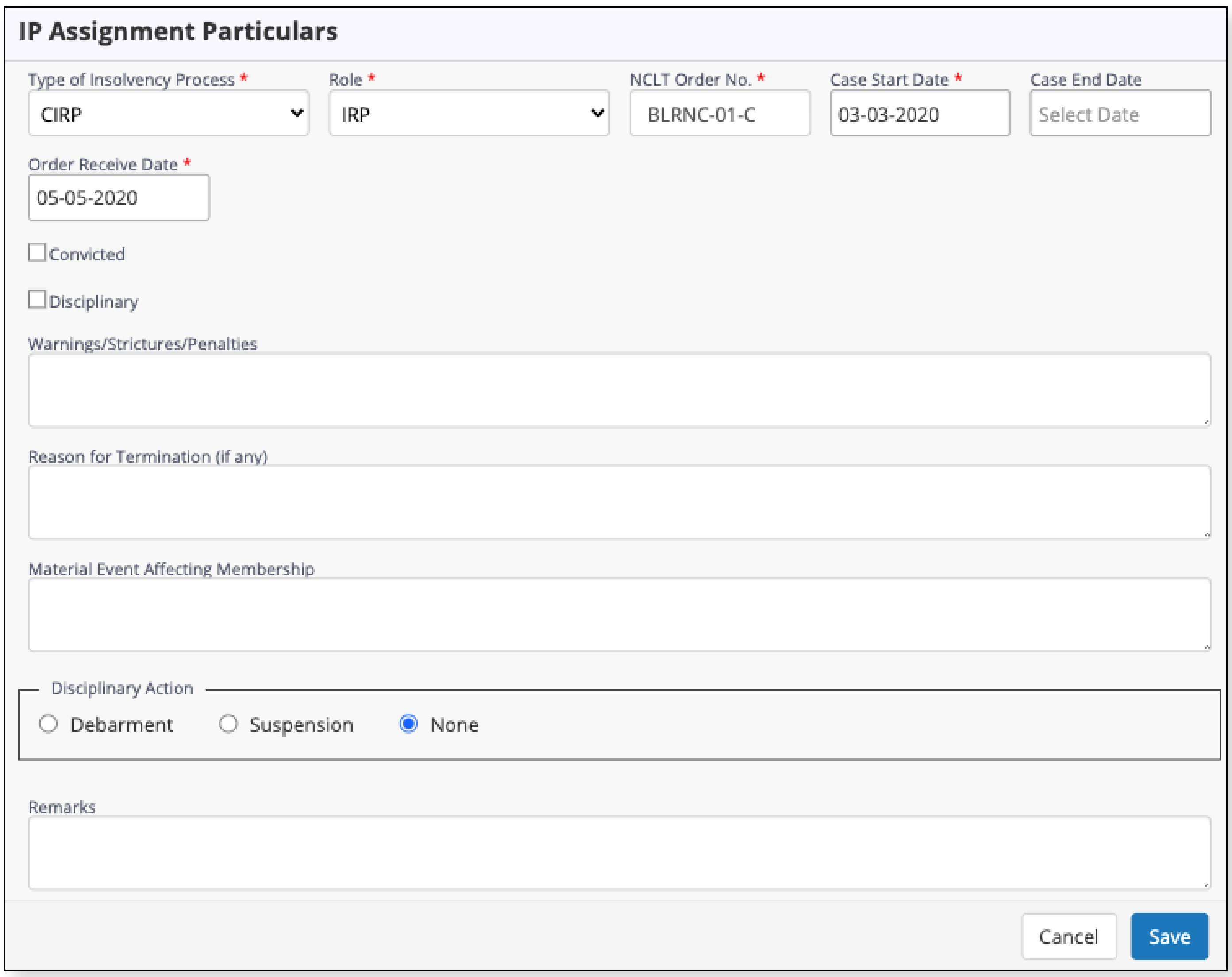
- **IP Assignment** (Applicable if login User is Insolvency Professional)
  - Click on **IP Assignment** in My Profile
  - IP Assignment list will appear



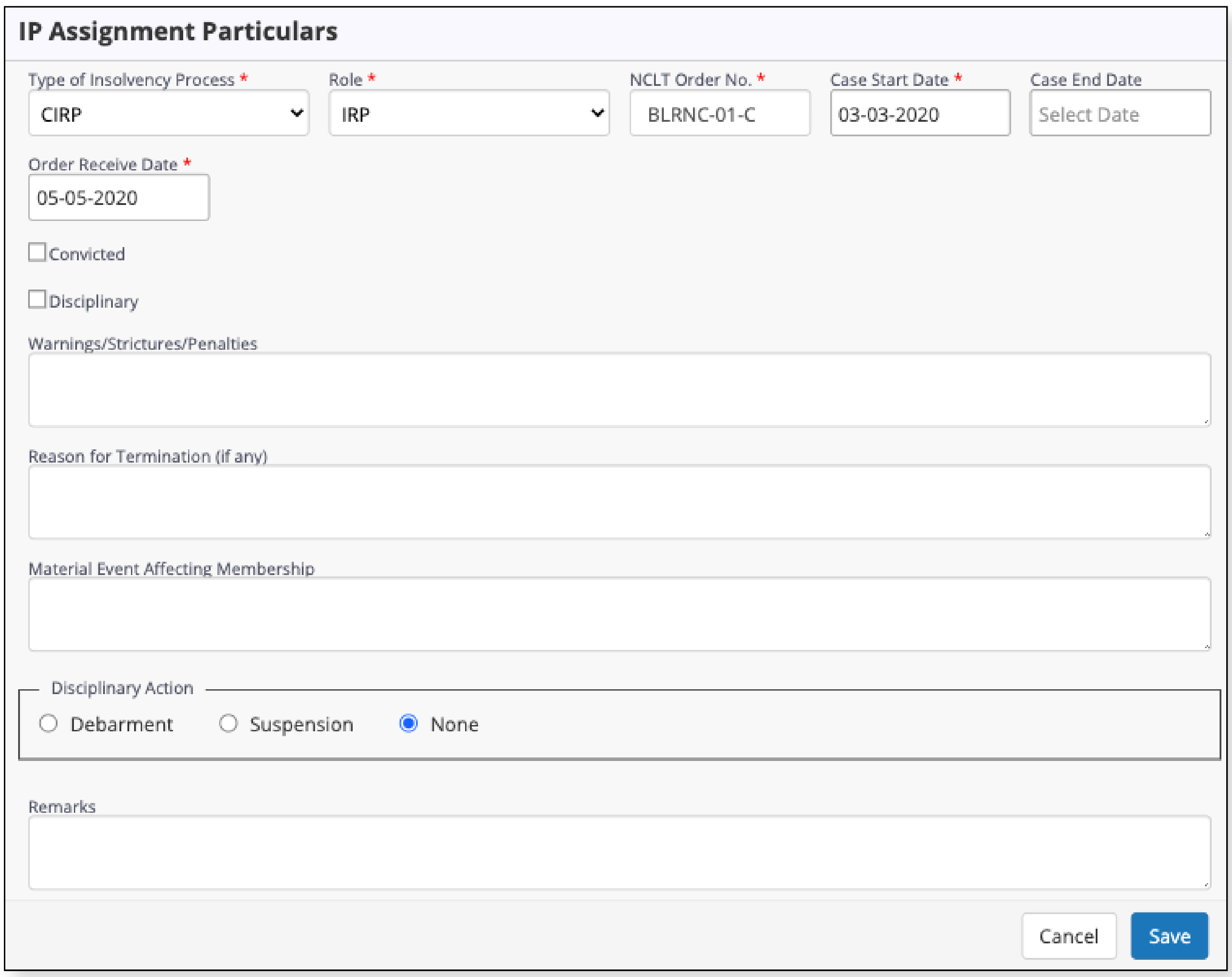
IP Assignment

Type of Insolvency Process	Role	NCLT Order No.	Start Date	End Date	Order Receive Date	Actions
Liquidation Process	Liquidator	nclt/008/ic	03-08-2020	-		
CIRP	IRP	Fop-001	29-02-2020	-	02-09-2020	
CIRP	IRP	nclu09	15-08-2020	24-09-2020	02-10-2020	
CIRP	IRP	Chess123	01-09-2020	-		
CIRP	IRP	IUID899	15-10-2020	24-11-2020	20-10-2020	

  - To **Add**
    - Click on +
    - Enter **IP Assignment** details
    - Click on Save

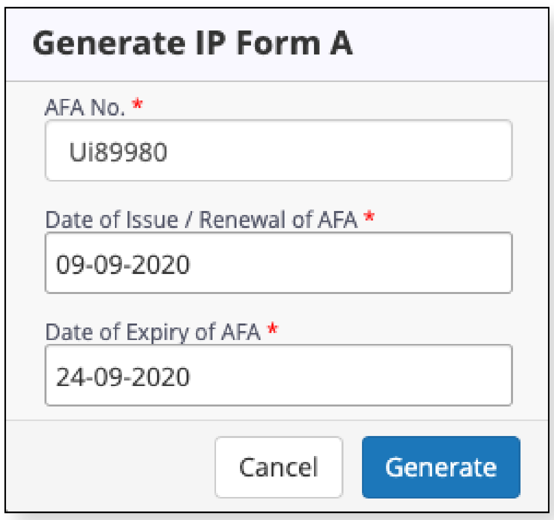


- To **Edit**
  - Click on button to which you want to edit IP Assignment details
  - Modify **IP Assignment** details
  - Click on Save



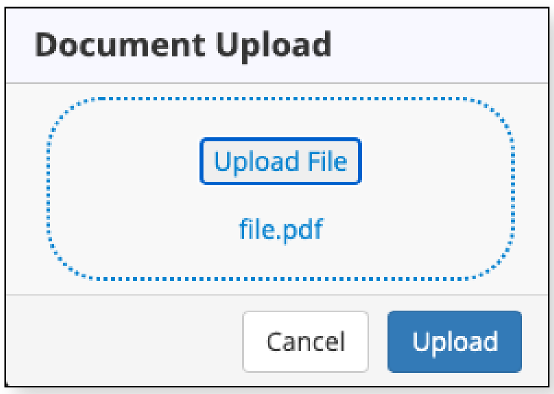
- To **Delete**
  - Click on button to which you want to delete IP Assignment
  - Click on Yes for confirmation

- **IP Form A** (Applicable if login User is Insolvency Professional)
  - **Generate/Re-generate**
    - Select **Generate/Re-generate**
    - Enter **Authorization for assignment** details
    - Click on Generate - Report will be generated and downloaded to your system



        - A new version will be added and will be displayed in Green color

    - **Upload**
        - Select **Upload**
        - Select a **file** to Upload
        - Click on Upload - Document will be uploaded



        - A new version will be added and will be displayed in Blue color

---

Message & Notes:

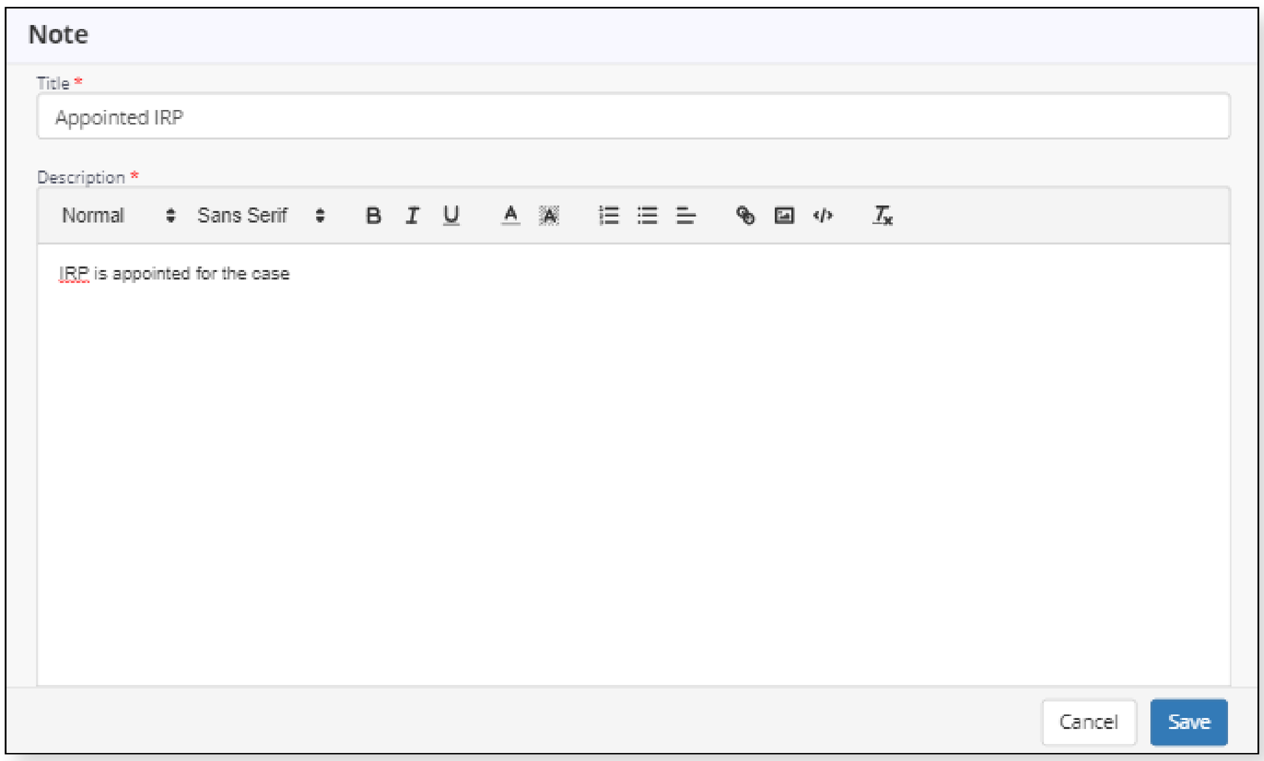
Note

Before you begin:

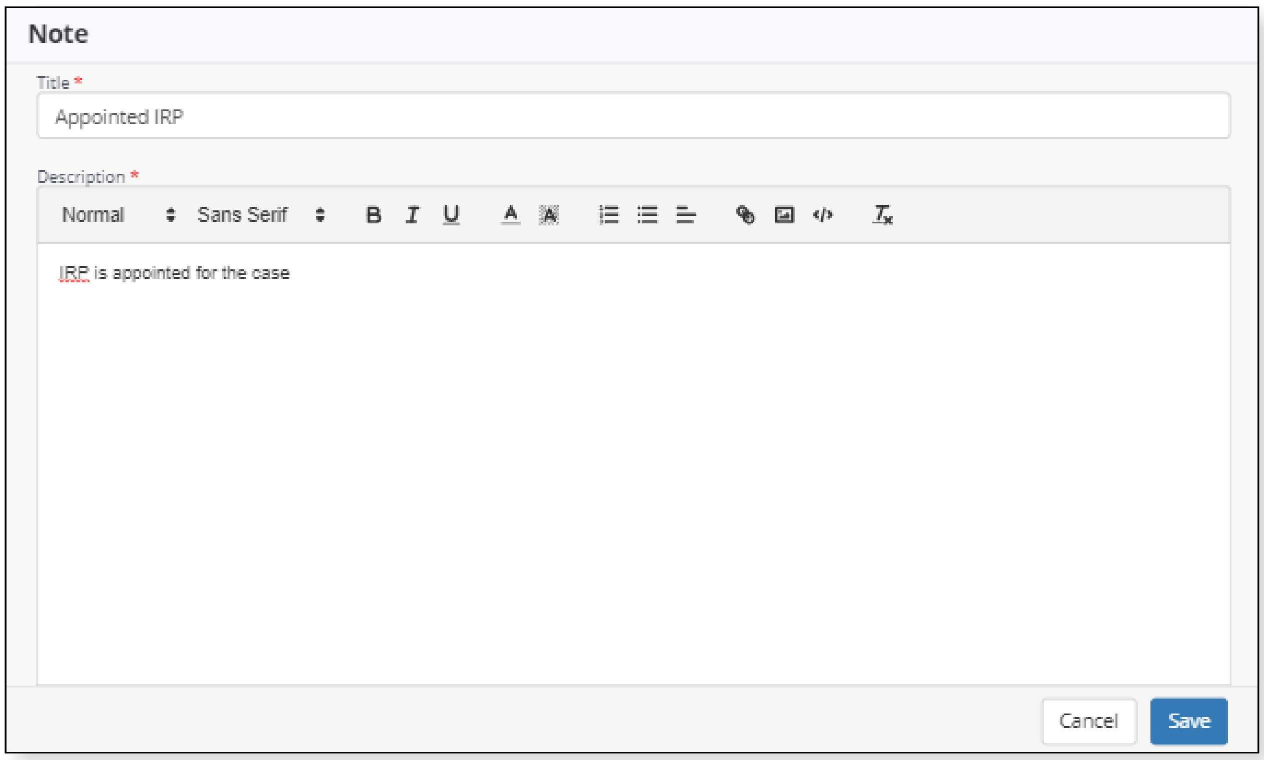
- You must be a Registered User of PDA

Follow these steps:

- Click on **Username** in the navigation header
- Select **My Profile**
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Note**
- You will be navigated to Note Page
- **Add**
    - Click on +
    - Enter **Title** and **Description**
    - Click on Save



- **Edit**
  - Click on Note which you want to modify
  - Modify **Note** details
  - Click on Save



- **Delete**
  - Click on to which you want to delete
  - Click on ✔ Yes for confirmation

Expected Outcome:

- You will be redirected to Note Page with Note details

Message & Notes:

Profile Pic

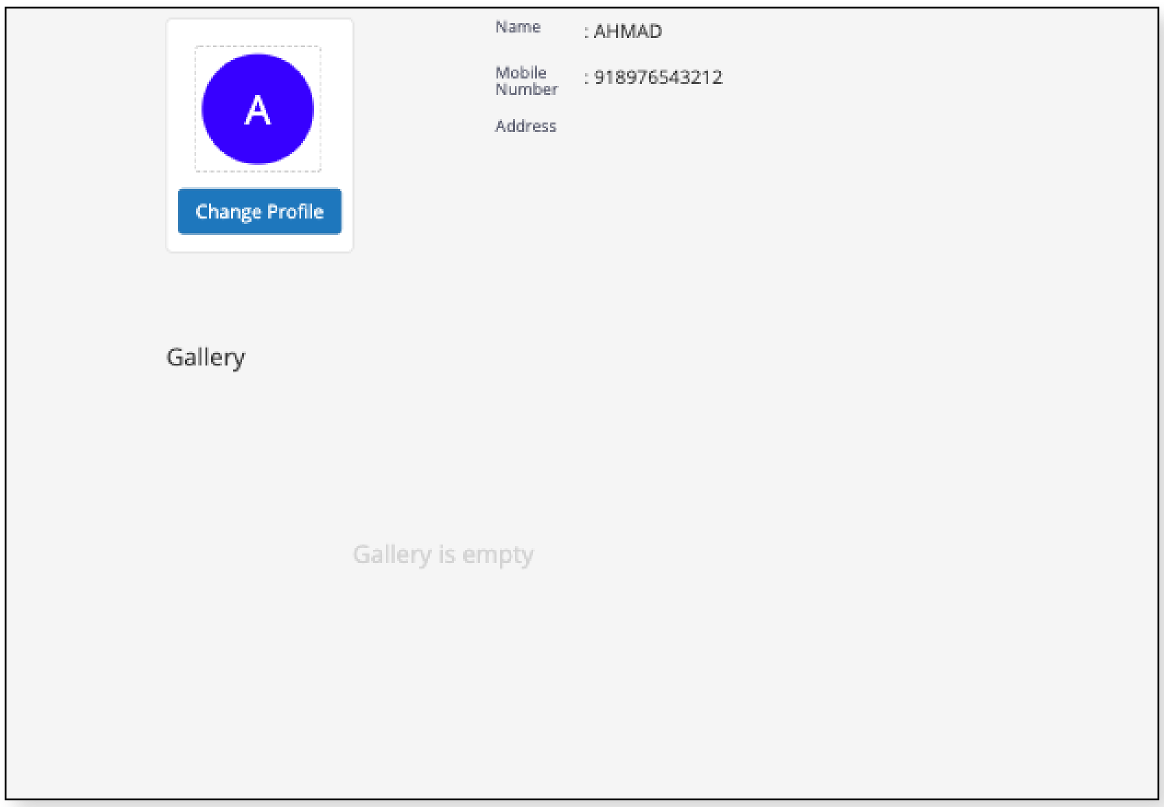
Before you begin:

- You must be a Registered User of PDA

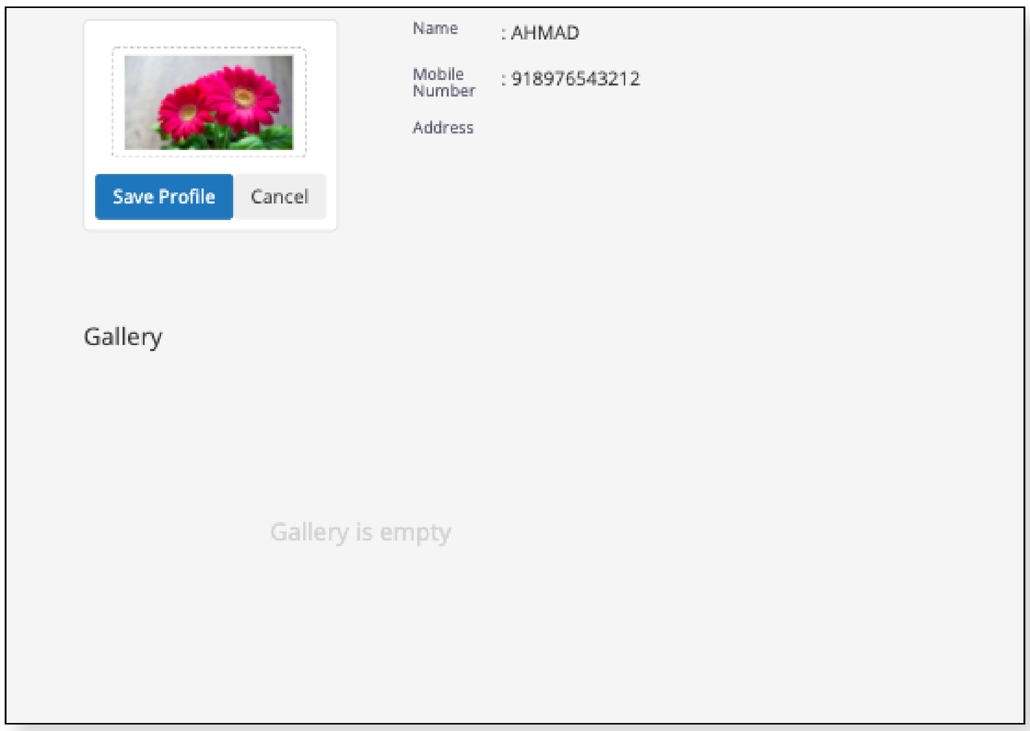
Follow these steps:

- Click on **Username** in the navigation header
- Select **My Profile**
- You will be directed to My Profile Page

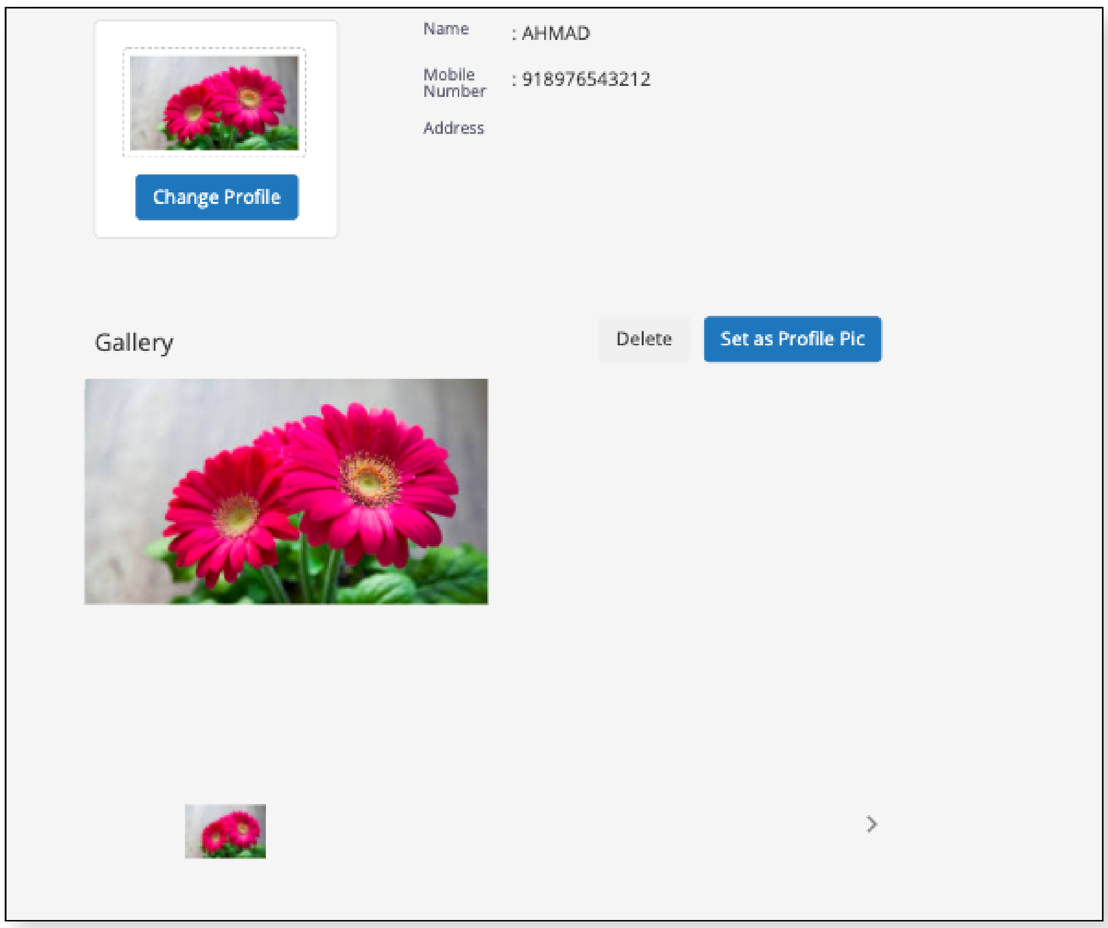
- Go to Side bar and navigate to **Profile pic**
- You will be redirected to Profile pic Page
- To **Add/Change**
  - Click on Change Profile



  - Select the image for **Profile pic**
  - Click on Save Profile



- To **Choose from Gallery**
  - Select image from gallery
  - Click on Set as Profile Pic
- To **Delete**
  - Select image form gallery
  - Click on Delete



Expected Outcome:

- You will be redirected to Profile pic Page, with Profile pic Details

---

Message & Notes:

Login History

Before you begin:

- You must be a Registered User of PDA

Before you begin:

- Click on **Username** in menu navigation header
- Select **My Profile**
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Login History**
- You will be redirected to Login History Page
- **Login History** page provides information of user login sessions of PDA application associated with different browser on all systems

Login history

15-09-2020 14:23:50	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 13:42:08	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 13:16:25	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 13:15:04	157.49.186.181	Unknown	Windows-windows-10	Chrome-85.0.4183.102		
15-09-2020 13:09:15	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 12:37:42	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 12:24:05	157.49.186.181	Unknown	Windows-windows-10	Chrome-85.0.4183.102		
15-09-2020 12:17:10	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 12:13:13	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		15-09-2020 12:13:35
15-09-2020 11:41:57	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		15-09-2020 12:05:38
15-09-2020 11:33:09	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		15-09-2020 11:33:26
15-09-2020 11:32:53	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		

Message & Notes:

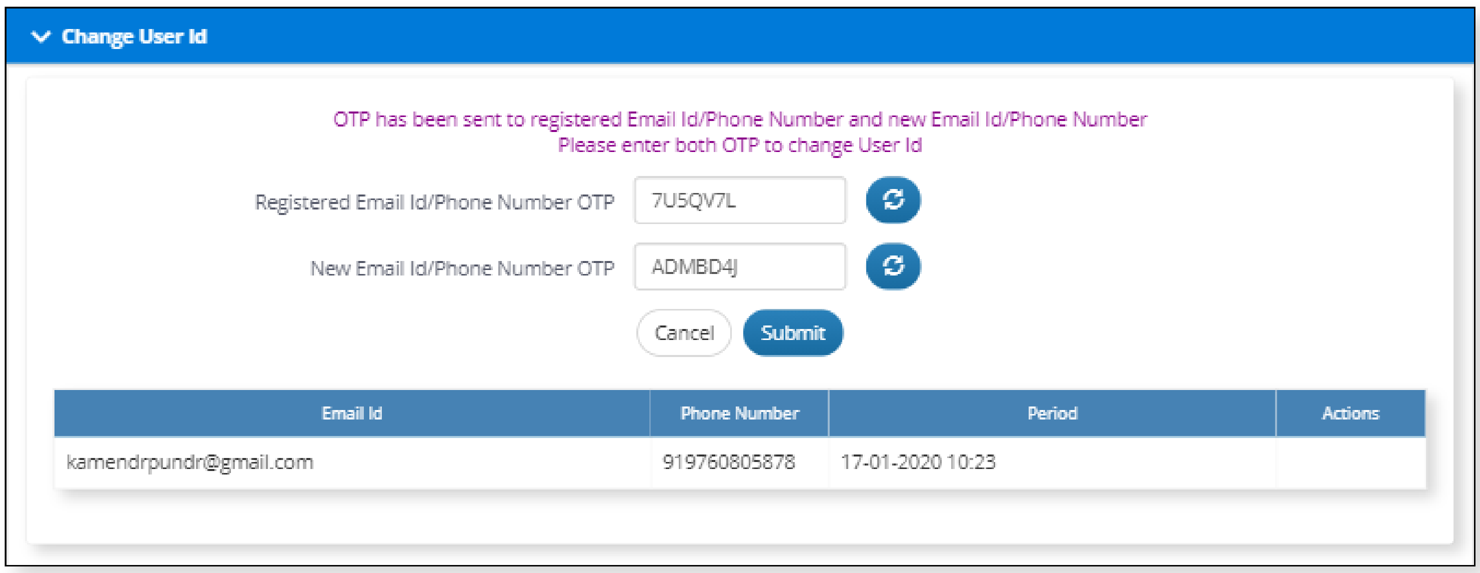
Security

Before you begin:

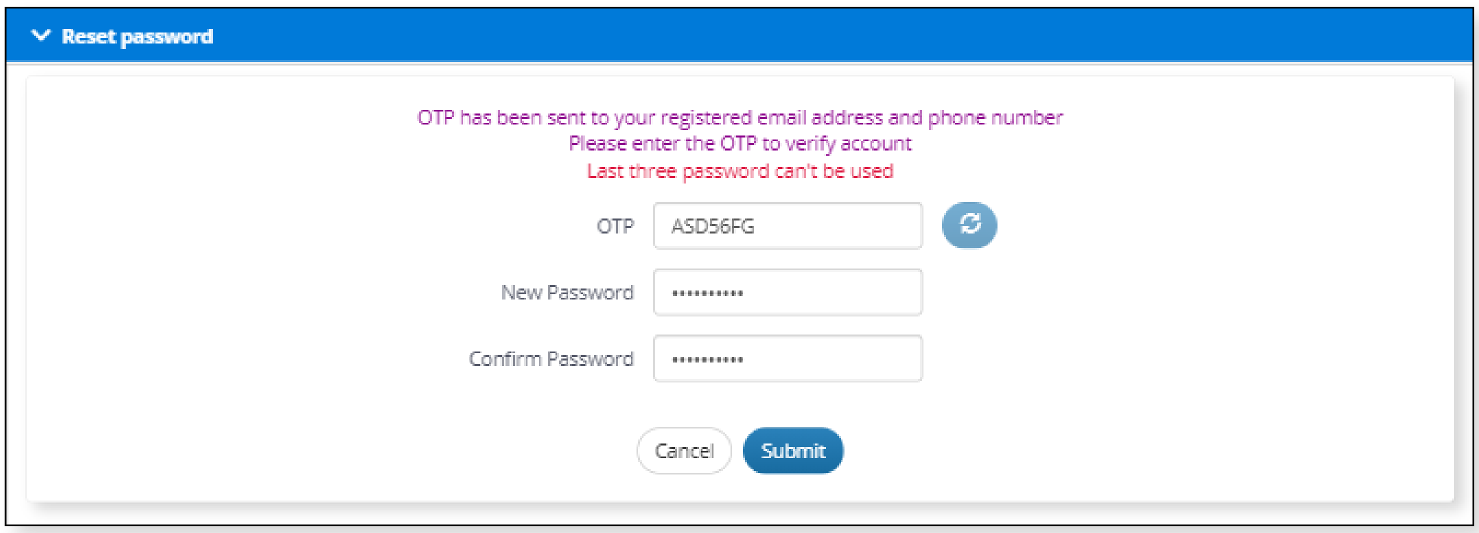
- You must be a Registered User of PDA

Follow these steps:

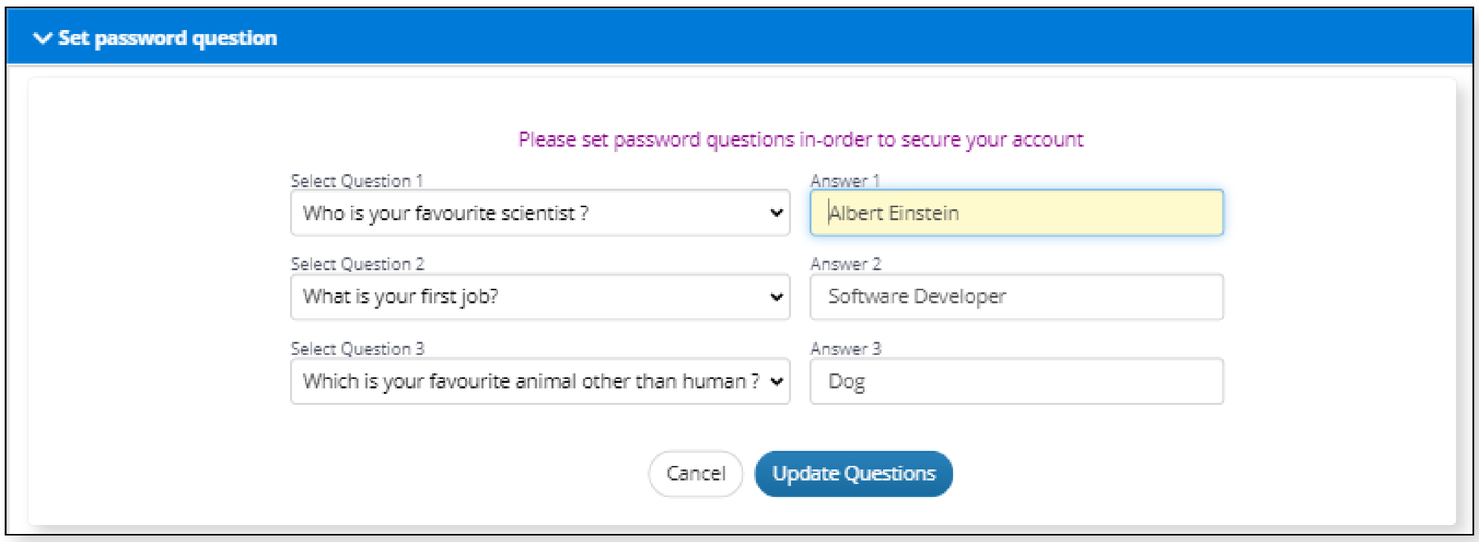
- Click on **Username** in navigation header
- Select **My Profile**
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Security**
- You will be navigated to Security Page
- **Change User ID**
  - Click on **Change User Id**
  - Click on **Change Email Address / Mobile Number**
  - Select **Email Address/Mobile Number**
  - Enter **Email Address/Mobile Number** respectively
  - Click on Request OTP
  - Click on ✔ Yes for confirmation
  - Enter OTP received on Registered Email Address/Mobile Number
  - Enter OTP received on New Email Address/Mobile Number
  - Click on Submit
  - You will get a success message



- **Reset Password**
  - Click on **Reset password**
  - Click on Send OTP
  - Enter **OTP** and new password
  - Click on Submit
  - You will get a success message



- **Set password question**
  - Click on **Set password question**
  - Select your questions
  - Enter answers of respective questions
  - Click on Update Questions
  - You will get a success message



Message & Notes:

Mail

Short for electronic mail, e-mail or email is information stored on a computer that is exchanged between two users over telecommunications.

Before you begin:

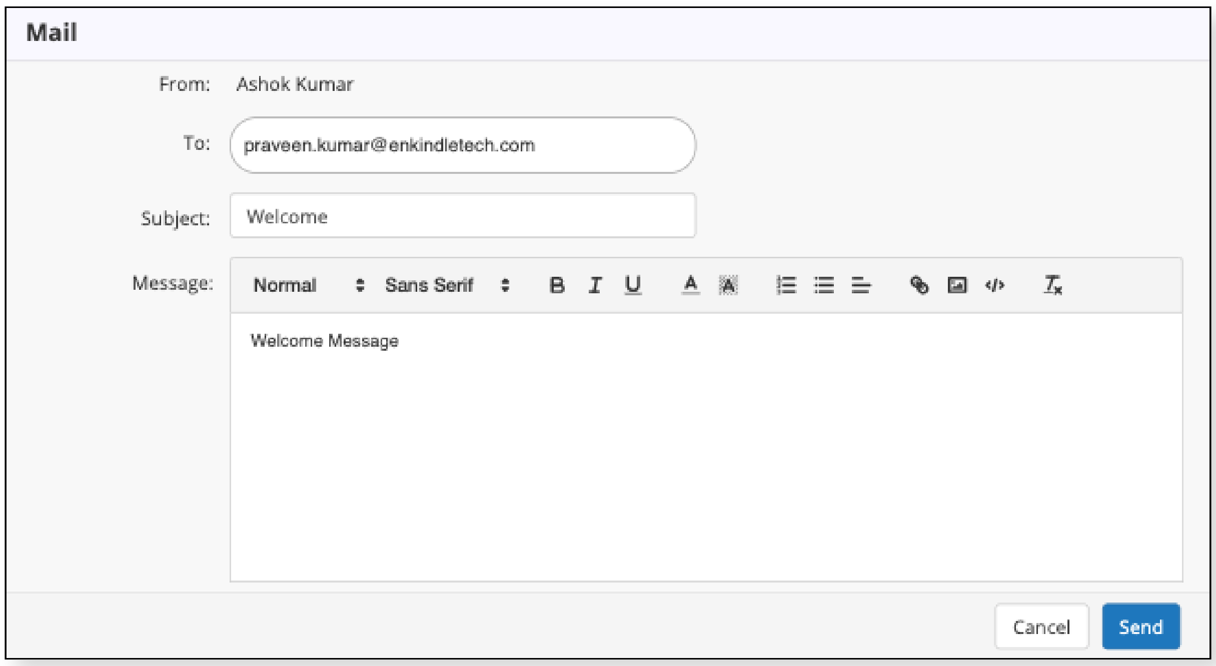
- You must be a Registered User of PDA

Follow these steps:

- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- **Send Invitation**
  - Click on
  - Enter the Mail Address to which you want to **Send Invitation**
  - Click on Send

- **Send Mail**
  - Click on +

- Search the Mail address of the Registered User or Subscriber Name to which you want to Send a Mail
- Enter the **Subject**
- Enter the **Message**
- Click on Send



Expected Outcome:

Message & Notes:

Inbox

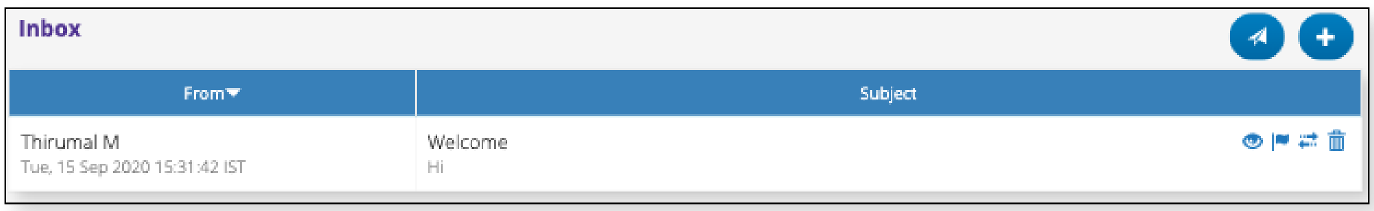
An inbox is the main folder that your incoming mail gets stored in.

Before you begin:

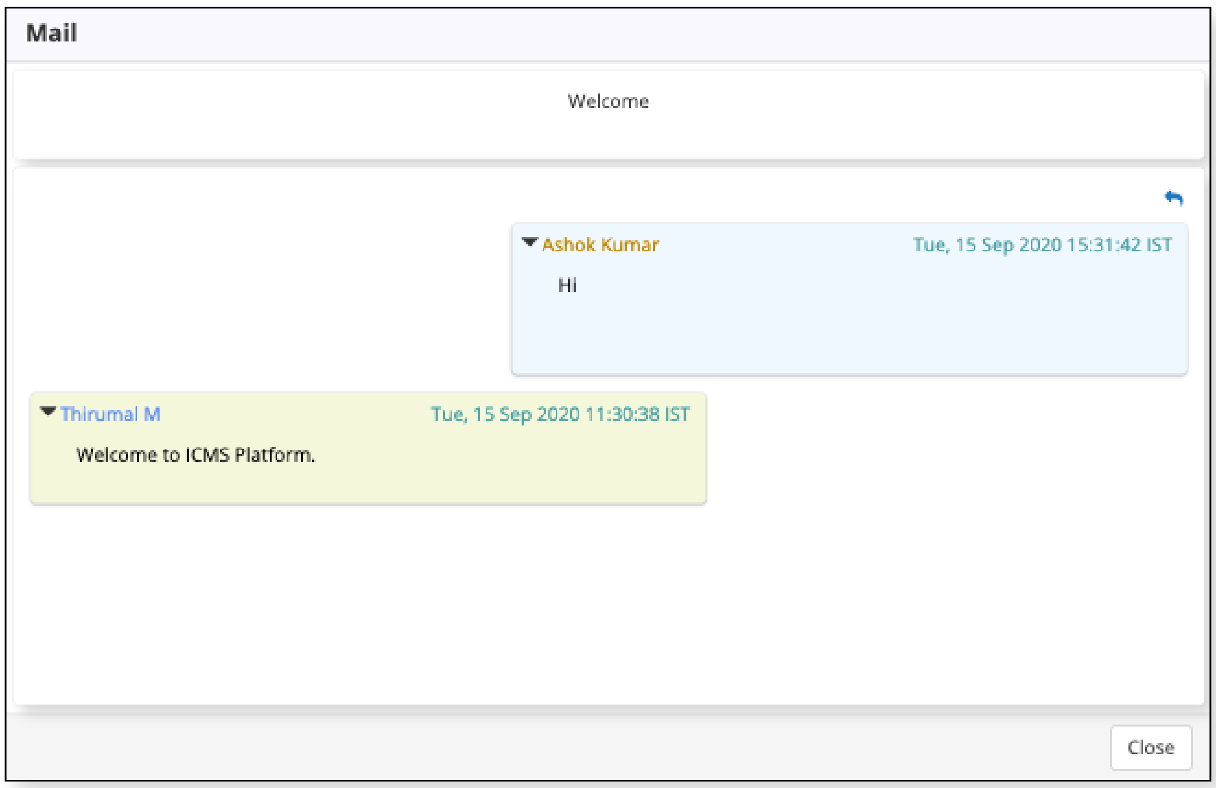
- You must be a Registered User of PDA

Follow these steps:

- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Inbox**
- Inbox list will appear



- **Open Conversation**
  - Click on of the Conversation you want to view
  - To reply to the conversation click on
  - Enter the message in the **Message** Block
  - Click on to Send
  - Click on Close



- **Flag**
  - Click on of the mail to which you want to Flag it
  - Click on of the mail to which you want to Un-Flag it
- **Move**
  - Click on of the mail to which you want to Move
  - **Junk mail**
    - Select **Junk Mail**
    - The Particular mail will be moved to **Junk mail**
  - **Archive**
    - Select **Archive**
    - The Particular mail will be moved to **Archive**
- **Delete**
  - Click on of the mail to which you want to Delete
  - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to Inbox Page with updated details

Message & Notes:

Sent Mail

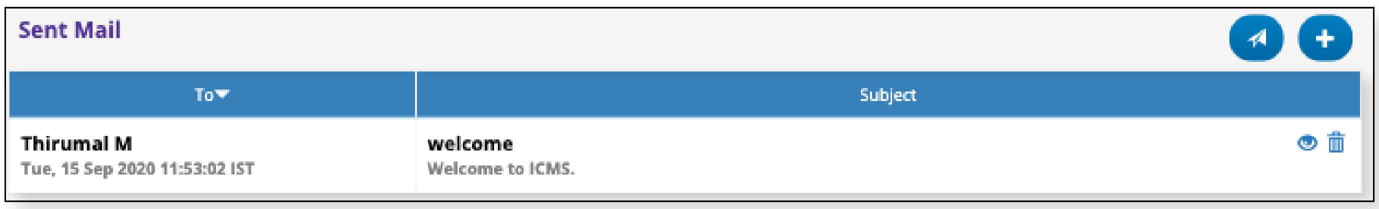
Sent is a folder or area that stores any e-mails that have been successfully delivered.

Before you begin:

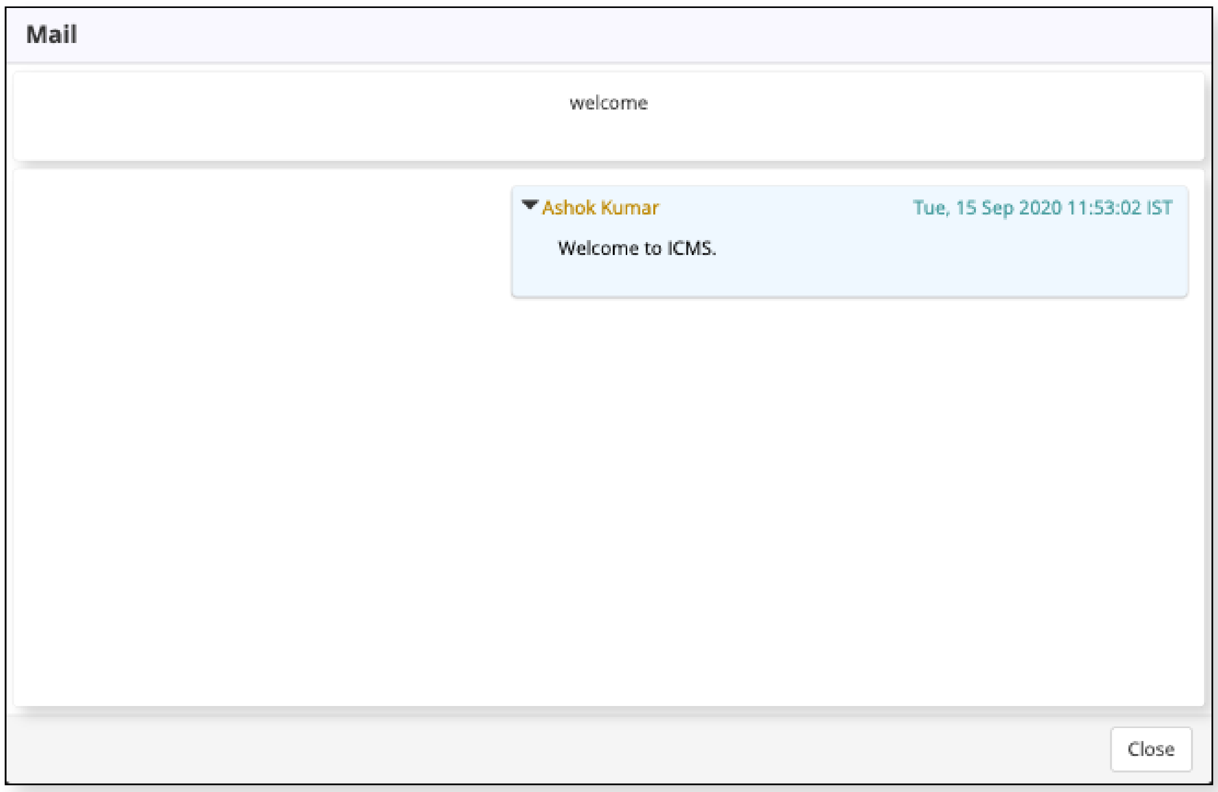
- You must be a Registered User of PDA

Follow these steps:

- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Sent Mail**
- Sent Mail list will appear



- **Open Conversation**
  - Click on 👁 of the Mail which you want to **Open Conversation**
  - Click on Close



- **Delete**
  - Click on 🗑 of the mail to which you want to Delete
  - The Particular mail will be moved to **Deleted Mail**

<u>**Expected Outcome:**</u>
- You will be redirected to <u>Sent Mail</u> Page with updated details

---

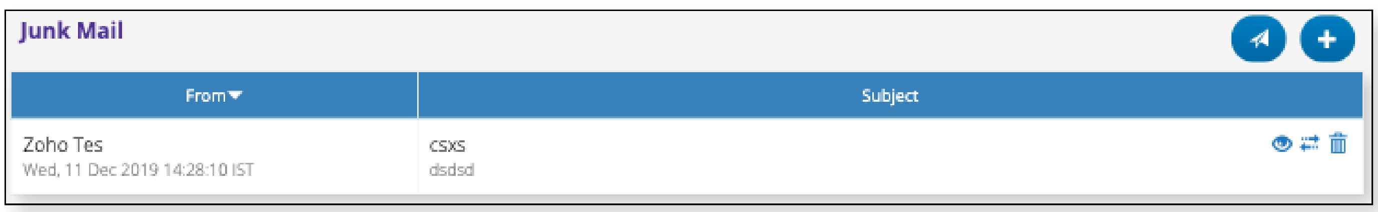
<u>**Message & Notes:**</u>

Junk Mail

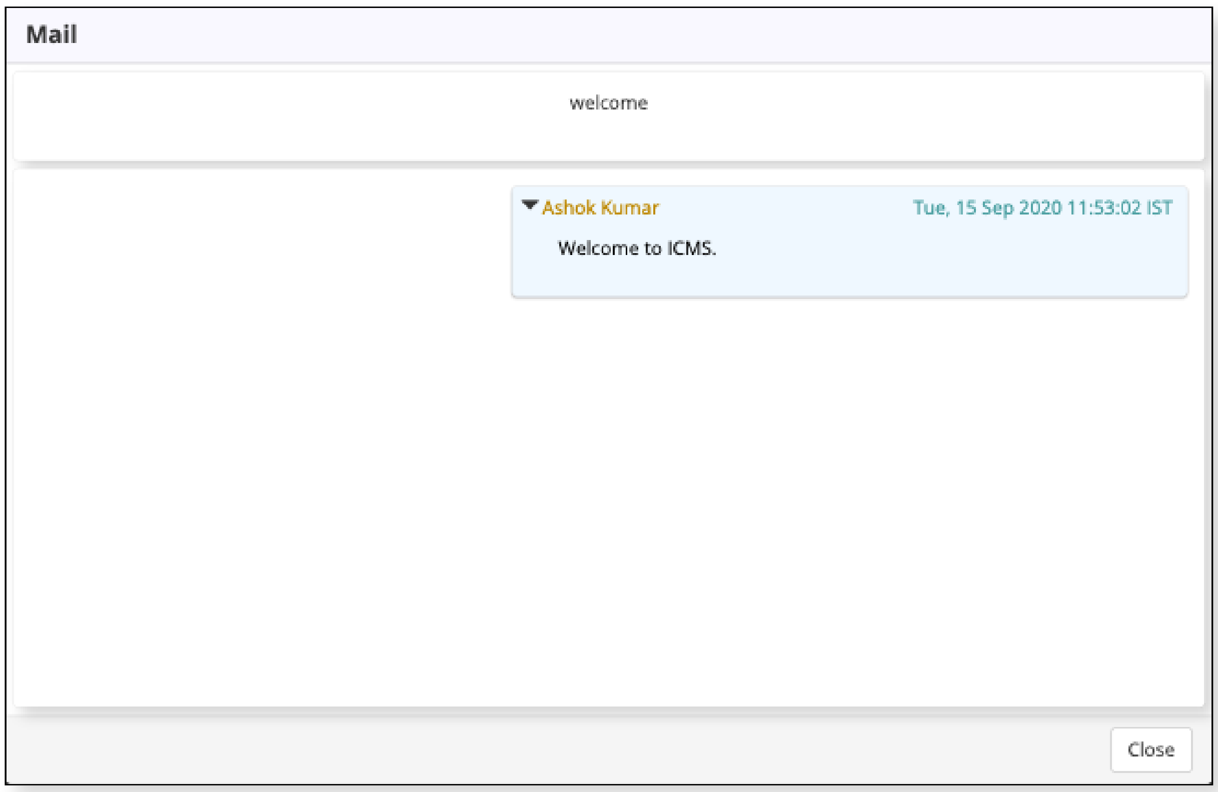
Junk Mail is the location for storing unwanted email as determined by a spam filter.

<u>**Before you begin:**</u>
- You must be a Registered User of PDA

<u>**Follow these steps:**</u>
- Click on My Profile to which you want to perform any action on Mail
- You will be directed to <u>My Profile</u> Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to <u>Mail</u> Page
- Go to Side bar and navigate to **Junk Mail**
- Junk Mail list will appear



- **Open Conversation**
  - Click on 👁 of the Mail which you want to **Open Conversation**
  - Click on Close



- **Move**
  - Click on ⇄ of the mail to which you want to Move
  - **Junk mail**
    - Select **Inbox**
    - The Particular mail will be moved to **Inbox**
  - **Archive**
    - Select **Archive**
    - The Particular mail will be moved to **Archive**
- **Delete**
  - Click on 🗑 of the mail to which you want to Delete
  - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to Junk Mail Page with updated details

---

Message & Notes:

Archive

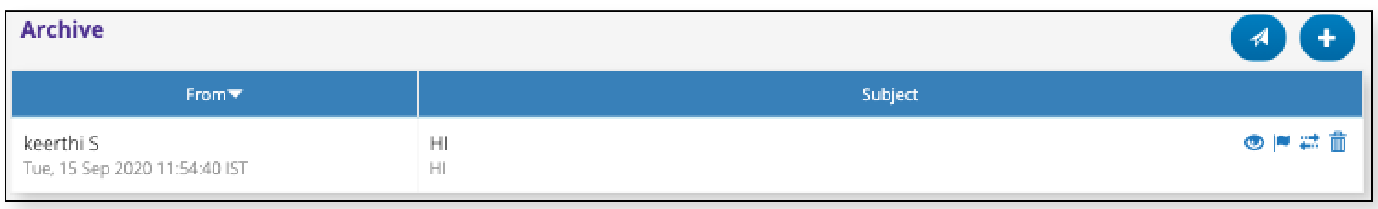
When you archive emails, the messages disappear from your inbox without being deleted.

Before you begin:

- You must be a Registered User of PDA

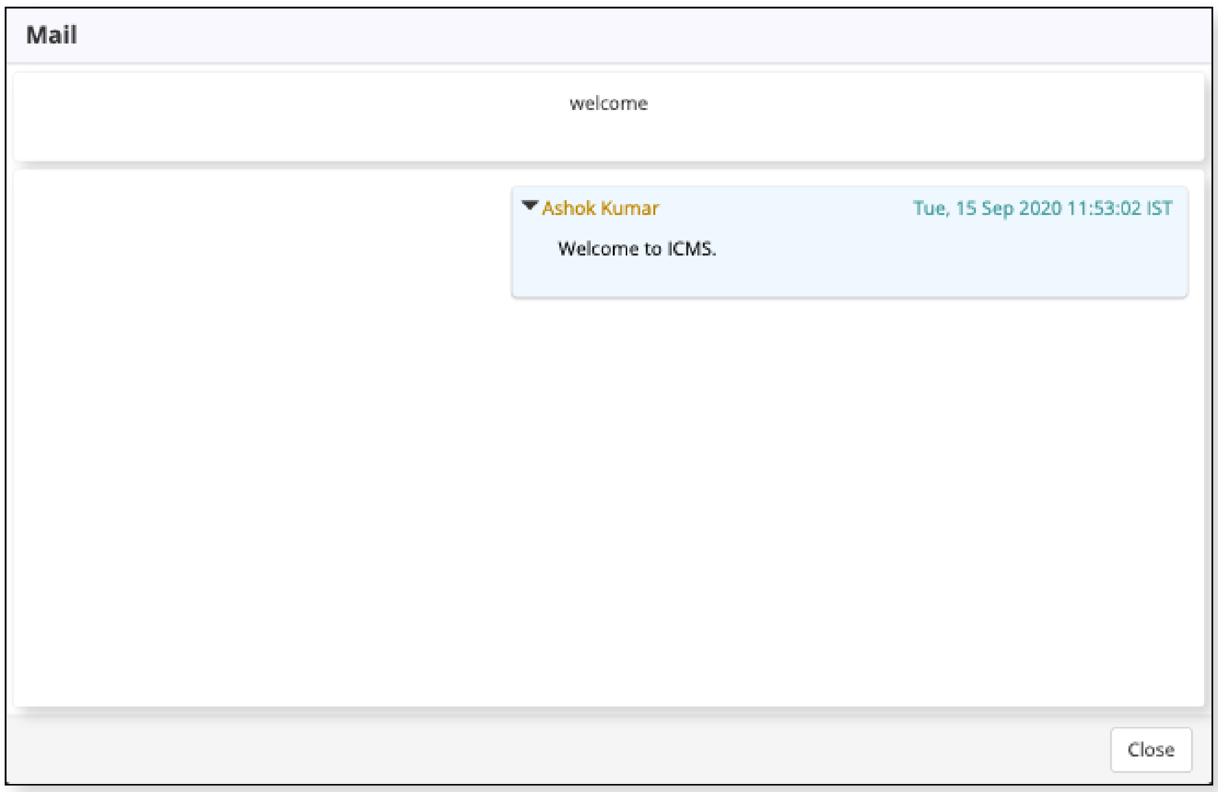
Follow these steps:

- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Archive**
- Archive list will appear



- **Open Conversation**
  - Click on 👁 of the Mail which you want to **Open Conversation**

- Click on Close



- **Flag**
  - Click on of the mail to which you want to Flag it
  - Click on of the mail to which you want to Un-Flag it
- **Move**
  - Click on of the mail to which you want to Move
  - **Junk mail**
    - Select **Inbox**
    - The Particular mail will be moved to **Inbox**
  - **Junk Mail**
    - Select **Junk Mail**
    - The Particular mail will be moved to **Junk Mail**
- **Delete**
  - Click on of the mail to which you want to Delete
  - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to Archive Page with updated details

---

Message & Notes:

Deleted Mail

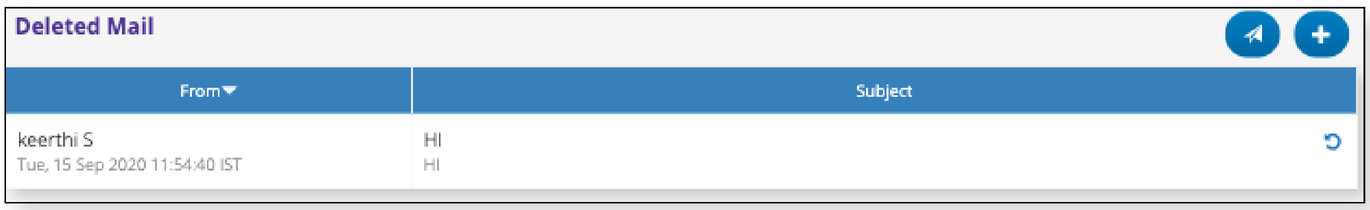
The Trash or Deleted Mail folder is where any emails you've deleted, are moved.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Deleted Mail**
- Deleted Mail list will appear



- **Undo Delete**
    - Click on of the Mail to **Undo Delete**
    - The Particular Mail will be recovered to the previous folder

---

Expected Outcome:

- You will be redirected to Deleted Mail Page with modified Details

---

Message & Notes:

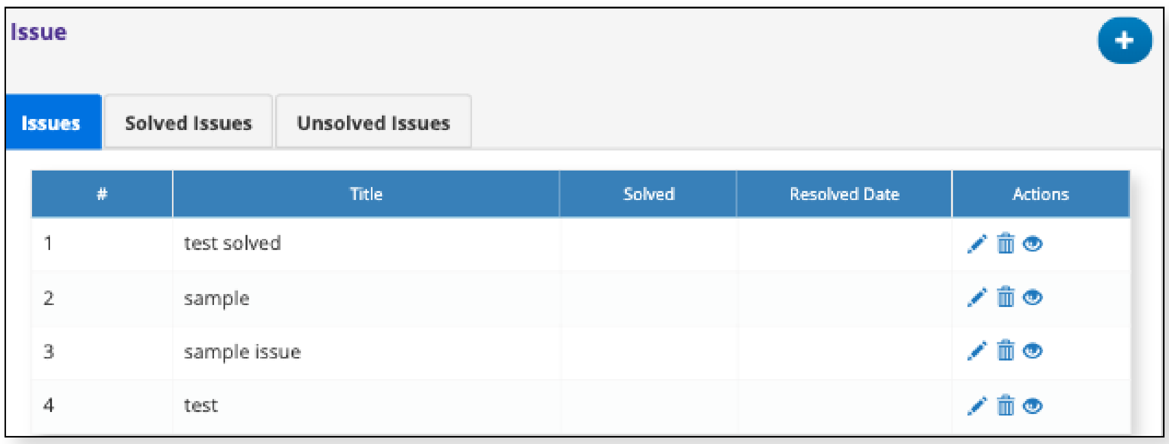
Issue

Before you begin:

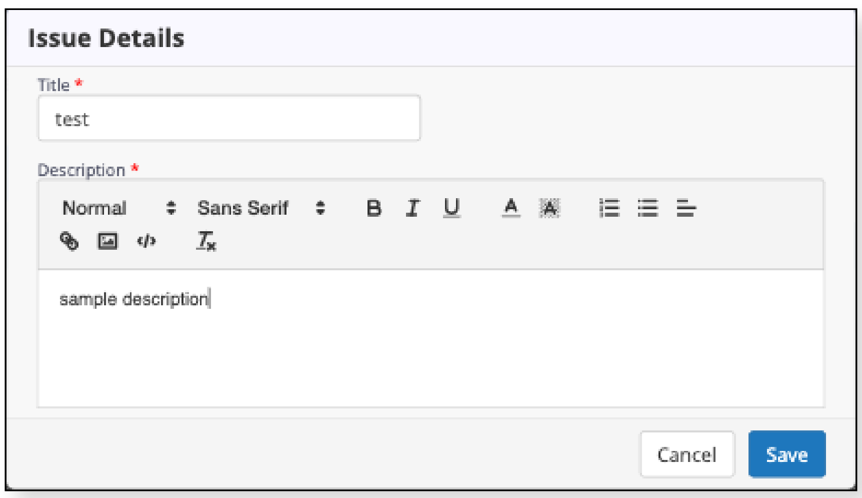
- You must be a Registered User of PDA
- Have Issue details ready

Follow these steps:

- Click on **Username** in navigation header
- Select **My Profile**
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Issue**
- You will be redirected to Issue Page
- Issue list will appear

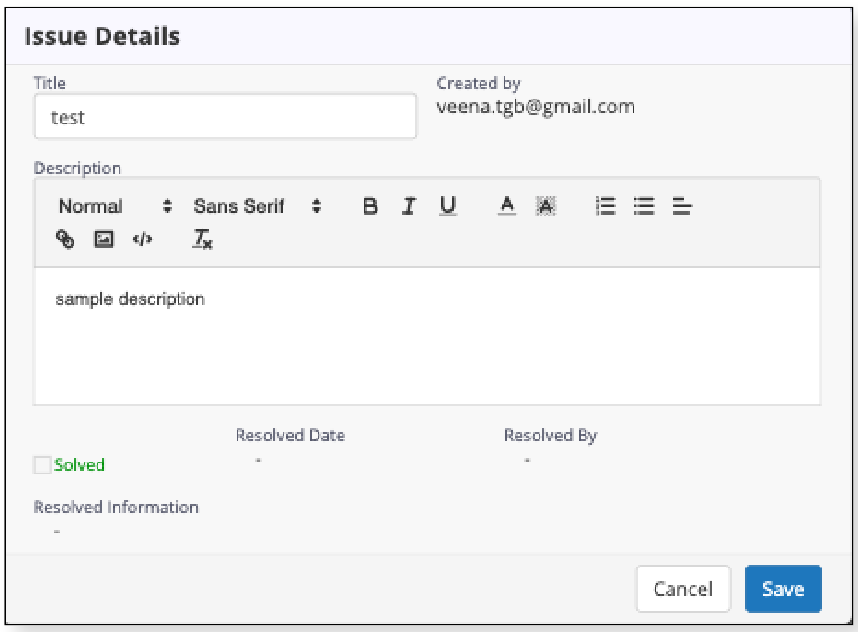


- To **Add**
    - Click on +
    - Enter **Issue** details
    - Click on Save



- To **Edit**
    - Click on **Issues / Unsolved Issues** tab

- Click on button to which you want to edit
- Modify **Issue** details
- Click on Save



- To **Delete**
  - Click on **Issues / Solved Issues / Unsolved Issues** tab
  - Click on button to which you want to delete
  - Click on ✔ Yes for confirmation

Expected Outcome:
- You will be redirected to Issue Page, with updated details

Message & Notes:
- If the Issue is Solved or Unsolved it will be displayed in the respective list

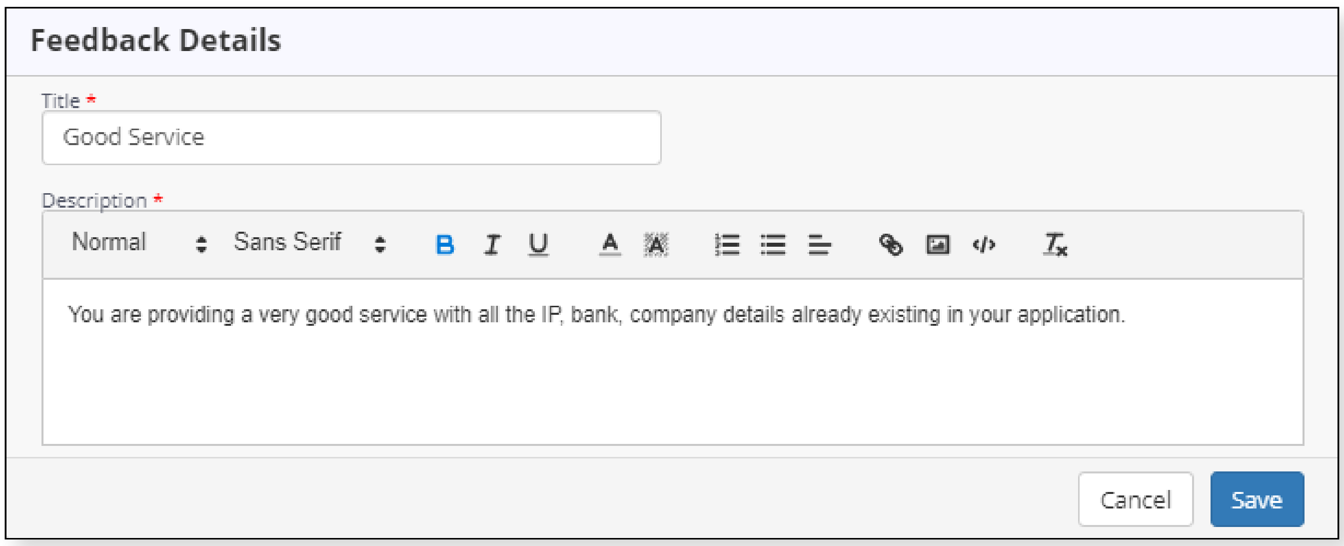
---

Feedback

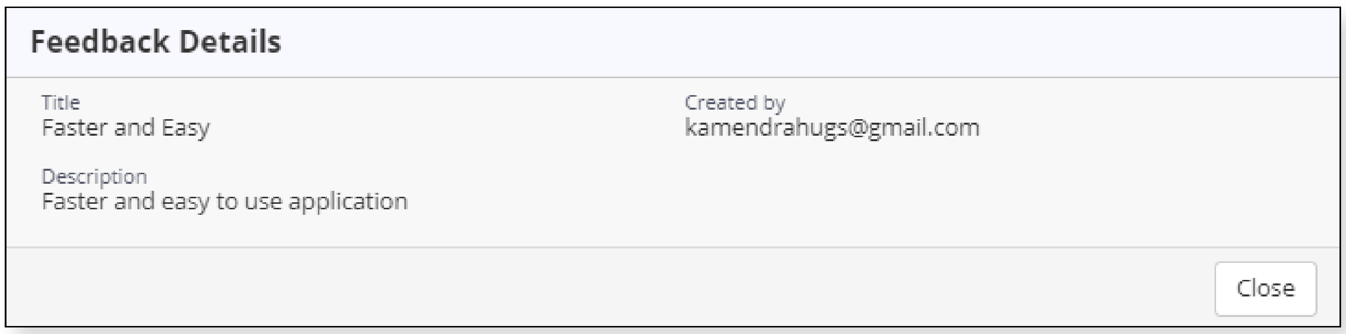
You can provide feedback to PDA Application. We'd love your feedback, so we can make changes according to your needs.

Before you begin:
- You must be a Registered User of PDA

Follow these steps:
- Click on **Username** in the navigation header
- Select **My Profile**
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Feedback**
- You will be navigated to Feedback Page
- **Add**
  - Click on +
  - Enter **Title** and **Description**
  - Click on Save



- **View**
  - Click button to which you want to view
  - Click on Close



Expected Outcome:

- You will be redirected to Feedback Page with feedback details

---

Message & Notes:

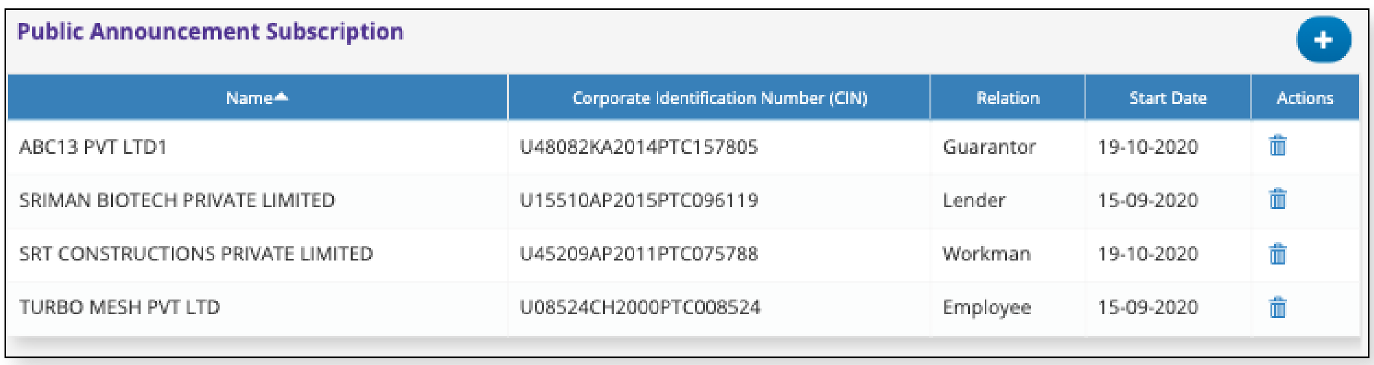
PA Subscription

Before you begin:

- You must be a Registered User of PDA
- Have PA subscription details ready

Follow these steps:

- Click on **Username** in the navigation header
- Select **My Profile**
- You will be directed to My Profile Page
- Go to Side bar and navigate to **PA Subscription**
- You will be redirected to PA Subscription Page
- PA Subscription list will appear

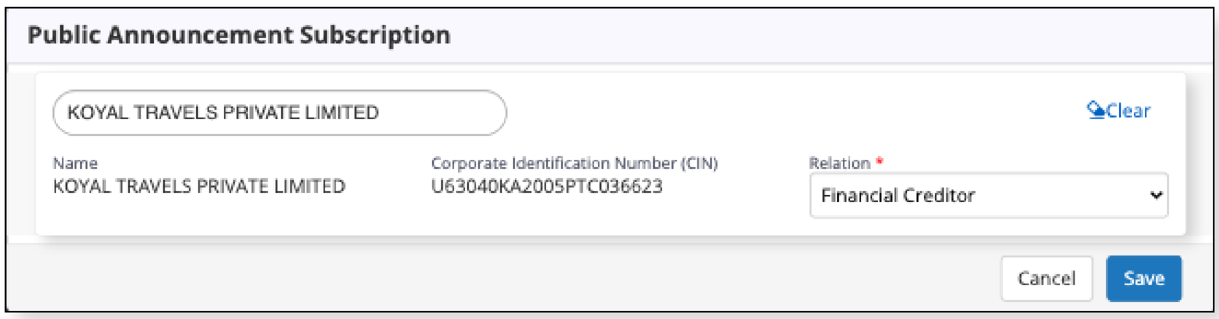


Public Announcement Subscription

Name	Corporate Identification Number (CIN)	Relation	Start Date	Actions
ABC13 PVT LTD1	U48082KA2014PTC157805	Guarantor	19-10-2020	
SRIMAN BIOTECH PRIVATE LIMITED	U15510AP2015PTC096119	Lender	15-09-2020	
SRT CONSTRUCTIONS PRIVATE LIMITED	U45209AP2011PTC075788	Workman	19-10-2020	
TURBO MESH PVT LTD	U08524CH2000PTC008524	Employee	15-09-2020	

- **Add**
  - Click on
  - Start entering **Name/CIN** of the Company
  - A list will appear with Name and CIN
  - Scroll up or down the list and select the Company

- Check the details of the Company
- Select the **Relation**
- Click on Save



- **Delete**
  - Click on button to which you want to delete PA Subscription
  - Click on ✓ Yes for delete confirmation

Expected Outcome:

- You will be redirected to PA Subscription Page with updated details

---

Message & Notes:

PDA

In the interest of efficient price discovery, IBBI has empanelled National e-Governance Services Limited to provide an electronic Platform for Distressed Assets (PDA). NeSL has been empanelled to provide the following two services on this platform:

1. Virtual Data Room (VDR) for Invitation of Expression of Interest (EOI); and
2. Invitation and Evaluation of Resolution Plans.

As both of these services complement each other, they will be enabled and supported by the Virtual Data Room (VDR) Service.

Virtual Data Room (VDR)

A Virtual Data Room (VDR) operates very much like a physical Data Room that is often used to store all the information assets that a seller wishes to show to a prospective buyer(s) for inspection in order to evince their interest in making an offer to purchase the company's assets, while ensuring the confidentiality of the information stored in the Data Room.

NeSL's VDR service will allow Resolution Professionals and/or Liquidators in Case Petition to set up a VDR for a particular Case Petition (CP) at Resolution and/or Liquidation Stage and store as well as update all information assets in the VDR and then open the VDR to prospective Resolution Applicants (RA) by providing them an electronic key to access the VDR and view its contents.

The VDR also allows each eligible prospective RA authorized by the RP/Liquidator to electronically submit and even revise a Resolution Plan by uploading files and storing them within the VDR before the deadline for submission of Resolution Plans at which time the VDR access by Resolution Applicants is revoked automatically and evaluation of Resolution Plans can commence and the successful bidder, if any, is determined. Once the VDR has served the purpose for which it was set up, the VDR. is closed and its contents archived as permanent record of the insolvency resolution at either Corporate Insolvency Resolution Process (CIRP) or Liquidation stage.

Setup VDR

VDR at Resolution Stage

Before you begin:

- Make sure you have been assigned the Subscriber Account Administrator Role
- Have on hand details about the NCLT Order
- Have on hand information about Applicant
- Have on hand information about Corporate Debtor
- Have on hand information about Applicant Authorized Representative

---

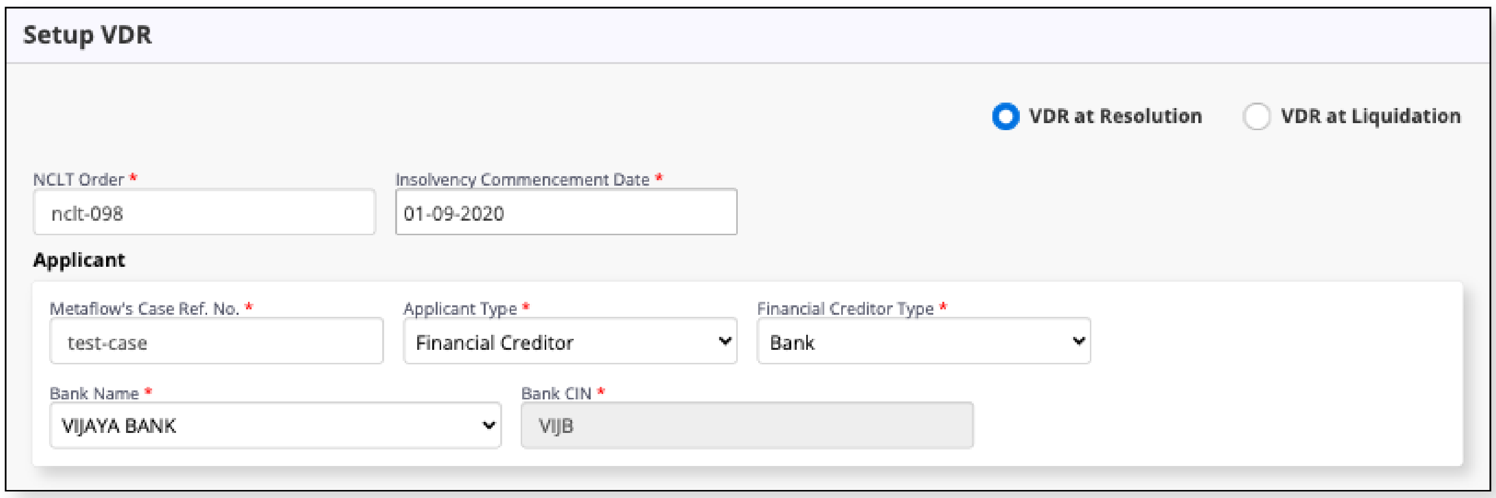
Follow these steps:

- Once you login, you will be redirected to Case Management page
- *Click* on PDA in navigation header
- *Select* **VDR** from the drop-down list
- You will be redirected to Open VDRs page

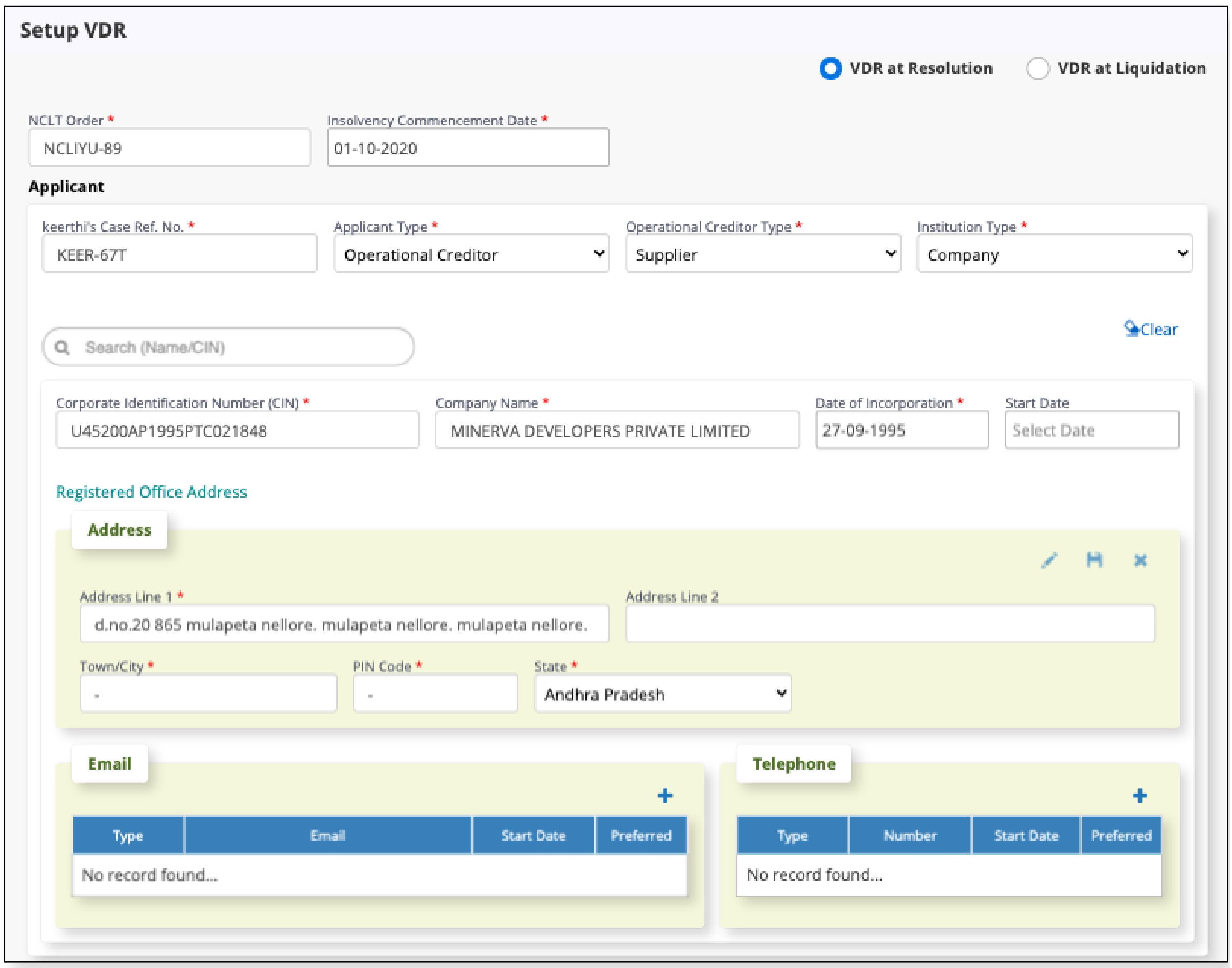
Open VDRs List VDRs by role Filter Setup VDR

Corporate Debtor Name	Applicant Name	keerthi's Case Ref. No.	NCLT Bench	NCLT Order No.	Insolvency Commencement Date	Estimated Insolvency Closure Date	Case Status	Actions
S.D.TOWNSHIPS PRIVATE LIMITED	Praveen Kumar S	jhgfghj	NCLT Amravati Bench	hgfdfg			Liquidation order passed on 03-09-2020	⋮
VISAKHA AGRO-BIOTECH FARMS PRIVATE LIMITED	Raghav Guru	wfvsfvf	NCLT Amravati Bench	fhsbf23	03-09-2020		IM submitted to CoC on 03-09-2020	⋮
R B CONSTRUCTIONS PRIVATE LIMITED	Nithya D	mjnhgbvbh-001	NCLT Amravati Bench	jhghj	01-07-2020		IM submitted to CoC on 10-07-2020	⋮

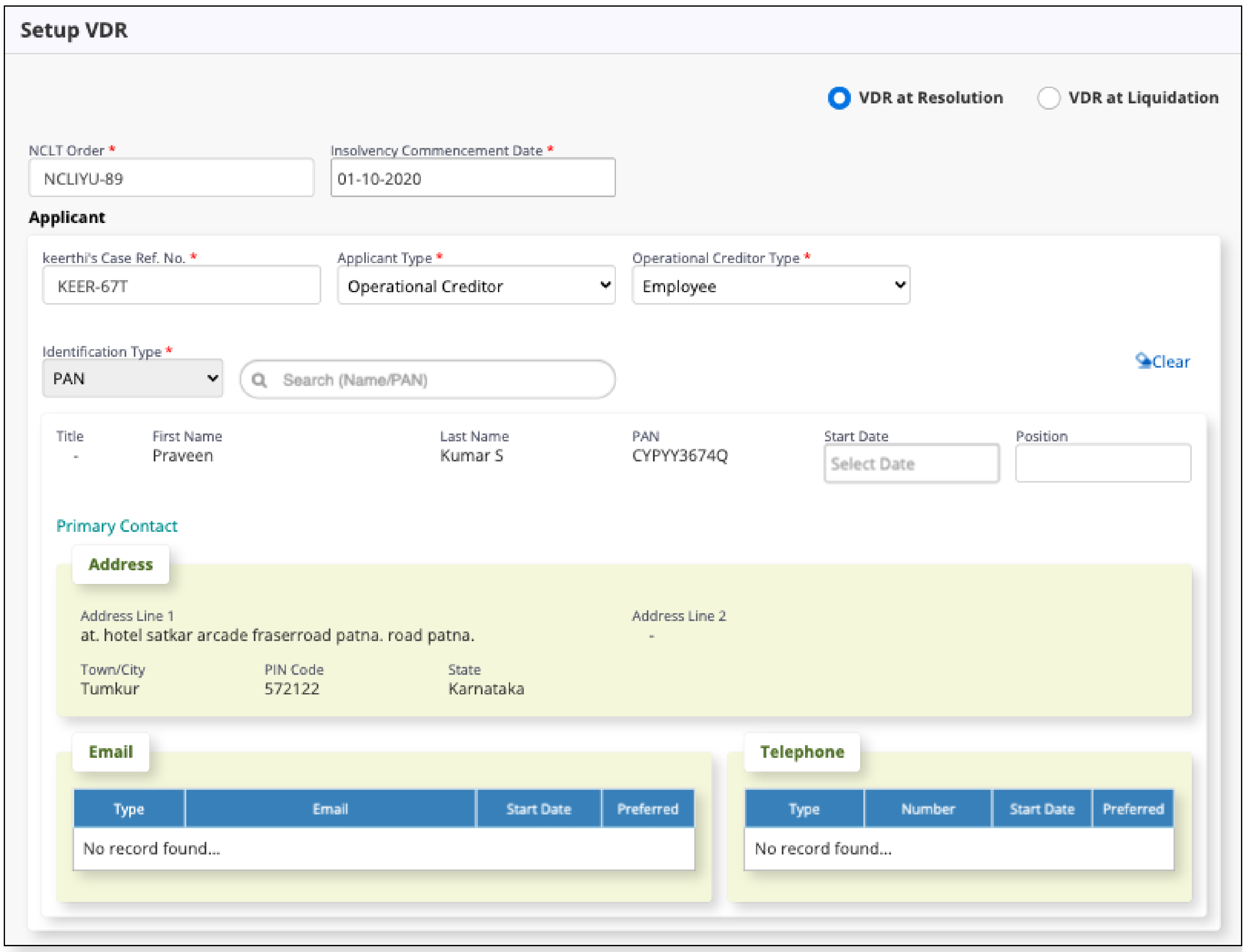
- Click on Setup VDR
- You will be directed to the Setup VDR Panel will pop up
- *Select* **VDR at Resolution**
- *Enter* **NCLT Order**
- *Enter* **Liquidation Commencement Date**
- Next step is to fill in particulars about the **Applicant** in this case
- *Enter* **Case Reference No.** – A User is free to choose a Reference No. (for example, Your Office File Ref.)
- *Select* **Applicant Type** from the drop-down list [Financial Creditor|Operational Creditor|Corporate Applicant]
    - In case **Applicant Type** selected is [Financial Creditor]
        - *Select* **Financial Creditor Type** [Financial Creditor] from the drop-down list [Individual | Bank | Financial Institution | NBFC(Non-Banking Financial Companies | Limited Liability Partnership | Company | Partnership Firm | Proprietorship Business]
            - In case **Financial Creditor Type** selected is [Bank]
                - *Select* **Bank Name** from the drop-down list [List of Banks]; and then,
                - *Select* the **Branch** of the Bank
                - The **Address** of the Bank Branch will be automatically populated
                - *Check* and *Update* the **Address** and contact details such as **Email Address** and **Telephone** particulars, if necessary



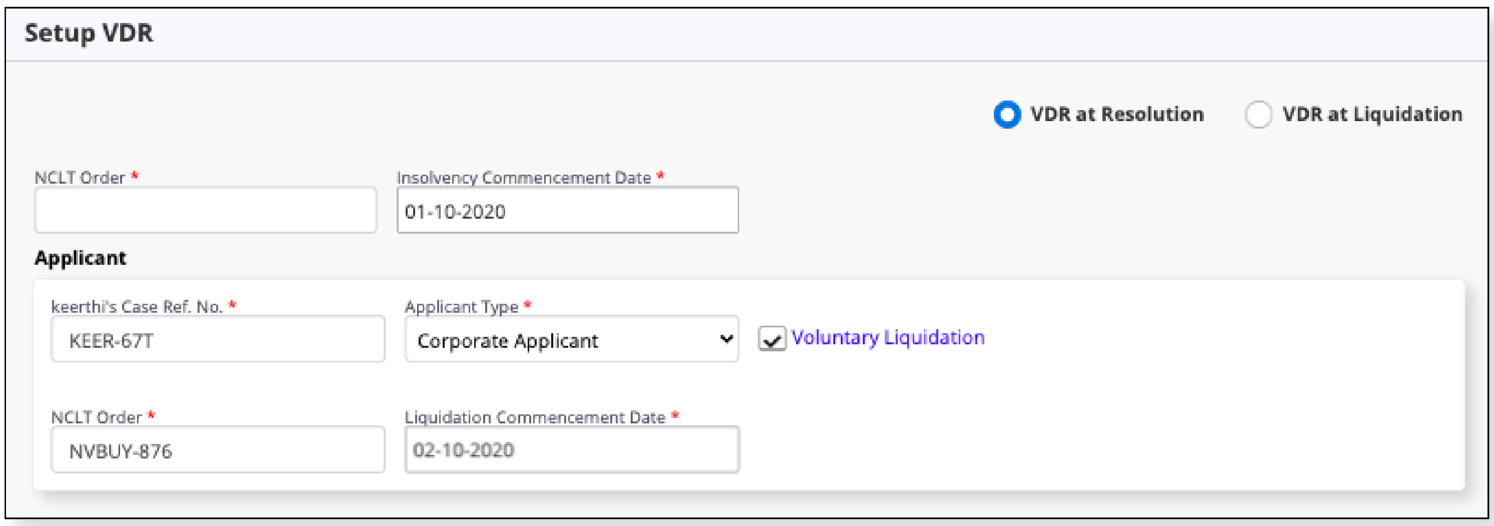
    - In case **Applicant Type** selected is [Operational Creditor]
        - *Select* **Operational Creditor Type** [Operational Creditor] from the drop-down list [Supplier|Employee|Workman]
            - In case **Operational Creditor Type** selected is [Supplier]
                - *Select* **Institution Type** from the drop-down list [Individual | Limited Liability Partnership | Company | Partnership Firm | Proprietorship Business]
                - If the Institution Type selected is [Company] or [Limited Liability Partnership] you can search for it by Name or CIN or LPIN
                    - To search by **Identification Number/Name** of Company or LLP
                    - *Start* typing the CIN Number/Name
                    - A list will pop up [CIN | Name]
                    - *Scroll Up* or *Down* the list and *Select* the Company/LLP you are looking for
                    - Make sure the company/LLP you select is the right one
                - If the Institution Type selected is [Partnership Firm | Proprietorship Business]
                    - *Enter* **Business PAN** Number of Partnership Firm/Proprietorship Business
                    - *Enter* **Firm** Name of Partnership Firm/Proprietorship Business
                - If the Institution Type selected is [Individual]
                    - *Select* Identification Type from the drop/down list [PAN | Passport | Voter ID]
                    - *Enter* **First Name** and **Last Name** of Individual
                    - *Enter* **PAN** or **Passport Number** or **Voter ID** of Individual
                - Next fill in **Registered Office Address** details
                    - *Enter* **Address** particulars
                    - *Enter* **Email** Address particulars
                    - *Enter* **Telephone** Number particulars



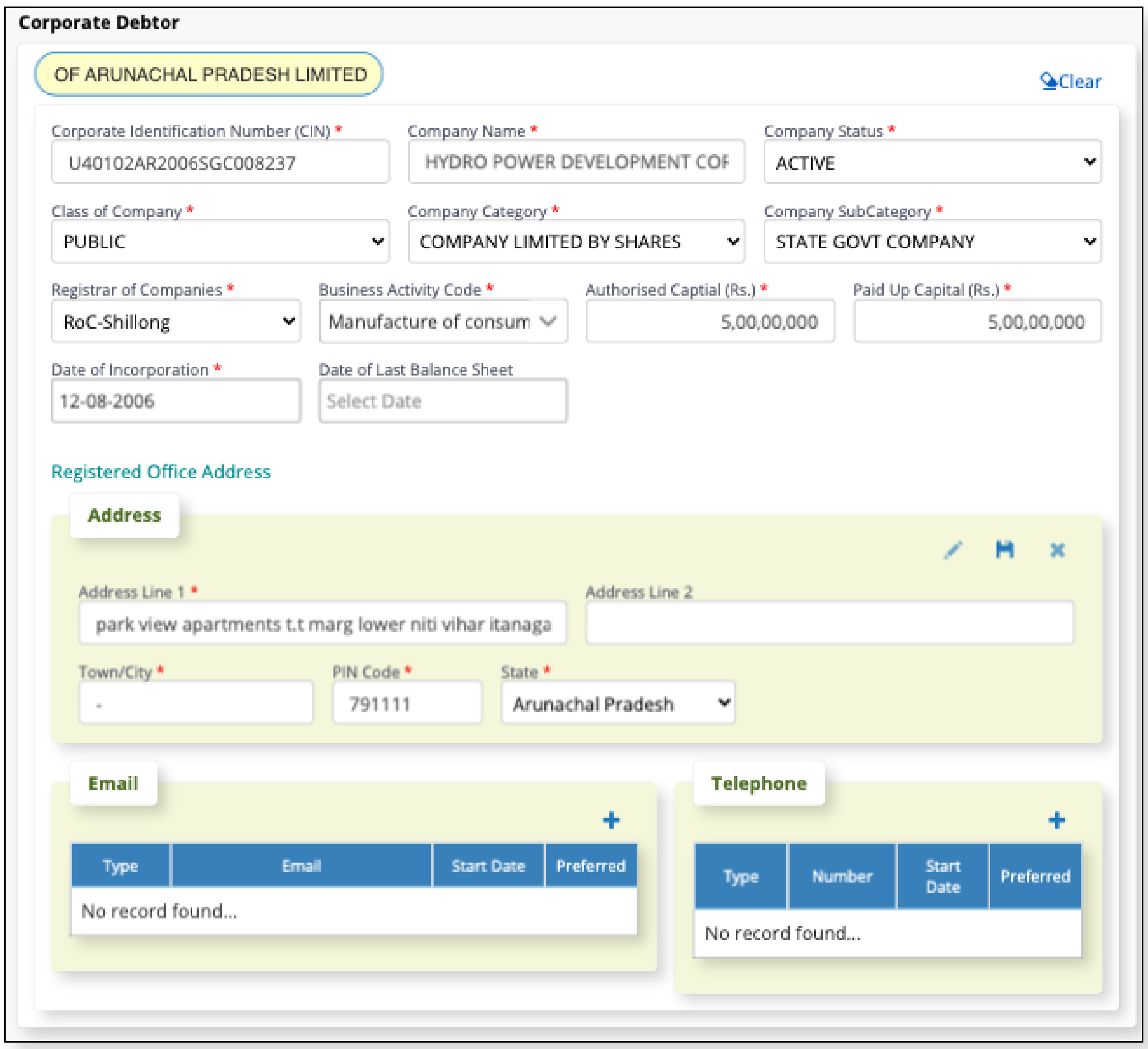
- In case **Operational Creditor Type** selected is [Employee] or [Workman]
  - If the Person is already Registered in PDA
    - *Start entering* **Name** or **Identification Number** of the Person
    - A list of will pop up [Name, Identification Number]
    - *Scroll Up* or *Down* the list and *Select* the Person you are looking for
    - *Check* details of the Person to make sure the person you have selected is the right Person
  - If Person is not Registered in PDA
    - *Enter* **Name** of Person
    - *Enter* **Identification Number** of Person
    - *Enter* **Address, Email** and **Telephone** particulars of the Person



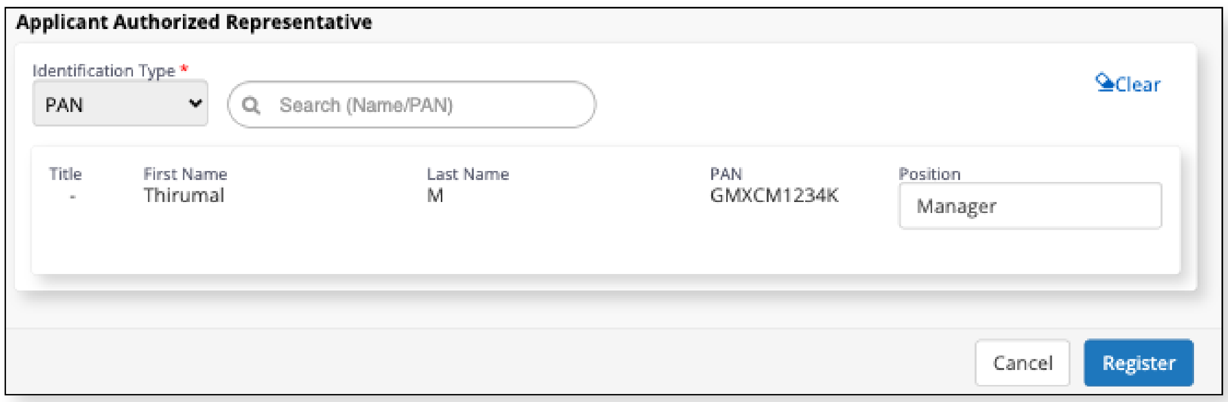
- In case **Applicant Type** selected is [Corporate Applicant]
  - *Checkmark* ☐ **Voluntary Liquidation**, if Applicable
  - If Voluntary Liquidation is Checkmarked,
    - *Enter* **NCLT Order**
    - *Enter* **Liquidation Commencement Date**



  - For Corporate Debtor details, *Start entering* **CIN/Company Name**
  - A list will pop up [CIN | Company Name]
  - *Scroll Up* or *Down* the list and *Select* Company you are looking for
  - *Check* Corporate Debtor details. You may edit this information, if necessary



  - To enter details about Applicant Authorized Representative,
    - If the person you wish to name as Applicant Authorized Representative is not registered in PDA
      - *Enter* **First** and **Last Name**
      - *Enter* **Identification Number**
      - *Enter* **Position** of Auth. Rep. in Company
    - In case the person you wish to name as Applicant Authorized Representative is already registered in PDA
      - *Start entering* **Name** or **Identification Number** of the Person
      - A list of will pop up [Name, Identification Number]
      - *Scroll Up* or *Down* the list and *Select* the Person you are looking for
      - Check Authorized Representative details and edit, if necessary



- Click on Register
- If VDR Setup is successful, you will be redirected to Open VDRs Page

---

Expected Output:

- You will be redirected to Open VDRs Page with newly added VDR information

---

Message & Notes:

- If Case Reference No. already exists – User will be prompted to input a valid unique Case Reference No.
- If VDR already Initiated for the Corporate Debtor, user will be notified

---

VDR at Liquidation Stage

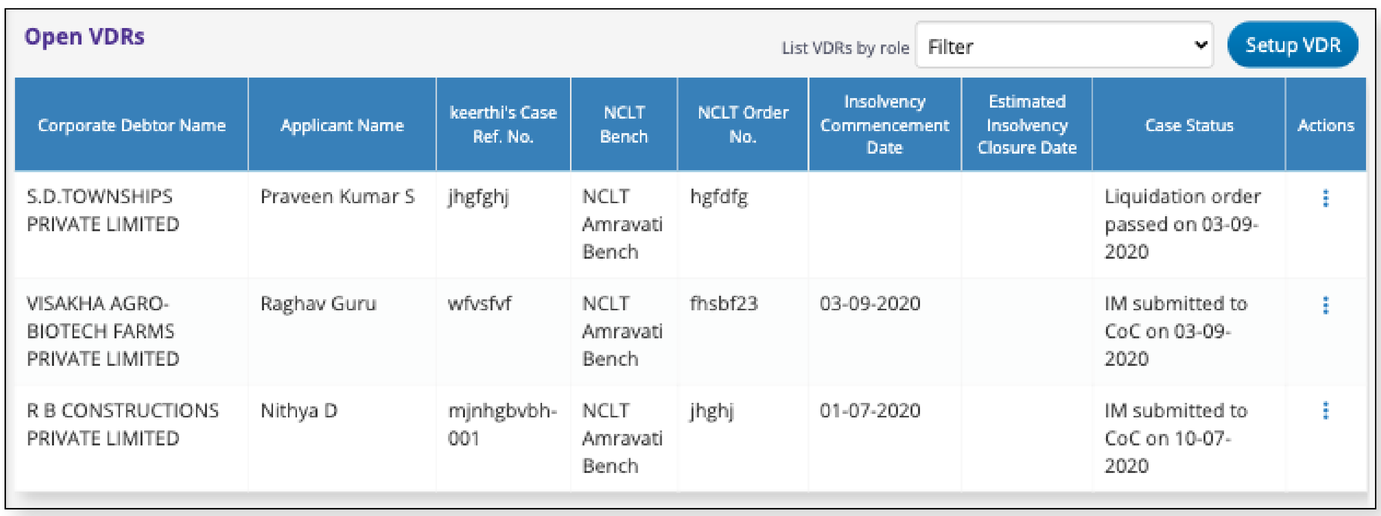
Before you begin:

- Make sure you have been assigned the Subscriber Account Administrator Role
- Have on hand details about the NCLT Order
- Have on hand information about Applicant
- Have on hand information about Corporate Debtor
- Have on hand information about Applicant Authorized Representative

---

Follow these steps:

- Once you login, you will be redirected to Case Management page
- *Click* on PDA in navigation header
- *Select* **VDR** from the drop-down list
- You will be redirected to Open VDRs page



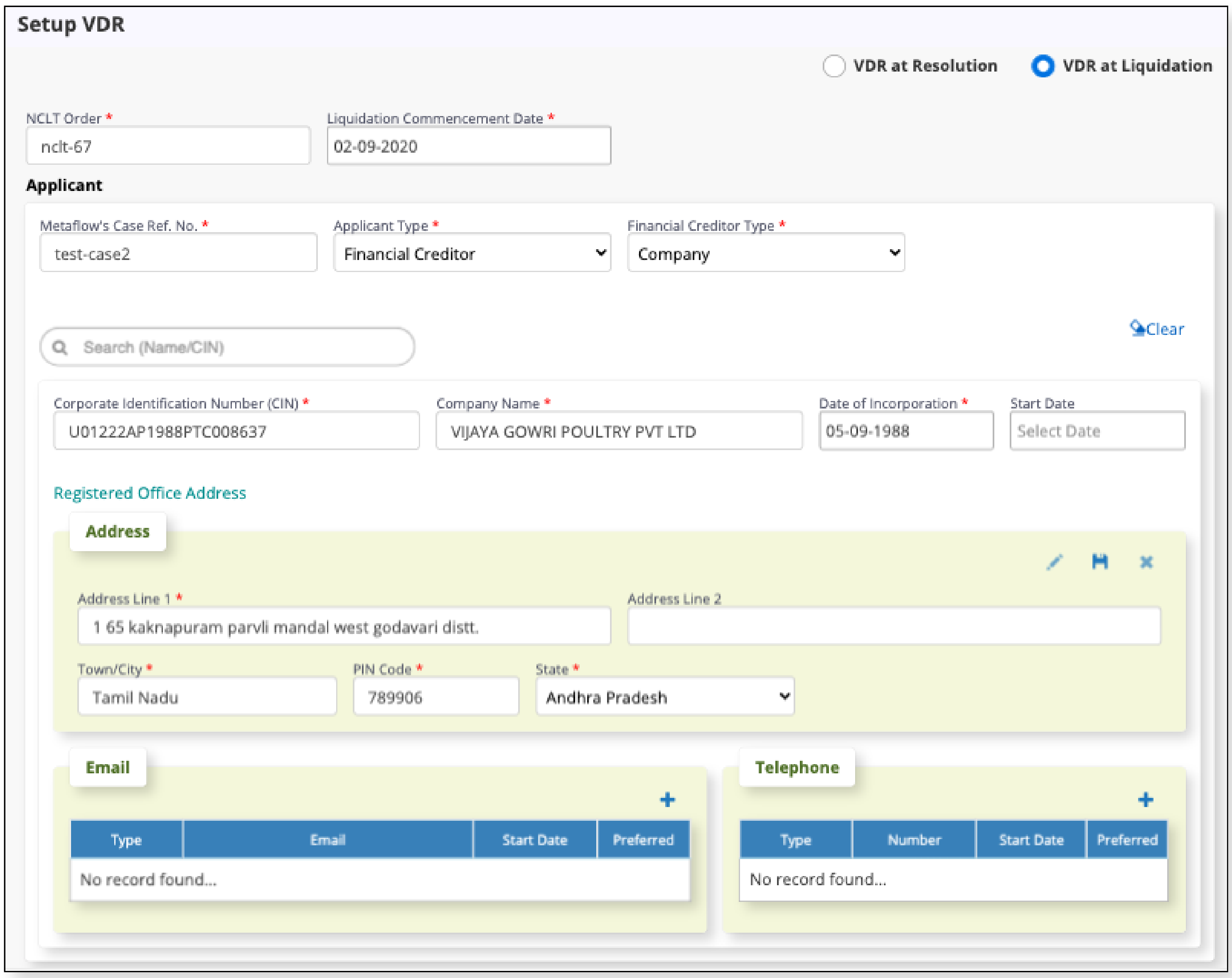
Open VDRs

List VDRs by role: Filter | Setup VDR

Corporate Debtor Name	Applicant Name	keerthi's Case Ref. No.	NCLT Bench	NCLT Order No.	Insolvency Commencement Date	Estimated Insolvency Closure Date	Case Status	Actions
S.D.TOWNSHIPS PRIVATE LIMITED	Praveen Kumar S	jhgfghj	NCLT Amravati Bench	hgfdfg			Liquidation order passed on 03-09-2020	⋮
VISAKHA AGRO-BIOTECH FARMS PRIVATE LIMITED	Raghav Guru	wfvsfvf	NCLT Amravati Bench	fhsbf23	03-09-2020		IM submitted to CoC on 03-09-2020	⋮
R B CONSTRUCTIONS PRIVATE LIMITED	Nithya D	mjnhgbvbh-001	NCLT Amravati Bench	jhghj	01-07-2020		IM submitted to CoC on 10-07-2020	⋮

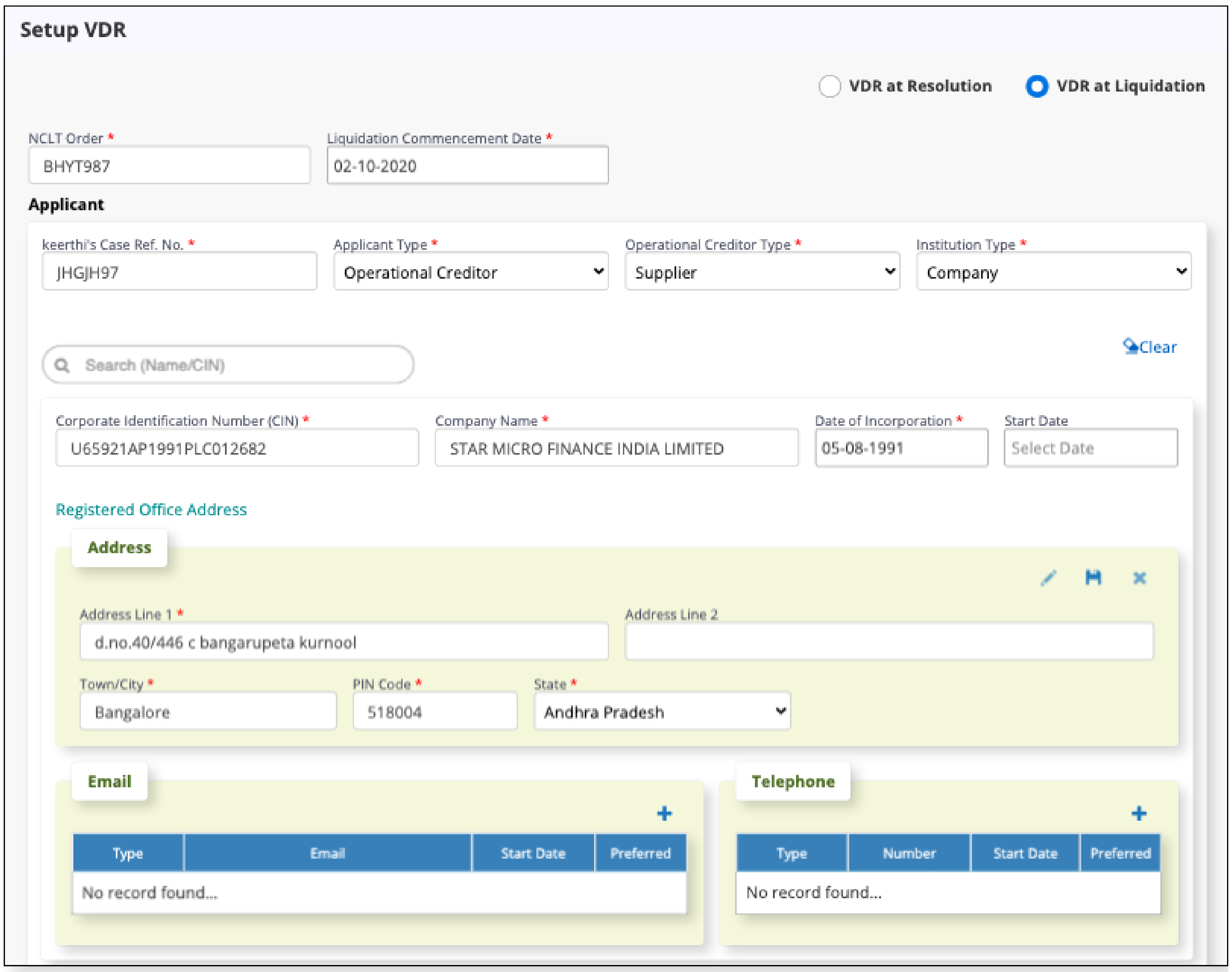
- Click on Setup VDR
- You will be directed to the Setup VDR Panel will pop up
- *Select* **VDR at Liquidation**
- *Enter* **NCLT Order**
- *Enter* **Liquidation Commencement Date**
- Next step is to fill in particulars about the **Applicant** in this case
- *Enter* **Case Reference No.** – A User is free to choose a Reference No. (for example, Your Office File Ref.)

- *Select* **Applicant Type** from the drop-down list [Financial Creditor|Operational Creditor|Corporate Applicant]
    - In case **Applicant Type** selected is [Financial Creditor]
        - *Select* **Financial Creditor Type** [Financial Creditor] from the drop-down list [Individual | Bank | Financial Institution | NBFC(Non-Banking Financial Companies | Limited Liability Partnership | Company | Partnership Firm | Proprietorship Business]
            - In case **Financial Creditor Type** selected is [Bank]
                - *Select* **Bank Name** from the drop-down list [List of Banks]; and then,
                - *Select* the **Branch** of the Bank
                - The **Address** of the Bank Branch will be automatically populated
                - *Check* and *Update* the **Address** and contact details such as **Email Address** and **Telephone** particulars, if necessary

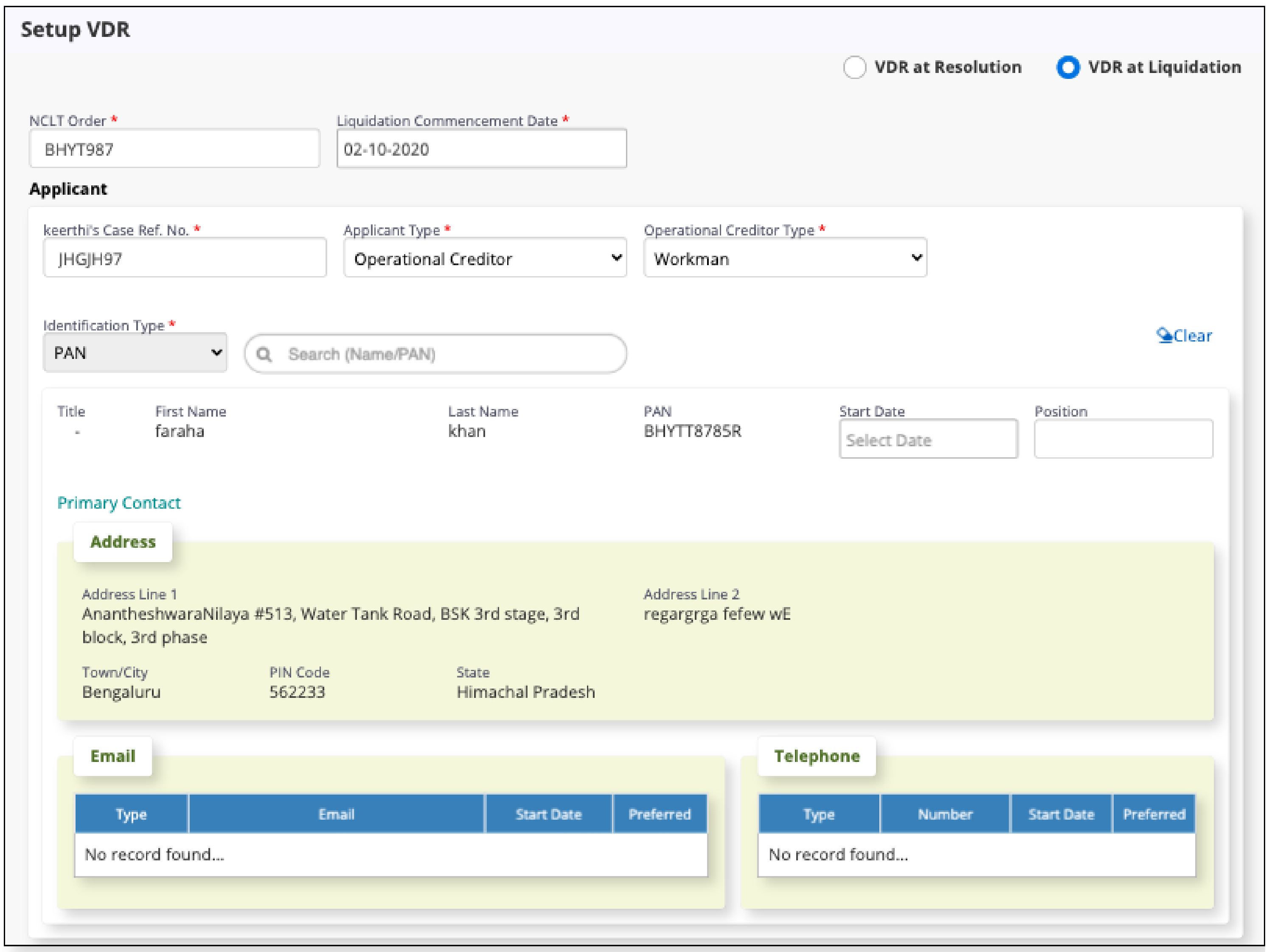


- In case **Applicant Type** selected is [Operational Creditor]
    - *Select* **Operational Creditor Type** [Operational Creditor] from the drop-down list [Supplier|Employee|Workman]
        - In case **Operational Creditor Type** selected is [Supplier]
            - *Select* **Institution Type** from the drop-down list [Individual | Limited Liability Partnership | Company | Partnership Firm | Proprietorship Business]
            - If the Institution Type selected is [Company] or [Limited Liability Partnership] you can search for it by Name or CIN or LPIN
                - To search by **Identification Number/Name** of Company or LLP
                - *Start* typing the CIN Number/Name
                - A list will pop up [CIN | Name]
                - *Scroll Up* or *Down* the list and *Select* the Company/LLP you are looking for
                - Make sure the company/LLP you select is the right one
            - If the Institution Type selected is [Partnership Firm | Proprietorship Business]
                - *Enter* **Business PAN** Number of Partnership Firm/Proprietorship Business
                - *Enter* **Firm Name** of Partnership Firm/Proprietorship Business
            - If the Institution Type selected is [Individual]
                - *Select* Identification Type from the drop/down list [PAN | Passport | Voter ID]
                - *Enter* **First Name** and **Last Name** of Individual
                - *Enter* **PAN** or **Passport Number** or **Voter ID** of Individual
            - Next fill in **Registered Office Address** details

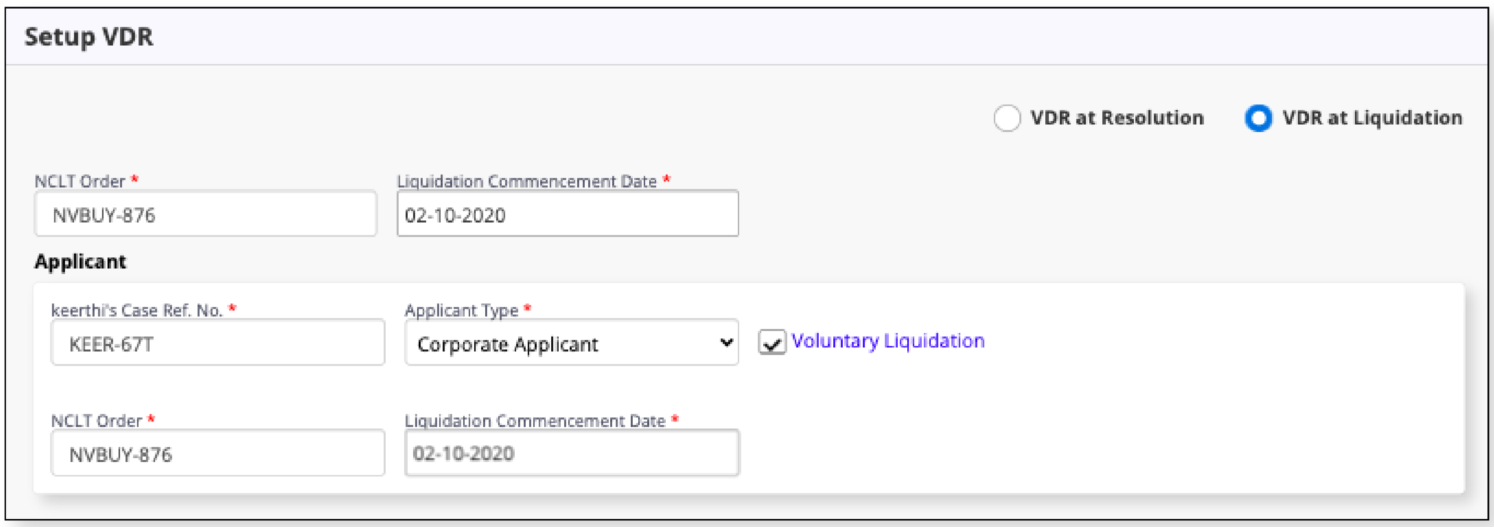
        - *Enter* **Address** particulars
        - *Enter* **Email** Address particulars
        - *Enter* **Telephone** Number particulars



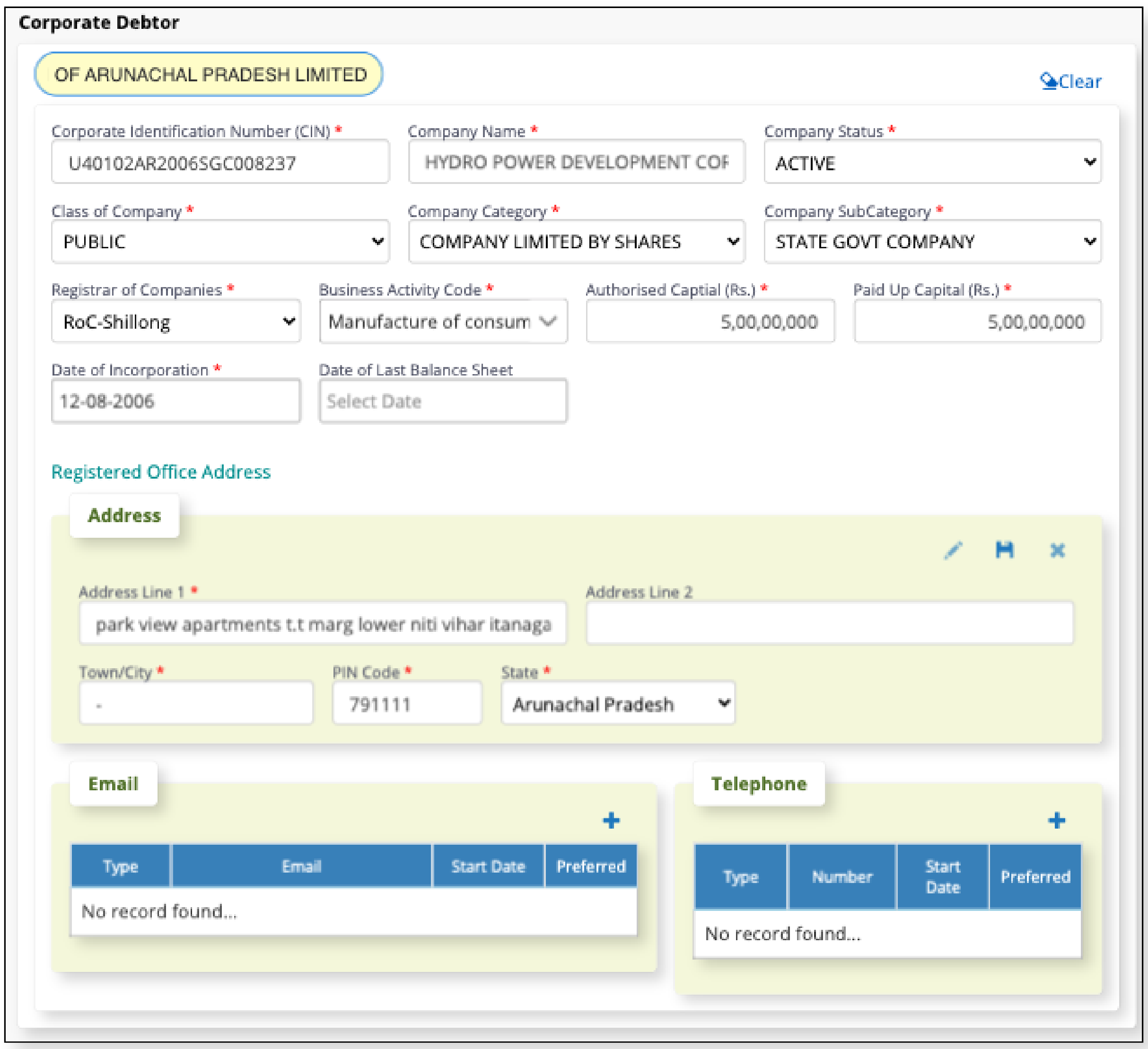
- In case **Operational Creditor Type** selected is [Employee] or [Workman]
    - If the Person is already Registered in PDA
        - *Start entering* **Name** or **Identification Number** of the Person
        - A list of will pop up [Name, Identification Number]
        - *Scroll Up* or *Down* the list and *Select* the Person you are looking for
        - *Check* details of the Person to make sure the person you have selected is the right Person
    - If Person is not Registered in PDA
        - *Enter* **Name** of Person
        - *Enter* **Identification Number** of Person
        - *Enter* **Address, Email** and **Telephone** particulars of the Person



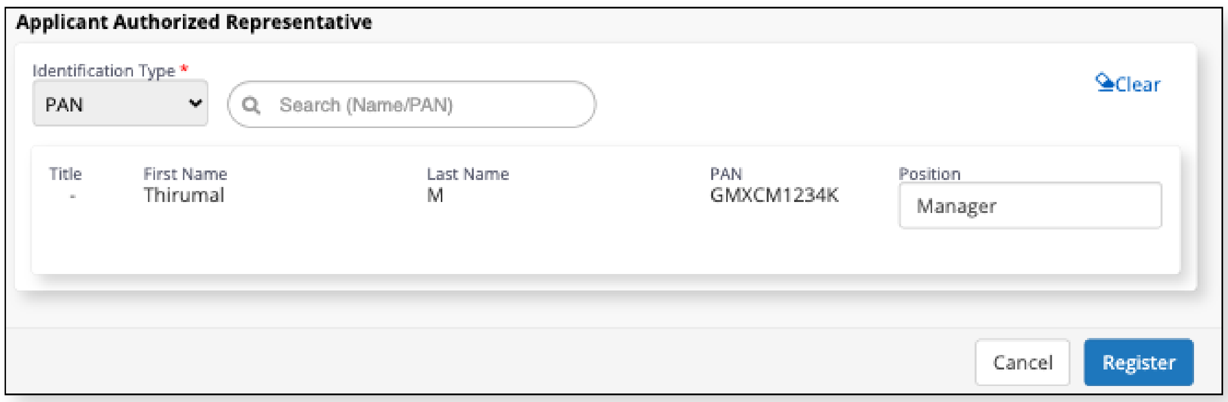
- In case **Applicant Type** selected is [Corporate Applicant]
  - *Checkmark* ☐ **Voluntary Liquidation**, if Applicable
  - If Volunatary Liquidation is Checkmarked,
    - *Enter* **NCLT Order**
    - *Enter* **Liquidation Commencement Date**



  - For Corporate Debtor details, *Start entering* **CIN/Company Name**
  - A list will pop up [CIN | Company Name]
  - *Scroll Up* or *Down* the list and *Select* Company you are looking for
  - *Check* Corporate Debtor details. You may edit this information, if necessary



- To enter details about Applicant Authorized Representative,
  - If the person you wish to name as Applicant Authorized Representative is not registered in PDA
    - *Enter* **First** and **Last Name**
    - *Enter* **Identification Number**
    - *Enter* **Position** of Auth. Rep. in Company
  - In case the person you wish to name as Applicant Authorized Representative is already registered in PDA
    - *Start entering* **Identification Number/Name** of the Person
    - A list of will pop up [Name, Identification Number]
    - *Scroll Up* or *Down* the list and *Select* the Person you are looking for
    - *Check* Authorized Representative details and edit, if necessary



- Click on Register
- If VDR Setup is successful, you will be redirected to Open VDRs Page

---

Expected Output:

- You will be redirected to Open VDRs Page with newly added VDR Information

---

Message & Notes:

- If Case Reference No. already exists – User will be prompted to input a valid unique Case Reference No.
- If VDR already Initiated for the Corporate Debtor, user will be notified

Open VDRs

Case Profile

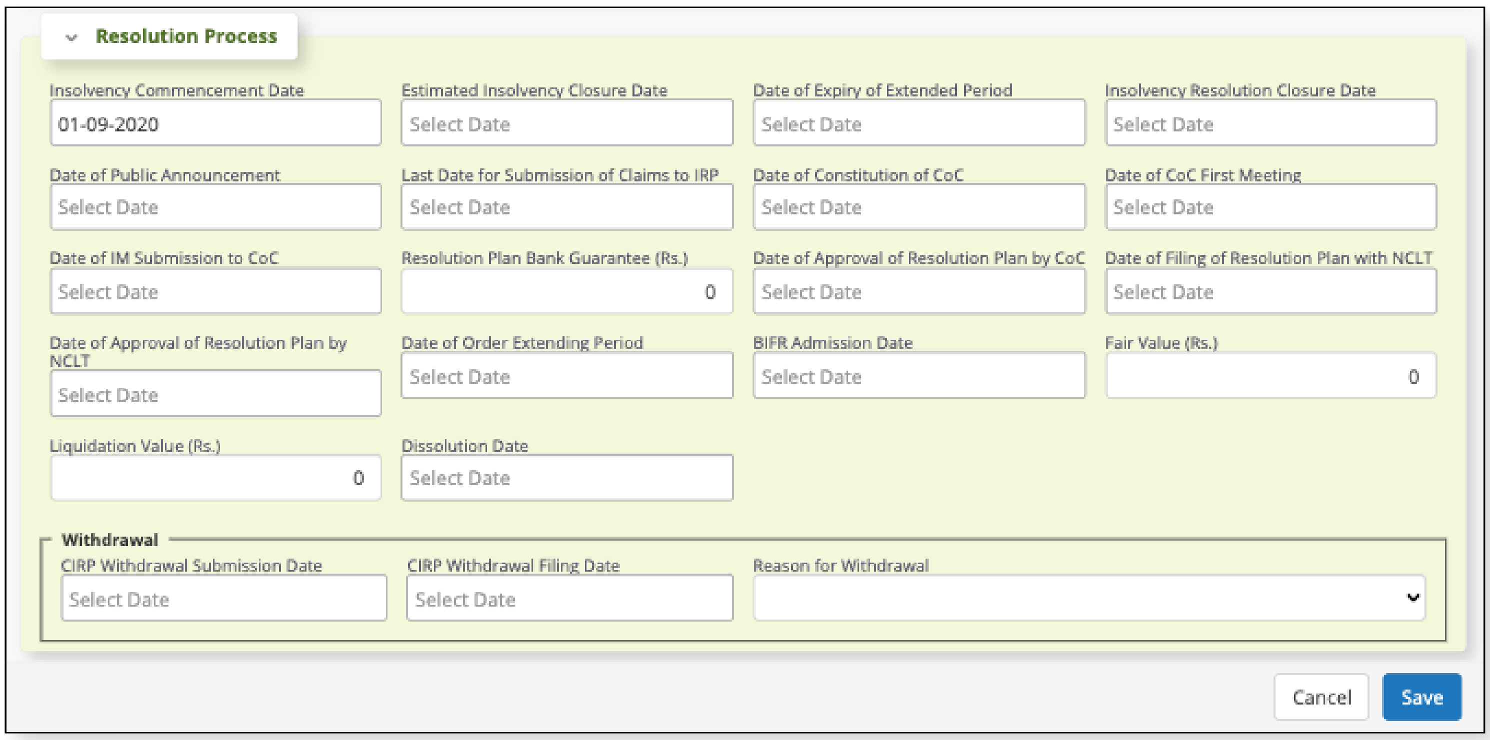
__Before you begin:__

- You must have one or more registered VDRCase(s) that you are authorized to access.
- Ensure that a Case Manager has been appointed for a registered case.
- You must be assigned the role of Case Manager/Case Worker for the particular case.
- Have on hand case details ready.

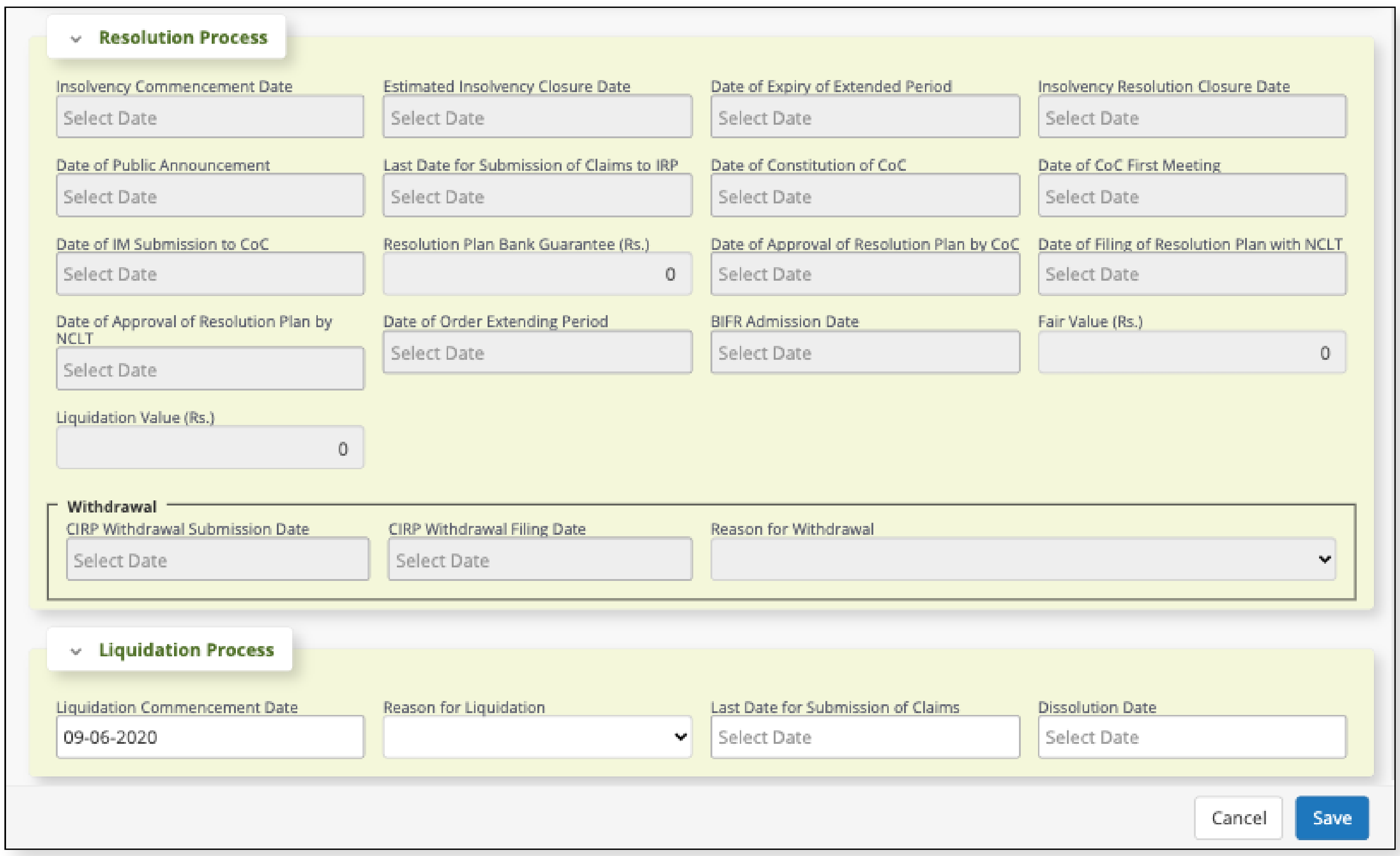
__Follow these steps:__

- Click on the case whose Case Profile you wish to view or edit.
- You will be directed to __Case Profile__ Page
- To **Edit**
  - Click on button to edit Case Profile details
  - Modify **Case Profile** details
  - Click on Save

Resolution Stage



Liquidation Stage



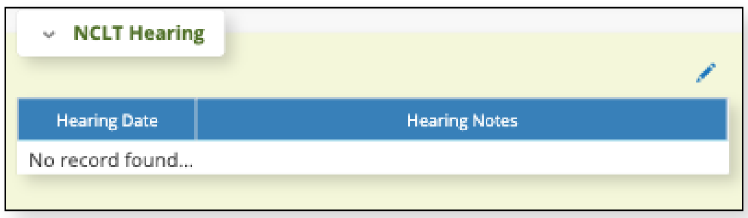
Expected Outcome:
- You will be redirected to Case Profile Page, with updated details.

Message & Notes:

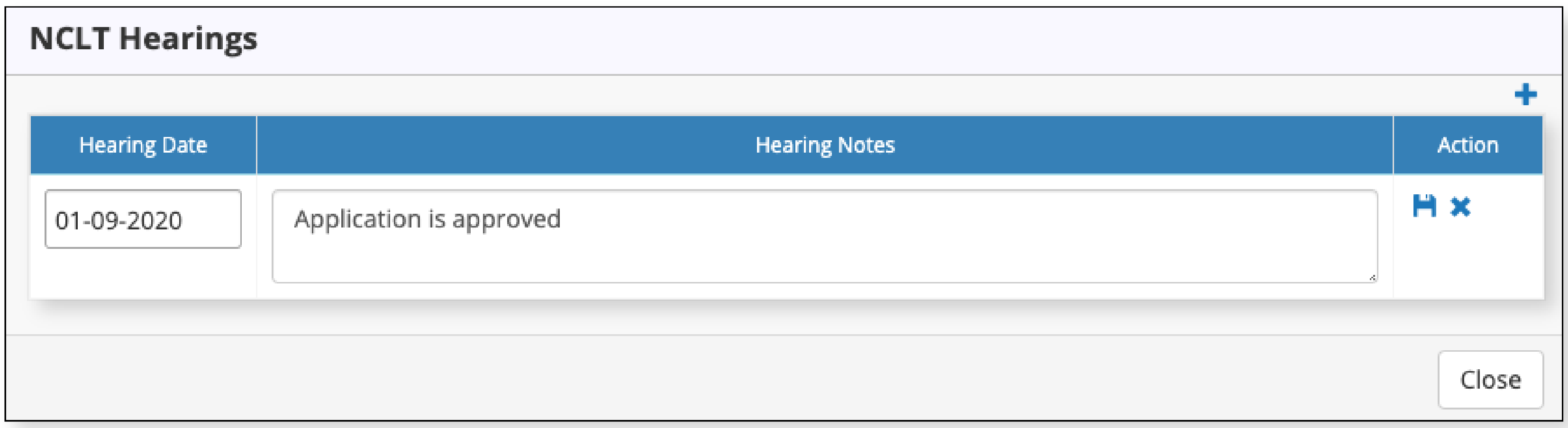
NCLT Hearings

Before you begin:
- You must have one or more registered VDRCase(s) that you are authorized to access.
- Ensure that a Case Manager has been appointed for a registered case.
- You must be assigned the role of Case Manager/Case Worker for the particular case.
- Have on hand NCLT hearing details.

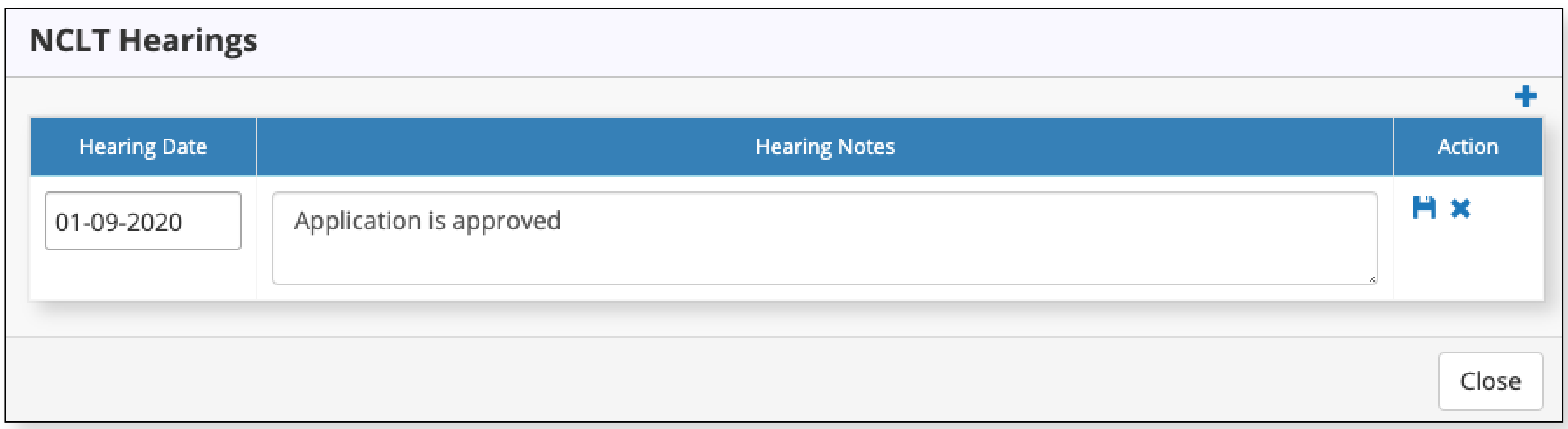
Follow these steps:
- Click on the case whose NCLT Hearing details you wish to add, view or edit.
- You will be redirected to Case Profile Page.
- Click on button of the NCLT Hearing block in the Case Profile.



- To **Add**
  - Click on +
  - Enter **NCLT Hearing** details
  - Click on button



  - Click on Close once modification is completed
- To **Edit**
  - Click on button on the hearing for which you want wish to edit NCLT Hearing details
  - Modify **NCLT Hearing** details
  - Click on button



  - Click on Close once modification is completed

- To **Delete** - (By Case Manager Only)
  - Click on button on the hearing you wish to delete
  - Click on ✓ Yes for delete confirmation

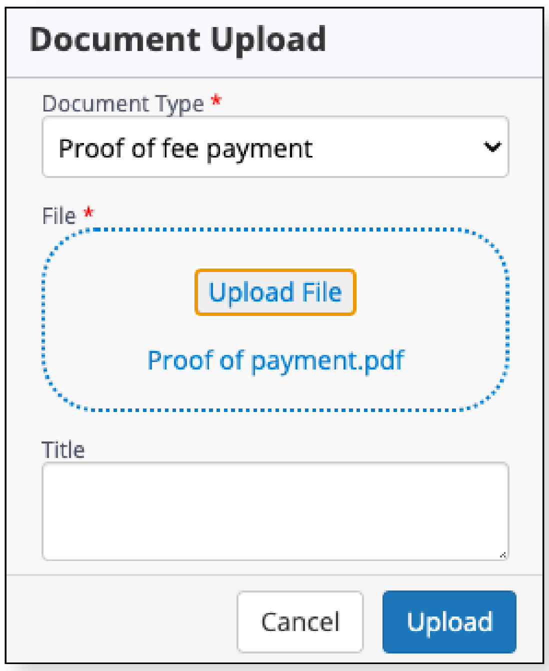
Expected Outcome:
- You will be redirected to Case Profile Page, with the updated NCLT Hearing details.

Message & Notes:

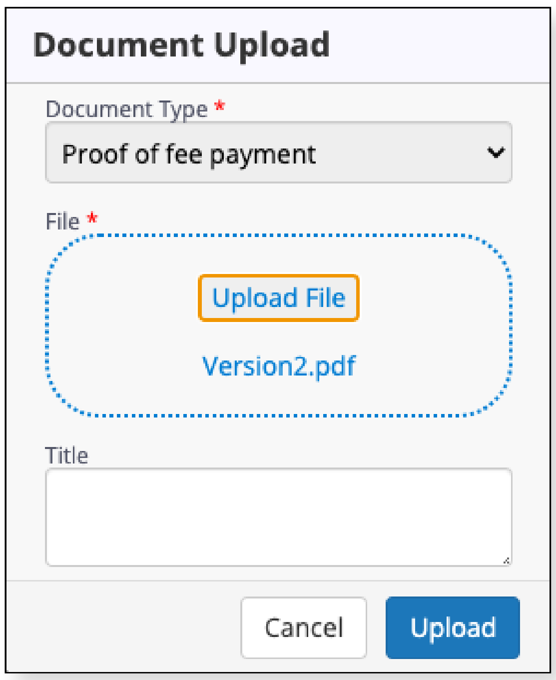
Document

Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Document details ready

Follow these steps:
- Click on the case whose Document you wish to add, view or edit
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Document**
- You will be redirected to Document Page
- To **Add**
  - Click on +
  - Select the **Document Type**
  - Select **File** to Upload



  - Click on Upload
- To **Upload** new version
  - Click on button on the Document for which you wish to upload new version
  - Click on Upload new version
  - Select **File** to Upload



- Click on Upload

- To **Delete** - (By Case Manager Only)
  - Click on 🗑 button on the Document you wish to delete
  - Click on ✔ Yes for delete confirmation

Expected Outcome:

- You will be redirected to Case Documents Page, with uploaded file details

---

Message & Notes:

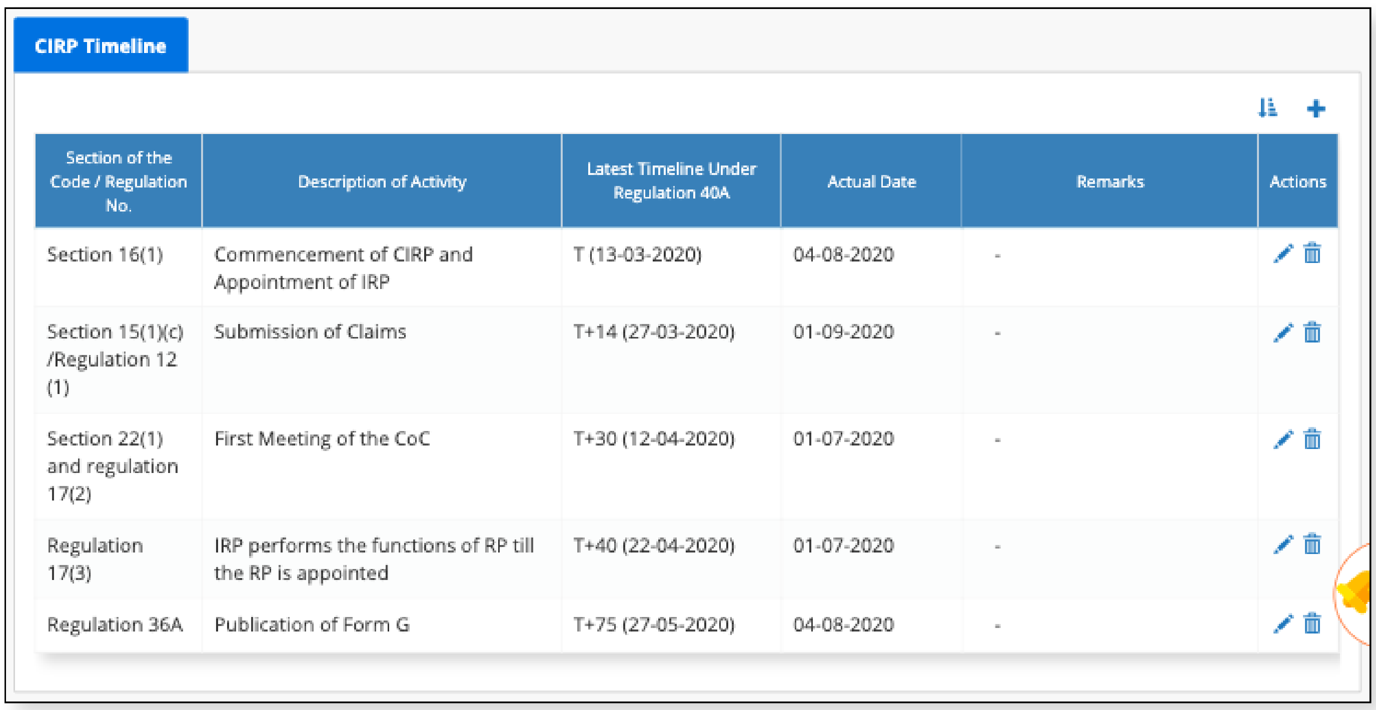
Timeline

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Timeline details ready

Follow these steps:

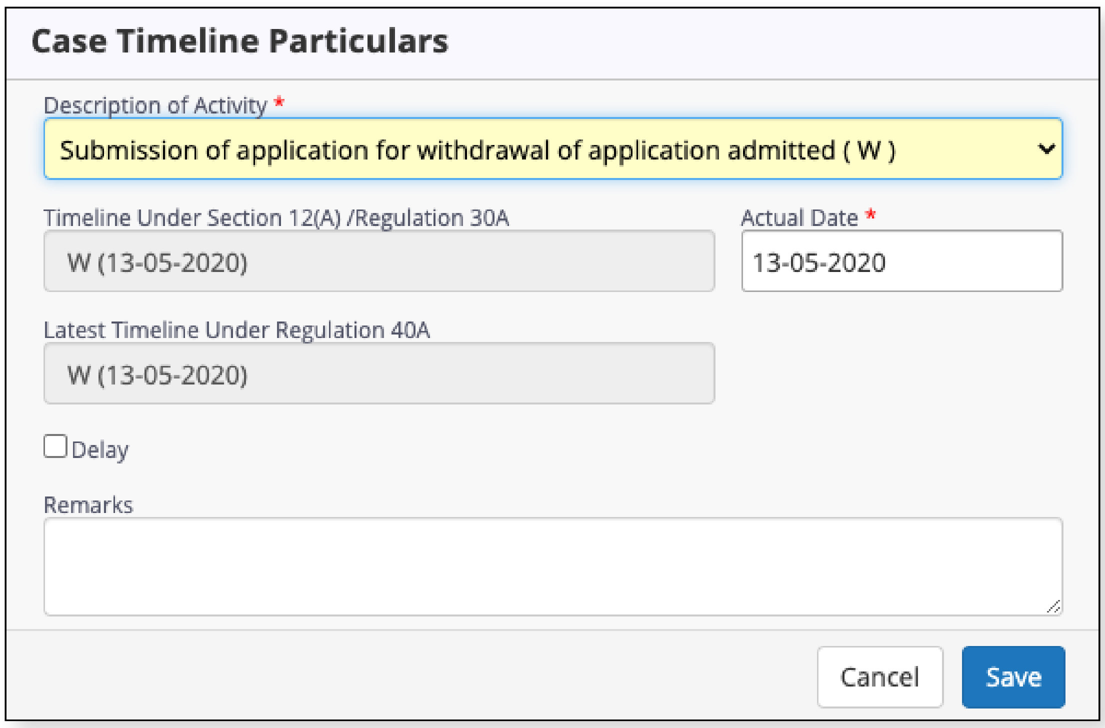
- Click on the case whose Timeline you wish to add, view or edit
- You will be redirected to Case Profile Page
- Go to Side bar and navigate to **Timeline**
- You will be redirected to Timeline Page
- Timeline list will appear



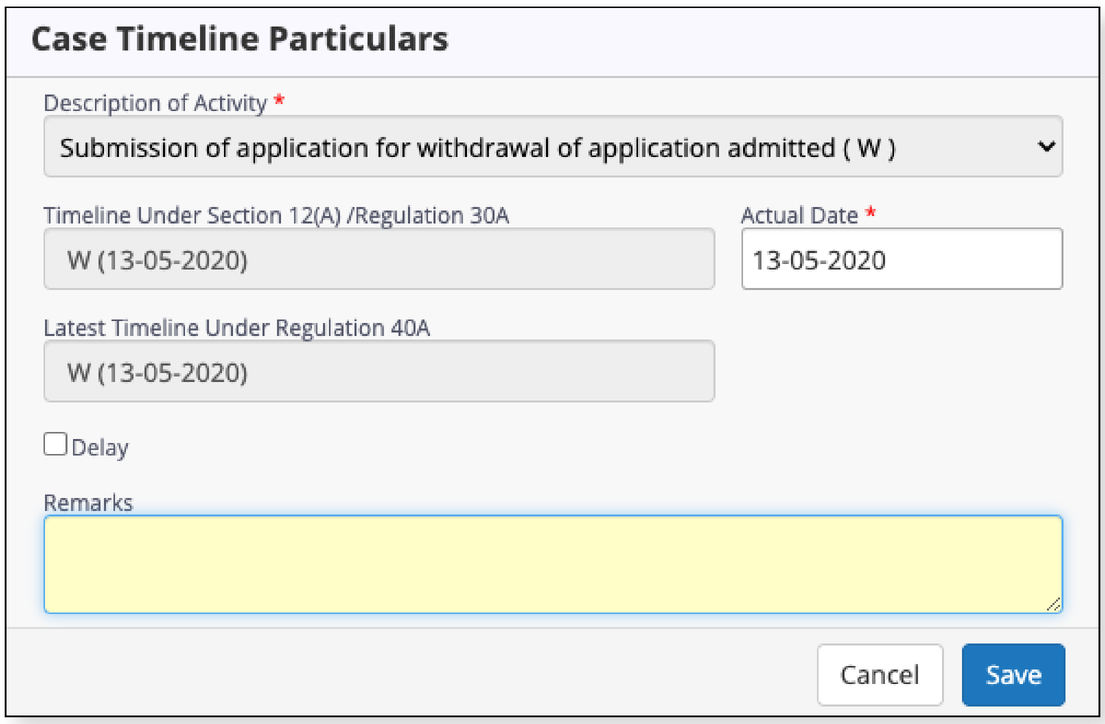
CIRP Timeline

Section of the Code / Regulation No.	Description of Activity	Latest Timeline Under Regulation 40A	Actual Date	Remarks	Actions
Section 16(1)	Commencement of CIRP and Appointment of IRP	T (13-03-2020)	04-08-2020	-	
Section 15(1)(c) /Regulation 12 (1)	Submission of Claims	T+14 (27-03-2020)	01-09-2020	-	
Section 22(1) and regulation 17(2)	First Meeting of the CoC	T+30 (12-04-2020)	01-07-2020	-	
Regulation 17(3)	IRP performs the functions of RP till the RP is appointed	T+40 (22-04-2020)	01-07-2020	-	
Regulation 36A	Publication of Form G	T+75 (27-05-2020)	04-08-2020	-	

- To **Add**
  - Click on +
  - Enter **Timeline** details
  - Click on Save



- To **Edit**
  - Click on button on the Timeline for which you wish to edit details
  - Modify **Timeline** details
  - Click on Save



- To **Delete** - (By Case Manager Only)
  - Click on button on the Timeline you wish to delete
  - Click on ✔ Yes for delete confirmation

Expected Outcome:

- You will be redirected to Timeline Page, with Timeline details

---

Message & Notes:

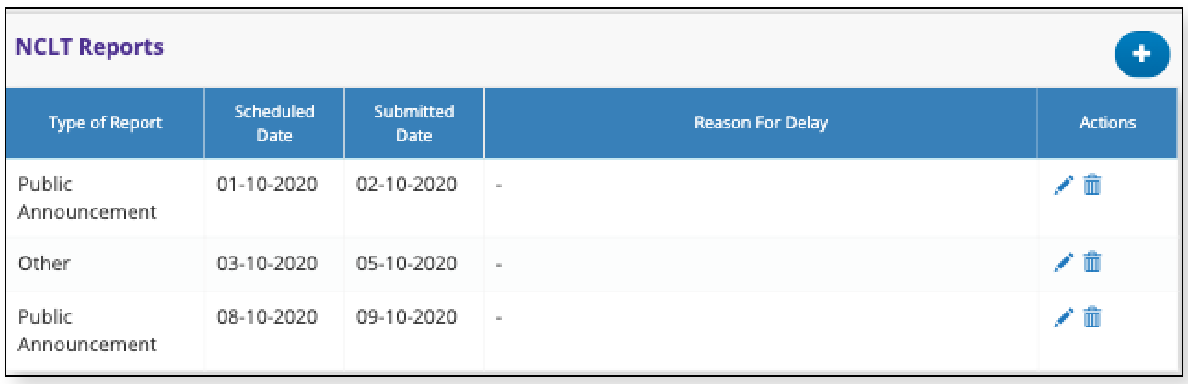
NCLT Reports

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand NCLT Report details ready

Follow these steps:

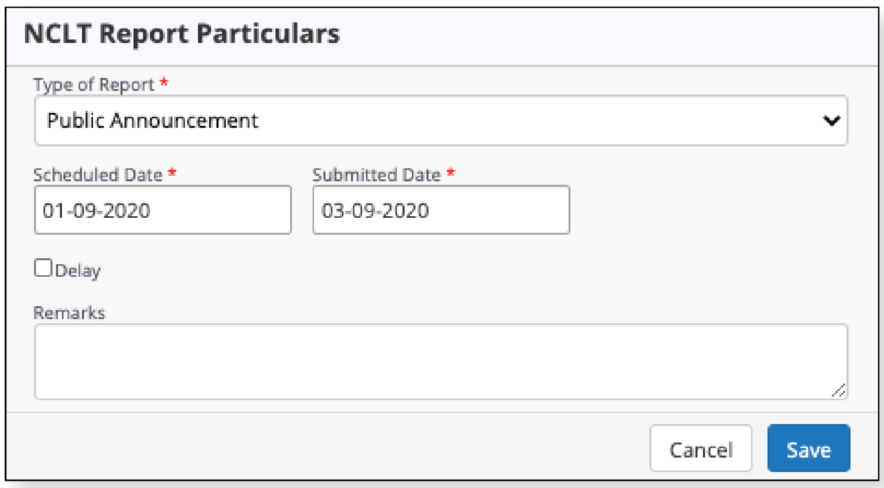
- Click on the case whose NCLT Report you wish to add, view or edit
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **NCLT Report**
- You will be redirected to NCLT Report Page
- NCLT Report list will appear



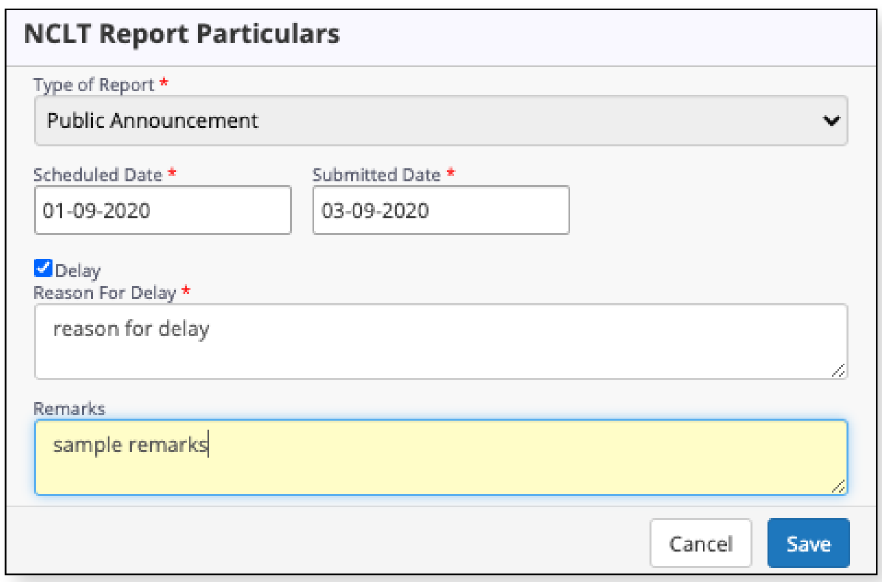
NCLT Reports

Type of Report	Scheduled Date	Submitted Date	Reason For Delay	Actions
Public Announcement	01-10-2020	02-10-2020	-	
Other	03-10-2020	05-10-2020	-	
Public Announcement	08-10-2020	09-10-2020	-	

- To **Add**
  - Click on +
  - Enter **NCLT Report** details
  - Click on Save



- To **Edit**
  - Click on button on the NCLT Report for which you wish to edit details
  - Modify **NCLT Report** details
  - Click on Save



- To **Delete** - (By Case Manager Only)
  - Click on button on the NCLT Report you wish to delete
  - Click on ✓ Yes for confirmation

Expected Outcome:

- You will be redirected to NCLT Report Page, with NCLT Report details

Message & Notes:

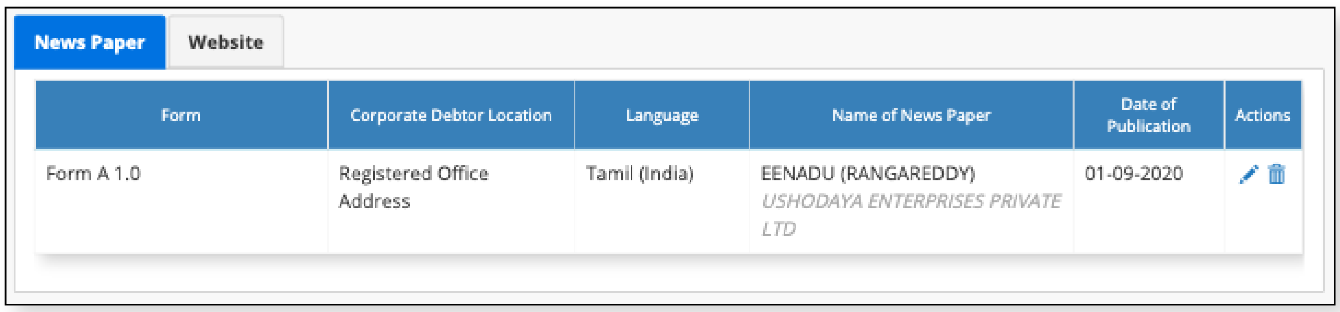
Case Publication

Before you begin:

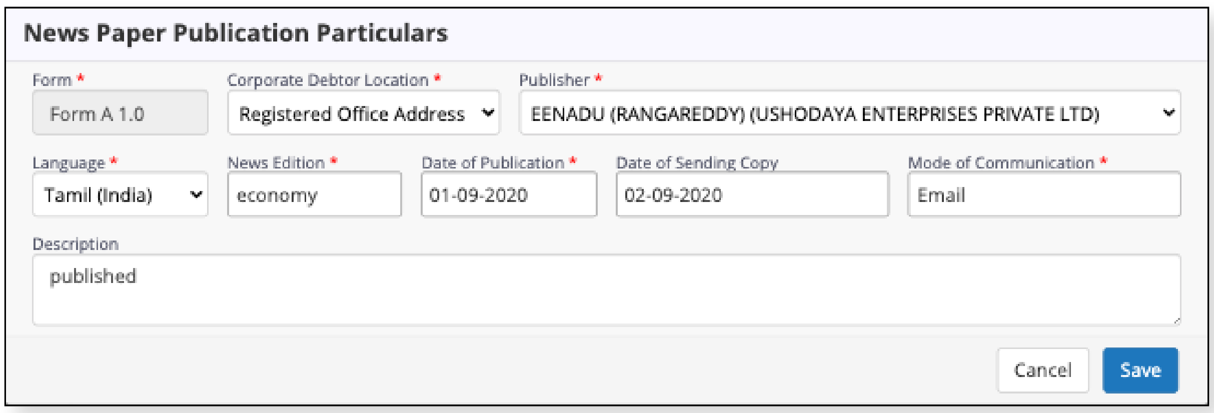
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case

Follow these steps:

- Click on the case whose Case Publication you wish to view or edit
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Case Publication**
- You will be redirected to Case Publication Page
- **News paper**
  - Click on **News Paper** tab
  - You will be navigated to News Paper Page, with list of News Paper publications



  - To **Edit**
    - Click on button on the News Paper for which you wish to edit details
    - Modify **News Paper Publication** details
    - Click on Save



  - To **Delete** - (By Case Manager Only)
    - Click on button on the News Paper you wish to delete
    - Click on Yes for confirmation

- **Website**
  - Click on **Website** tab
  - You will be navigated to Website Page, with list of Website publications

- To **Edit**
  - Click on button on the Website for which you wish to edit details
  - Modify **Website Publication** details
  - Click on Save

- To **Delete** - (By Case Manager Only)
  - Click on button on the Website you wish to delete
  - Click on ✔ Yes for confirmation

Expected Outcome:

- You will be redirected to Case Publication Page, with updated details

---

Message & Notes:

Applicant

Applicant may file an application for initiating corporate insolvency resolution process against a corporate debtor before the Adjudicating Authority when a default has occurred.

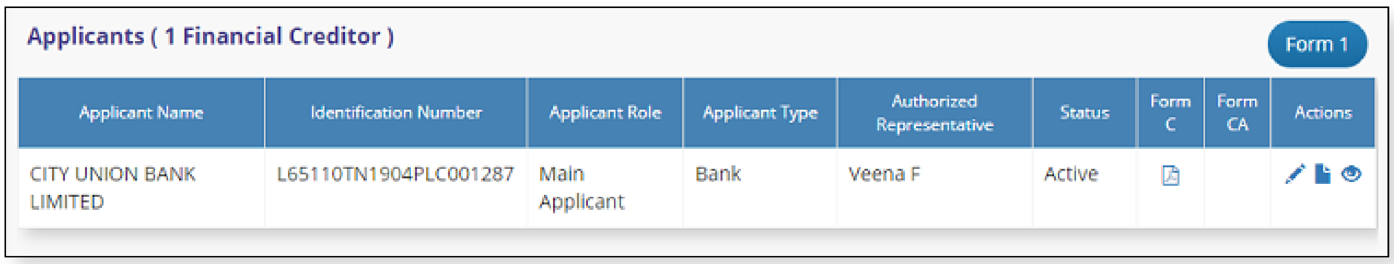
Applicant are of two, the Financial Creditor or Operational Creditor can initiate CIRP against the Corporate Debtor and the Corporate Debtor voluntarily itself can initiate CIRP against himself.

Before you begin:

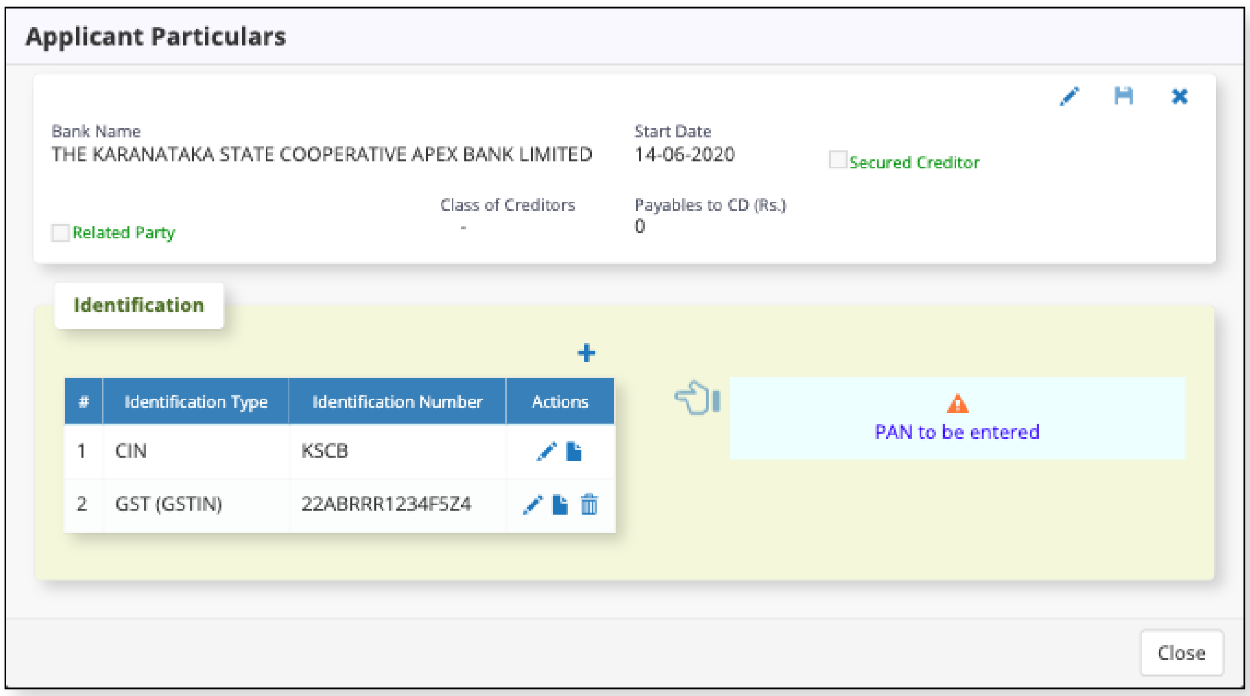
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Applicant details ready
- Have on hand Documents ready (If applicable)

Follow these steps:

- Click on the case whose Applicant you wish to view or edit
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Applicant**
- You will be redirected to Applicant Page
- Applicant list will appear

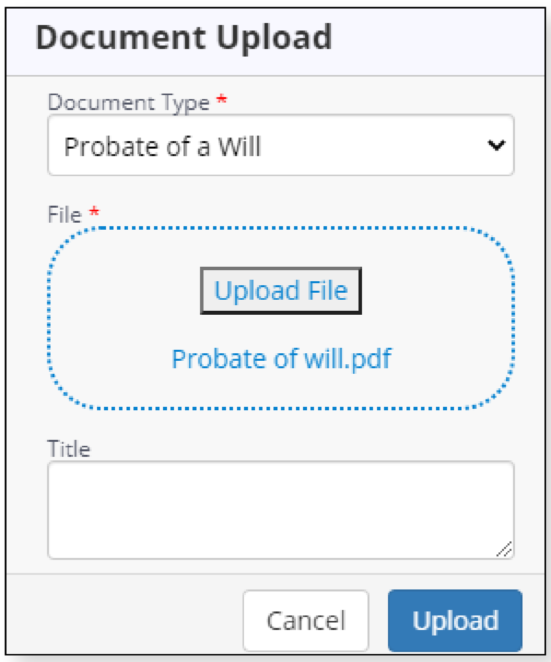


- To **Edit**
  - Click on button on the Applicant for which you wish to edit details
  - Select **Applicant**
  - To modify Applicant details,
    - If Applicant is **Corporate Debtor**
      - You will be directed to **Corporate Debtor Profile** Page to modify the details
    - If Applicant is **Finanicial or Operational Creditor**
      - You will be directed to Applicant Particulars Page
      - Modify the Applicant details
      - Click on Close once modification is completed



- To **Upload Document**
  - Click on button on the Applicant for which you wish to upload documents
  - Select **Applicant**

- Click on + button in documents list page
- Select **Document Type**
- Select **file** to Upload
- Click on Upload
- Click on Close once upload document is completed



Expected Outcome:

- You will be redirected to Applicant Page, with updated details

---

Message & Notes:

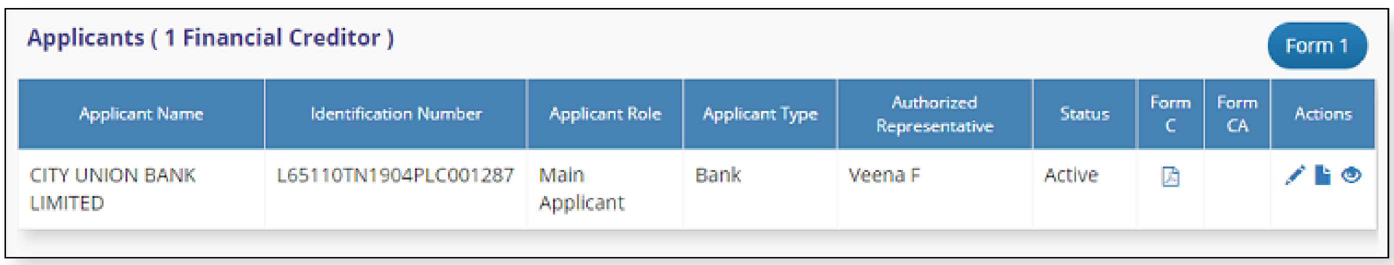
Bank Detail

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Bank details ready
- Have on hand Documents ready (If applicable)

Follow these steps:

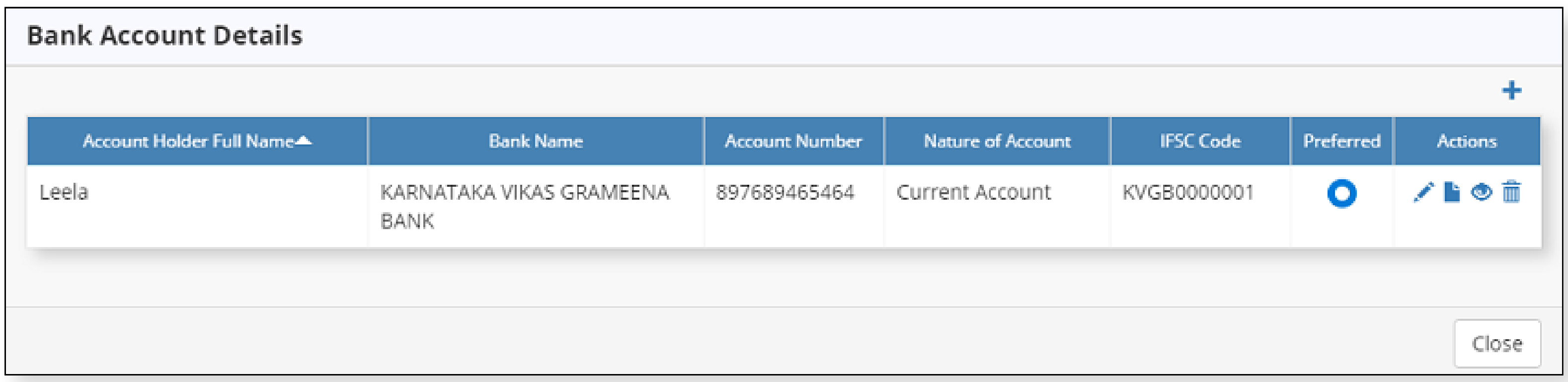
- Click on the case whose Applicant's Bank Detail you wish to add, edit or view
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Applicant**
- You will be redirected to Applicant Page
- Applicant list will appear



Applicants (1 Financial Creditor) Form 1

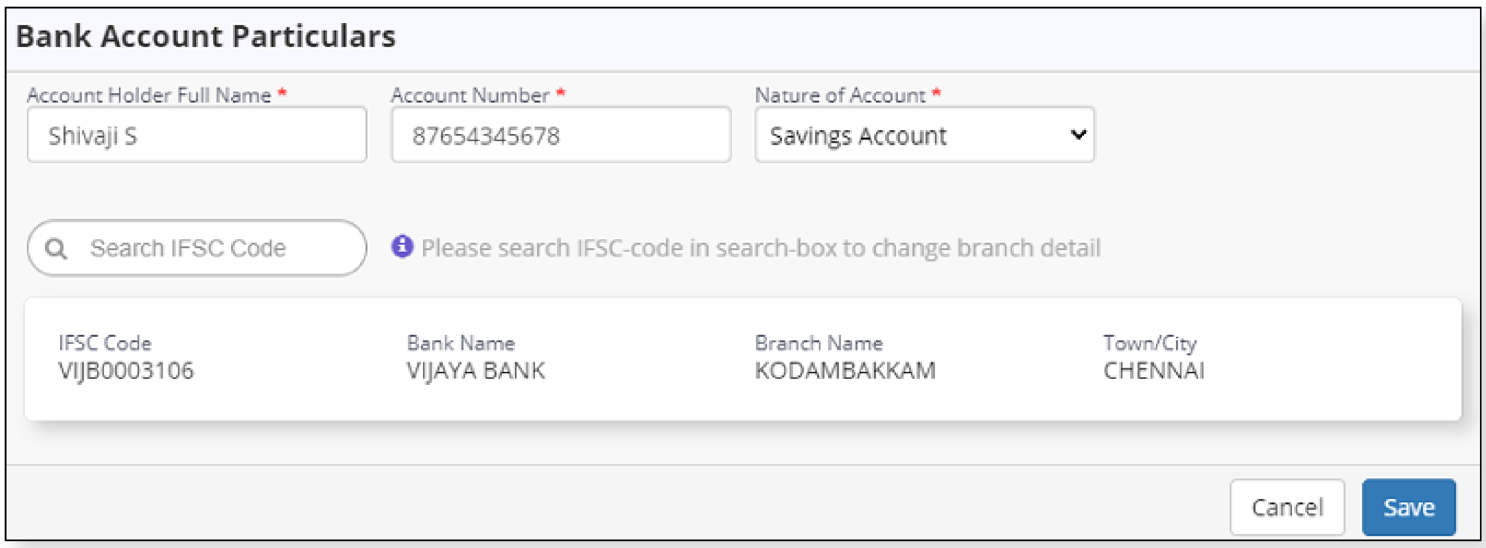
Applicant Name	Identification Number	Applicant Role	Applicant Type	Authorized Representative	Status	Form C	Form CA	Actions
CITY UNION BANK LIMITED	L65110TN1904PLC001287	Main Applicant	Bank	Veena F	Active			

- Click on button on the Applicant for which you wish to add, edit or view the Bank Detail
- Select **Bank details**
- You will be redirected to Bank Account Details Page
- Bank Account Details list will appear

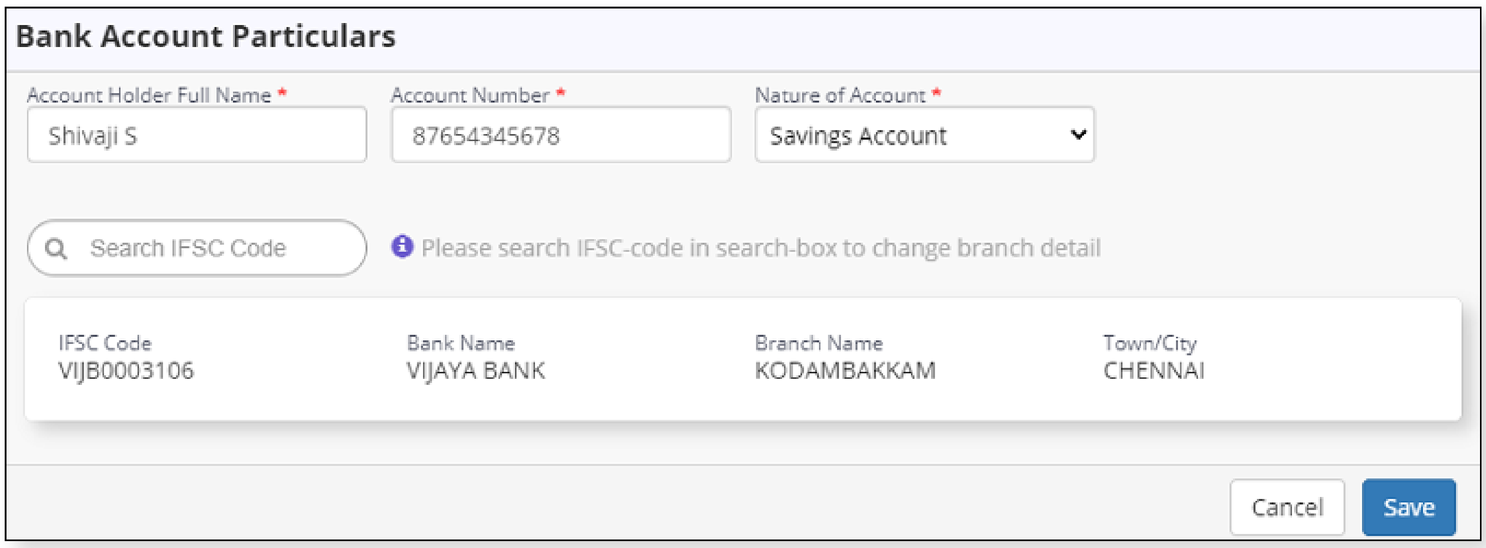


Account Holder Full Name	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Leela	KARNATAKA VIKAS GRAMEENA BANK	897689465464	Current Account	KVGB0000001		

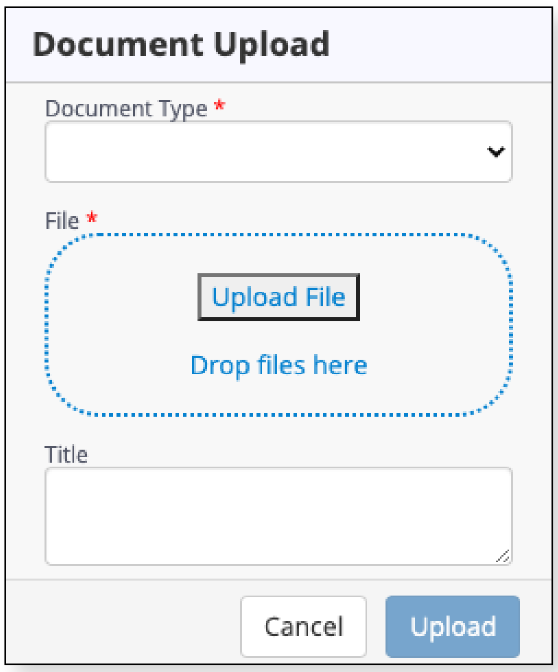
- To **Add**
  - Click on +
  - Enter **Account Holder Full Name**
  - Enter **Account Number**
  - Select **Nature of Account** from drop-down list
  - Start entering **IFSC Code** of the Bank Branch
  - A list of IFSC Code will appear
  - Scroll up or down the list and select IFSC Code
  - Check the bank details
  - Click on Save



- To **Edit**
  - Click on button on the Bank Detail for which you wish to edit
  - Modify the Bank details
  - Click on Save



- To **Upload Document**
  - Click on button to which you want to upload documents.
  - Click on + button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload



- Click on Close once upload is completed

- To **Delete**
  - Click on button on the Bank Detail you wish to delete
  - Click on ✓ Yes for confirmation
- Click on Close once modification is completed

<u>**Expected Outcome:**</u>

- You will be redirected to <u>Applicant</u> Page with modified details

---

<u>**Message & Notes:**</u>

- If bank is perferred - User will failed to delete bank detail and will notified, that bank details is used in case

---

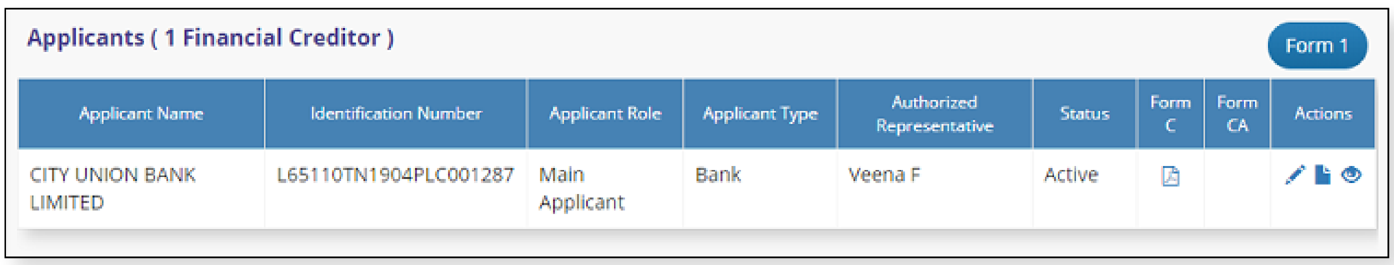
Authorized Representative

<u>**Before you begin:**</u>

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Authorized Representative
- Have on hand Documents ready (If applicable)

<u>**Follow these steps:**</u>

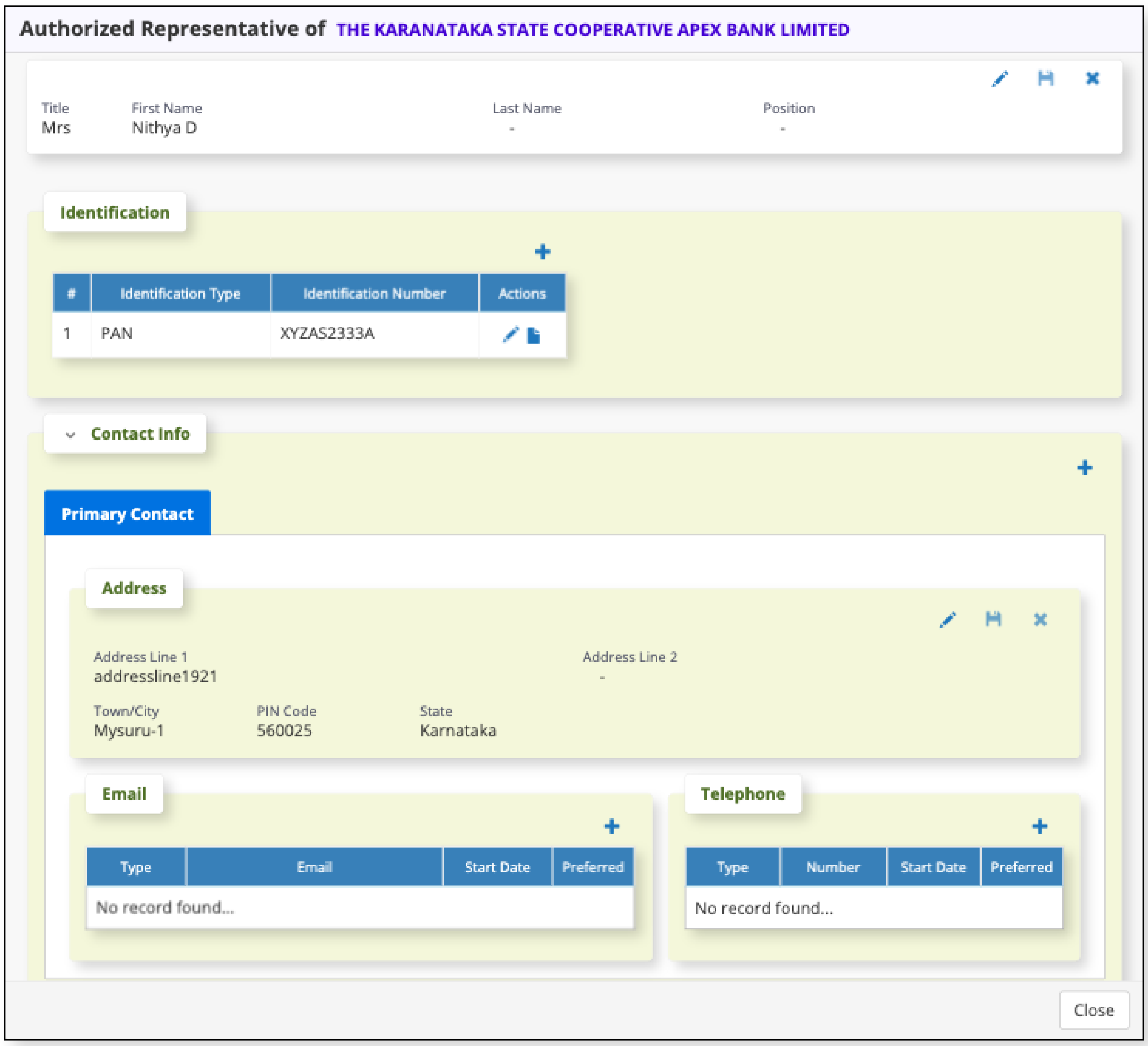
- Click on the case whose Applicant's Authorized Representative you wish to view or edit
- You will be directed to <u>Case Profile</u> Page
- Go to Side bar and navigate to **Applicant**
- You will be redirected to <u>Applicant</u> Page
- Applicant list will appear



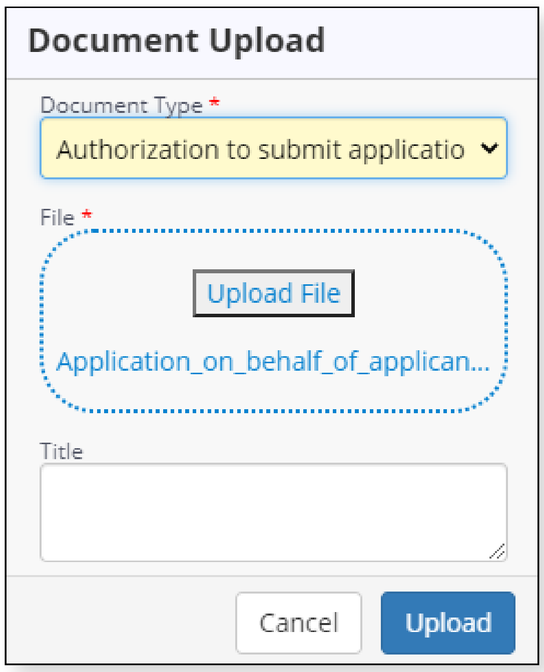
Applicants (1 Financial Creditor) Form 1

Applicant Name	Identification Number	Applicant Role	Applicant Type	Authorized Representative	Status	Form C	Form CA	Actions
CITY UNION BANK LIMITED	L65110TN1904PLC001287	Main Applicant	Bank	Veena F	Active			

- To **Edit**
  - Click on button on the Applicant for which you wish to view or edit Authorized Representative details
  - Select **Authorized Representative**
  - Modify the Authorized Representative details
  - Click on Close once modification is completed



- You will be redirected to Applicant Page
- To **Upload Document**
  - Click on button on the Applicant for which you wish to upload Authorized Representative document
  - Select **Authorized Representative**
  - Click on button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload
  - Click on Close once upload document is completed



Expected Outcome:

- You will be redirected to Applicant Page with modified details

---

Message & Notes:

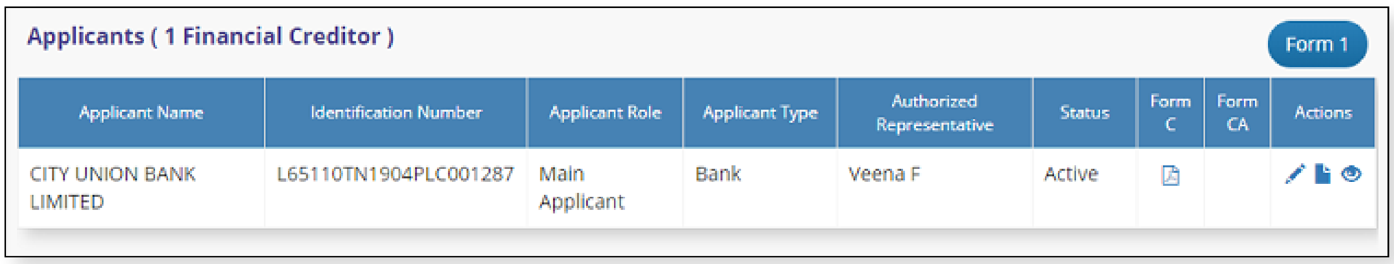
Authorized Indian Representative

Before you begin:

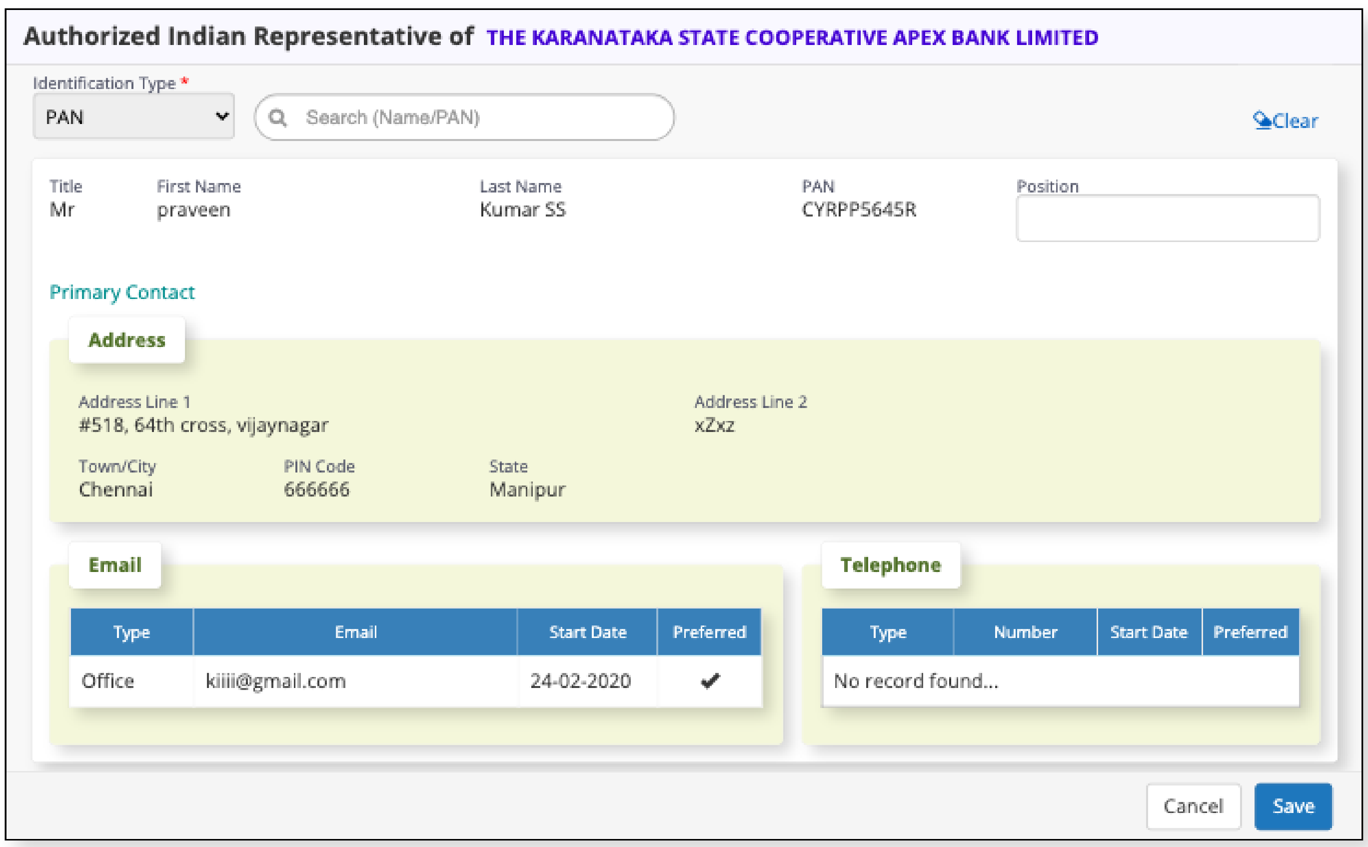
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Authorized Indian Representative
- Have o hand Documents ready (If applicable)

Follow these steps:

- Click on the case whose Applicant's Authorized Indian Representative you wish to create, edit or view
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Applicant**
- You will be redirected to Applicant Page
- Applicant list will appear

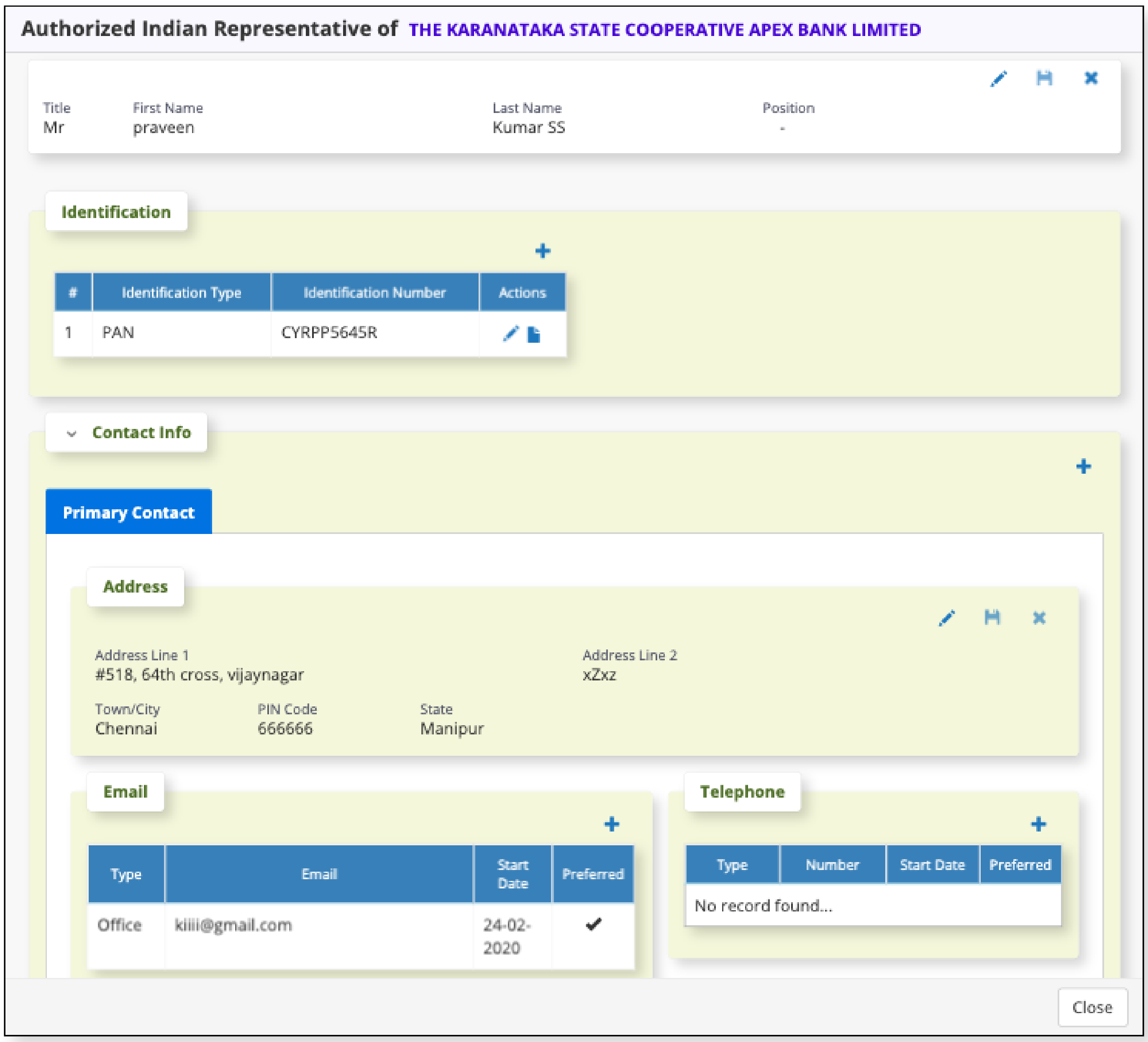


- Click on button on the Applicant for which you wish to create, edit or view Authorized Indian Representative
- To **Add**
  - Select **Create Authorized Indian Representative**
  - To enter details of Authorized Indian Representative,
    - If Authorized Indian Representative is already Registered in PDA
      - Start entering **Identification Number/Name** of the Authorized Indian Representative
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Authorized Indian Representative
    - If Authorized Indian Representative is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**
  - Click on Save

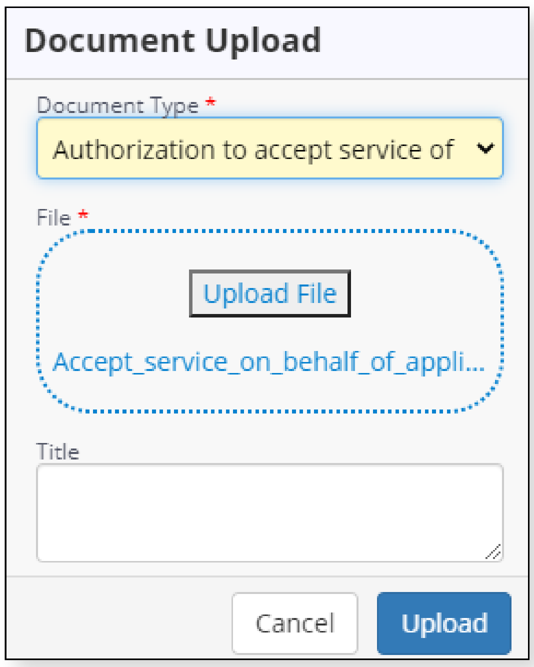


- To **Edit**
  - Select **Authorized Indian Representative**

- Modify the details
- Click on Close once modification is completed



- To **Upload Document**
  - Click on button on the Applicant for which you wish to upload Authorized Indian Representative documents
  - Select **Authorized Indian Representative**
  - Click on + button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload
  - Click on Close once upload document is completed



Expected Outcome:

- You will be redirected to Applicant Page with modified details

---

Message & Notes:

Corporate Debtor

Corporate Debtor Profile

A corporate person who owes a debt to any person. Corporate person is defined u/s 3(7) of IBC which include

- Companies defined Companies Act
- LLP defined under LLP Act
- Any other person incorporated with limited liability

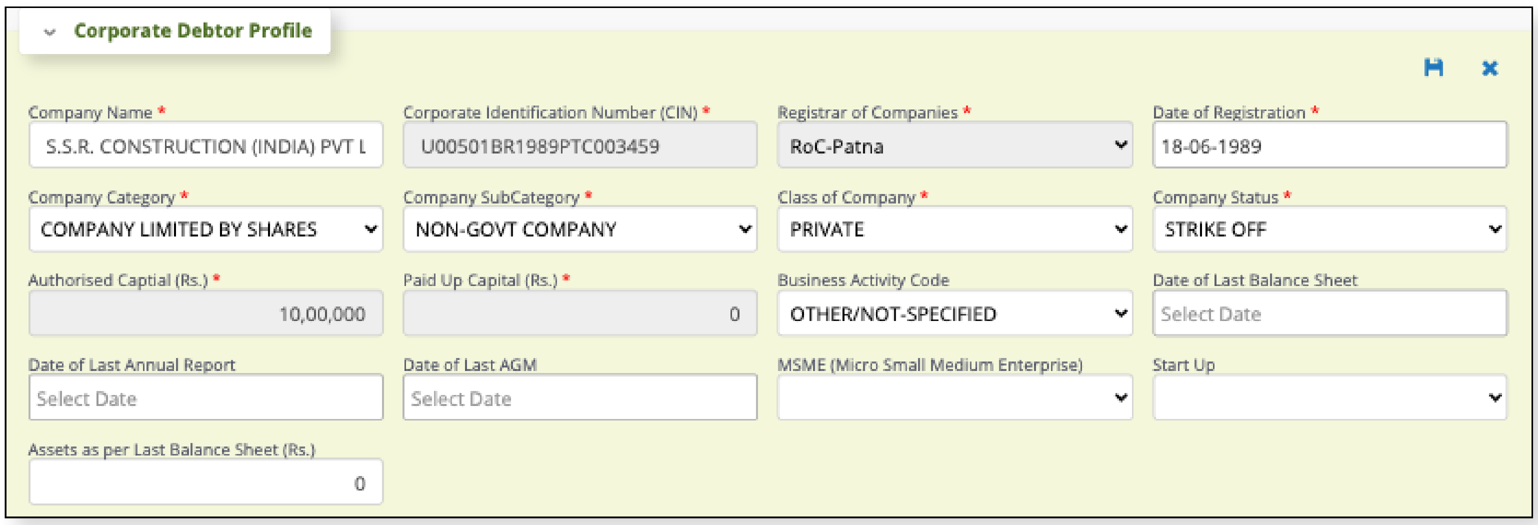
But does not include financial services provider i.e. banks or NBFCs.

Before you begin:

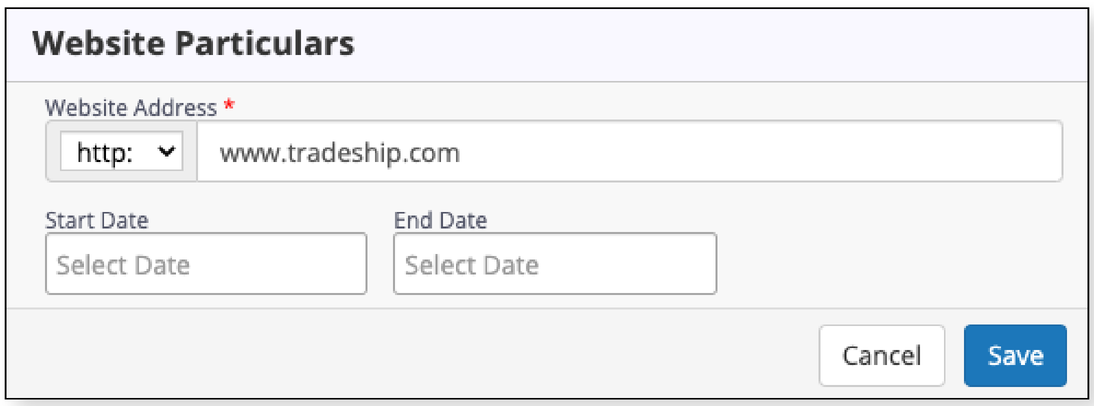
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Corporate Debtor and website details ready

Follow these steps:

- Click on the case whose Corporate Debtor details you wish to view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- **Corporate Debtor Profile**
  - Click on button on the Corporate Debtor Profile for which you wish to edit details
  - Modify **Corporate Debtor** details
  - Click on button



- **Website**
  - Click on of the **Website** block in the Corporate Debtor
  - Enter **Website** details
  - Click on Save



Expected Outcome:

- You will be redirected to Corporate Debtor Page, with updated details

---

Message & Notes:

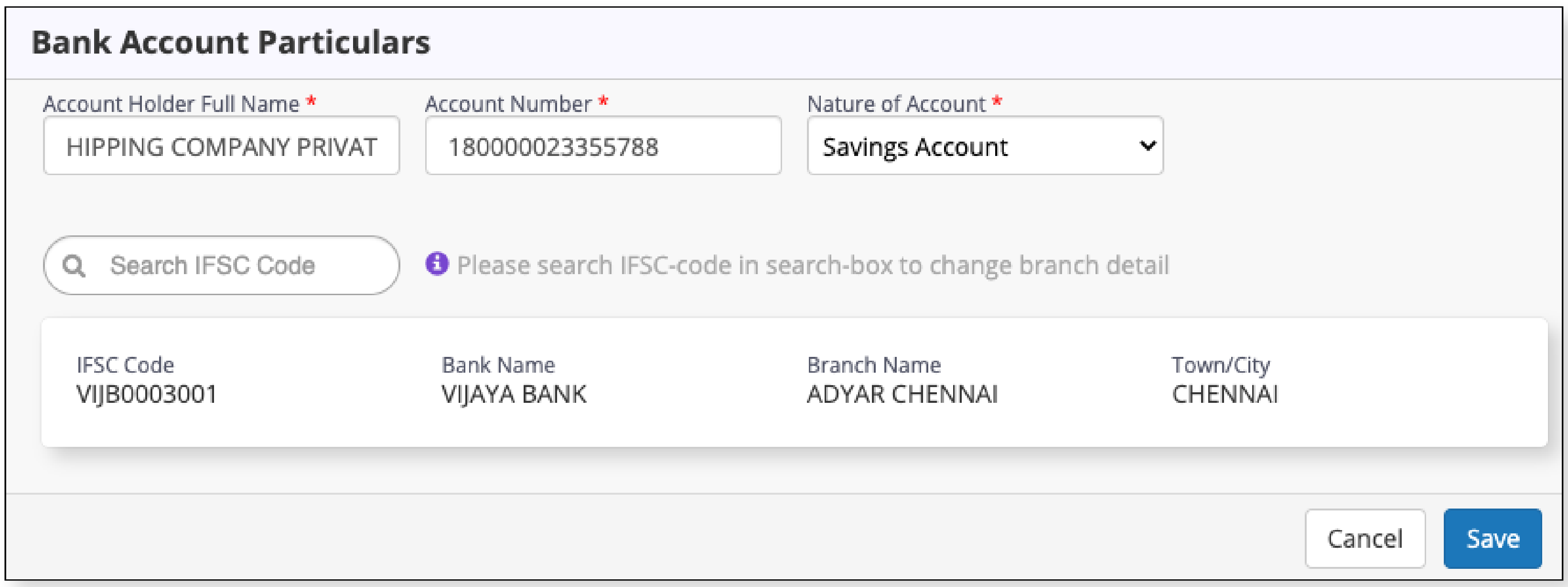
Bank Accounts

<u>**Before you begin:**</u>

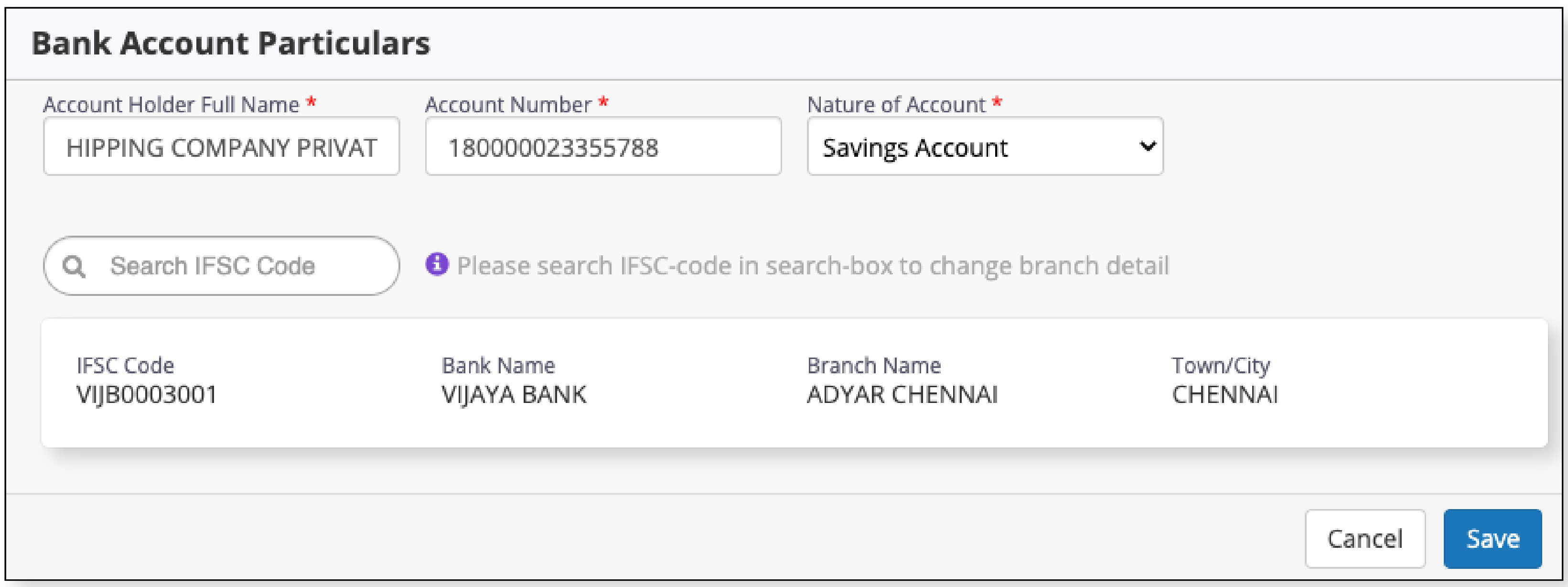
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Corporate Debtor Bank account details ready

<u>**Follow these steps:**</u>

- Click on the case whose Bank Account details you wish to add, view or edit.
- You will be directed to <u>Case Profile</u> Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to <u>Corporate Debtor</u> Page
- To **Add**
  - Click on + of the **Bank Account** block in the Corporate Debtor
  - Enter **Bank Account** details
  - Click on Save



- To **Edit**
  - Click on button on the bank for which you wish to edit Bank Account details
  - Modify **Bank Account** details
  - Click on Save



- To **Delete**
  - Click on button on the Bank Account for which you wish to delete
  - Click on ✓ Yes for confirmation

<u>**Expected Outcome:**</u>

- You will be redirected to <u>Corporate Debtor</u> Page, with updated details

Message & Notes:

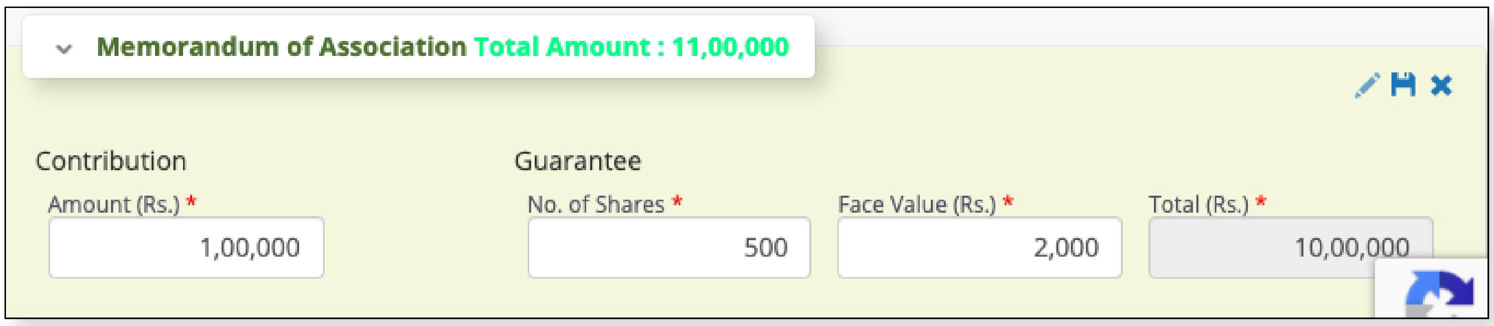
Memorandum of Association

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Resolution Stage
- Have on hand Memorandum of Association details ready

Follow these steps:

- Click on the case whose Memorandum of Association details you wish to view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Click on button on the Memorandum of Association for which you wish to edit details
- Modify **Memorandum of Association** details
- Click on button



Expected Outcome:

- You will be redirected to Corporate Debtor Page, with updated details

Message & Notes:

Board of Directors / Designated Partners

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Director/Partner details ready

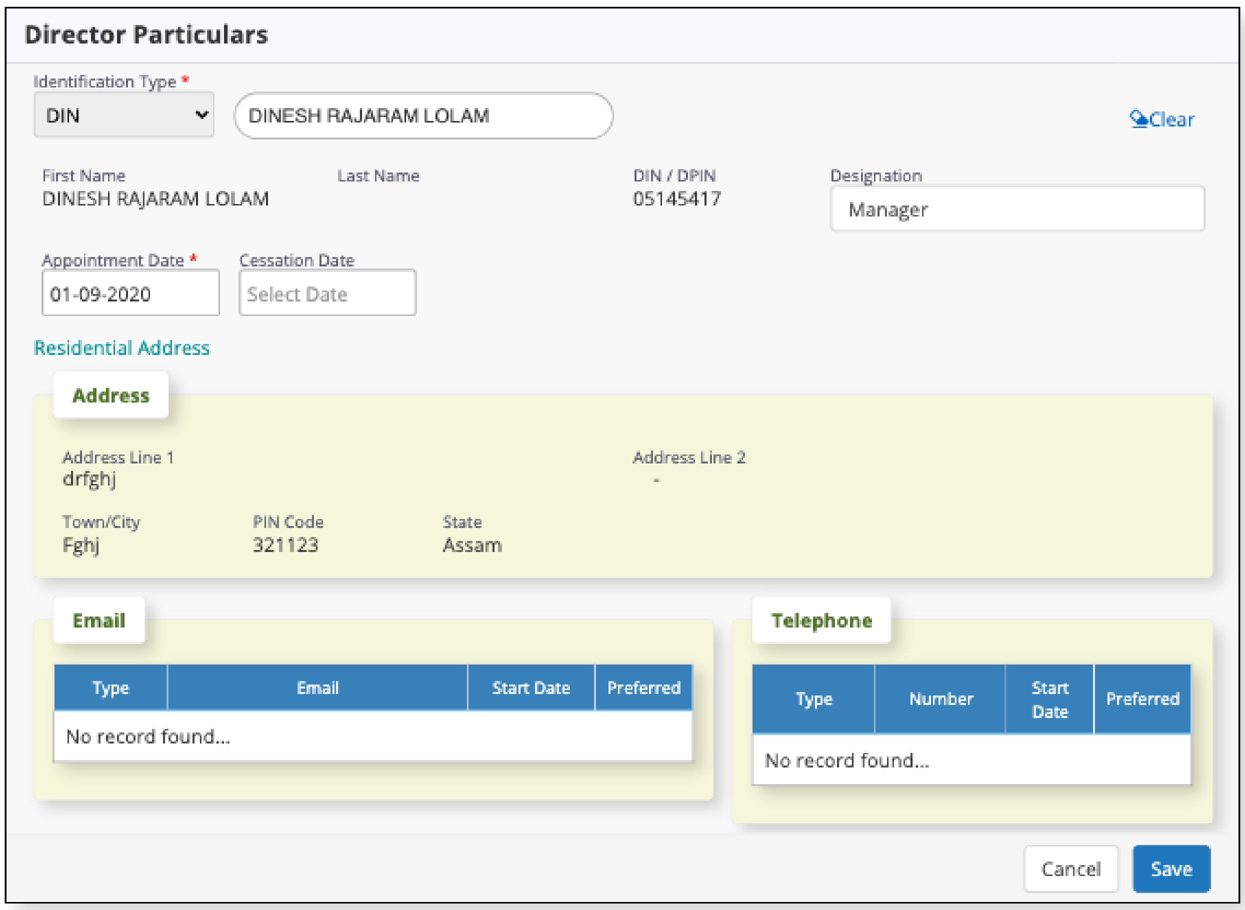
Follow these steps:

- Click on the case whose Director/Partner details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Director/Partner**
- You will be redirected to Director/Partner Page
- Director/Partner list will appear

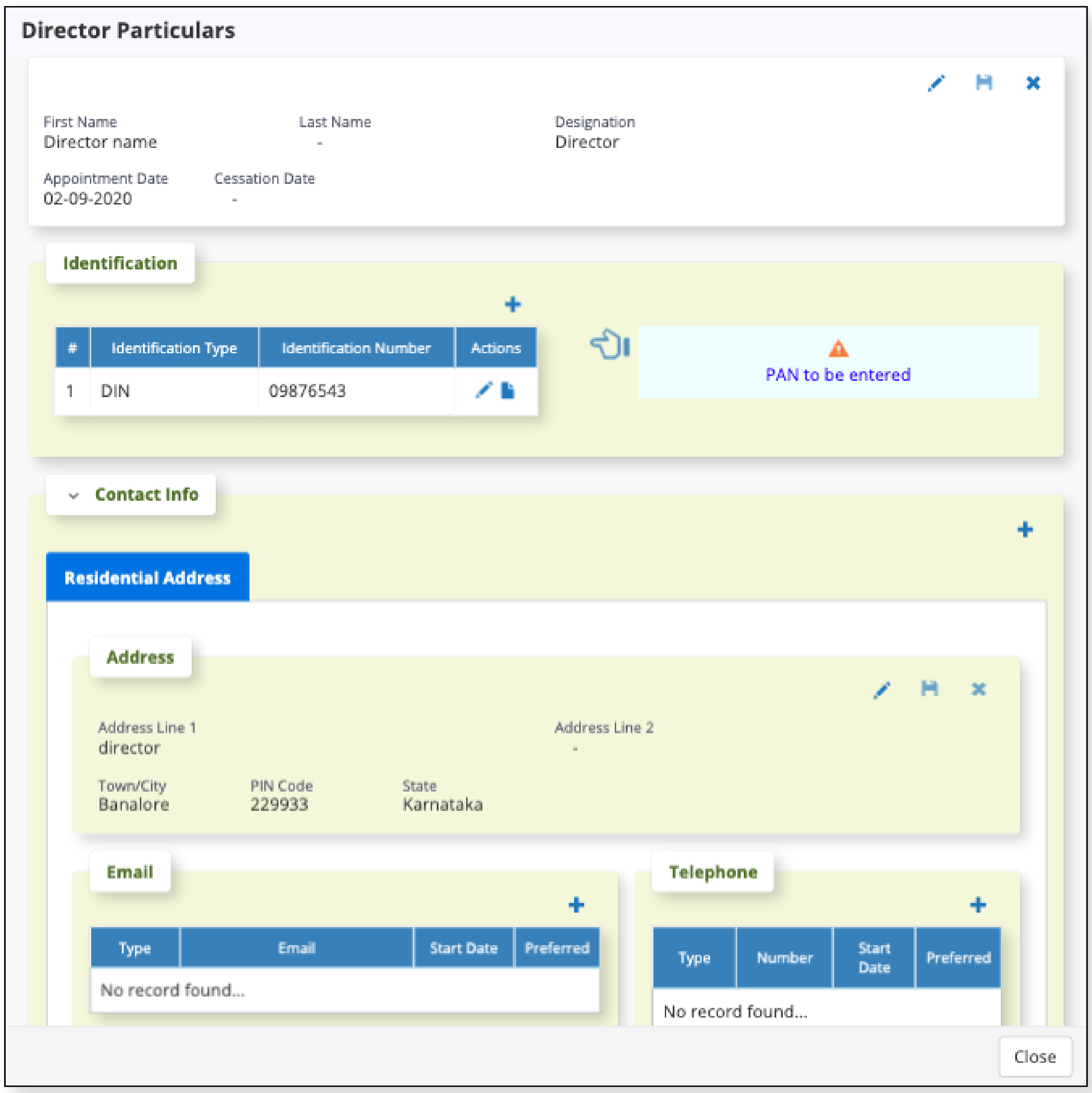
Board of Directors / Designated Partners (3)

Name	DIN/PAN	Designation	Appointment Date	Cessation Date	Actions
VIKASH KHEMKA	00545645	-	28-01-2010	-	
SANJAY KHEMKA	00531113	-	28-01-2010	-	
SAWAR MAL KHEMKA	00531077	-	26-09-1989	-	

- To **Add**
  - Click on +
  - To enter details of Director/Partner,
    - If Director/Partner is already Registered in PDA,
      - Start entering **Identification Number/Name** of the Person
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Person
      - Check Director/Partner details
    - If Director/Partner is not Registered in PDA,
      - Enter **Name**
      - Enter **Address**
  - Enter **Appointment Date**
  - Click on Save



- To **Edit**
  - Click on button on the Director/Partner for which you wish to edit details
  - Modify **Director/Partner** details
  - Click on Close once modification is completed



- To **Delete** - (By Case Manager Only)
  - Click on button on the Director/Partner you wish to delete
  - Click on Yes for confirmation

__Expected Outcome:__
- You will be redirected to __Director/Partner__ Page, with Director/Partner Details

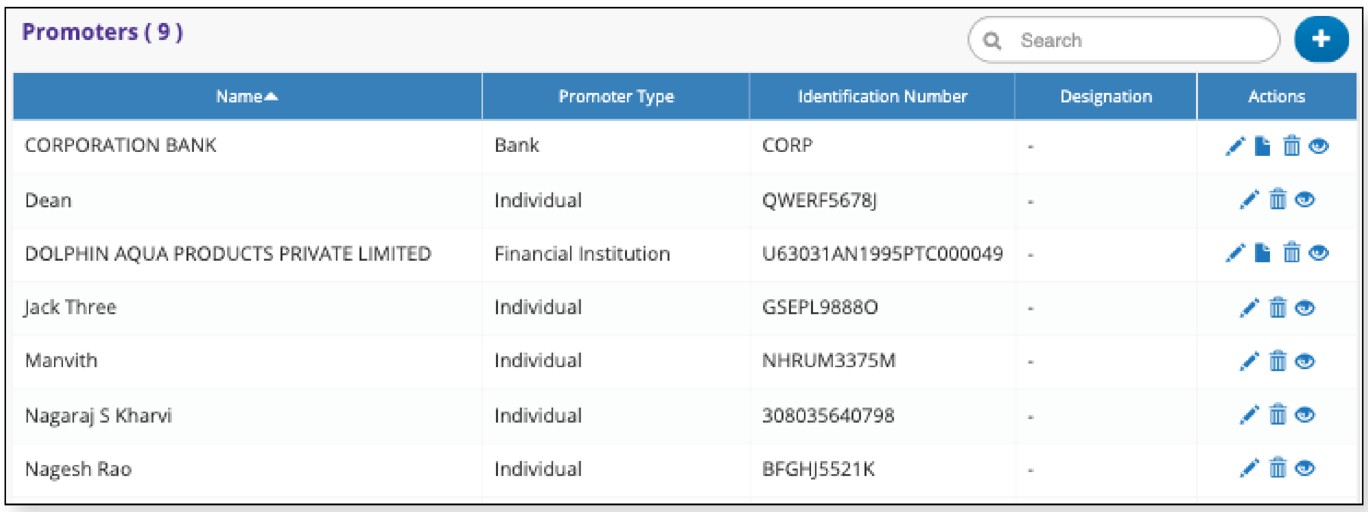
---

__Message & Notes:__

Promoters

__Before you begin:__
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Promoter details ready

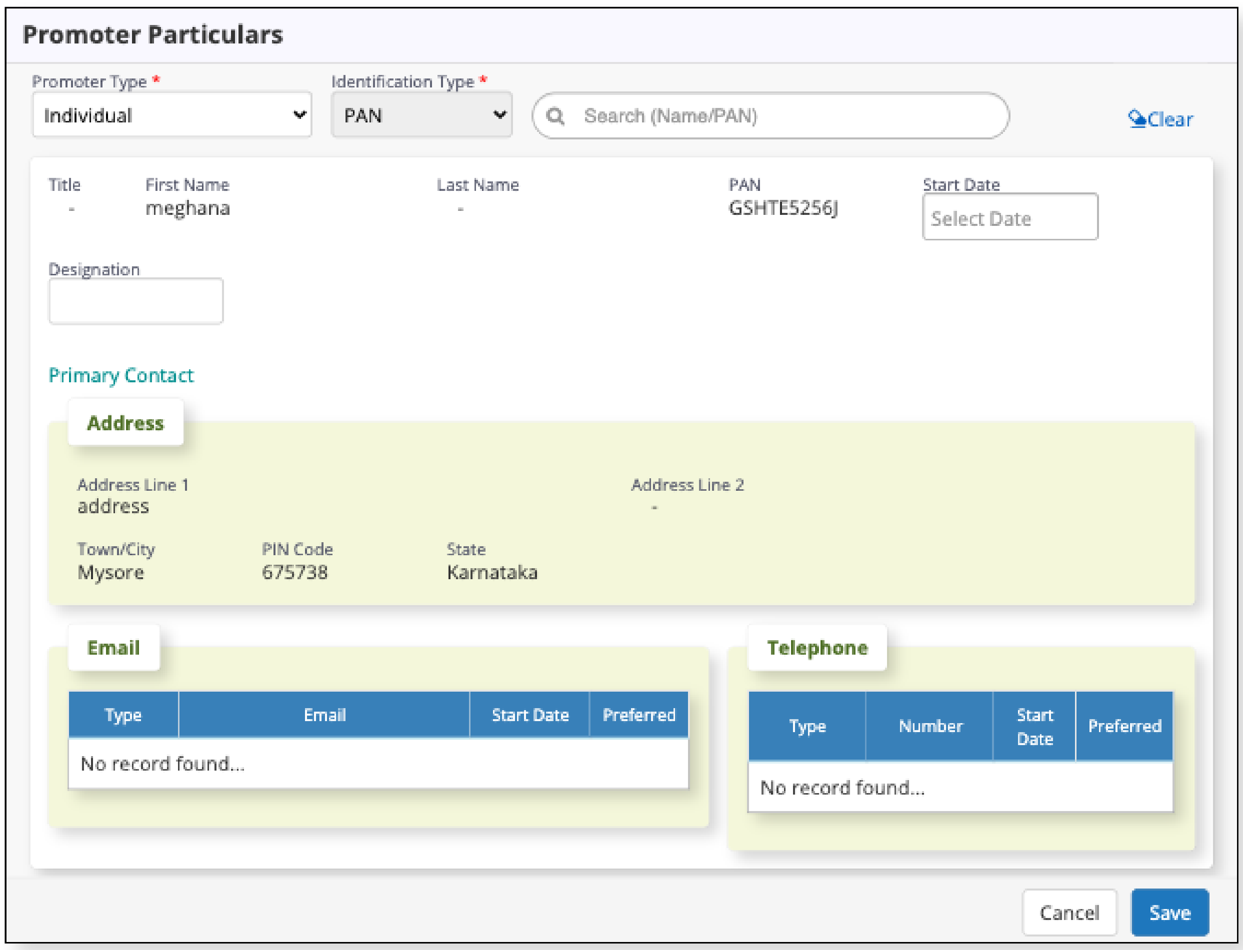
__Follow these steps:__
- Click on the case whose Promoter details you wish to add, view or edit.
- You will be directed to __Case Profile__ Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to __Corporate Debtor__ Page
- Go to Side bar and navigate to **Promoter**
- You will be redirected to __Promoter__ Page
- Promoter list will appear



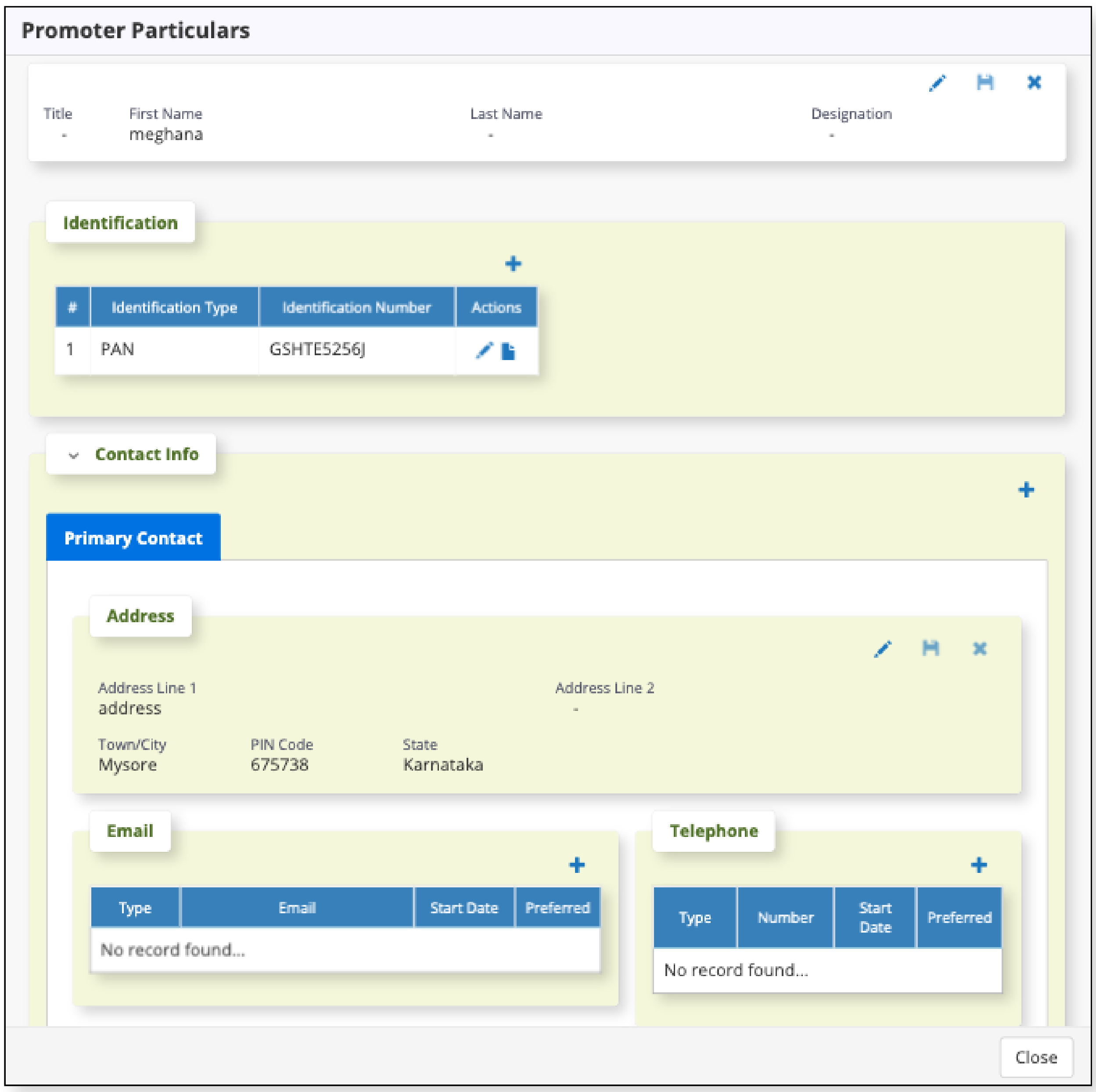
Promoters (9)

Name	Promoter Type	Identification Number	Designation	Actions
CORPORATION BANK	Bank	CORP	-	
Dean	Individual	QWERF5678J	-	
DOLPHIN AQUA PRODUCTS PRIVATE LIMITED	Financial Institution	U63031AN1995PTC000049	-	
Jack Three	Individual	GSEPL9888O	-	
Manvith	Individual	NHRUM3375M	-	
Nagaraj S Kharvi	Individual	308035640798	-	
Nagesh Rao	Individual	BFGHJ5521K	-	

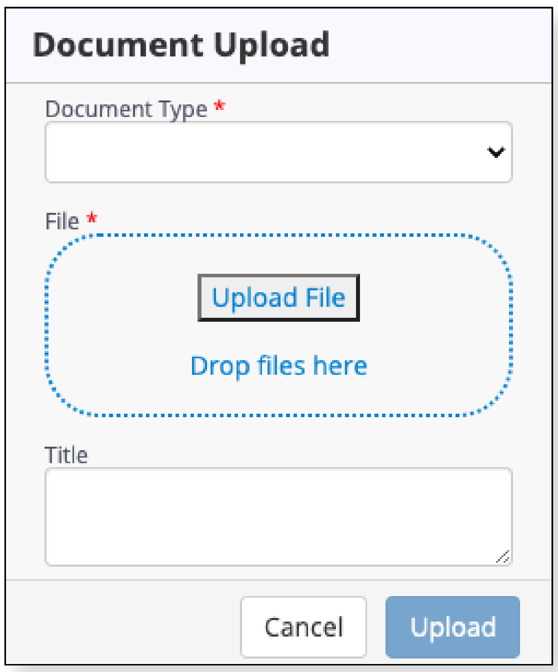
- To **Add**
  - Click on +
  - To enter details of Promoter,
    - Select Entity type of the Promoter
    - If Promoter is already Registered in PDA
      - Start entering **Identification Number/Name** of the Promoter
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Promoter
    - If Promoter is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**
  - Click on Save



- To **Edit**
  - Click on button on the Promoter for which you wish to edit details
  - Modify **Promoter** details
  - Click on button
  - Click on Close once modification is completed



- **Upload Document**
  - Click on button to which you want to upload documents.
  - Click on + button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload



  - Click on Close once upload is completed

- To **Delete** - (By Case Manager Only)
  - Click on button on the Promoter you wish to delete
  - Click on ✔ Yes for confirmation

Expected Outcome:

- You will be redirected to Promoter Page, with Promoter details

---

Message & Notes:

Guarantors

Personal Guarantor means an individual who is the surety in a contract of guarantee to a corporate debtor. Personal guarantor to a corporate debtor and in respect of whom guarantee has been invoked by the creditor and remains unpaid in full or part.

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Guarantor details ready

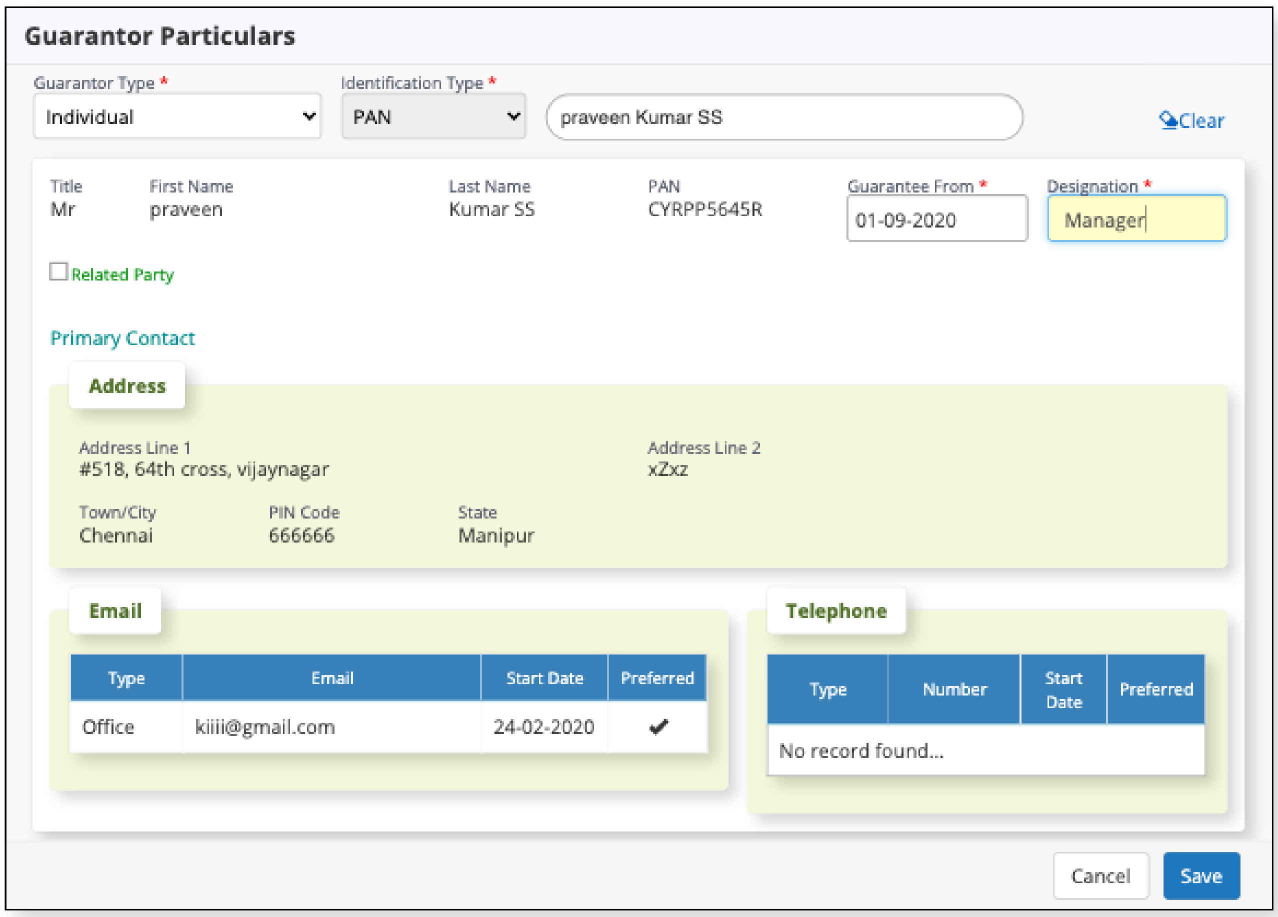
Follow these steps:

- Click on the case whose Guarantor details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Guarantor**
- You will be redirected to Guarantor Page
- Guarantor list will appear

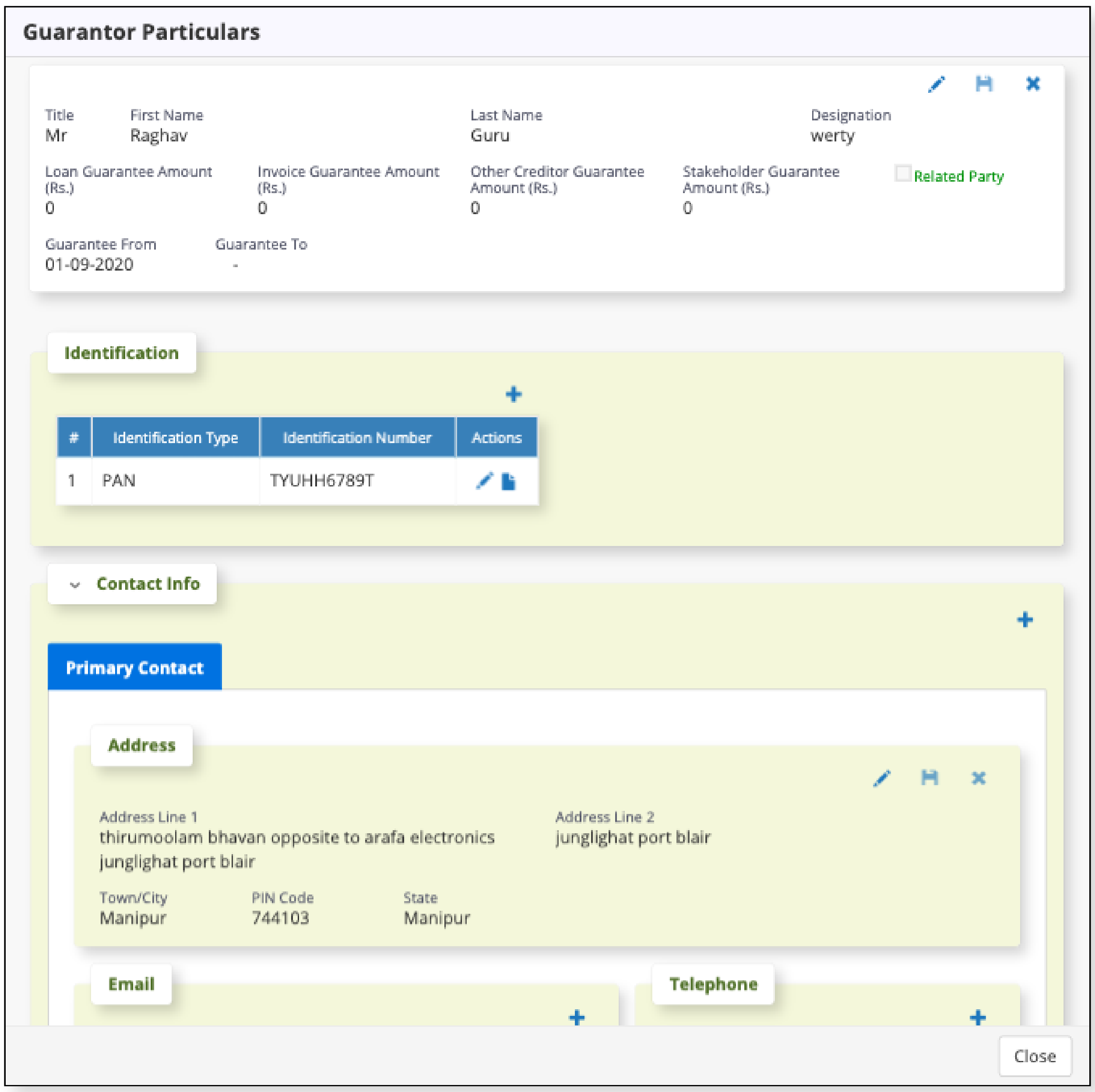
Guarantors (7) CIR Process | Search | Guarantor Report | +

Name	Guarantor Type	Identification Number	Guarantee Amount (Rs.)				Actions
			Loan	Invoice	Other Creditor	Total	
CORPORATION BANK	Bank	CORP	0	0	0	0	
Manvith	Individual	NHRUM3375M	0	0	0	0	
Nithya C testjm	Individual	TESTB6269U	0	0	0	0	
Sunil Kumar	Individual	HNSYO6394M	0	0	0	0	
Vamshi NTR	Individual	BBFPV8638E	0	0	0	0	
veen	Individual	POIUJ4562H	0	0	0	0	
VIJAYA BANK	Bank	VIJB	0	0	0	0	

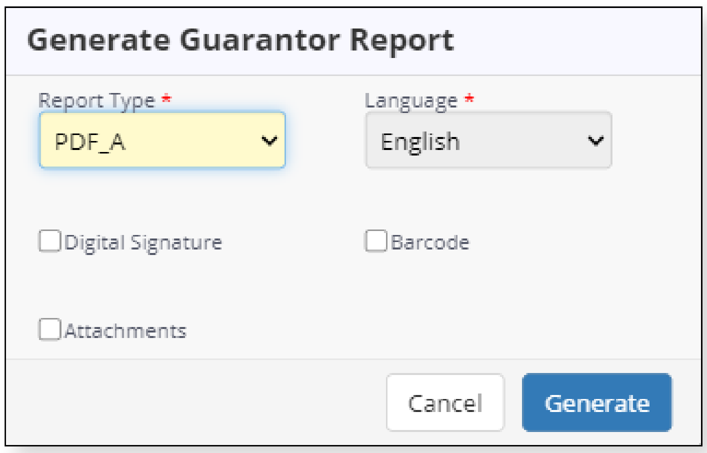
- To **Add**
  - Click on +
  - To enter details of Guarantor,
    - Select Entity type of the Guarantor
    - If Guarantor is already Registered in PDA,
      - Start entering **Identification Number/Name** of the Guarantor
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Guarantor
    - If Guarantor is not Registered in PDA,
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**
  - Enter **Guarantee From** date
  - Enter **Designation** of Guarantor
  - Click on Save



- To **Edit**
  - Click on button on the Guarantor for which you wish to edit details /li>
  - Modify **Guarantor** details.
  - Click on button
  - Click on Close once modification is completed

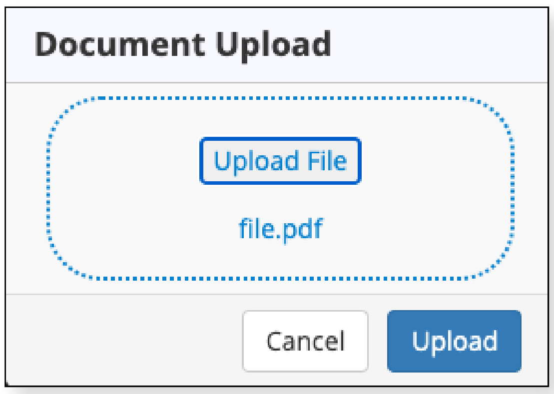


- **Guarantor Report(Generate/Upload/Version)**
  - Click on Guarantor Report
    - To **Generate/Re-Generate**
      - Click on **Generate**
      - Select **Report type**
      - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
      - Click on Generate – Guarantor Report will be generated



- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Guarantor Report, edit the details and click on **Re-Generate**, you will get a new Version of Guarantor Report in Green color.

- To **Upload**
  - Select **Upload**
  - Select file to upload
  - Click on Upload
  - A new version will be added and will be displayed in Blue color.



- To **Delete** - (By Case Manager Only)
  - Click on button on the Guarantor you wish to delete.
  - Click on ✔ Yes for confirmation.

Expected Outcome:

- You will be redirected to Guarantor Page, with Guarantor details.

Message & Notes:

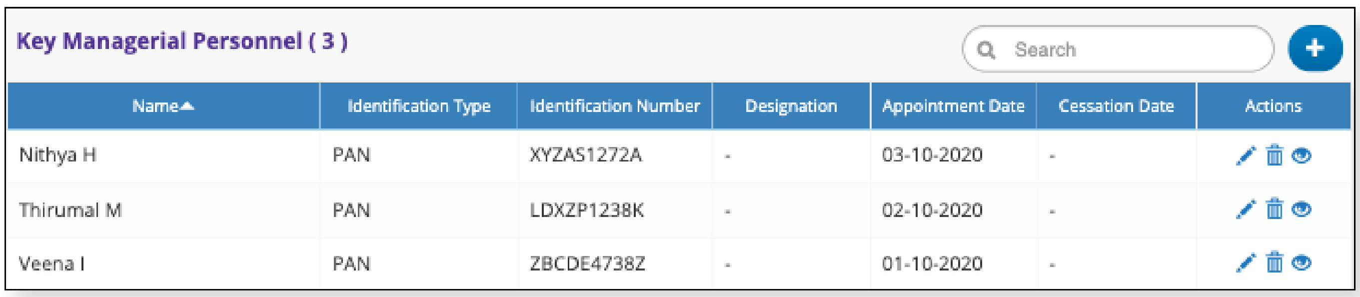
Key Managerial Personnel

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand KMP details ready

Follow these steps:

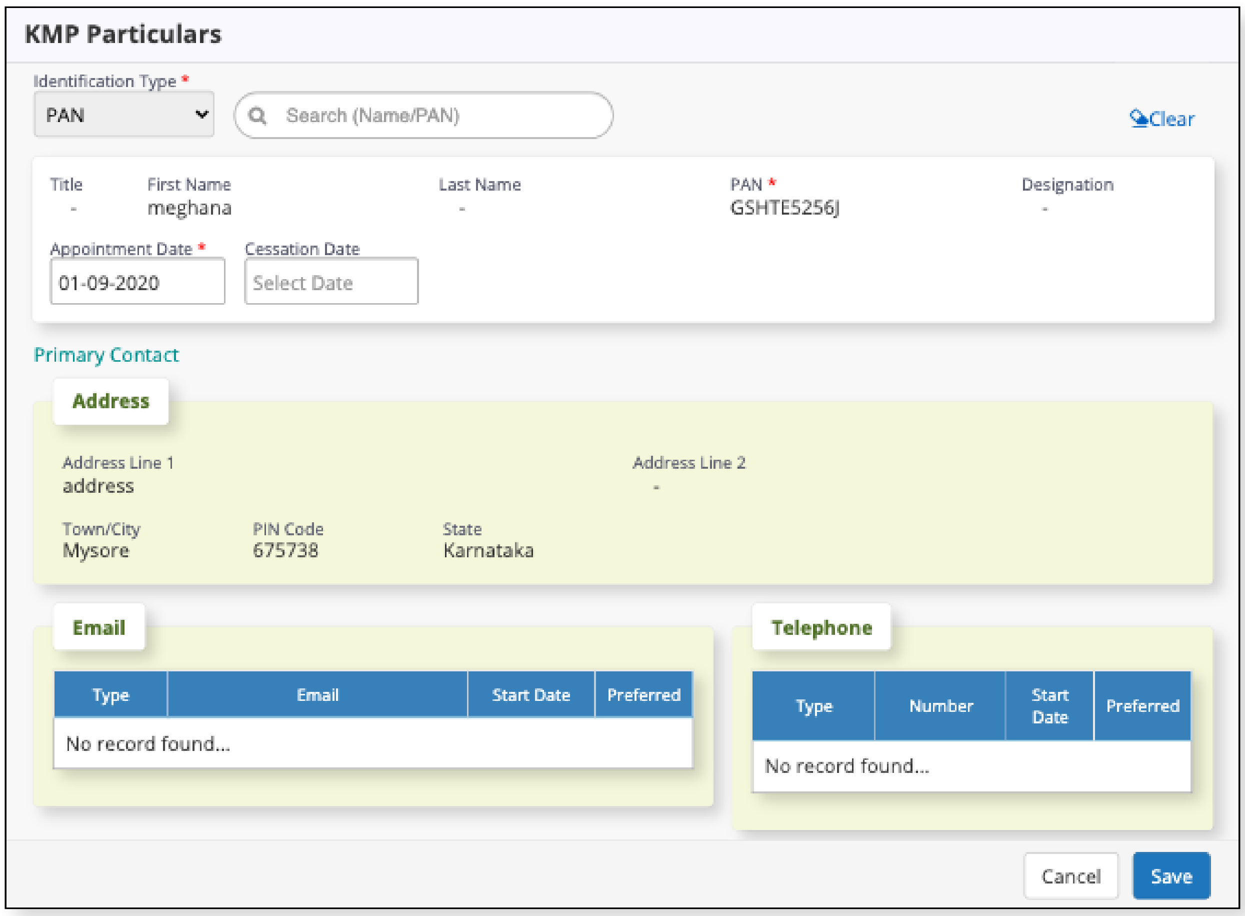
- Click on the case whose KMP details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **KMP**
- You will be redirected to KMP Page
- KMP list will appear



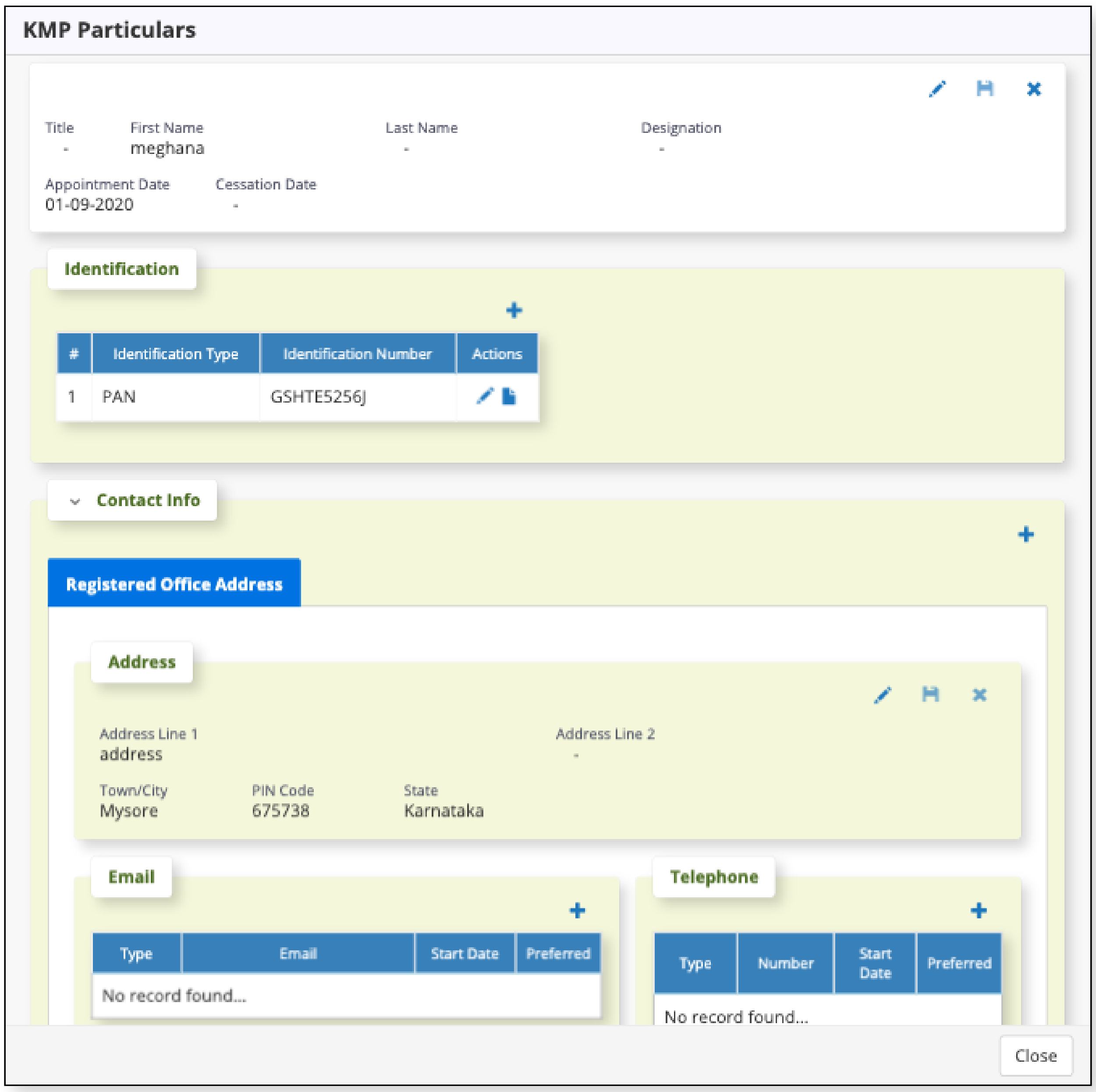
Key Managerial Personnel (3)

Name	Identification Type	Identification Number	Designation	Appointment Date	Cessation Date	Actions
Nithya H	PAN	XYZAS1272A	-	03-10-2020	-	
Thirumal M	PAN	LDXZP1238K	-	02-10-2020	-	
Veena I	PAN	ZBCDE4738Z	-	01-10-2020	-	

- To **Add**
  - Click on
  - To enter details of KMP,
    - If KMP is already Registered in PDA,
      - Start entering **Identification Number/Name** of the Person
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Person
      - Check KMP details
    - If KMP is not Registered in PDA,
      - Enter **First** and **Last Name**
      - Enter **Identification Number**
      - Enter **Address**
  - Enter **Appointment Date**
  - Click on Save



- To **Edit**
  - Click on button on the KMP for which you wish to edit details
  - Modify **KMP** details
  - Click on button
  - Click on Close once modification is completed



- To **Delete** - (By Case Manager Only)
  - Click on button on the KMP you wish to delete.
  - Click on ✔ Yes for confirmation

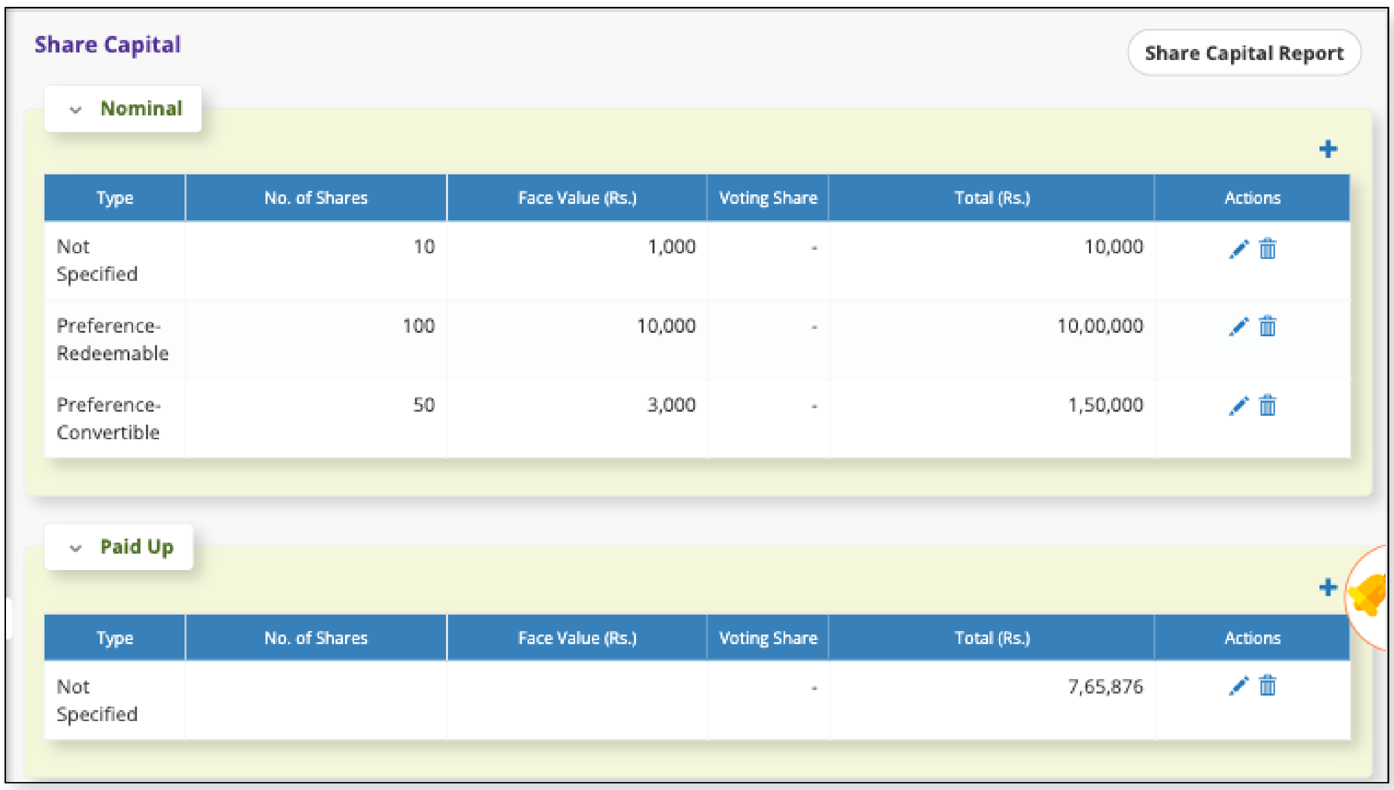
Expected Outcome:
- You will be redirected to KMP Page, with KMP details

Message & Notes:

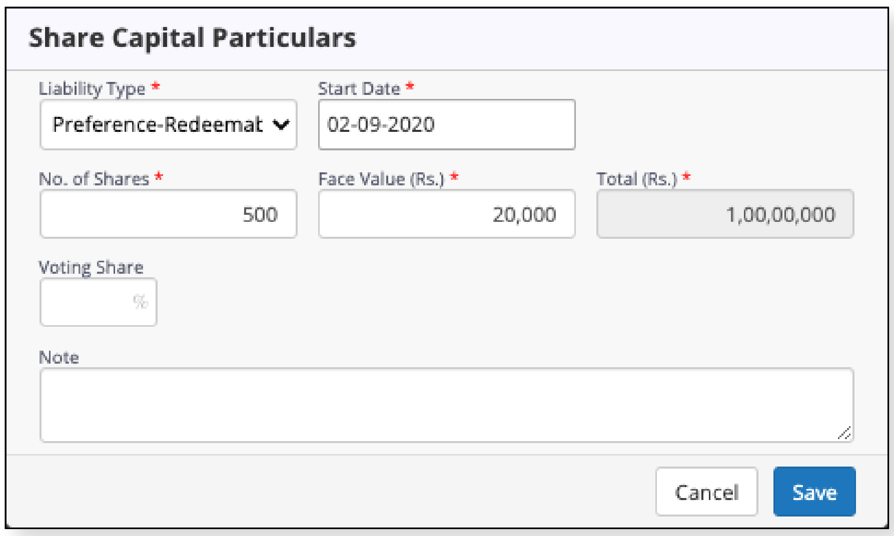
Share Capital

Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Share Capital details ready

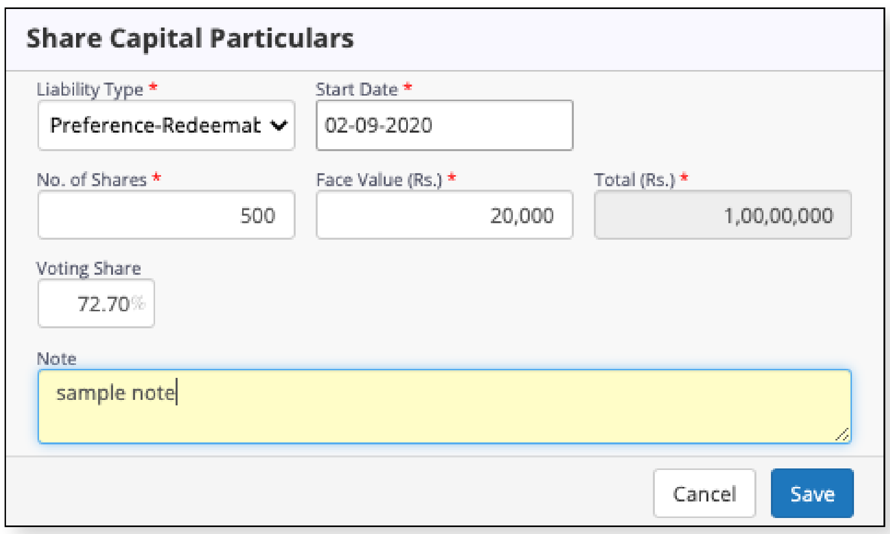
Follow these steps:
- Click on the case whose Share Capital details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Share Capital**
- You will be redirected to Share Capital Page
- Share Capital list will appear



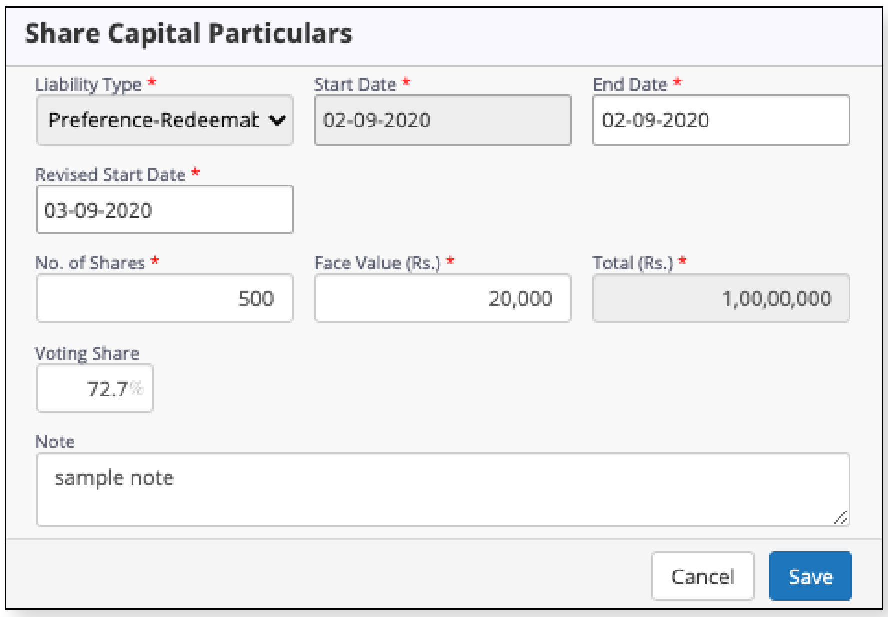
- To **Add**
  - Click on + in **Nominal/Paid Up** block
  - Enter **Nominal/Paid Up** details
  - Click on Save



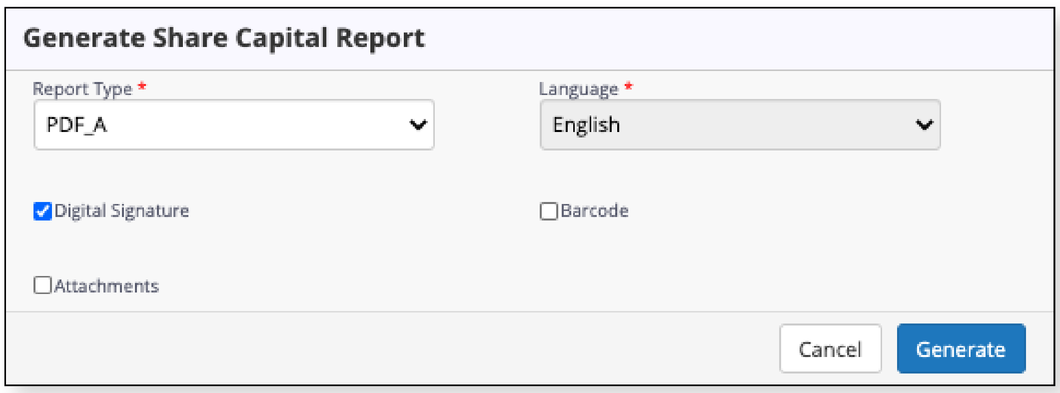
- To **Edit**
  - Click on button on the Nominal/Paid Up for which you wish to edit respective nominal/paid up details
    - Edit
      - Select **Edit**
      - Modify **Nominal/Paid Up** details
      - Click on Save



    - Revision
      - Select **Revision**
      - Enter **End Date**
      - Enter **Revised Start Date**
      - Click on Save



- To **Delete** - (By Case Manager Only)
  - Click on button on the Nominal/Paid Up you wish to delete respective Nominal/Paid Up
  - Click on ✔ Yes
- To **Generate**
  - Click on Share Capital Report
    - Select **Report Type**
    - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
    - Click on Generate - Share Capital Report will be generated
    - Share Capital Report can be Downloaded to your system



Expected Outcome:

- You will be redirected to Share Capital Page, with Share Capital details

---

Message & Notes:

Divisions

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Division details ready

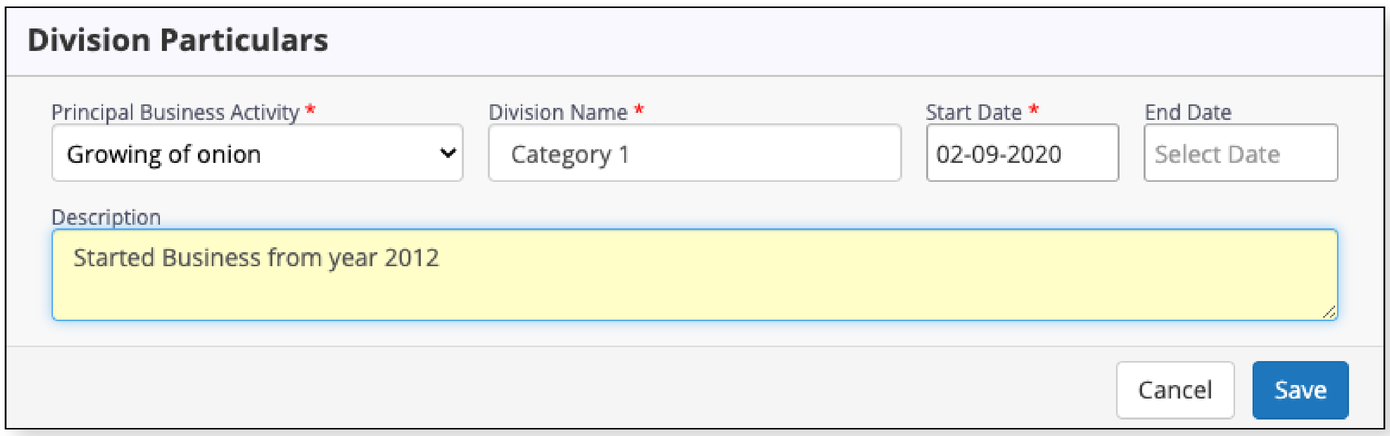
Follow these steps:

- Click on the case whose Division details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Division**
- You will be redirected to Division Page
- Division list will appear

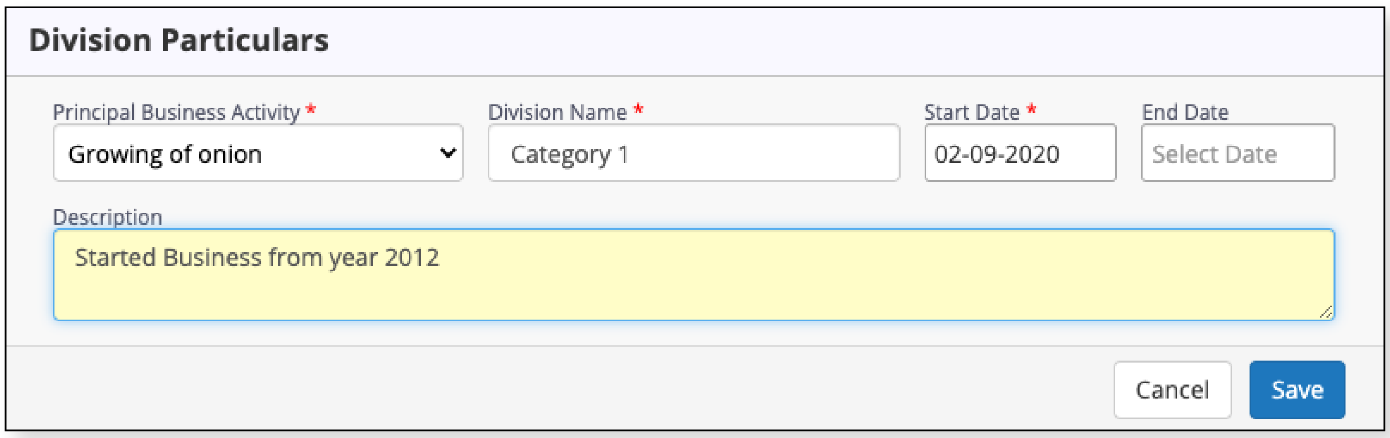
Divisions

Division Name	Principal Business Activity	NIC Class	NIC Group	NIC Division	NIC Section	Start Date	End Date	Actions
A1	Growing of wheat	Growing of cereals (except rice), leguminous crops and oil seeds	Growing of non-perennial crops	Crop and animal production, hunting and related service activities	Agriculture, forestry and fishing	29-10-2019		
A2	Growing of cotton	Growing of fibre crops	Growing of non-perennial crops	Crop and animal production, hunting and related service activities	Agriculture, forestry and fishing	01-07-2020		
A3	Manufacture of tarpaulin	manufacture of made-up textile articles, except apparel	Manufacture of other textiles	Manufacture of textiles	Manufacturing	30-06-2020		
A4	Growing of rose	Growing of other non-perennial crop	Growing of non-perennial crops	Crop and animal production, hunting and related service activities	Agriculture, forestry and fishing	04-08-2020	07-08-2020	

- To **Add**
  - Click on +
  - Enter **Division** details
  - Click on Save



- To **Edit**
  - Click on button on the Division for which you wish to edit details
  - Modify **Division** details
  - Click on Save



- To **Delete** - (By Case Manager Only)
  - Click on button on the division you wish to delete
  - Click on ✔ Yes for delete confirmation

Expected Outcome:

- You will be redirected to Division Page, with Division details

---

Message & Notes:

Adjudication

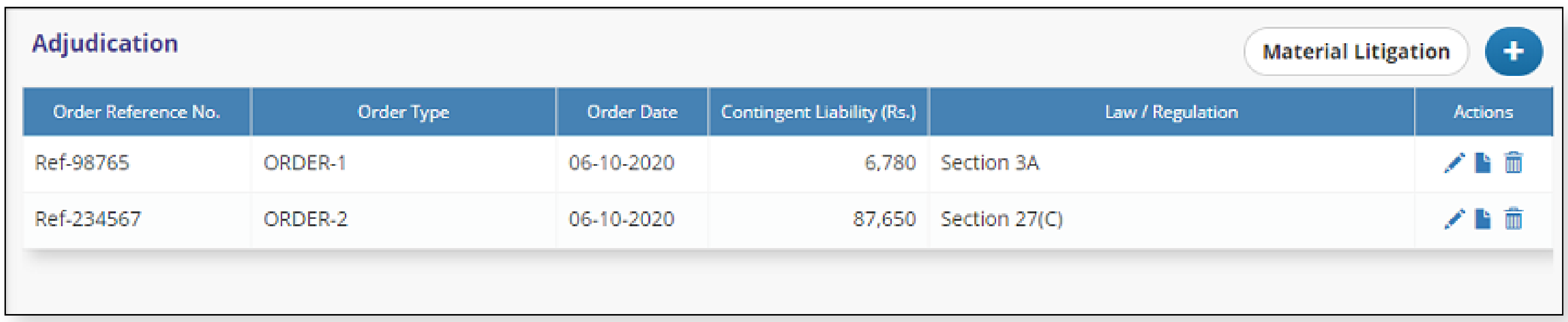
Adjudication is always against debt.

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Adjudication details ready
- Have on hand Lawyer and Court details ready (If applicable)
- Have on hand Documents ready (If applicable)

Follow these steps:

- Click on the case whose Adjudication details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Adjudication**
- You will be redirected to Adjudication Page
- Adjudication list will appear

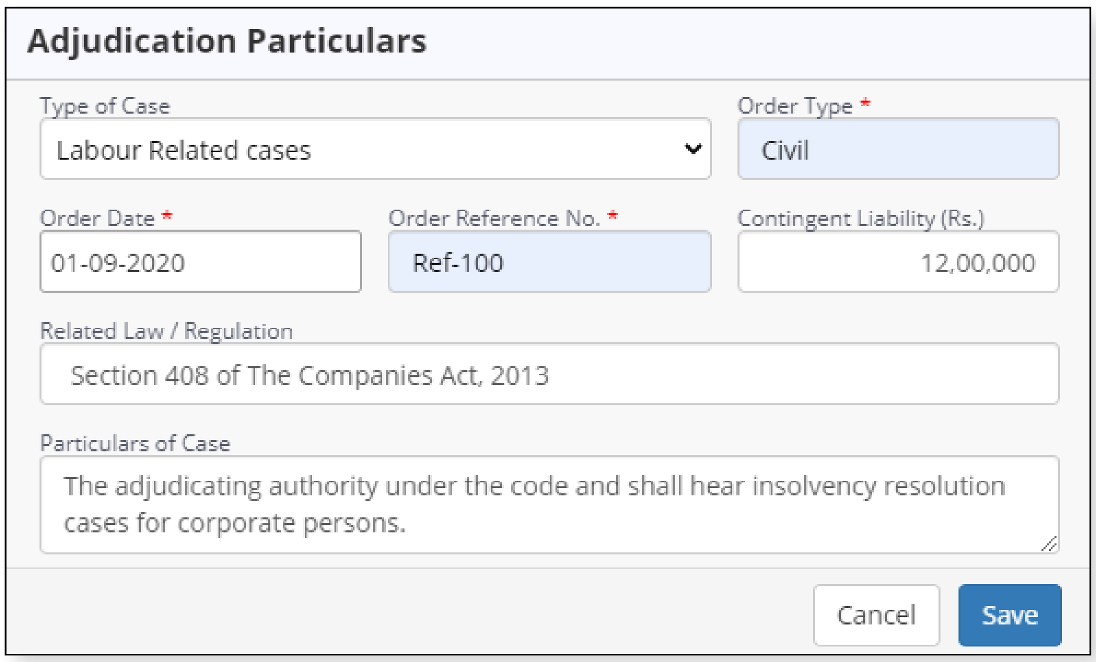


Adjudication

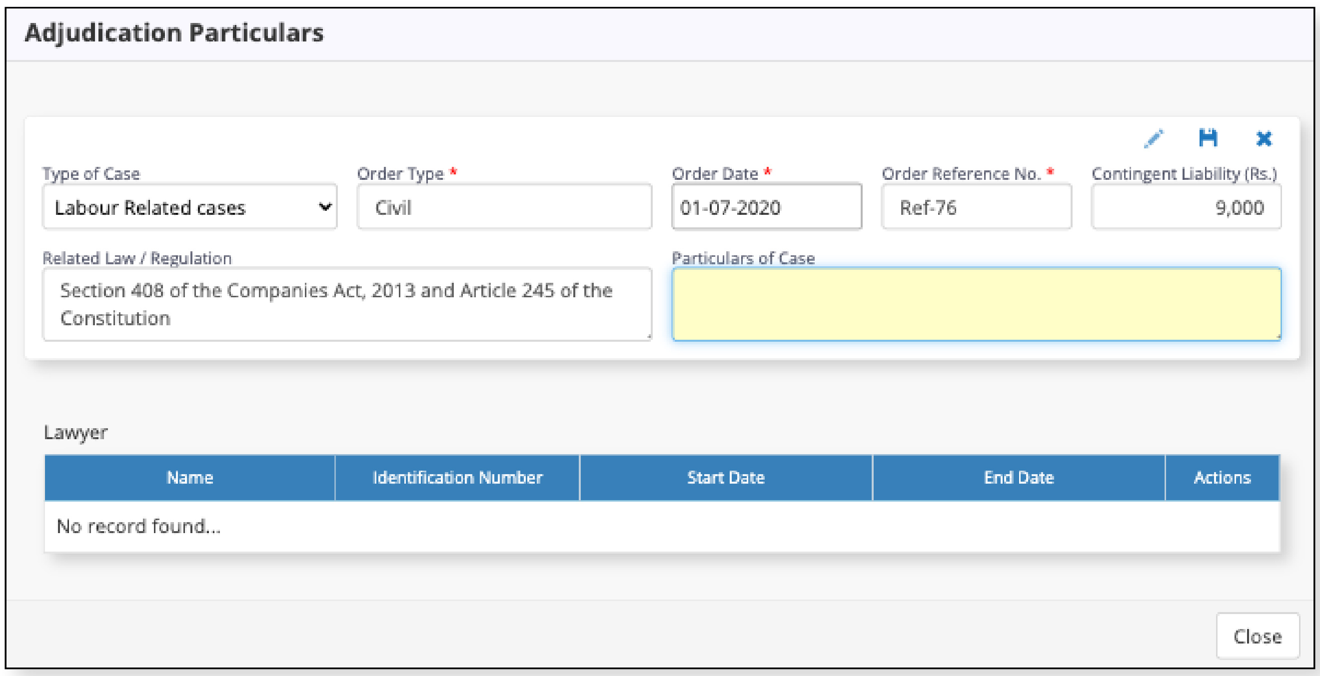
Material Litigation

Order Reference No.	Order Type	Order Date	Contingent Liability (Rs.)	Law / Regulation	Actions
Ref-98765	ORDER-1	06-10-2020	6,780	Section 3A	
Ref-234567	ORDER-2	06-10-2020	87,650	Section 27(C)	

- To **Add**
  - Click on
  - Enter **Adjudication** details
  - Click on Save

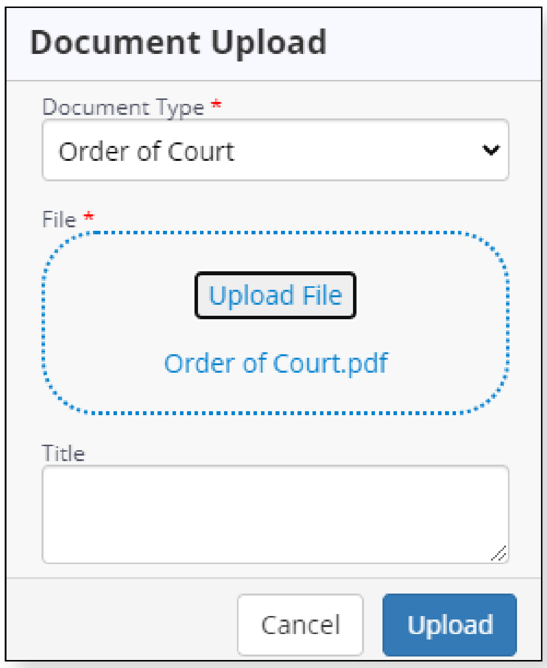


- To **Edit**
  - Click on , select **Adjudication** for which you wish to edit adjudication details
  - Modify **Adjudication** details
  - Click on button



- Click on Close once modification is completed

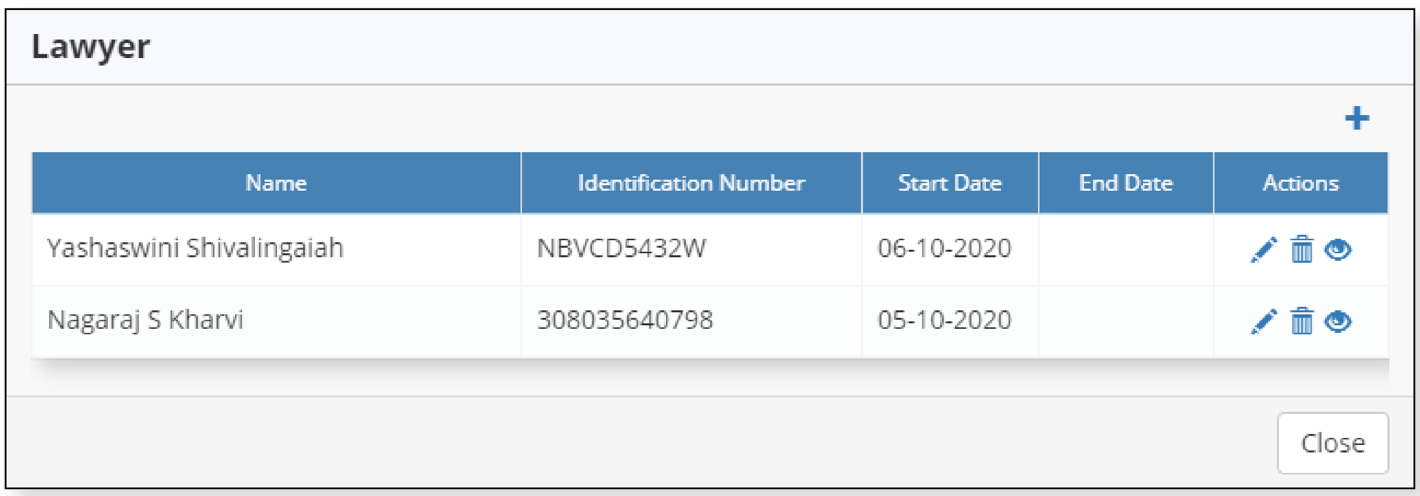
- To **Upload**
  - Click on on the Adjudication for which you wish to upload document
  - Click on
  - Select **Document Type**
  - Select a **file** to Upload
  - Click on Upload



  - Click on Close once upload document is completed

- To **Delete** - (By Case Manager Only)
  - Click on button on the Adjudication you wish to delete.
  - Click on ✔ Yes for confirmation

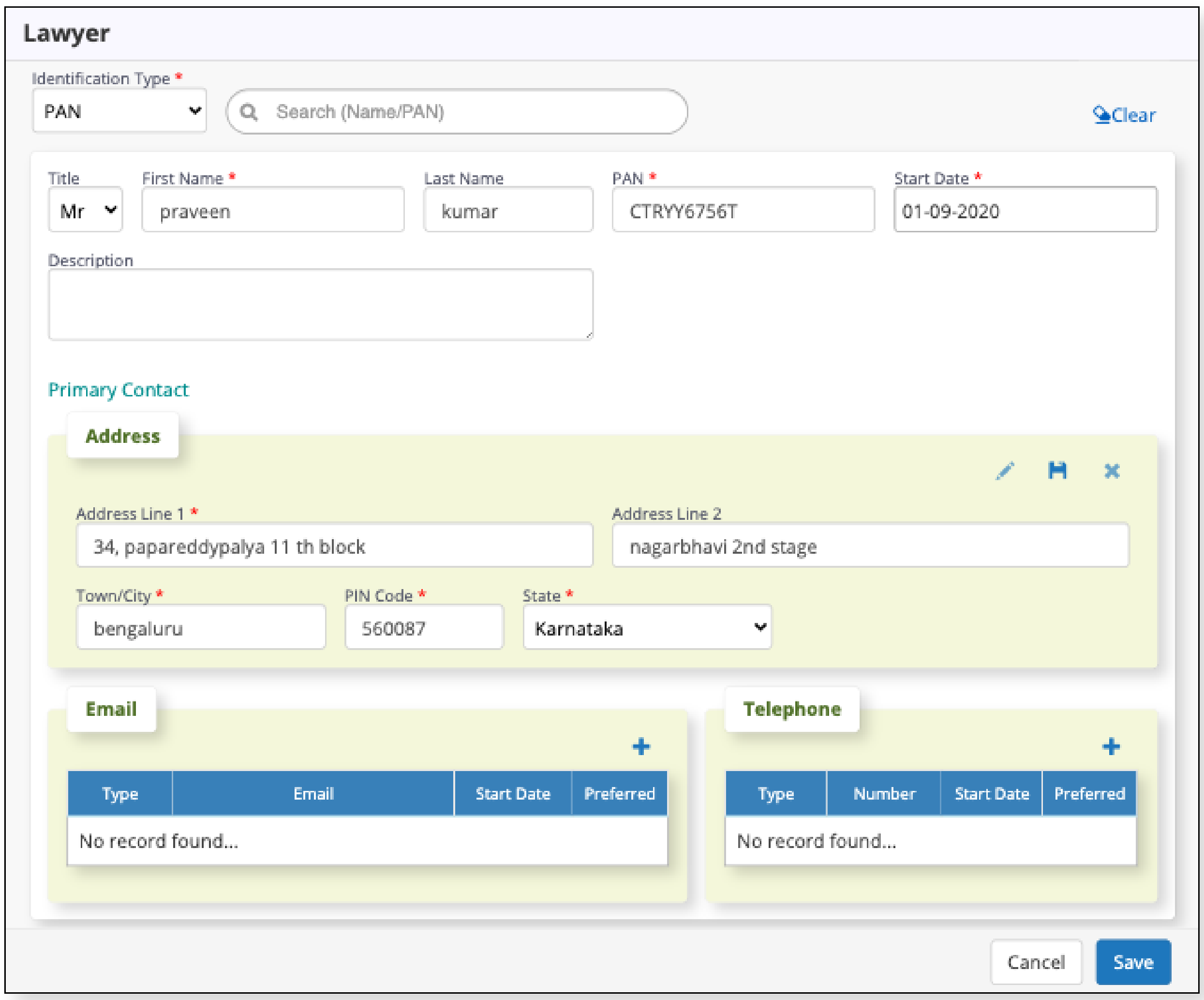
- **Lawyer**
  - Click on , select **Lawyer** on the Adjudication whose Lawyer details you wish to add, view or edit
  - You will be redirected to Lawyer page
  - Lawyer list will appear



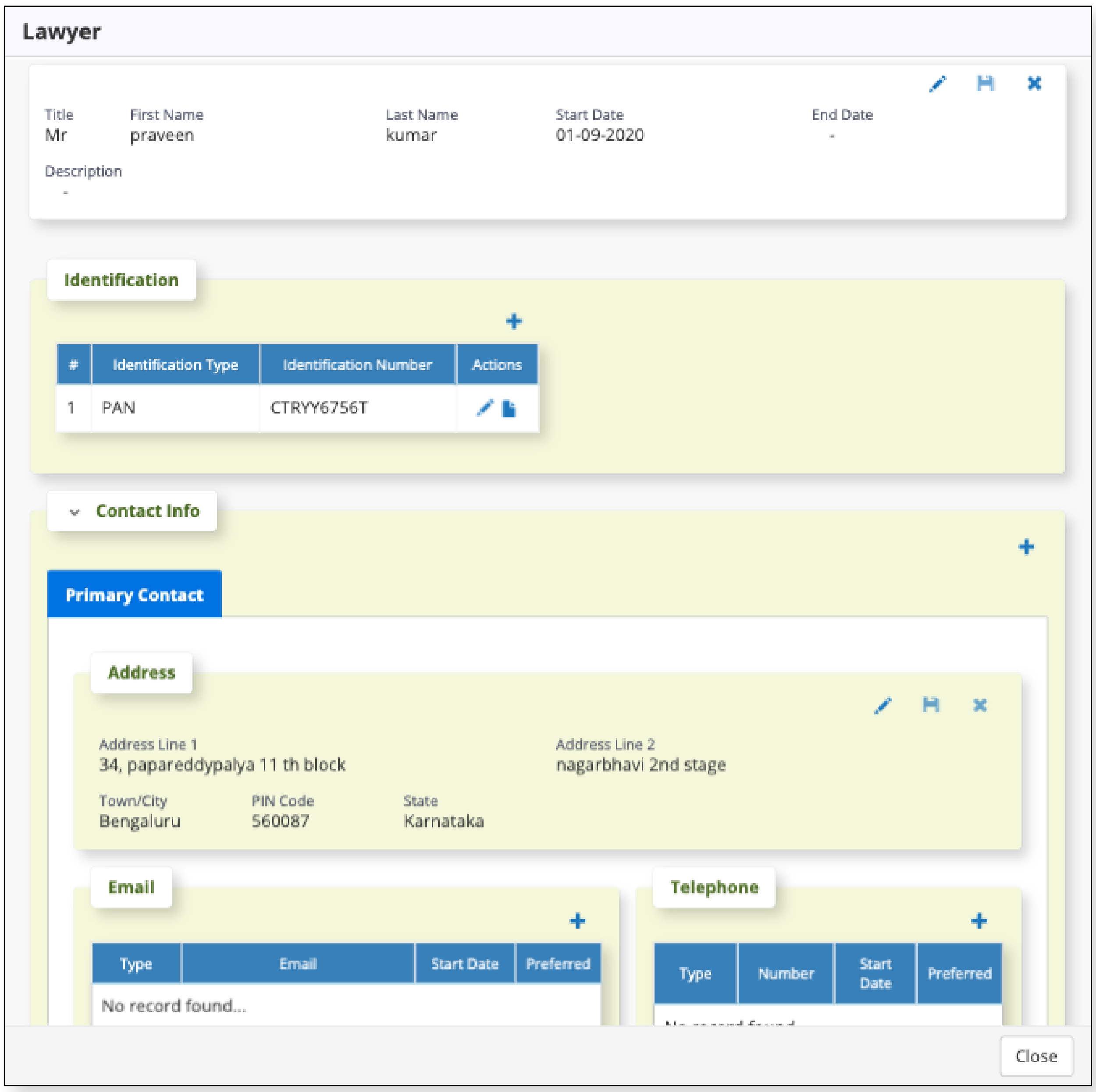
  - To **Add**
    - Click on
    - If Lawyer is already Registered in PDA
      - Start entering **Identification Number/Name** of the Lawyer

- A list of Lawyers will appear
- Scroll up or down the list and select Lawyer
- Enter **Start Date**
- Check Lawyer Details

- If Lawyer is not Registered in PDA
  - Select **Identification Type**
  - Enter **First** and **Last Name**
  - Enter **Identification Number**
  - Enter **Start Date**
- Click on Save



- To **Edit**
  - Click on button on the Lawyer for which you wish to edit details
  - Modify **Lawyer** details
  - Click on button

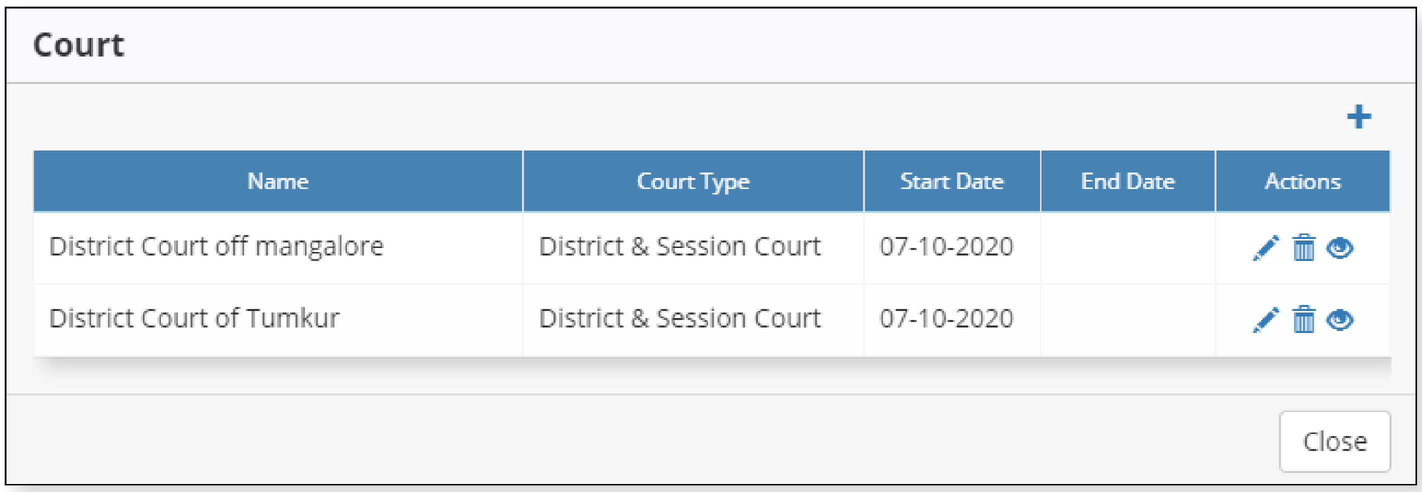


    - Click on Close once modification is completed

  - To **Delete**
    - Click on button on the Lawyer you wish to delete.
    - Click on ✔ Yes for confirmation

  - Click on Close once operations(add/edit/delete) are completed

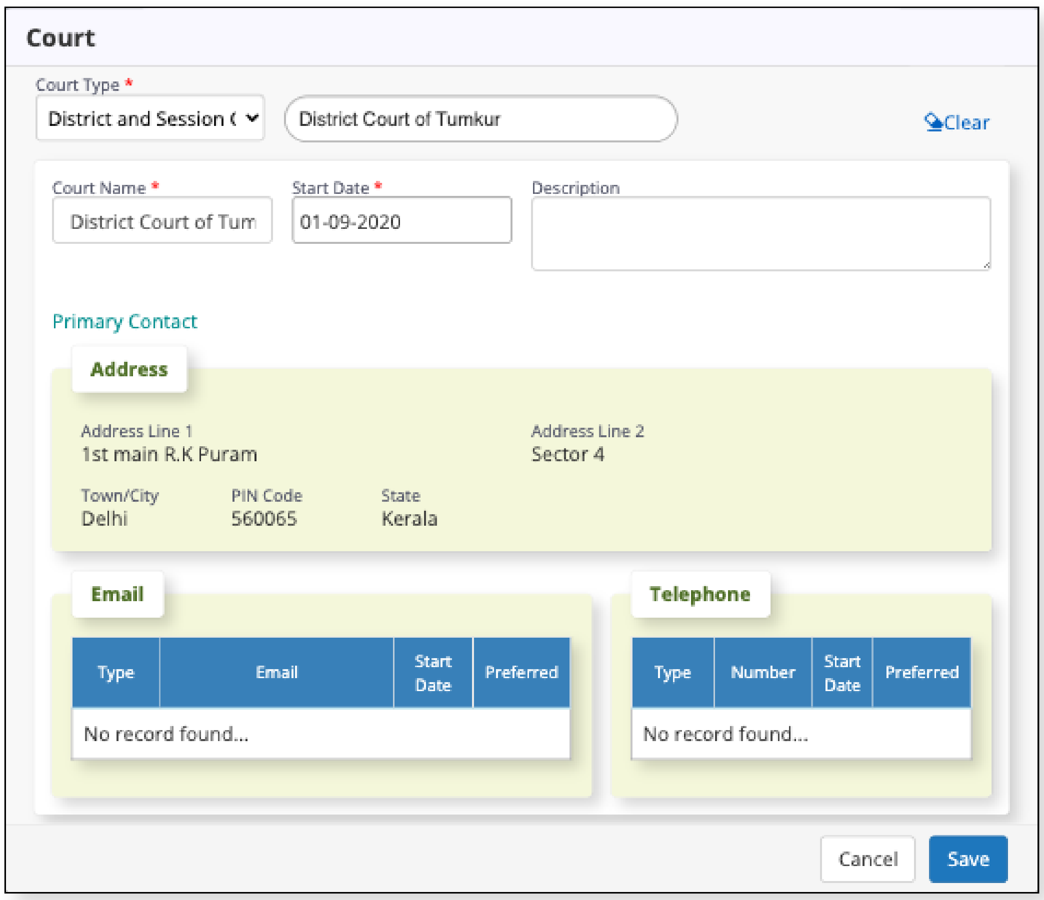
- **Court**
  - Click on , select **Court** on the Adjudication whose Court details you wish to add, view or edit
  - You will be redirected to Court page
  - Court list will appear



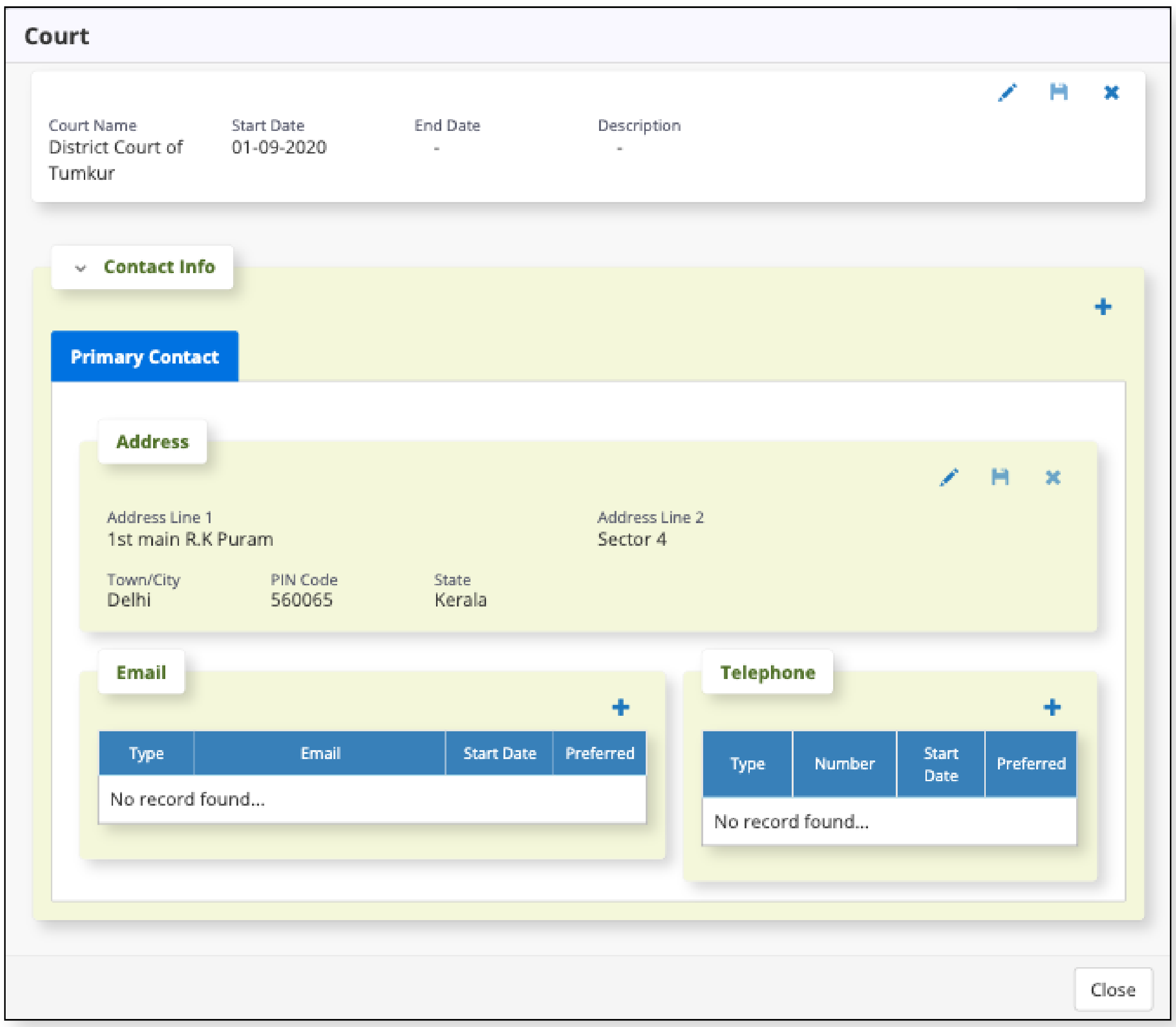
  - To **Add**
    - Click on +
    - If Court is already Registered in PDA
      - Select **Court Type**
      - Start entering **Name** of the Court
      - A list of Courts will appear
      - Scroll up or down the list and select Court
      - Enter **Start Date**
      - Check Court Details
    - If Court is not Registered in PDA
      - Select **Court Type**
      - Enter **Court Name**

- Enter **Start Date**
- Enter **Address**

- Click on Save



- To **Edit**
  - Click on button on the Court for which you wish to edit details
  - Modify **Court** details
  - Click on button



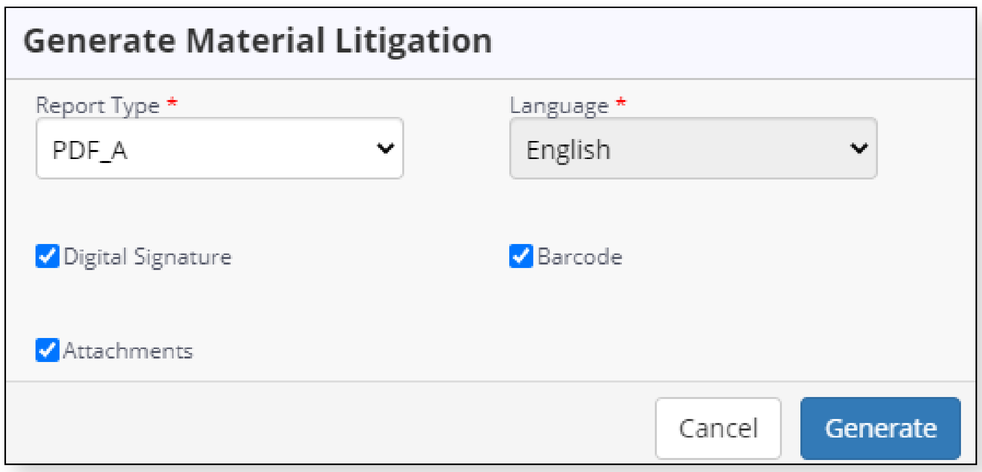
  - Click on Close once modification is completed

- To **Delete**
  - Click on button on the Court you wish to delete.
  - Click on ✔ Yes for confirmation

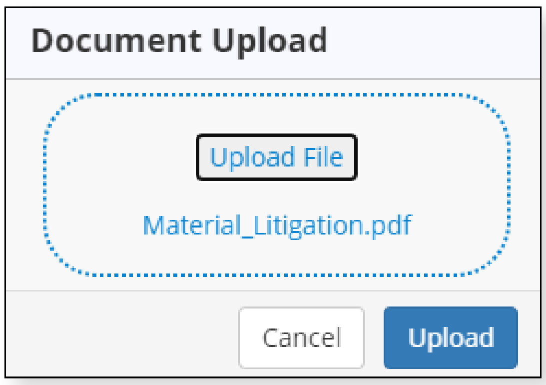
- Click on Close once operations(add/edit/delete) are completed

- **Creditors**
  - Click on , select **Creditors** on the Adjudication you wish to view the Creditors who linked Adjudication to their Debt
  - Click on Close after viewing

- **Report**
  - Click on Material Litigation
  - To **Generate/Re-generate**
    - Select **Generate/Re-Generate**
    - Select **Report Type**
    - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
    - Click on Generate - Report will be generated and can be downloaded to your system



    - A new version will be added and will be displayed in Green color
    - If you find any error and need to edit this version of Material Litigation Report, edit the details and click on **Re-Generate**, you will get a new Version of Material Litigation Report in Green color
  - To **Upload** - (By Case Manager Only)
    - Select **Upload**
    - Select a **file** to Upload
    - Click on Upload - Document will be uploaded



    - A new version will be added and will be displayed in Blue color

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Expected Outcome:

- You will be redirected to Adjudication Page, with adjudication details

---

Message & Notes:

- Report generate - User will be notified, if IRP/RP/Liquidator is not appointed to the case

---

Liabilities

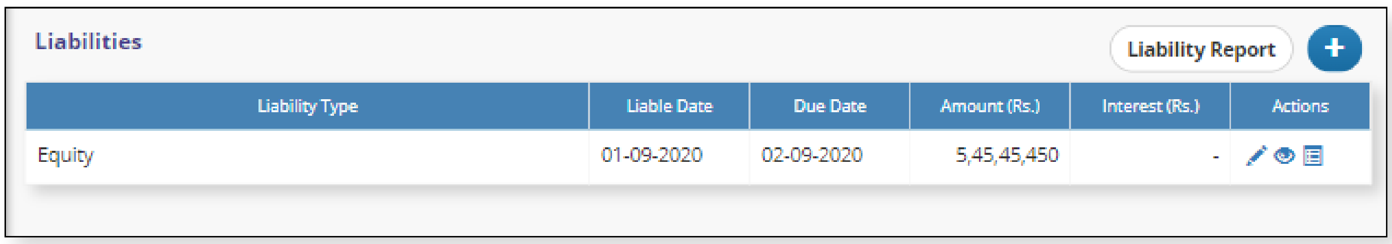
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Liability details ready

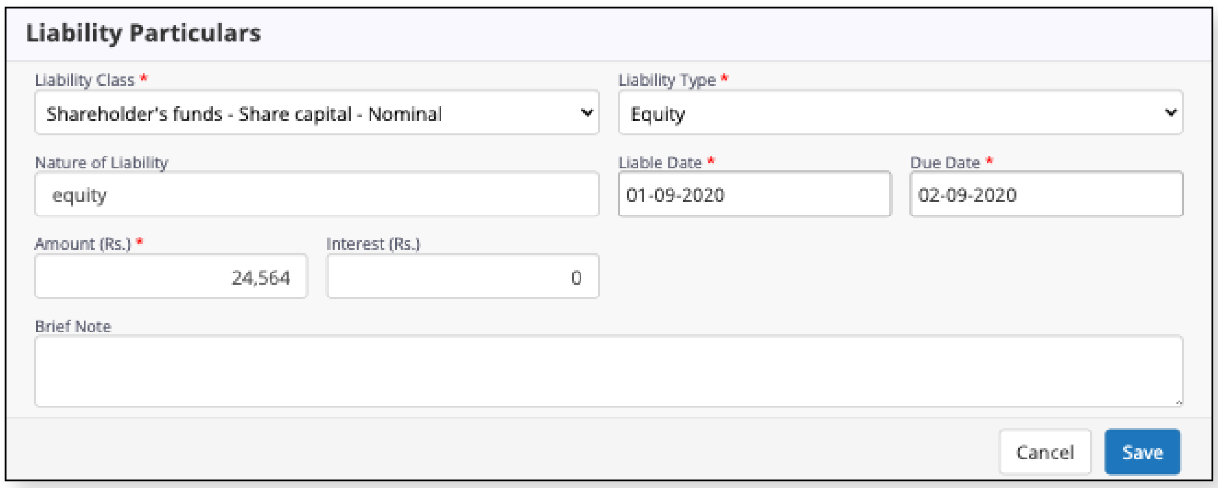
Follow these steps:

- Click on the case whose Liability details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**

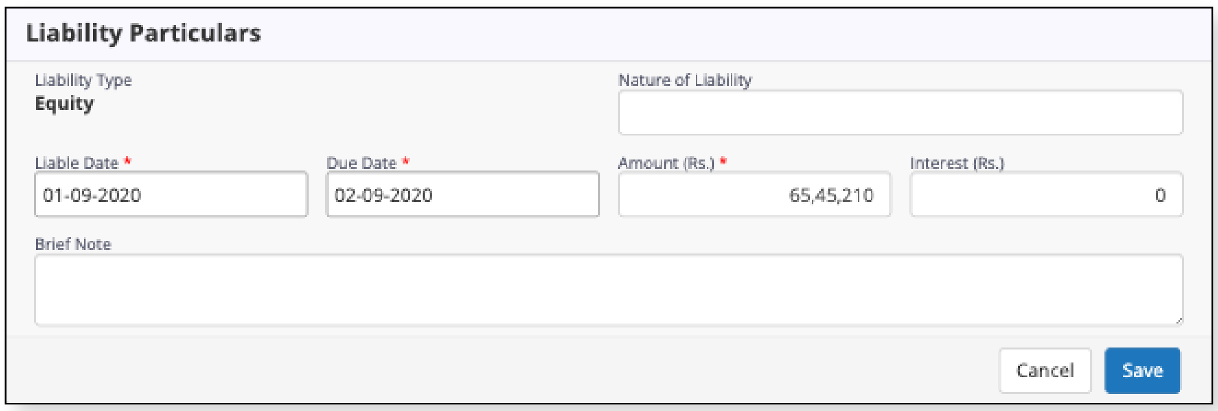
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Liability**
- You will be redirected to Liability Page
- Liability list will appear



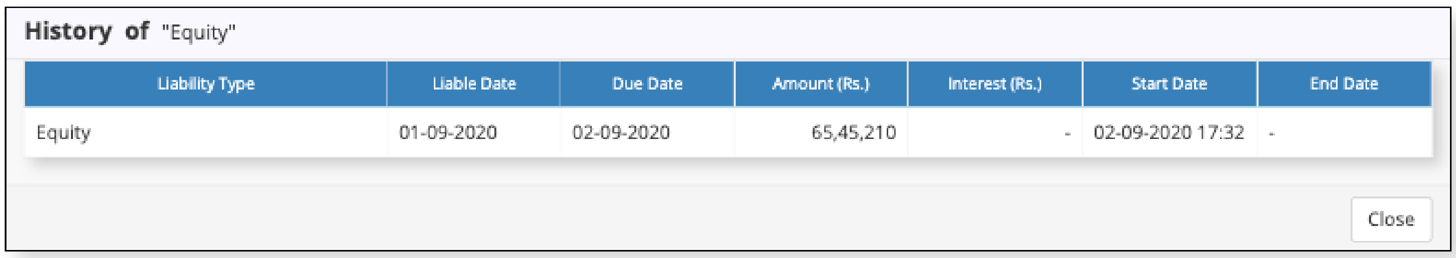
- To **Add**
  - click on +
  - Enter **Liability** details
  - Click on Save



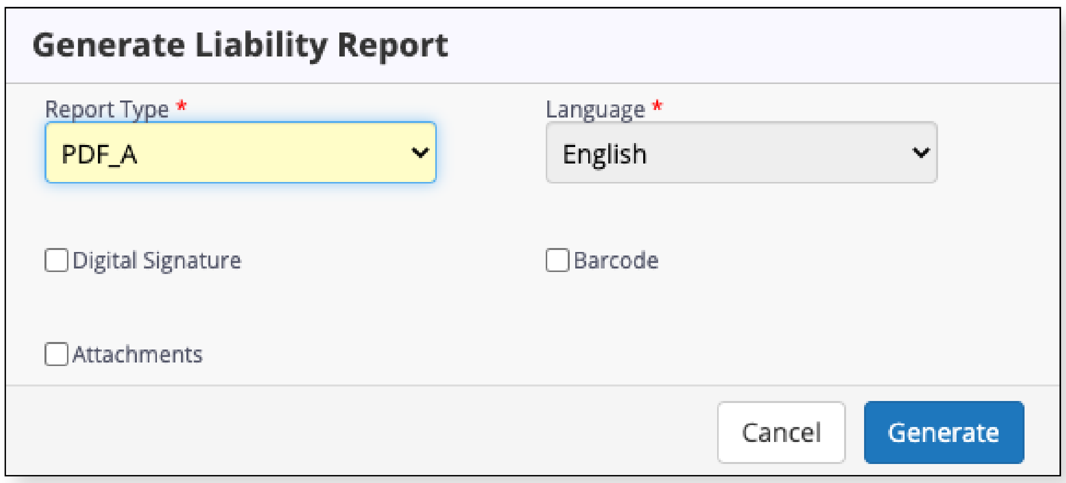
- To **Edit**
  - Click on button on the Liability for which you wish to edit details
  - Modify **Liability** details
  - Click on Save



- To **View History**
  - Click on
  - You will view the history of selected Liability type
  - Click on Close

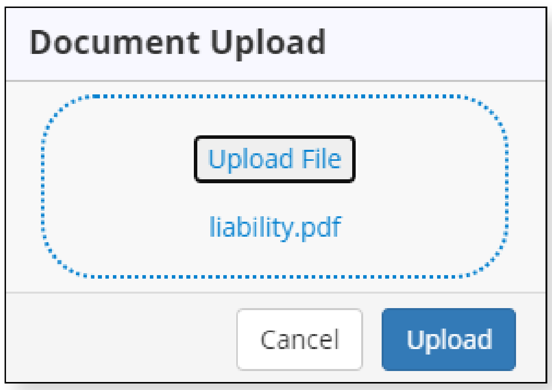


- To **Delete** - (By Case Manager Only)
  - Click on button on the Liability you wish to delete
  - Click on ✔ Yes for confirmation
- To **Report**
  - Click on Liability Report button
    - **Generate/Re-generate**
      - Select **Generate/Re-generate**
      - Select **Report type**
      - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
      - Click on Generate - Liability Report will be generated



- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Liability Report, edit the details and click on **Re-Generate**, you will get a new Version of Liability Report in Green color

- **Upload**
  - Select **Upload**
  - Select **file** to upload
  - Click on Upload



  - A new version will be added and will be displayed in Blue color

---

Expected Outcome:
- You will be redirected to Liability Page, with Liability details

---

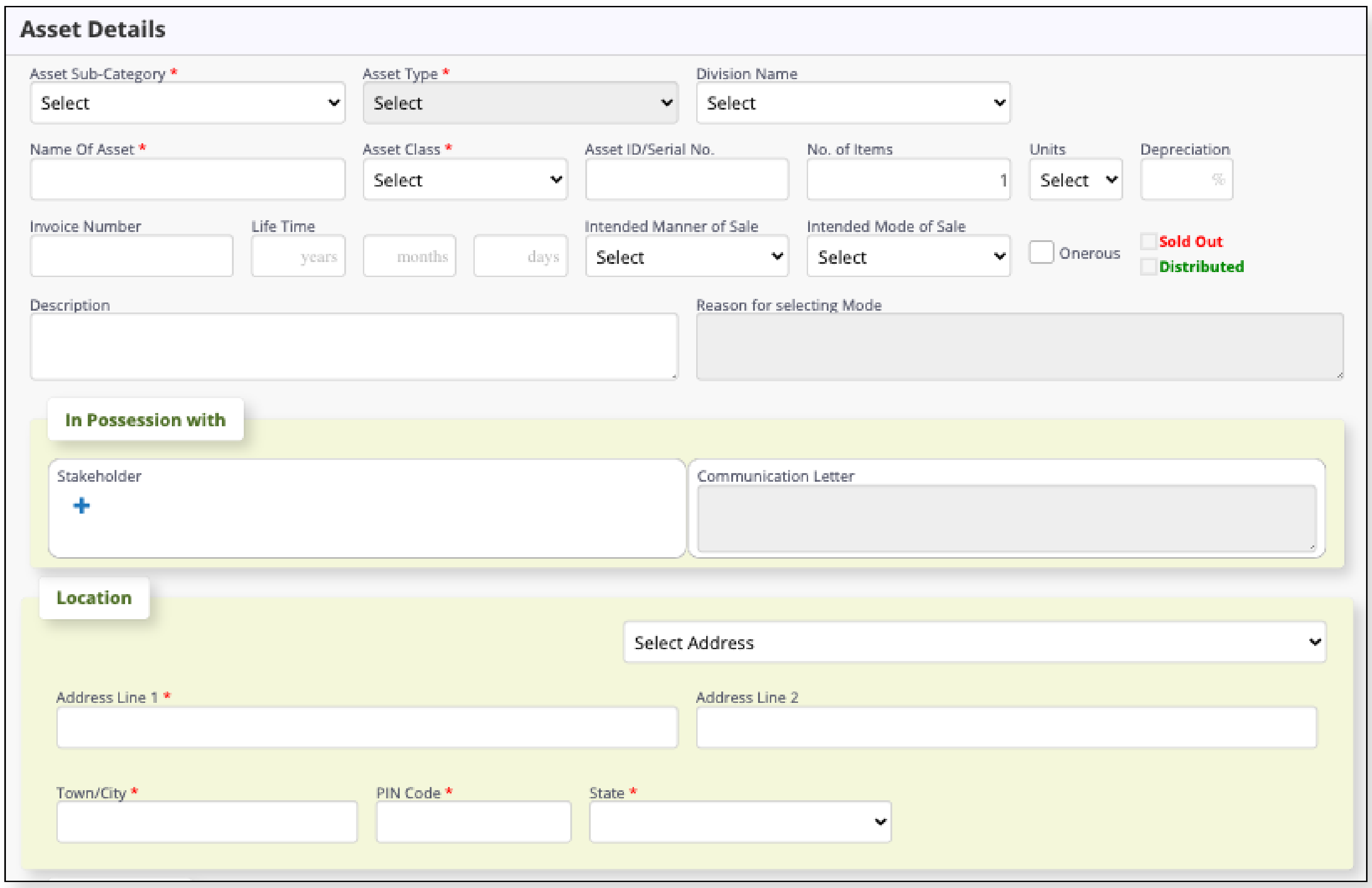
Message & Notes:

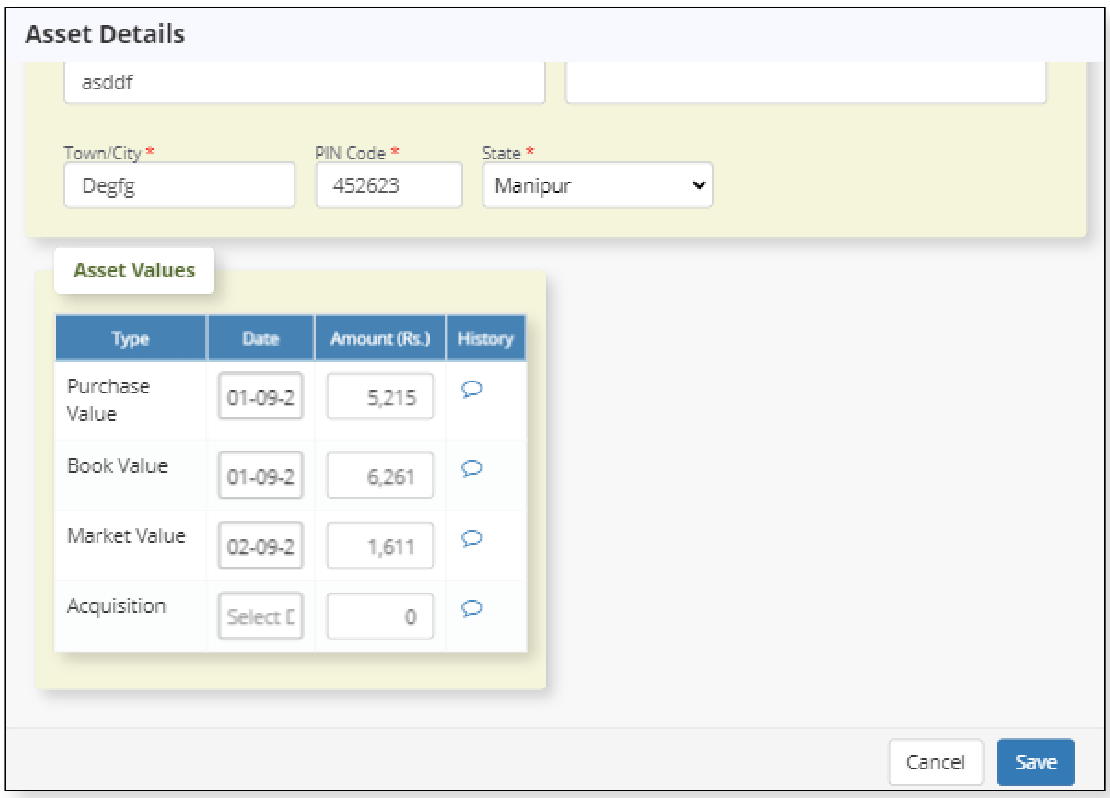
Assets

Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Asset details ready

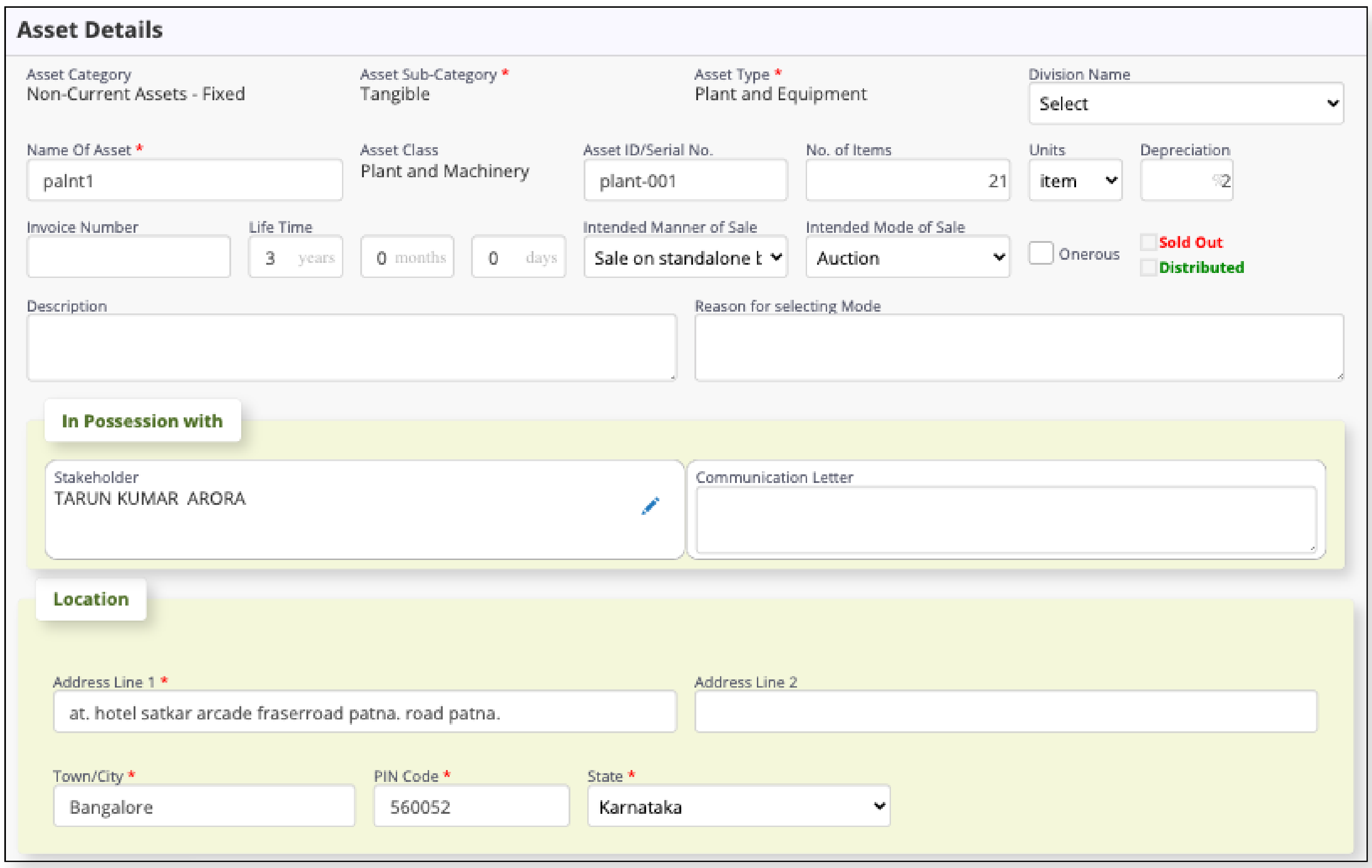
Follow these steps:
- Click on the case whose Asset details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Assets**
- You will be redirected to Assets Page
- To **Add**
  - Click on +
  - Select **Asset Sub-Category**, **Asset Type**, **Asset Class**
  - Enter **Name of Asset**

- Enter the **Address**
- Enter **Asset Values**
- Click on Save

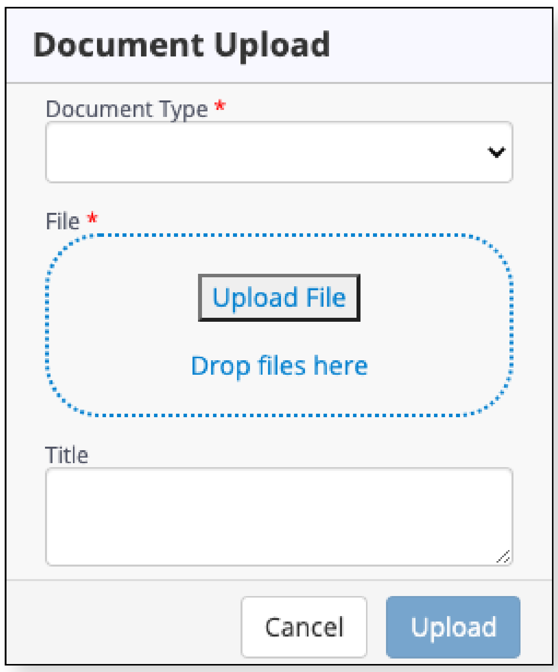




- To **Edit**
  - Click on button on the Asset for which you wish to edit details
  - Modify **Asset** details
  - Click on Save



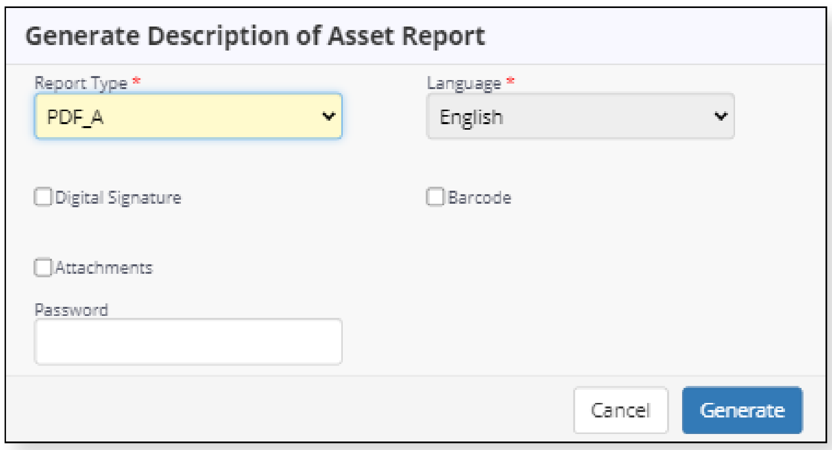
- To **Upload**
  - Click on button to which you want to upload documents.
  - Click on + button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload



  - Click on Close once upload is completed

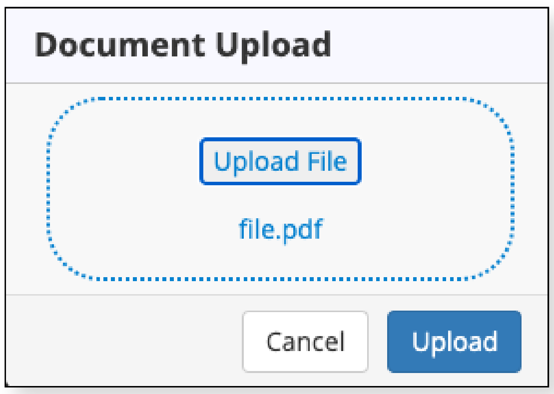
- To **Delete**
  - Click on button on the asset you wish to delete
  - Click on ✔ Yes for delete confirmation

- **Report**
  - Click on Description of Assets (IM)
    - To **Generate/Re-generate**
      - Select **Generate**
      - Select **Report Type**
      - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
      - Enter the **Password**, if you want to generate a report in protected file - (applicable for report type PDF-A, PDF-UA)
      - Click on Generate - Description of Assets (IM) will be downloaded to your system

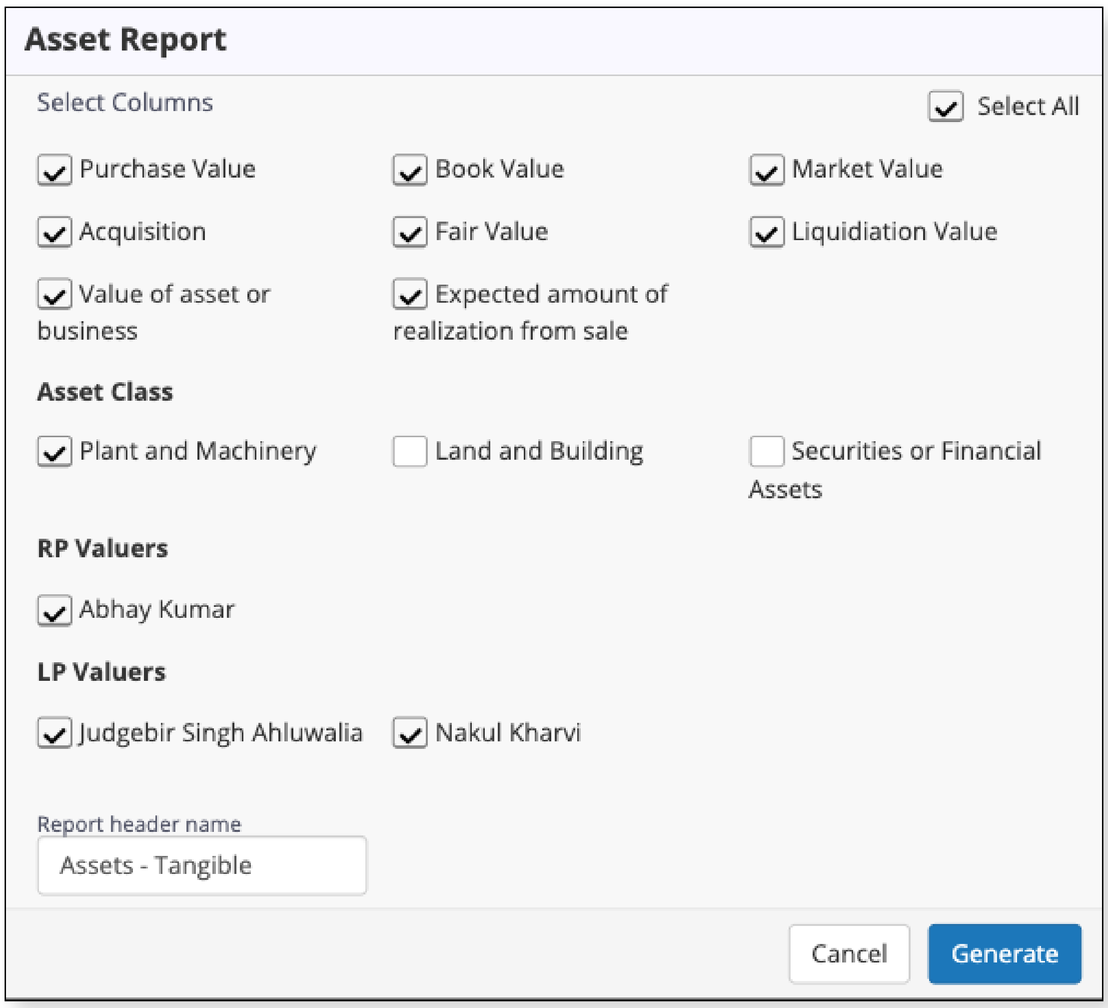


    - A new version will be added and will be displayed in Green color
    - If you find any error and need to edit this version of Guarantor Report, edit the details and click on **Re-Generate**, you will get a new Version of Guarantor Report in Green color.

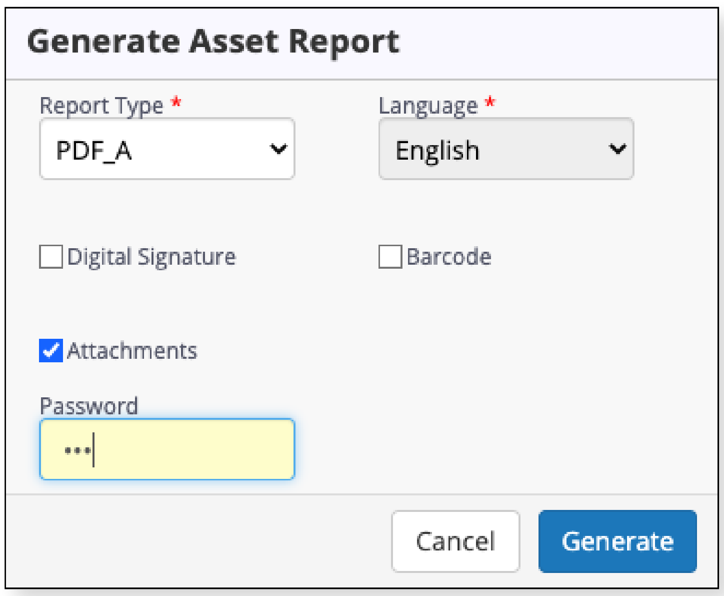
  - To **Upload**
    - Select **Upload**
    - Select **file** to Upload
    - Click on Upload
    - A new version of uploaded document will be displayed in Blue color



- Click on Custom Asset Report
  - To **Generate/Re-generate**
    - Select **Generate**
    - Select details required in the report
    - Click on Generate

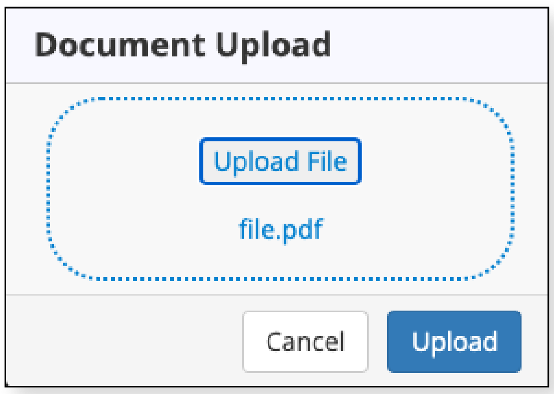


    - Select **Report Type**
    - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
    - Enter the **Password**, if you want to generate a report in protected file - (applicable for report type PDF-A, PDF-UA)
    - Click on Generate - Custom Asset report will be downloaded to your system

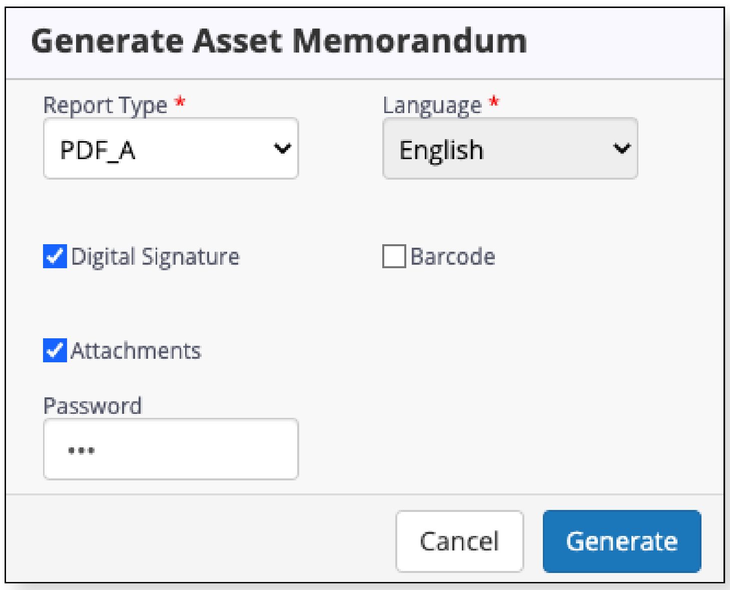


- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Custom Asset report, edit the details and click on **Re-Generate**, you will get a new Version of Custom Asset Report in Green color.

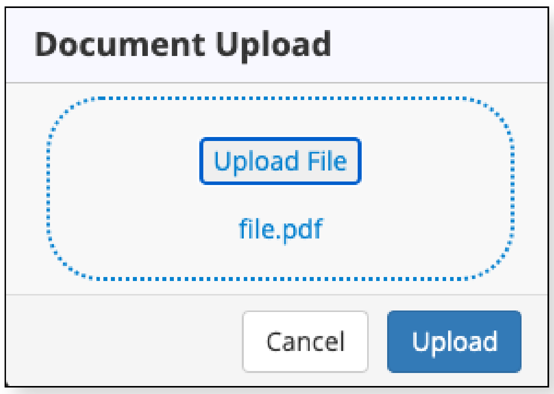
- To **Upload**
  - Select **Upload**
  - Select **file** to Upload
  - Click on Upload
  - A new version will be added and will be displayed in Blue color



- Click on Asset Memorandum
  - To **Generate/Re-generate**
    - Select **Generate**
    - Select **Report Type**
    - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
    - Enter the **Password**, if you want to generate a report in protected file - (applicable for report type PDF-A, PDF-UA)
    - Click on Generate - Asset Memorandum report will be downloaded to your system



    - A new version will be added and will be displayed in Green color
    - If you find any error and need to edit this version of Asset Memorandum Report, edit the details and click on **Re-Generate**, you will get a new Version of Asset Memorandum Report in Green color
  - To **Upload**
    - Select **Upload**
    - Select **file** to Upload
    - Click on Upload
    - A new version of uploaded document will be displayed in Blue color



Expected Outcome:

- You will be redirected to Assets Page, with Assets details

Message & Notes:

Creditor

System provides list of creditors of each category.

Financial

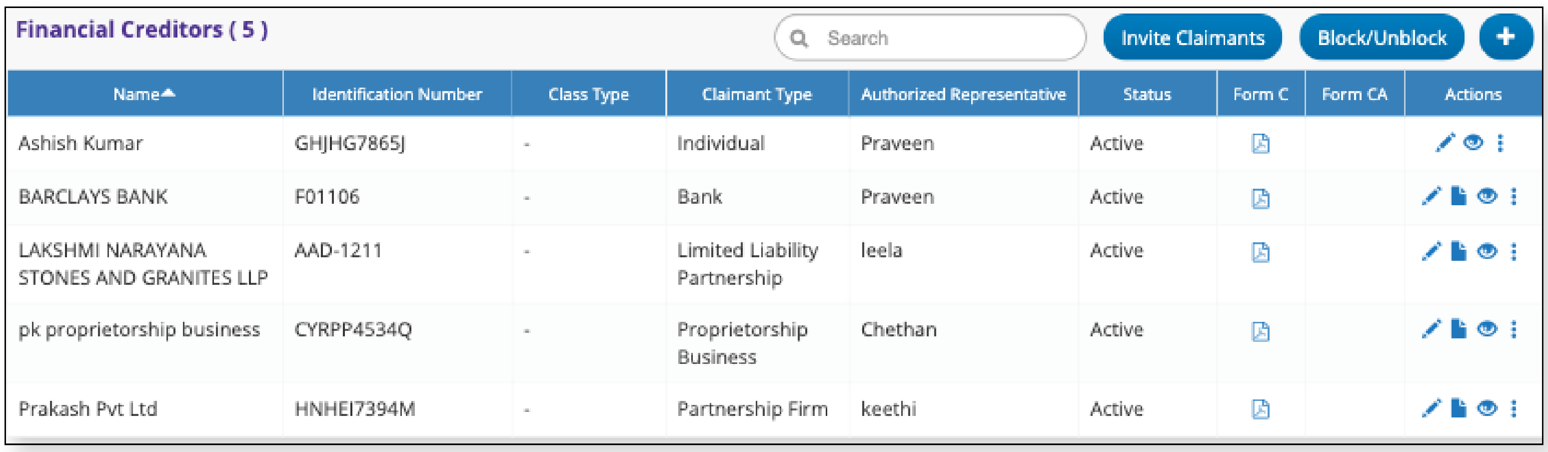
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Have on hand Financial Creditor and Authorized Representative details ready

---

Follow these steps:

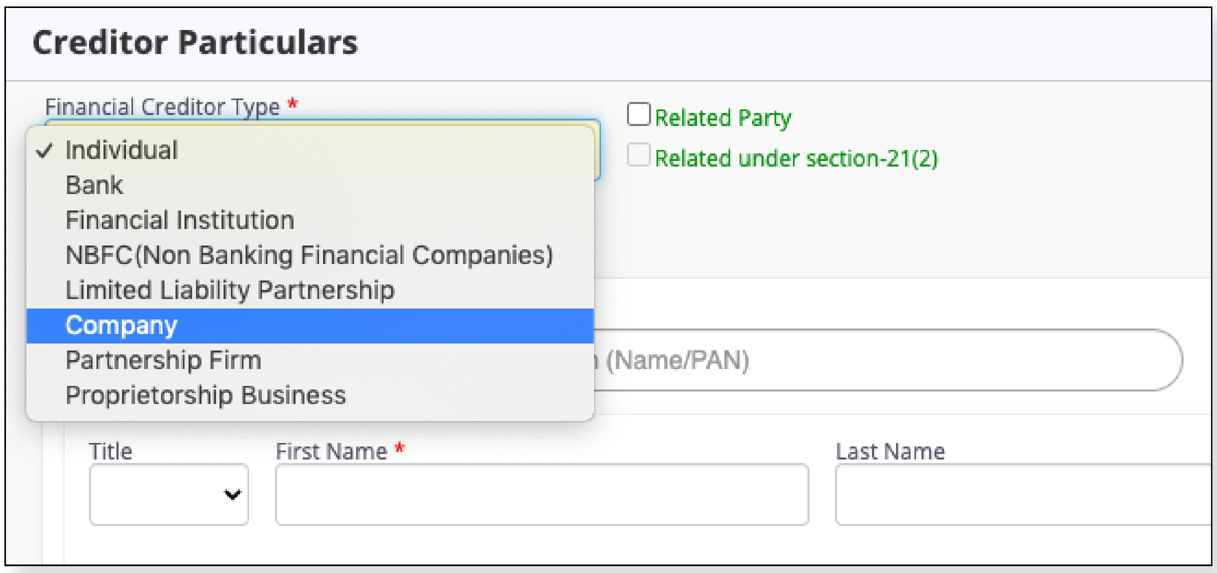
- Click on Case to which you want to perform any action on Financial Creditor
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Financial Creditor list will appear



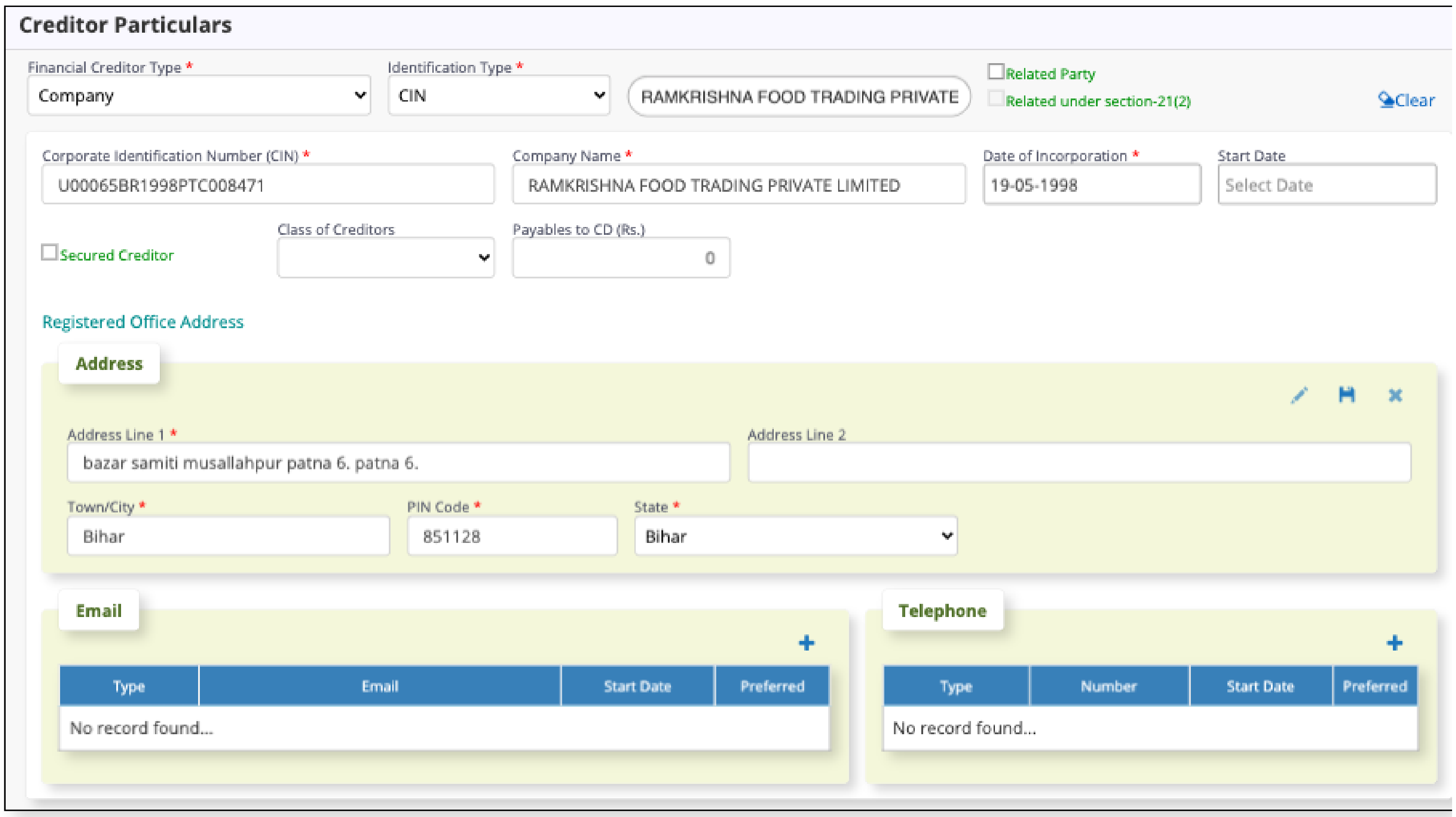
Financial Creditors (5)

Name	Identification Number	Class Type	Claimant Type	Authorized Representative	Status	Form C	Form CA	Actions
Ashish Kumar	GHJHG7865J	-	Individual	Praveen	Active			
BARCLAYS BANK	F01106	-	Bank	Praveen	Active			
LAKSHMI NARAYANA STONES AND GRANITES LLP	AAD-1211	-	Limited Liability Partnership	leela	Active			
pk proprietorship business	CYRPP4534Q	-	Proprietorship Business	Chethan	Active			
Prakash Pvt Ltd	HNHEI7394M	-	Partnership Firm	keethi	Active			

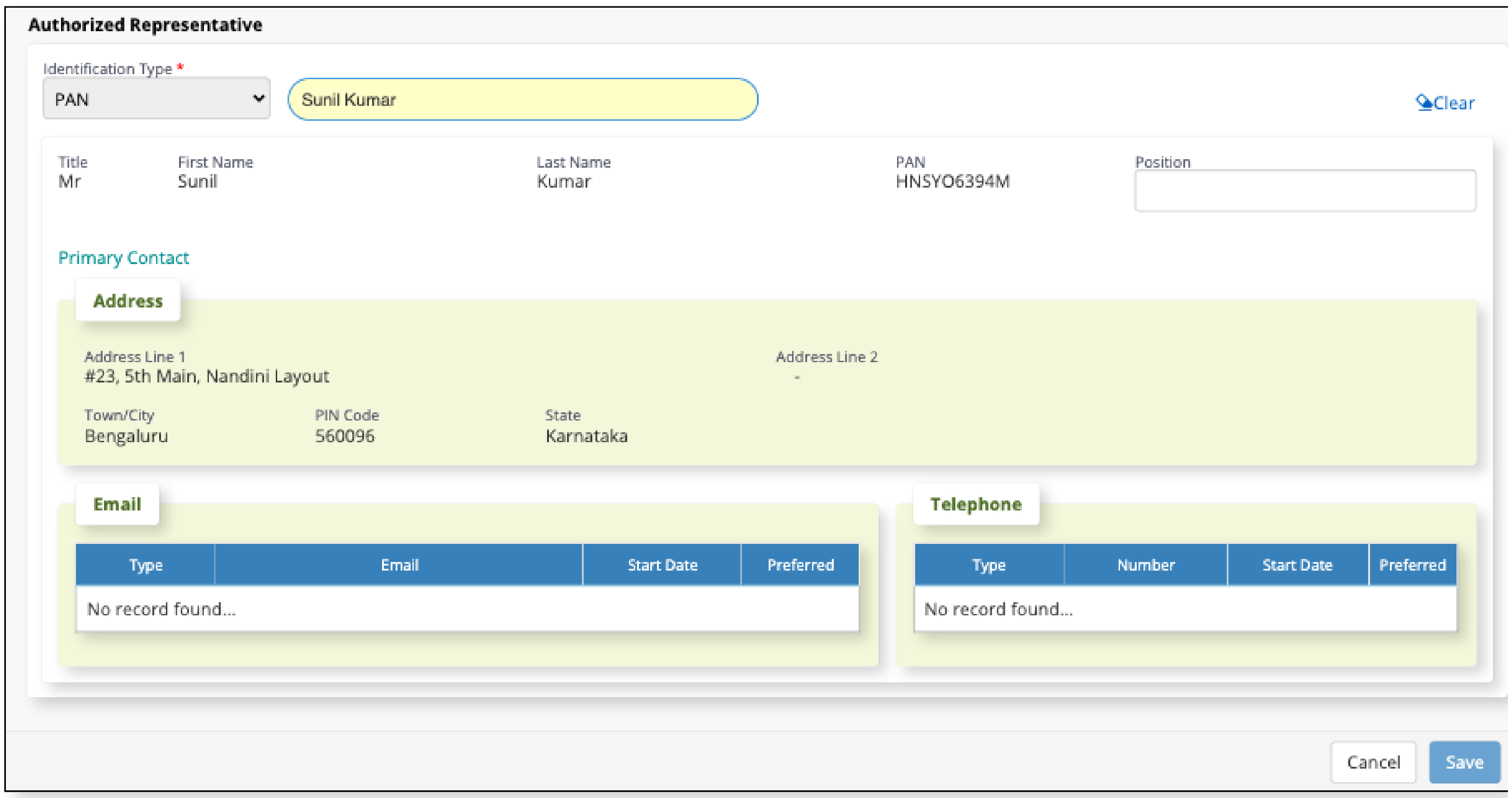
- **Add** (Applicable for Case Manager/Case Worker)
  - Click on +
  - To enter details of Financial Creditor,
    - Select Entity type of the Financial Creditor



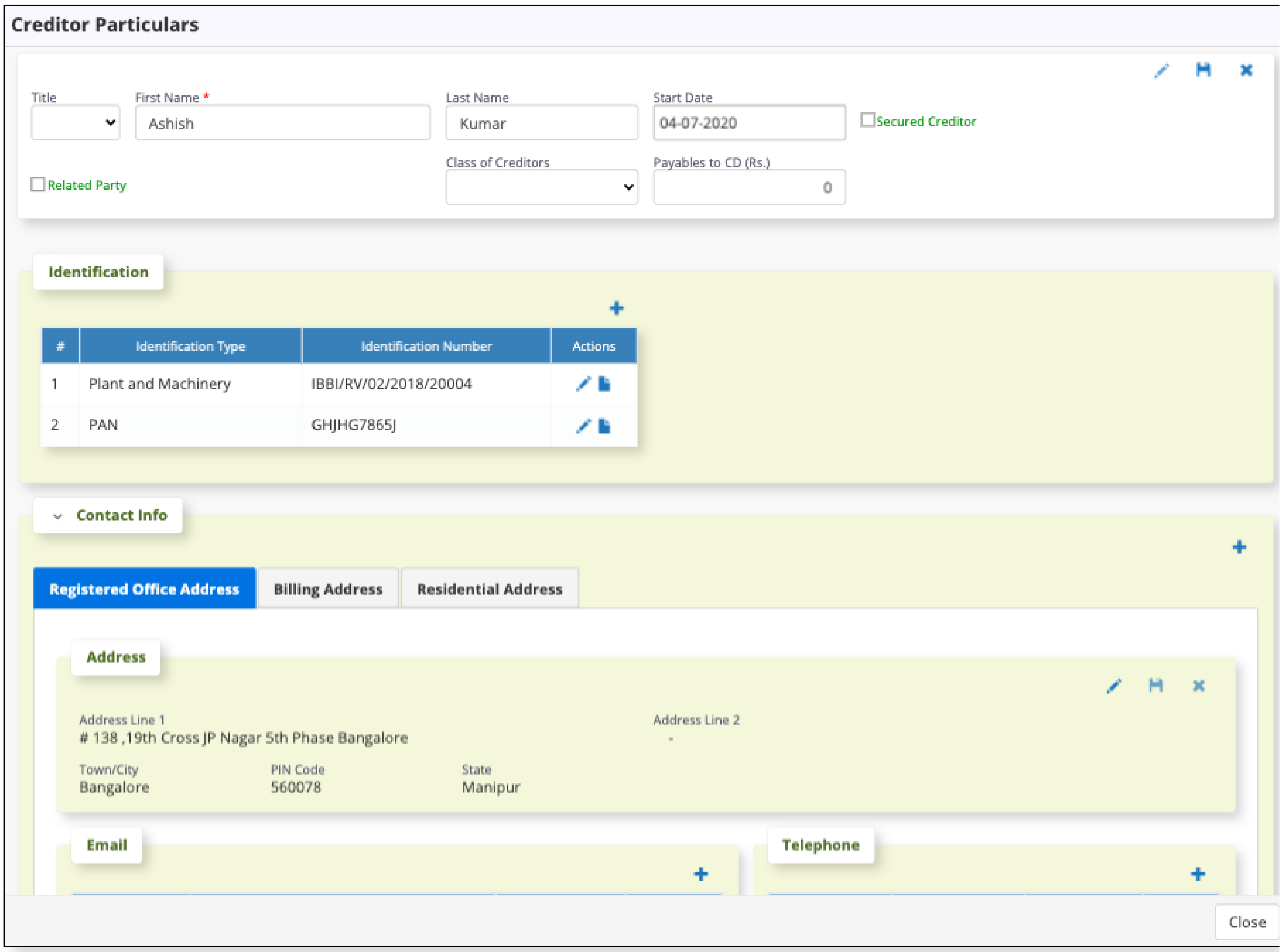
    - If Financial Creditor is already Registered in PDA,
      - Start entering **Identification Number/Name** of the Financial Creditor
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Financial Creditor
    - If Financial Creditor is not Registered in PDA,
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**



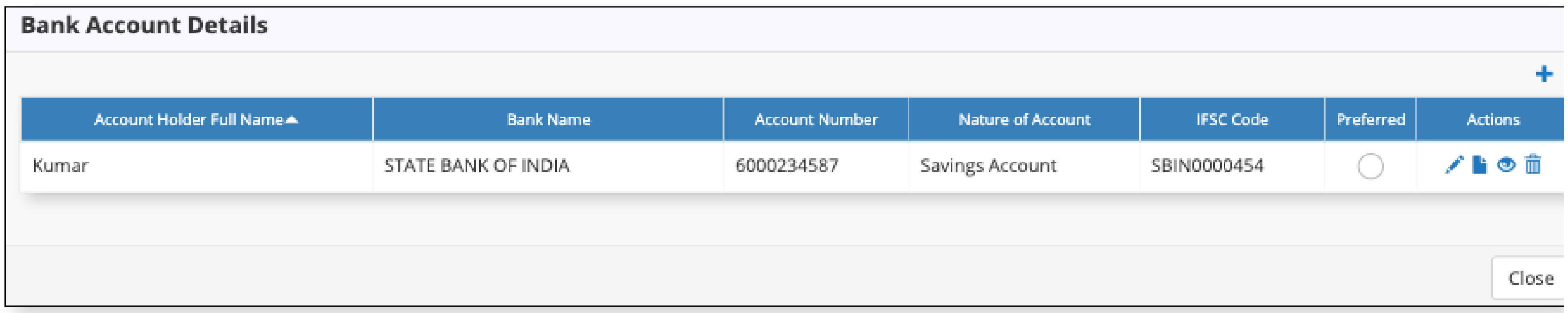
- To enter details of Financial Creditor Authorized Representative,
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
- Click on Save



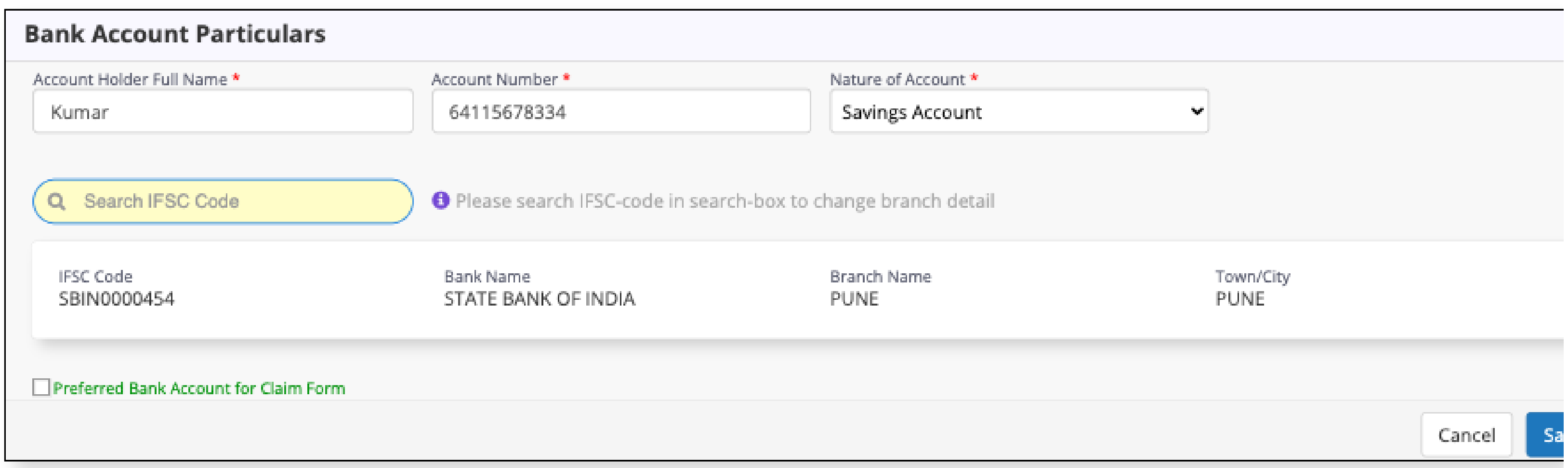
- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button to which you want to edit details
  - Select **Claimant**
  - Modify **Financial Creditor** details
  - Click on Close



- **Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
    - Click on button of the Financial Creditor to which you want to perform any action on Bank details
    - Select **Bank Details**
    - List of bank details will appear

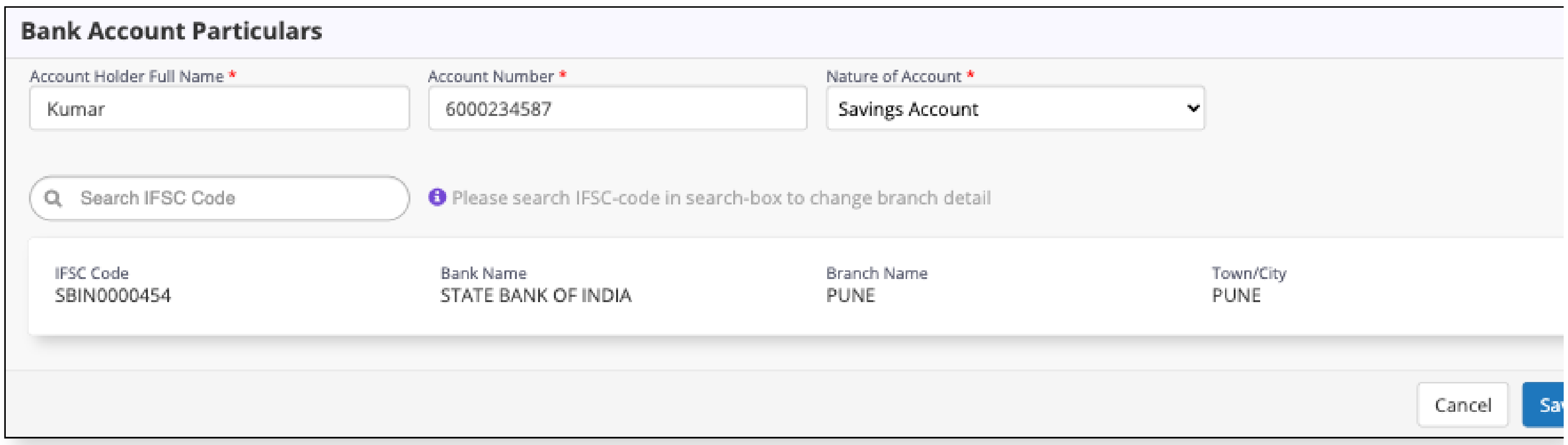


    - **Add**
        - Click on
        - Enter **Account Holder Full Name**
        - Enter **Account Number**
        - Select **Nature of Account**
        - Start entering branch **IFSC Code** of the Bank
        - A list will appear with IFSC Code
        - Scroll up or down the list and select IFSC Code
        - Check the bank details
        - Click on Save

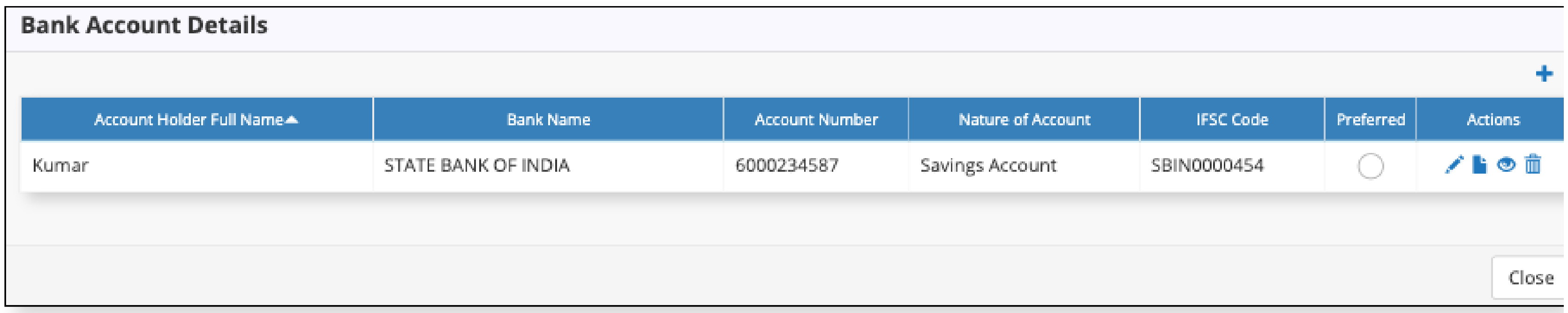


    - **Edit**

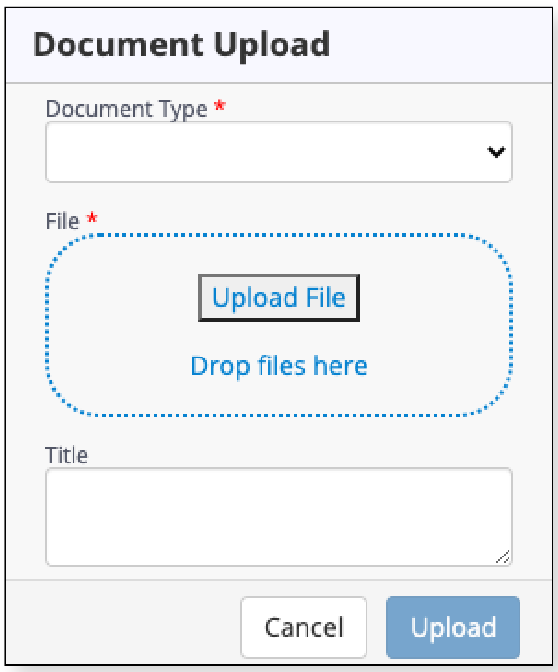
        - Click on ✏ button to which you want to edit details
        - Modify **Bank Account** details
        - Click on Save



    - **Delete**
        - Click on 🗑 button to which you want to delete
        - Click on ✔ Yes for the confirmation
    - Click on Close



- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
    - Click on ⋮ button of the Creditor which you want to Activate
    - Select **Make it active**
    - Click on ✔ Yes for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
    - Click on ⋮ button of the Creditor which you want to Inactivate
    - Select **Make it inactive**
    - Click on ✔ Yes for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
    - Click on ⋮ button of the Creditor which you want to Delete
    - Select **Delete permanently**
    - Click on ✔ Yes for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
    - Click on 📄 button to which you want to upload documents.
    - Click on + button in documents list page
    - Select **Document Type**
    - Select **file** to Upload
    - Click on Upload



- Click on Close once upload is completed

Expected Outcome:

- You will be redirected to Financial Creditor page with updated details

---

Message & Notes:

- If Bank account made preferred - User will failed to delete bank detail and will get notified, that bank details is used in case

---

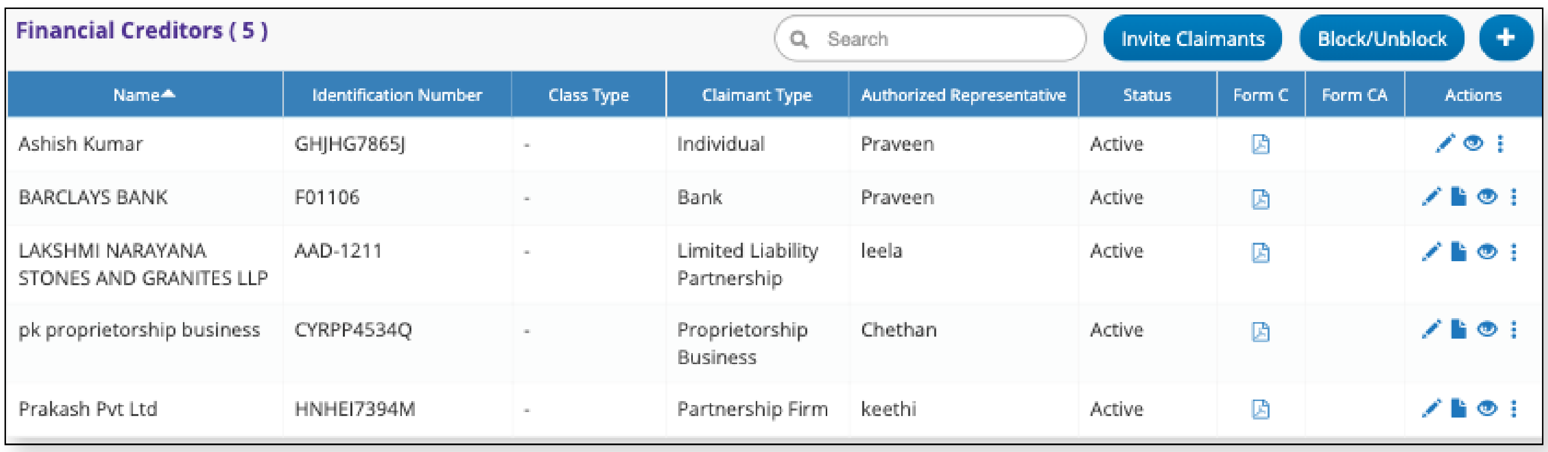
Authorized Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Financial Creditor
- Have Authorized Representative details ready

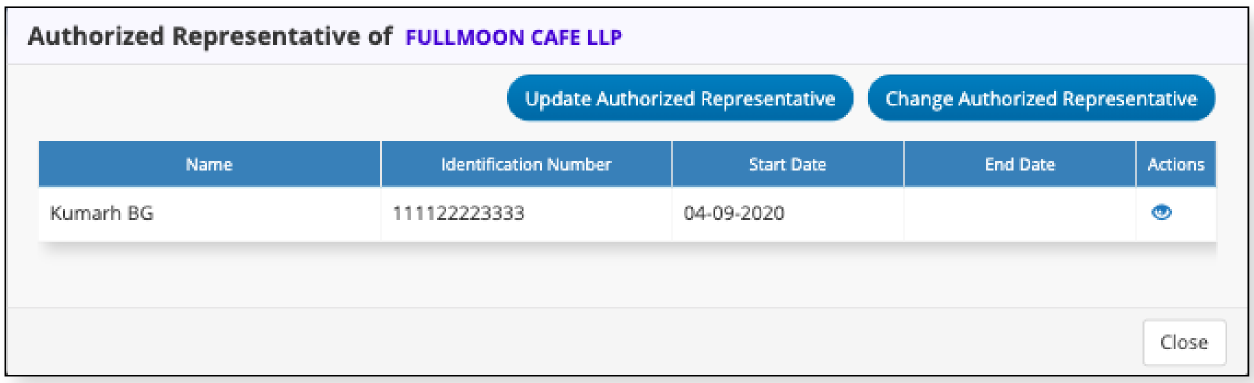
Follow these steps:

- Click on Case to which you want to perform any action on Financial Creditor
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Financial Creditor list will appear

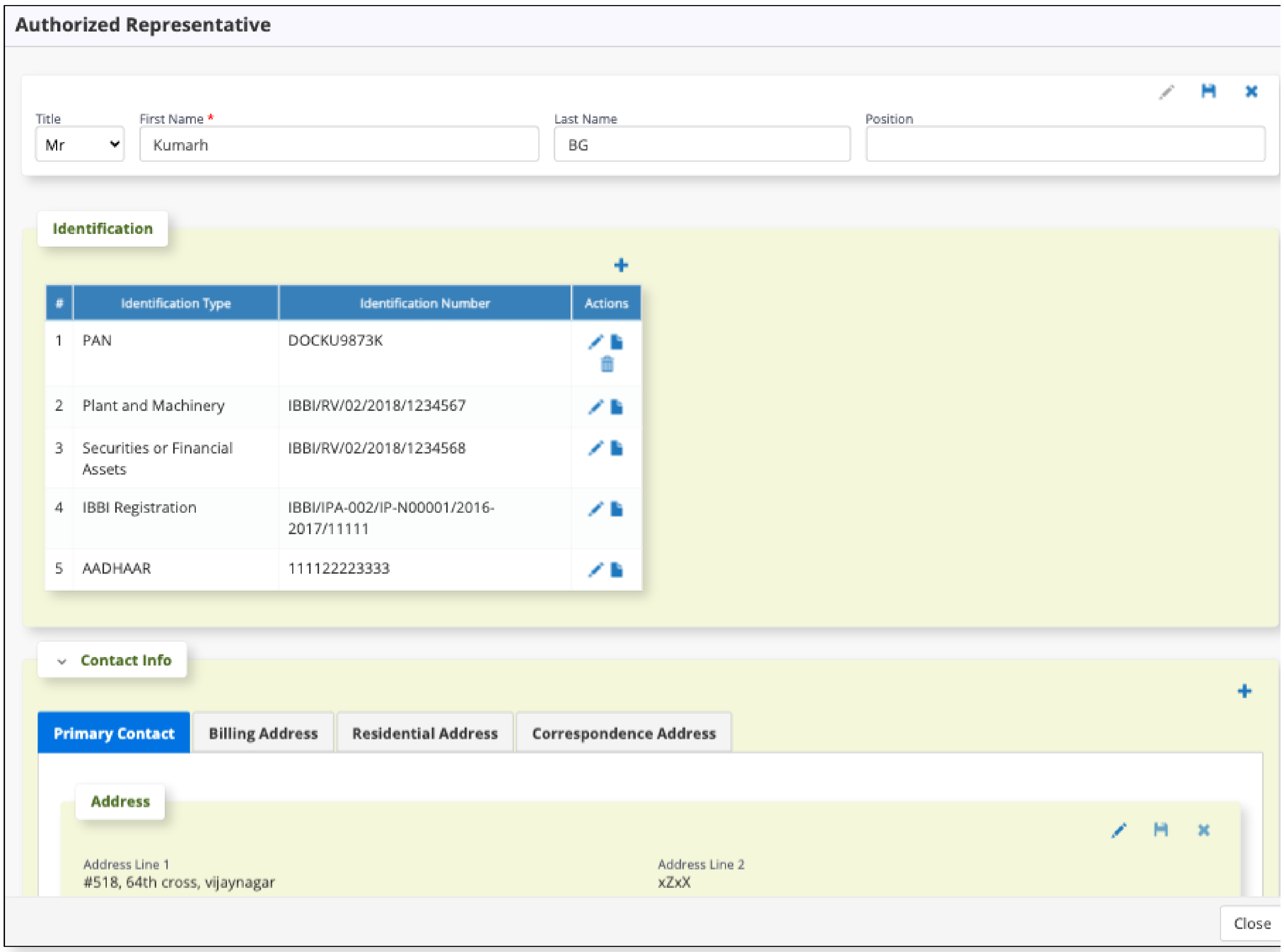

Financial Creditors (5)   Search   Invite Claimants   Block/Unblock   +

Name	Identification Number	Class Type	Claimant Type	Authorized Representative	Status	Form C	Form CA	Actions
Ashish Kumar	GHJHG7865J	-	Individual	Praveen	Active			
BARCLAYS BANK	F01106	-	Bank	Praveen	Active			
LAKSHMI NARAYANA STONES AND GRANITES LLP	AAD-1211	-	Limited Liability Partnership	leela	Active			
pk proprietorship business	CYRPP4534Q	-	Proprietorship Business	Chethan	Active			
Prakash Pvt Ltd	HNHEI7394M	-	Partnership Firm	keethi	Active			

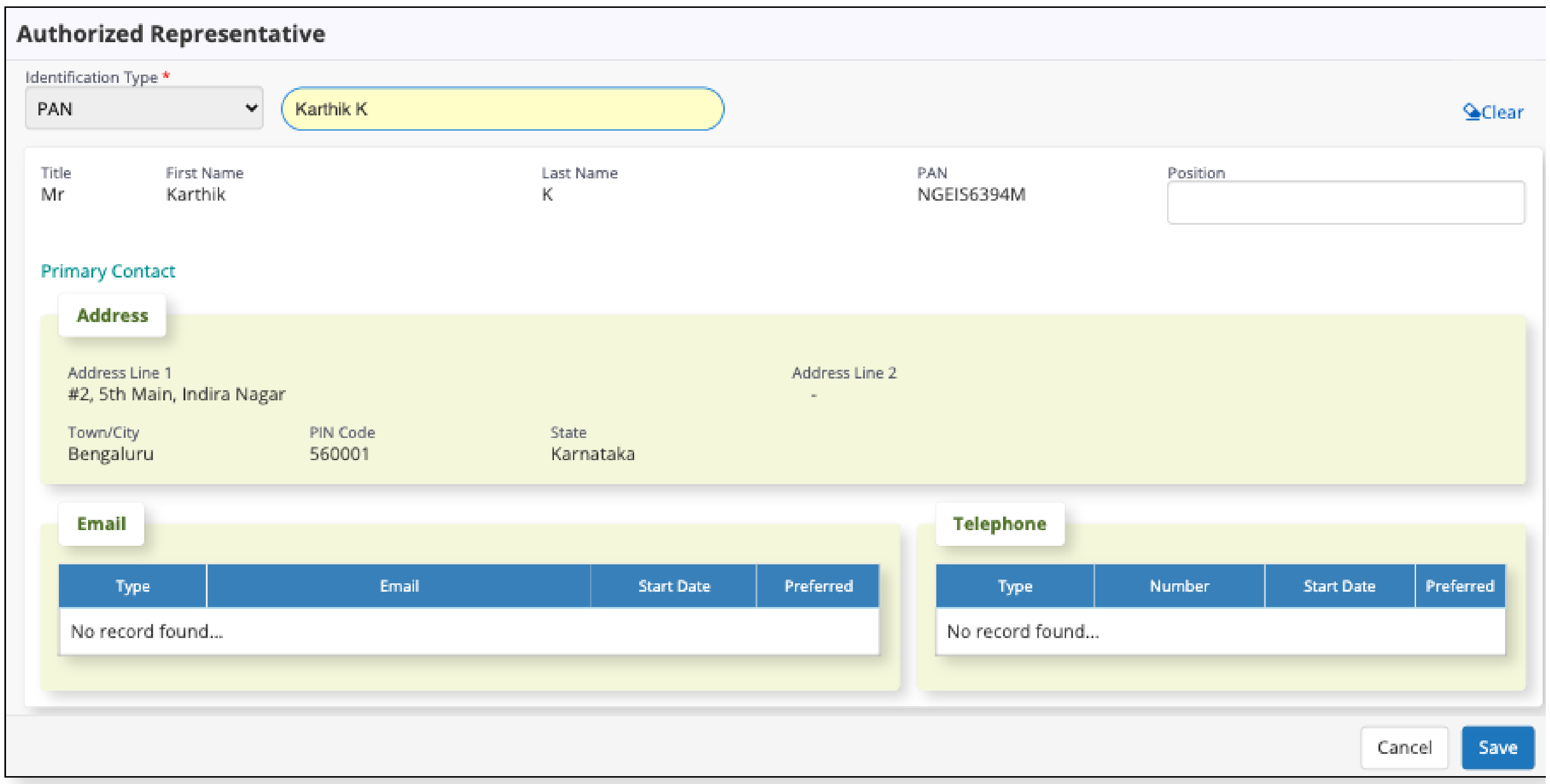
- Click on button of the Financial Creditor to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear



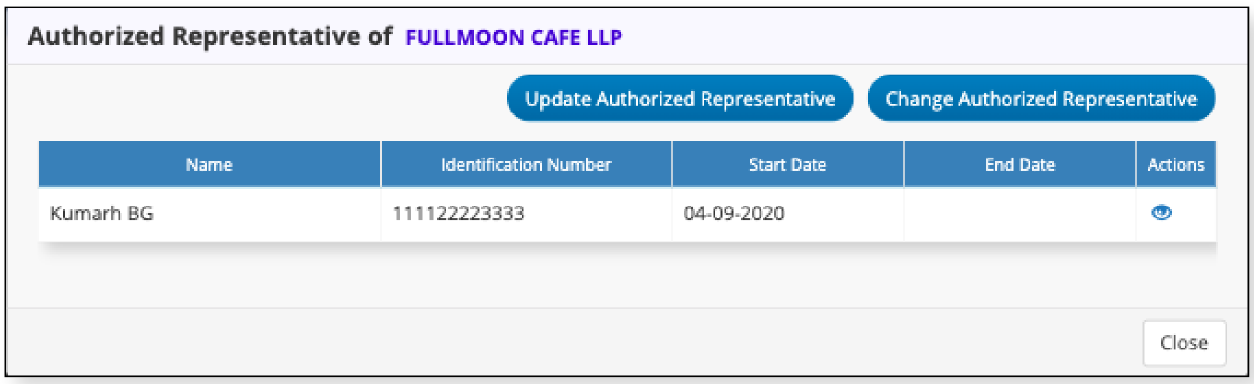
- To **Modify**,
  - Click on Update Authorized Representative
  - Modify **Authorized Representative** details
  - Click on Close



- To **Change**,
  - Click on Change Authorized Representative
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
  - Click on Save



- Click on Close



Expected Outcome:

- You will be redirected to Financial Creditor page with updated details

---

Message & Notes:

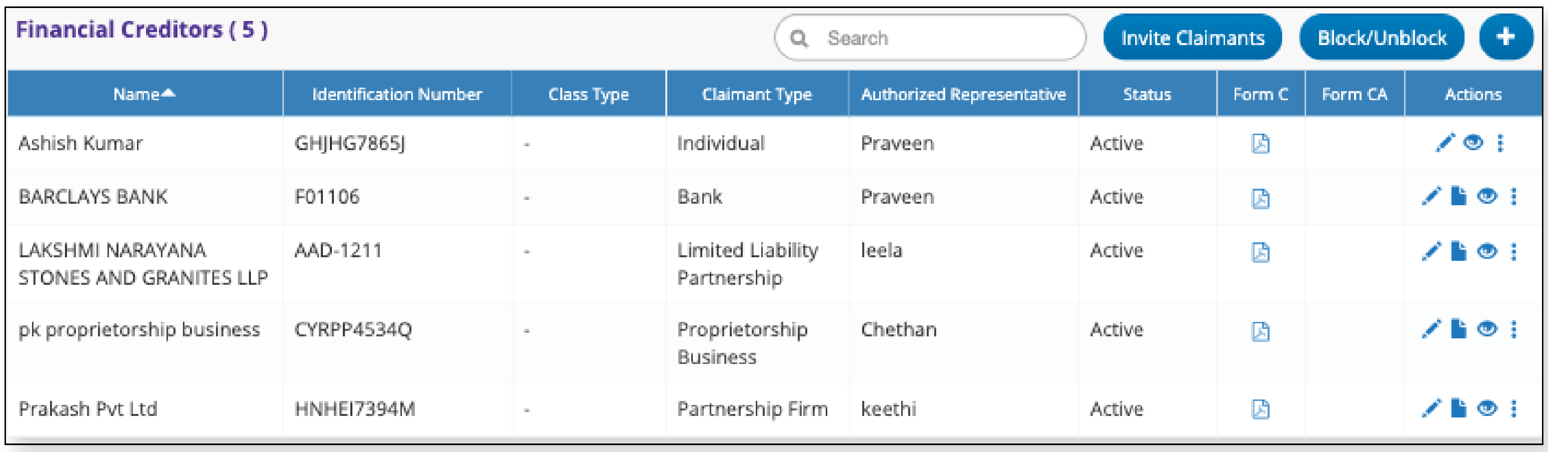
Designated Partner

Before you begin:

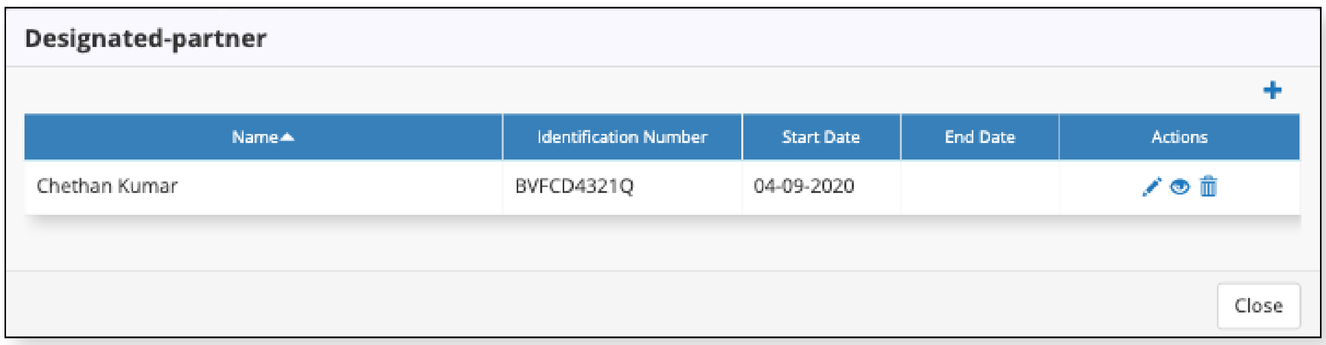
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Limited Liability Partnership
- Have on hand Designated Partner details ready

Follow these steps:

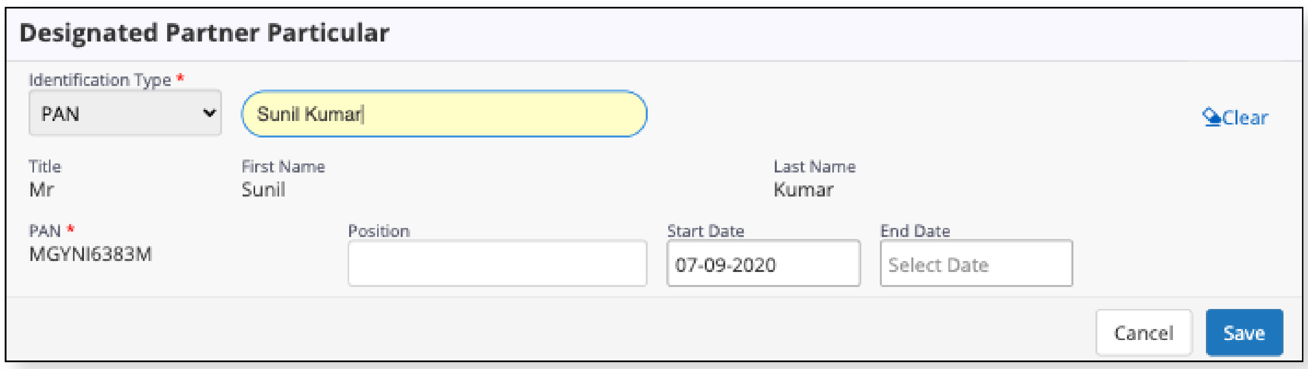
- Click on Case to which you want to perform any action on Financial Creditor
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Financial Creditor list will appear



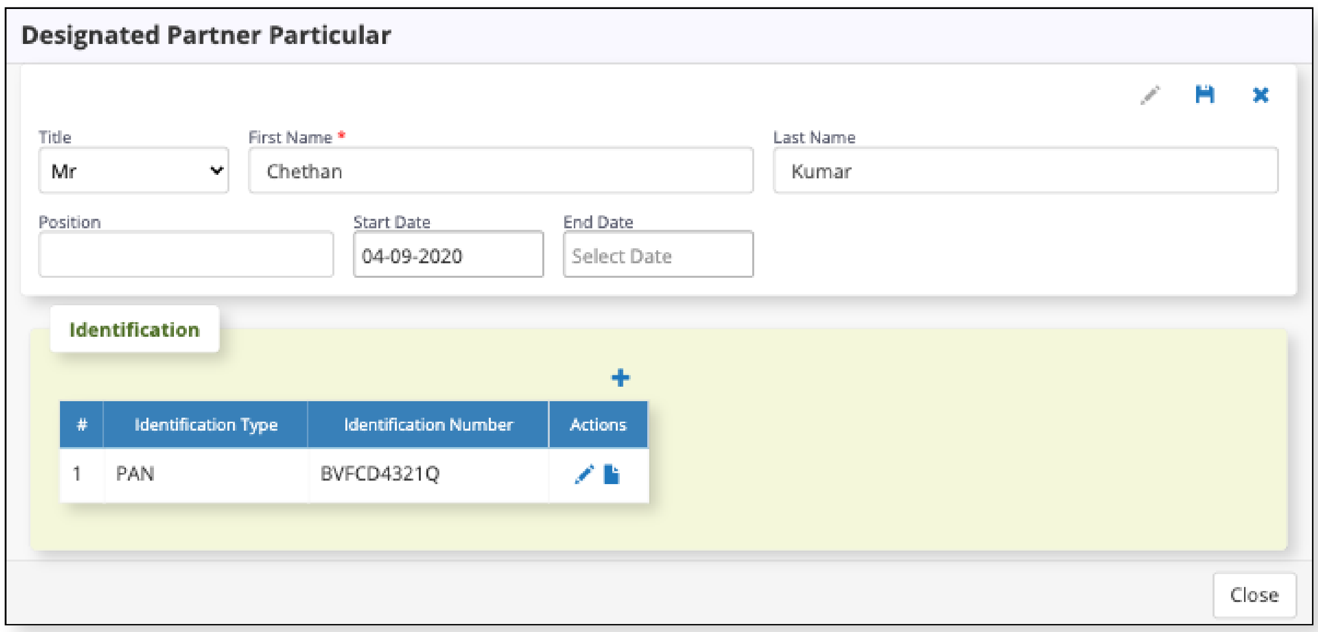
- Click on button of Financial Creditor to which you want to perform any action on Designated Partner
- Select **Designated Partner**
- List of Designated Partner will appear



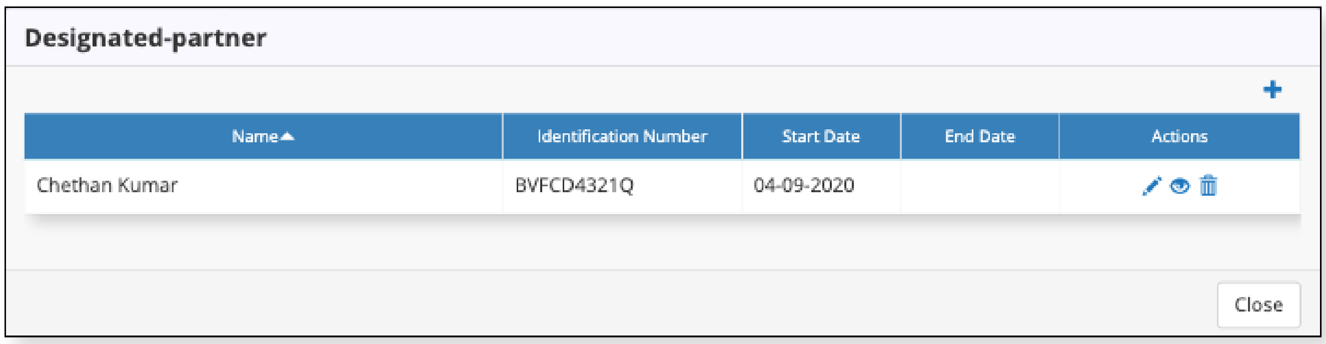
- **Add**
  - Click on +
  - To enter details of Designated Partner,
    - If Designated Partner is already Registered in PDA
      - Start entering **Identification Number/Name** of the Designated Partner
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Designated Partner
    - If Designated Partner is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
  - Click on Save



- **Edit**
  - Click on button to which you want to edit details
  - Modify **Designated Partner** details
  - Click on Close



- **Delete**
  - Click on button of the Designated Partner which you want to delete
  - Click on Yes for the confirmation
- Click on Close



Expected Outcome:

- You will be redirected to Financial Creditor page with updated details

---

Message & Notes:

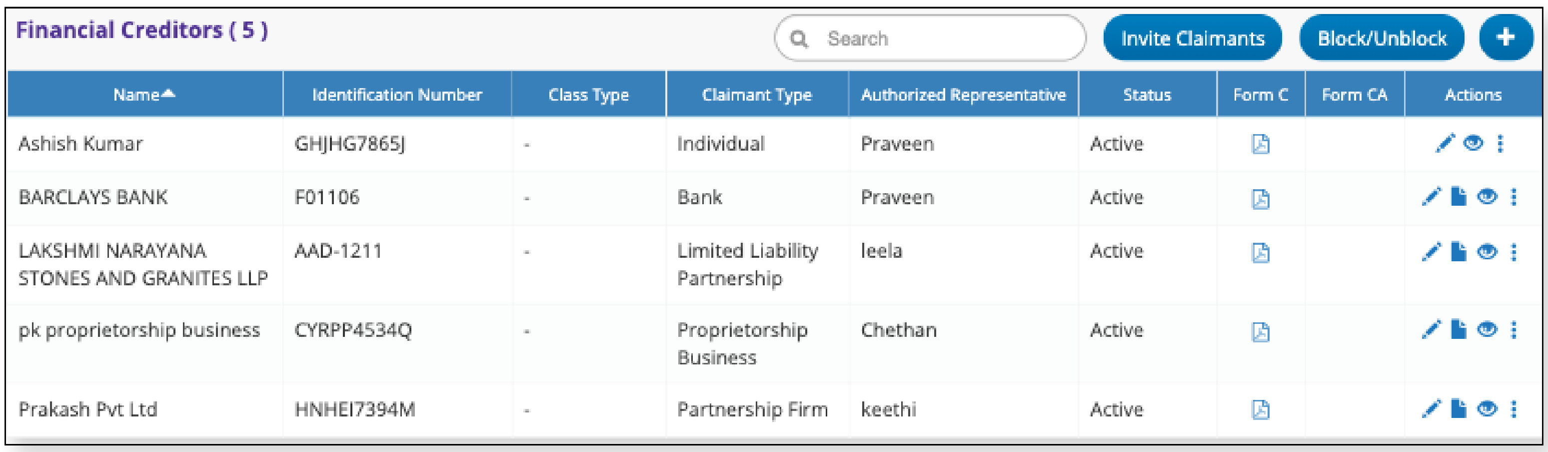
Co-Partner

Before you begin:

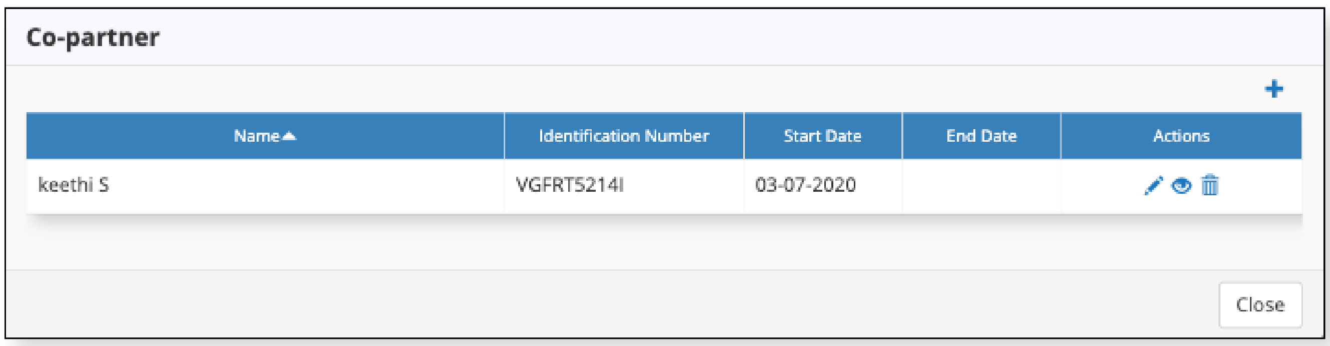
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Partnership Firm
- Have Co-partner details ready

Follow these steps:

- Click on Case to which you want to perform any action on Financial Creditor
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Financial Creditor list will appear

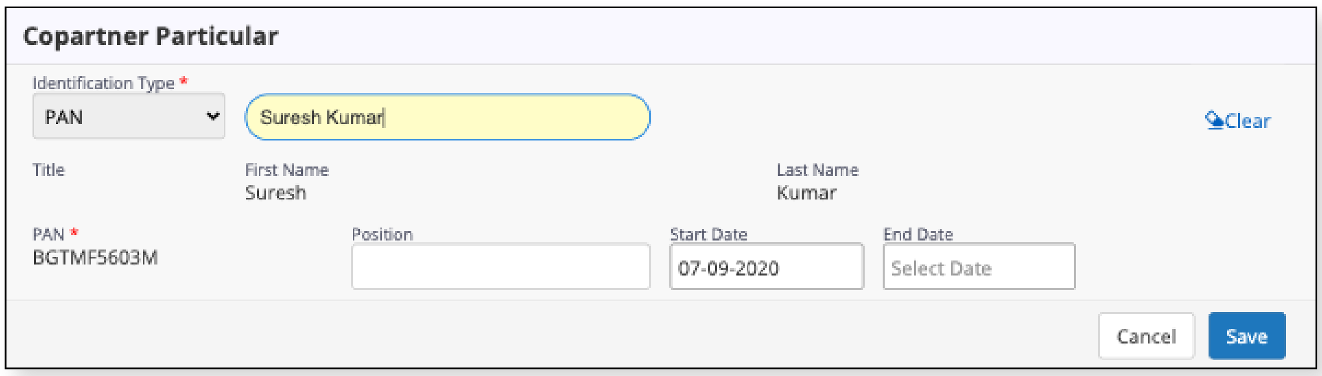


- Click on button of Financial Creditor to which you want to perform any action on Co-partner
- Select **Co-partner**
- List of Co-partner will appear

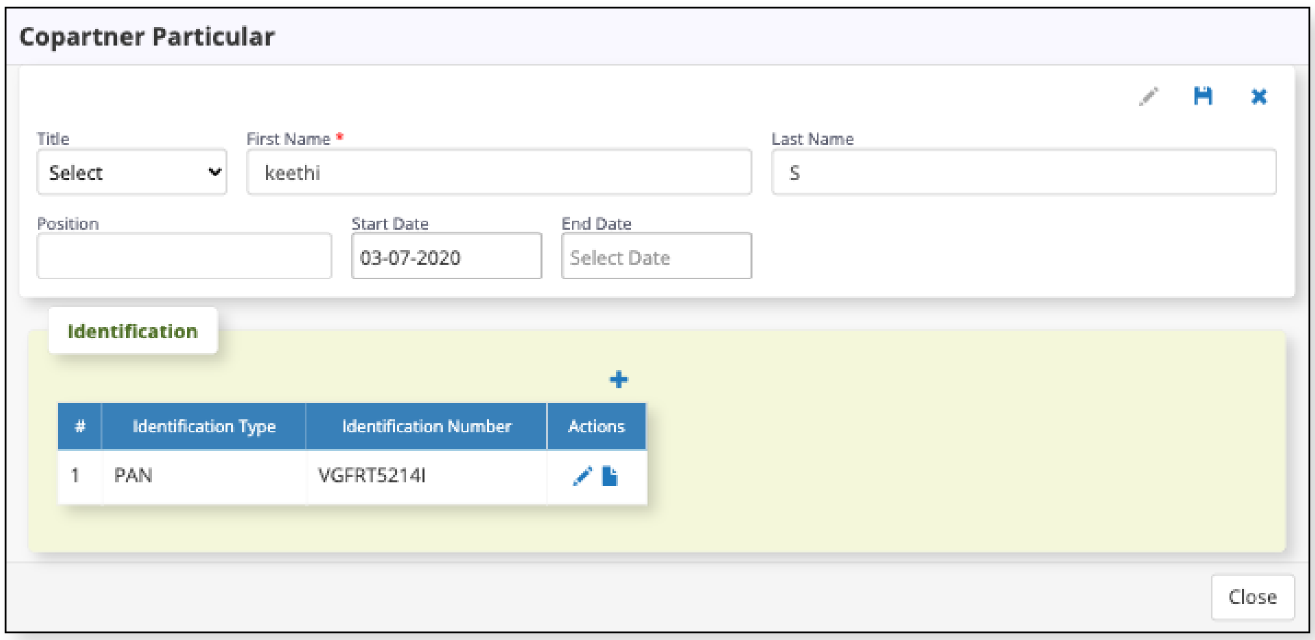


- **Add**
  - Click on
  - To enter details of Co-partner,
    - If Co-partner is already Registered in PDA

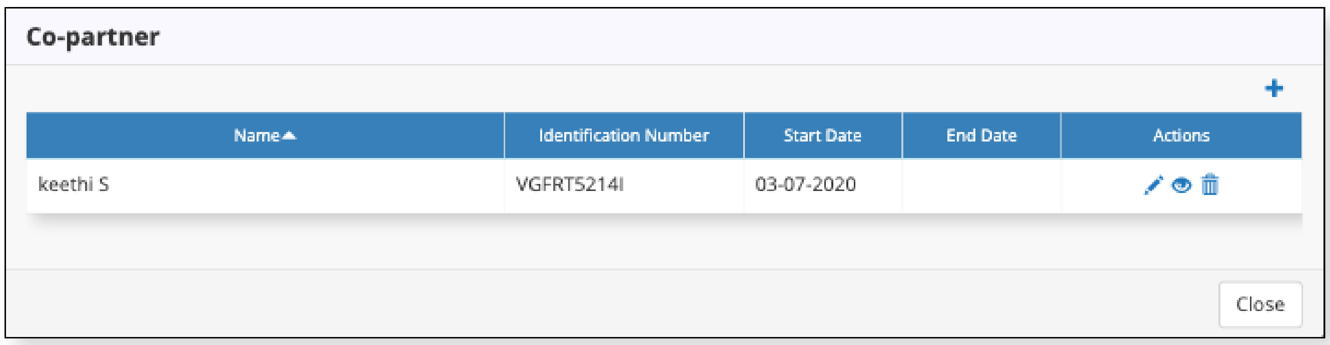
        - Start entering **Identification Number/Name** of the Co-partner
        - A list will appear with Name and Identification Number
        - Scroll up or down the list and select Entity
        - Check Entity details of the Co-partner
    - If Co-partner is not Registered in PDA
        - Enter **Name**
        - Enter **Identification Number**
  - Click on Save



- **Edit**
  - Click on button to which you want to edit details
  - Modify **Co-partner** details
  - Click on Close



- **Delete**
  - Click on button of the Co-partner which you want to delete
  - Click on Yes for the confirmation
- Click on Close



Expected Outcome:

- You will be redirected to Financial Creditor page with updated details

---

Message & Notes:

Supplier

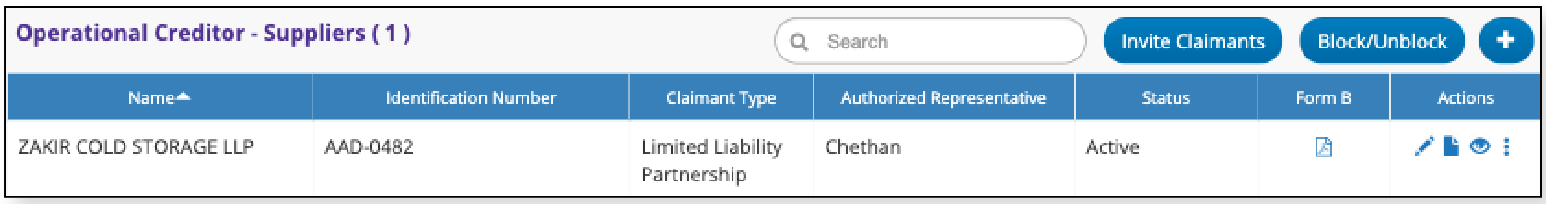
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Have on hand Supplier and Authorized Representative details ready

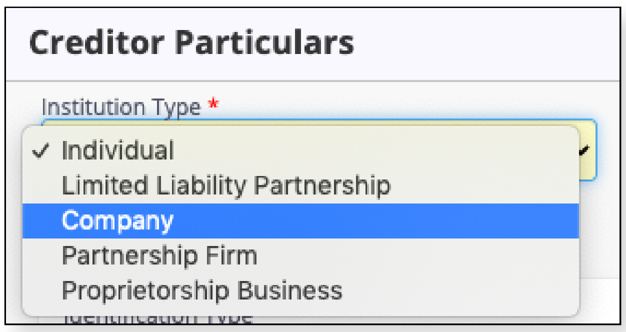
---

Follow these steps:

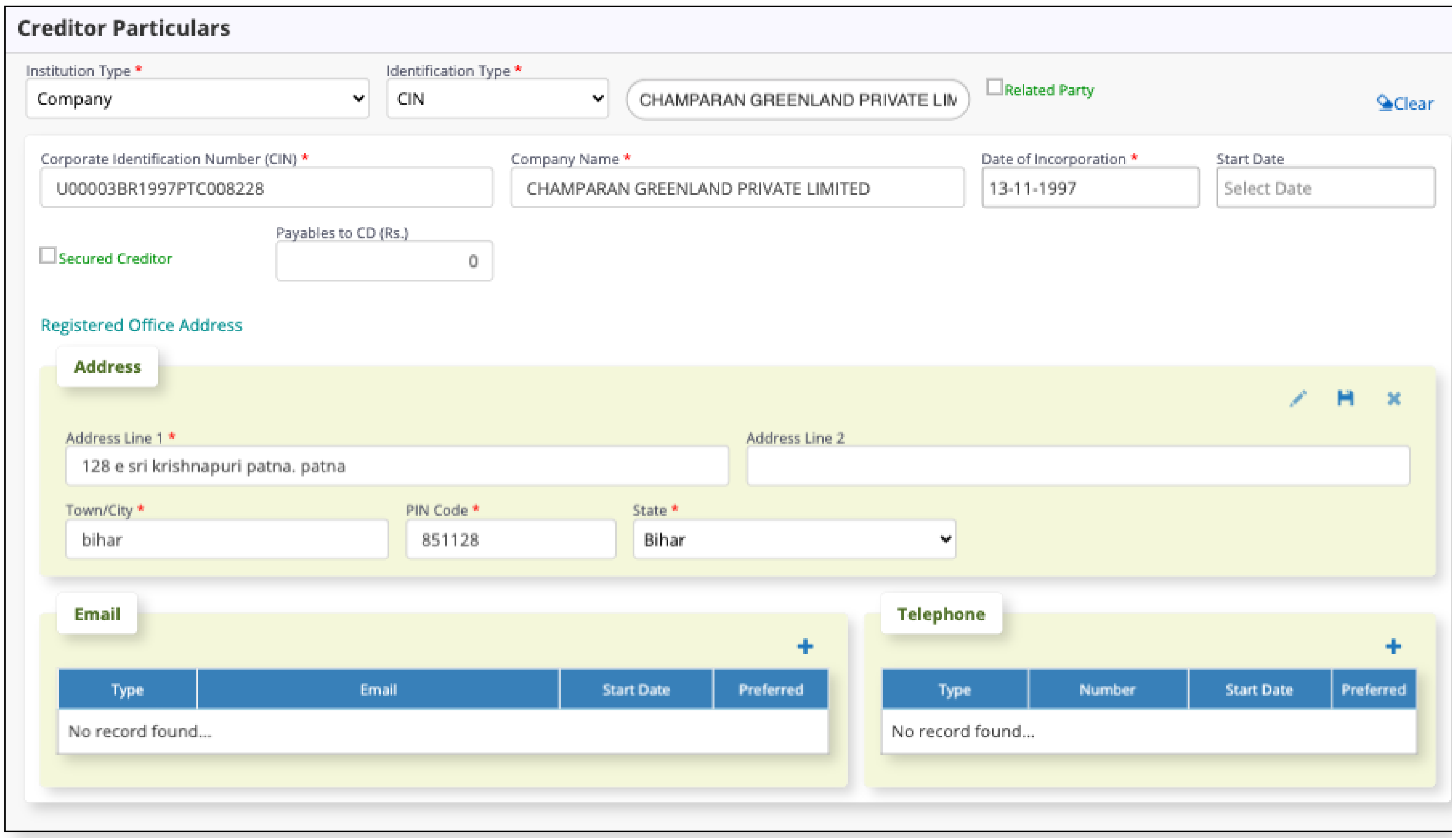
- Click on Case to which you want to perform any action on Supplier
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Supplier**
- You will be redirected to Supplier Page
- Supplier list will appear



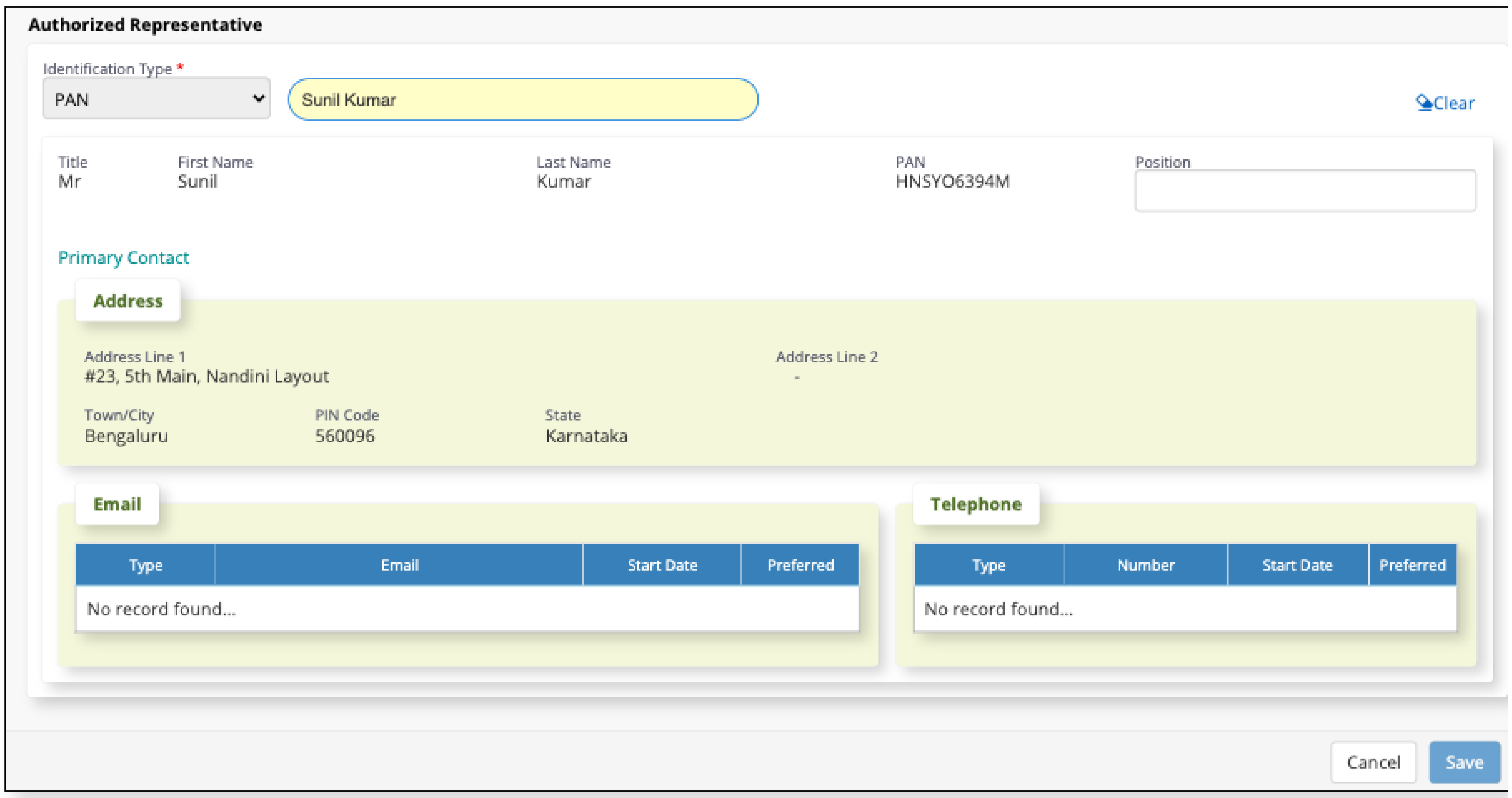
- **Add** (Applicable for Case Manager/Case Worker)
  - Click on +
  - To enter details of Supplier,
    - Select Entity type of the Supplier



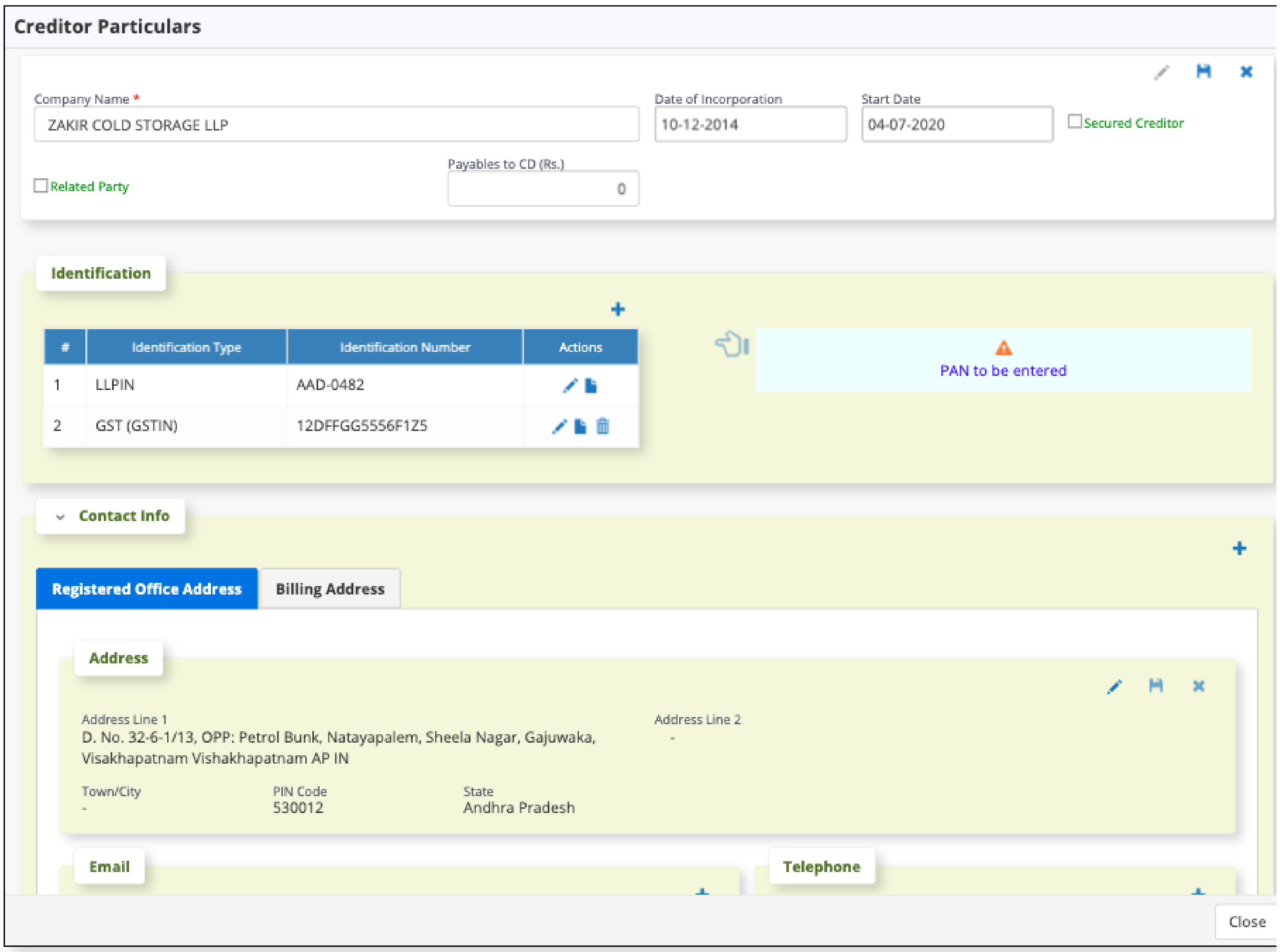
    - If Supplier is already Registered in PDA,
      - Start entering **Identification Number/Name** of the Supplier
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Supplier
    - If Supplier is not Registered in PDA,
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**



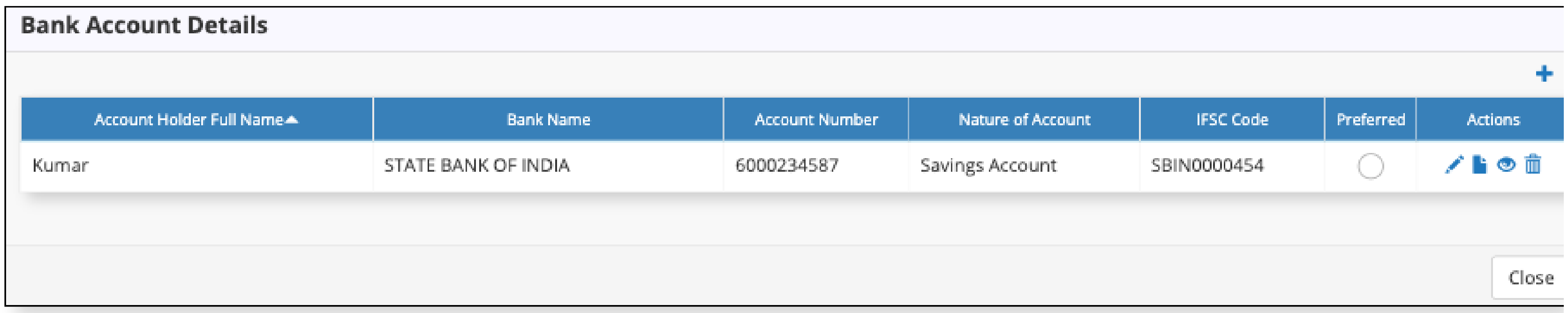
- To enter details of Supplier Authorized Representative,
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
- Click on Save



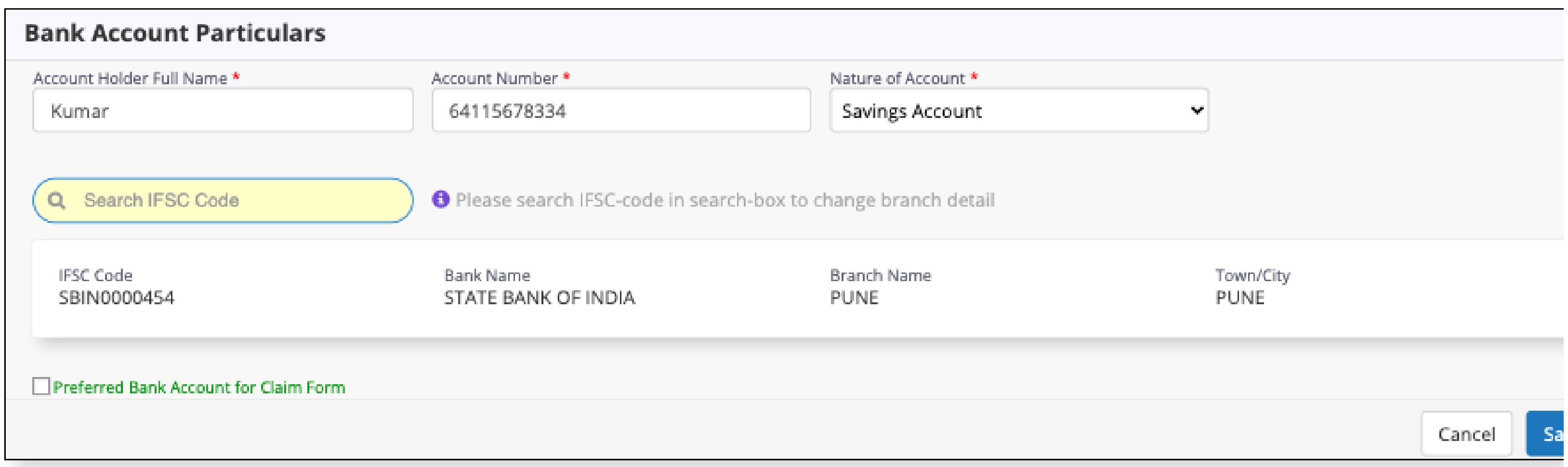
- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button to which you want to edit details
  - Select **Claimant**
  - Modify **Supplier** details
  - Click on Close



- **Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button of the Supplier to which you want to perform any action on Bank details
  - Select **Bank Details**
  - List of bank details will appear

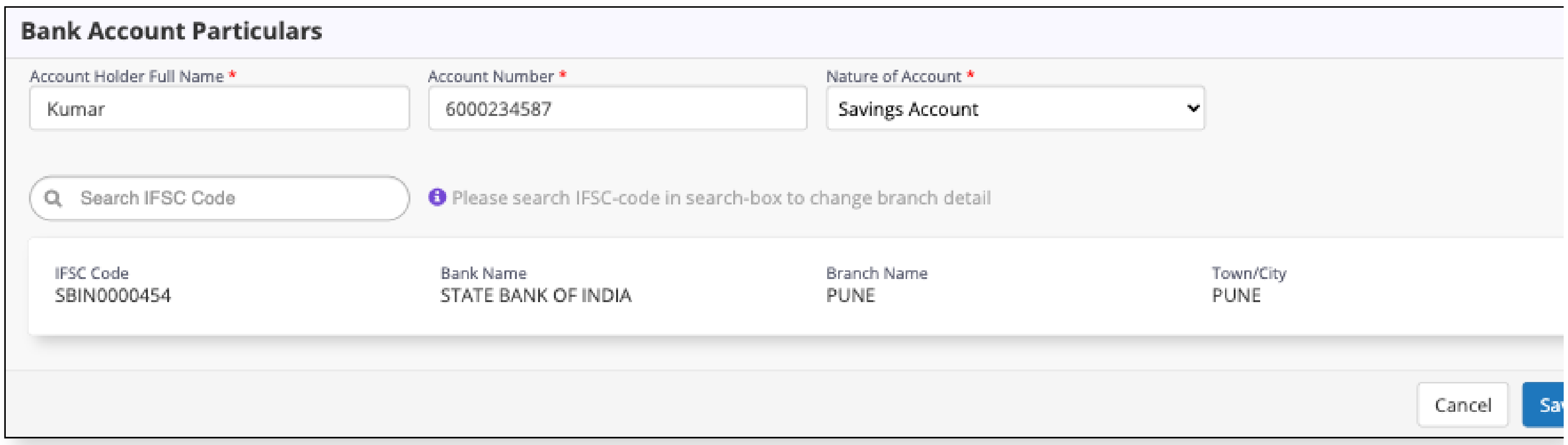


  - **Add**
    - Click on +
    - Enter **Account Holder Full Name**
    - Enter **Account Number**
    - Select **Nature of Account**
    - Start entering branch **IFSC Code** of the Bank
    - A list will appear with IFSC Code
    - Scroll up or down the list and select IFSC Code
    - Check the bank details
    - Click on Save

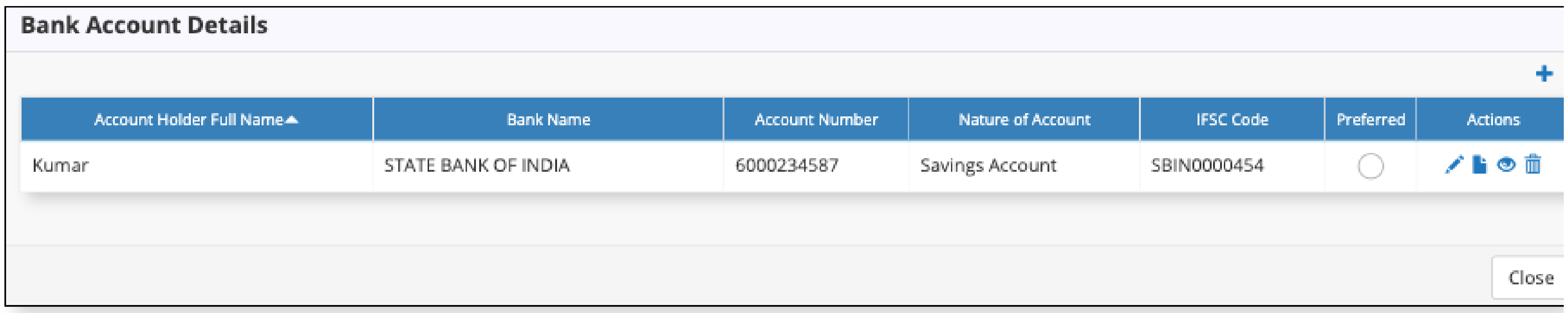


  - **Edit**

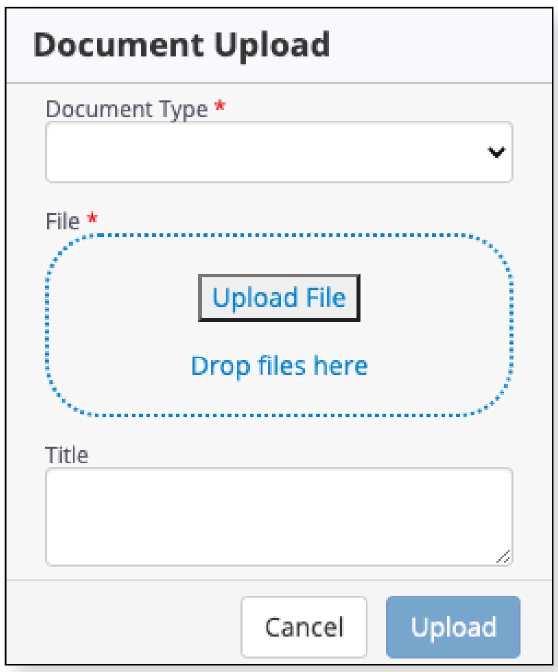
        - Click on button to which you want to edit details
        - Modify **Bank Account** details
        - Click on Save



    - **Delete**
        - Click on button to which you want to delete
        - Click on Yes for the confirmation
    - Click on Close



- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
    - Click on button of the Creditor which you want to Activate
    - Select **Make it active**
    - Click on Yes for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
    - Click on button of the Creditor which you want to Inactivate
    - Select **Make it inactive**
    - Click on Yes for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
    - Click on button of the Creditor which you want to Delete
    - Select **Delete permanently**
    - Click on Yes for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
    - Click on button to which you want to upload documents.
    - Click on button in documents list page
    - Select **Document Type**
    - Select **file** to Upload
    - Click on Upload



- Click on Close once upload is completed

Expected Outcome:

- You will be redirected to Supplier page with updated details

---

Message & Notes:

- If Bank account made preferred - User will failed to delete bank detail and will get notified, that bank details is used in case

---

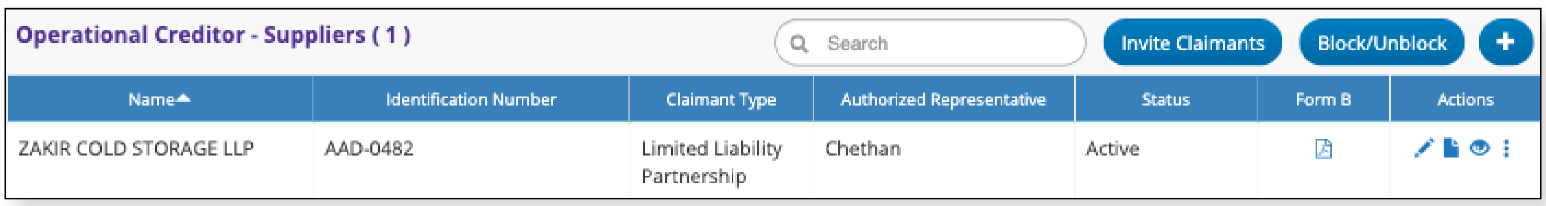
Authorized Representative

Before you begin:

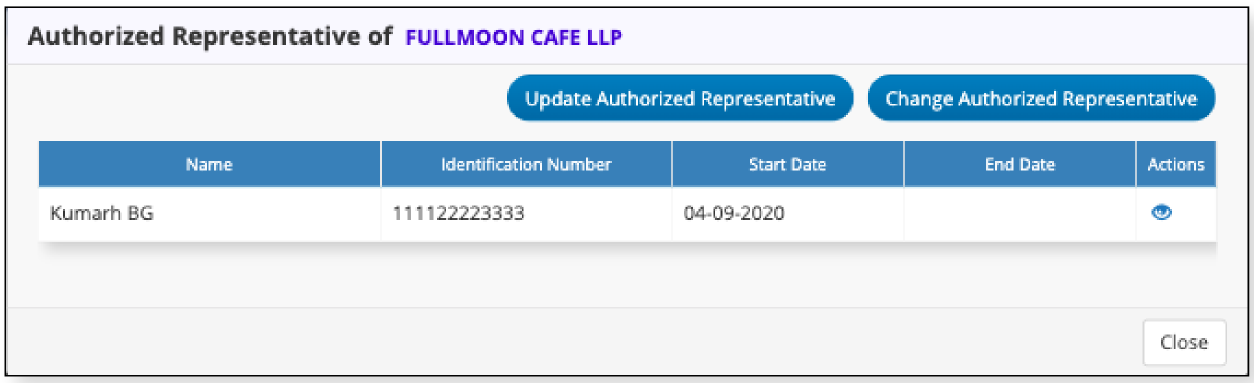
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Supplier
- Have Authorized Representative details ready

Follow these steps:

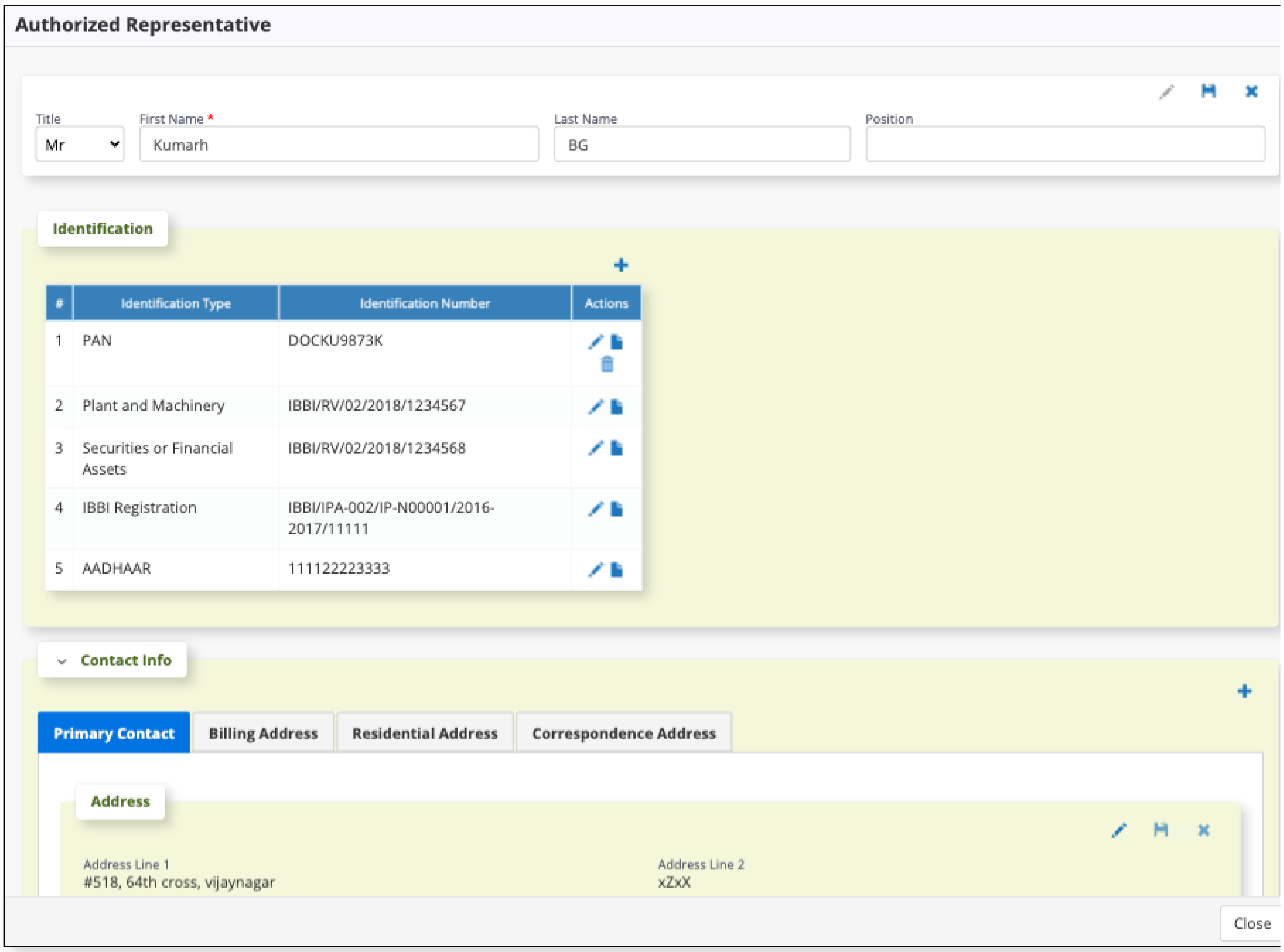
- Click on Case to which you want to perform any action on Supplier
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Supplier**
- You will be redirected to Supplier Page
- Supplier list will appear



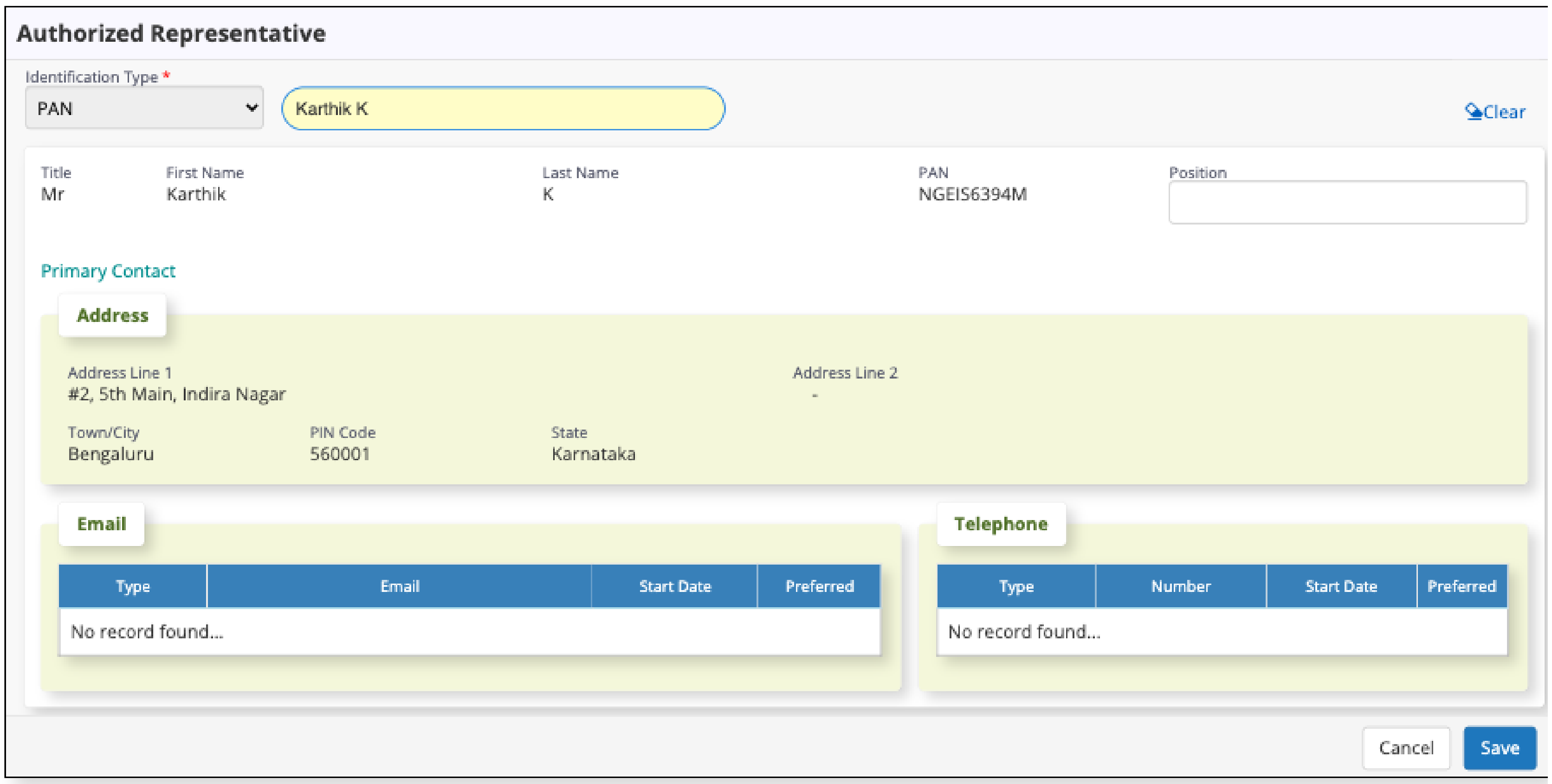
- Click on button of the Supplier to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear



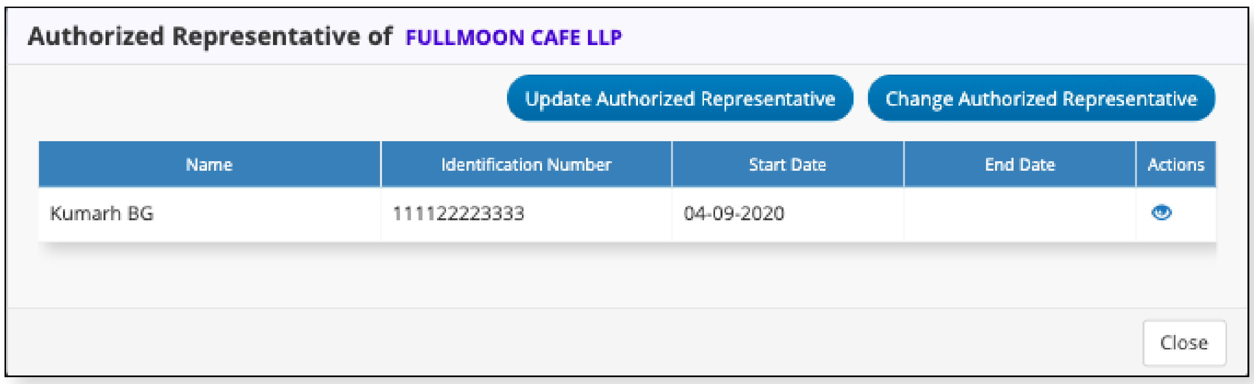
- To **Modify**,
  - Click on Update Authorized Representative
  - Modify **Authorized Representative** details
  - Click on Close



- To **Change**,
  - Click on Change Authorized Representative
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
  - Click on Save



- Click on Close



Expected Outcome:

- You will be redirected to Supplier page with updated details

---

Message & Notes:

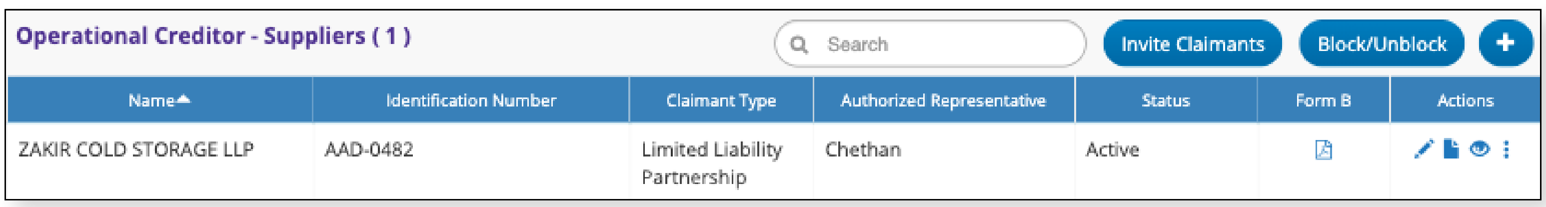
Designated Partner

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Limited Liability Partnership
- Have on hand Designated Partner details ready

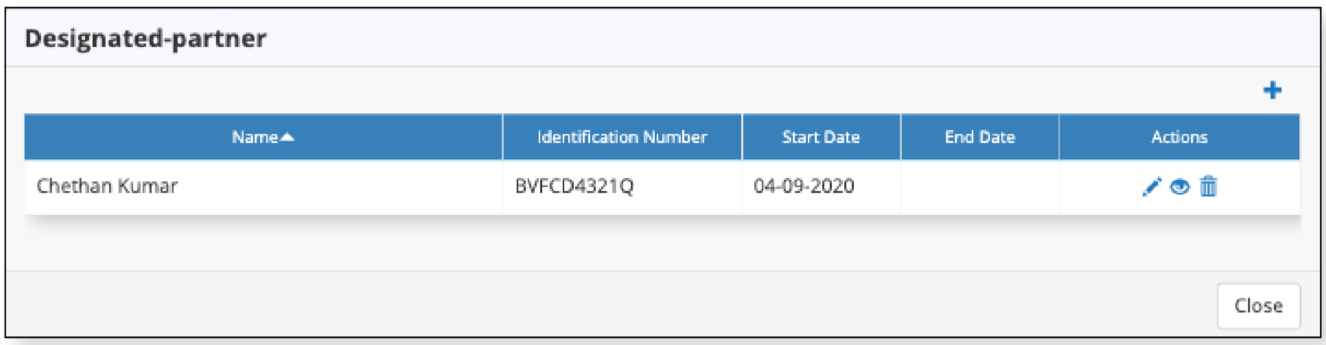
Follow these steps:

- Click on Case to which you want to perform any action on Supplier
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Supplier**
- You will be redirected to Supplier Page
- Supplier list will appear

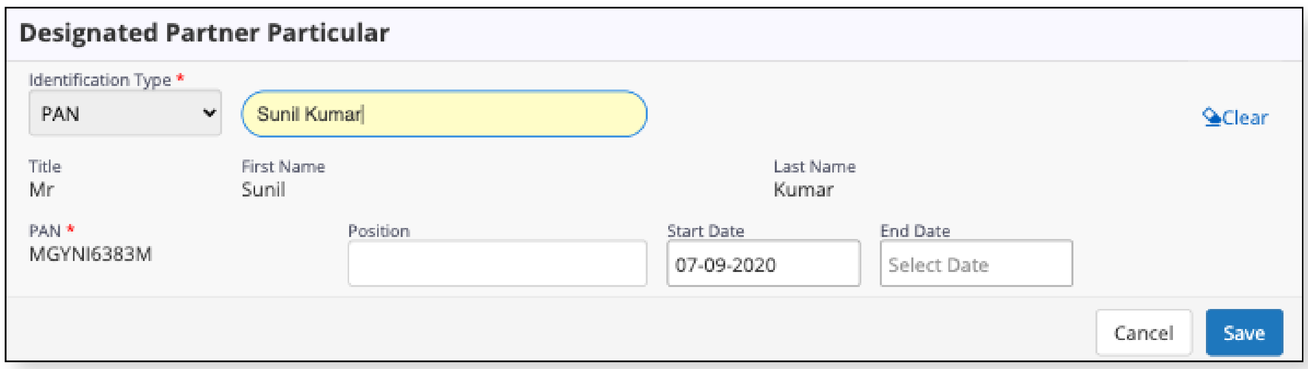


- Click on button of Supplier to which you want to perform any action on Designated Partner
- Select **Designated Partner**

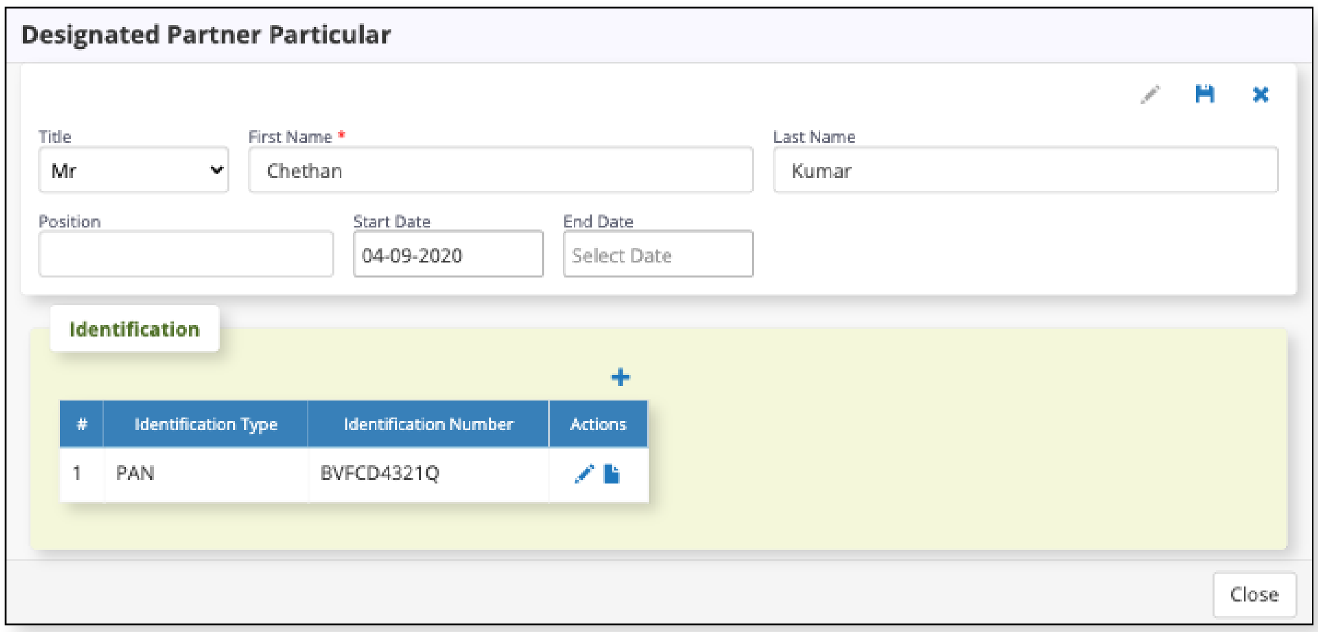
- List of Designated Partner will appear



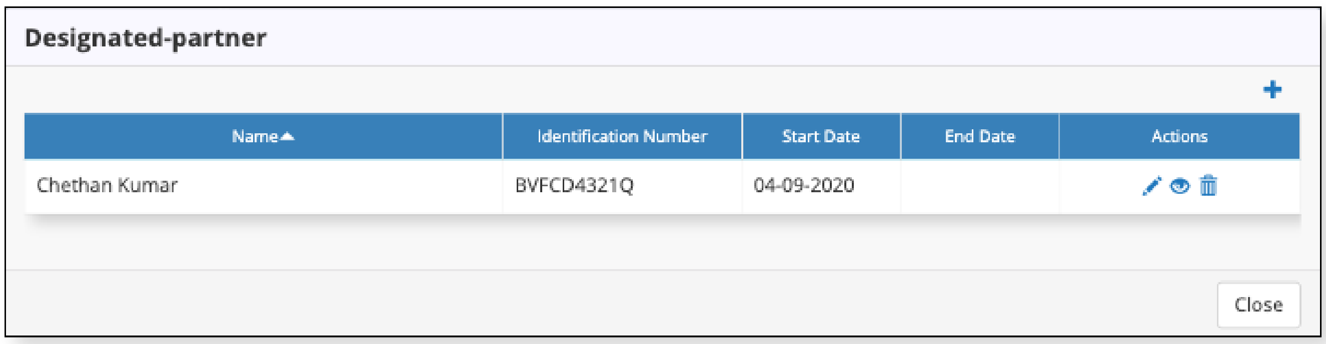
- **Add**
  - Click on +
  - To enter details of Designated Partner,
    - If Designated Partner is already Registered in PDA
      - Start entering **Identification Number/Name** of the Designated Partner
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Designated Partner
    - If Designated Partner is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
  - Click on Save



- **Edit**
  - Click on button to which you want to edit details
  - Modify **Designated Partner** details
  - Click on Close



- **Delete**
  - Click on button of the Designated Partner which you want to delete
  - Click on ✔ Yes for the confirmation
- Click on Close



Expected Outcome:

- You will be redirected to Supplier page with updated details

Message & Notes:

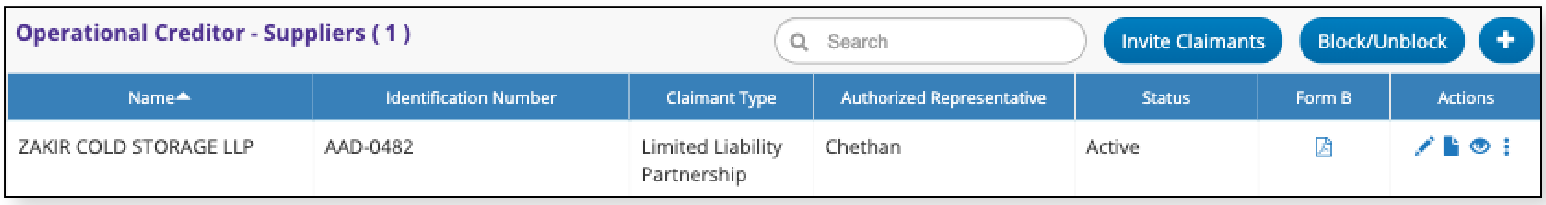
Co-Partner

Before you begin:

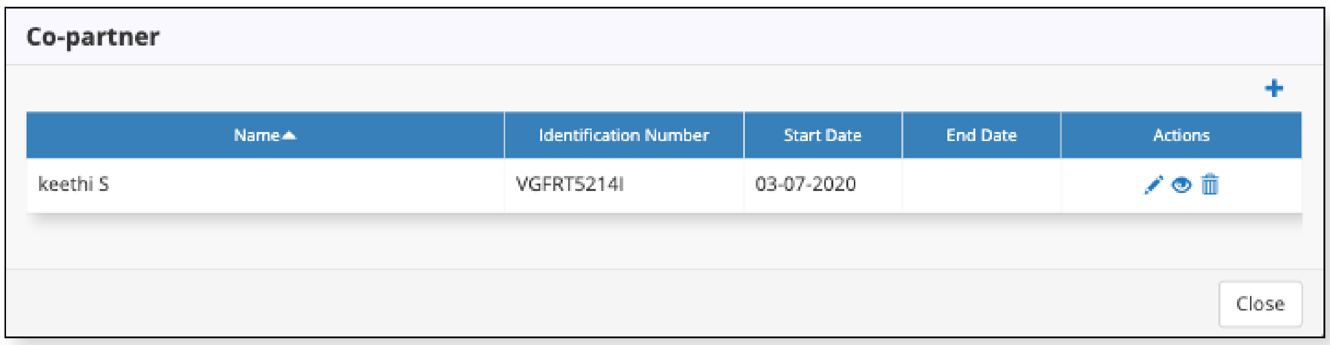
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Partnership Firm
- Have Co-partner details ready

Follow these steps:

- Click on Case to which you want to perform any action on Supplier
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Supplier**
- You will be redirected to Supplier Page
- Supplier list will appear

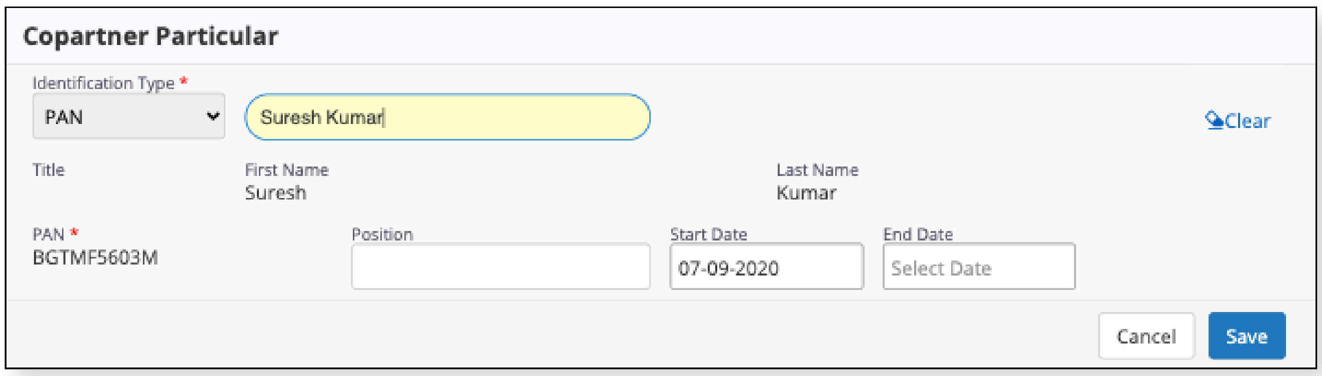


- Click on button of Supplier to which you want to perform any action on Co-partner
- Select **Co-partner**
- List of Co-partner will appear

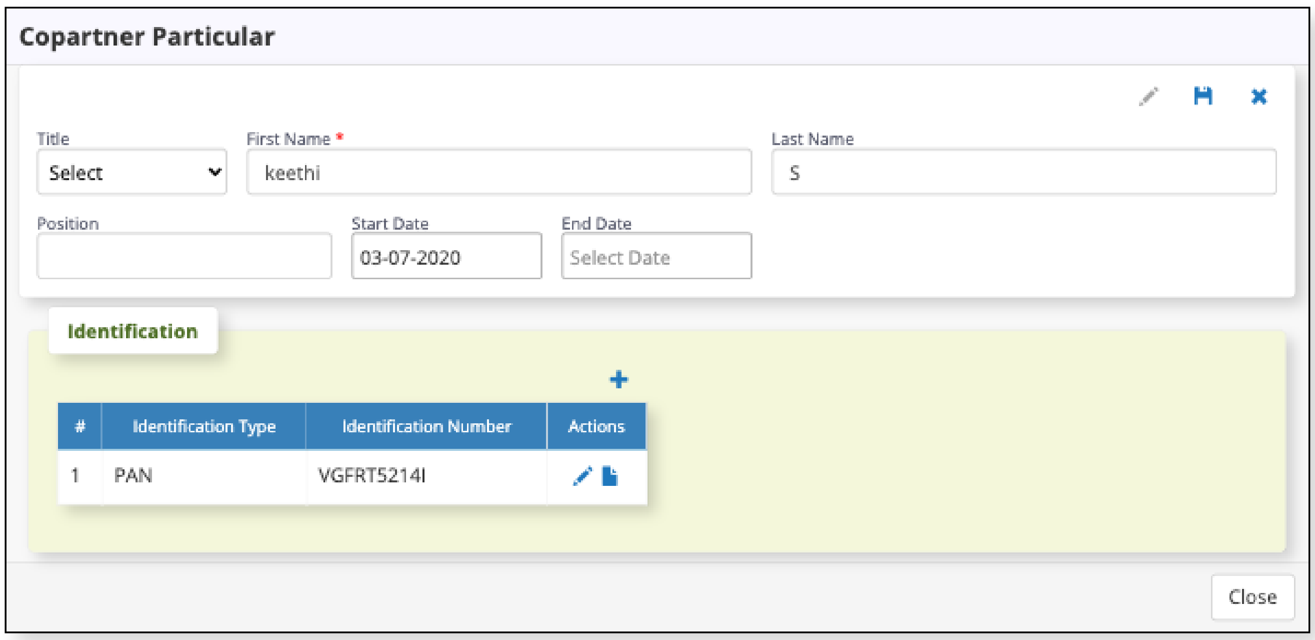


- **Add**
    - Click on +
    - To enter details of Co-partner,
        - If Co-partner is already Registered in PDA
            - Start entering **Identification Number/Name** of the Co-partner
            - A list will appear with Name and Identification Number
            - Scroll up or down the list and select Entity
            - Check Entity details of the Co-partner
        - If Co-partner is not Registered in PDA
            - Enter **Name**

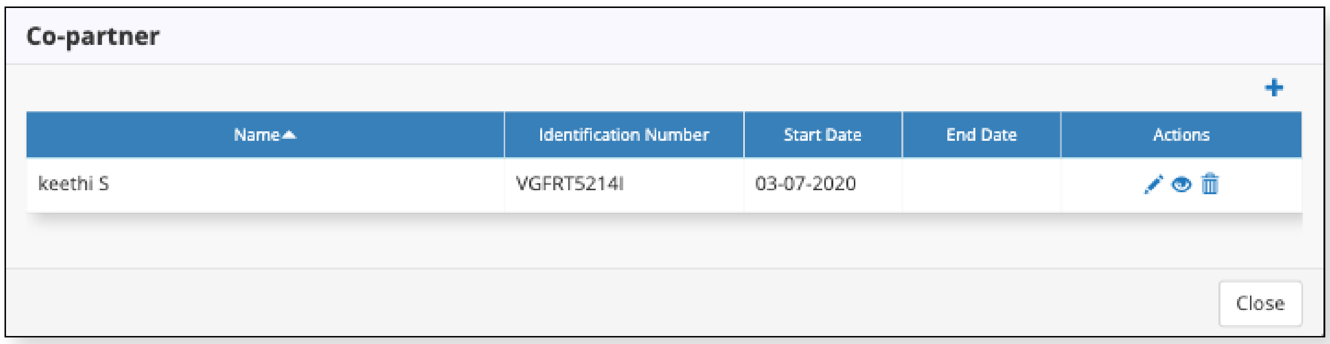
        - Enter **Identification Number**
    - Click on Save



- **Edit**
    - Click on button to which you want to edit details
    - Modify **Co-partner** details
    - Click on Close



- **Delete**
    - Click on button of the Co-partner which you want to delete
    - Click on ✓ Yes for the confirmation
- Click on Close



Expected Outcome:

- You will be redirected to Supplier page with updated details

---

Message & Notes:

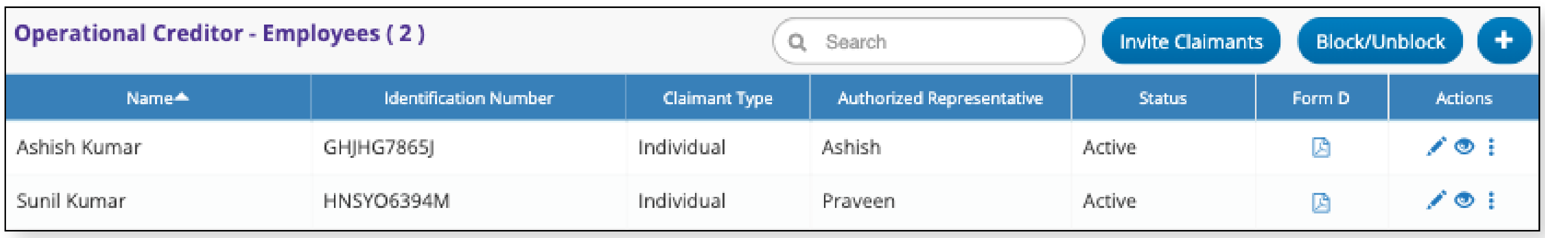
Employee

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Have Employee and Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Employee
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Employee**
- You will be redirected to Employee Page
- Employee list will appear

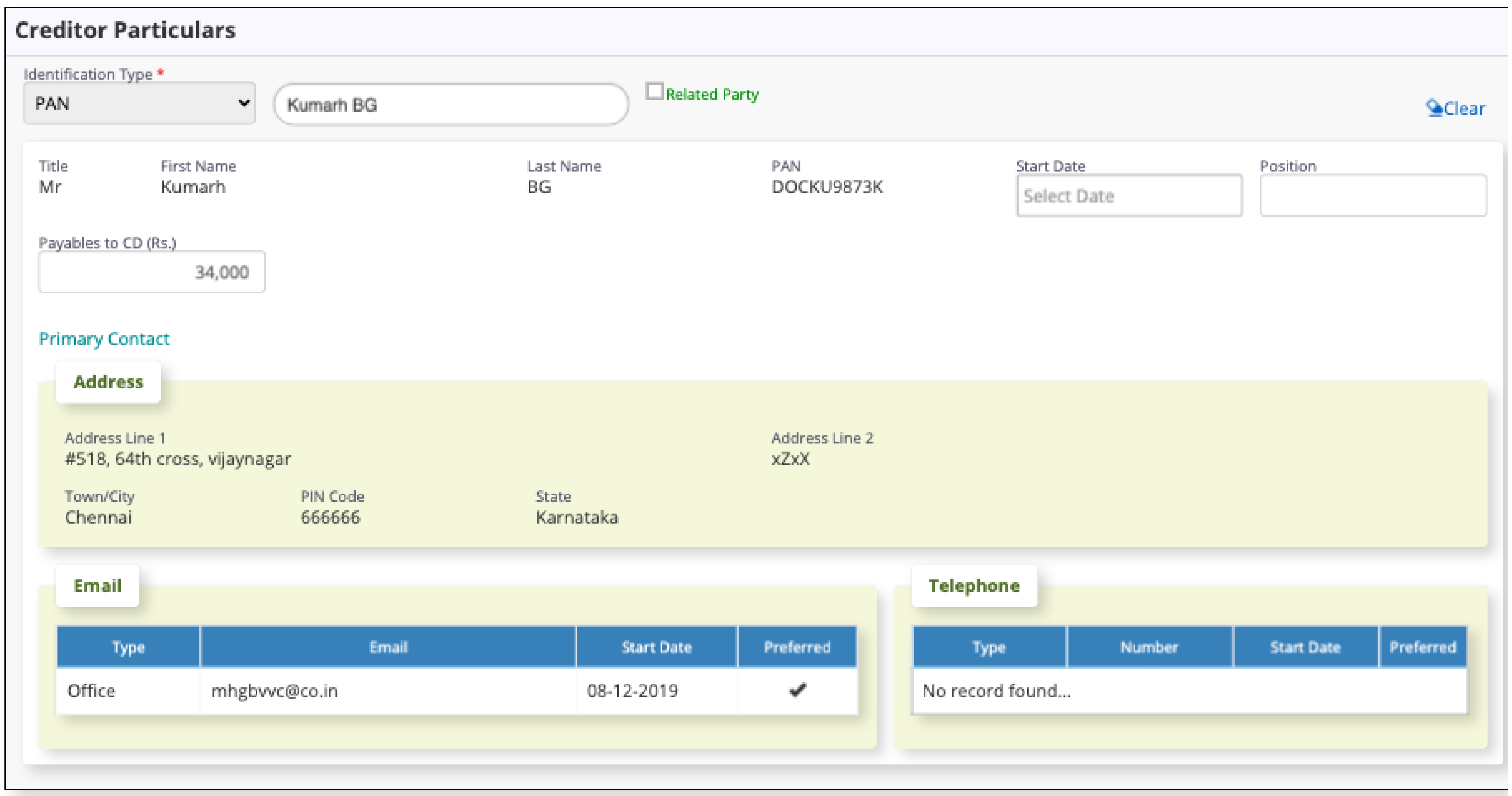


Operational Creditor - Employees (2)

Search | Invite Claimants | Block/Unblock

Name	Identification Number	Claimant Type	Authorized Representative	Status	Form D	Actions
Ashish Kumar	GHJHG7865J	Individual	Ashish	Active		
Sunil Kumar	HNSYO6394M	Individual	Praveen	Active		

- **Add** (Applicable for Case Manager/Case Worker)
  - Click on +
  - To enter details of Employee,
    - If Employee is already Registered in PDA,
      - Start entering **Identification Number/Name** of the Employee
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Employee
    - If Employee is not Registered in PDA,
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**

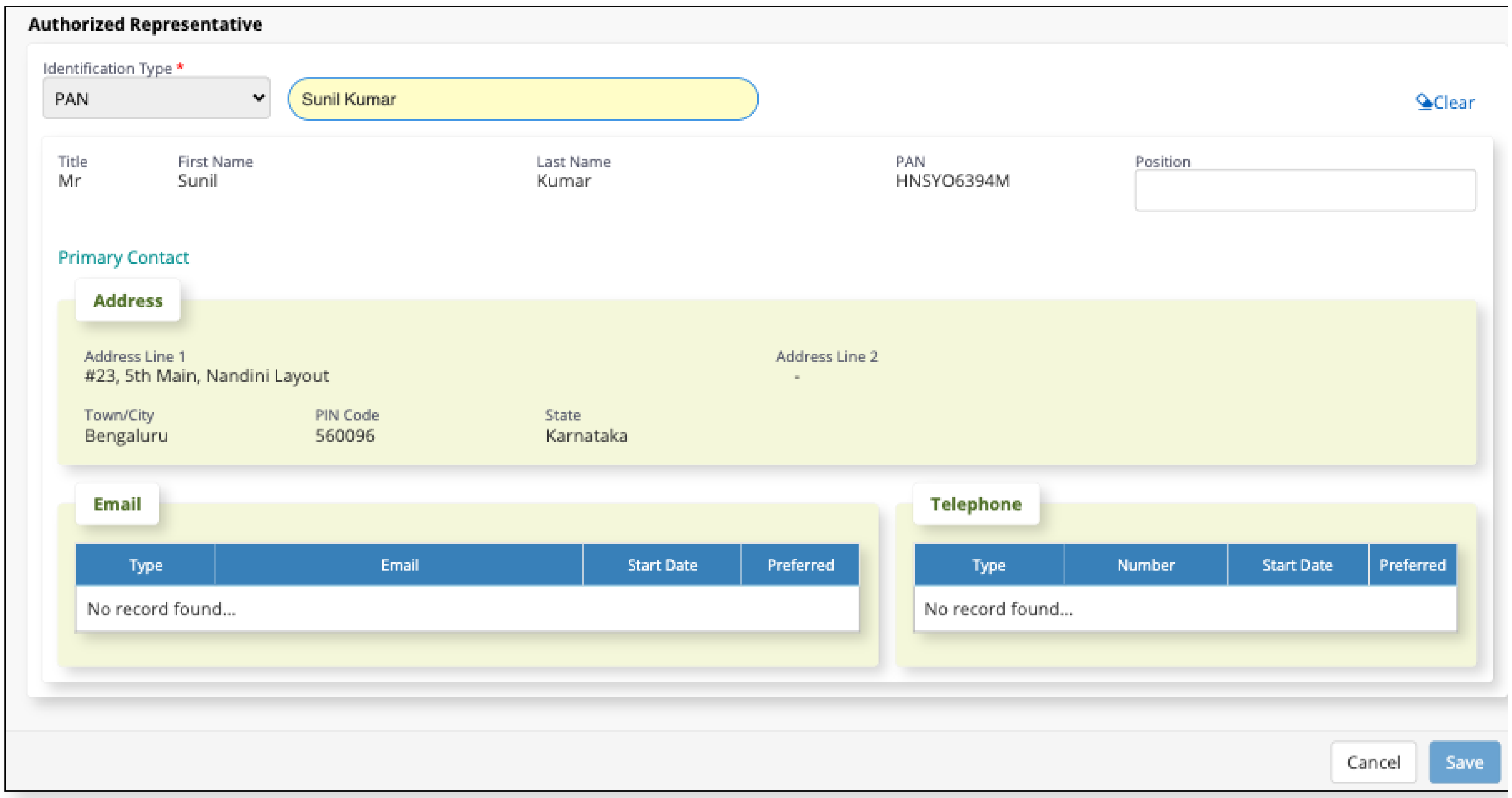


  - To enter details of Employee Authorized Representative,
    - If Authorized Representative is already Registered in PDA
      - Start entering **Identification Number/Name** of the Authorized Representative
      - A list will appear with Name and Identification Number

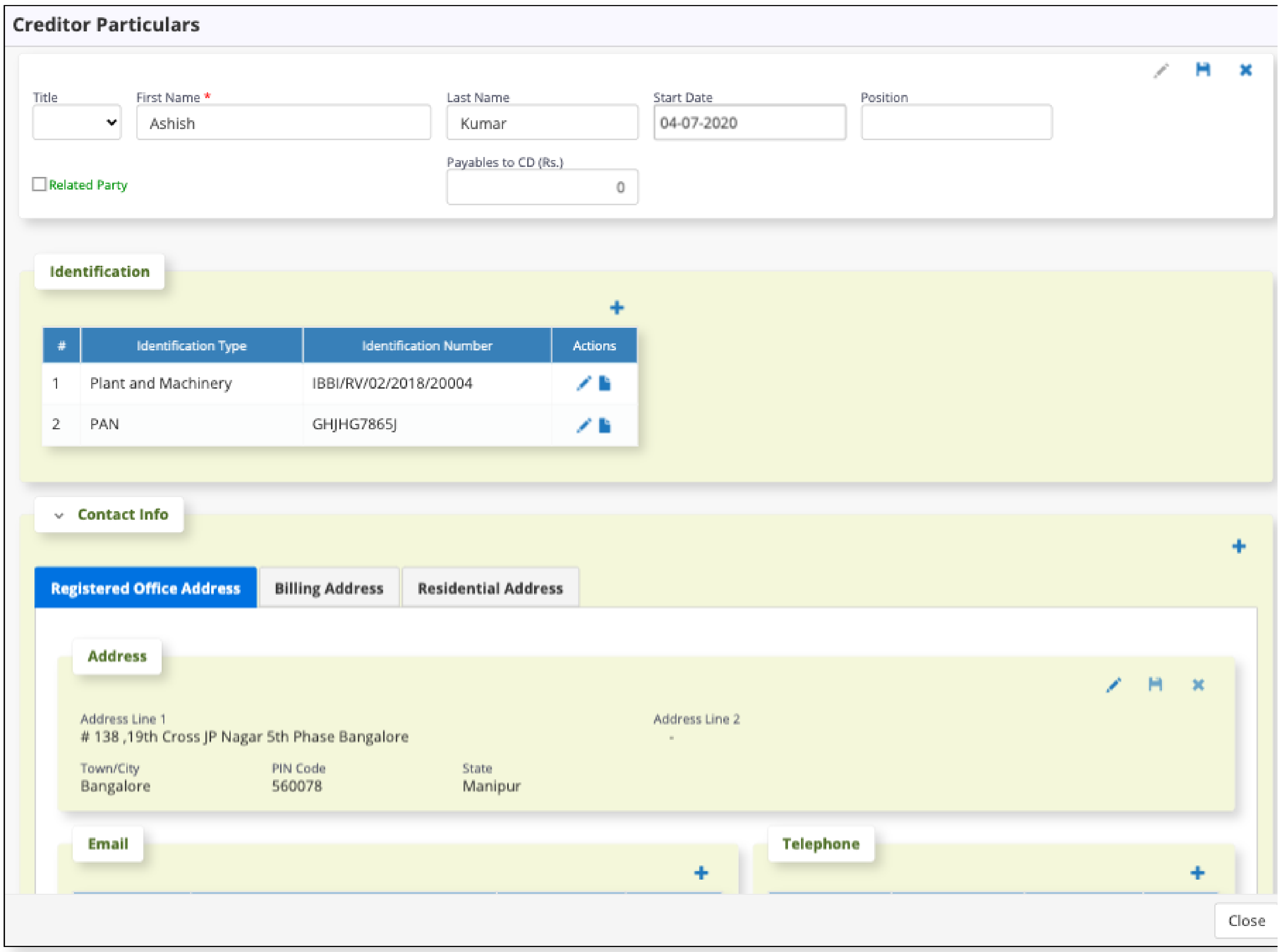
- Scroll up or down the list and select Entity
- Check Entity details of the Authorized Representative

- If Authorized Representative is not Registered in PDA
  - Enter **Name**
  - Enter **Identification Number**
  - Enter **Address**

- Click on Save

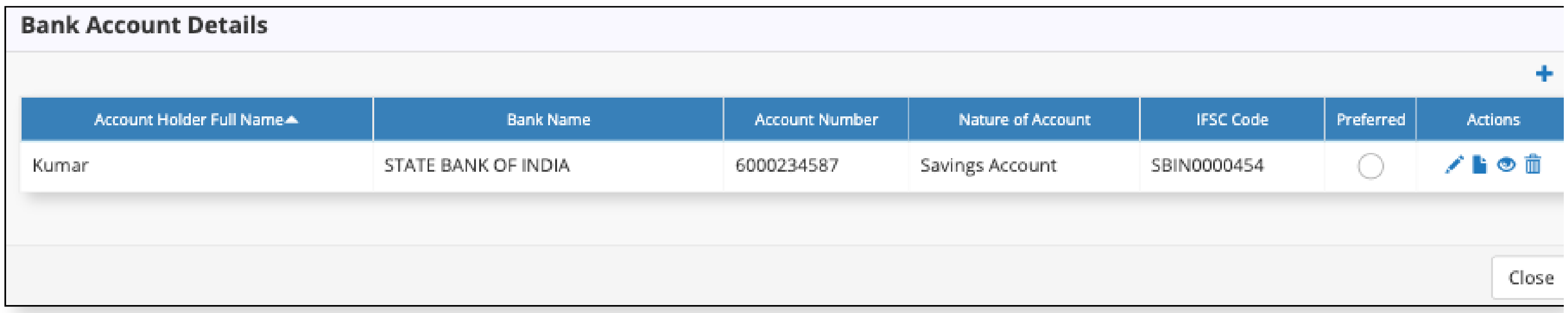


- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button to which you want to edit details
  - Select **Claimant**
  - Modify **Employee** details
  - Click on Close

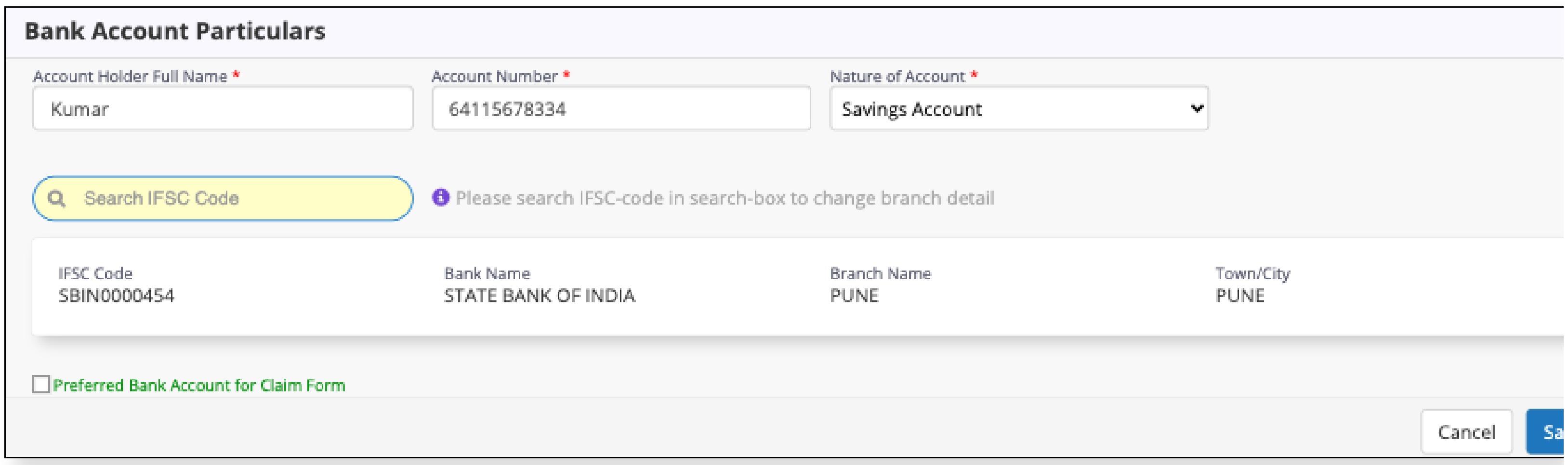


- **Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button of the Employee to which you want to perform any action on Bank details

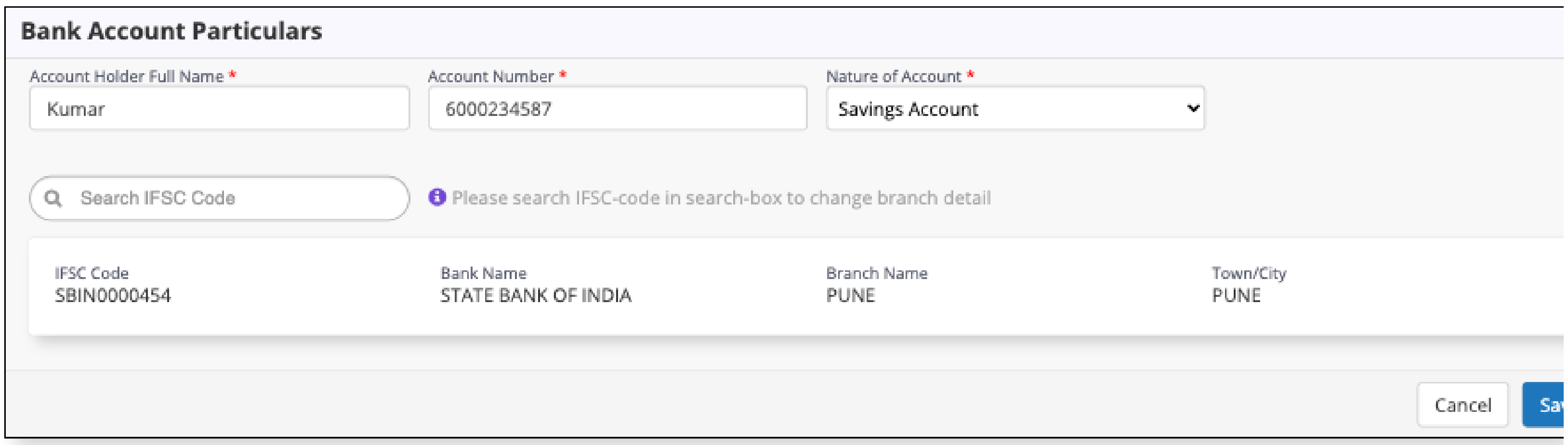
- Select **Bank Details**
- List of bank details will appear



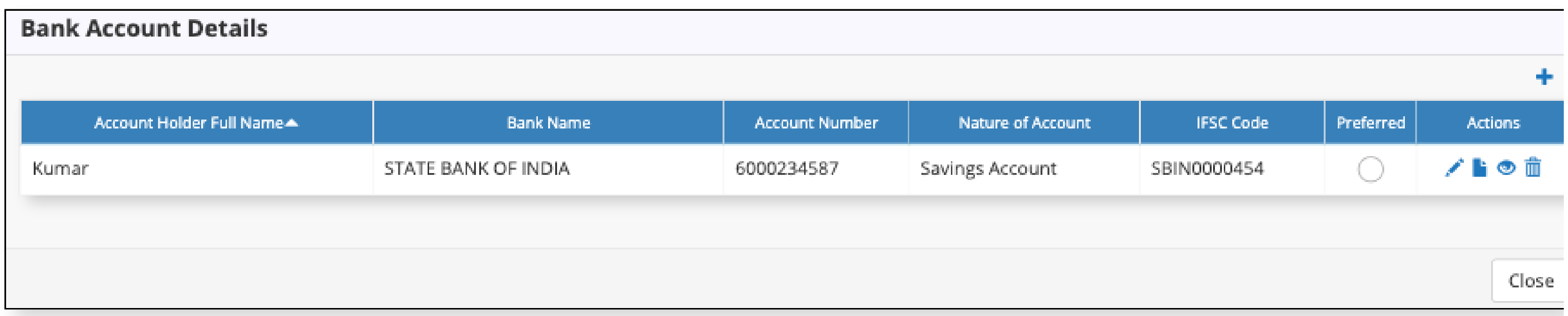
- **Add**
  - Click on +
  - Enter **Account Holder Full Name**
  - Enter **Account Number**
  - Select **Nature of Account**
  - Start entering branch **IFSC Code** of the Bank
  - A list will appear with IFSC Code
  - Scroll up or down the list and select IFSC Code
  - Check the bank details
  - Click on Save



- **Edit**
  - Click on button to which you want to edit details
  - Modify **Bank Account** details
  - Click on Save



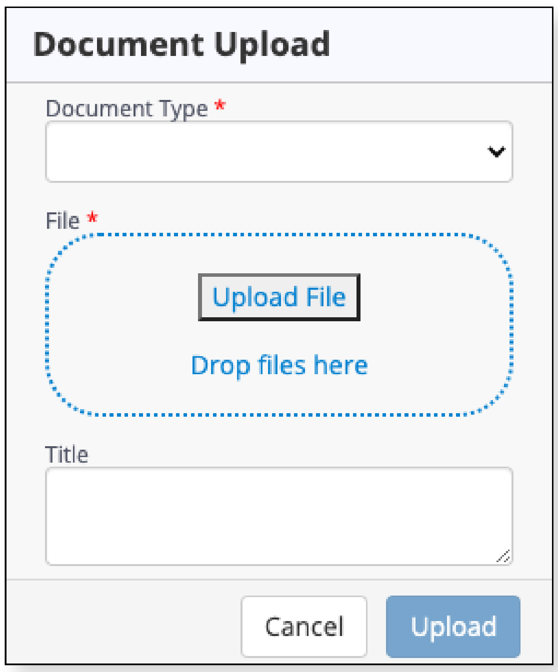
- **Delete**
  - Click on button to which you want to delete
  - Click on ✔ Yes for the confirmation
- Click on Close



- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
  - Click on ⋮ button of the Creditor which you want to Activate

- Select **Make it active**
- Click on ✔ Yes for confirmation

- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
  - Click on ⋮ button of the Creditor which you want to Inactivate
  - Select **Make it inactive**
  - Click on ✔ Yes for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
  - Click on ⋮ button of the Creditor which you want to Delete
  - Select **Delete permanently**
  - Click on ✔ Yes for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
  - Click on button to which you want to upload documents.
  - Click on + button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload



  - Click on Close once upload is completed

Expected Outcome:

- You will be redirected to Employee page with updated details

---

Message & Notes:

- If Bank account made preferred - User will failed to delete bank detail and will get notified, that bank details is used in case

---

Authorized Representative

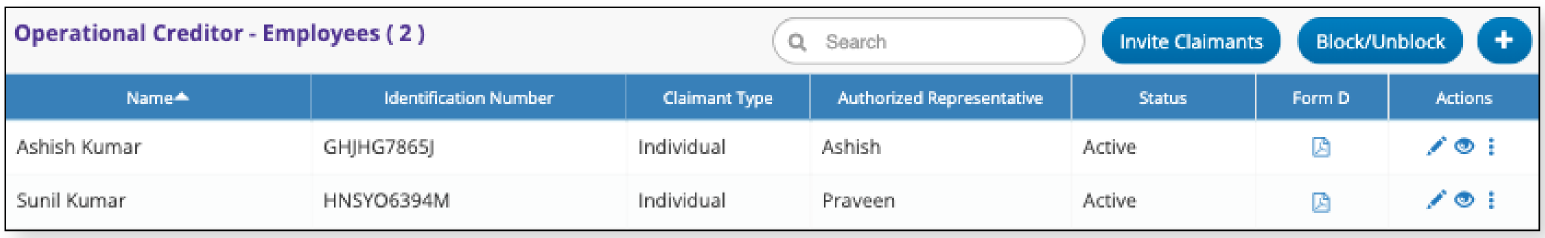
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Employee
- Have Authorized Representative details ready

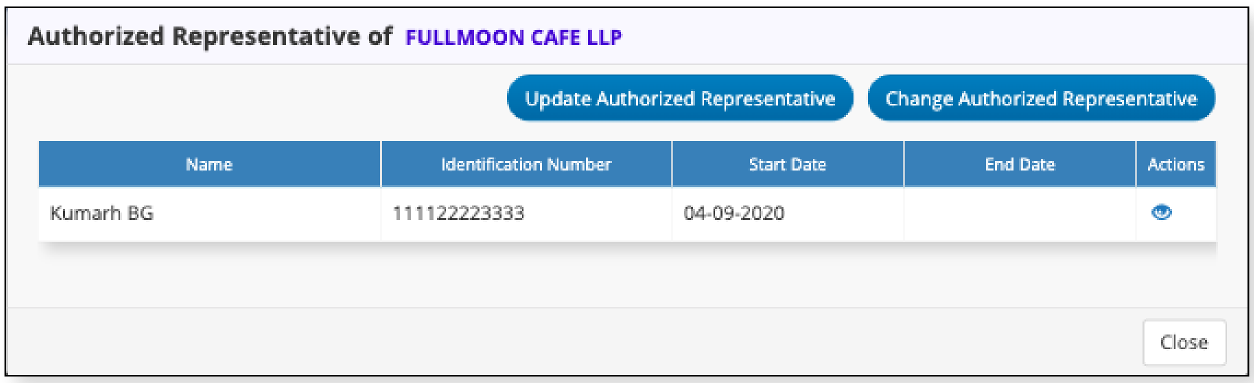
Follow these steps:

- Click on Case to which you want to perform any action on Employee
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page

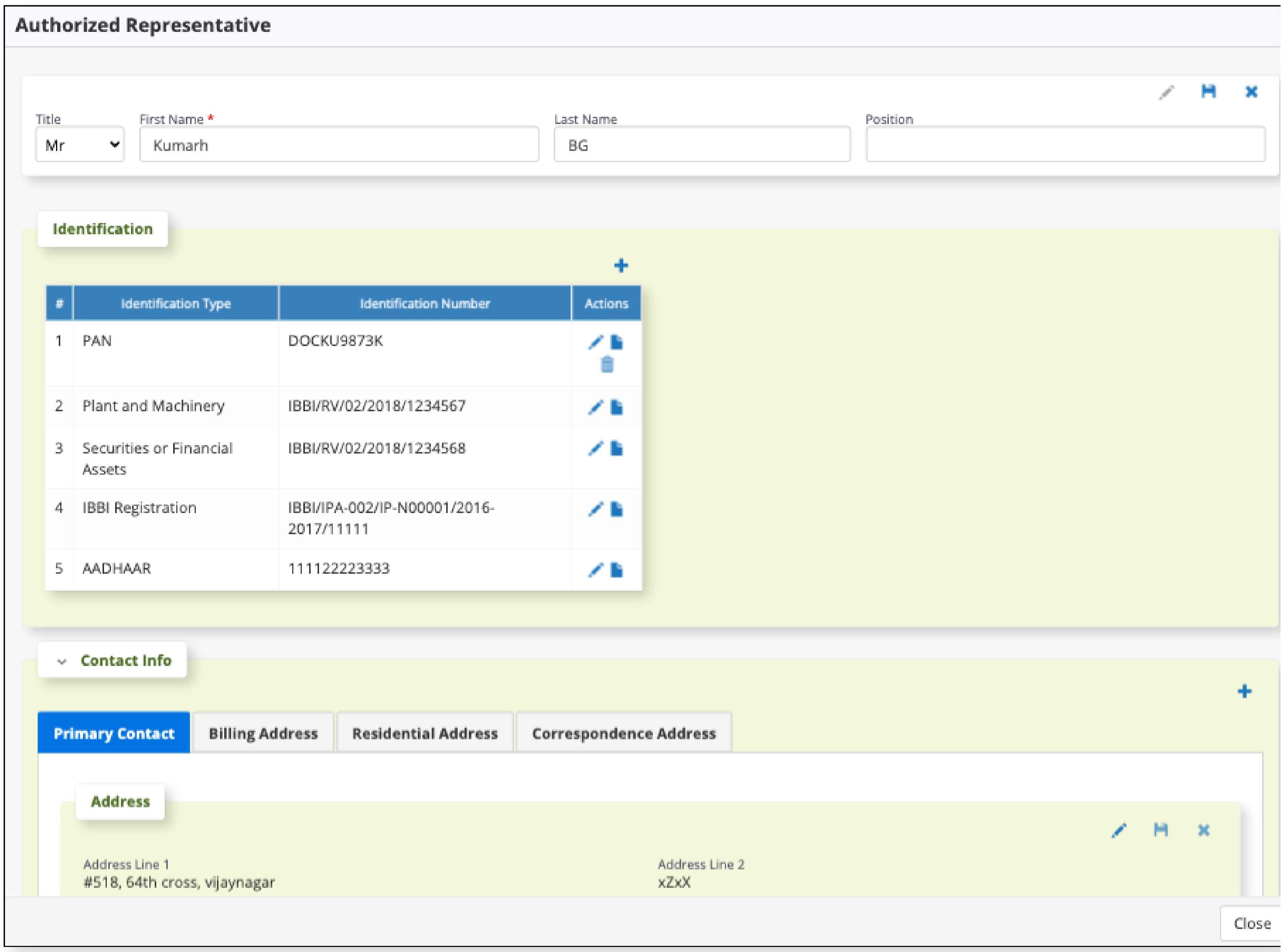
- Go to Side bar and navigate to **Employee**
- You will be redirected to Employee Page
- Employee list will appear



- Click on button of the Employee to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear



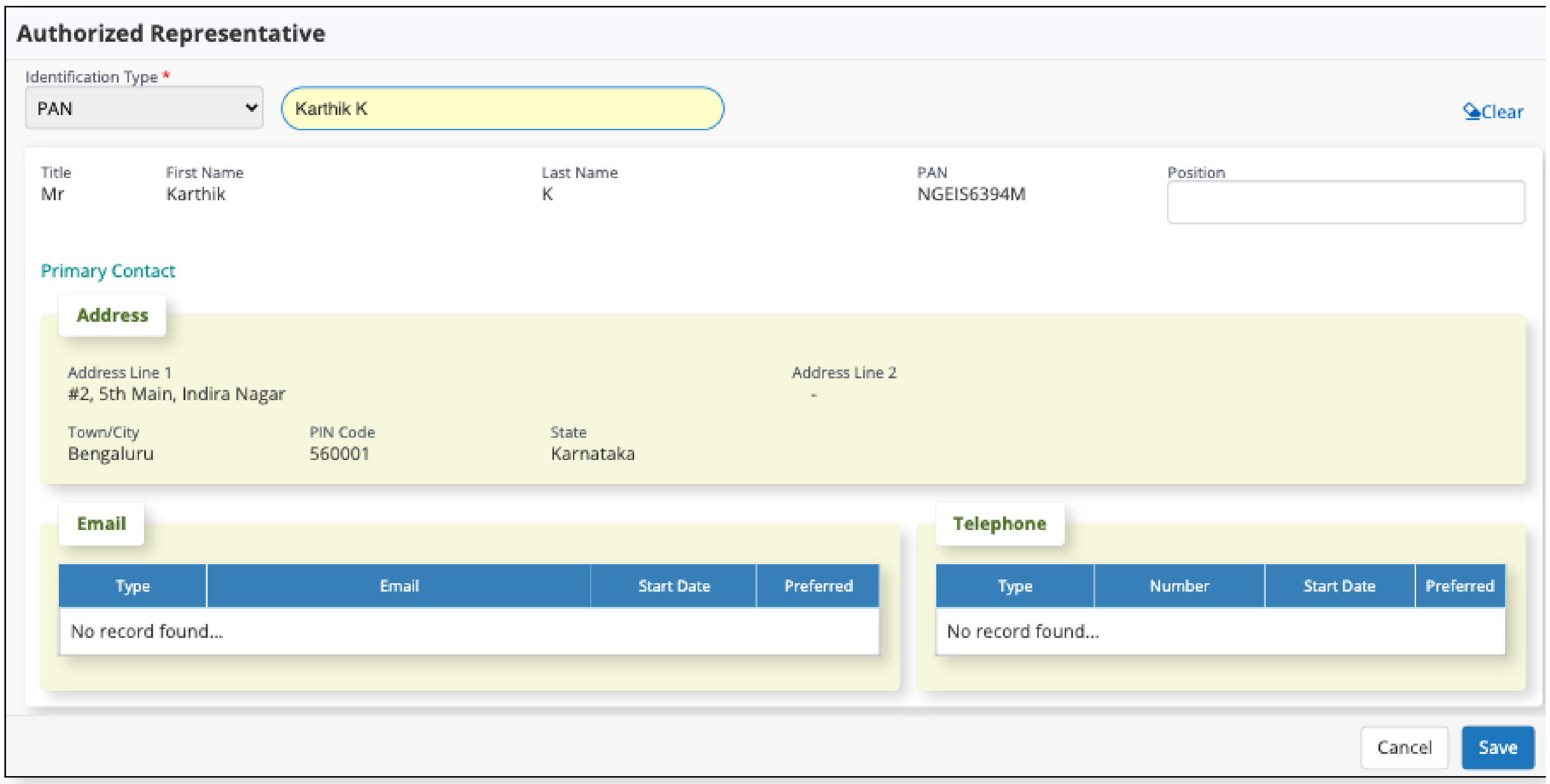
- To **Modify**,
  - Click on Update Authorized Representative
  - Modify **Authorized Representative** details
  - Click on Close



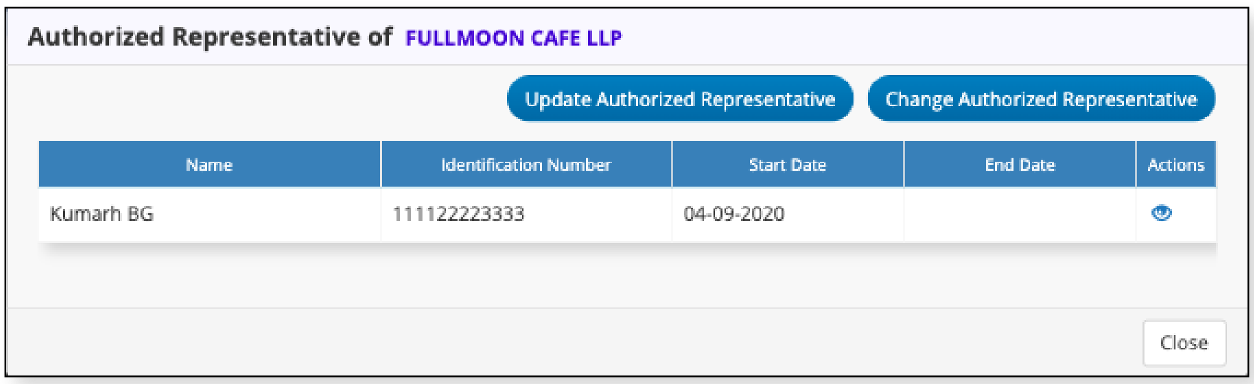
- To **Change**,
  - Click on Change Authorized Representative
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**

- Enter **Identification Number**
- Enter **Address**

◦ Click on Save



- Click on Close



Expected Outcome:

- You will be redirected to Employee page with updated details

---

Message & Notes:

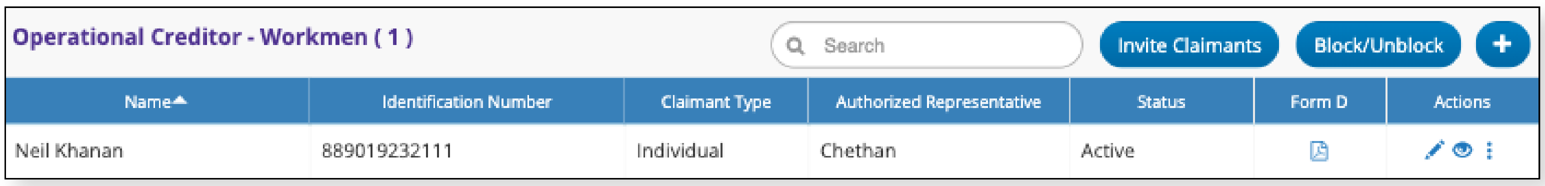
Workman

<u>**Before you begin:**</u>

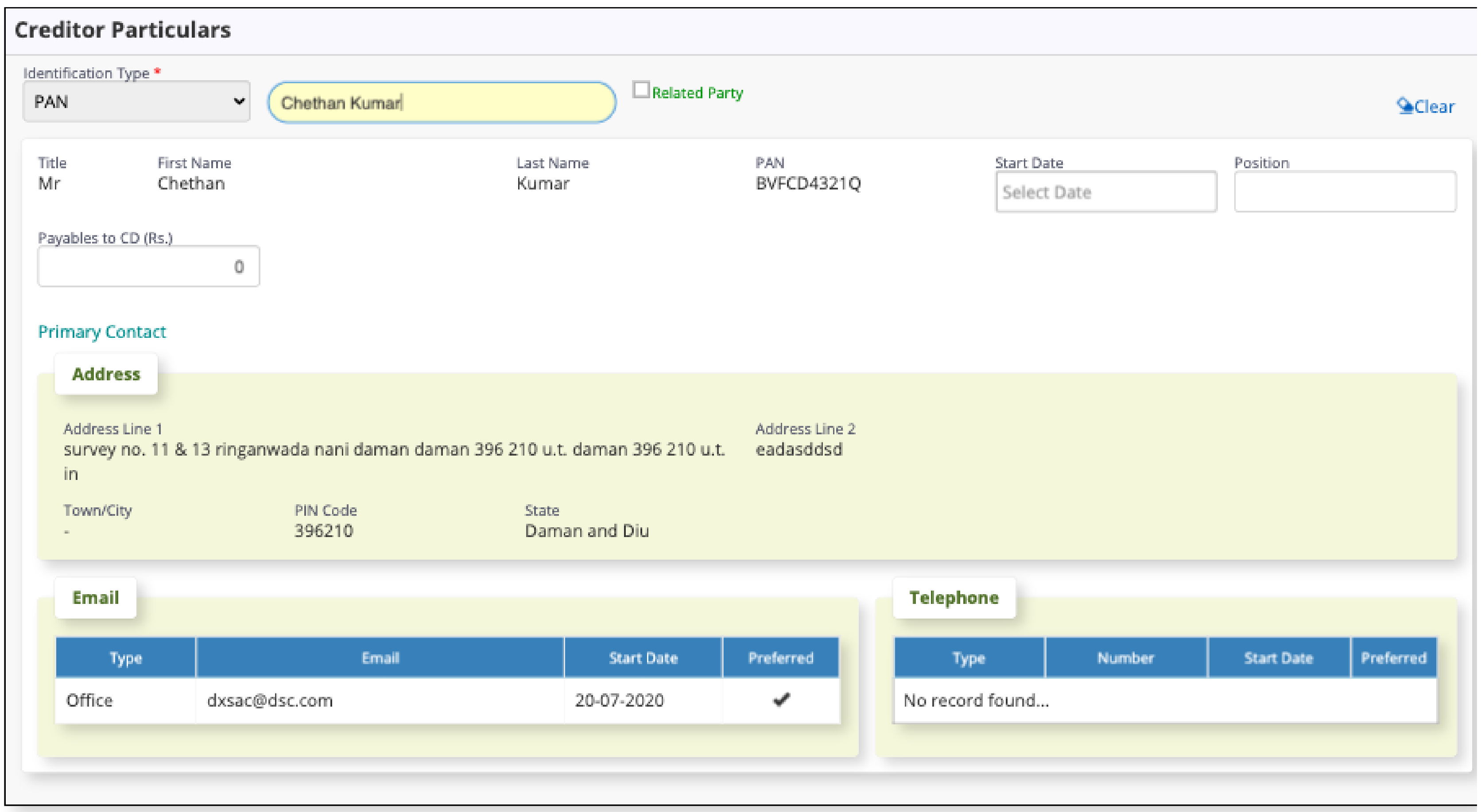
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Have Workman and Authorized Representative details ready

<u>**Follow these steps:**</u>

- Click on Case to which you want to perform any action on Workman
- You will be directed to <u>Case Profile</u> Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to <u>Financial Creditor</u> Page
- Go to Side bar and navigate to **Workman**
- You will be redirected to <u>Workman</u> Page
- Workman list will appear



- **Add** (Applicable for Case Manager/Case Worker)
  - Click on +
  - To enter details of Workman,
    - If Workman is already Registered in PDA,
      - Start entering **Identification Number/Name** of the Workman
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Workman
    - If Workman is not Registered in PDA,
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**

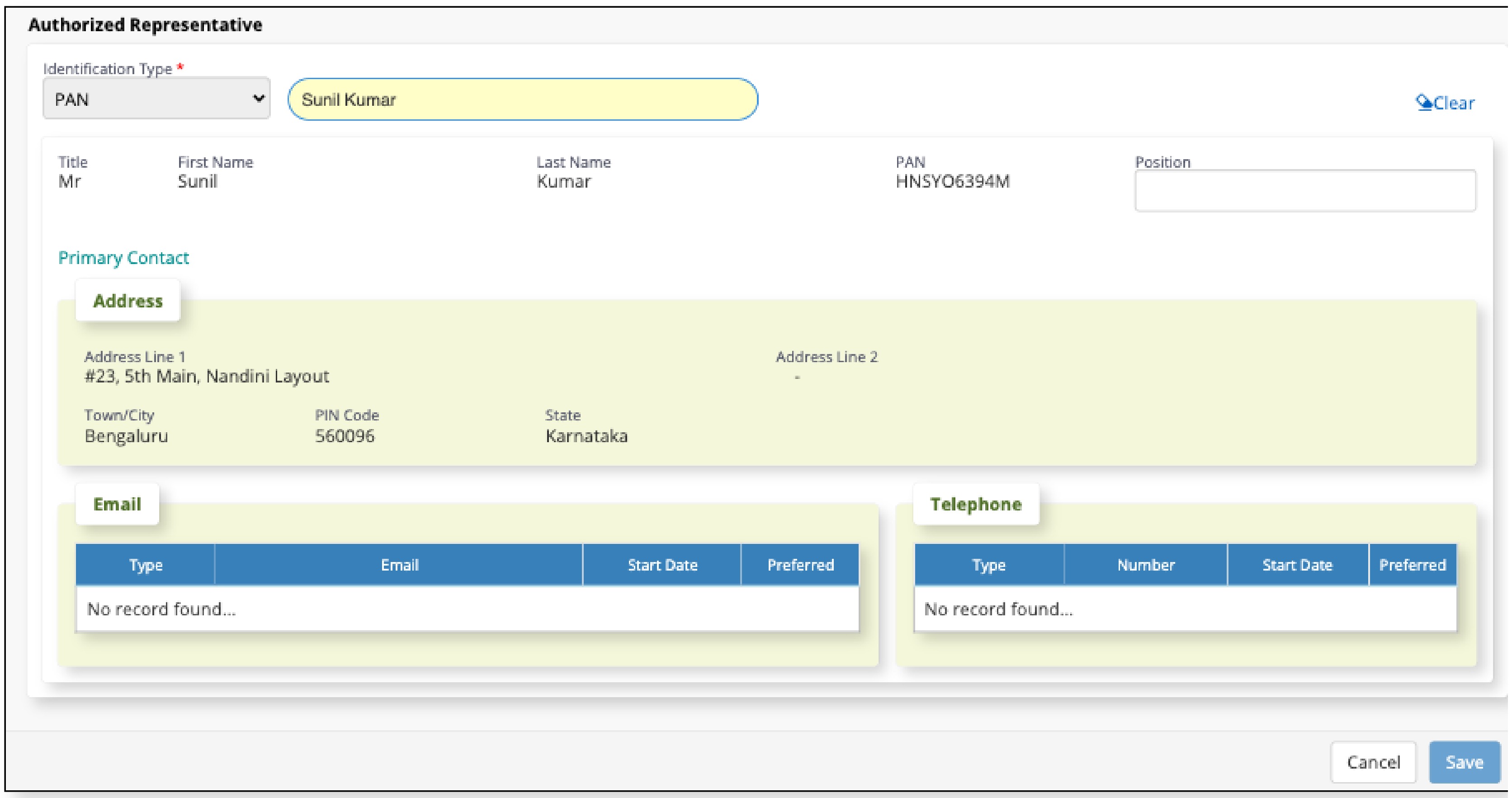


  - To enter details of Workman Authorized Representative,
    - If Authorized Representative is already Registered in PDA
      - Start entering **Identification Number/Name** of the Authorized Representative
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity

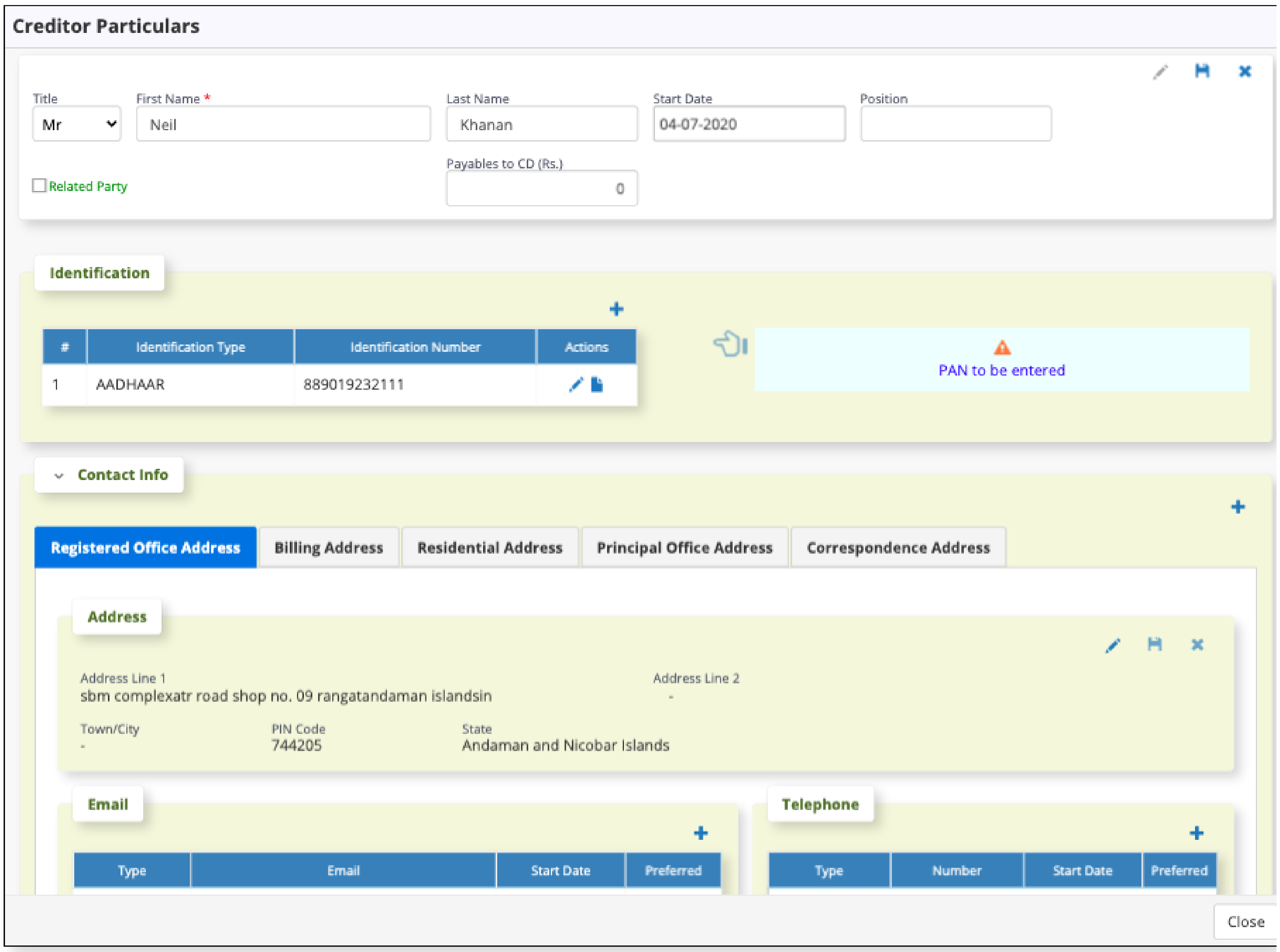
- Check Entity details of the Authorized Representative

- If Authorized Representative is not Registered in PDA
  - Enter **Name**
  - Enter **Identification Number**
  - Enter **Address**

- Click on Save

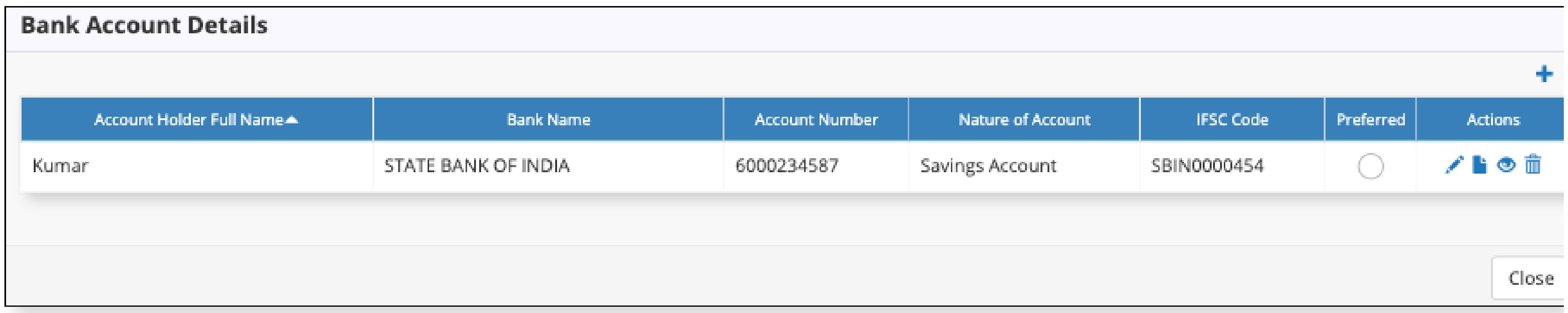


- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button to which you want to edit details
  - Select **Claimant**
  - Modify **Workman** details
  - Click on Close

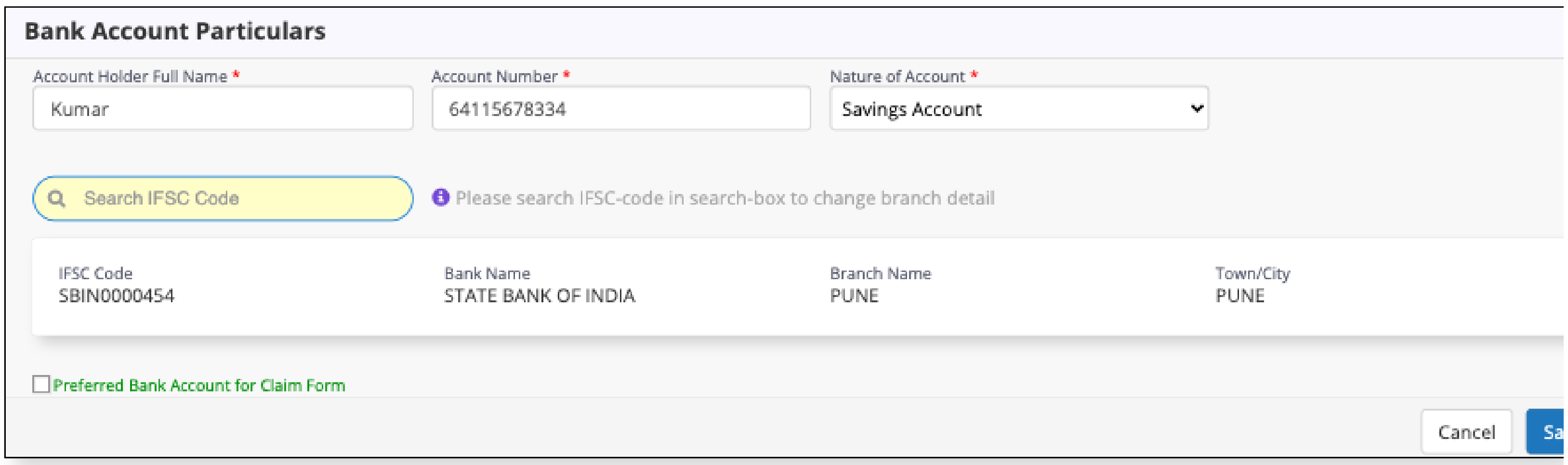


- **Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button of the Workman to which you want to perform any action on Bank details
  - Select **Bank Details**

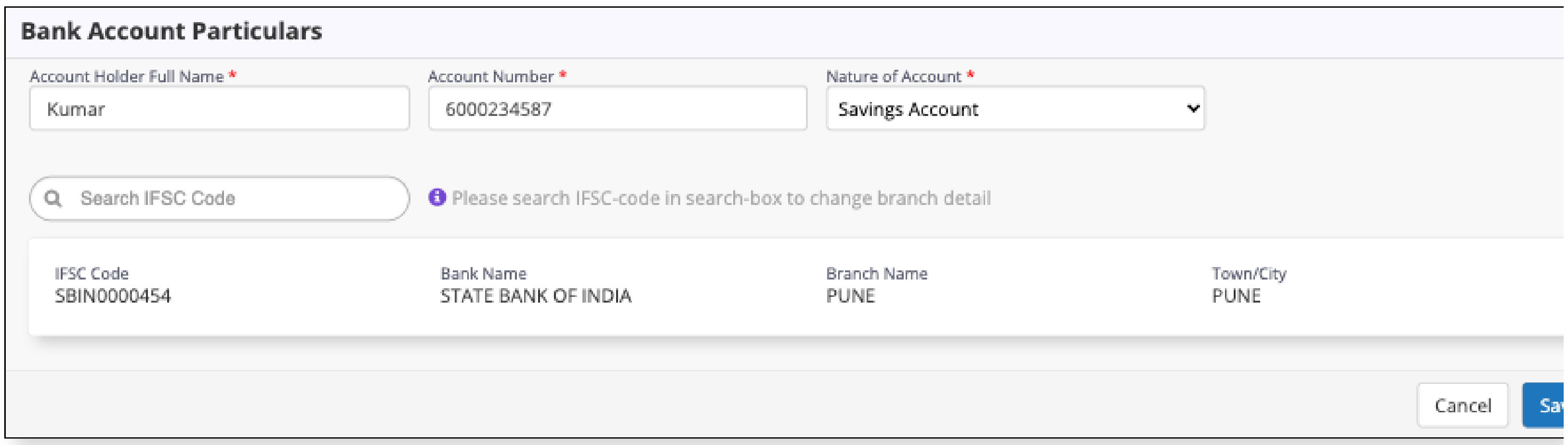
- List of bank details will appear



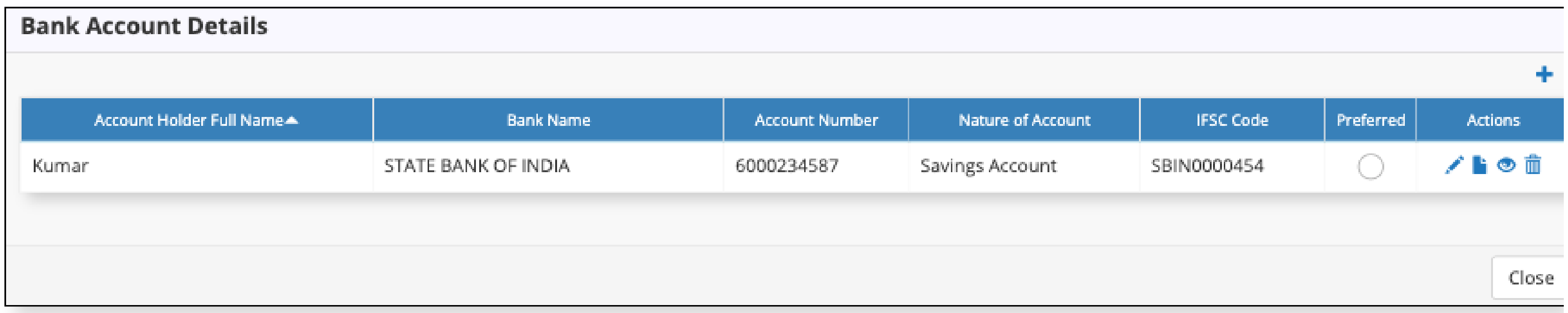
- **Add**
  - Click on +
  - Enter **Account Holder Full Name**
  - Enter **Account Number**
  - Select **Nature of Account**
  - Start entering branch **IFSC Code** of the Bank
  - A list will appear with IFSC Code
  - Scroll up or down the list and select IFSC Code
  - Check the bank details
  - Click on Save



- **Edit**
  - Click on button to which you want to edit details
  - Modify **Bank Account** details
  - Click on Save



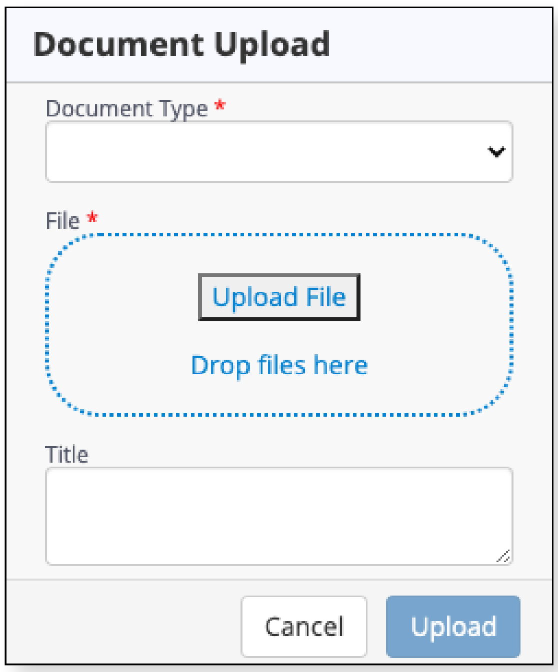
- **Delete**
  - Click on button to which you want to delete
  - Click on ✔ Yes for the confirmation
- Click on Close



- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
  - Click on ⋮ button of the Creditor which you want to Activate
  - Select **Make it active**

- Click on ✔ Yes for confirmation

- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
  - Click on ⋮ button of the Creditor which you want to Inactivate
  - Select **Make it inactive**
  - Click on ✔ Yes for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
  - Click on ⋮ button of the Creditor which you want to Delete
  - Select **Delete permanently**
  - Click on ✔ Yes for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
  - Click on button to which you want to upload documents.
  - Click on + button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload



  - Click on Close once upload is completed

Expected Outcome:
- You will be redirected to Workman page with updated details

---

Message & Notes:
- If Bank account made preferred - User will failed to delete bank detail and will get notified, that bank details is used in case

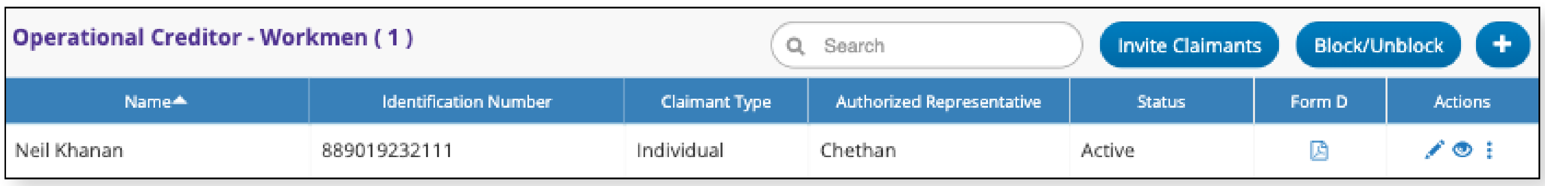
---

Authorized Representative

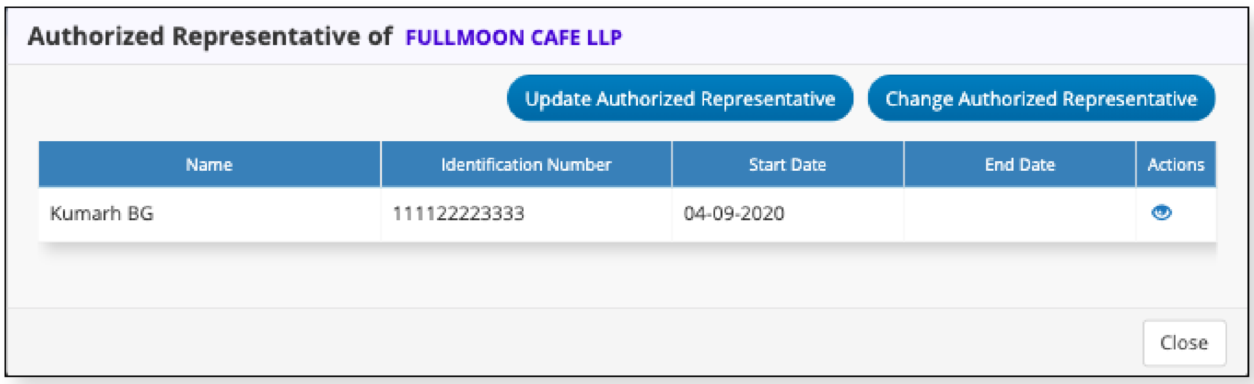
Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Workman
- Have Authorized Representative details ready

Follow these steps:
- Click on Case to which you want to perform any action on Workman
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Workman**

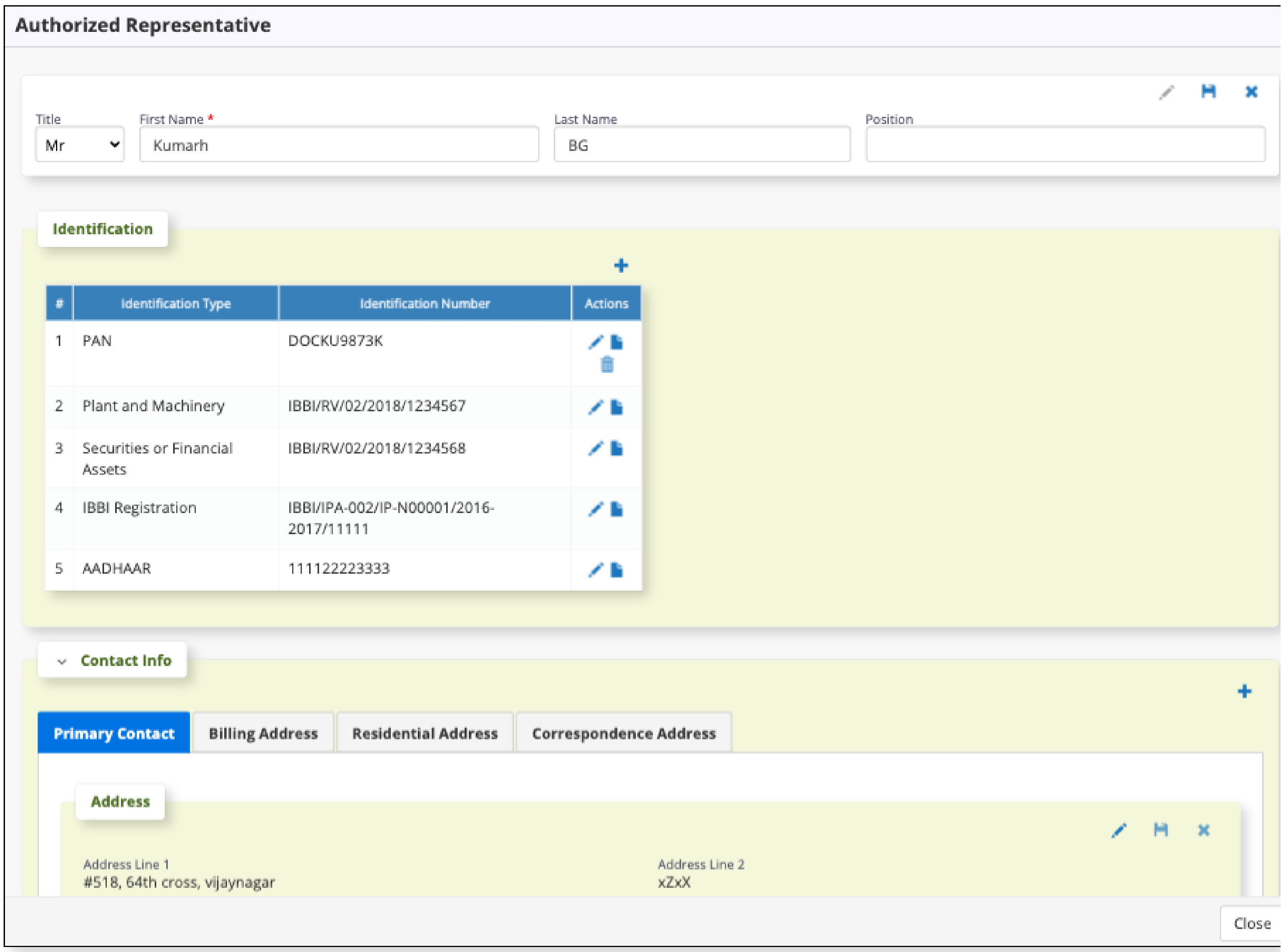
- You will be redirected to Workman Page
- Workman list will appear



- Click on button of the Workman to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear



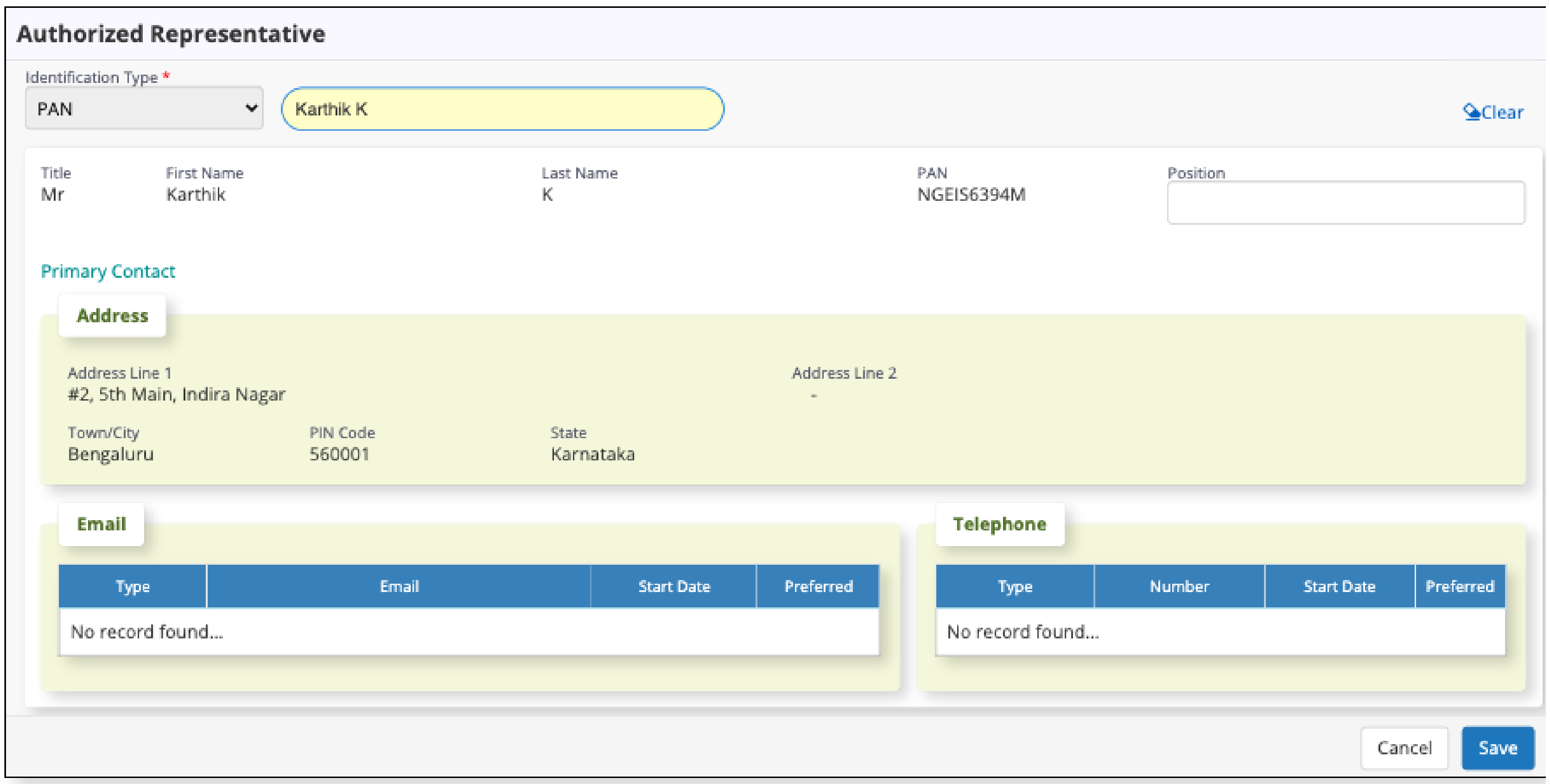
- To **Modify**,
  - Click on Update Authorized Representative
  - Modify **Authorized Representative** details
  - Click on Close



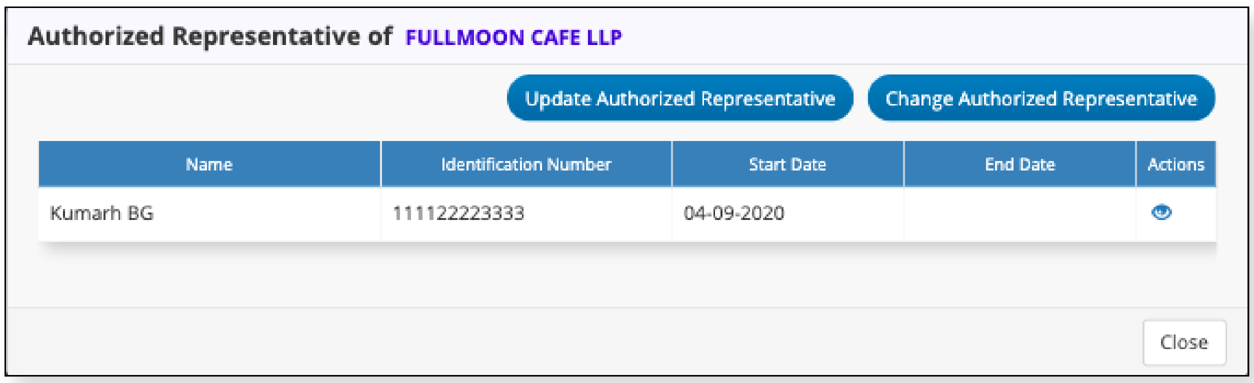
- To **Change**,
  - Click on Change Authorized Representative
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**

- Enter **Address**

- Click on Save



- Click on Close



Expected Outcome:

- You will be redirected to Workman page with updated details

---

Message & Notes:

Other Creditor (Applicable for Resolution stage)

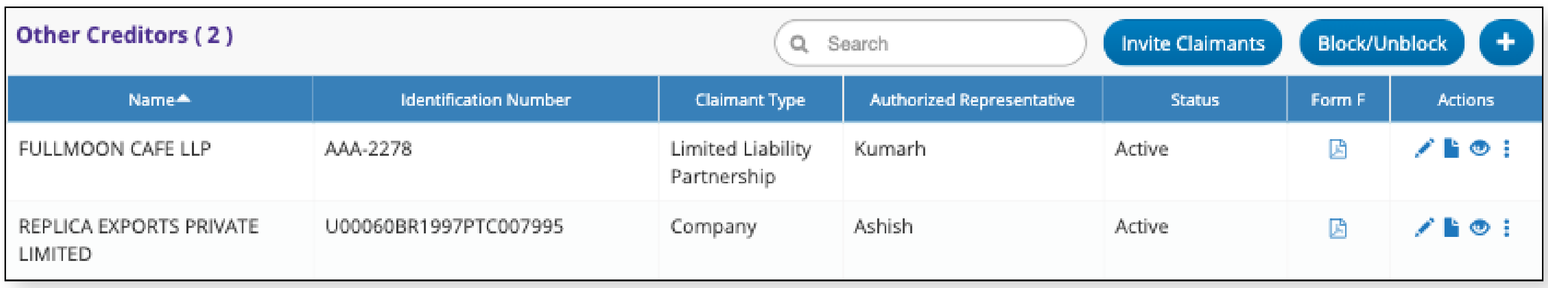
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Have on hand Other Creditor and Authorized Representative details ready

---

Follow these steps:

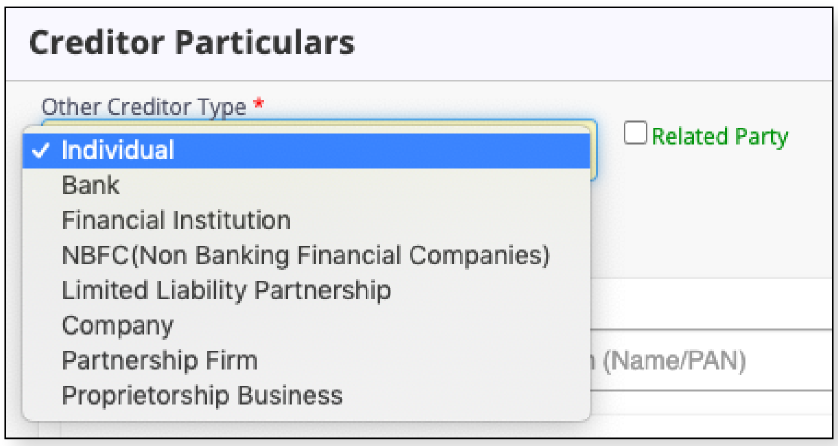
- Click on Case to which you want to perform any action on Other Creditor
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Other Creditor**
- You will be redirected to Other Creditor Page
- Other Creditor list will appear



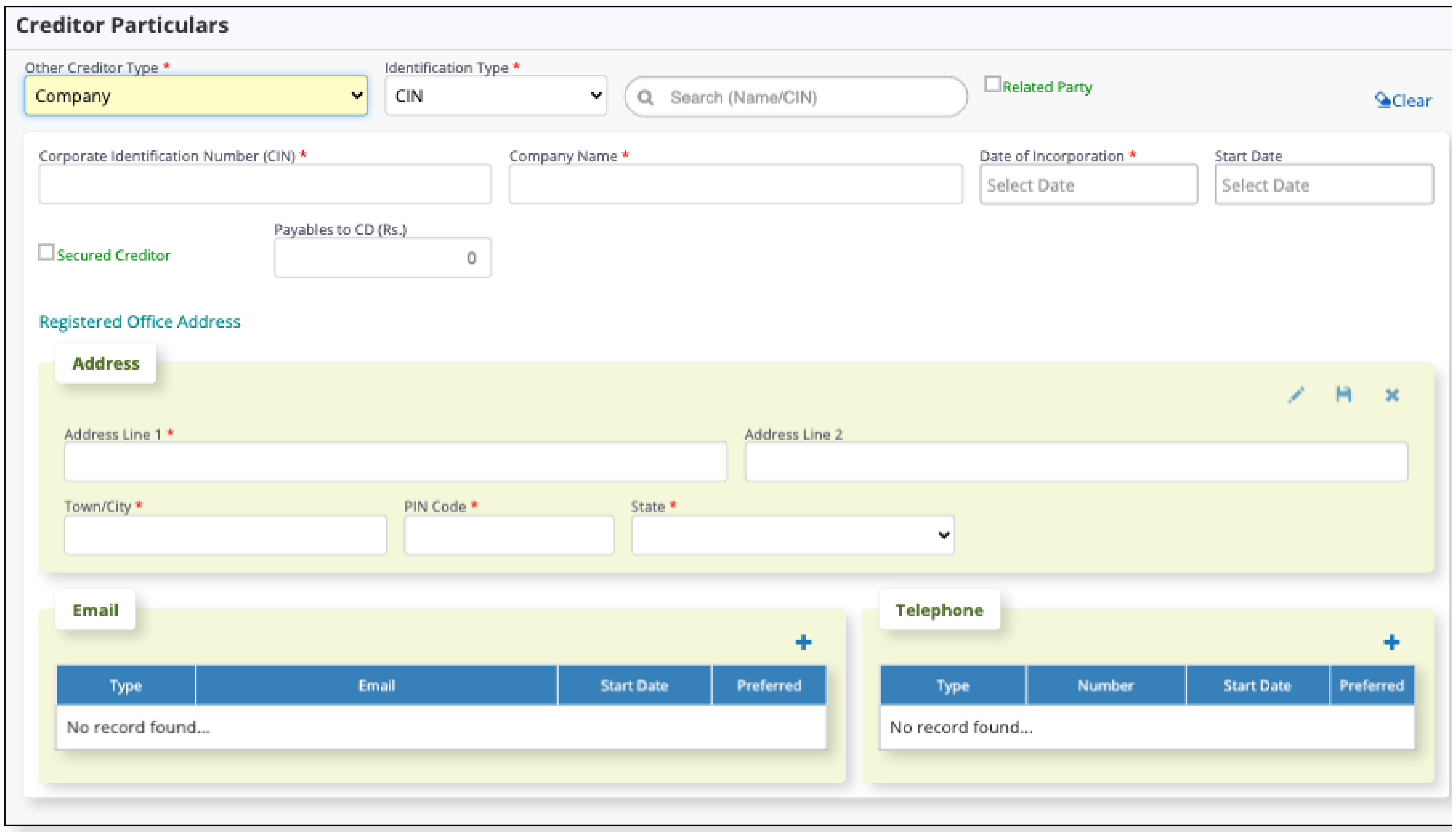
Other Creditors (2)   Search   Invite Claimants   Block/Unblock   +

Name	Identification Number	Claimant Type	Authorized Representative	Status	Form F	Actions
FULLMOON CAFE LLP	AAA-2278	Limited Liability Partnership	Kumarh	Active		
REPLICA EXPORTS PRIVATE LIMITED	U00060BR1997PTC007995	Company	Ashish	Active		

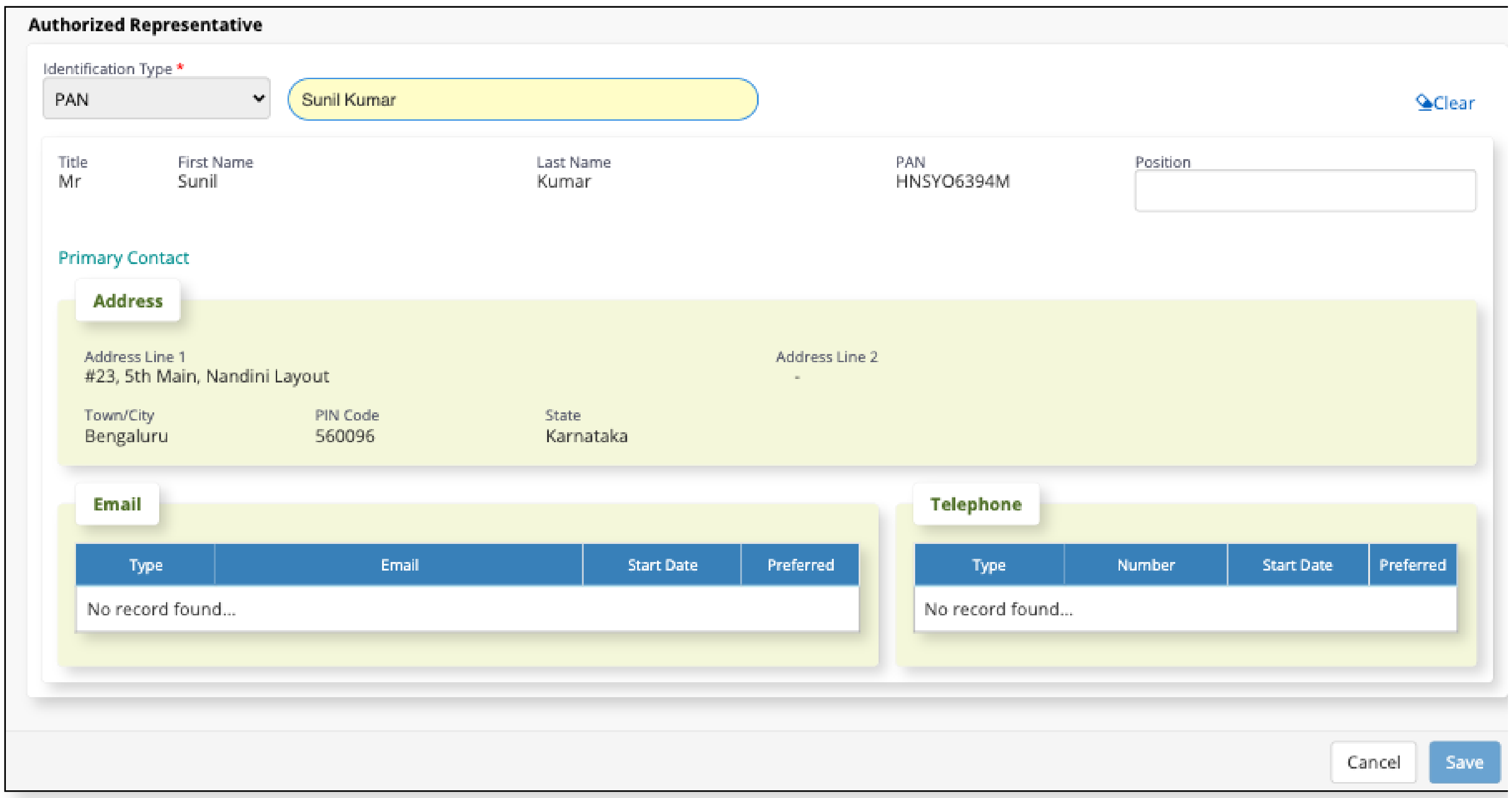
- **Add** (Applicable for Case Manager/Case Worker)
  - Click on +
  - To enter details of Other Creditor,
    - Select Entity type of the Other Creditor



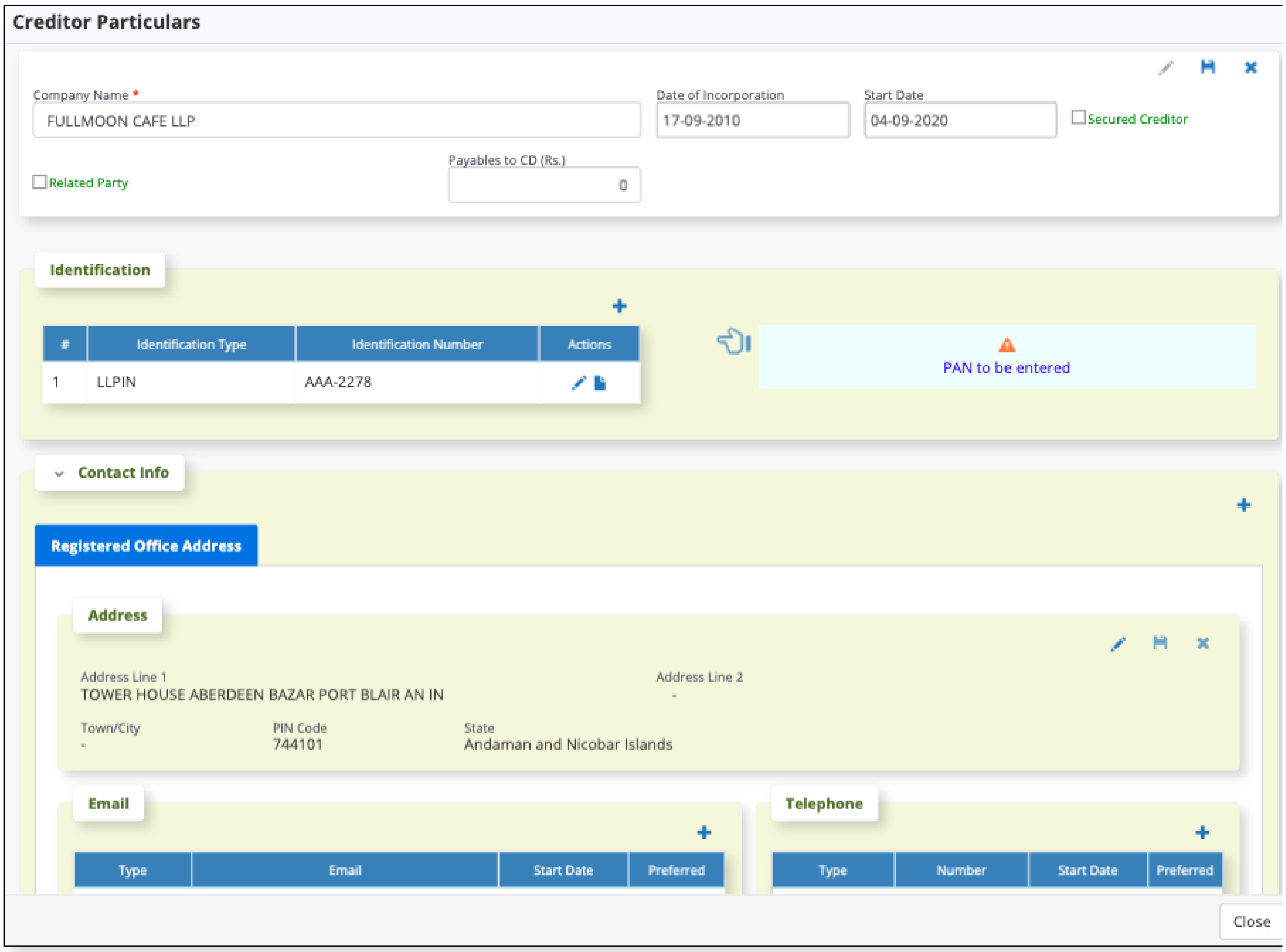
    - If Other Creditor is already Registered in PDA,
      - Start entering **Identification Number/Name** of the Other Creditor
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Other Creditor
    - If Other Creditor is not Registered in PDA,
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**



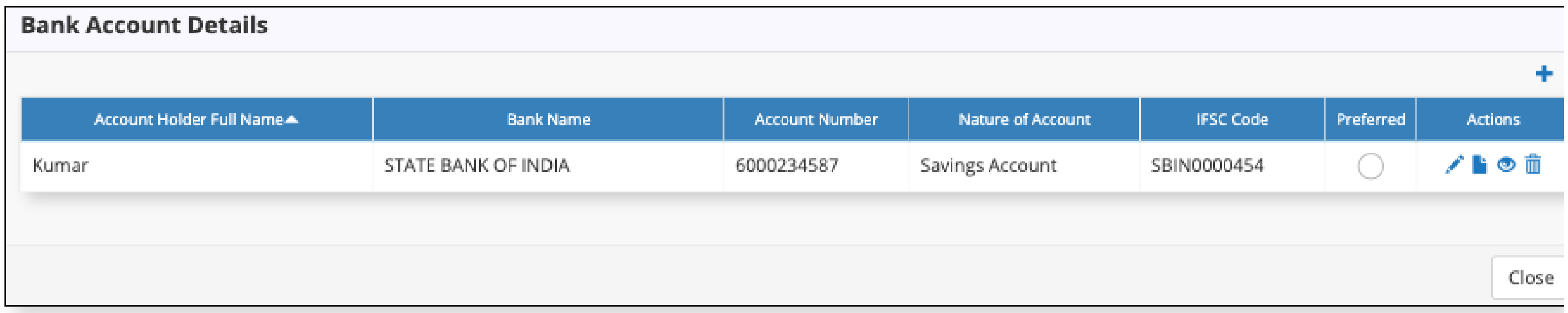
- To enter details of Other Creditor Authorized Representative,
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
- Click on Save



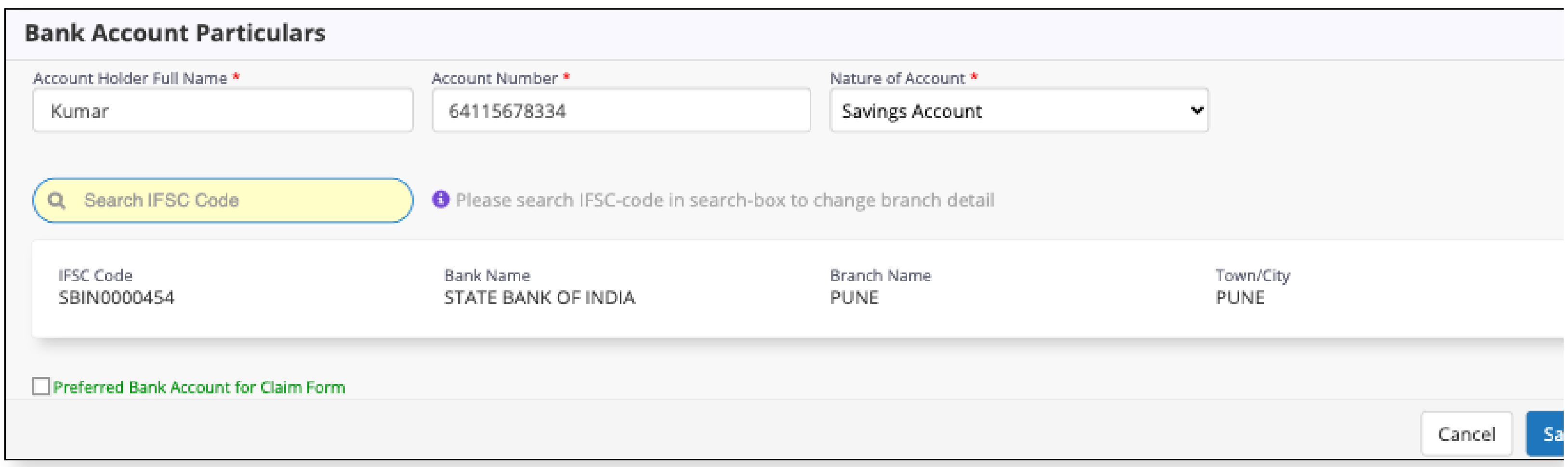
- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button to which you want to edit details
  - Select **Claimant**
  - Modify **Other Creditor** details
  - Click on Close



- **Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button of the Other Creditor to which you want to perform any action on Bank details
  - Select **Bank Details**
  - List of bank details will appear

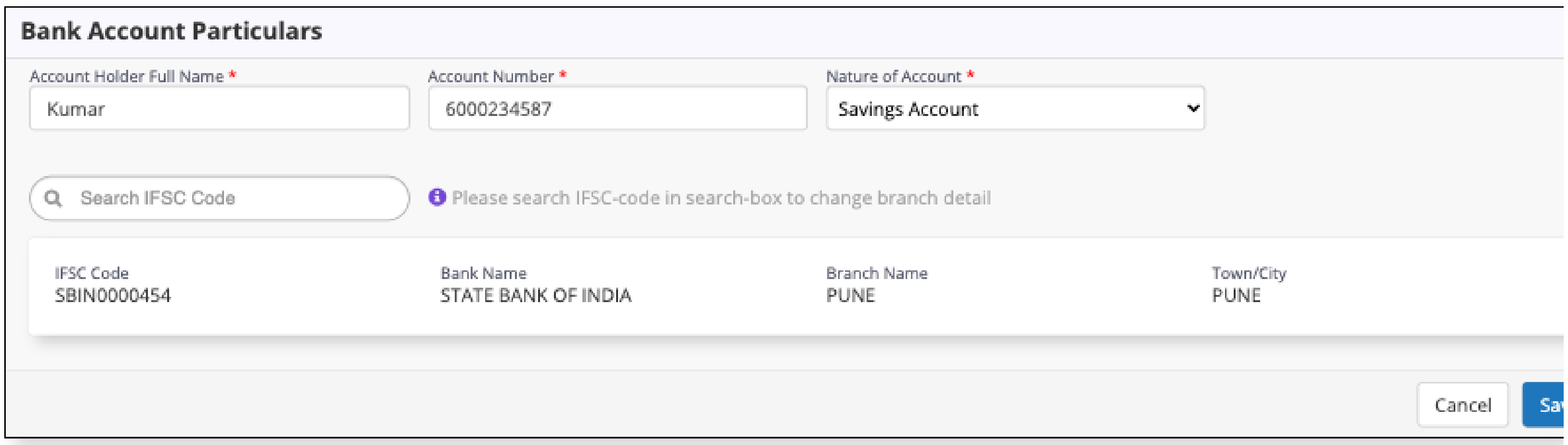


  - **Add**
    - Click on
    - Enter **Account Holder Full Name**
    - Enter **Account Number**
    - Select **Nature of Account**
    - Start entering branch **IFSC Code** of the Bank
    - A list will appear with IFSC Code
    - Scroll up or down the list and select IFSC Code
    - Check the bank details
    - Click on Save

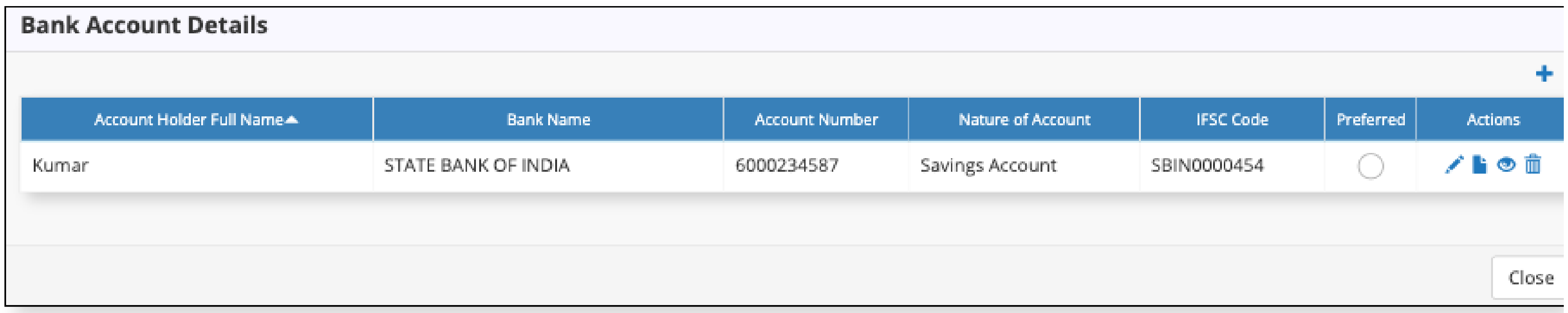


  - **Edit**

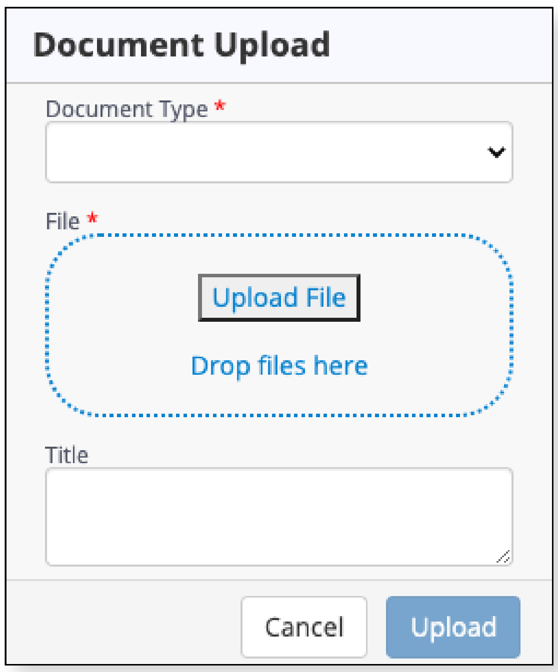
- Click on ✎ button to which you want to edit details
- Modify **Bank Account** details
- Click on Save



- **Delete**
  - Click on 🗑 button to which you want to delete
  - Click on ✔ Yes for the confirmation
- Click on Close



- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
  - Click on ⋮ button of the Creditor which you want to Activate
  - Select **Make it active**
  - Click on ✔ Yes for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
  - Click on ⋮ button of the Creditor which you want to Inactivate
  - Select **Make it inactive**
  - Click on ✔ Yes for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
  - Click on ⋮ button of the Creditor which you want to Delete
  - Select **Delete permanently**
  - Click on ✔ Yes for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
  - Click on 📄 button to which you want to upload documents.
  - Click on + button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload



- Click on Close once upload is completed

Expected Outcome:
- You will be redirected to Other Creditor page with updated details

---

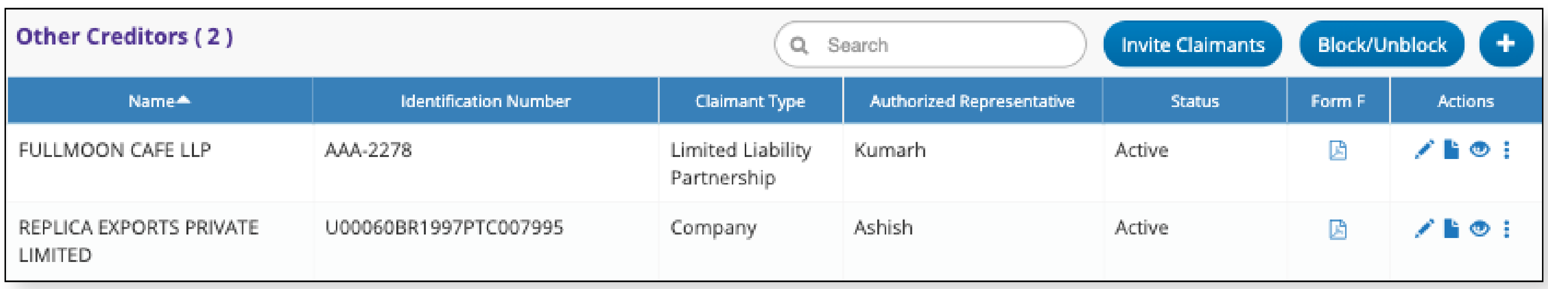
Message & Notes:
- If Bank account made preferred - User will failed to delete bank detail and will get notified, that bank details is used in case

---

Authorized Representative

Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Other Creditor
- Have Authorized Representative details ready

Follow these steps:
- Click on Case to which you want to perform any action on Other Creditor
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Other Creditor**
- You will be redirected to Other Creditor Page
- Other Creditor list will appear

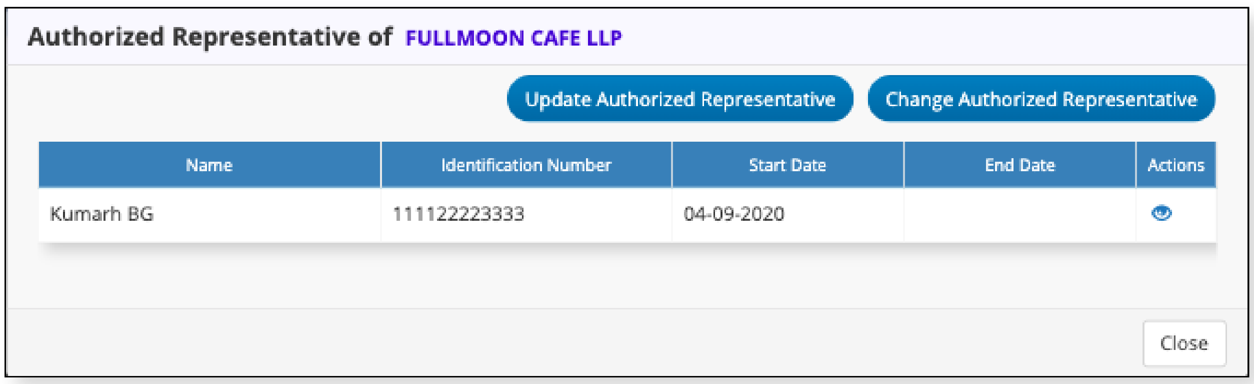


Other Creditors (2)

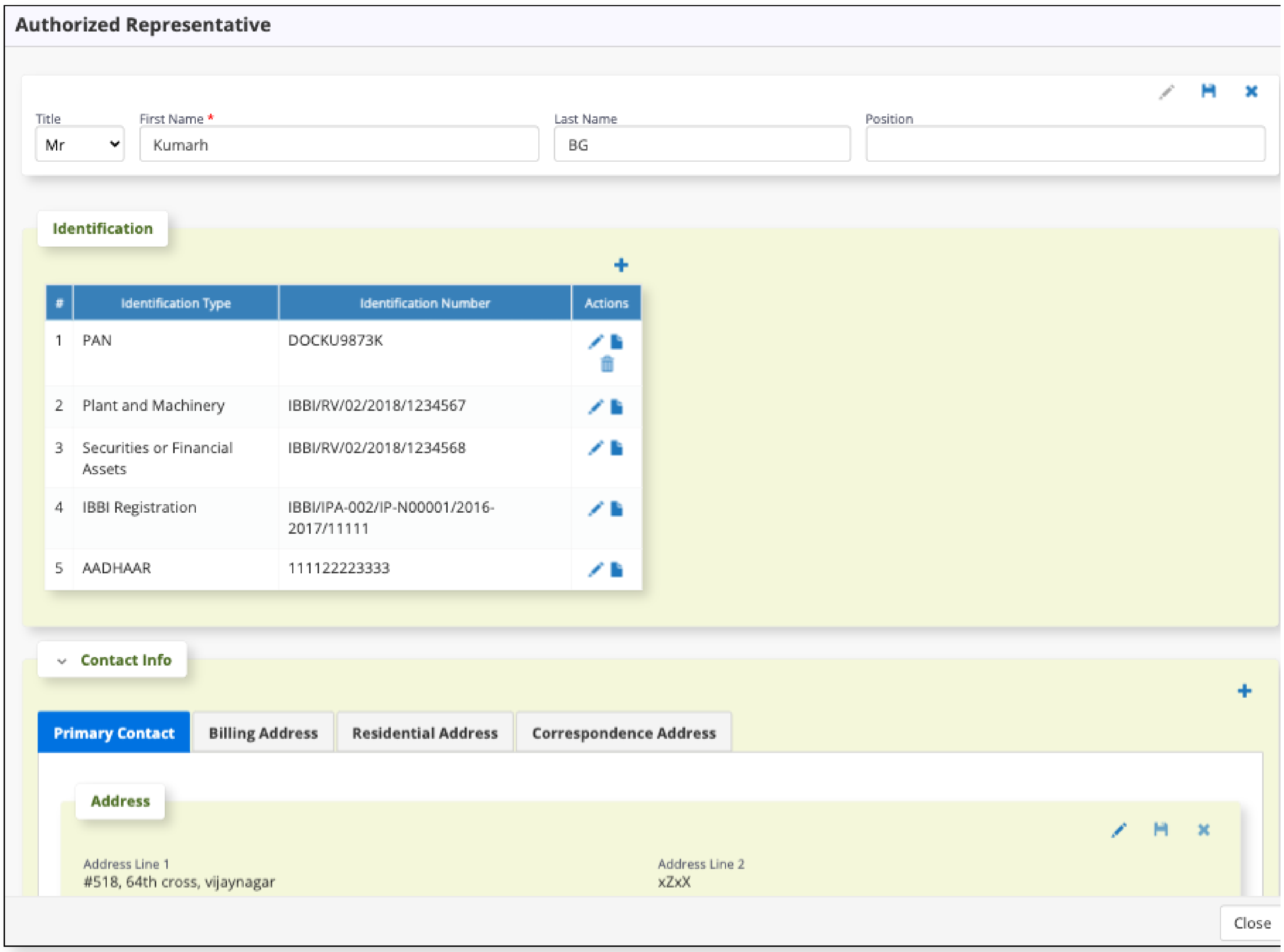
Search | Invite Claimants | Block/Unblock | +

Name	Identification Number	Claimant Type	Authorized Representative	Status	Form F	Actions
FULLMOON CAFE LLP	AAA-2278	Limited Liability Partnership	Kumarh	Active		
REPLICA EXPORTS PRIVATE LIMITED	U00060BR1997PTC007995	Company	Ashish	Active		

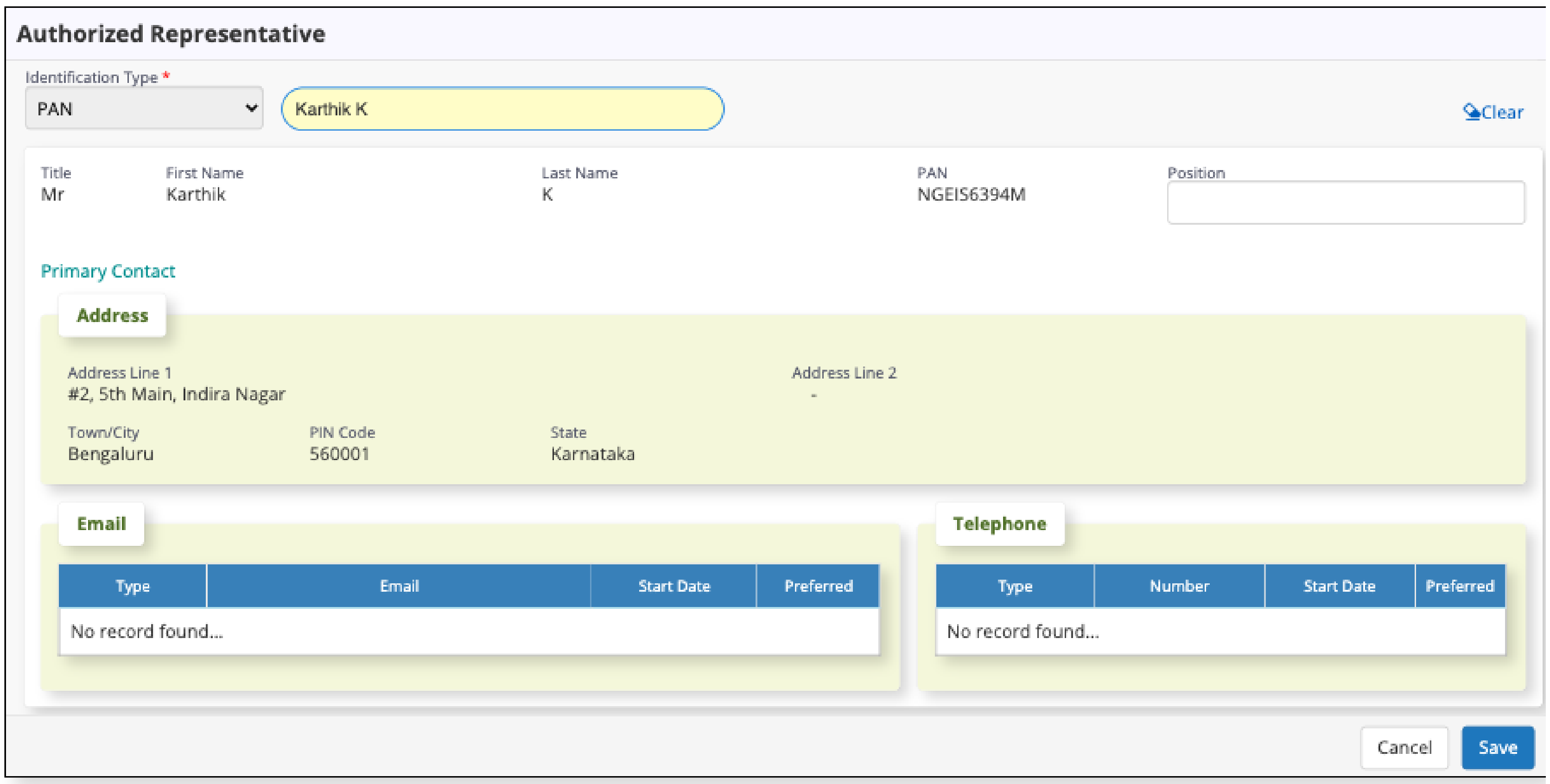
- Click on button of the Other Creditor to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear



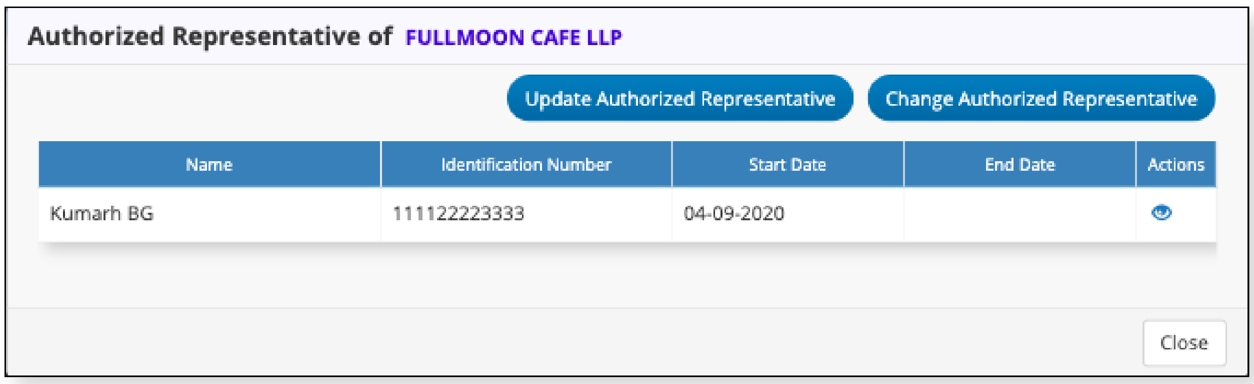
- To **Modify**,
  - Click on Update Authorized Representative
  - Modify **Authorized Representative** details
  - Click on Close



- To **Change**,
  - Click on Change Authorized Representative
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
  - Click on Save



- Click on Close



Expected Outcome:

- You will be redirected to Other Creditor page with updated details

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Message & Notes:

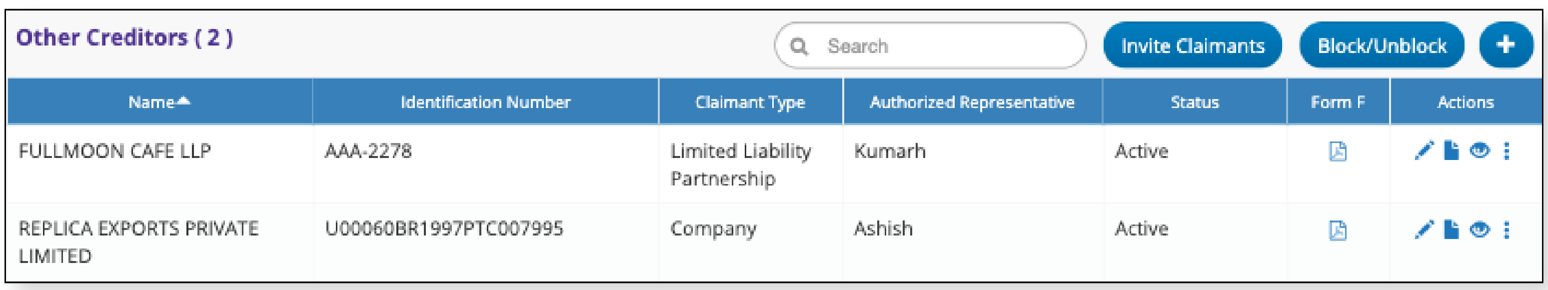
Designated Partner

Before you begin:

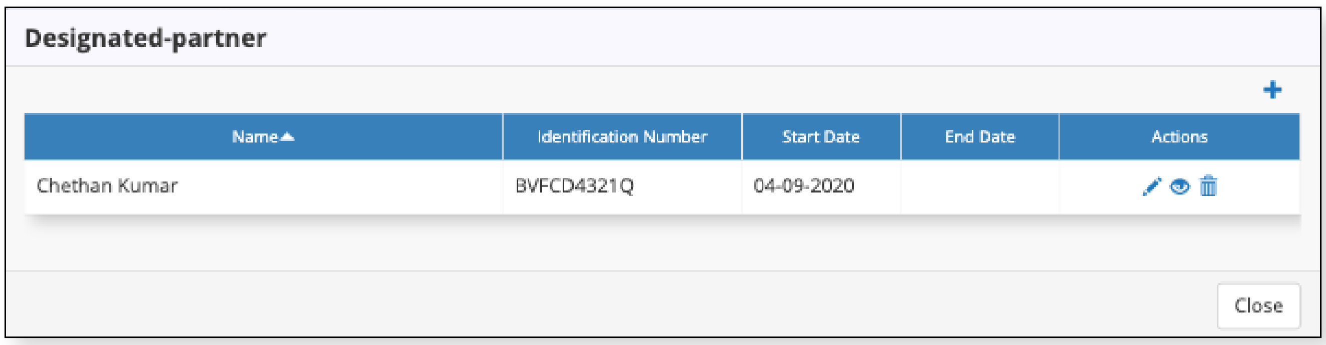
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Limited Liability Partnership
- Have on hand Designated Partner details ready

Follow these steps:

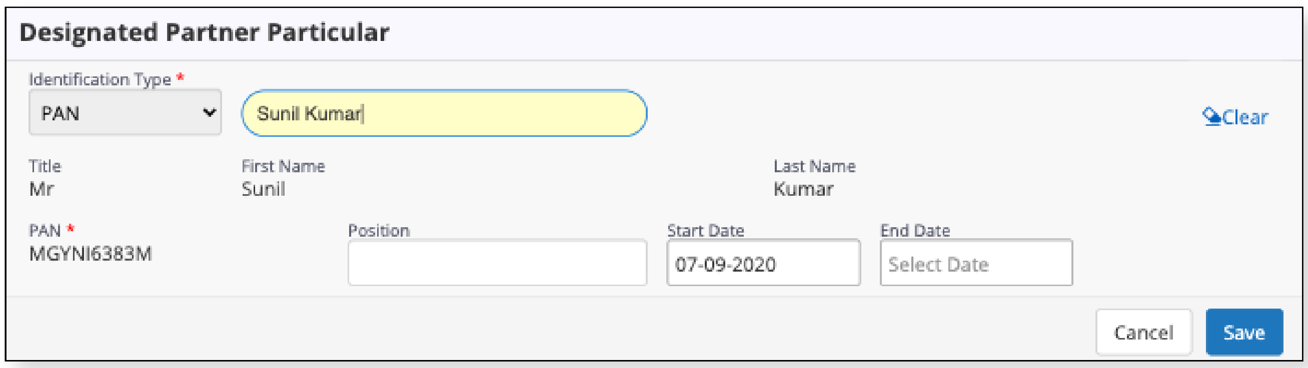
- Click on Case to which you want to perform any action on Other Creditor
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Other Creditor**
- You will be redirected to Other Creditor Page
- Other Creditor list will appear



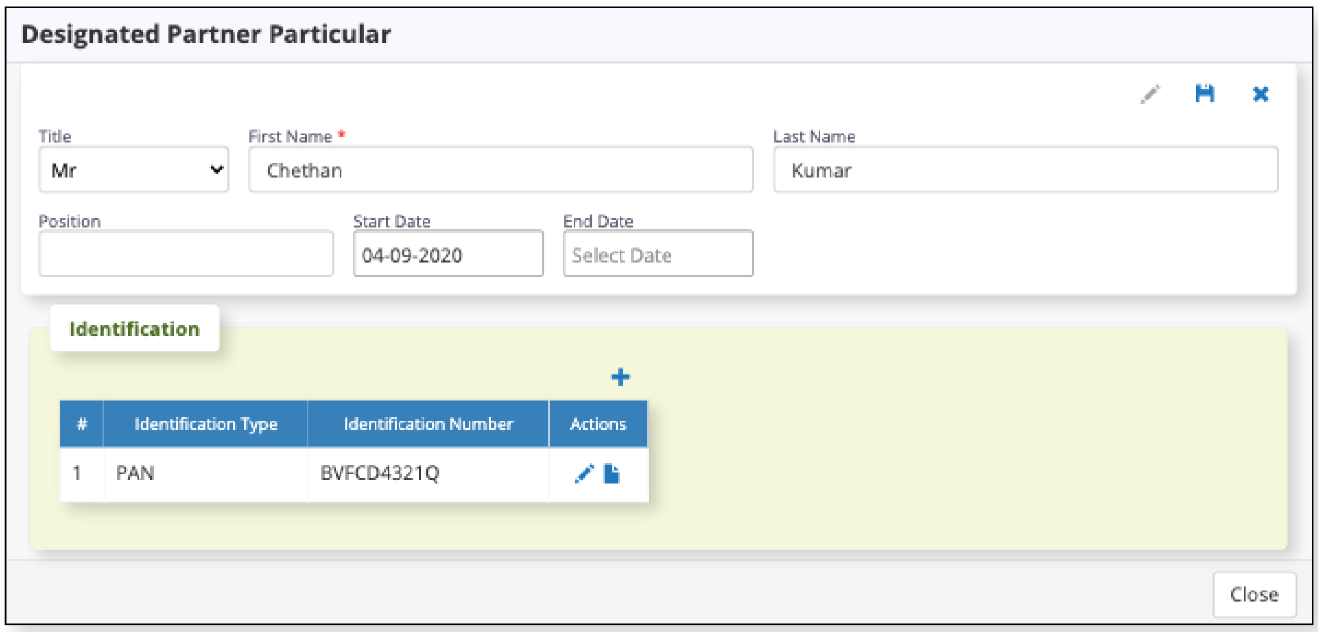
- Click on button of Other Creditor to which you want to perform any action on Designated Partner
- Select **Designated Partner**
- List of Designated Partner will appear



- **Add**
  - Click on +
  - To enter details of Designated Partner,
    - If Designated Partner is already Registered in PDA
      - Start entering **Identification Number/Name** of the Designated Partner
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Designated Partner
    - If Designated Partner is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
  - Click on Save



- **Edit**
  - Click on button to which you want to edit details
  - Modify **Designated Partner** details
  - Click on Close



- **Delete**
  - Click on button of the Designated Partner which you want to delete
  - Click on ✔ Yes for the confirmation
- Click on Close

Designated-partner

+

Name ▲	Identification Number	Start Date	End Date	Actions
Chethan Kumar	BVFCD4321Q	04-09-2020		

Close

Expected Outcome:

- You will be redirected to Other Creditor page with updated details

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Message & Notes:

Co-Partner

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Partnership Firm
- Have Co-partner details ready

Follow these steps:

- Click on Case to which you want to perform any action on Other Creditor
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Other Creditor**
- You will be redirected to Other Creditor Page
- Other Creditor list will appear

Other Creditors (2) Search | Invite Claimants | Block/Unblock | +

Name ▲	Identification Number	Claimant Type	Authorized Representative	Status	Form F	Actions
FULLMOON CAFE LLP	AAA-2278	Limited Liability Partnership	Kumarh	Active		
REPLICA EXPORTS PRIVATE LIMITED	U00060BR1997PTC007995	Company	Ashish	Active		

- Click on button of Other Creditor to which you want to perform any action on Co-partner
- Select **Co-partner**
- List of Co-partner will appear

Co-partner

+

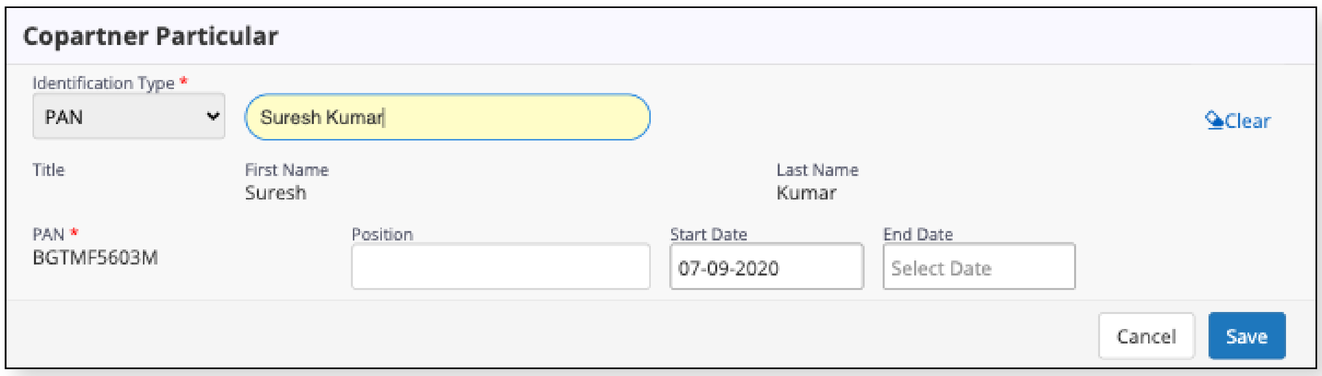
Name ▲	Identification Number	Start Date	End Date	Actions
keethi S	VGFRT5214I	03-07-2020		

Close

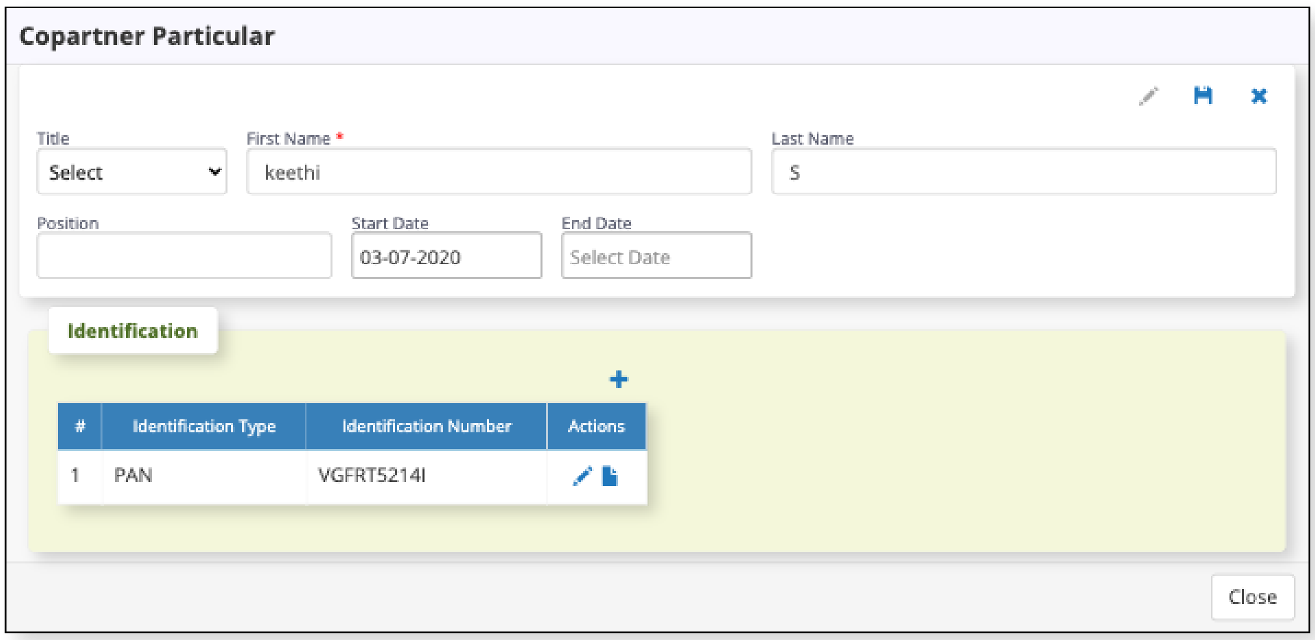
- **Add**
  - Click on +
  - To enter details of Co-partner,
    - If Co-partner is already Registered in PDA
      - Start entering **Identification Number/Name** of the Co-partner
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Co-partner
    - If Co-partner is not Registered in PDA

- Enter **Name**
- Enter **Identification Number**

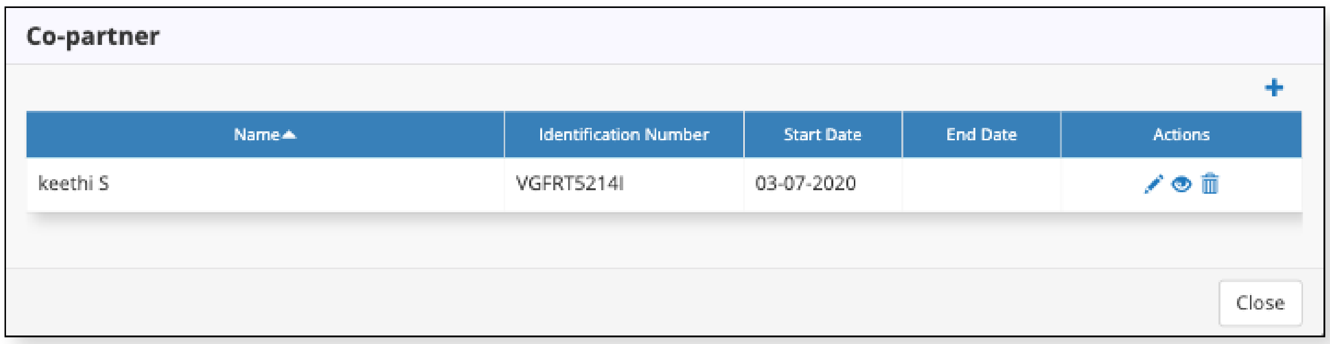
- Click on Save



- **Edit**
  - Click on button to which you want to edit details
  - Modify **Co-partner** details
  - Click on Close



- **Delete**
  - Click on button of the Co-partner which you want to delete
  - Click on ✔ Yes for the confirmation
- Click on Close



Expected Outcome:

- You will be redirected to Other Creditor page with updated details

---

Message & Notes:

Other Stakeholder (Applicable for Liquidation stage)

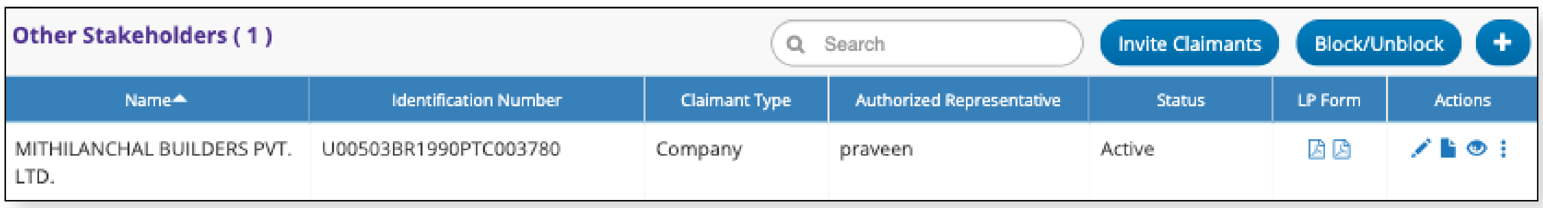
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Have on hand Other Stakeholder and Authorized Representative details ready

---

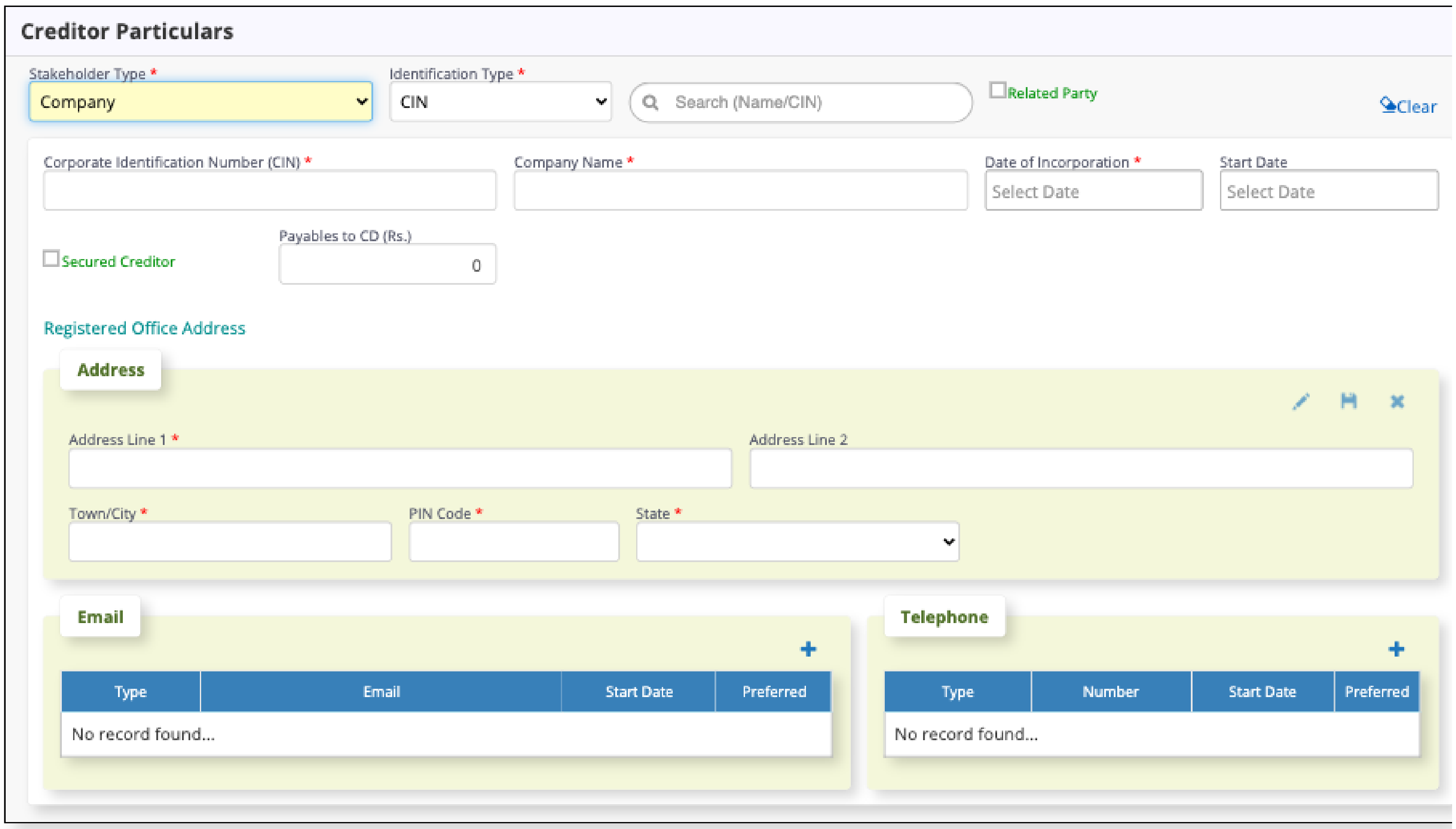
Follow these steps:

- Click on Case to which you want to perform any action on Other Stakeholder
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Other Stakeholder**
- You will be redirected to Other Stakeholder Page
- Other Stakeholder list will appear

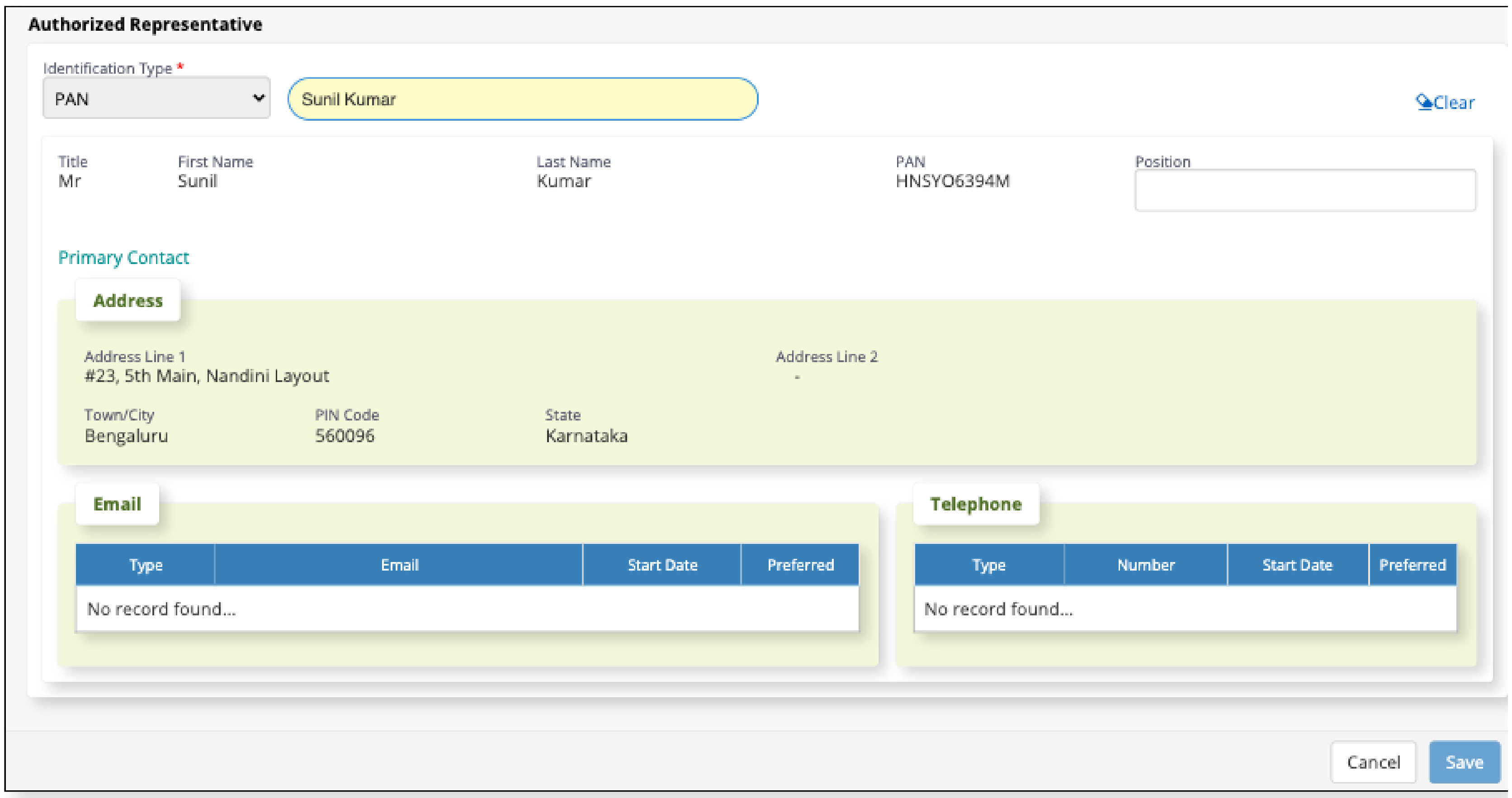


- **Add** (Applicable for Case Manager/Case Worker)
  - Click on +
  - To enter details of Other Stakeholder,
    - Select Entity type of the Other Stakeholder

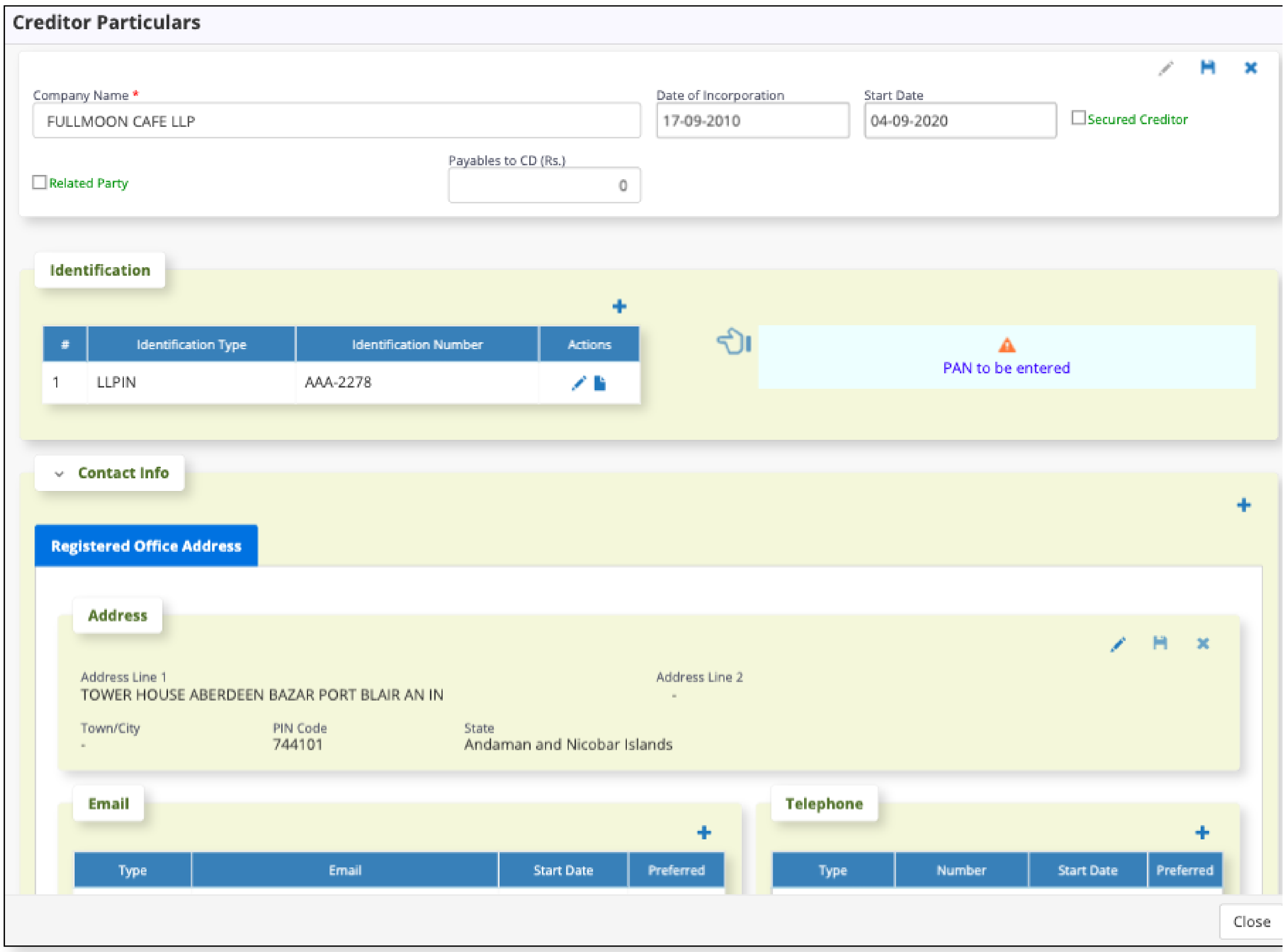
    - If Other Stakeholder is already Registered in PDA,
      - Start entering **Identification Number/Name** of the Other Stakeholder
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Other Stakeholder
    - If Other Stakeholder is not Registered in PDA,
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**



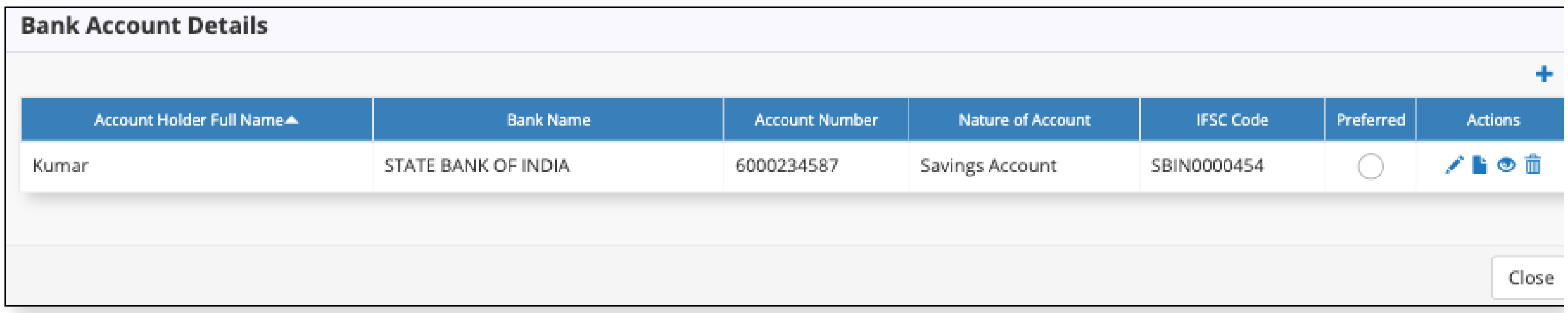
- To enter details of Other Stakeholder Authorized Representative,
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
- Click on Save



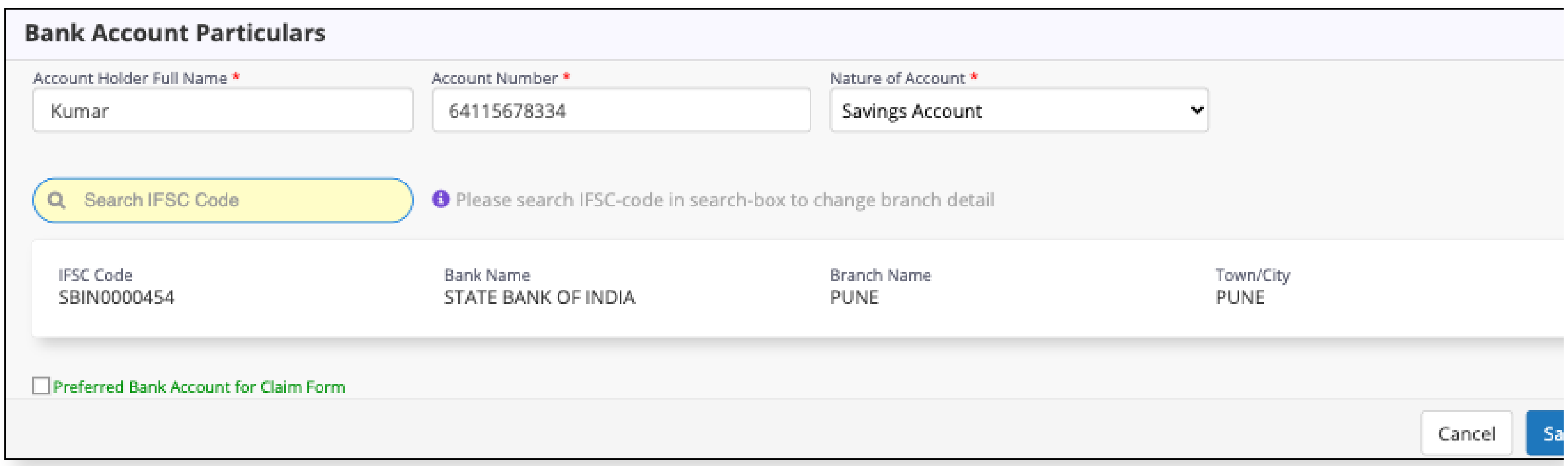
- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button to which you want to edit details
  - Select **Claimant**
  - Modify **Other Stakeholder** details
  - Click on Close



- **Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
  - Click on button of the Other Stakeholder to which you want to perform any action on Bank details
  - Select **Bank Details**
  - List of bank details will appear

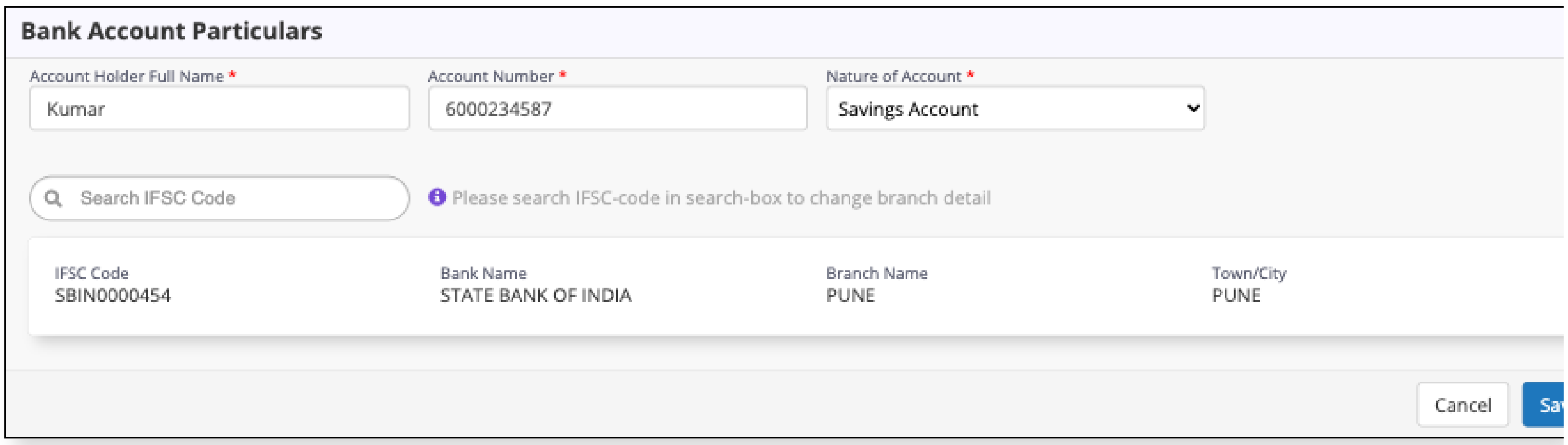


  - **Add**
    - Click on +
    - Enter **Account Holder Full Name**
    - Enter **Account Number**
    - Select **Nature of Account**
    - Start entering branch **IFSC Code** of the Bank
    - A list will appear with IFSC Code
    - Scroll up or down the list and select IFSC Code
    - Check the bank details
    - Click on Save

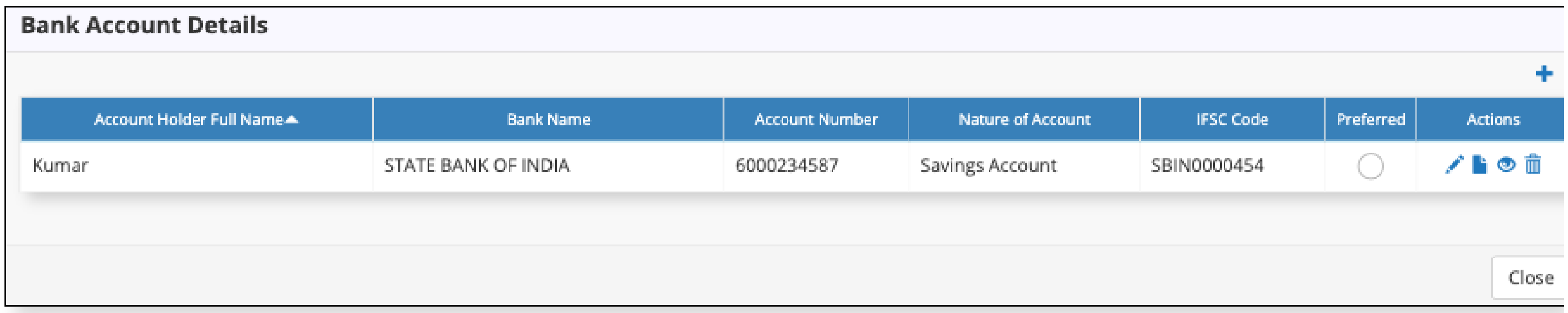


  - **Edit**

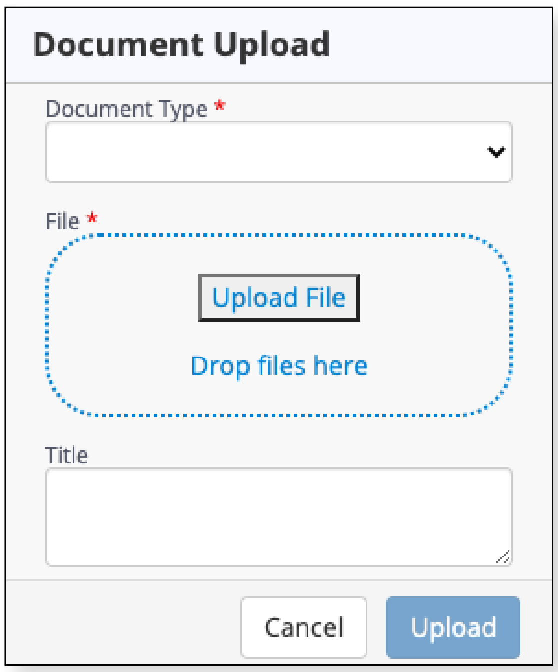
- Click on button to which you want to edit details
- Modify **Bank Account** details
- Click on Save



- **Delete**
  - Click on button to which you want to delete
  - Click on Yes for the confirmation
- Click on Close



- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
  - Click on button of the Creditor which you want to Activate
  - Select **Make it active**
  - Click on Yes for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
  - Click on button of the Creditor which you want to Inactivate
  - Select **Make it inactive**
  - Click on Yes for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
  - Click on button of the Creditor which you want to Delete
  - Select **Delete permanently**
  - Click on Yes for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
  - Click on button to which you want to upload documents.
  - Click on button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload



- Click on Close once upload is completed

Expected Outcome:

- You will be redirected to Other Stakeholder page with updated details

---

Message & Notes:

- If Bank account made preferred - User will failed to delete bank detail and will get notified, that bank details is used in case

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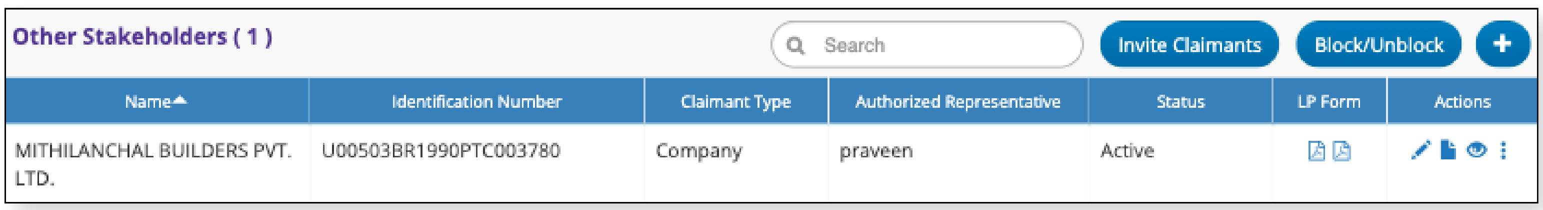
Authorized Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Other Stakeholder
- Have Authorized Representative details ready

Follow these steps:

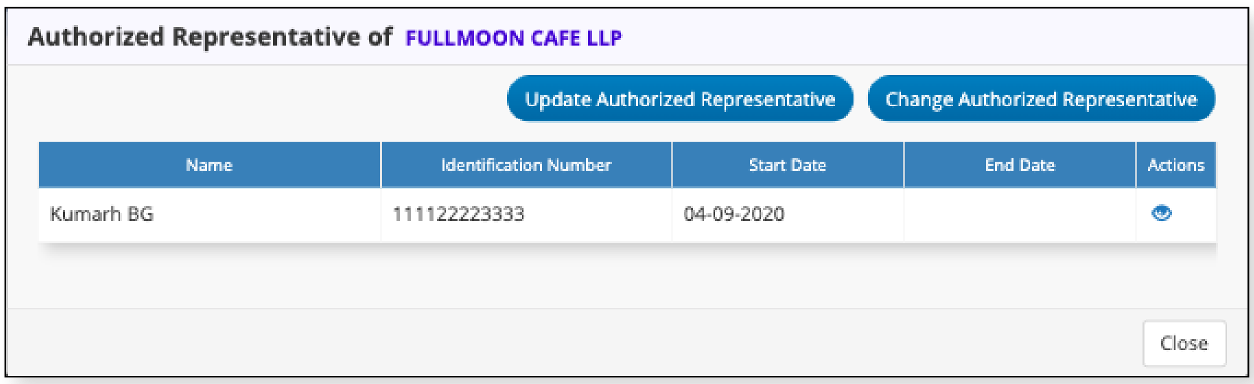
- Click on Case to which you want to perform any action on Other Stakeholder
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Other Stakeholder**
- You will be redirected to Other Stakeholder Page
- Other Stakeholder list will appear



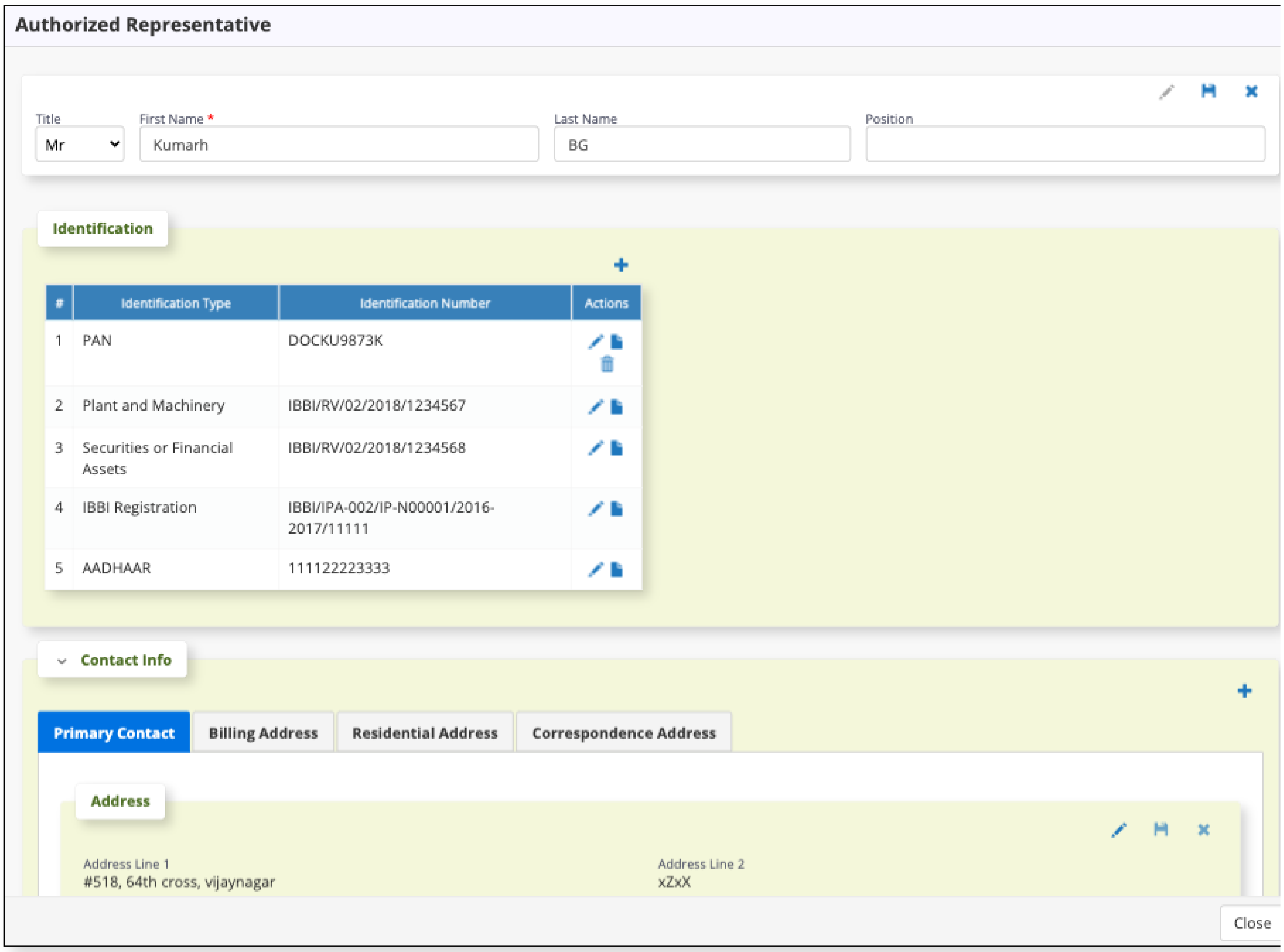
Other Stakeholders (1) — Search — Invite Claimants — Block/Unblock — +

Name	Identification Number	Claimant Type	Authorized Representative	Status	LP Form	Actions
MITHILANCHAL BUILDERS PVT. LTD.	U00503BR1990PTC003780	Company	praveen	Active		

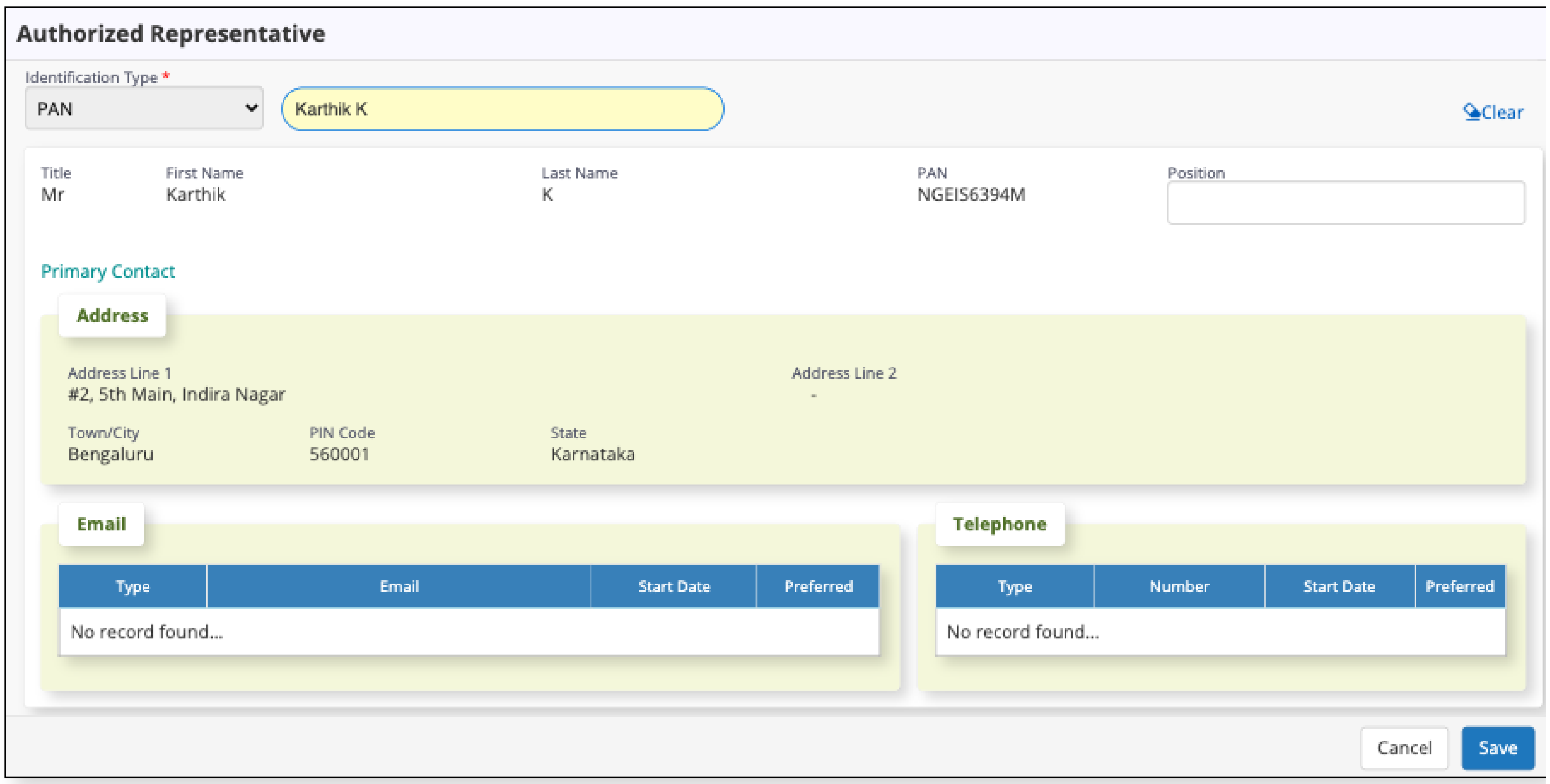
- Click on button of the Other Stakeholder to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear



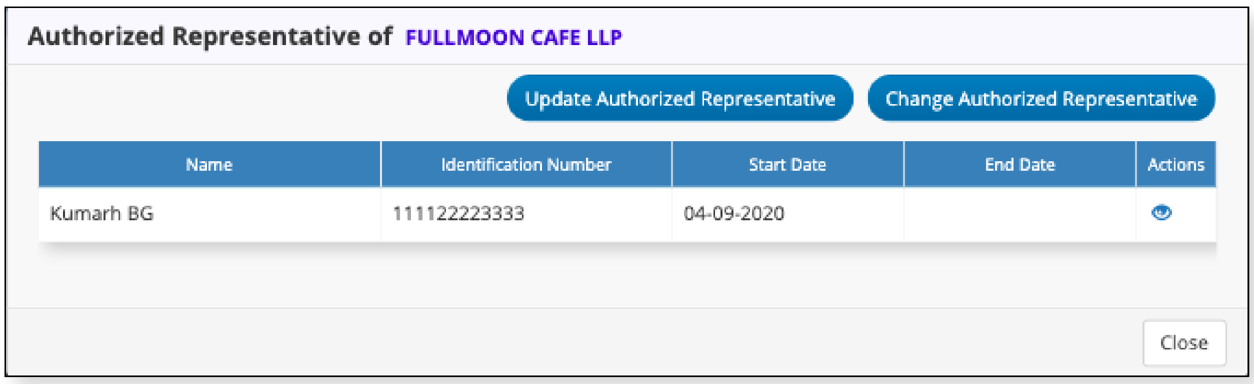
- To **Modify**,
  - Click on Update Authorized Representative
  - Modify **Authorized Representative** details
  - Click on Close



- To **Change**,
  - Click on Change Authorized Representative
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Entity details of the Authorized Representative
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
  - Click on Save



- Click on Close



Expected Outcome:

- You will be redirected to Other Stakeholder page with updated details

---

Message & Notes:

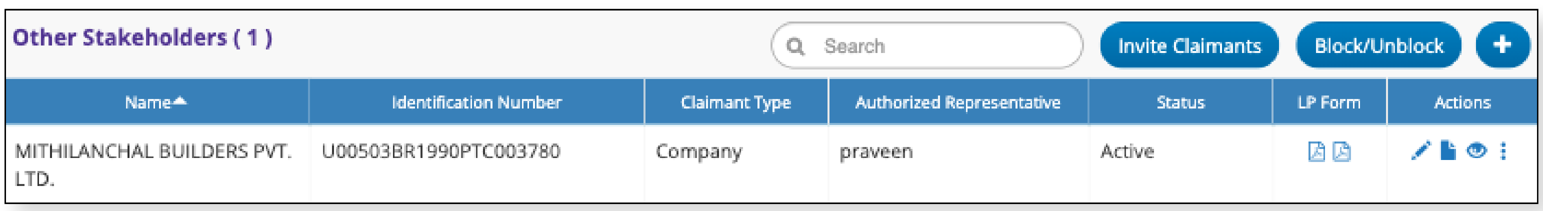
Designated Partner

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Limited Liability Partnership
- Have on hand Designated Partner details ready

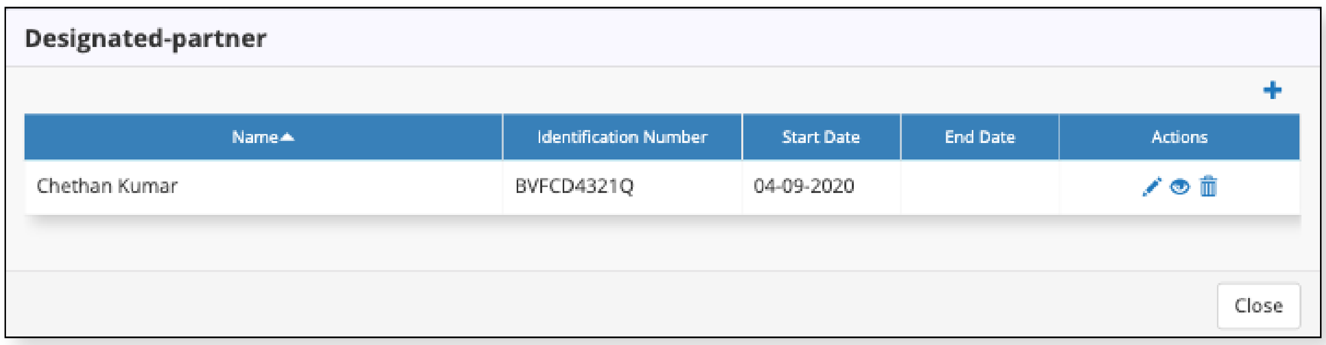
Follow these steps:

- Click on Case to which you want to perform any action on Other Stakeholder
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Other Stakeholder**
- You will be redirected to Other Stakeholder Page
- Other Stakeholder list will appear

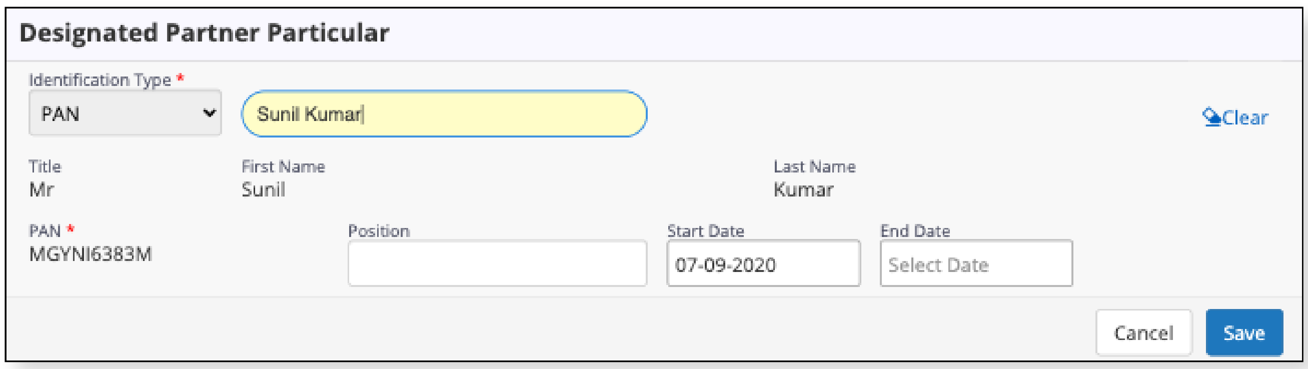


- Click on button of Other Stakeholder to which you want to perform any action on Designated Partner
- Select **Designated Partner**

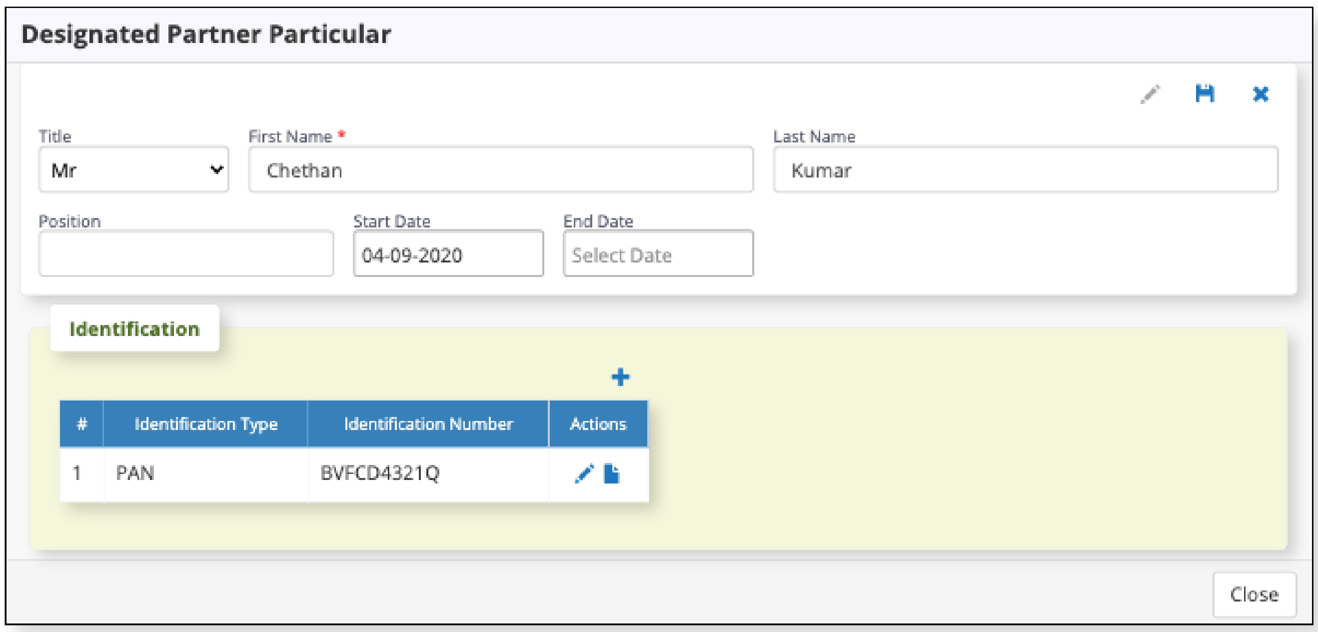
- List of Designated Partner will appear



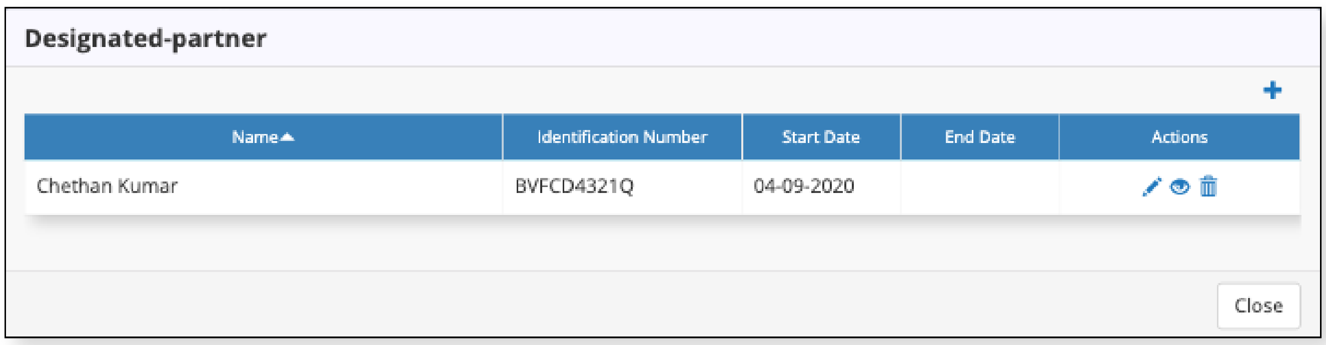
- **Add**
  - Click on +
  - To enter details of Designated Partner,
    - If Designated Partner is already Registered in PDA
      - Start entering **Identification Number/Name** of the Designated Partner
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Designated Partner
    - If Designated Partner is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
  - Click on Save



- **Edit**
  - Click on button to which you want to edit details
  - Modify **Designated Partner** details
  - Click on Close



- **Delete**
  - Click on button of the Designated Partner which you want to delete
  - Click on ✔ Yes for the confirmation
- Click on Close



Expected Outcome:

- You will be redirected to Other Stakeholder page with updated details

Message & Notes:

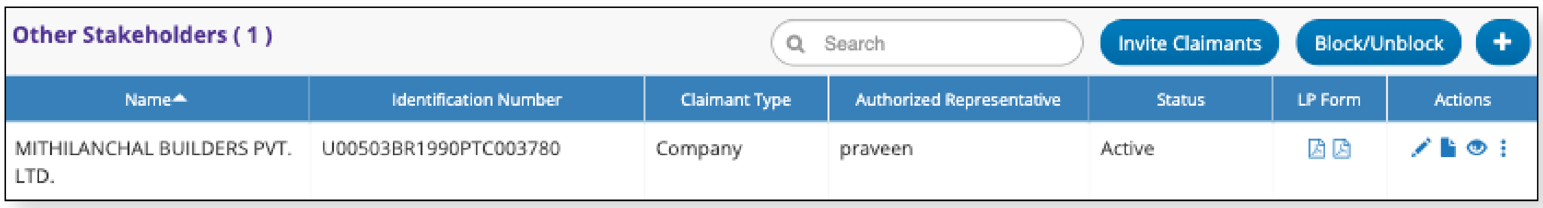
Co-Partner

Before you begin:

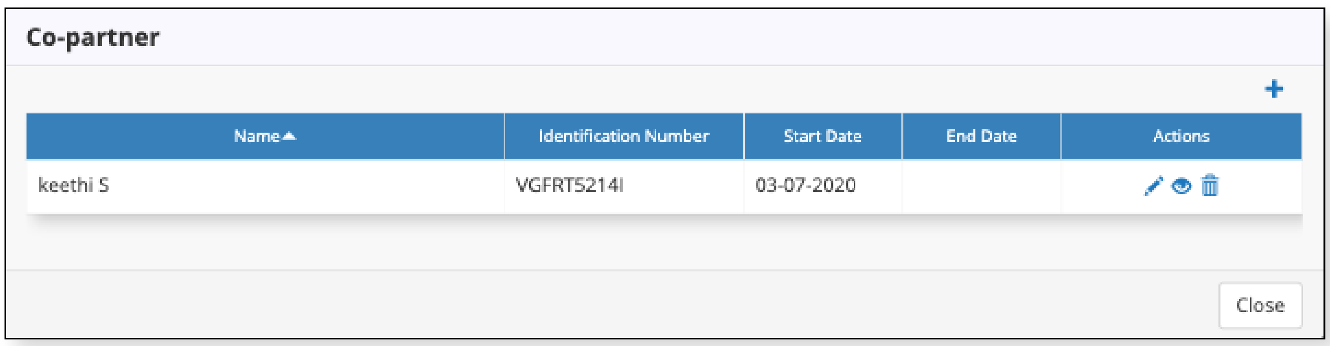
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Partnership Firm
- Have Co-partner details ready

Follow these steps:

- Click on Case to which you want to perform any action on Other Stakeholder
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Other Stakeholder**
- You will be redirected to Other Stakeholder Page
- Other Stakeholder list will appear

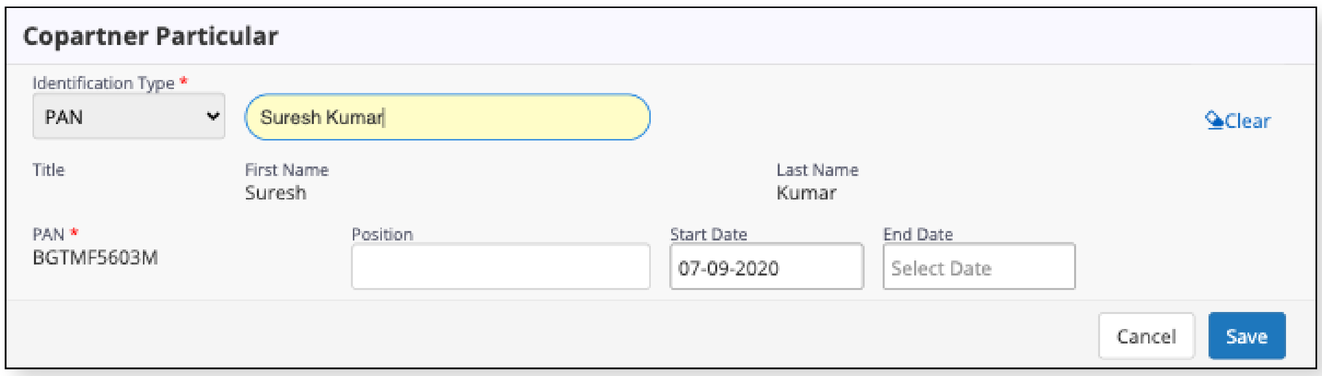


- Click on button of Other Stakeholder to which you want to perform any action on Co-partner
- Select **Co-partner**
- List of Co-partner will appear

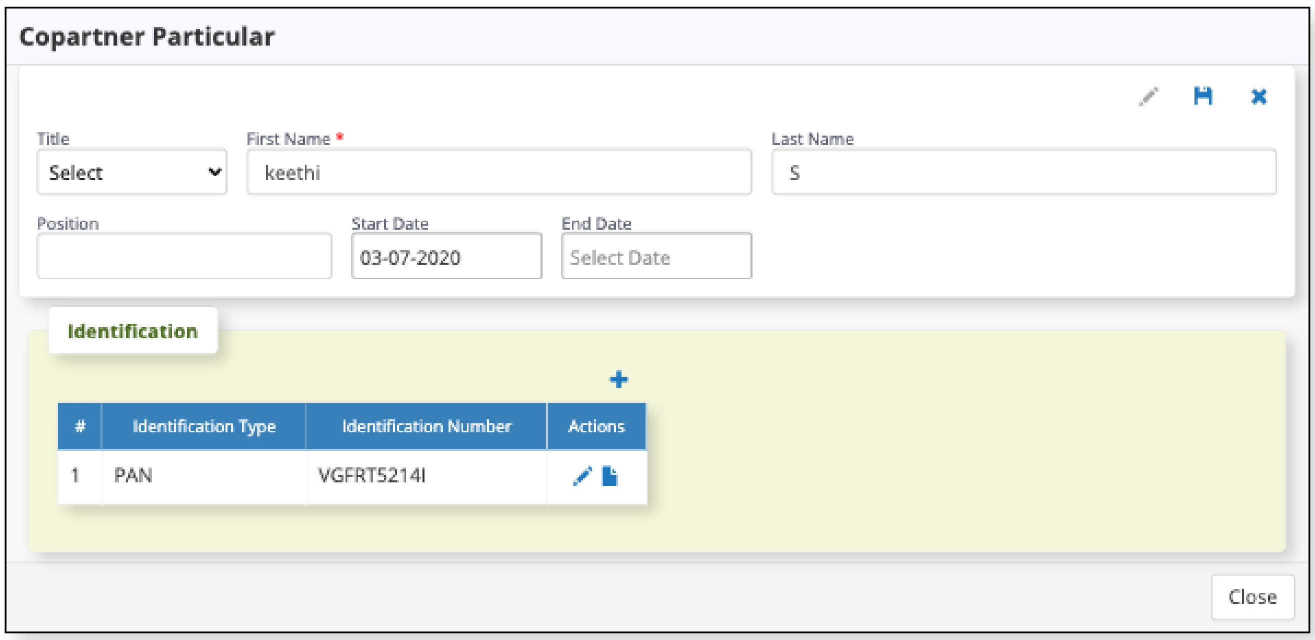


- **Add**
  - Click on +
  - To enter details of Co-partner,
    - If Co-partner is already Registered in PDA
      - Start entering **Identification Number/Name** of the Co-partner
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Co-partner
    - If Co-partner is not Registered in PDA
      - Enter **Name**

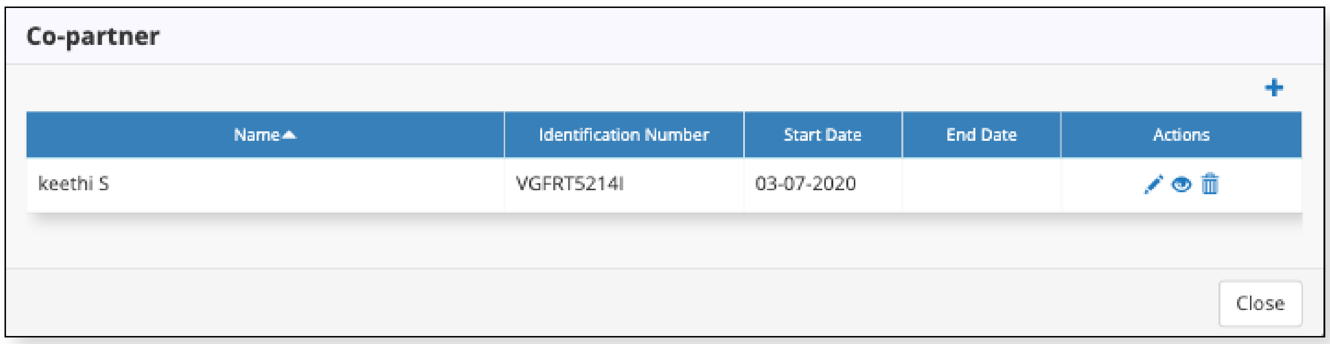
        - Enter **Identification Number**
    - Click on Save



- **Edit**
    - Click on button to which you want to edit details
    - Modify **Co-partner** details
    - Click on Close



- **Delete**
    - Click on button of the Co-partner which you want to delete
    - Click on Yes for the confirmation
- Click on Close



Expected Outcome:

- You will be redirected to Other Stakeholder page with updated details

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Message & Notes:

Service Provider

Service Providers are those who are registered with IBBI as Insolvency Professionals(IPs), Insolvency Professional Agencies(IPAs), Information Utilities (IUs), Insolvency Professional Entities (IPE), Registered Valuer Organisations (RVOs) and Registered Valuer. Service Provider can act differently according to the stages of case like Interim Resolution Professional (IRP), Resolution Professional (RP), Liquidator and Authorised Representative.

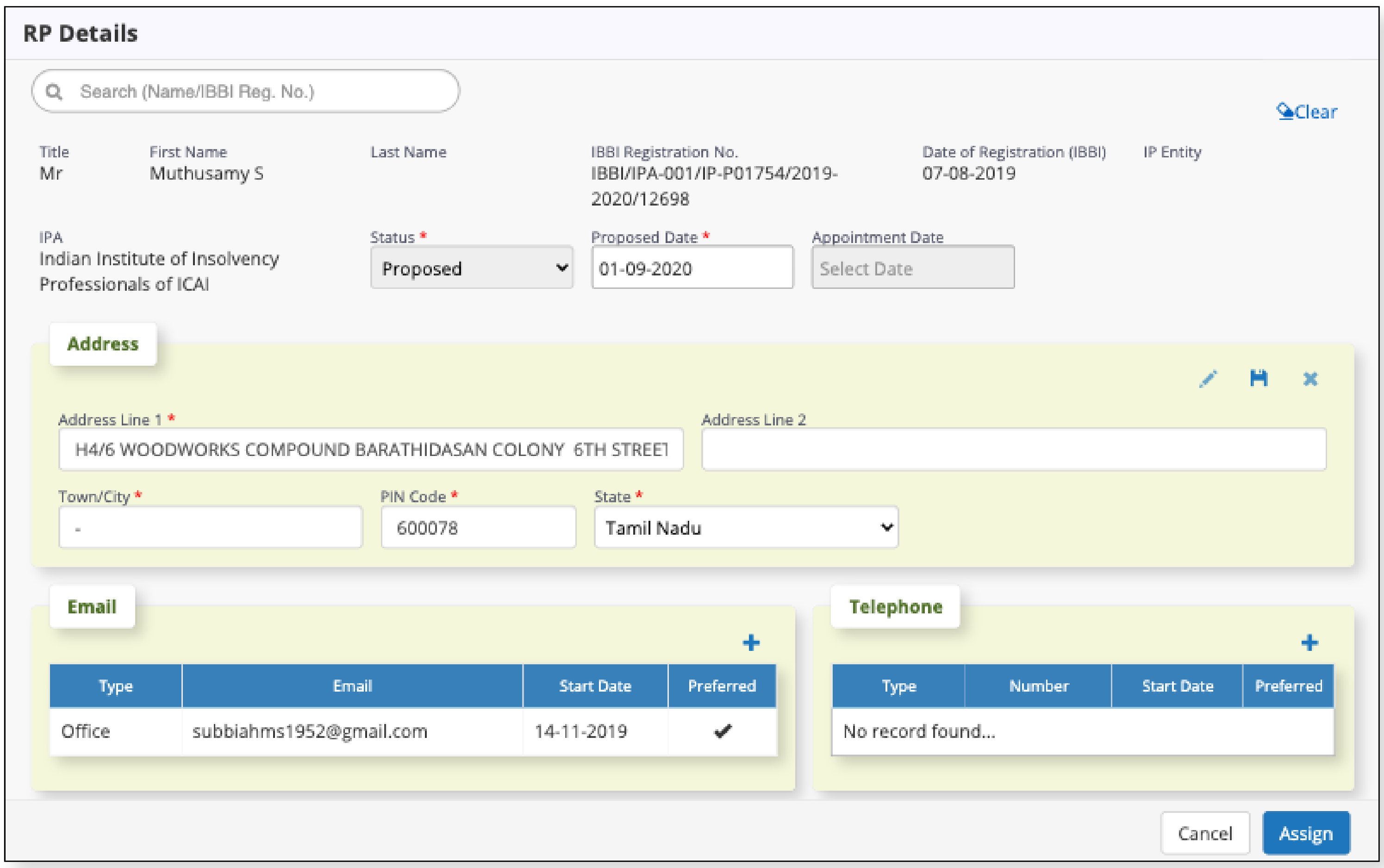
Resolution Professional

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Resolution Stage
- Have on hand RP details ready

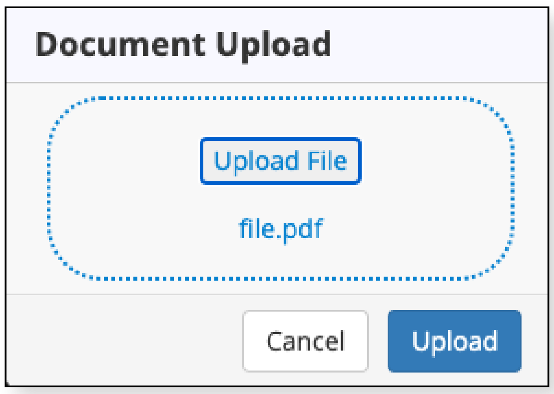
Follow these steps:

- Click on Case to which you want to perform any action on RP
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Service Provider**
- Go to Side bar and navigate to **RP**
- You will be redirected to Resolution Professional (RP) Page
- To **Propose**
  - Click on +
  - To enter details of RP,
    - Search RP
      - Start entering **IBBI Reg Number/Name** of the RP
      - A list of IPs with Name and Registration Numbers will appear
      - Scroll up or down the list and select RP
      - Check RP Details
    - Select **Status** - Proposed
    - Enter **Proposed Date**
    - Click on Assign

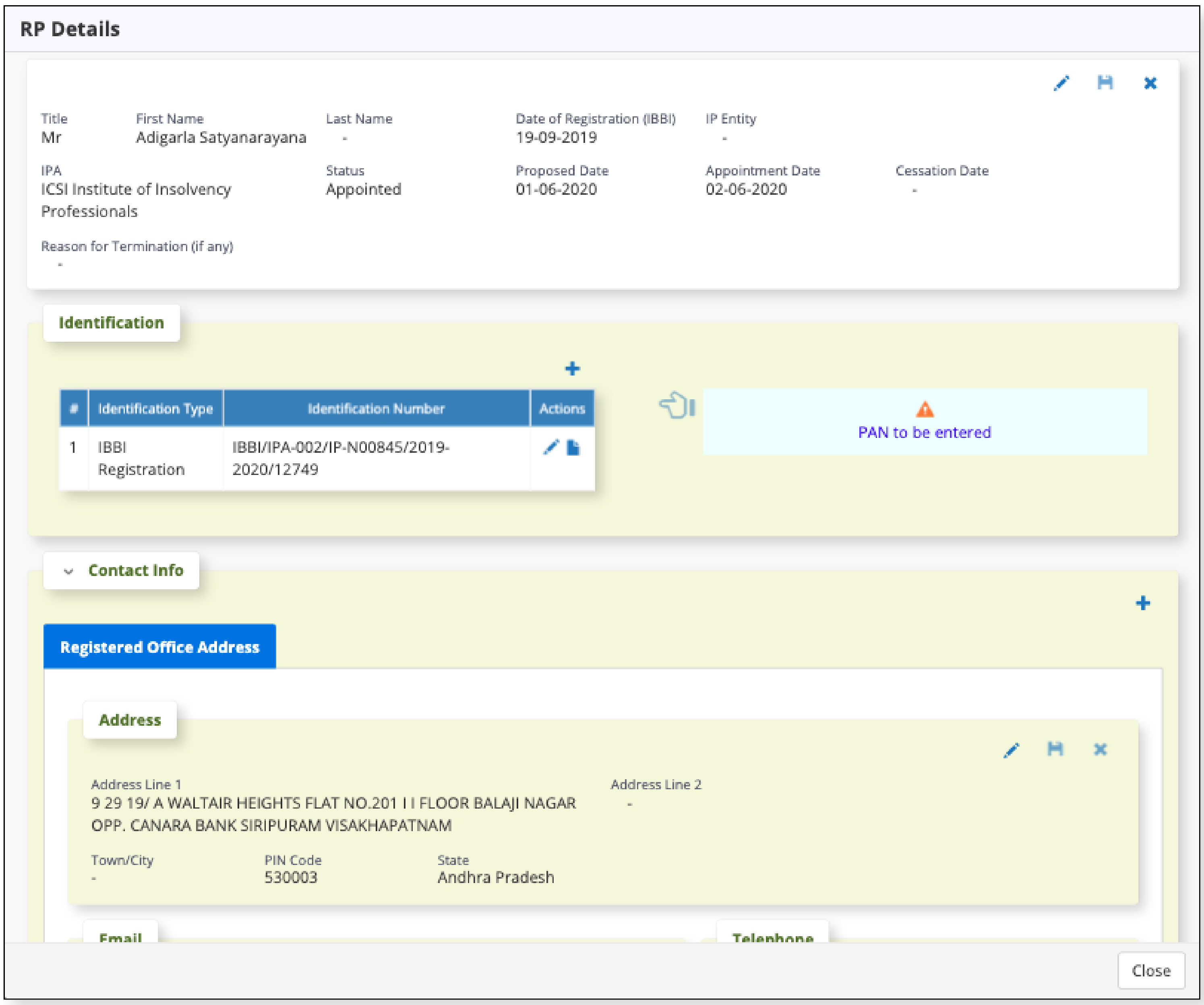


- To **Upload Form AA**
  - Click on in Form AA column
  - Select **Upload**

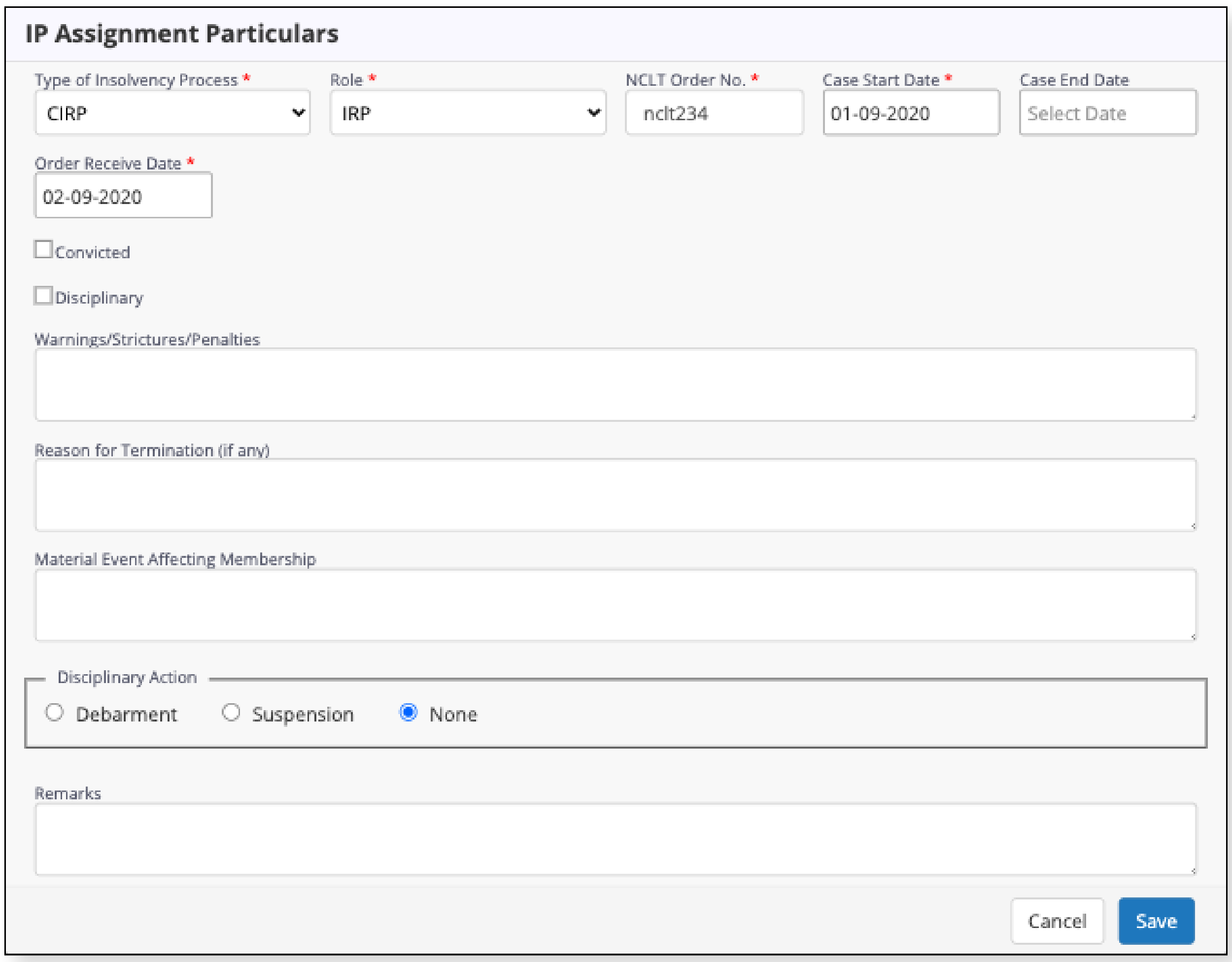
- Upload Form AA (signed) Document
- Click on Upload



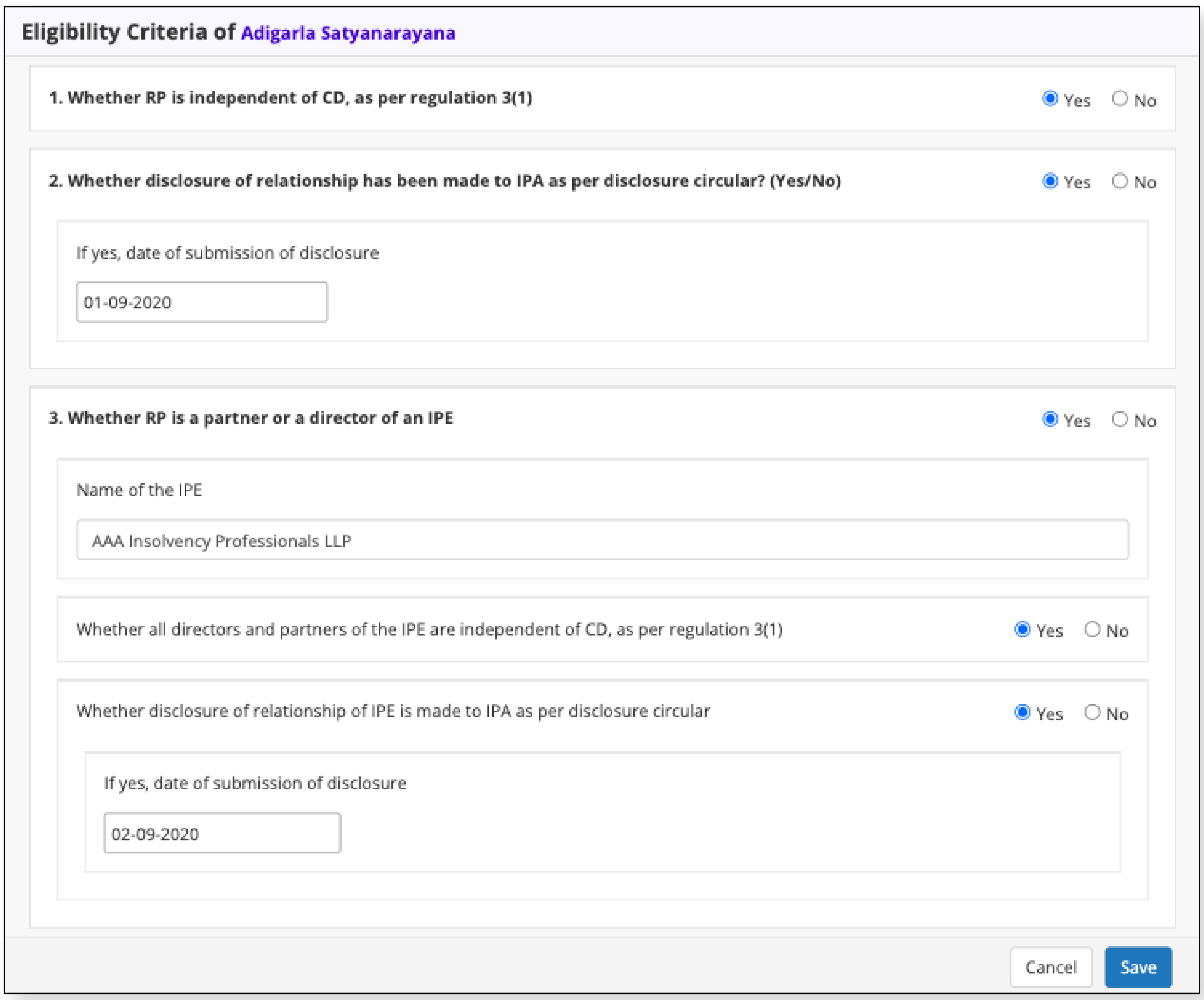
- To **Edit**
  - Click on to which you want to edit details
  - **RP**
    - Select **RP**
    - Modify **RP** details
    - For appointing RP, Select **Status** (Appointed)
    - Enter **Appointment Date**
    - Click on button
    - Click on Close once modification is completed



  - **IP Assignment**
    - Select **IP Assignment**
    - You will be redirected to IP Assignment
    - Click on +
    - You will be redirected to IP Assignment Particulars
    - Enter **IP Assignment** details
    - Click on Save
    - Click on Close once addition is completed



- Eligibility Criteria
  - Select **Eligibility Criteria**
  - You will be redirected to Eligibility Criteria
  - Enter **Eligibility Criteria** details
  - Click on Save



- To **Delete**
  - Click on 🗑 to which you want to delete RP
  - Click on ✔ Yes for confirmation

Expected Outcome:

- You will be redirected to RP Page, with RP details

Message & Notes:

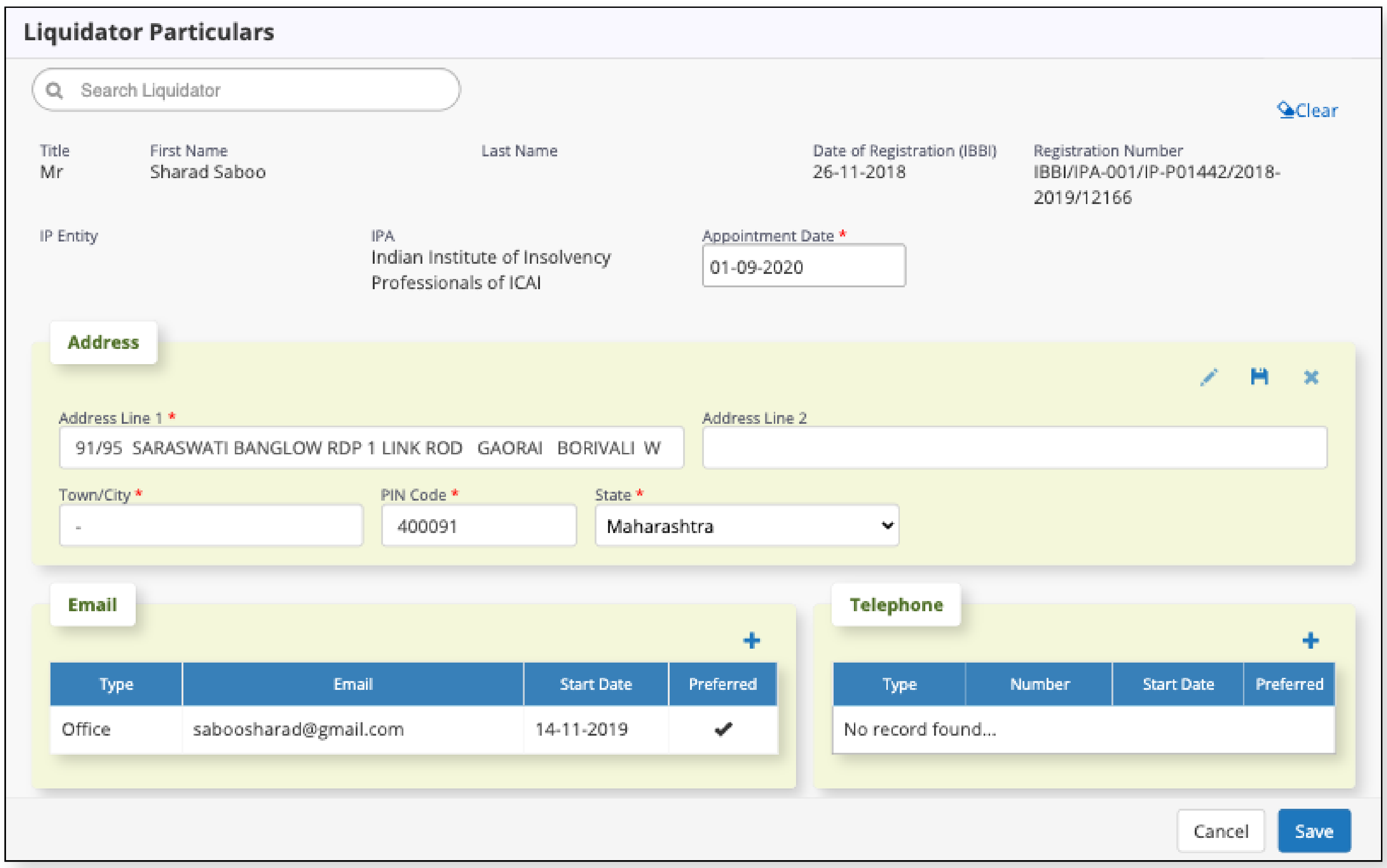
Liquidator

Before you begin:

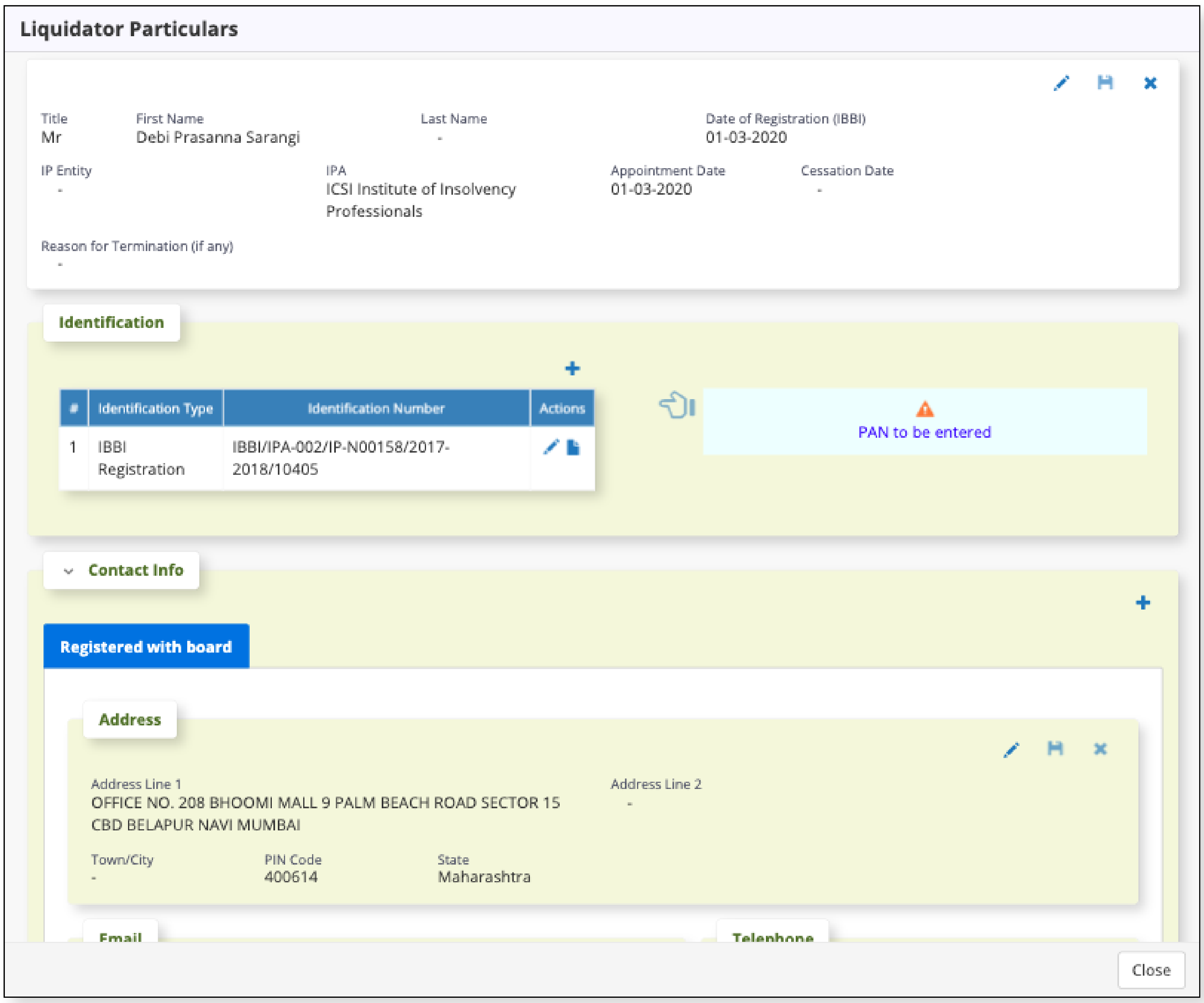
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Liquidation Stage
- Have on hand Liquidator details ready

Follow these steps:

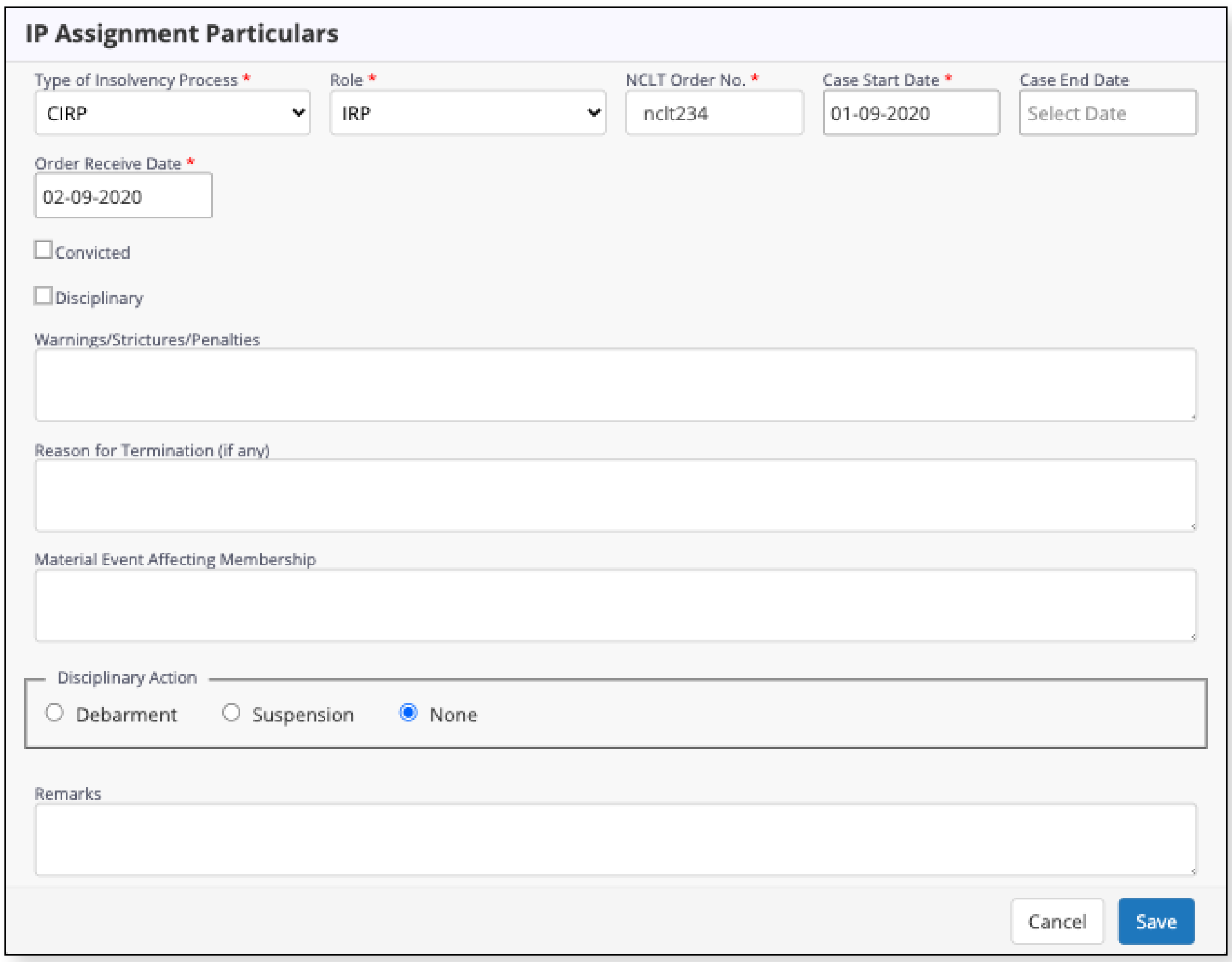
- Click on Case to which you want to perform any action on Liquidator
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Service Provider**
- Go to Side bar and navigate to **Liquidator**
- You will be redirected to Liquidator Page
- To **Appoint**
  - Click on +
  - Search Liquidator
    - Start entering **IBBI Reg Number/Name** of the Liquidator
    - A list of IPs with Name and Registration Numbers will appear
    - Scroll up or down the list and select Liquidator
    - Check Liquidator Details
  - Enter **Appointment Date**
  - Click on Save



- To **Edit**
  - Click on to which you want to edit details
  - **Liquidator**
    - Select **Liquidator**
    - Modify **Liquidator** details
    - Click on button
    - Click on Close once modification is completed

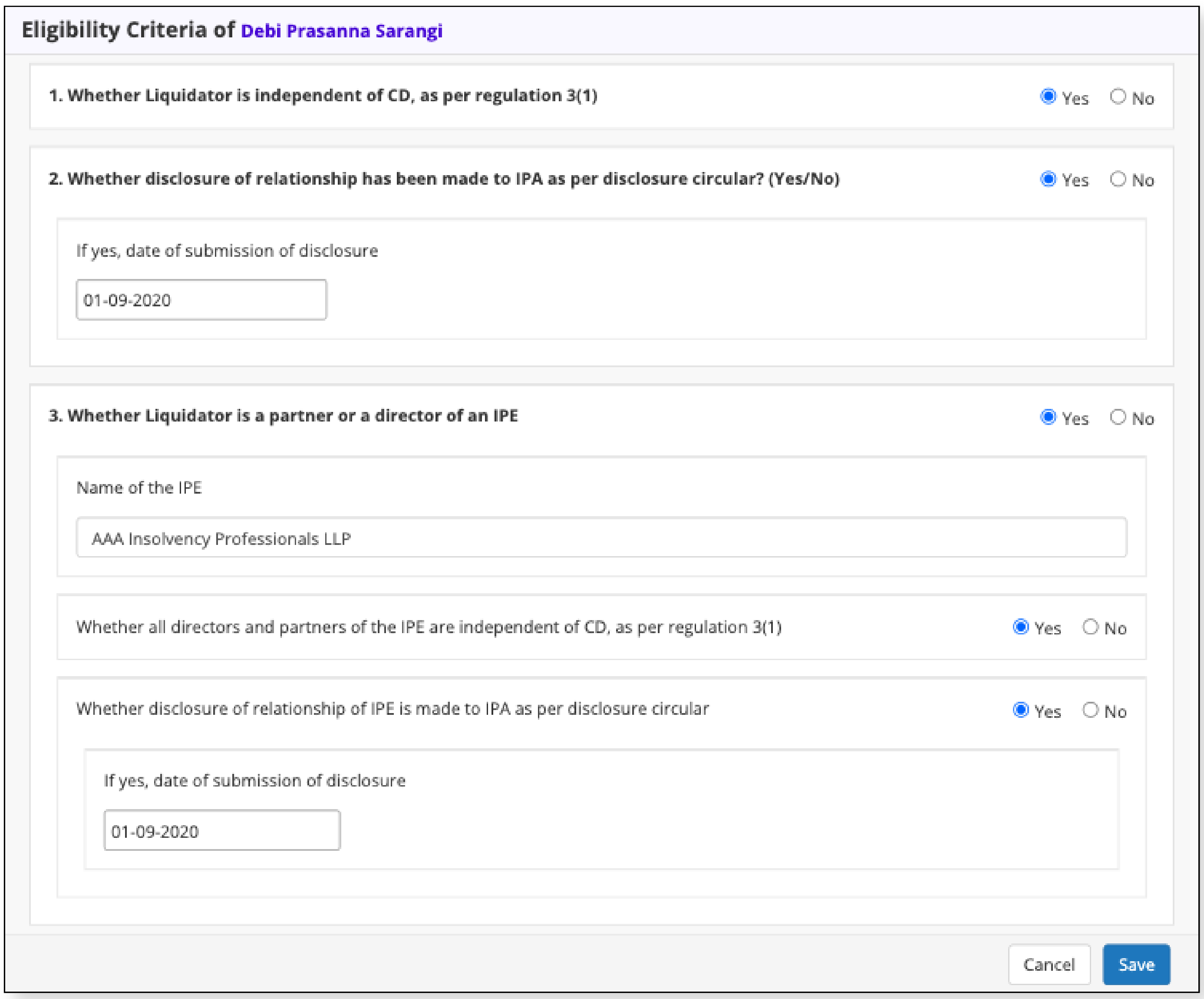


- **IP Assignment**
  - Select **IP Assignment**
  - You will be redirected to IP Assignment
  - Click on +
  - You will be redirected to IP Assignment Particulars
  - Enter **IP Assignment** details
  - Click on Save
  - Click on Close once addition is completed

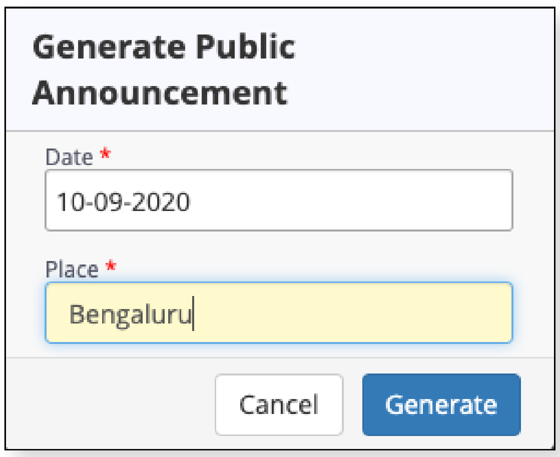


- **Eligibility Criteria**
  - Select **Eligibility Criteria**
  - You will be redirected to Eligibility Criteria
  - Enter **Eligibility Criteria** details

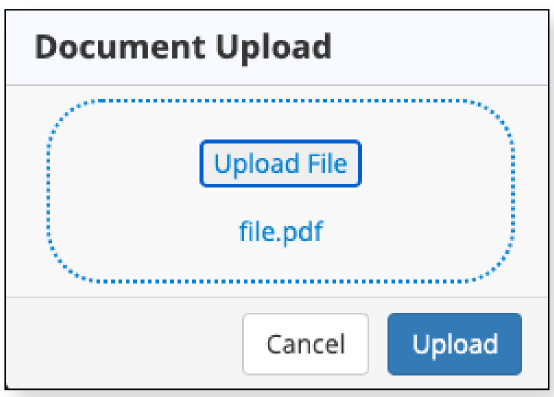
- Click on Save



- **Public Announcement Form**
  - Click on Public Announcement
  - To **Generate**
    - Select **Generate**
    - Enter **Date** and **Place**
    - Click on Generate



    - A new version will be added and will be displayed in Green color
    - If you find any error and need to edit this version of Public announcement, you edit the details and click on **Re-generate**, then you will get a new version of Public announcement in green color
  - To **Upload**
    - Select **Upload**
    - Select **file** to upload
    - Click on Upload



    - A new version will be added and will be displayed in blue color
- **Other Options**

- To **Make it inactive**
  - Click on ⋮ to which you want to deactivate
  - Select **Make it inactive**
  - Click on ✓ Yes for making liquidator deactivate confirmation
- To **Make it active**
  - Click on ⋮ to which you want to activate
  - Select **Make it active**
  - Click on ✓ Yes for making liquidator activate confirmation
- To **Delete**
  - Click on ⋮ button to which you want to delete
  - Select **Delete Permanently**
  - Click on ✓ Yes for confirmation

Expected Outcome:

- You will be redirected to Liquidator Page, with Liquidator details

---

Message & Notes:

Resolution Plan

Form G

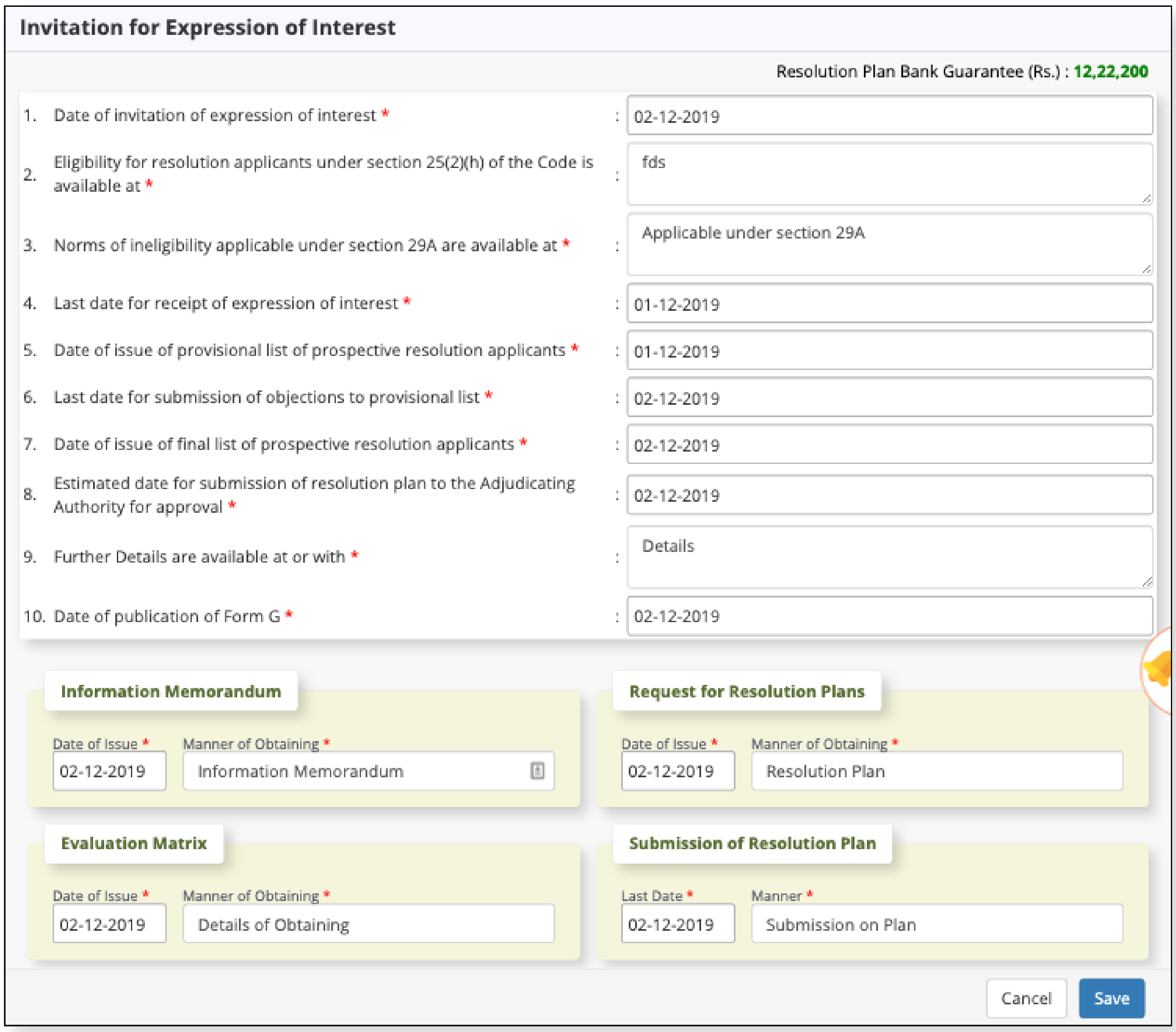
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case

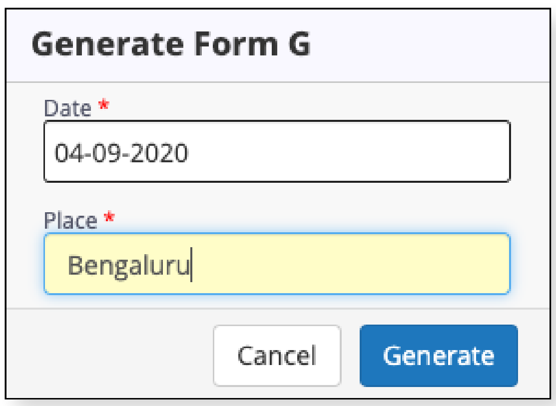
---

Follow these steps:

- Click on Case to which you want to perform any action on Form G
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Invitation for Expression of Interest
  - Click on Invitation in **'Form G'** block
  - Enter Invitation for Expression of Interest details
  - Click on Save



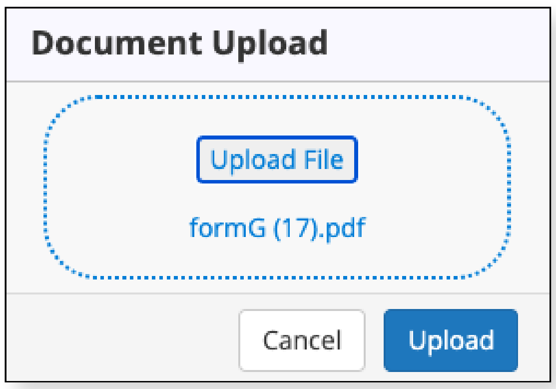
- To **Generate / Re-generate**
  - Click on in **'Form G'** block
  - Enter **Date** and **Place**
  - Click on Generate – Form G will be generated



  - A new version will be added and will be displayed in Green color

- If you find any error and need to edit this version of Form G, edit the details and click on , you will get a new Version of Form G in Green color

- Form G can be downloaded to your system
- To **Upload**
  - Click on in **'Form G'** block
  - Upload Form G (signed) Document
  - Click on Upload



- Click on **Versions** in **'Form G'** Block all uploaded and generated versions will be visible and uploaded versions are displayed in Blue color and will be generated versions are displayed in Green color

---

Expected Outcome:

- You will be redirected to Resolution Plan Dashboard Page, with updated details

---

Message & Notes:

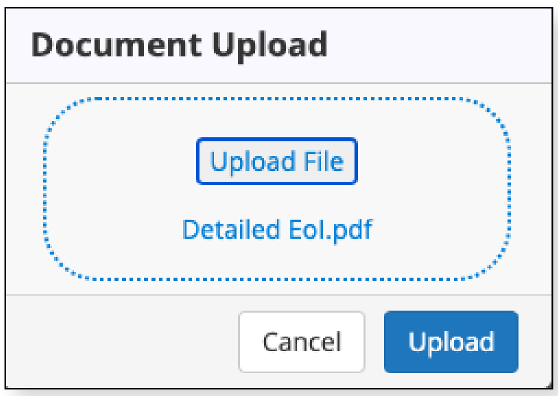
Detailed EoI

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand document to be uploaded

Follow these steps:

- Click on Case to which you want to perform any action on Detailed EoI
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Click on Detailed EoI button
- Click on in **'Detailed EoI'** block
- Upload Detailed EoI Document
- Click on Upload



- Click on **Versions** all uploaded versions will be visible and will be displayed in Blue color

Expected Outcome:

- You will be redirected to Resolution Plan Dashboard Page, with updated details

Message & Notes:

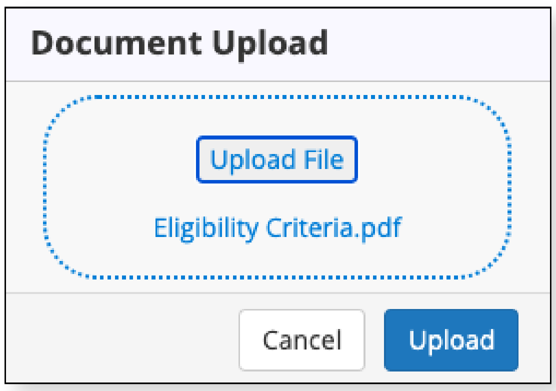
Eligibility Criteria

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand document to be uploaded

Follow these steps:

- Click on Case to which you want to perform any action on Eligibility Criteria
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Click on Eligibility Criteria button
- Click on in **'Eligibility Criteria'** block
- Upload Eligibility Criteria Document
- Click on Upload



- Click on **Versions** all uploaded versions will be visible and will be displayed in Blue color

Expected Outcome:

- You will be redirected to Resolution Plan Dashboard Page, with updated details

Message & Notes:

Provisional List

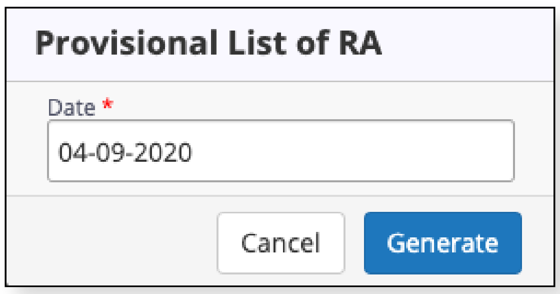
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated

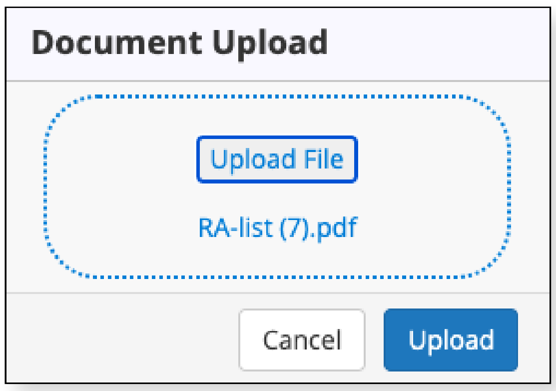
Follow these steps:

- Click on Case to which you want to perform any action on Provisional List
- You will be directed to Case Profile Page

- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Click on Provisional List button
- To **Generate / Re-generate**
  - Click on in **'Provisional List'** block
  - Enter **Date**
  - Click on Generate – Provisional List will be generated



  - A new version will be added and will be displayed in Green color
  - If you find any error and need to edit this version of Provisional List, edit the details and click on , you will get a new Version of Provisional List in Green color
- Provisional List can be downloaded to your system
- To **Upload**
  - Click on in **'Provisional List'** Block
  - Upload Provisional List (signed) Document
  - Click on Upload



- Click on **Versions** in **'Provisional List'** Block all uploaded and generated versions will be visible and uploaded versions are displayed in Blue color and will be generated versions are displayed in Green color

---

Expected Outcome:
- You will be redirected to Resolution Plan Dashboard Page, with updated details

---

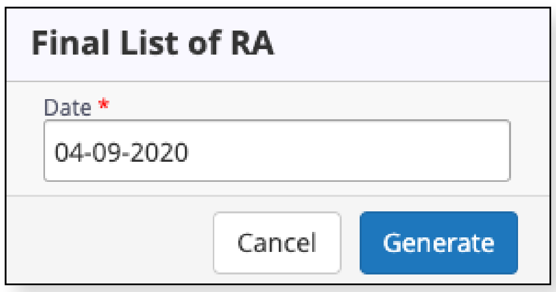
Message & Notes:

Final List

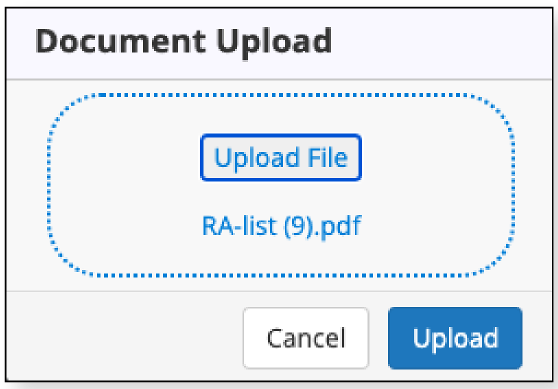
Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated

Follow these steps:
- Click on Case to which you want to perform any action on Final List
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page

- Click on Final List button
- To **Generate / Re-generate**
  - Click on in **'Final List'** block
  - Enter **Date**
  - Click on Generate – Final List will be generated



  - A new version will be added and will be displayed in Green color
  - If you find any error and need to edit this version of Final List, edit the details and click on , you will get a new Version of Final List in Green color
- Final List can be downloaded to your system
- To **Upload**
  - Click on in **'Final List'** block
  - Upload Final List (signed) Document
  - Click on Upload



- Click on **Versions** in **'Final List'** Block all uploaded and generated versions will be visible and uploaded versions are displayed in Blue color and will be generated versions are displayed in Green color

---

Expected Outcome:

- You will be redirected to Resolution Plan Dashboard Page, with updated details

---

Message & Notes:

RA at Resolution

Resolution Applicant

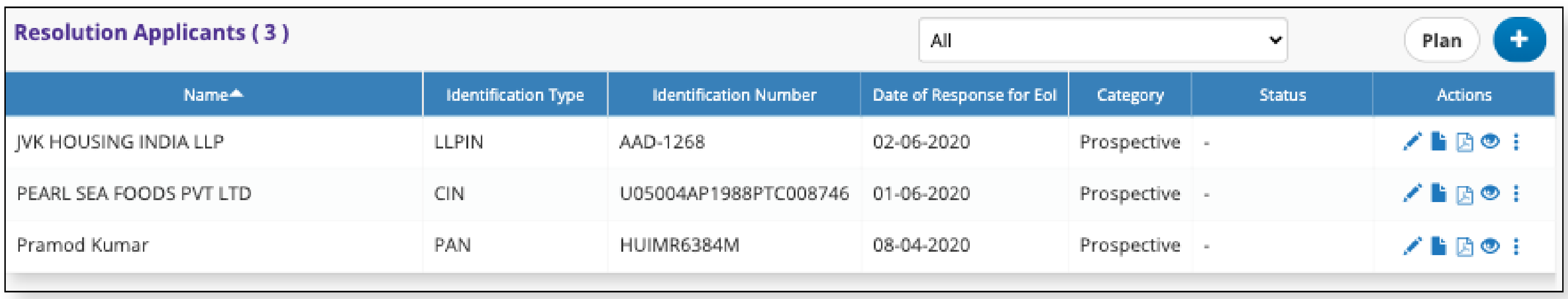
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Resolution/Liquidation stage
- Have on hand Resolution Applicant details ready

Follow these steps:

- Click on Case to which you want to perform any action on RA at Resolution
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Go to Side bar and navigate to **RA at Resolution**

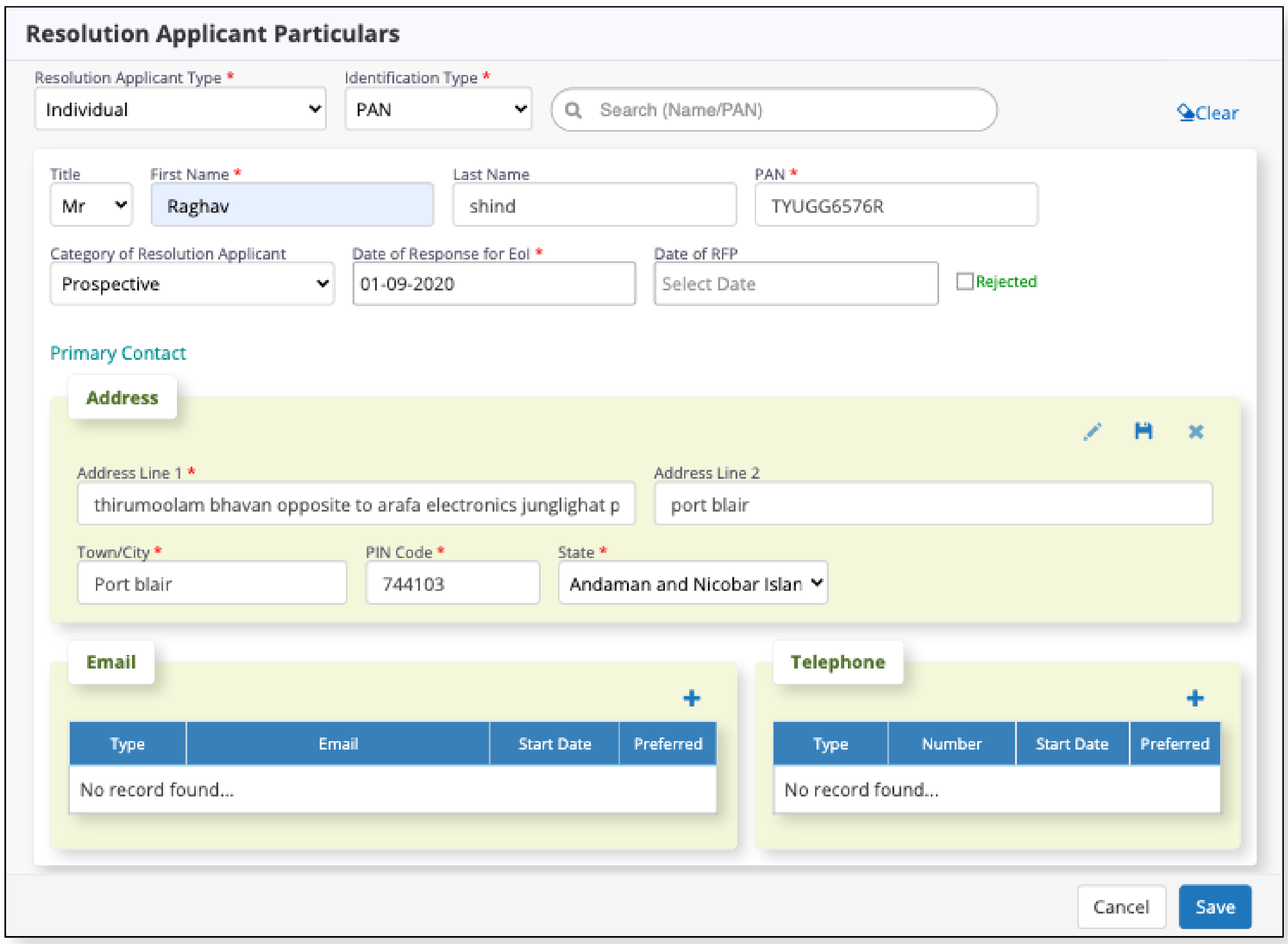
- You will be redirected to RA at Resolution Page
- RA at Resolution list will appear



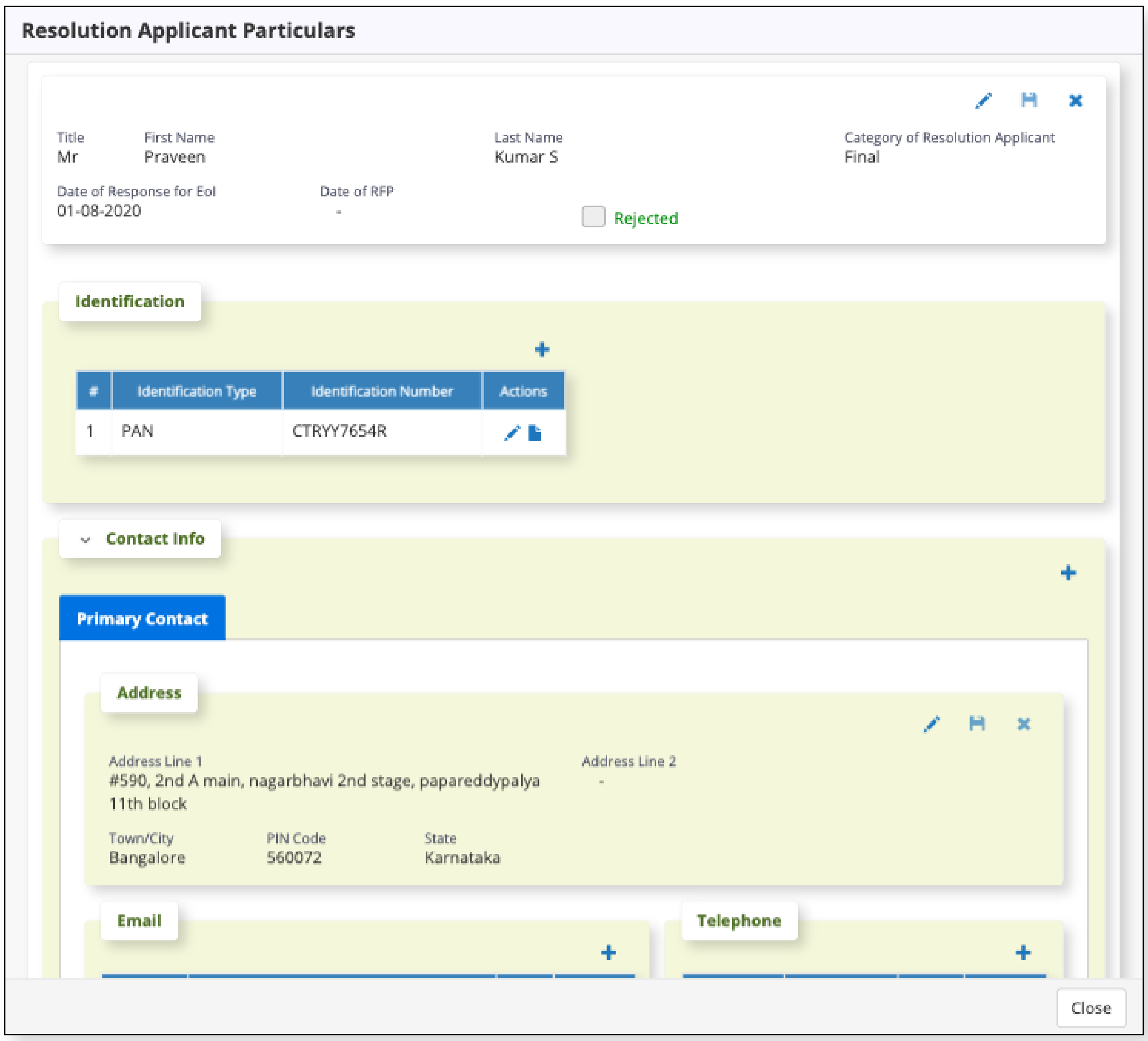
Resolution Applicants (3)

Name	Identification Type	Identification Number	Date of Response for EoI	Category	Status	Actions
JVK HOUSING INDIA LLP	LLPIN	AAD-1268	02-06-2020	Prospective	-	
PEARL SEA FOODS PVT LTD	CIN	U05004AP1988PTC008746	01-06-2020	Prospective	-	
Pramod Kumar	PAN	HUIMR6384M	08-04-2020	Prospective	-	

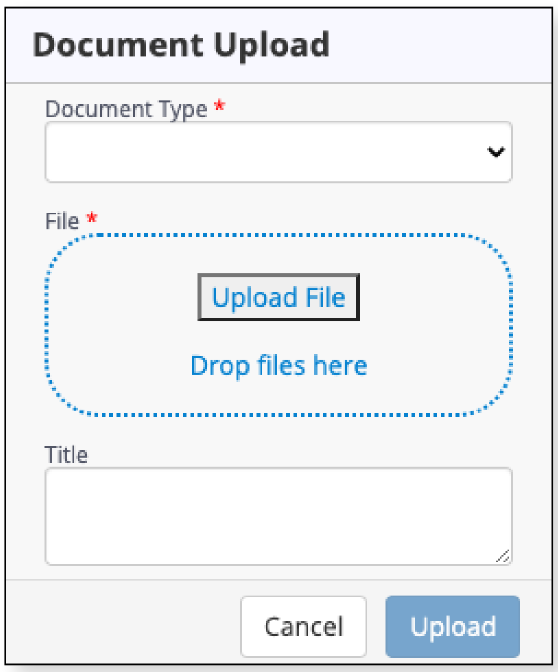
- **Add** (Case should be in Resolution stage)
  - Click on +
  - To enter details of Resolution Applicant,
    - Select Entity type of the Resolution Applicant
    - If Resolution Applicant is already Registered in PDA
      - Start entering **Identification Number/Name** of the Resolution Applicant
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Resolution Applicant
    - If Resolution Applicant is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**
      - Enter **Date of Response for EoI**
  - Click on Save



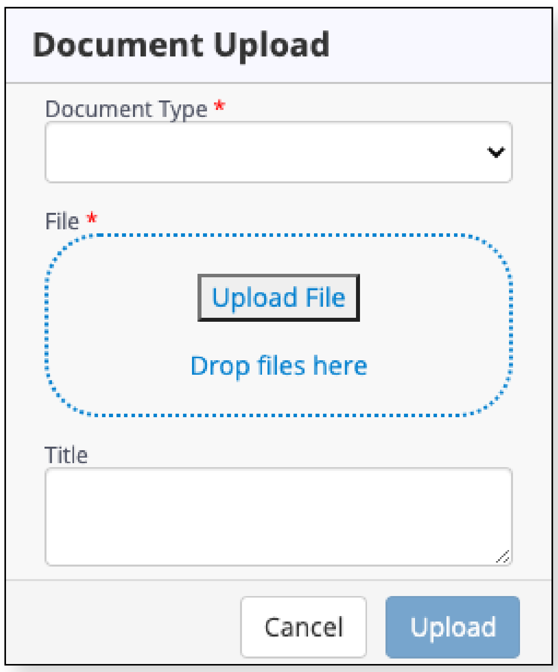
- **Edit**
  - Click on button to which you want to edit details
  - Select **Resolution Applicant**
  - Modify the details
  - Click on Close once modification is completed



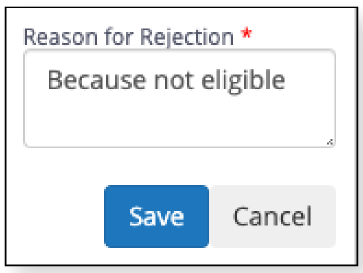
- **Upload Document**
  - Click on button to which you want to upload documents
  - **Profile Document**
    - Select **Profile Document**
    - Click on **+** button in documents list page
    - Select **Document Type**
    - Select **file** to Upload
    - Click on Upload
    - Click on Close once upload is completed



  - **Other Supportive Document**
    - Select **Other Supportive Document**
    - Click on **+** button in documents list page
    - Select **Document Type**
    - Select **file** to Upload
    - Click on Upload
    - Click on Close once upload is completed



- **Reject** - (Applicable for Case Manager)
  - Click on ⋮ button to which you want to reject
  - Select **Reject**
  - Enter **Reason for Rejection**
  - Click on Save button



  - Click on ✔ Yes for confirmation
- **Consider** - (Applicable for Case Manager)
  - Click on ⋮ button of rejected Resolution Applicant to which you want to consider
  - Select **Consider**
  - Click on ✔ Yes for confirmation
- **Delete** - (Applicable for Case Manager)
  - Click on ⋮ button to which you want to Delete
  - Select **Delete Permanently**
  - Click on ✔ Yes for confirmation

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

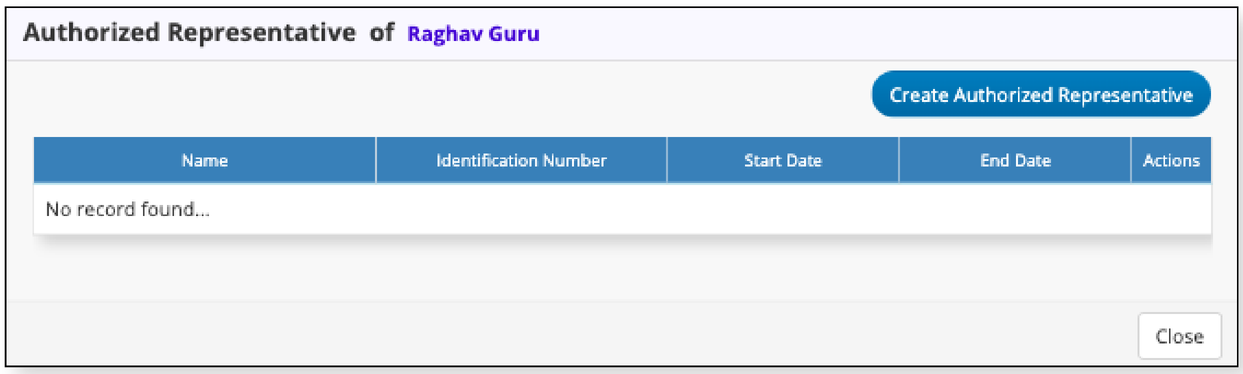
Authorized Representative

Before you begin:

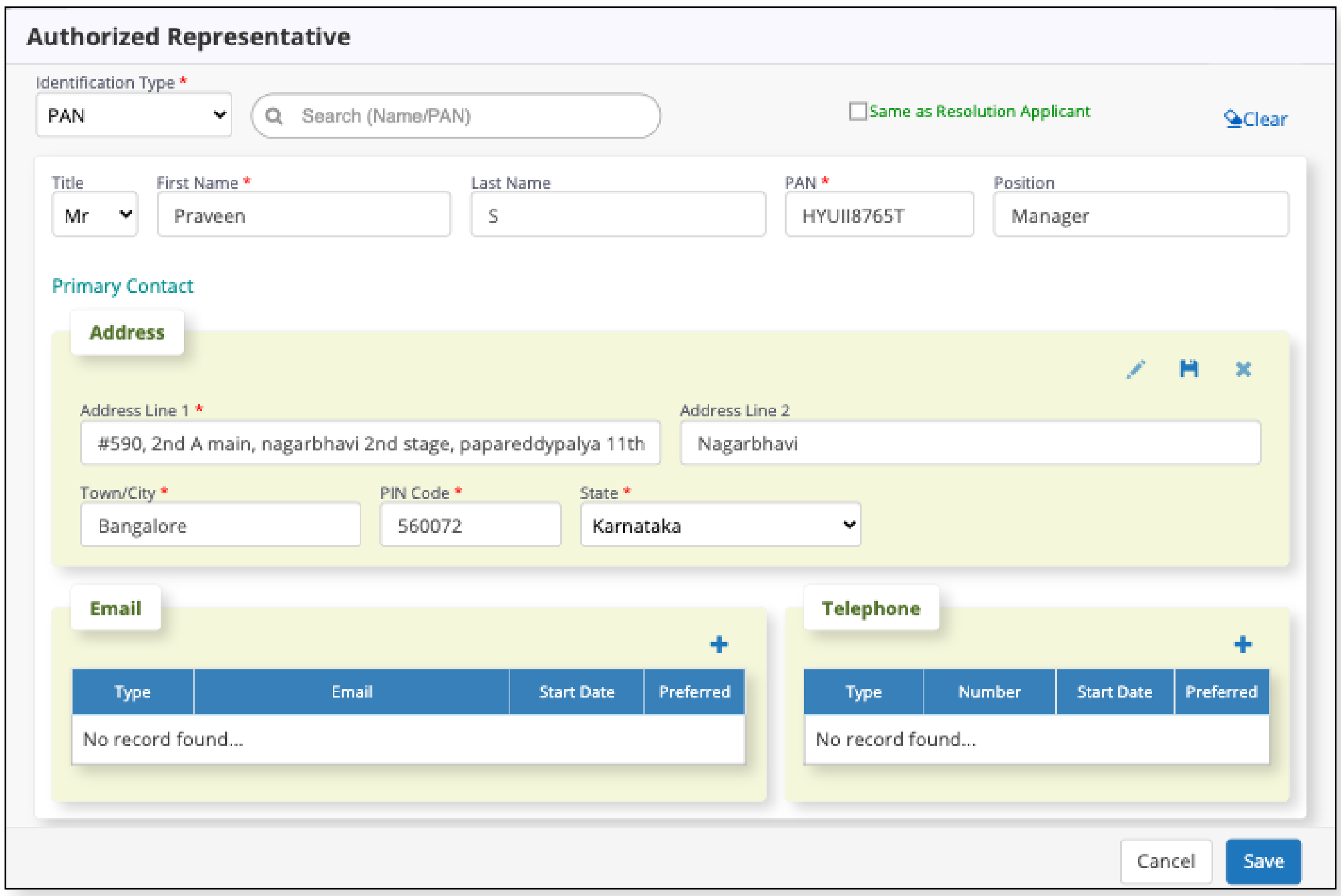
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Authorized Representative details ready

Follow these steps:

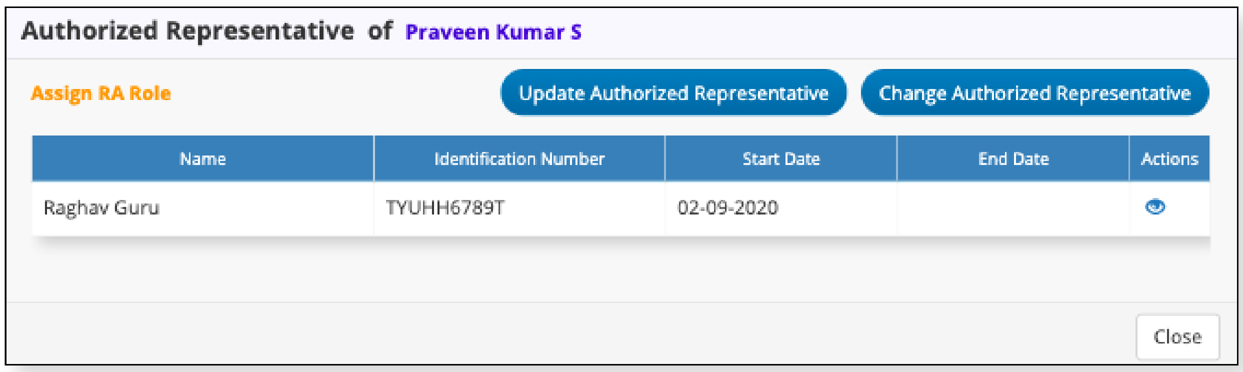
- Click on ✎ button of the Resolution Applicant
- Select **Authorized Representative**
- **Add**
  - Click on Create Authorized Representative



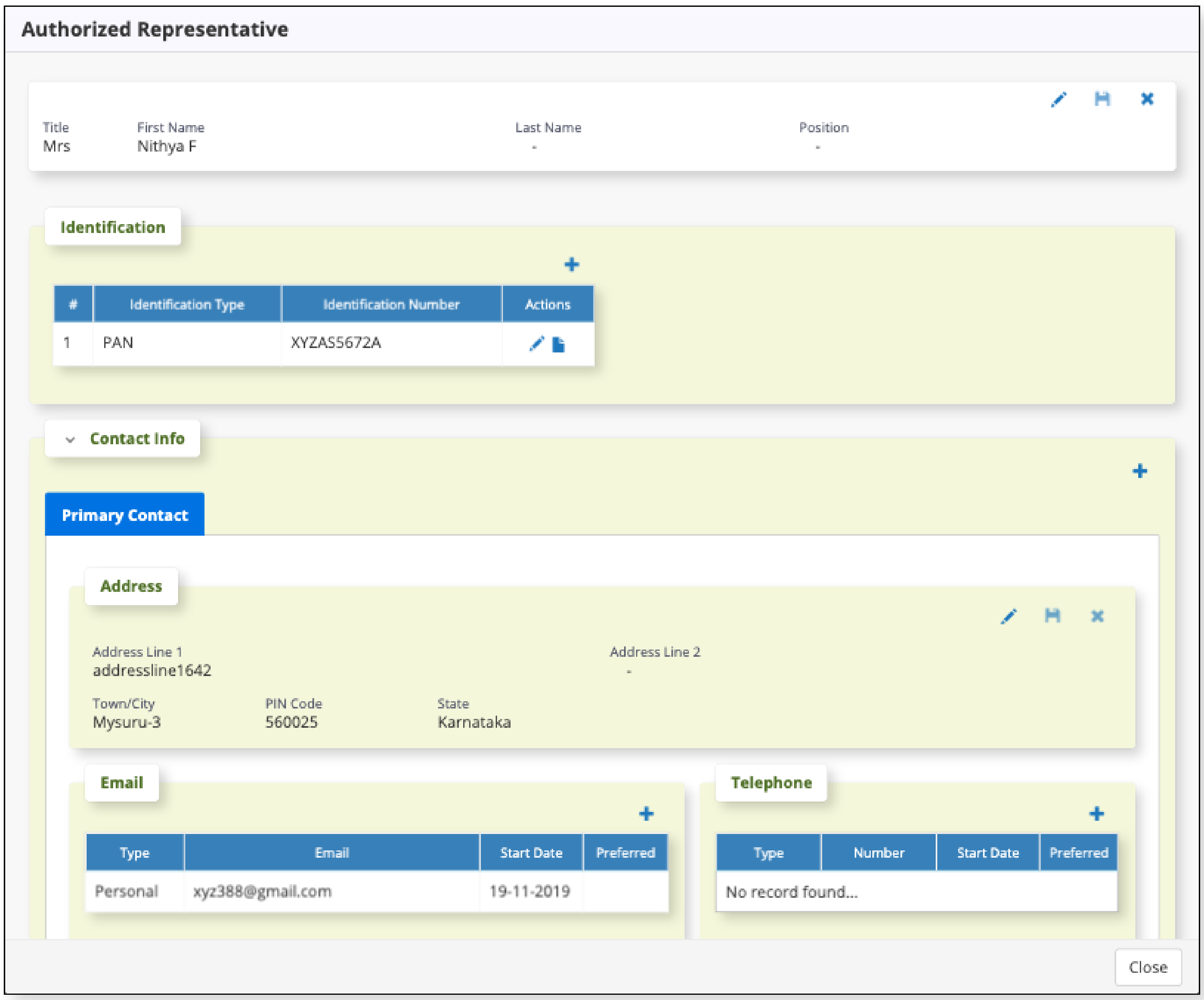
- To enter details of Authorized Representative,
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Authorized Representative Details
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
  - If Authorized Representative is same as the Resolution Applicant Check ☐ **Same as Resolution Applicant**
- Click on Save



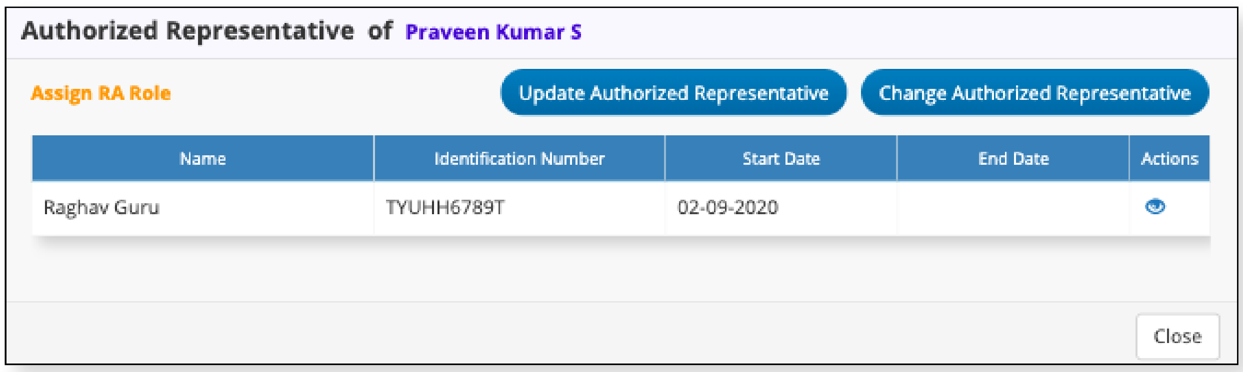
- **Edit**
  - Click on Update Authorized Representative



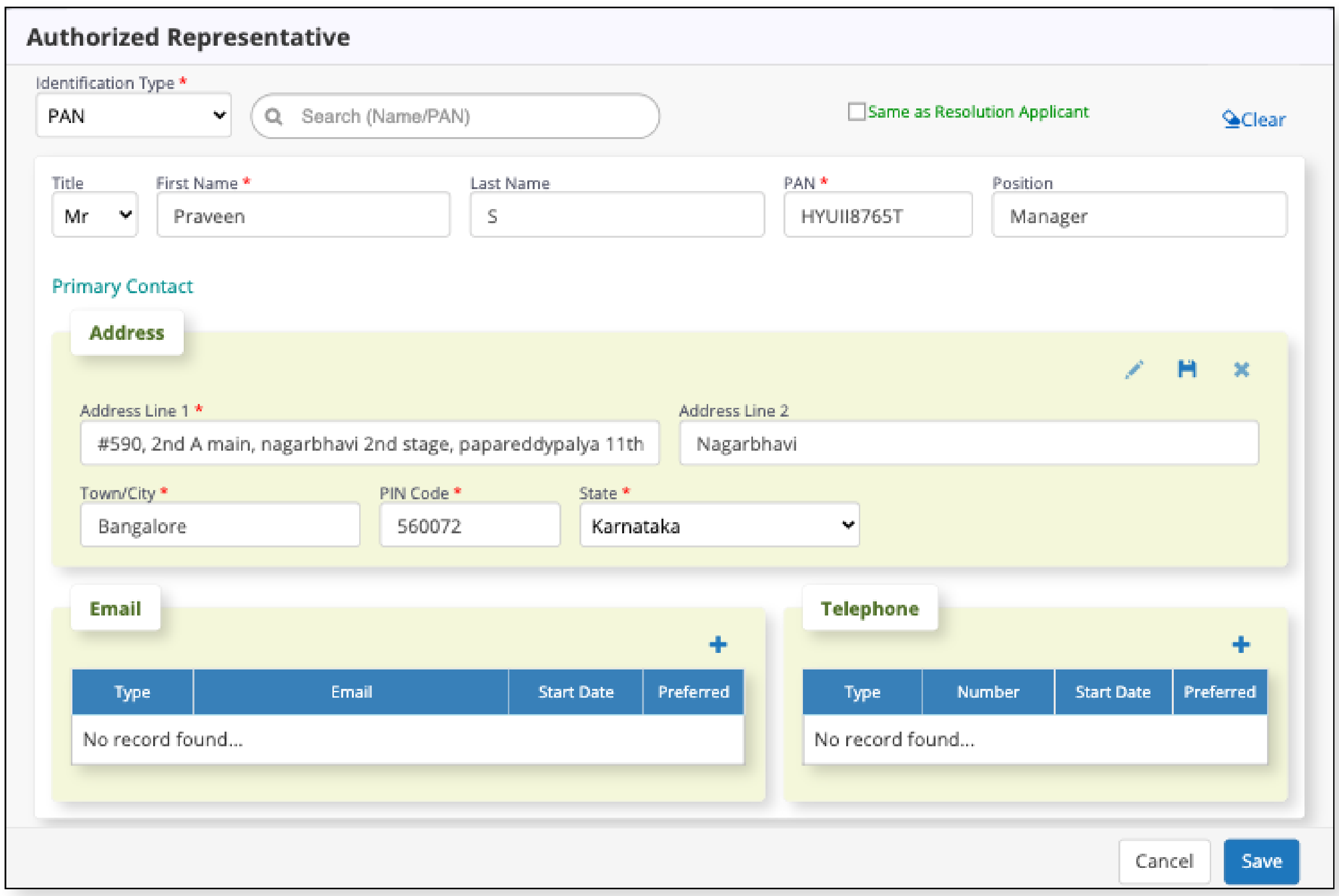
  - Modify the details
  - Click on Close once modification is completed



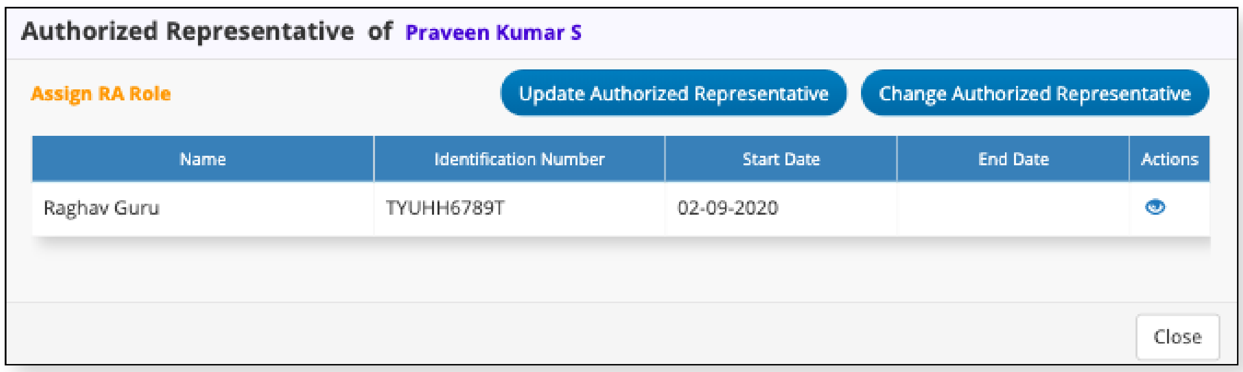
- **Change**
  - Click on Change Authorized Representative



  - To enter details of Authorized Representative,
    - If Authorized Representative is already Registered in PDA
      - Start entering **Identification Number/Name** of the Authorized Representative
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Authorized Representative Details
    - If Authorized Representative is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**
    - If Authorized Representative is same as the Resolution Applicant Check ☐ **Same as Resolution Applicant**
  - Click on Save



- **Assign RA Role**
  - Click on **Assign RA Role**



  - Click on ✔ Yes for confirmation
- Click on Close

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

- If current Authorized Representative is not an PDA user, then you can not assign RA Role for Authorized Representative

---

Eligibility Criteria

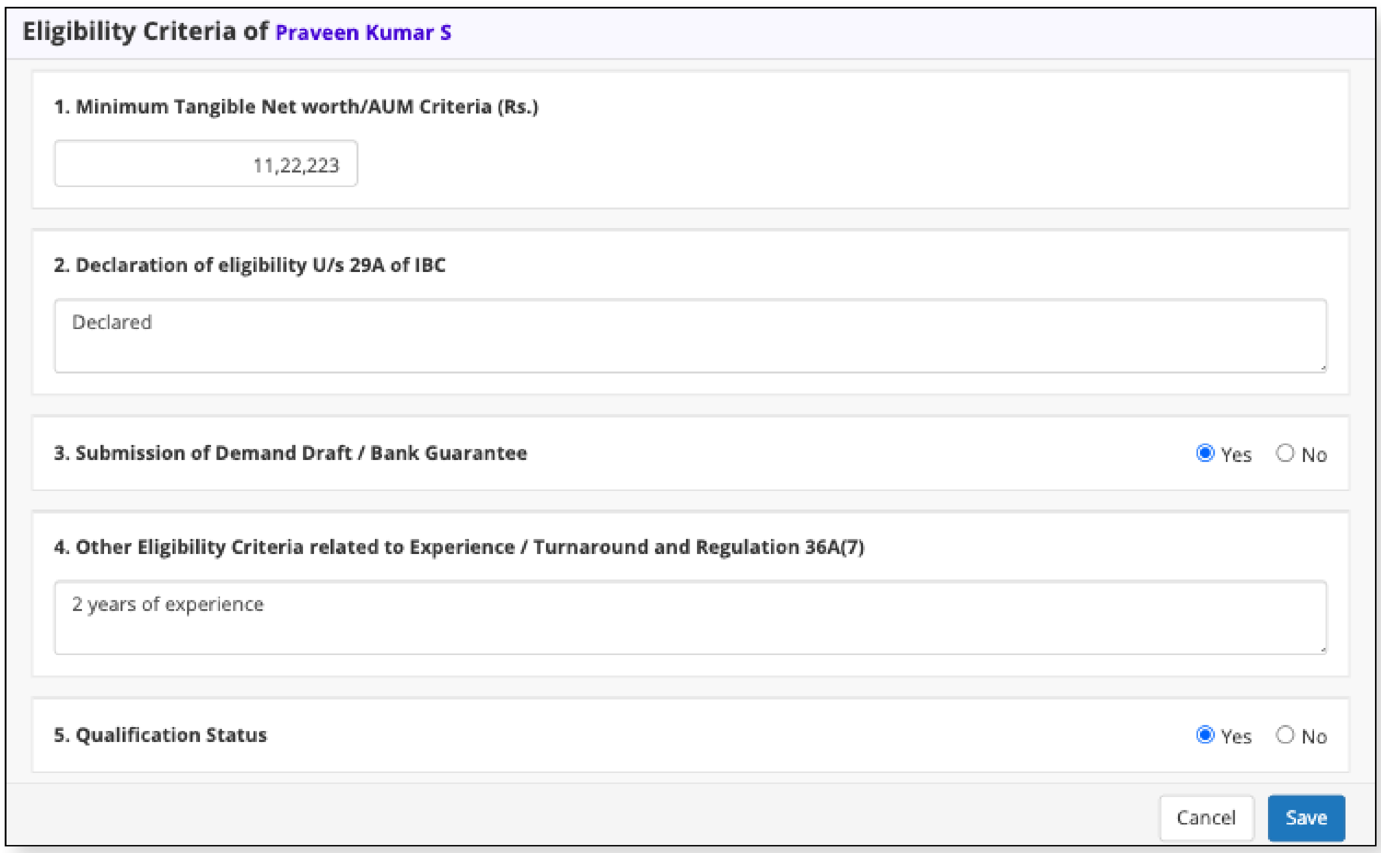
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final
- Have on hand Resolution Applicant Eligibility Criteria details ready

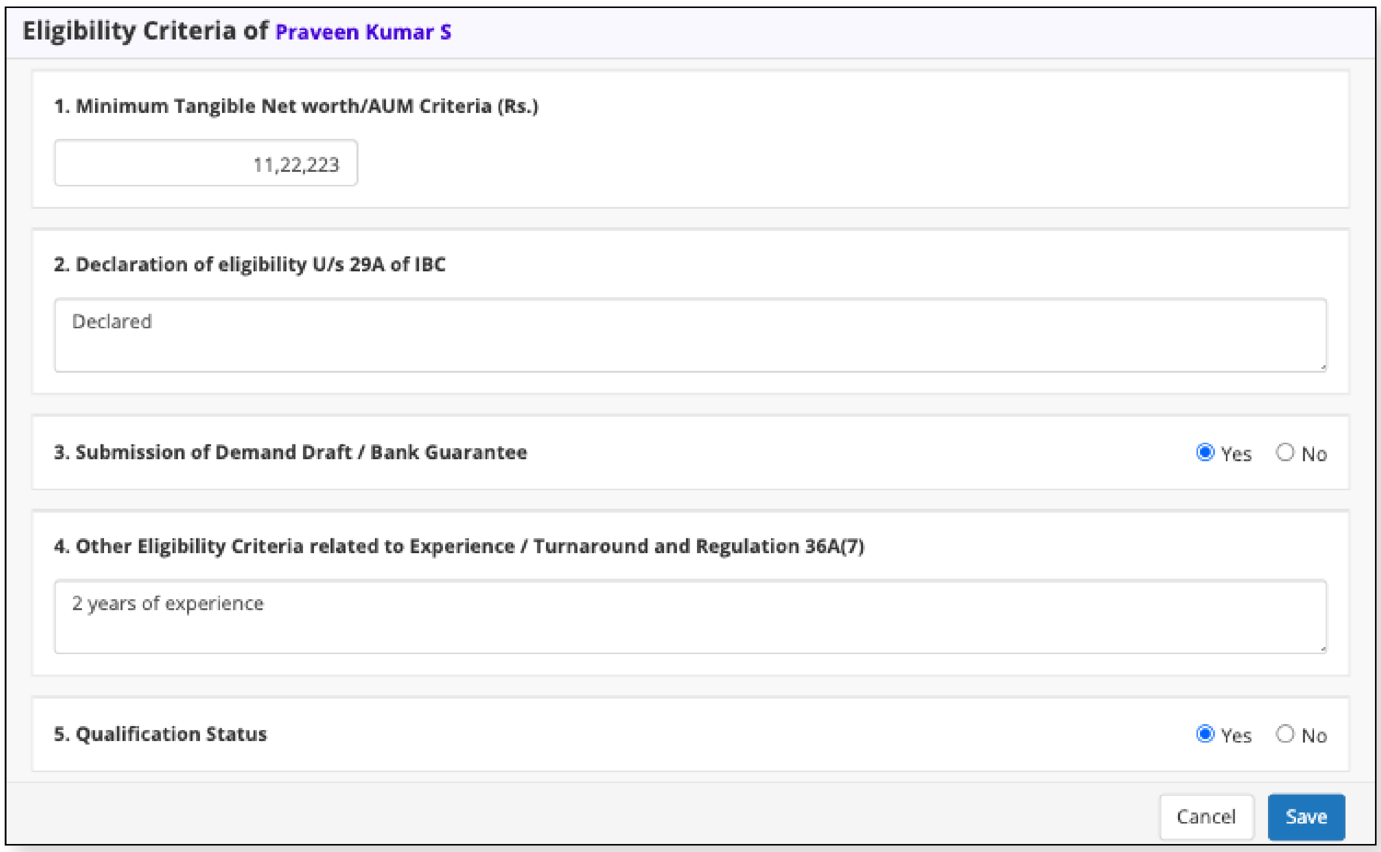
---

Follow these steps:

- Click on ✎ button of the Resolution Applicant
- Select **Eligibility Criteria**
- **Add**
  - Enter the details of Eligibility Criteria
  - Click on Save



- **Edit**
  - Modify the details
  - Click on Save



Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

Provision for Stakeholder

Before you begin:

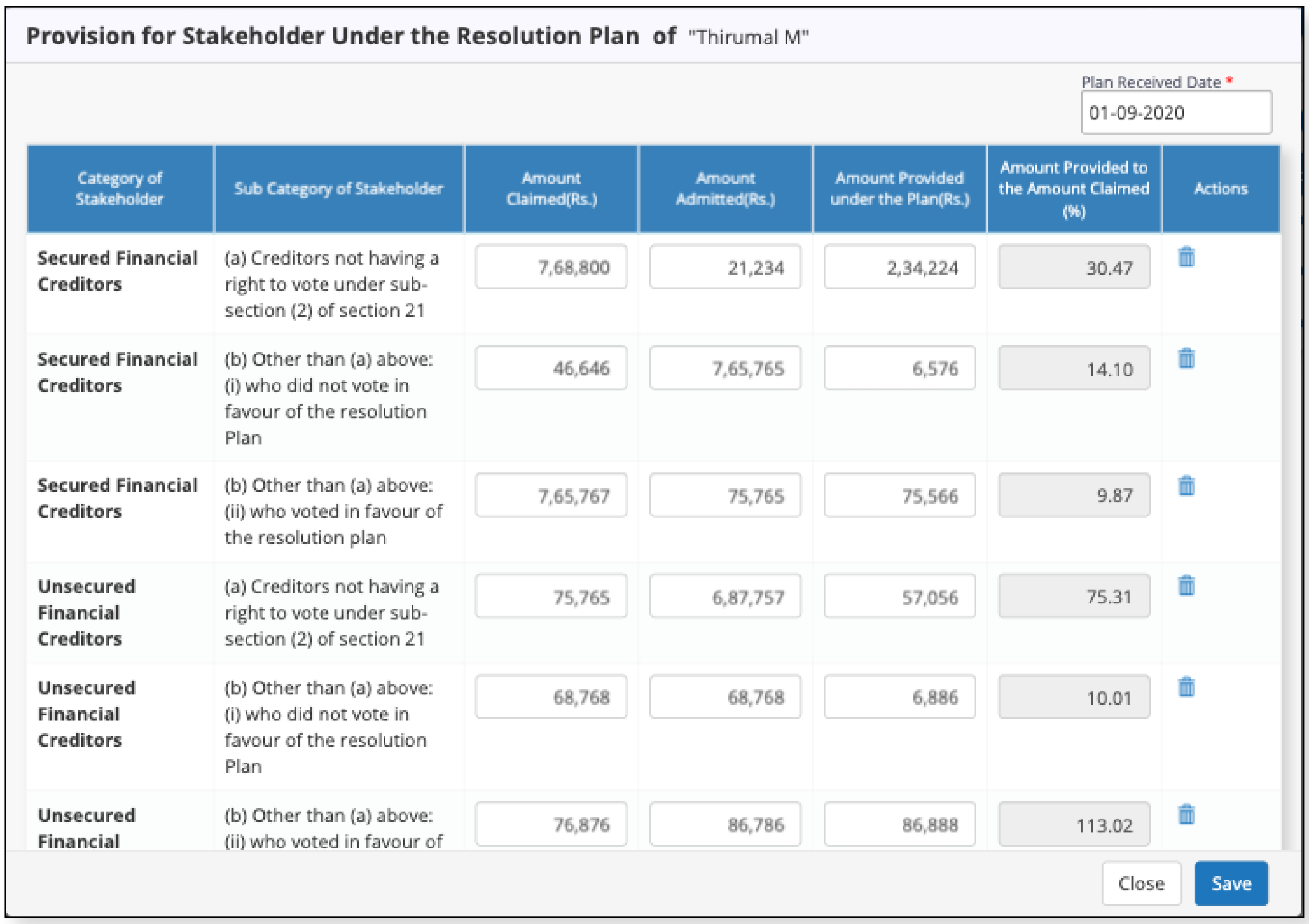
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final
- Have on hand Provision for Stakeholder under the Resolution Plan of the Resolution Applicant ready

---

Follow these steps:

- Click on button of Resolution Applicant with Category Final

- Select **Provision for Stakeholder**
- **Add**
  - To enter the details of Provision for Stakeholder,
    - Enter **Plan Received Date**
    - Enter details for each category of stakeholder
  - Click on Save



Provision for Stakeholder Under the Resolution Plan of "Thirumal M"

Plan Received Date * 01-09-2020

Category of Stakeholder	Sub Category of Stakeholder	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)	Actions
Secured Financial Creditors	(a) Creditors not having a right to vote under sub-section (2) of section 21	7,68,800	21,234	2,34,224	30.47	
Secured Financial Creditors	(b) Other than (a) above: (i) who did not vote in favour of the resolution Plan	46,646	7,65,765	6,576	14.10	
Secured Financial Creditors	(b) Other than (a) above: (ii) who voted in favour of the resolution plan	7,65,767	75,765	75,566	9.87	
Unsecured Financial Creditors	(a) Creditors not having a right to vote under sub-section (2) of section 21	75,765	6,87,757	57,056	75.31	
Unsecured Financial Creditors	(b) Other than (a) above: (i) who did not vote in favour of the resolution Plan	68,768	68,768	6,886	10.01	
Unsecured Financial	(b) Other than (a) above: (ii) who voted in favour of	76,876	86,786	86,888	113.02	

Close Save

- **Edit**
  - To modify the details of particular category of stakeholder,
    - click on button of the particular category of stakeholder
    - Modify the details
    - Click on Save

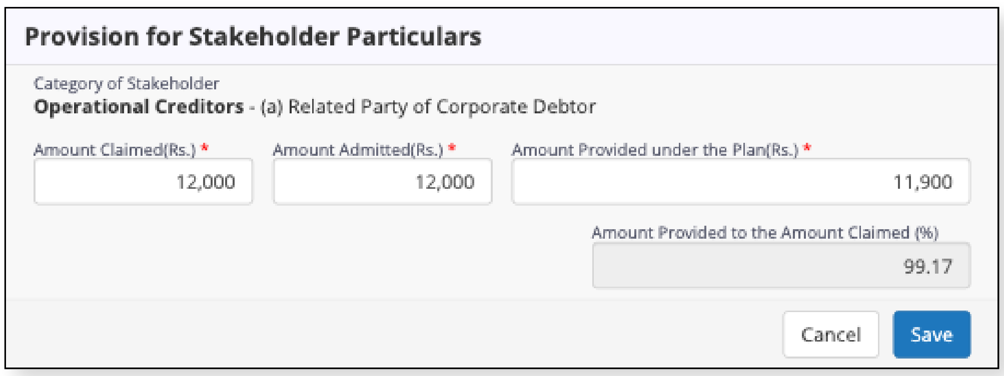
Provision for Stakeholder Particulars

Category of Stakeholder
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21

Amount Claimed(Rs.) * 75,657
Amount Admitted(Rs.) * 7,577
Amount Provided under the Plan(Rs.) * 85,787
Amount Provided to the Amount Claimed (%) 113.39

Cancel Save

  - To add new category of stakeholder,
    - Click on
    - Enter the details
    - Click on Save



Provision for Stakeholder Particulars

Category of Stakeholder
Operational Creditors - (a) Related Party of Corporate Debtor

Amount Claimed(Rs.) * 12,000
Amount Admitted(Rs.) * 12,000
Amount Provided under the Plan(Rs.) * 11,900
Amount Provided to the Amount Claimed (%) 99.17

Cancel Save

  - To delete category of stakeholder,
    - Click on button of that particular category of stakeholder
    - Click on Yes for confirmation
  - Click on [Back]

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

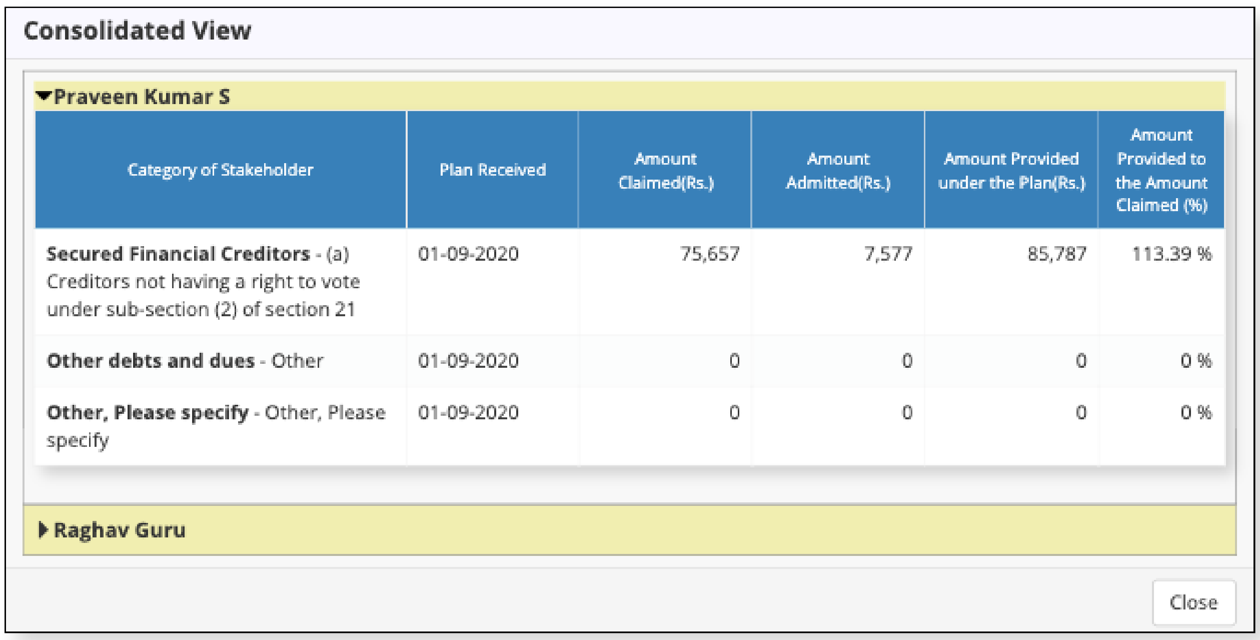
Plan

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Category of the Resolution Applicants should be updated to Final
- Provision for Stakeholder should be added to system

Follow these steps:

- Click on Plan
- **All (Plans)**
    - Select **All**
    - You will be redirected to Consolidated View which has all Resolution Applicant Plans
    - Click on the Resolution Applicant Name to which you want to see plan
    - Click on Close



Consolidated View

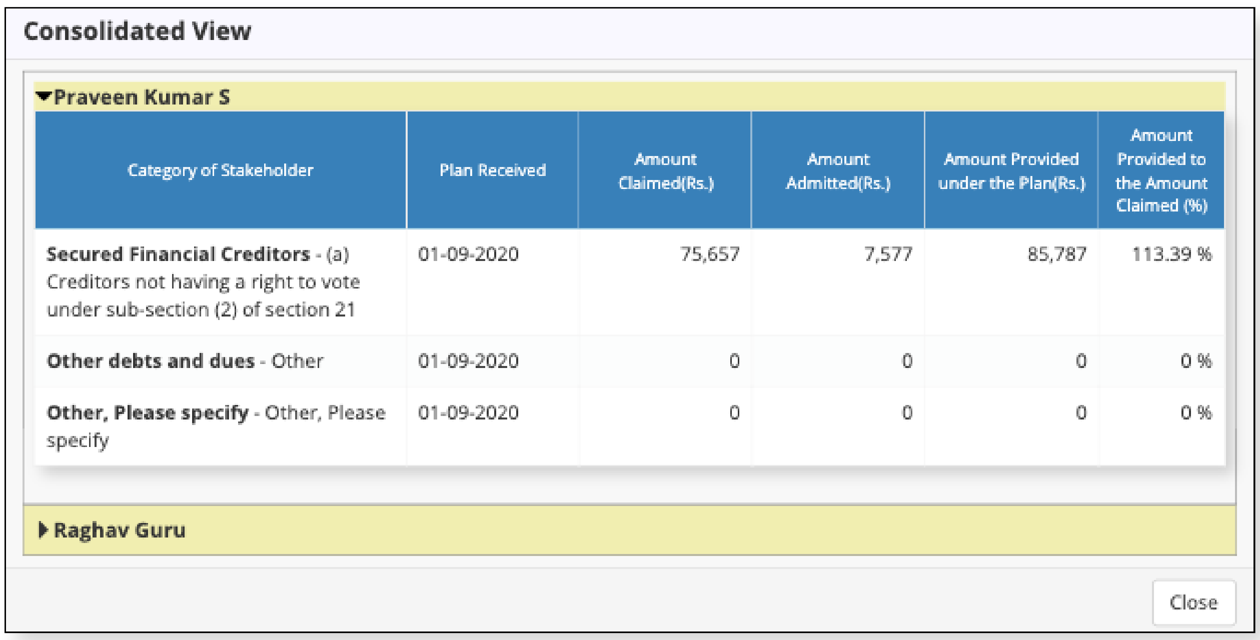
▾Praveen Kumar S

Category of Stakeholder	Plan Received	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21	01-09-2020	75,657	7,577	85,787	113.39 %
Other debts and dues - Other	01-09-2020	0	0	0	0 %
Other, Please specify - Other, Please specify	01-09-2020	0	0	0	0 %

▸Raghav Guru

Close

- **Active (Plans)**
    - Select **Active**
    - You will be redirected to Consolidated View which has all active Resolution Applicant Plans
    - Click on the Resolution Applicant Name to which you want to see plan
    - Click on Close



Consolidated View

▾Praveen Kumar S

Category of Stakeholder	Plan Received	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21	01-09-2020	75,657	7,577	85,787	113.39 %
Other debts and dues - Other	01-09-2020	0	0	0	0 %
Other, Please specify - Other, Please specify	01-09-2020	0	0	0	0 %

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Close

Expected Outcome:

- You will be redirected to Resolution Applicant page

Message & Notes:

RFRP

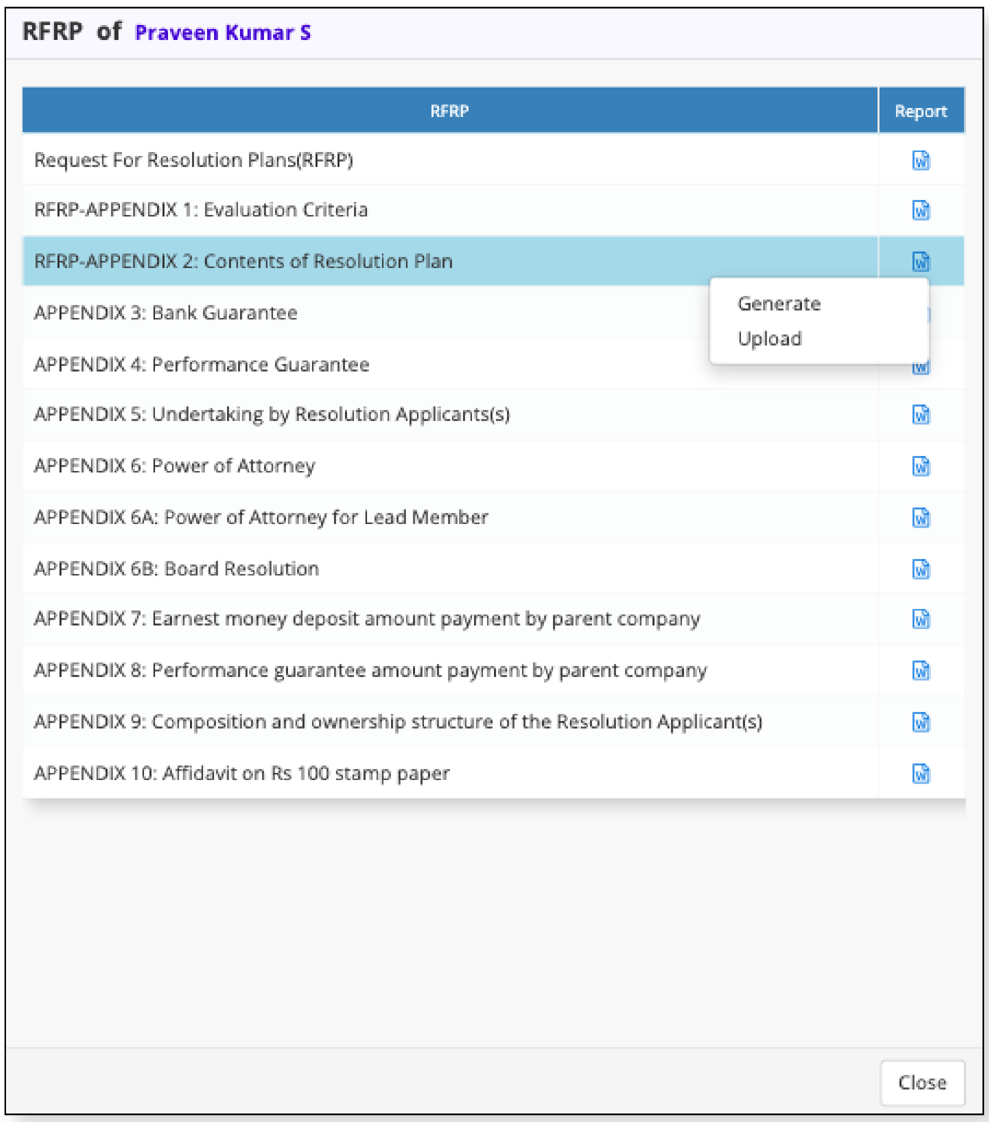
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final

---

Follow these steps:

- Click on button of the Final Resolution Applicant
- Select **RFRP**
- Click on



- **Generate/Re-Generate**
  - Select **Generate** or **Re-Generate**
  - To Generate RFRP Report,
    - Select **Report Type** (PDF_A/PDF_UA/DOCX/EXCEL)
    - Check ☐ **Digital Signature/Barcode/Attachment** as applicable
    - Click on Generate - RFRP will be generated
    - Generated versions will be shown in Green color
  - Click on Close once RFRP is generated
- **Upload**
  - Select **Upload**
  - You will be directed to Documents page
  - Upload Documents
  - Click on Close once RFRP is uploaded
  - Uploaded versions will be shown in Blue color

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

RA at Liquidation

Resolution Applicant

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Liquidation stage
- Have on hand Resolution Applicant details ready

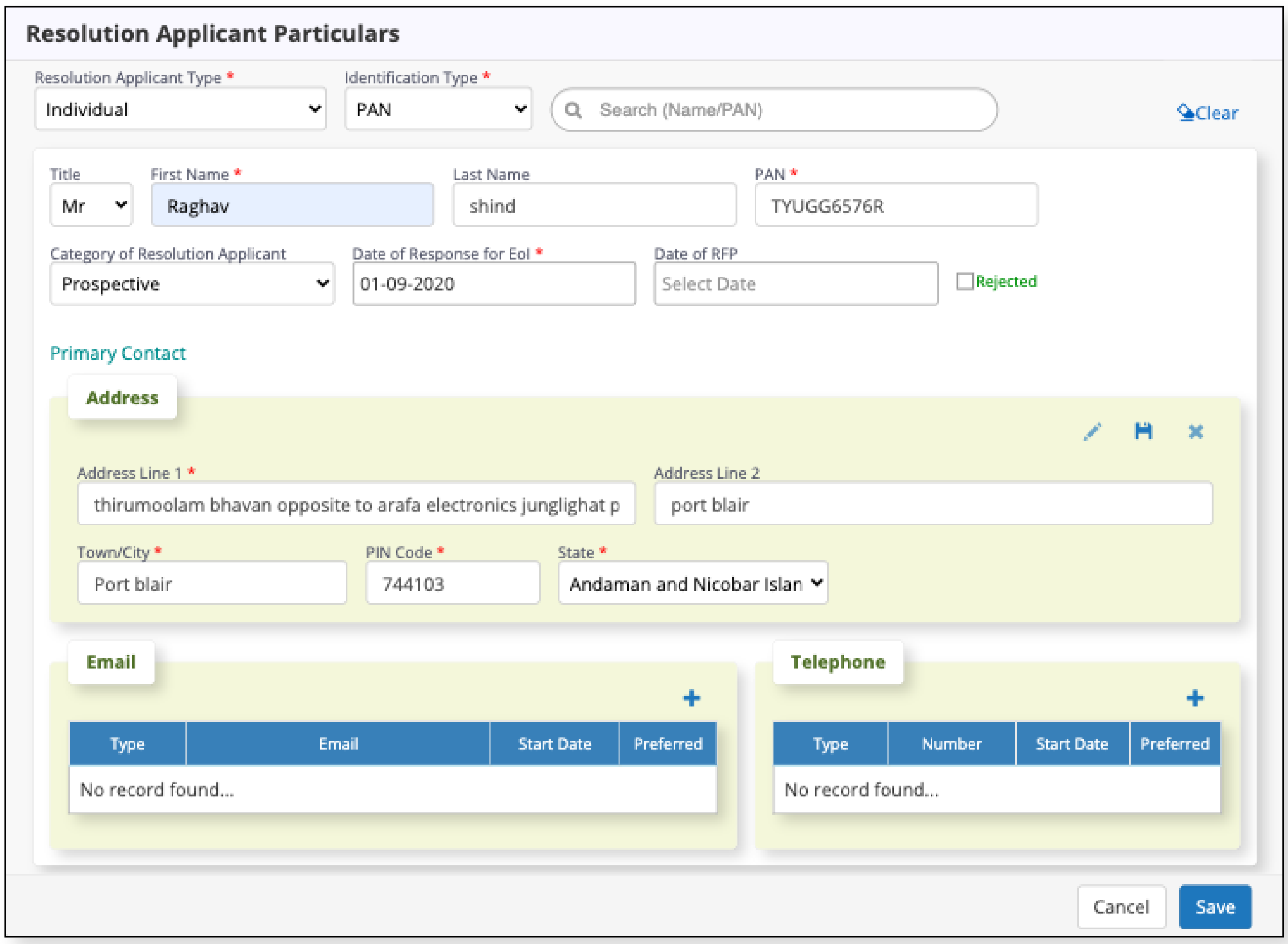
Follow these steps:

- Click on Case to which you want to perform any action on RA at Liquidation
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Go to Side bar and navigate to **RA at Liquidation**
- You will be redirected to RA at Liquidation Page
- RA at Liquidation list will appear

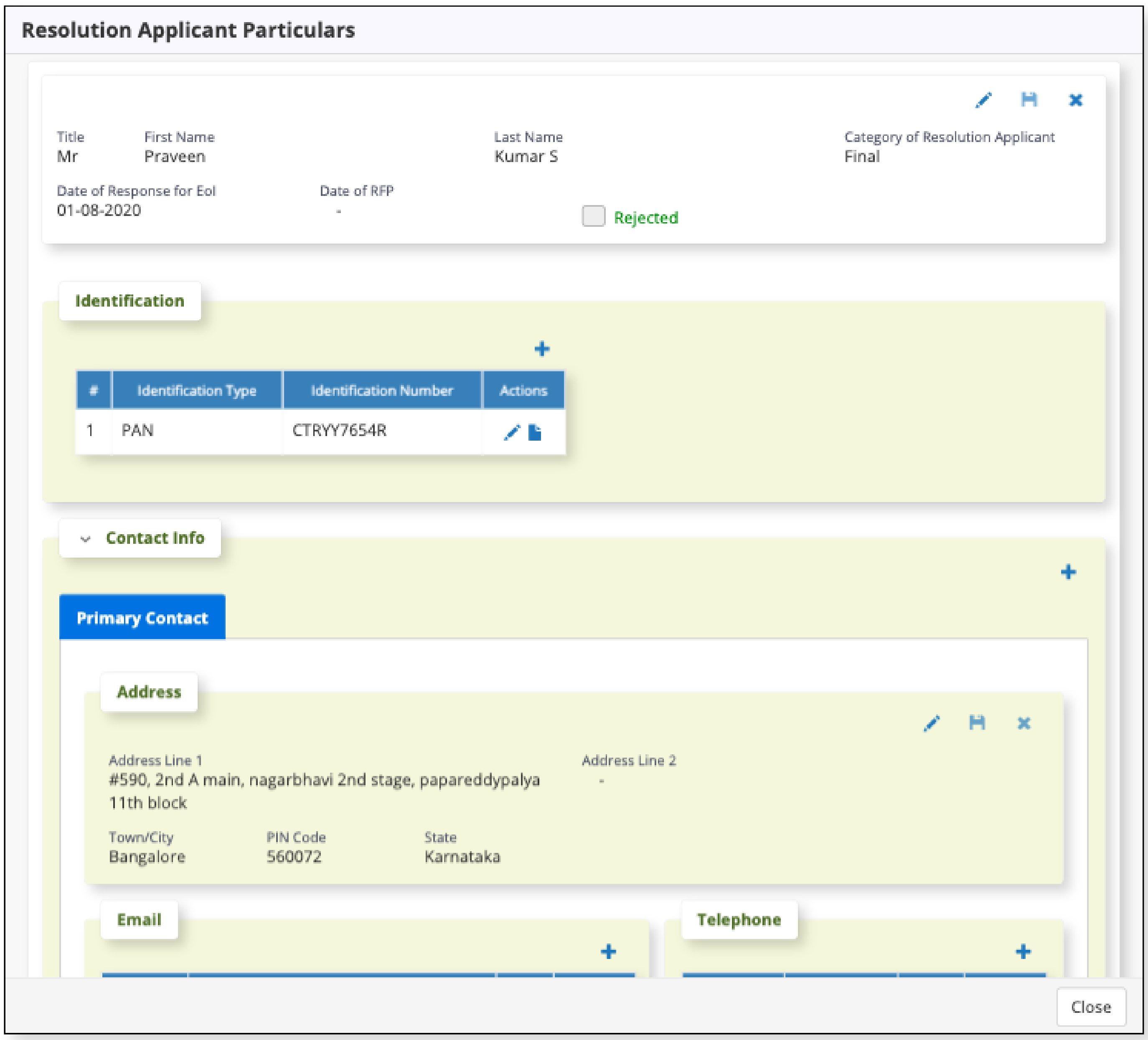
Resolution Applicants (1) - Sale as Going Concern | All | Plan | +

Name	Identification Type	Identification Number	Date of Response for EoI	Category	Status	Actions
thirumal t	PAN	CTYUU7895E	01-10-2020	Prospective	-	

- **Add**
  - Click on +
  - To enter details of Resolution Applicant,
    - Select Entity type of the Resolution Applicant
    - If Resolution Applicant is already Registered in PDA
      - Start entering **Identification Number/Name** of the Resolution Applicant
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Entity details of the Resolution Applicant
    - If Resolution Applicant is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**
      - Enter **Date of Response for EoI**
  - Click on Save

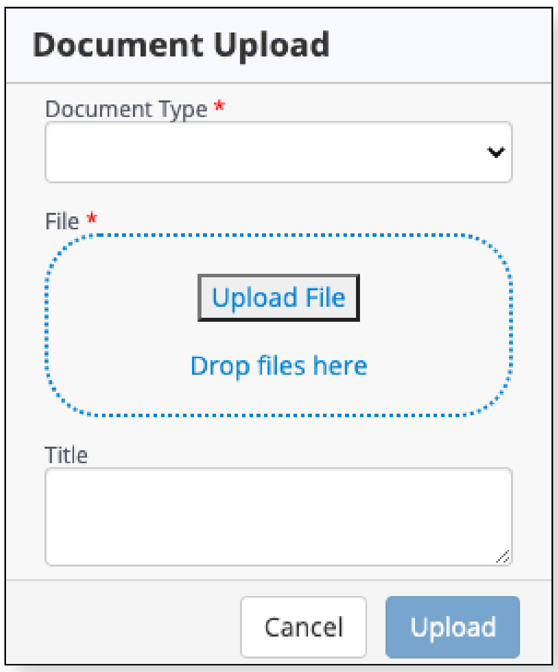


- **Edit**
  - Click on button to which you want to edit details
  - Select **Resolution Applicant**
  - Modify the details
  - Click on Close once modification is completed

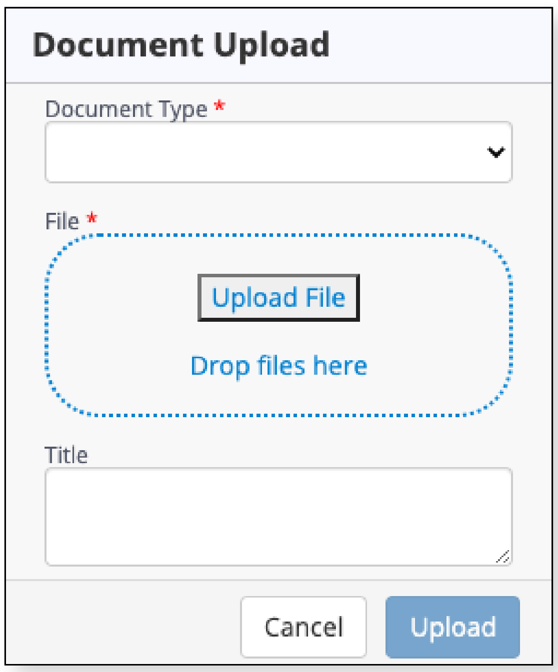


- **Upload Document**
  - Click on button to which you want to upload documents
  - **Profile Document**
    - Select **Profile Document**
    - Click on button in documents list page
    - Select **Document Type**
    - Select **file** to Upload

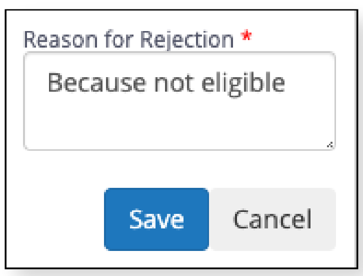
        - Click on Upload
        - Click on Close once upload is completed



    - **Other Supportive Document**
        - Select **Other Supportive Document**
        - Click on + button in documents list page
        - Select **Document Type**
        - Select **file** to Upload
        - Click on Upload
        - Click on Close once upload is completed



- **Reject** - (Applicable for Case Manager)
    - Click on ⋮ button to which you want to reject
    - Select **Reject**
    - Enter **Reason for Rejection**
    - Click on Save button



    - Click on ✓ Yes for confirmation

- **Consider** - (Applicable for Case Manager)
    - Click on ⋮ button of rejected Resolution Applicant to which you want to consider
    - Select **Consider**
    - Click on ✓ Yes for confirmation

- **Delete** - (Applicable for Case Manager)
    - Click on ⋮ button to which you want to Delete
    - Select **Delete Permanently**

- Click on ✔ Yes for confirmation

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

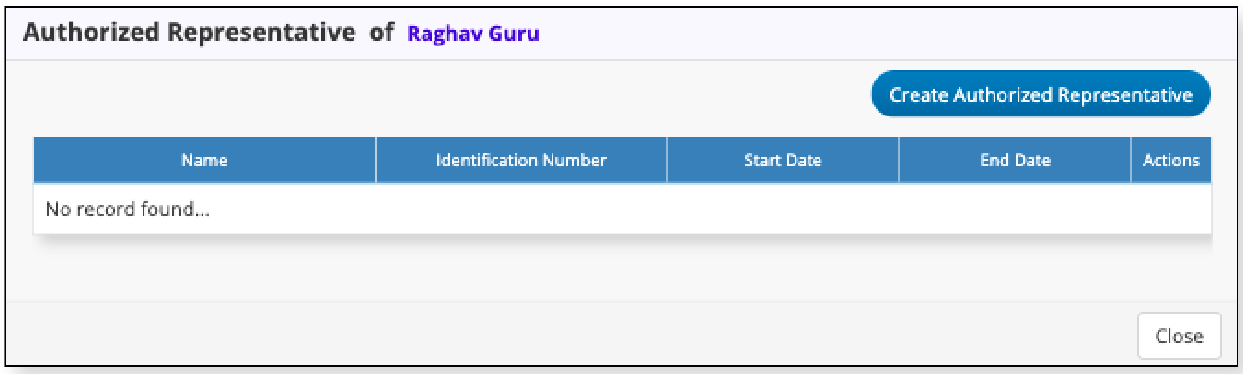
Authorized Representative

Before you begin:

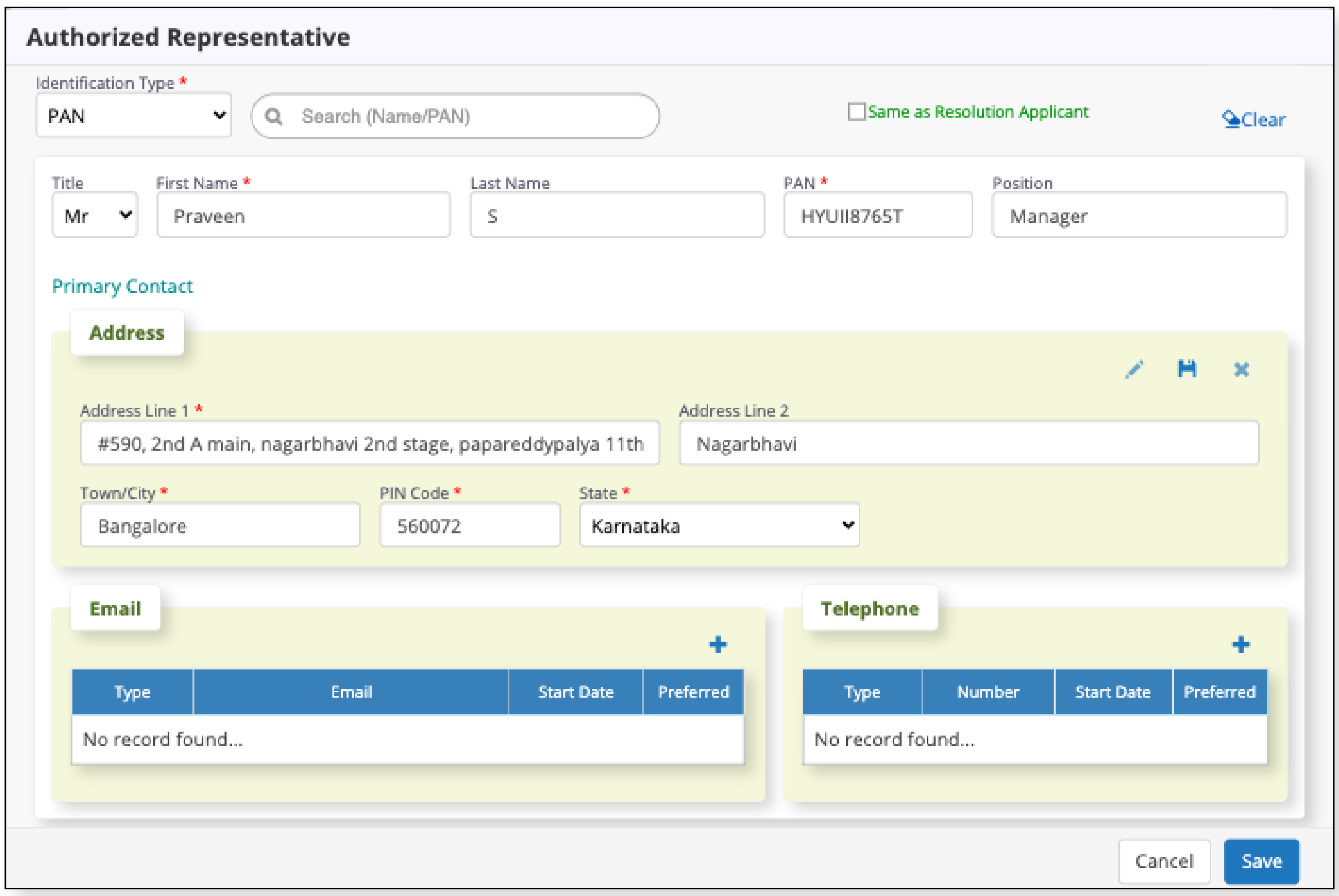
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Authorized Representative details ready

Follow these steps:

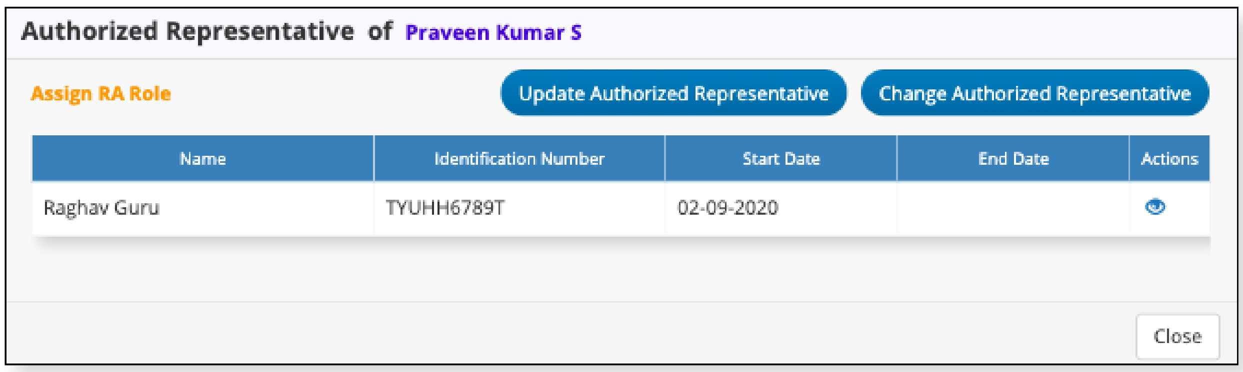
- Click on button of the Resolution Applicant
- Select **Authorized Representative**
- **Add**
  - Click on Create Authorized Representative



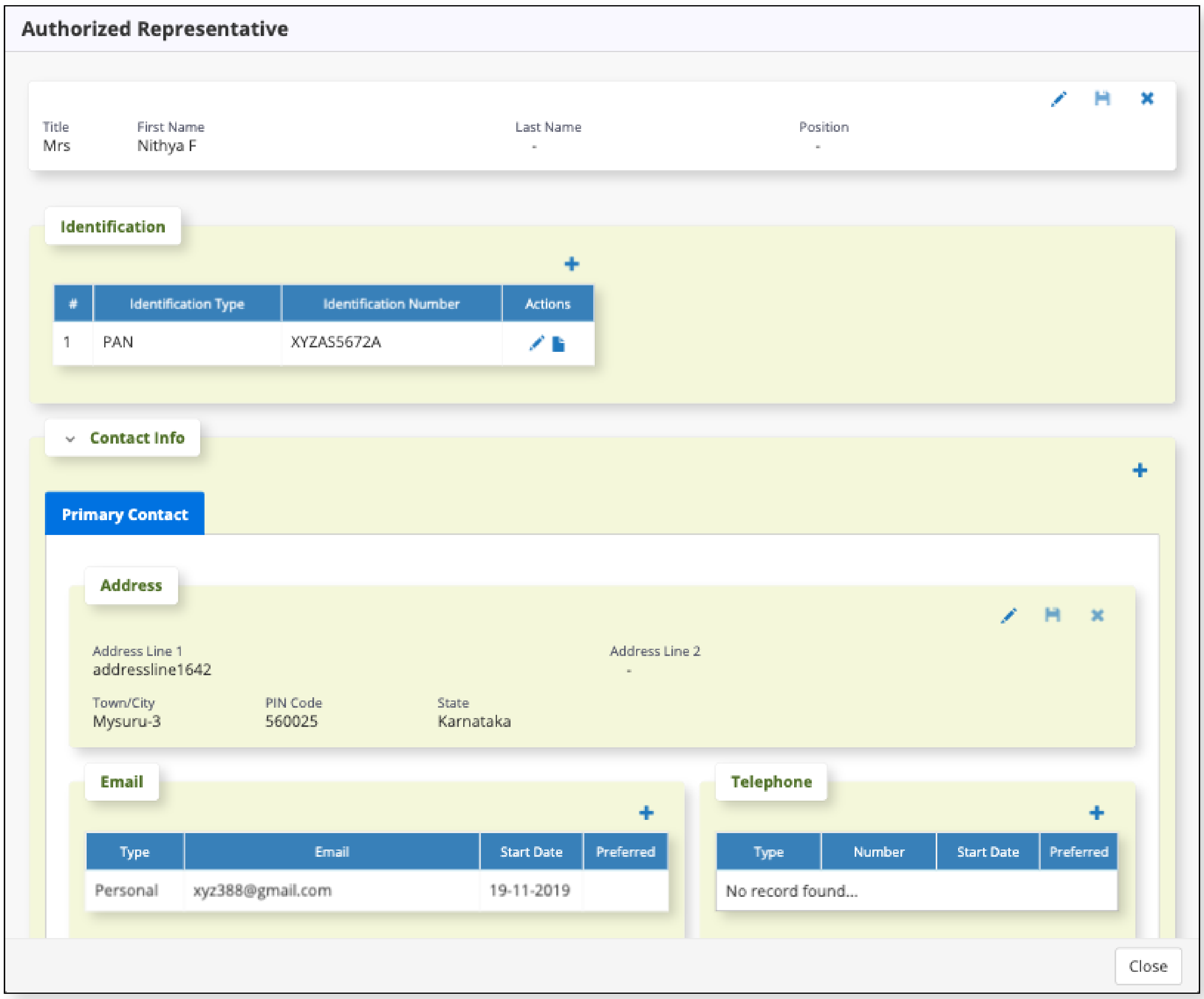
  - To enter details of Authorized Representative,
    - If Authorized Representative is already Registered in PDA
      - Start entering **Identification Number/Name** of the Authorized Representative
      - A list will appear with Name and Identification Number
      - Scroll up or down the list and select Entity
      - Check Authorized Representative Details
    - If Authorized Representative is not Registered in PDA
      - Enter **Name**
      - Enter **Identification Number**
      - Enter **Address**
    - If Authorized Representative is same as the Resolution Applicant Check ☐ **Same as Resolution Applicant**
  - Click on Save



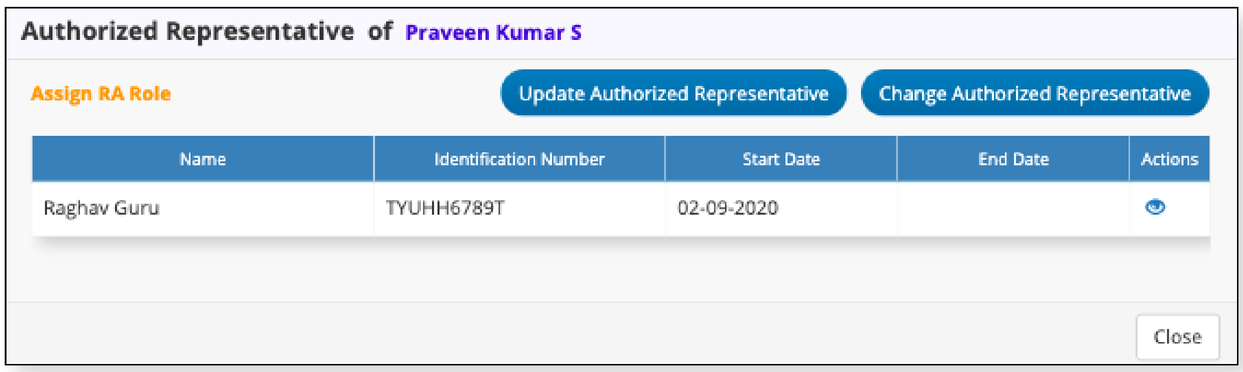
- **Edit**
  - Click on Update Authorized Representative



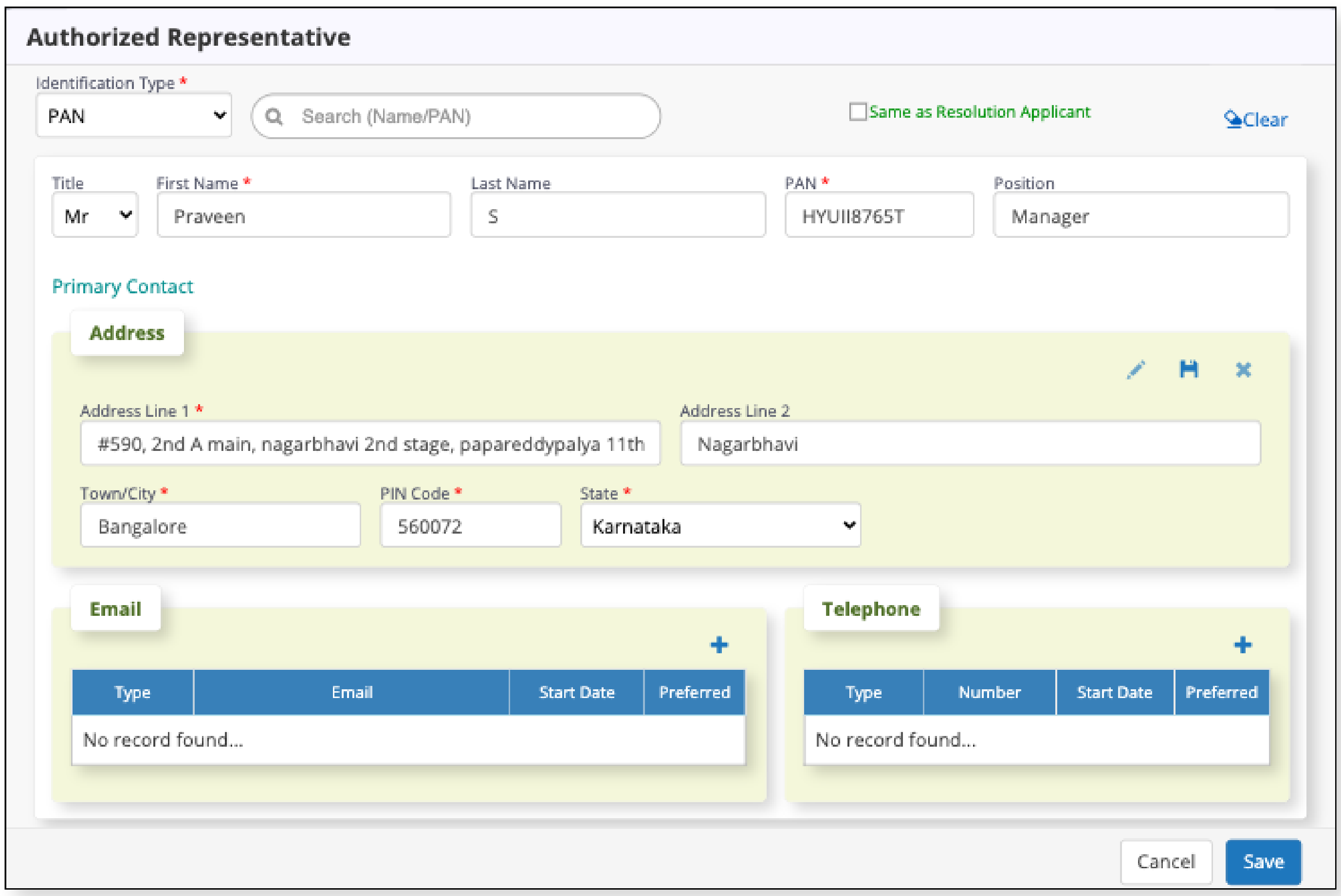
  - Modify the details
  - Click on Close once modification is completed



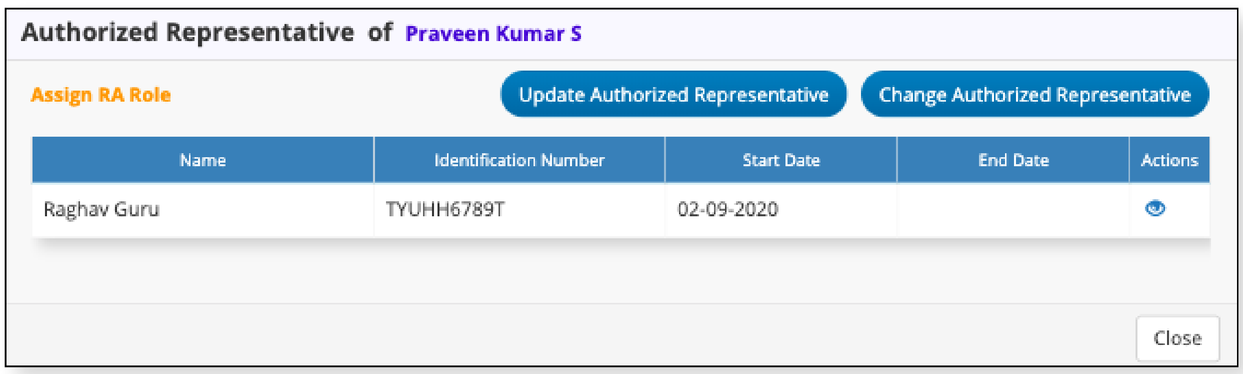
- **Change**
  - Click on Change Authorized Representative



- To enter details of Authorized Representative,
  - If Authorized Representative is already Registered in PDA
    - Start entering **Identification Number/Name** of the Authorized Representative
    - A list will appear with Name and Identification Number
    - Scroll up or down the list and select Entity
    - Check Authorized Representative Details
  - If Authorized Representative is not Registered in PDA
    - Enter **Name**
    - Enter **Identification Number**
    - Enter **Address**
  - If Authorized Representative is same as the Resolution Applicant Check ☐ **Same as Resolution Applicant**
- Click on Save



- **Assign RA Role**
  - Click on **Assign RA Role**



  - Click on ✔ Yes for confirmation
- Click on Close

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

- If current Authorized Representative is not an PDA user, then you can not assign RA Role for Authorized Representative

---

Eligibility Criteria

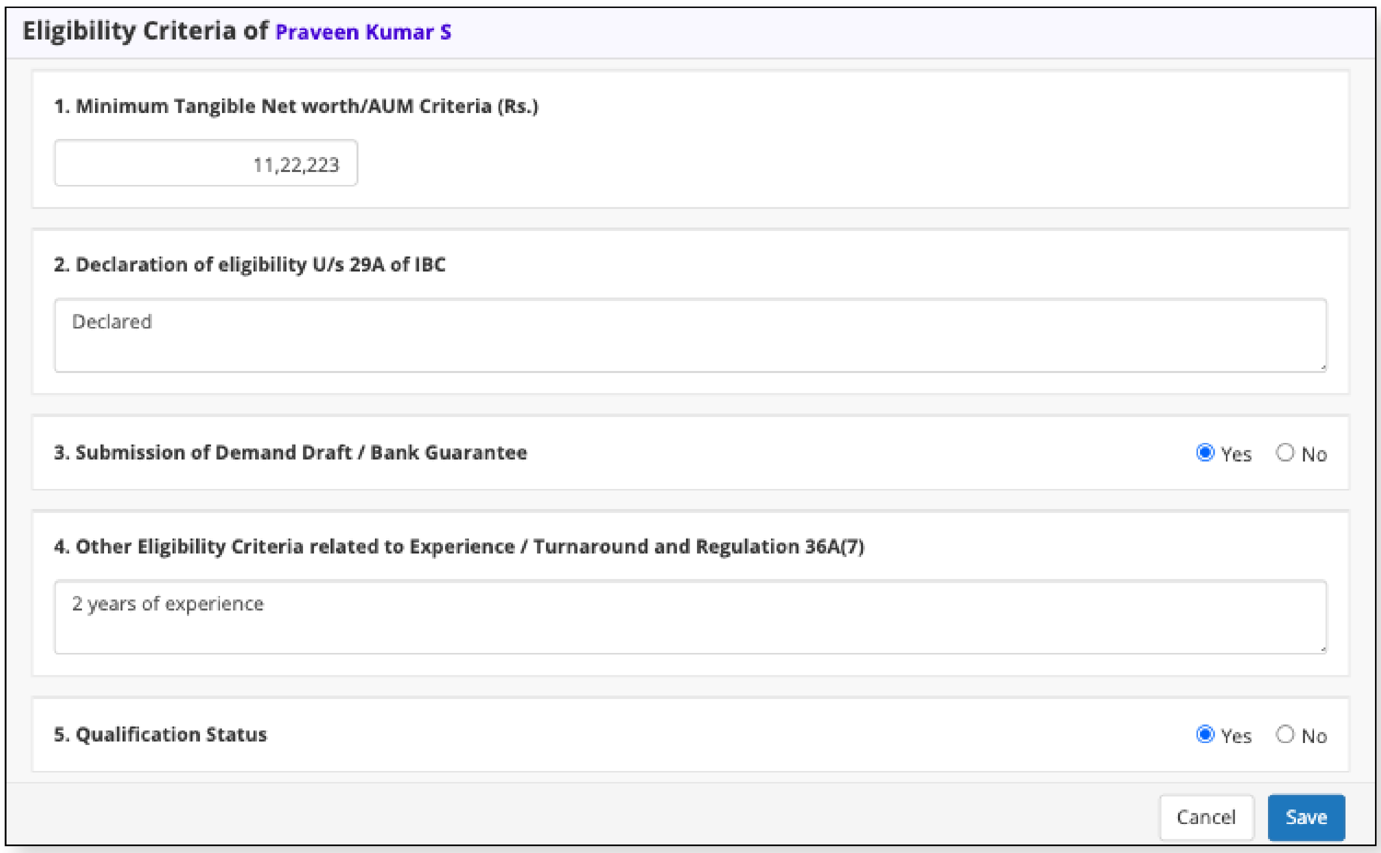
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final
- Have on hand Resolution Applicant Eligibility Criteria details ready

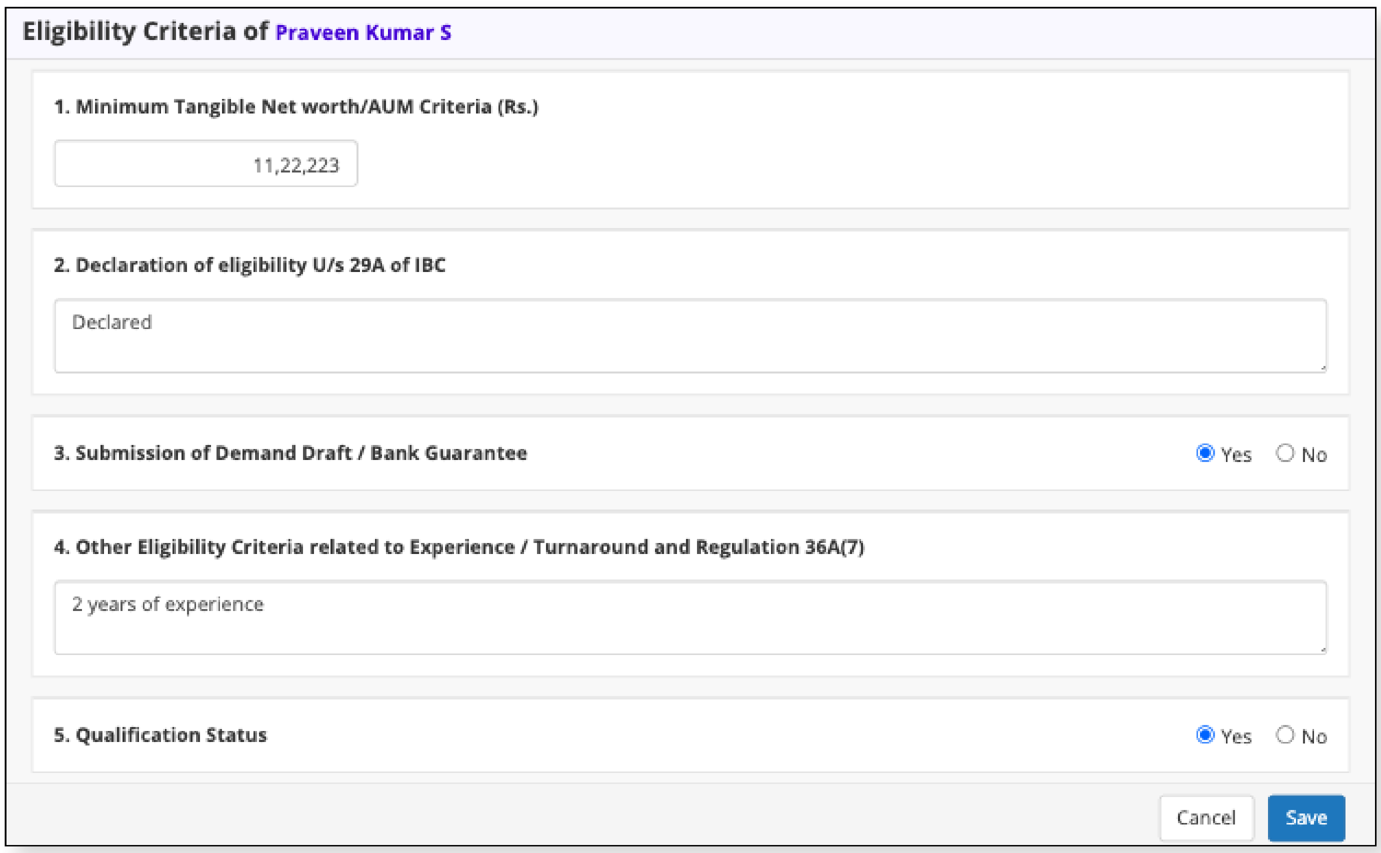
---

Follow these steps:

- Click on button of the Resolution Applicant
- Select **Eligibility Criteria**
- **Add**
  - Enter the details of Eligibility Criteria
  - Click on Save



- **Edit**
  - Modify the details
  - Click on Save



Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

Provision for Stakeholder

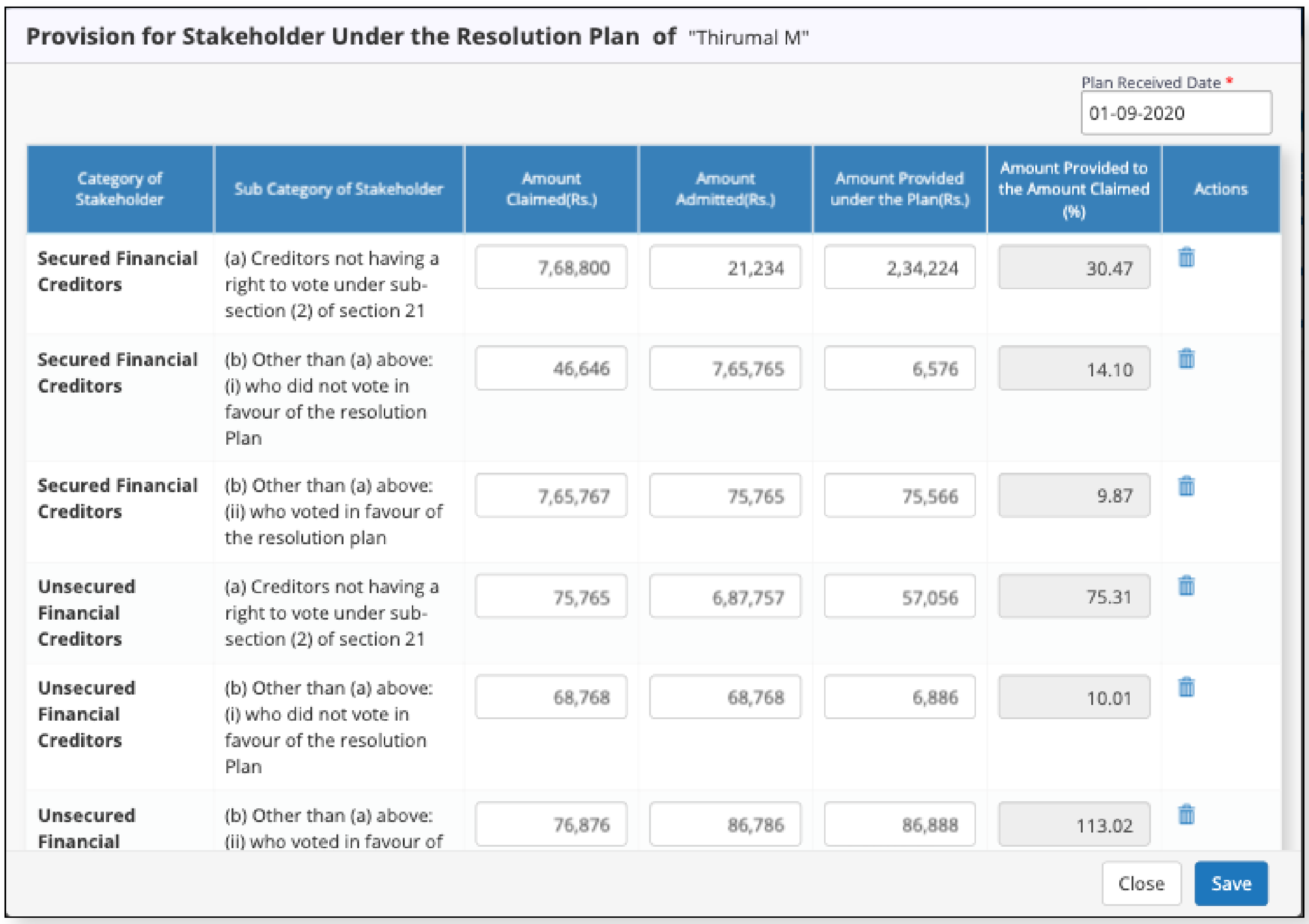
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final
- Have on hand Provision for Stakeholder under the Resolution Plan of the Resolution Applicant ready

---

Follow these steps:

- Click on button of Resolution Applicant with Category Final
- Select **Provision for Stakeholder**
- **Add**
  - To enter the details of Provision for Stakeholder,
    - Enter **Plan Received Date**
    - Enter details for each category of stakeholder
  - Click on Save



Provision for Stakeholder Under the Resolution Plan of "Thirumal M"

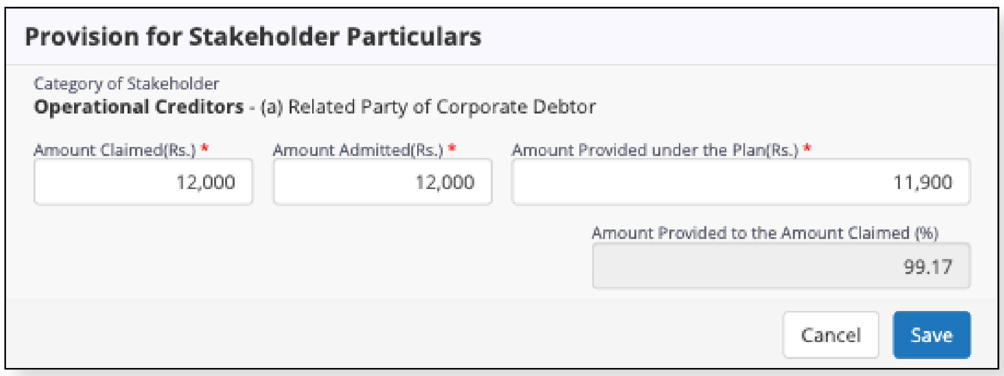
Plan Received Date *
01-09-2020

Category of Stakeholder	Sub Category of Stakeholder	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)	Actions
Secured Financial Creditors	(a) Creditors not having a right to vote under sub-section (2) of section 21	7,68,800	21,234	2,34,224	30.47	
Secured Financial Creditors	(b) Other than (a) above: (i) who did not vote in favour of the resolution Plan	46,646	7,65,765	6,576	14.10	
Secured Financial Creditors	(b) Other than (a) above: (ii) who voted in favour of the resolution plan	7,65,767	75,765	75,566	9.87	
Unsecured Financial Creditors	(a) Creditors not having a right to vote under sub-section (2) of section 21	75,765	6,87,757	57,056	75.31	
Unsecured Financial Creditors	(b) Other than (a) above: (i) who did not vote in favour of the resolution Plan	68,768	68,768	6,886	10.01	
Unsecured Financial	(b) Other than (a) above: (ii) who voted in favour of	76,876	86,786	86,888	113.02	

Close Save

- **Edit**
  - To modify the details of particular category of stakeholder,
    - click on button of the particular category of stakeholder
    - Modify the details
    - Click on Save

  - To add new category of stakeholder,
    - Click on +
    - Enter the details
    - Click on Save



  - To delete category of stakeholder,
    - Click on button of that particular category of stakeholder
    - Click on ✔ Yes for confirmation
  - Click on Back

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

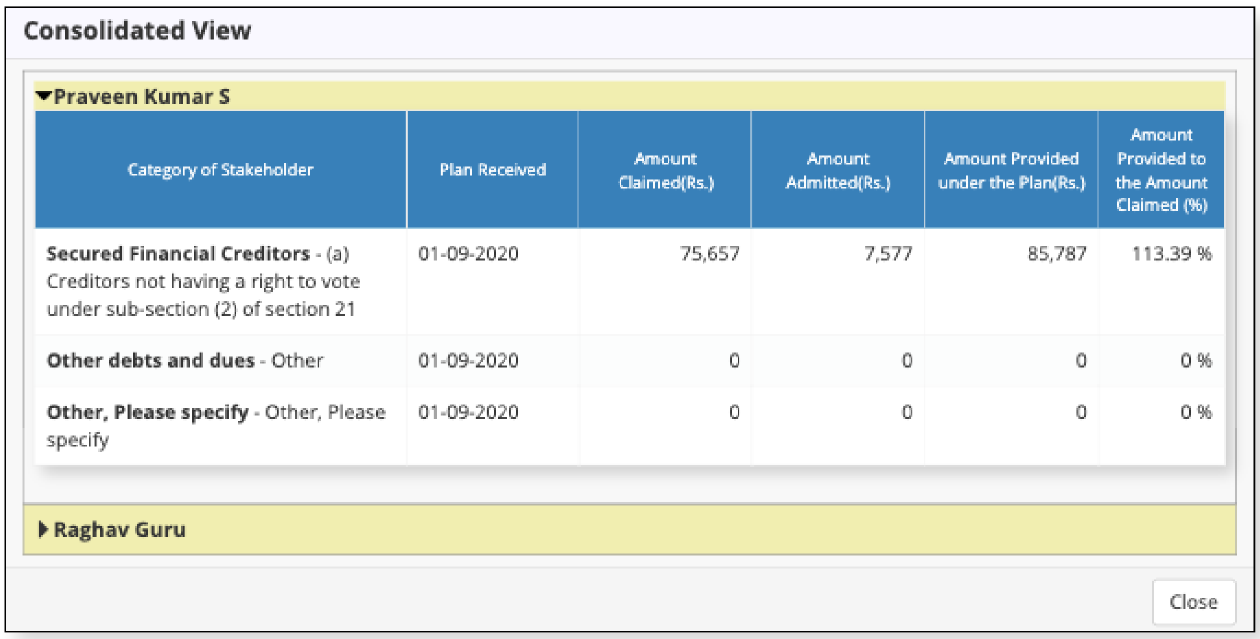
Plan

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Category of the Resolution Applicants should be updated to Final
- Provision for Stakeholder should be added to system

Follow these steps:

- Click on Plan
- **All (Plans)**
  - Select **All**
  - You will be redirected to Consolidated View which has all Resolution Applicant Plans
  - Click on the Resolution Applicant Name to which you want to see plan
  - Click on Close



Consolidated View

▾Praveen Kumar S

Category of Stakeholder	Plan Received	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21	01-09-2020	75,657	7,577	85,787	113.39 %
Other debts and dues - Other	01-09-2020	0	0	0	0 %
Other, Please specify - Other, Please specify	01-09-2020	0	0	0	0 %

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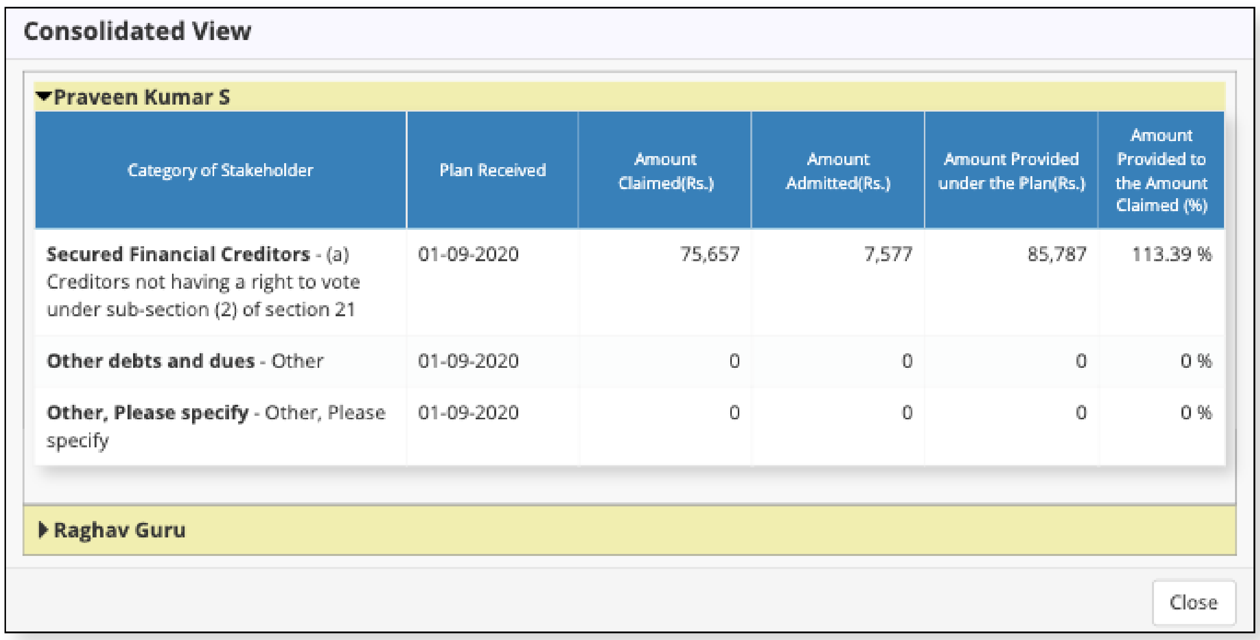
Close

- **Active (Plans)**
  - Select **Active**
  - You will be redirected to Consolidated View which has all active Resolution Applicant Plans
  - Click on the Resolution Applicant Name to which you want to see plan
  - Click on Close



Consolidated View

▾Praveen Kumar S

Category of Stakeholder	Plan Received	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21	01-09-2020	75,657	7,577	85,787	113.39 %
Other debts and dues - Other	01-09-2020	0	0	0	0 %
Other, Please specify - Other, Please specify	01-09-2020	0	0	0	0 %

▸Raghav Guru

Close

Expected Outcome:

- You will be redirected to Resolution Applicant page

Message & Notes:

RFRP

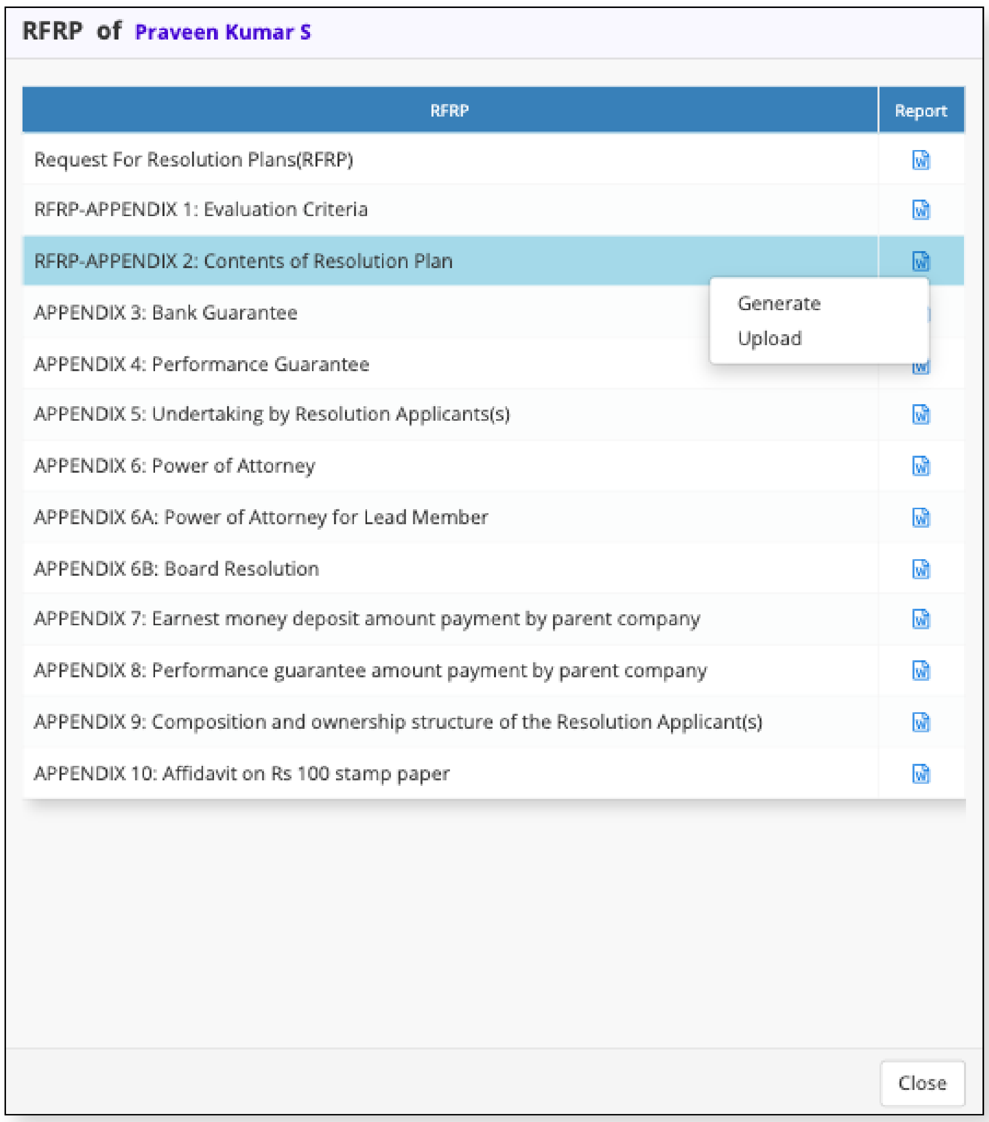
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final

---

Follow these steps:

- Click on button of the Final Resolution Applicant
- Select **RFRP**
- Click on



- **Generate/Re-Generate**
  - Select **Generate** or **Re-Generate**
  - To Generate RFRP Report,
    - Select **Report Type** (PDF_A/PDF_UA/DOCX/EXCEL)
    - Check ☐ **Digital Signature/Barcode/Attachment** as applicable
    - Click on Generate - RFRP will be generated
    - Generated versions will be shown in Green color
  - Click on Close once RFRP is generated
- **Upload**
  - Select **Upload**
  - You will be directed to Documents page
  - Upload Documents
  - Click on Close once RFRP is uploaded
  - Uploaded versions will be shown in Blue color

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

---

Message & Notes:

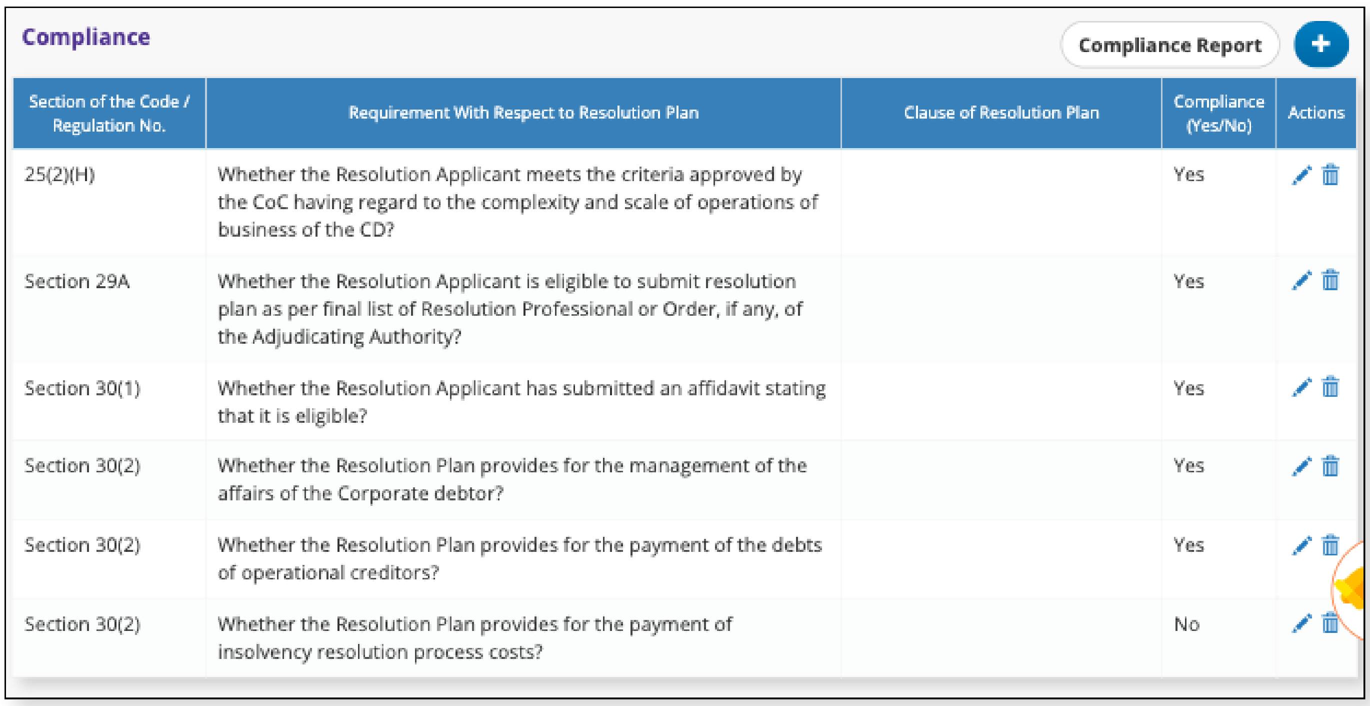
Resolution Plan Compliance

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Compliance details ready

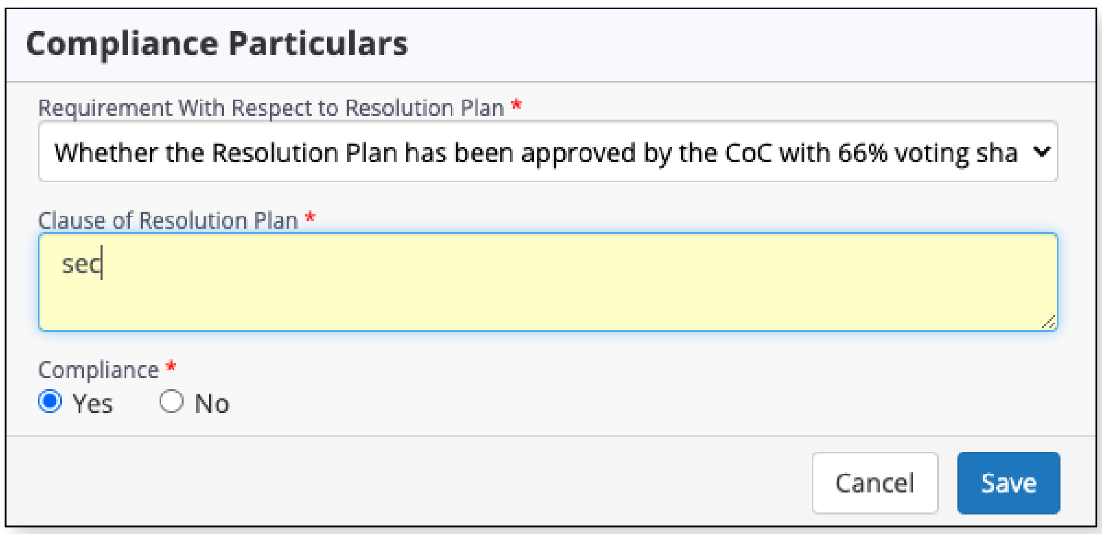
Follow these steps:

- Click on Case to which you want to perform any action on Compliance
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Go to Side bar and navigate to **Compliance**
- You will be redirected to Compliance Page
- Compliance list will appear

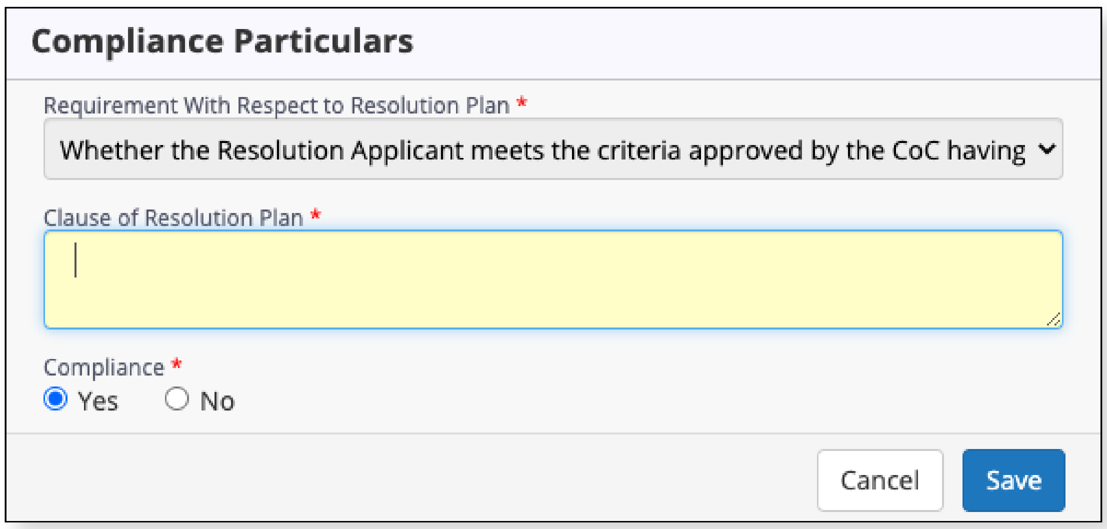


Section of the Code / Regulation No.	Requirement With Respect to Resolution Plan	Clause of Resolution Plan	Compliance (Yes/No)	Actions
25(2)(H)	Whether the Resolution Applicant meets the criteria approved by the CoC having regard to the complexity and scale of operations of business of the CD?		Yes	
Section 29A	Whether the Resolution Applicant is eligible to submit resolution plan as per final list of Resolution Professional or Order, if any, of the Adjudicating Authority?		Yes	
Section 30(1)	Whether the Resolution Applicant has submitted an affidavit stating that it is eligible?		Yes	
Section 30(2)	Whether the Resolution Plan provides for the management of the affairs of the Corporate debtor?		Yes	
Section 30(2)	Whether the Resolution Plan provides for the payment of the debts of operational creditors?		Yes	
Section 30(2)	Whether the Resolution Plan provides for the payment of insolvency resolution process costs?		No	

- To **Add**
  - Click on +
  - Enter **Compliance** details
  - Click on Save



- To **Edit**
  - Click on button to which you want to edit compliance details
  - Modify **Compliance** details
  - Click on Save



- To **Generate Report**
  - Click on Compliance Report
  - Compliance Report will be downloaded
- To **Delete** - (By Case Manager Only)
  - Click on button to which you want to delete Compliance
  - Click on ✔ Yes for delete confirmation

Expected Outcome:
- You will be redirected to Compliance Page, with Compliance details

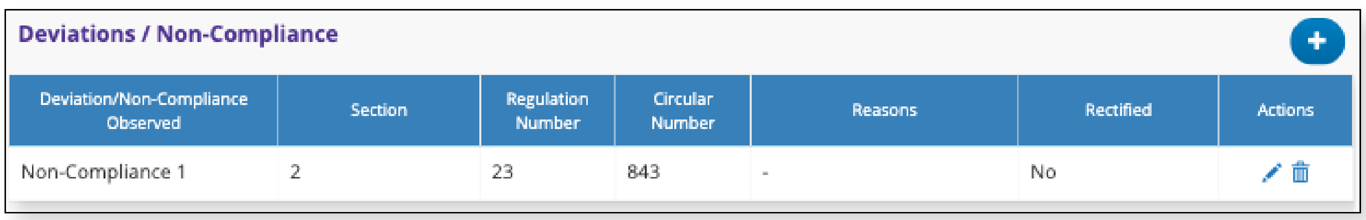
---

Message & Notes:

Deviation/Non-Compliance

Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Deviation/Non-Compliance details ready

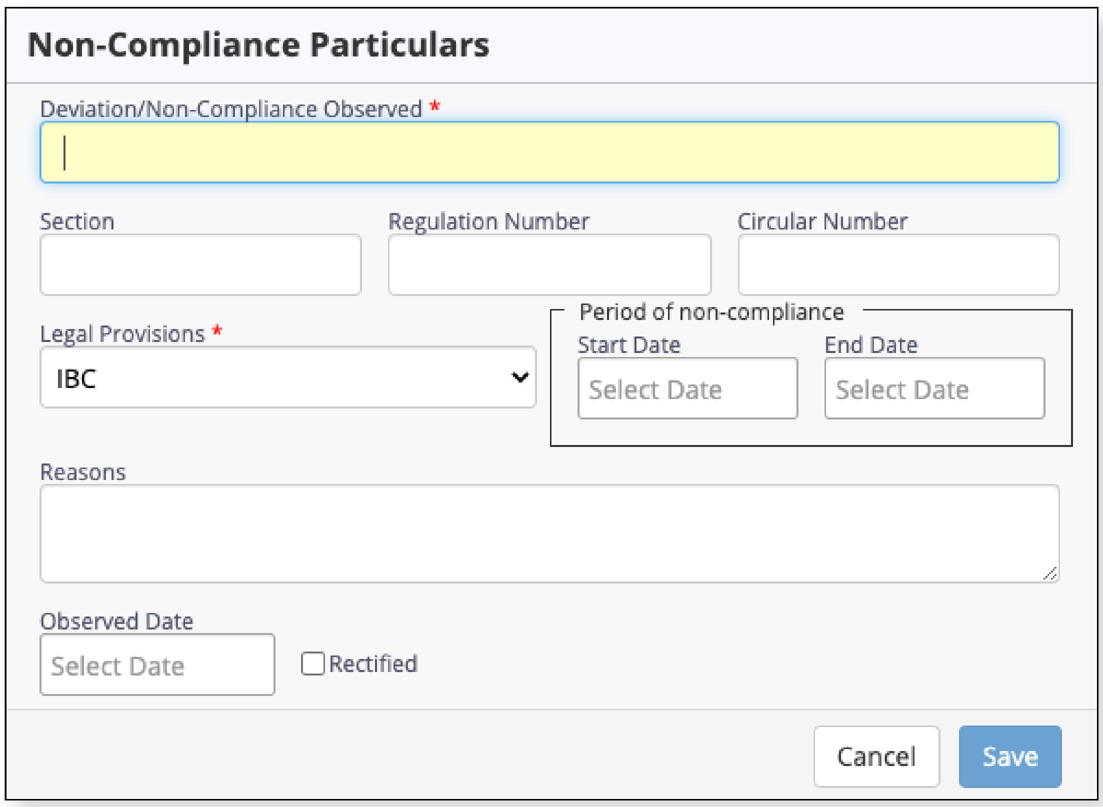
Follow these steps:
- Click on Case to which you want to perform any action on Deviation/Non-Compliance
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Go to Side bar and navigate to **Deviation/Non-Compliance**
- You will be redirected to Deviation/Non-Compliance Page
- Deviation/Non-Compliance list will appear



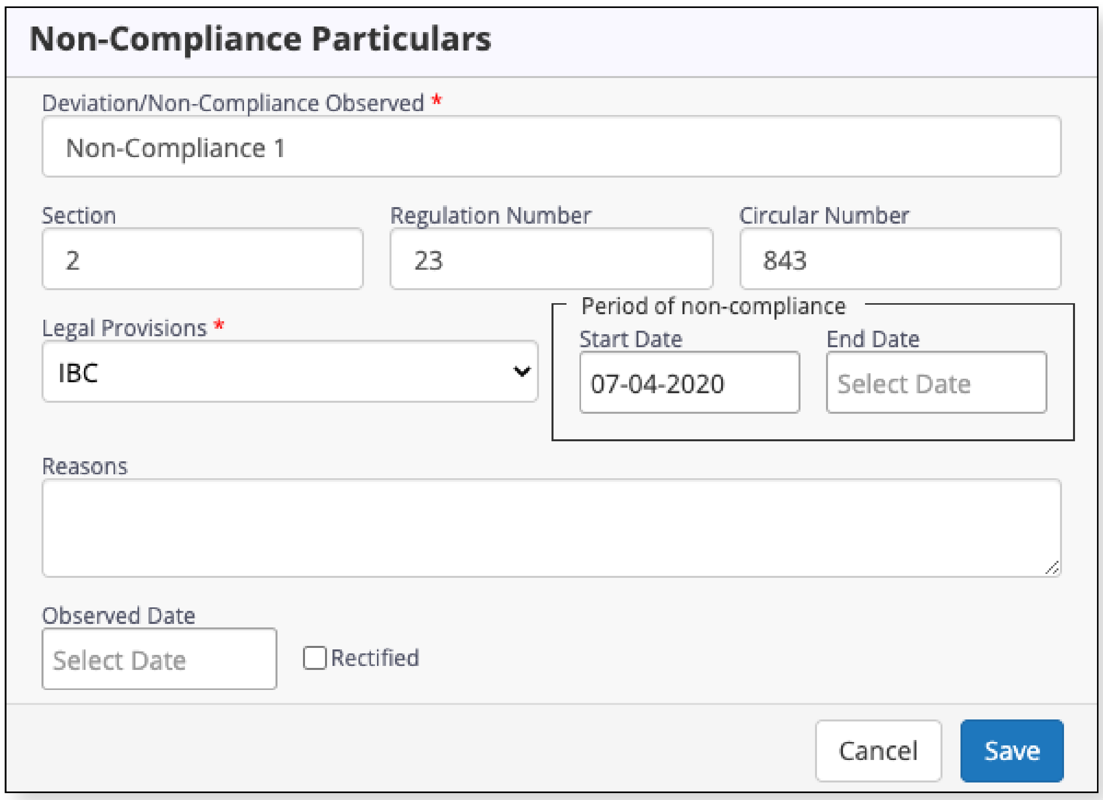
Deviations / Non-Compliance

Deviation/Non-Compliance Observed	Section	Regulation Number	Circular Number	Reasons	Rectified	Actions
Non-Compliance 1	2	23	843	-	No	

- To **Add**
  - Click on +
  - Enter **Deviation/Non-Compliance** details
  - Click on Save



- To **Edit**
  - Click on button to which you want to edit deviation/non-compliance details
  - Modify **Deviation/Non-Compliance** details
  - Click on Save



- To **Delete** - (By Case Manager Only)
  - Click on button to which you want to delete Deviation/Non-Compliance
  - Click on ✓ Yes for delete confirmation

Expected Outcome:

- You will be redirected to Deviation/Non-Compliance Page, with Deviation/Non-Compliance details

---

Message & Notes:

Contingency

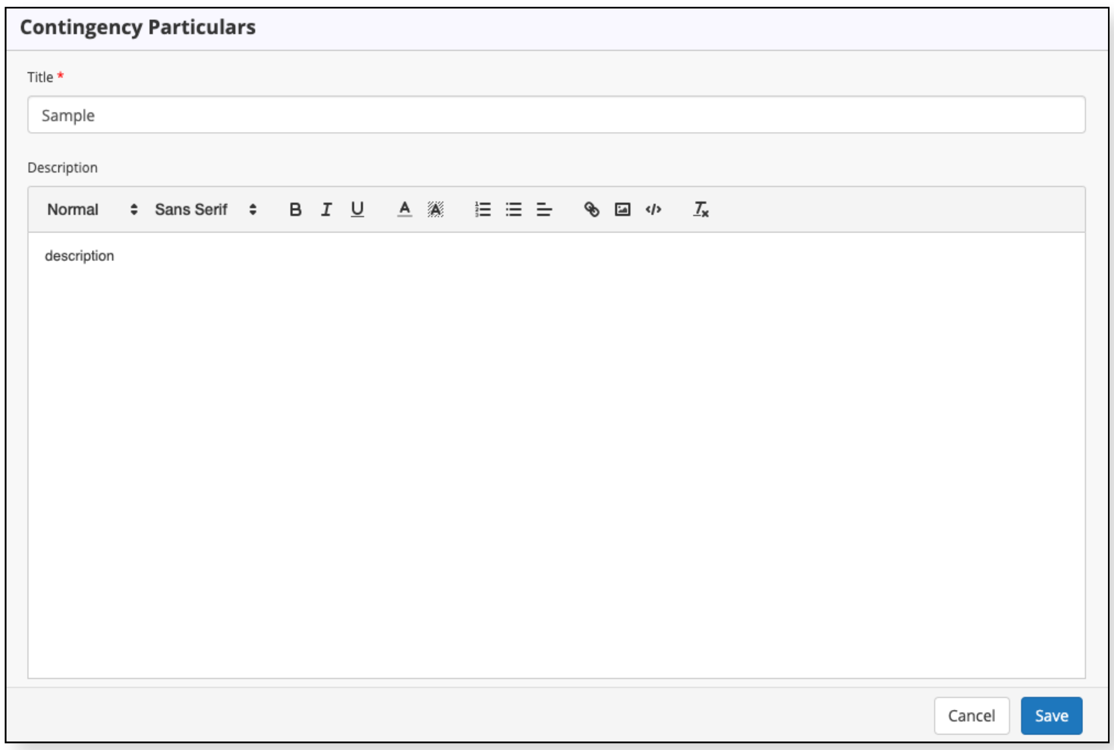
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Contingency details ready

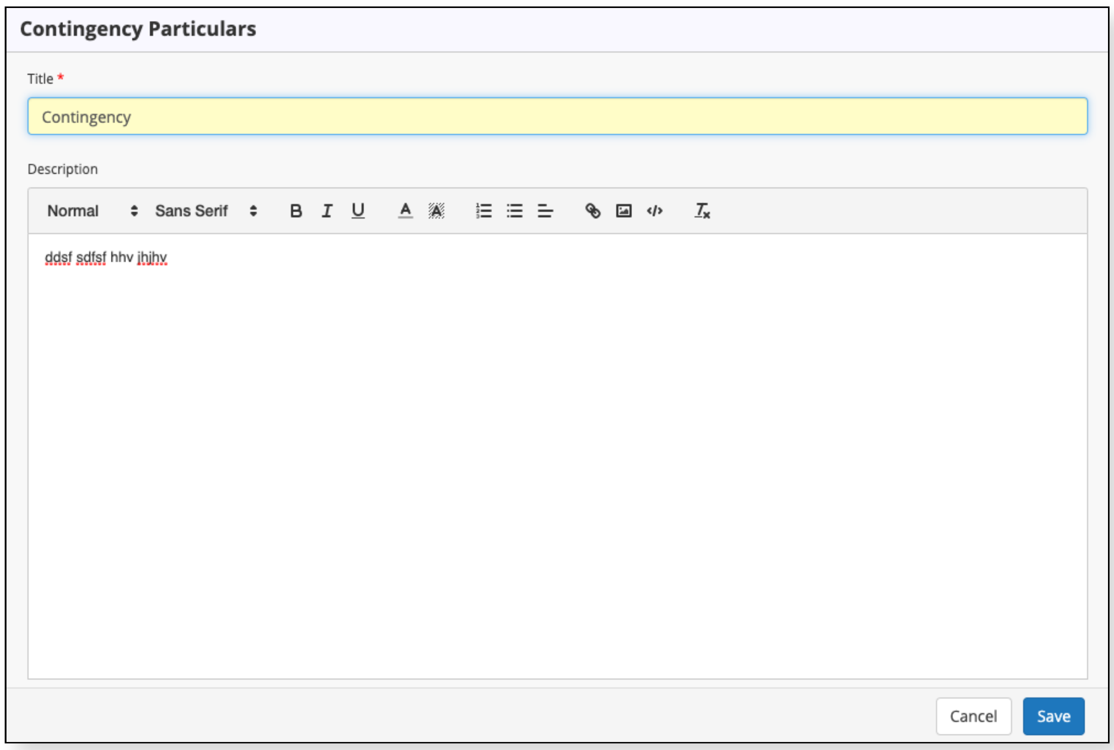
Follow these steps:

- Click on Case to which you want to perform any action on Contingency
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Go to Side bar and navigate to **Contingency**
- You will be redirected to Contingency Page
- Contingency list will appear

- To **Add**
  - Click on +
  - Enter **Contingency** details
  - Click on Save



- To **Edit**
  - Click on button to which you want to edit contingency details
  - Modify **Contingency** details
  - Click on Save



- To **Delete** - (By Case Manager Only)
  - Click on button to which you want to delete Contingency
  - Click on Yes for delete confirmation

Expected Outcome:
- You will be redirected to Contingency Page, with Contingency details

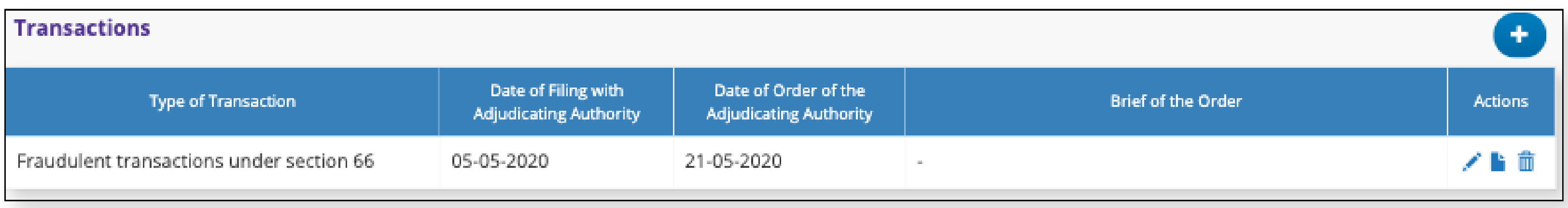
---

Message & Notes:

Transaction

Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Transaction details and documents ready

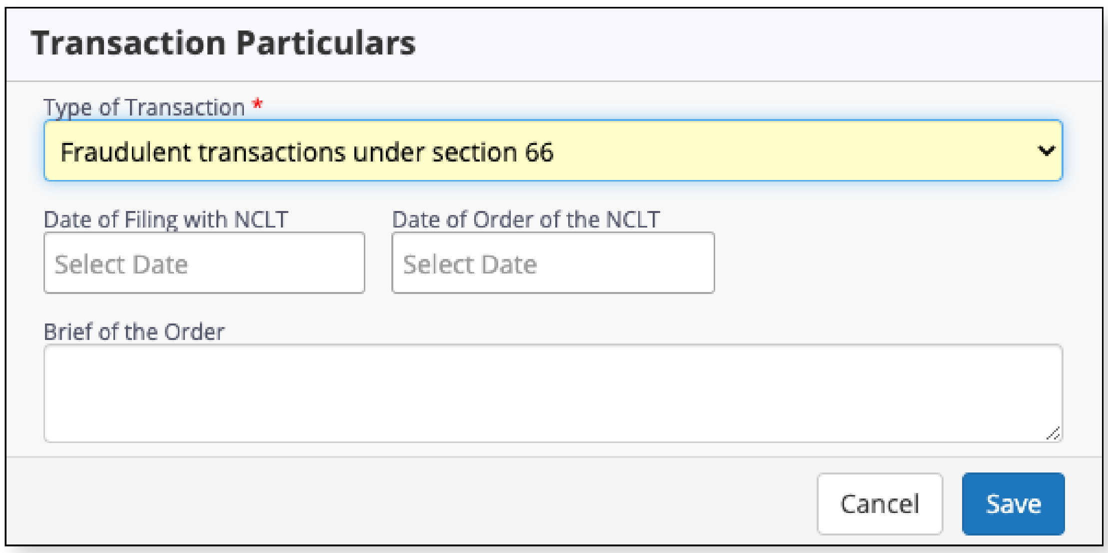
Follow these steps:
- Click on Case to which you want to perform any action on Transaction
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Go to Side bar and navigate to **Transaction**
- You will be redirected to Transaction Page
- Transaction list will appear



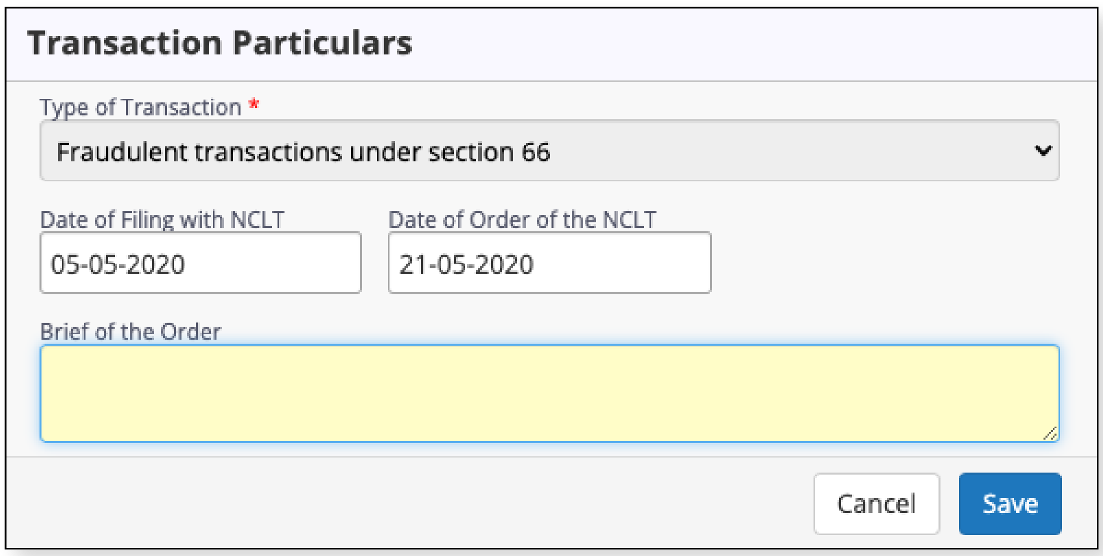
Transactions

Type of Transaction	Date of Filing with Adjudicating Authority	Date of Order of the Adjudicating Authority	Brief of the Order	Actions
Fraudulent transactions under section 66	05-05-2020	21-05-2020	-	

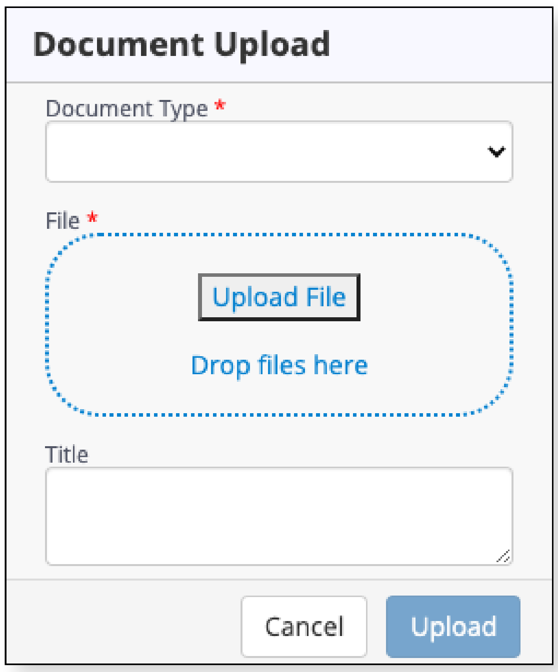
- To **Add**
  - Click on +
  - Enter **Transaction** details
  - Click on Save



- To **Edit**
  - Click on button to which you want to edit transaction details
  - Modify **Transaction** details
  - Click on Save



- To **Upload Document**
  - Click on button to which you want to upload documents.
  - Click on + button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload



  - Click on Close once upload is completed
- To **Delete** - (By Case Manager Only)
  - Click on button to which you want to delete transaction
  - Click on ✔ Yes for delete confirmation

Expected Outcome:

- You will be redirected to Transaction Page, with Transaction details

---

Message & Notes:

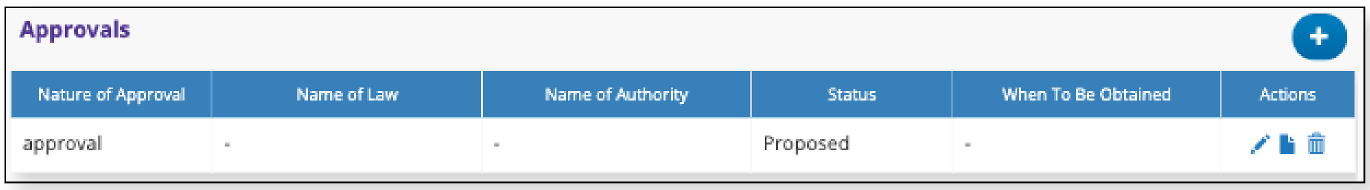
Approval

<u>**Before you begin:**</u>

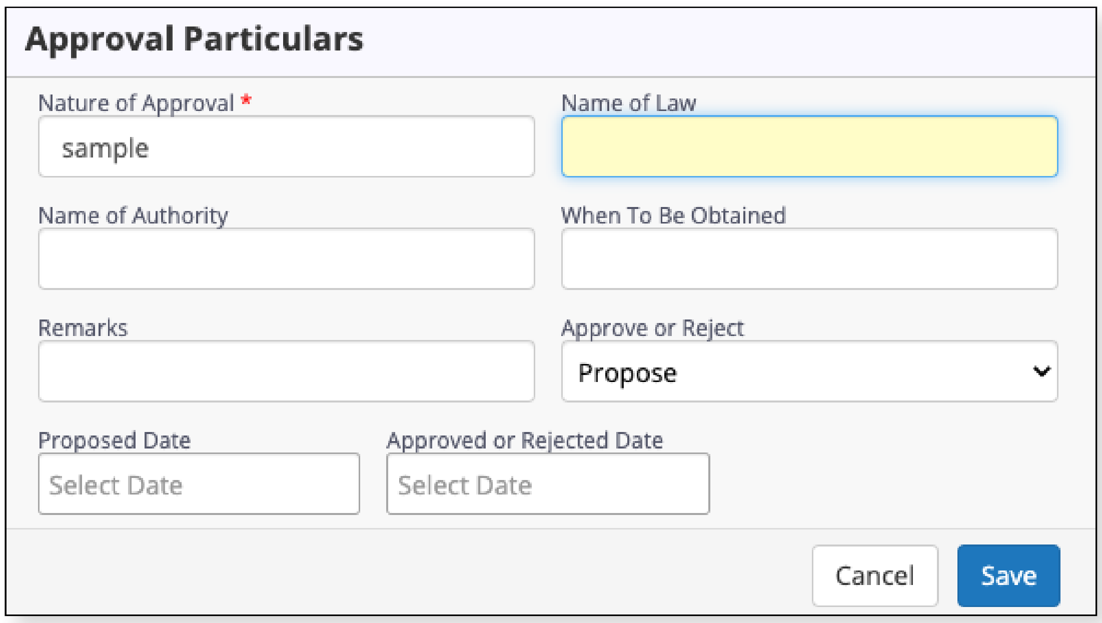
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Approval details ready

<u>**Follow these steps:**</u>

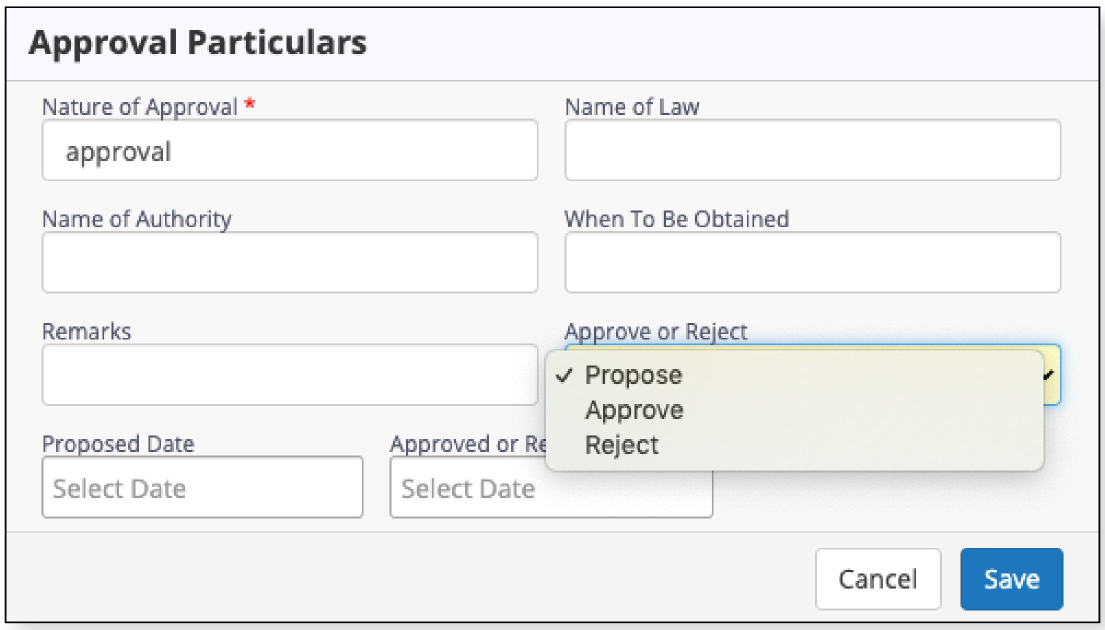
- Click on Case to which you want to perform any action on Approval
- You will be directed to <u>Case Profile</u> Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to <u>Resolution Plan</u> Dashboard Page
- Go to Side bar and navigate to **Approval**
- You will be redirected to <u>Approval</u> Page
- Approval list will appear



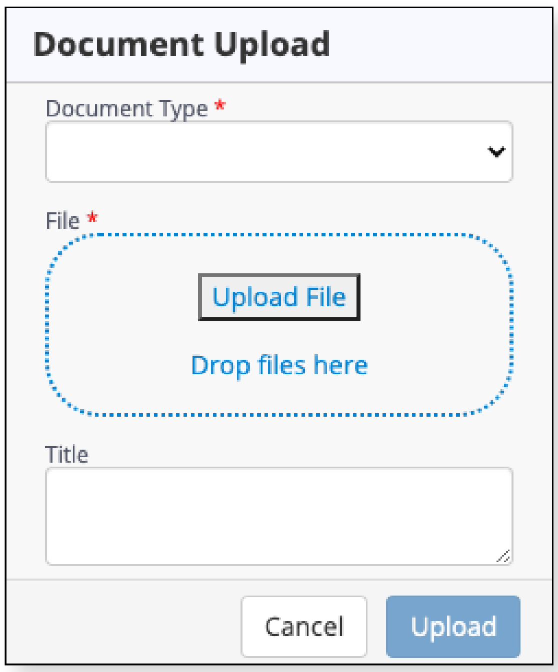
- To **Add**
  - Click on +
  - Enter **Approval** details
  - Click on Save



- To **Edit**
  - Click on button to which you want to edit approval details
  - Modify **Approval** details
  - Click on Save



- To **Upload Document**
  - Click on button to which you want to upload documents.
  - Click on + button in documents list page
  - Select **Document Type**
  - Select **file** to Upload
  - Click on Upload



  - Click on Close once upload is completed
- To **Delete** - (By Case Manager Only)
  - Click on button to which you want to delete approval
  - Click on ✓ Yes for delete confirmation

Expected Outcome:

- You will be redirected to Approval Page, with Approval details

---

Message & Notes:

Information Memorandum

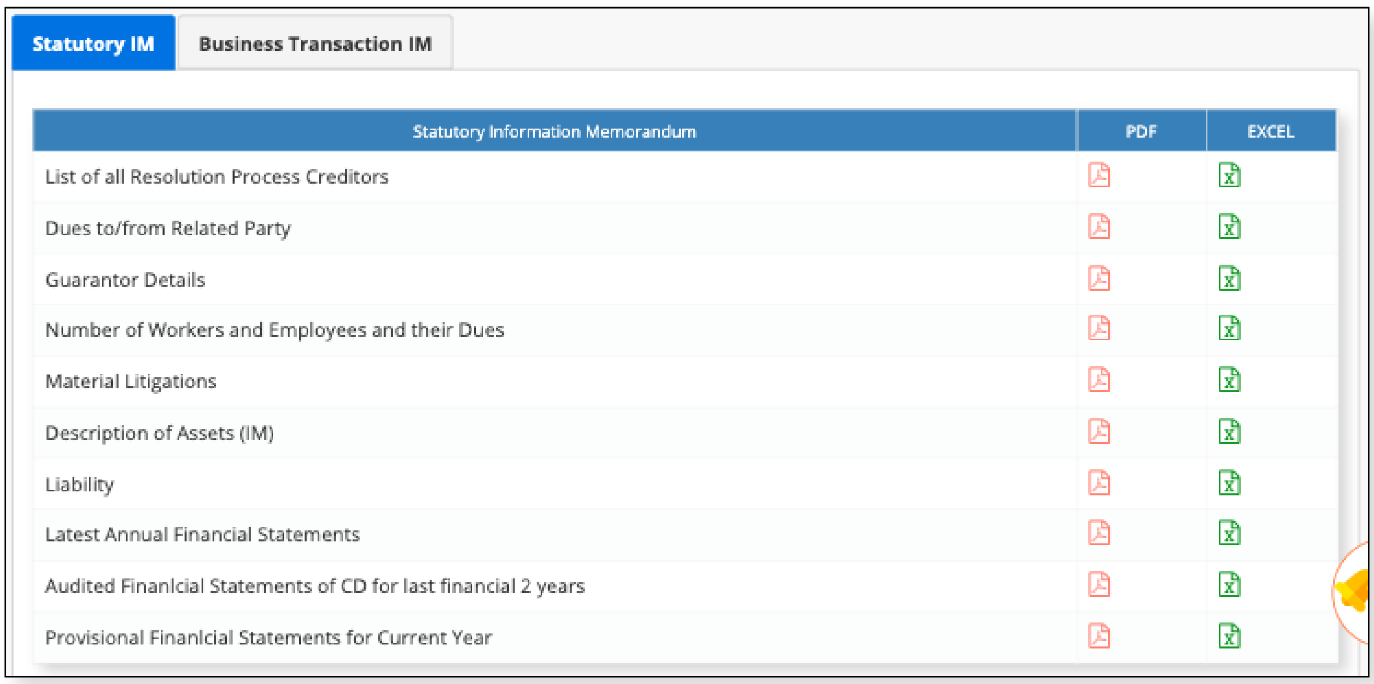
Statutory IM

Before you begin:

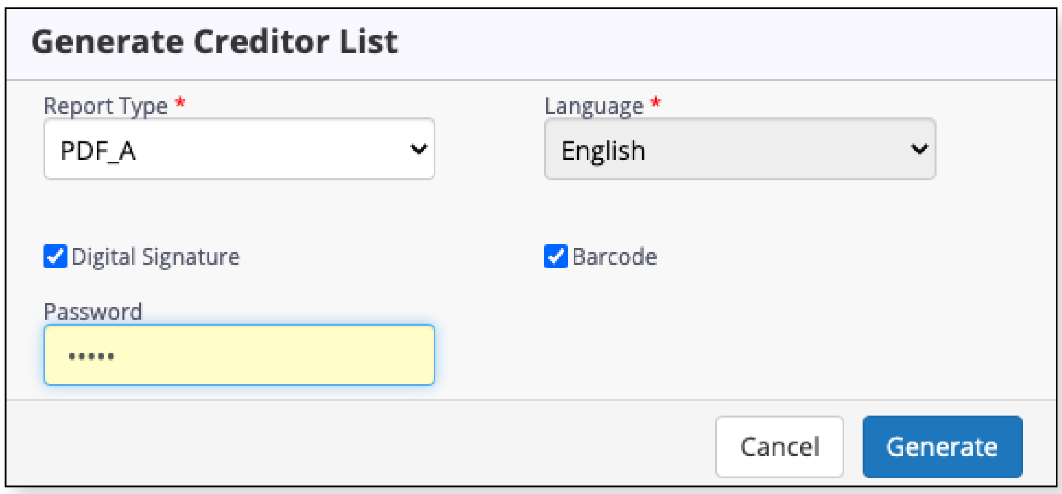
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- IM Details should be entered into system to generate
- Keep IM Documents ready to upload

Follow these steps:

- Click on Case to which you want to perform any action on Statutory IM
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Go to Side bar and navigate to **Information Memorandum**
- You will be redirected to Statutory IM Page
- Statutory IM list will appear



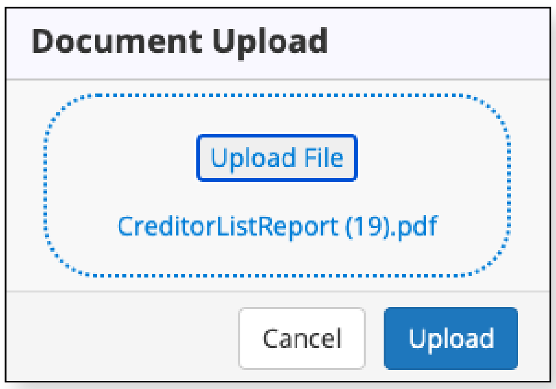
- To **Generate / Re-generate**
  - Click on (for PDF) or (for EXCEL) and select **Generate** option to which you want to generate IM report.
  - Select **Report Type**
  - Check ☐ **Digital Signature/Barcode** as applicable
  - Enter **Password**, if you want to generate report in protected file - (applicable for PDF)
  - Click on Generate – selected IM report will be generated



  - A new version will be added and will be displayed in Green color
  - If you find any error and need to edit this version of IM report, edit the details and click on (for PDF) or (for EXCEL) and select **Generate**, you will get a new Version of IM report in Green color

- IM report can be downloaded to your system

- To **Upload**
    - Click on (for PDF) or (for EXCEL) and select **Upload** option to which you want to upload IM report
    - Upload respective IM (signed) Document
    - Click on Upload



- Click on (for PDF) or (for EXCEL), all uploaded and generated versions will be visible and uploaded versions are displayed in Blue color and generated versions are displayed in Green color

---

Expected Outcome:
- You will be redirected to Information Memorandum Page, with updated details

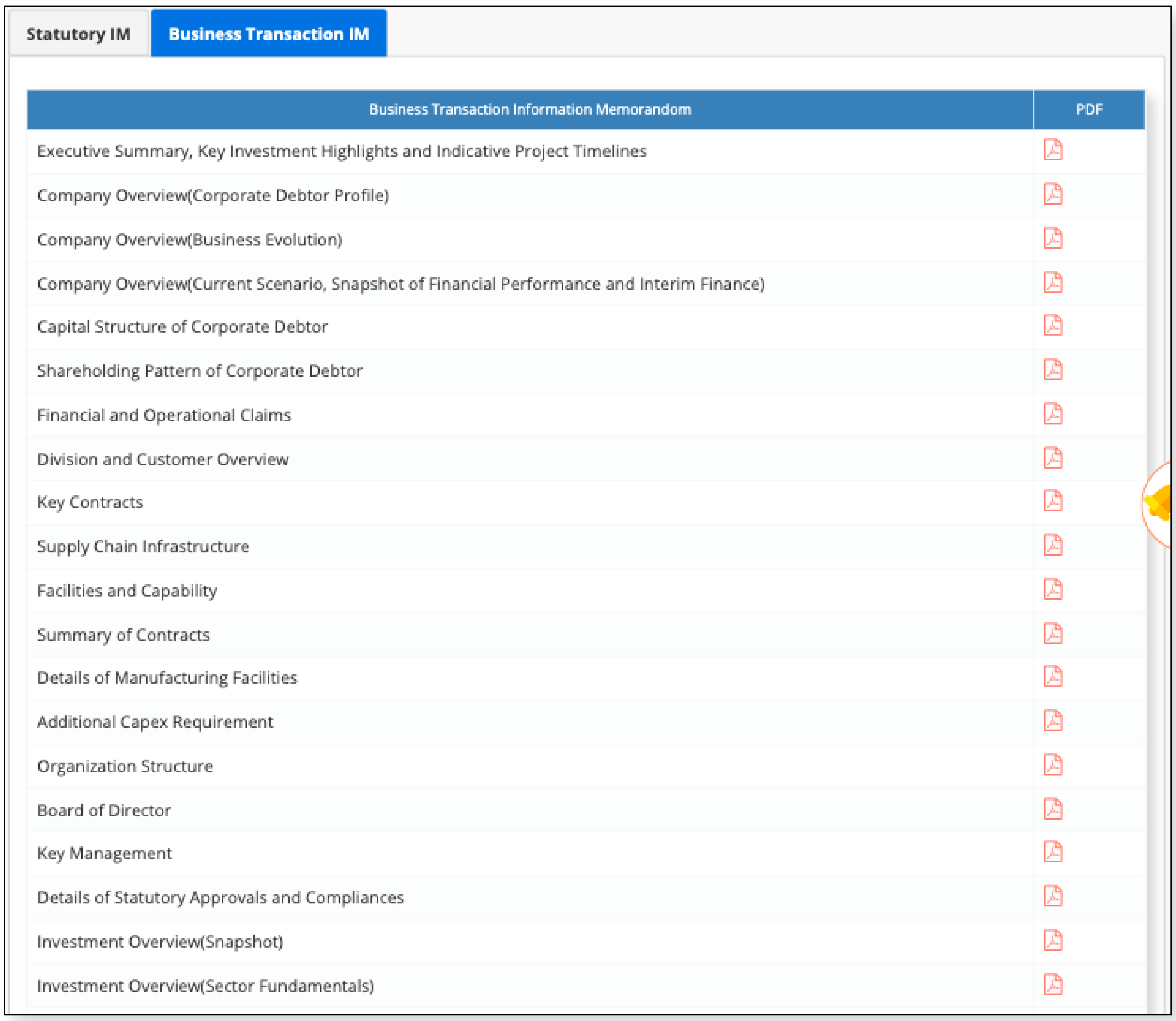
---

Message & Notes:

Business Transaction IM

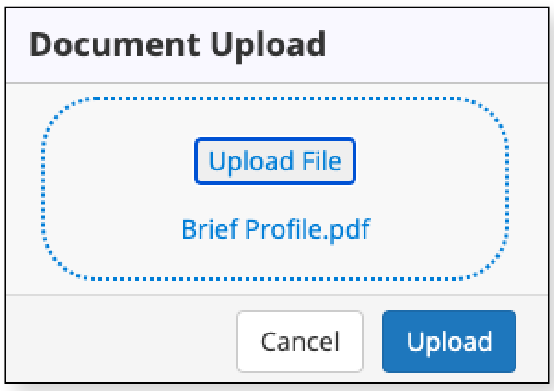
Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Keep IM Documents ready to upload

Follow these steps:
- Click on Case to which you want to perform any action on Business Transaction IM
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Go to Side bar and navigate to **Information Memorandum**
- You will be redirected to Information Memorandum Page
- Click on **Business Transaction IM** tab
- You will be redirected to Business Transaction IM Page
- Business Transaction IM list will appear



Business Transaction Information Memorandum	PDF
Executive Summary, Key Investment Highlights and Indicative Project Timelines	
Company Overview(Corporate Debtor Profile)	
Company Overview(Business Evolution)	
Company Overview(Current Scenario, Snapshot of Financial Performance and Interim Finance)	
Capital Structure of Corporate Debtor	
Shareholding Pattern of Corporate Debtor	
Financial and Operational Claims	
Division and Customer Overview	
Key Contracts	
Supply Chain Infrastructure	
Facilities and Capability	
Summary of Contracts	
Details of Manufacturing Facilities	
Additional Capex Requirement	
Organization Structure	
Board of Director	
Key Management	
Details of Statutory Approvals and Compliances	
Investment Overview(Snapshot)	
Investment Overview(Sector Fundamentals)	

- To **Upload**
  - Click on and select **Upload** option to which you want to upload IM report.
  - Upload respective IM (signed) Document
  - Click on Upload



- Click on , all uploaded versions will be visible and displayed in Blue color

---

Expected Outcome:

- You will be redirected to Information Memorandum Page, with updated details

---

Message & Notes:

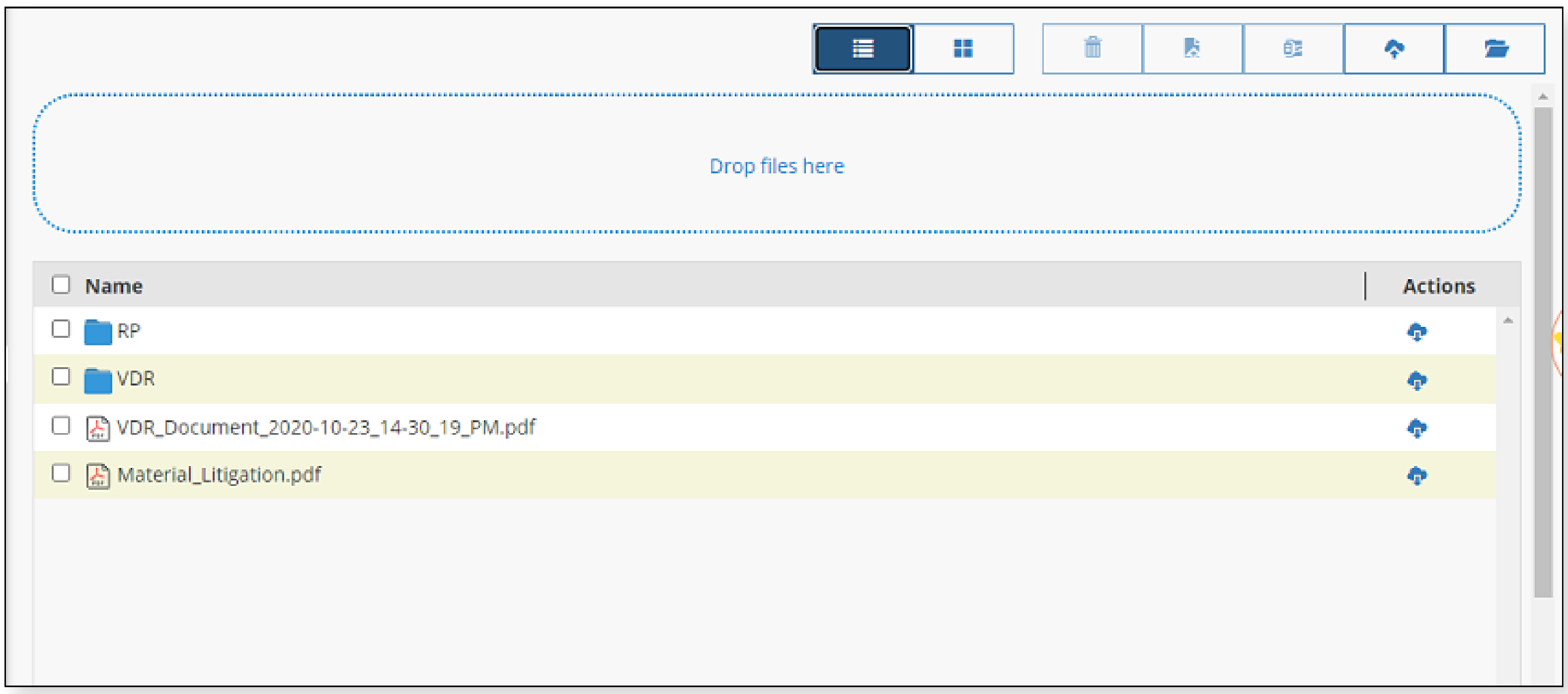
VDR Document

<u>**Before you begin:**</u>

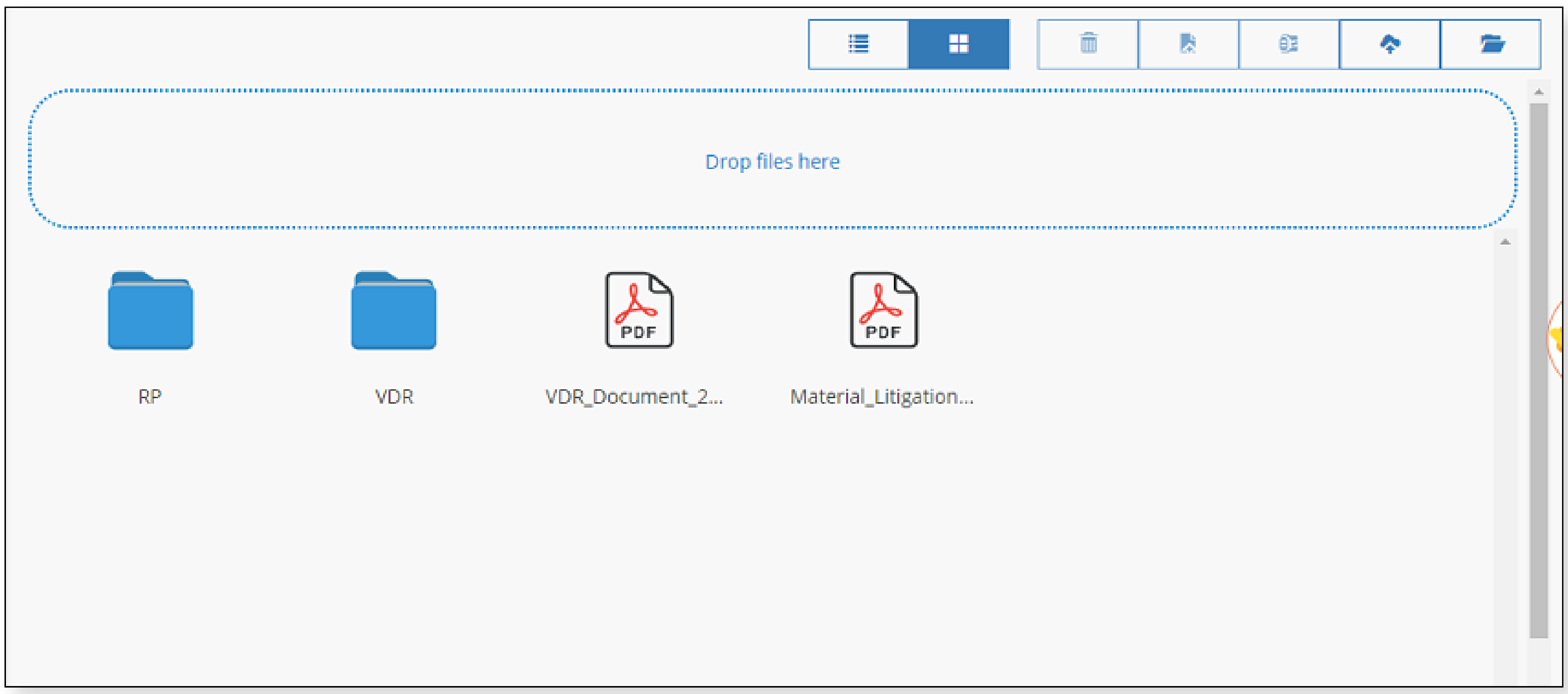
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand document ready

<u>**Follow these steps:**</u>

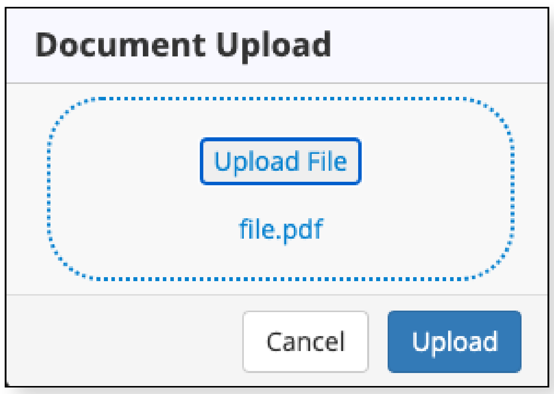
- Click on the case whose VDR Document you wish to upload or download
- You will be directed to <u>Case Profile</u> Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to <u>Resolution Plan</u> Dashboard Page
- Go to Side bar and navigate to **VDR Document**
- You will be redirected to <u>VDR Document</u> Page
- Click on [list icon] to view as **list**



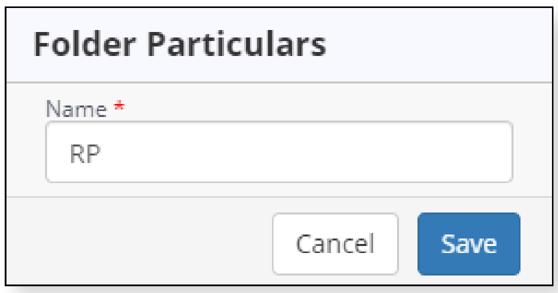
- Click on [grid icon] to view as **grid**



- To **Upload Document**
  - Click on [upload icon]
  - Select a **file** to upload
  - Click on Upload - Document will be uploaded



- To **Create Folder**
    - Click on 
    - Enter Folder **Name**
    - Click on Save



- To **Download Document / Folder**
    - Click on or Right click on **Document / Folder** you wish to Download / Download as Zip respectively
    - Document / Folder will be downloaded

Expected Outcome:

Message & Notes:

Meeting/Committee

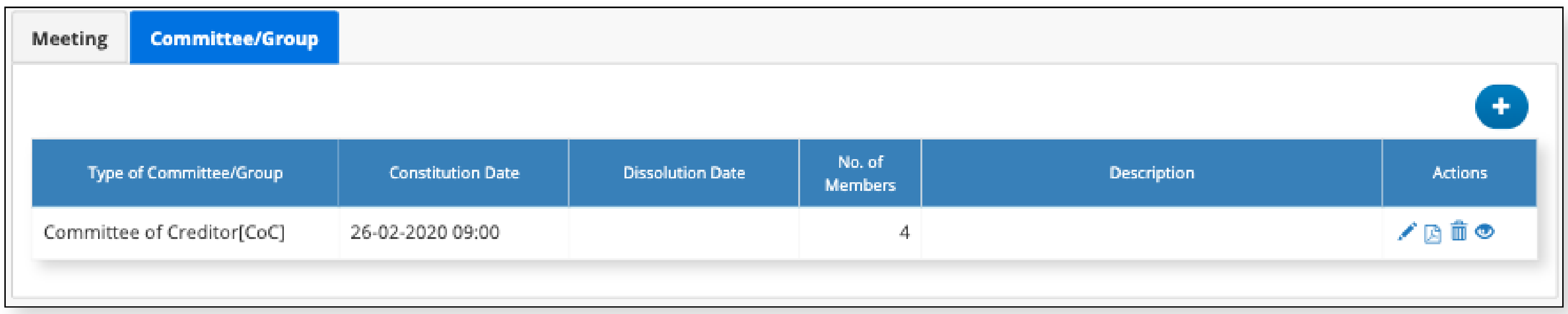
Committee/Group

Before you begin:

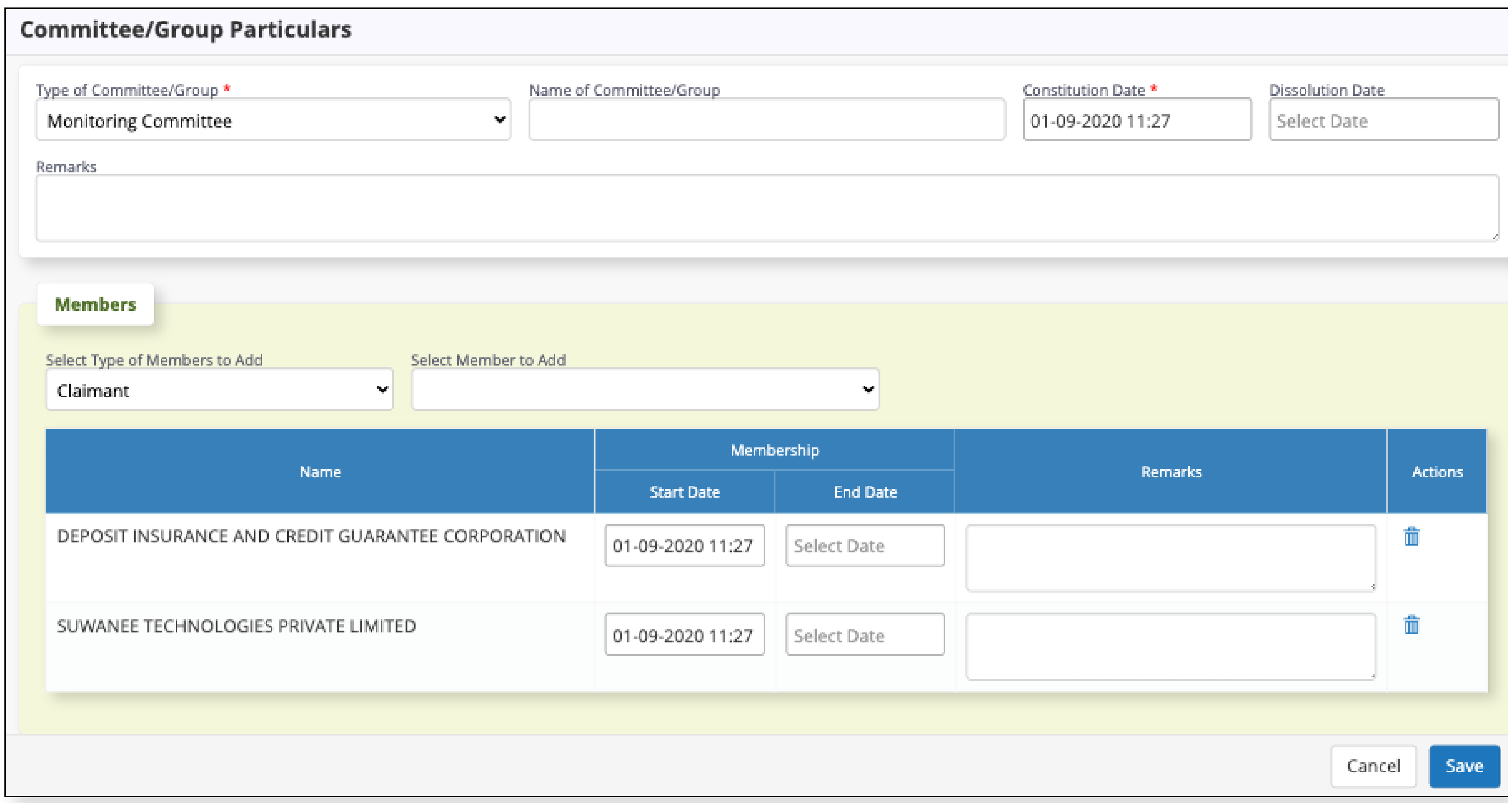
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Have on hand Committee/Group details ready

Follow these steps:

- Click on Case to which you want to perform any action on Committee/Group
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Meeting/Committee**
- You will be redirected to Meeting/Committee Page
- Click on **Committee/Group** tab
- You will be redirected to Committee/Group Page
- Committee/Group list will appear

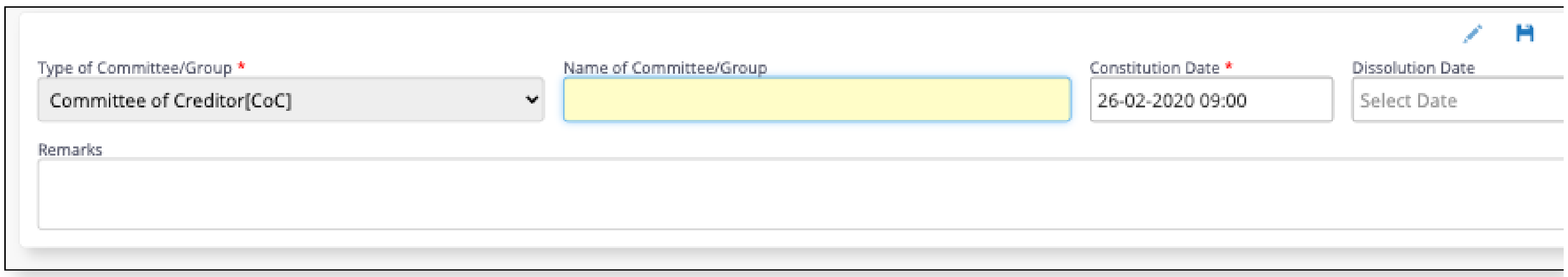


- To **Add**
  - Click on
  - Select **Type of Committee/Group**
  - Enter **Constitution Date**
  - Member
    - To **Add**
      - Select **Type of Member**
      - Select **Member** based on Member Type - Member will be added to list
  - Click on Save

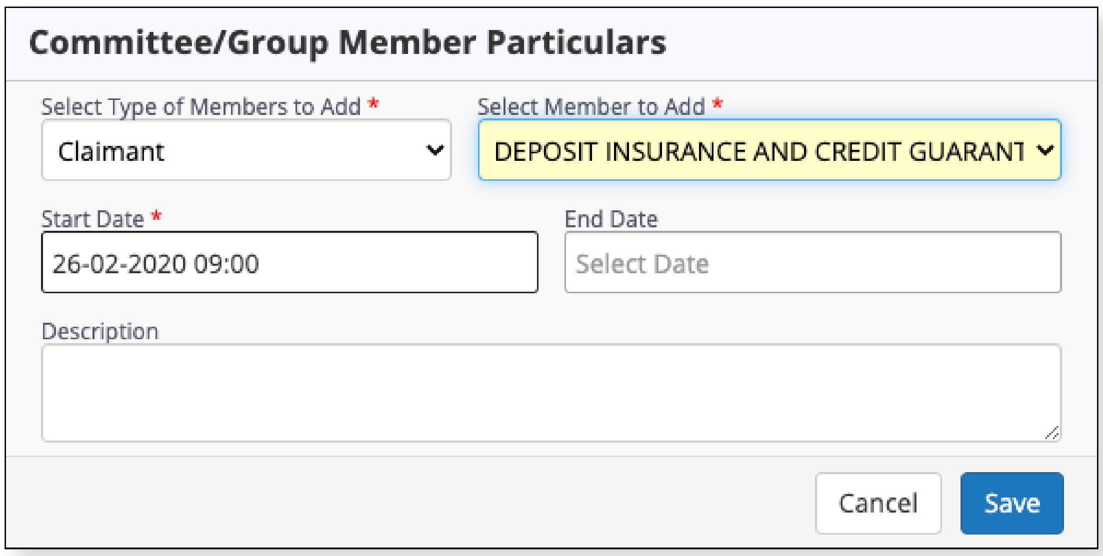


- To **Edit**
  - Click on button to which you want to edit committee/group details

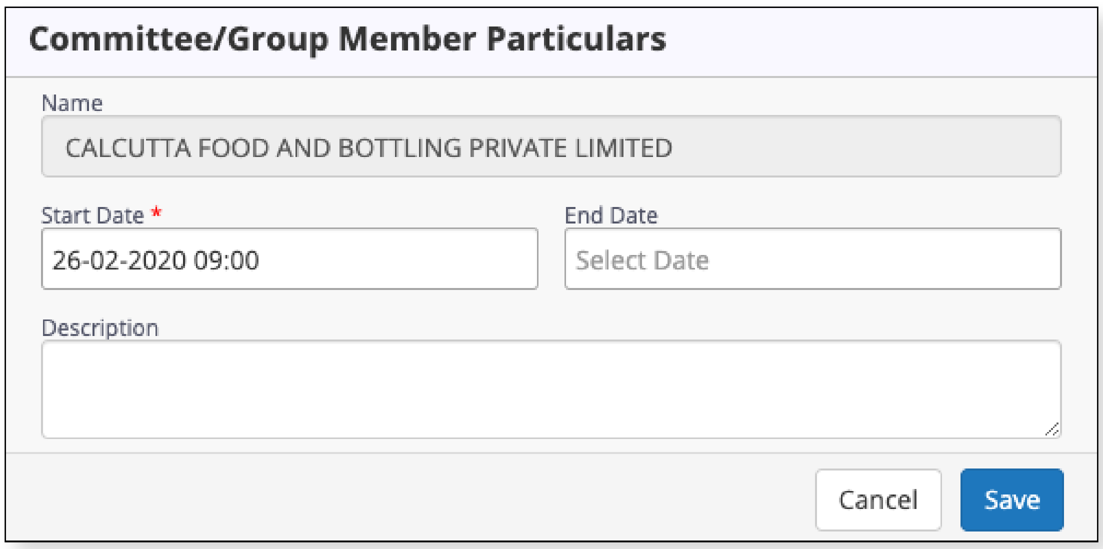
- **Basic Info**
  - Click on button to edit basic info
  - Modify **Committee/Group** basic info
  - Click on button



- **Member**
  - To **Add**
    - Click on **+** button in '**Members**' block to add member
    - Select **Type of Member**
    - Select **Member** based on Member Type
    - Click on button

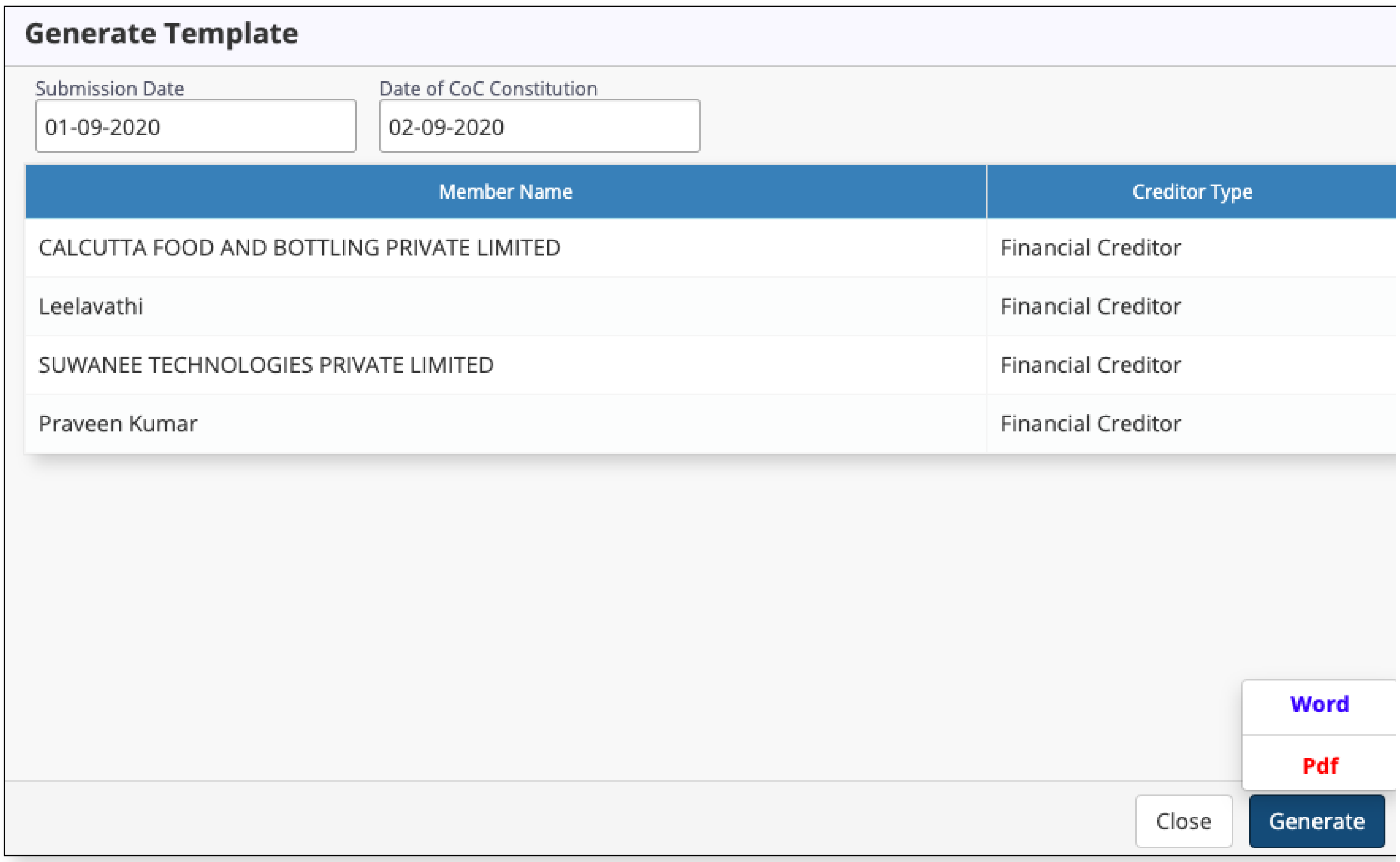


  - To **Edit**
    - Click on button in '**Members**' block to which you want to edit member details
    - Modify **Member** details
    - Click on button



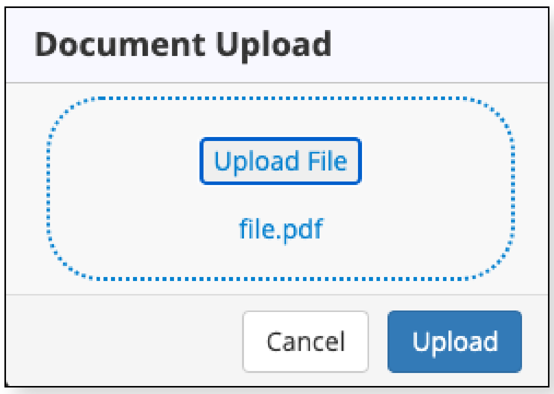
  - To **Delete**
    - Click on button in '**Members**' block to which you want to delete member
    - Click on ✔ Yes for delete confirmation

- To **Delete** - (By Case Manager Only)
  - Click on button to which you want to delete committee/group
  - Click on ✔ Yes for delete confirmation
- **Report** - (Applicable for Committee of Creditor type)
  - To **Generate**
    - Click on button to which you want to generate constitution report
    - Select **Generate**
    - Enter **Submission Date** and **Date of CoC Constitution**
    - Click on Generate and select **mimetype**(PDF/Word) of report which you want to generate – CoC Constitution report will be generated



- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of CoC Constitution report, edit the details and click on button and select **Re-Generate**, you will get a new Version of CoC Constitution report in Green color

- To **Upload**
  - Click on button and to which you want to upload CoC Constitution report
  - Select **Upload**
  - Upload CoC Constitution report
  - Click on Upload



  - A new version will be added and will be displayed in Blue color

---

Expected Outcome:

- You will be redirected to Committee/Group Page, with updated details

---

Message & Notes:

User Management

Depending on who you are and what you want to accomplish in a particular case, you may be able to assign the role yourself (self-assign); however, some roles will be assigned to you by another user who has the necessary authority to do so.

Appoint Case Manager

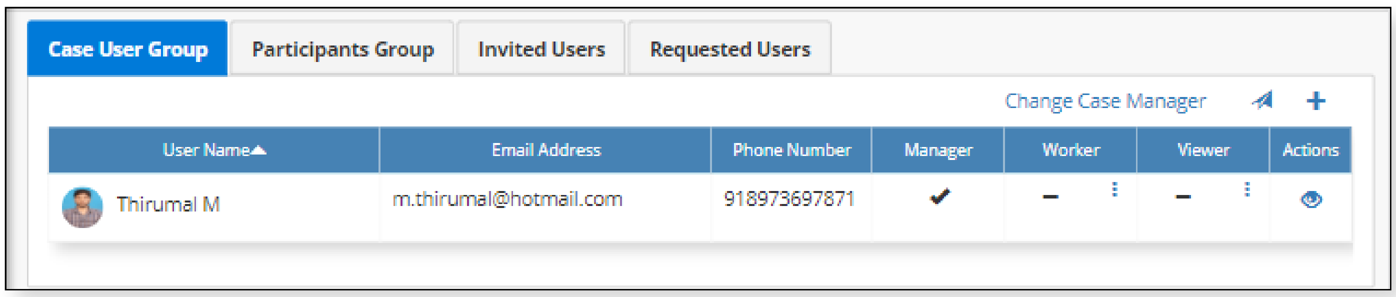
`Case Manager` is the one who has full permission `READ/WRITE` over the case and he/she can appoint or revoke any case role

Before you begin:

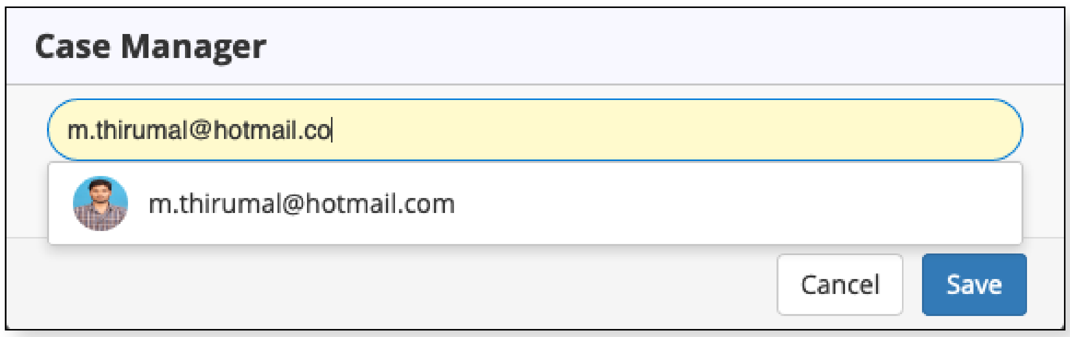
- Ensure that a **Account Administrator** has been appointed for the subscription
- Case Manager should be an User of the System
- Have on hand Case Manager **User ID** details ready

Follow these steps:

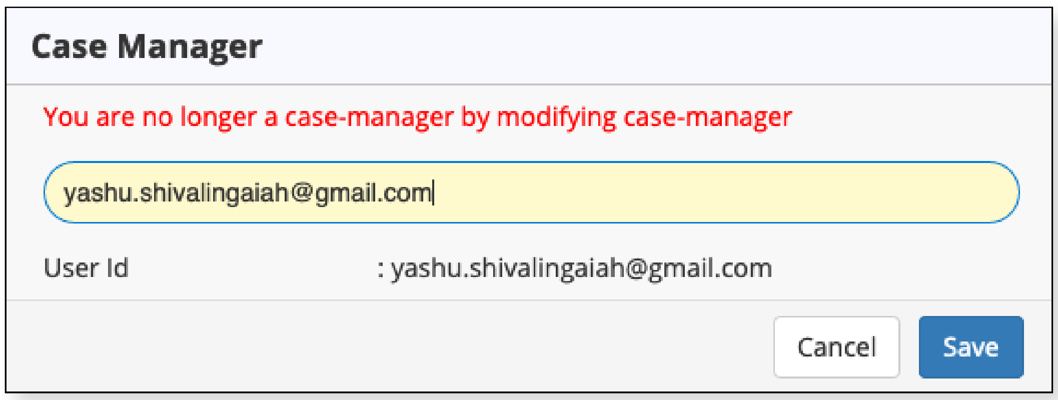
- Select **Case User Group** tab



- Click on Appoint/Change Case Manager
- Start entering Case Manager **User ID** in the Search bar and Select the ID
- Click on Save



Appoint Case Manager



Change Case Manager

Expected Outcome:

- You will be redirected to User Management Page with newly Appointed user information

---

Message & Notes:

- Case Manager can handover the case to another party.

Appoint Case Worker

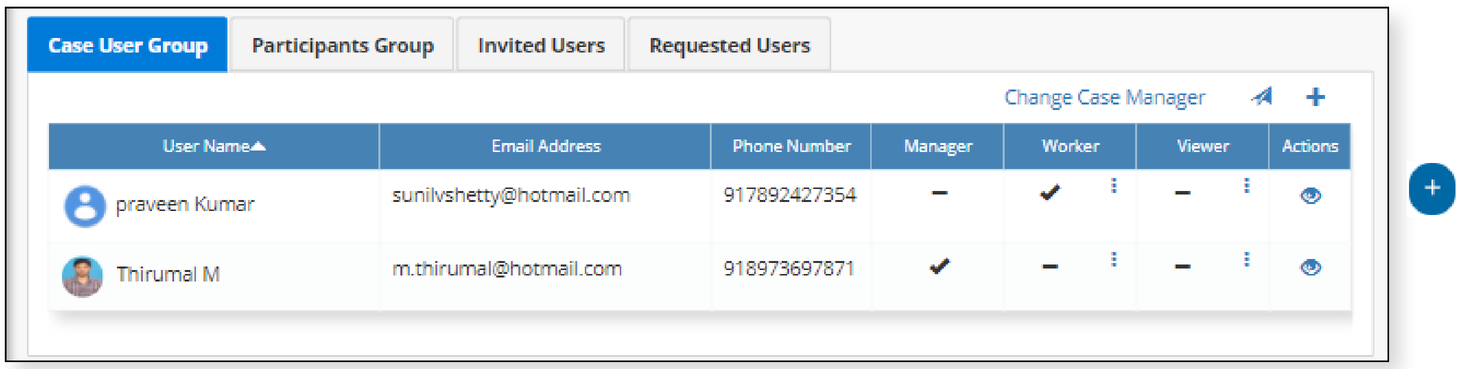
`Case Worker` can perform `READ/WRITE` in the case except Valuation

Before you begin:

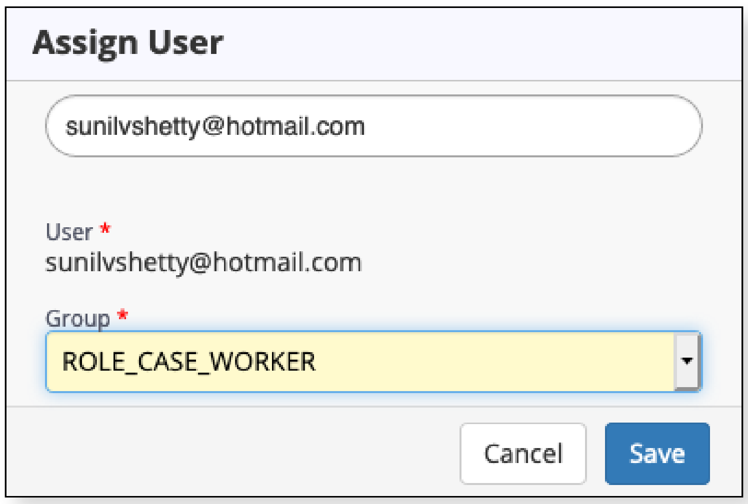
- Ensure that a Case Manager has been appointed for a registered case.
- Case Worker should be an User of the System
- Have on hand Case Worker **User ID** details ready

Follow these steps:

- Select **Case User Group** tab



- Start entering Case Worker **User ID** in the Search bar and Select the ID
- Click on Save



Expected Outcome:

- You will be redirected to User Management Page with newly Appointed user information

---

Message & Notes:

Assign Resolution Applicant [RA]

`Resolution Applicant [RA]/Authorized Representative` can access the case and add their details like claim, contact details, etc,..

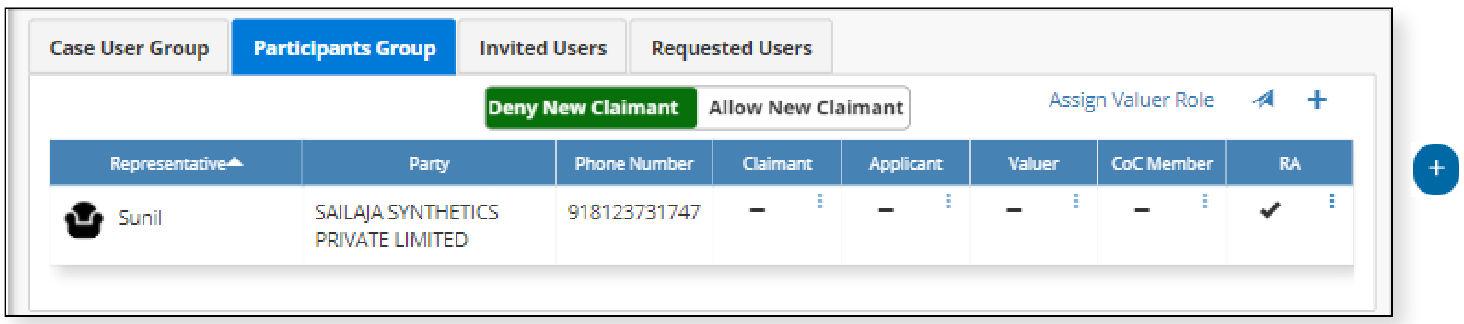
Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.
- Resolution Applicant(RA)/Authorized Representative should be an User of the System
- Have on hand Resolution Applicant(RA)/Authorized Representative **User ID** details ready

---

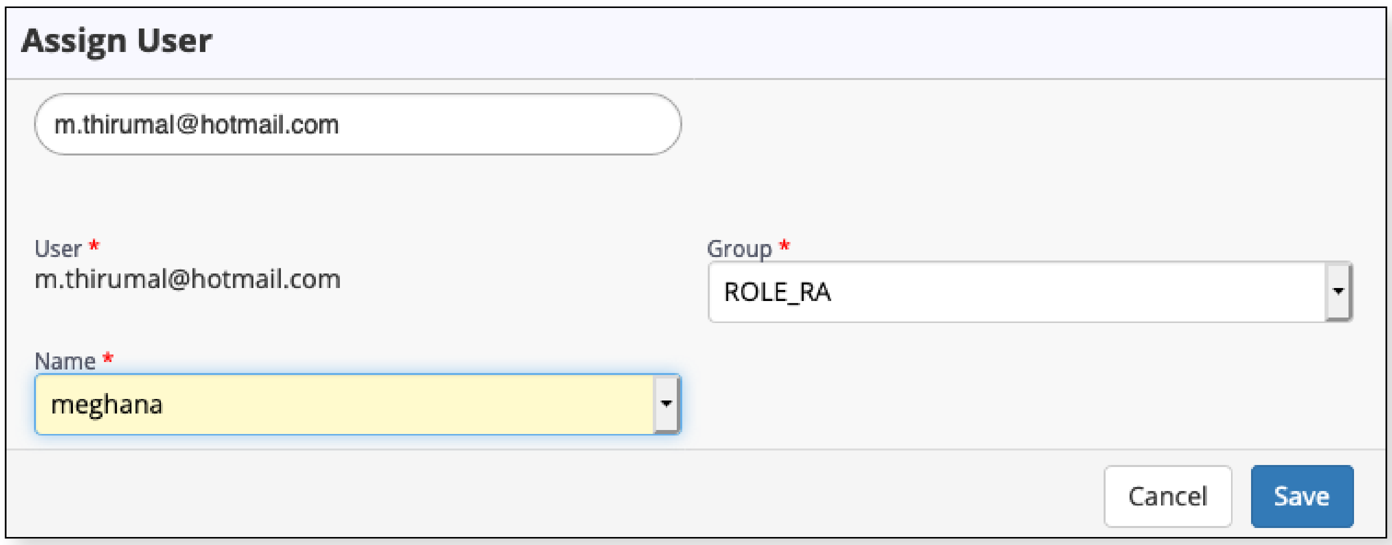
Follow these steps:

- Select **Participants Group** tab



- Start entering the User ID in the search bar and select the user ID

- Select **ROLE_RA** from the **Group**
- Select the **Resolution Applicant[RA] name** from the list
- Click on Save



Expected Outcome:

- You will be redirected to User Management Page with newly Appointed user information

---

Message & Notes:

Assign Committee of Creditor [CoC]

`CoC Member/Authorized Representative` can access the case and view meeting details

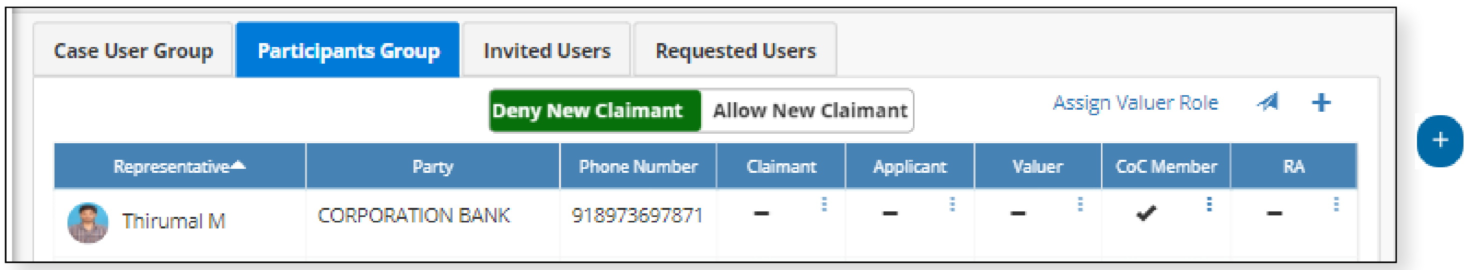
Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.
- CoC Member/Authorized Representative should be an User of the System
- Have on hand CoC Member/Authorized Representative **User ID** details ready

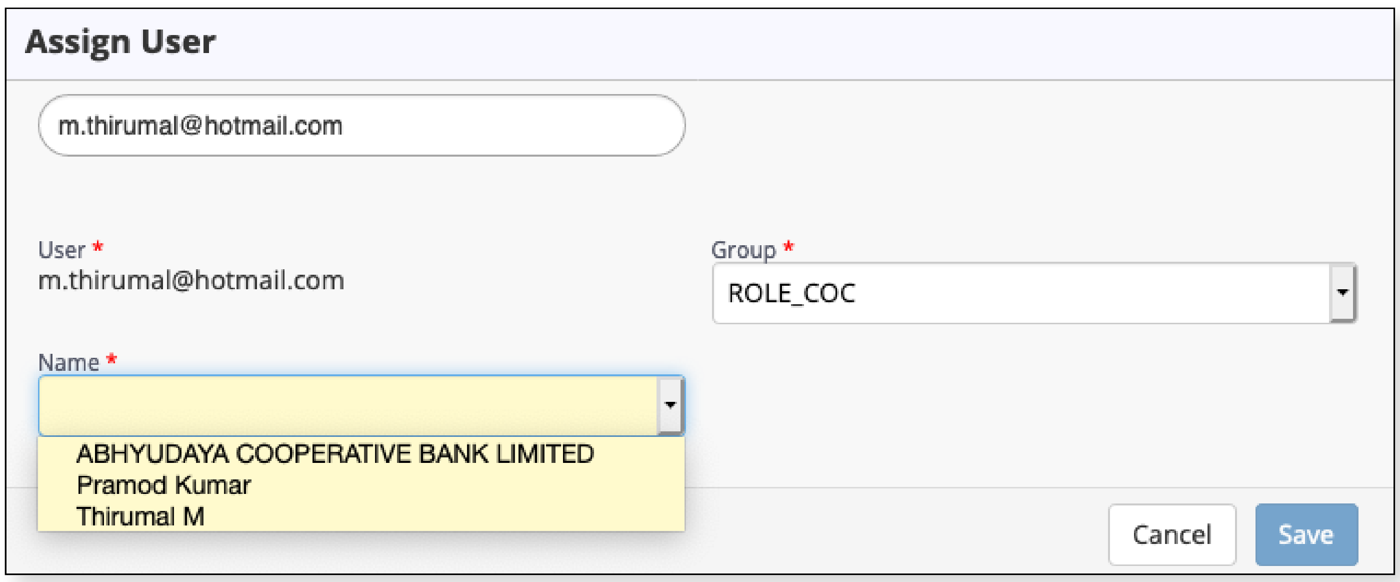
---

Follow these steps:

- Select **Participants Group** tab



- Start entering the User ID in the search bar and select the user ID
- Select **ROLE_COC** from the **Group**
- Select the **CoC Member Name** from the list
- Click on Save



Expected Outcome:

- You will be redirected to User Management Page with newly Appointed user information

Message & Notes:

View User Roles

A `Case Manager` can view the case user roles with timestamp

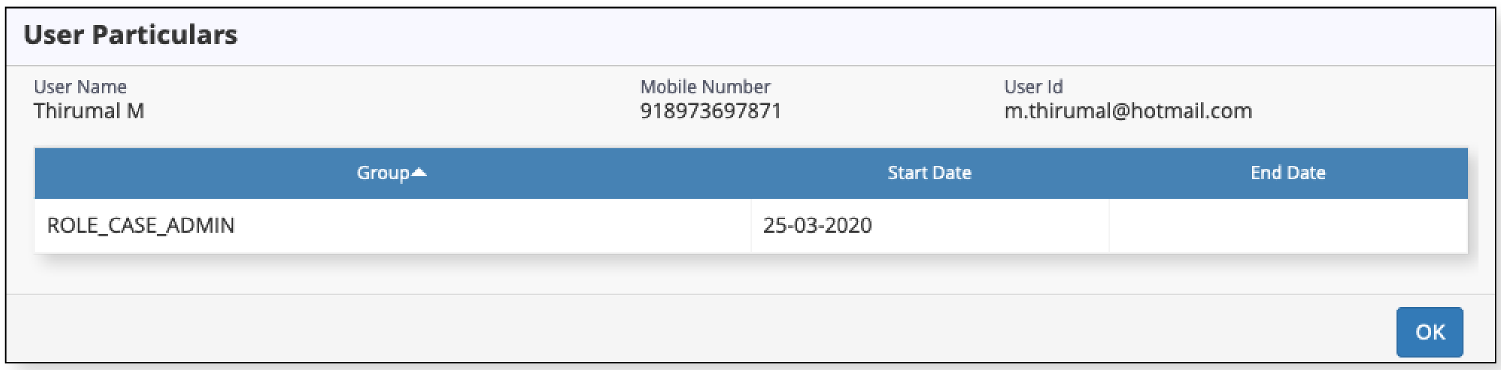
Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.

Follow these steps:

- Select **Case User Group** tab

- Click on 👁 in the action column from the user list



Expected Outcome:

- You will be redirected to User Particulars Page as it show in the above picture

Message & Notes:

Grant or Revoke User Role

A `Case Manager` can grant or revoke any case users role

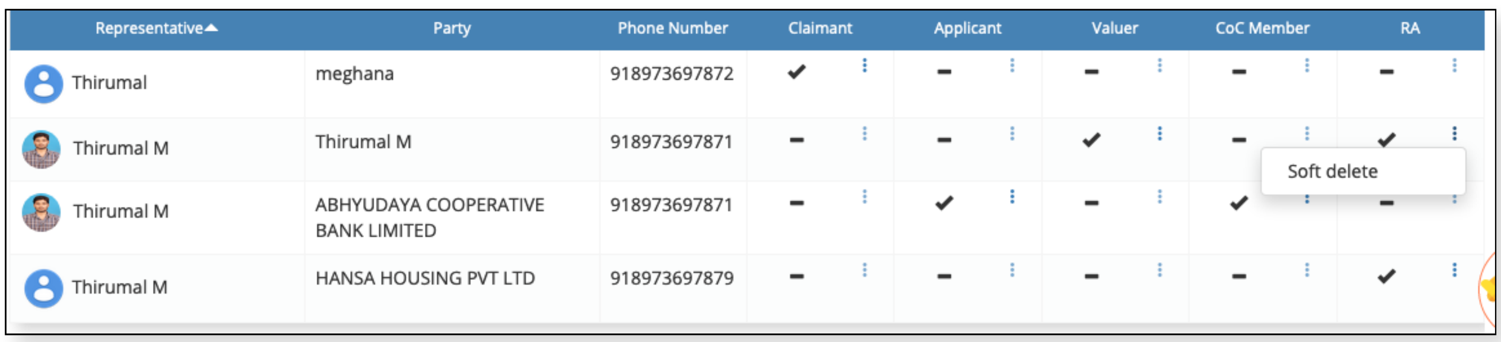
Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.

Follow these steps:

- Click on ⋮ in the Role column [i.e, Claimant, Worker, Applicant, Valuer,..] from the user list
- Click on Assign User to Group pop-up button and confirm in the dialog to grant permission

- Click on Soft Delete pop-up button and the confirm in the dialog to revoke permission



Expected Outcome:

- If the requested action is Revoke then tick mark (✔) will turn it to minus(➖) and viceversa for Grant

Message & Notes:

Utils

Announcement/Note

Case Announcement

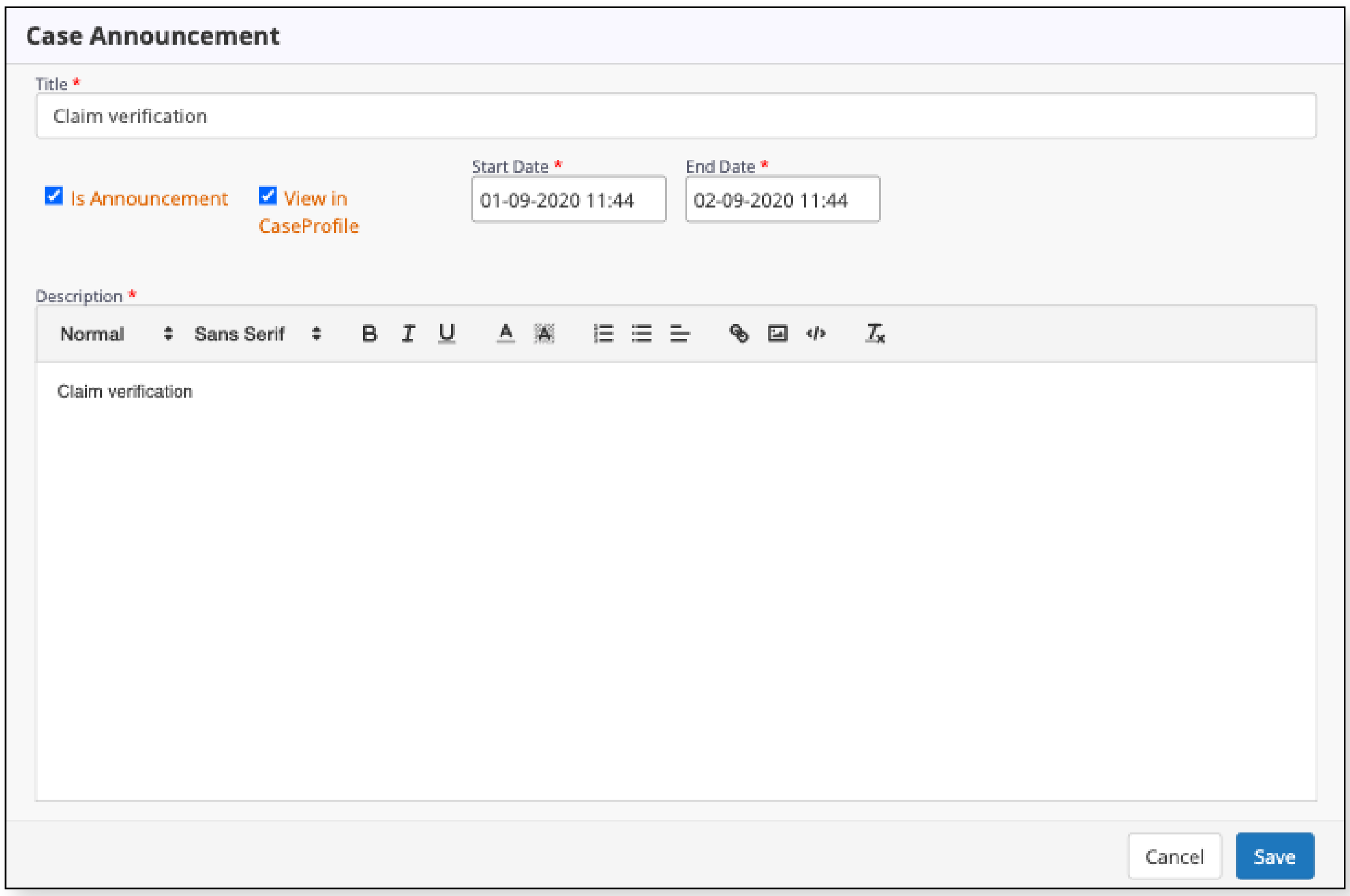
<u>**Before you begin:**</u>

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Announcement details ready

<u>**Follow these steps:**</u>

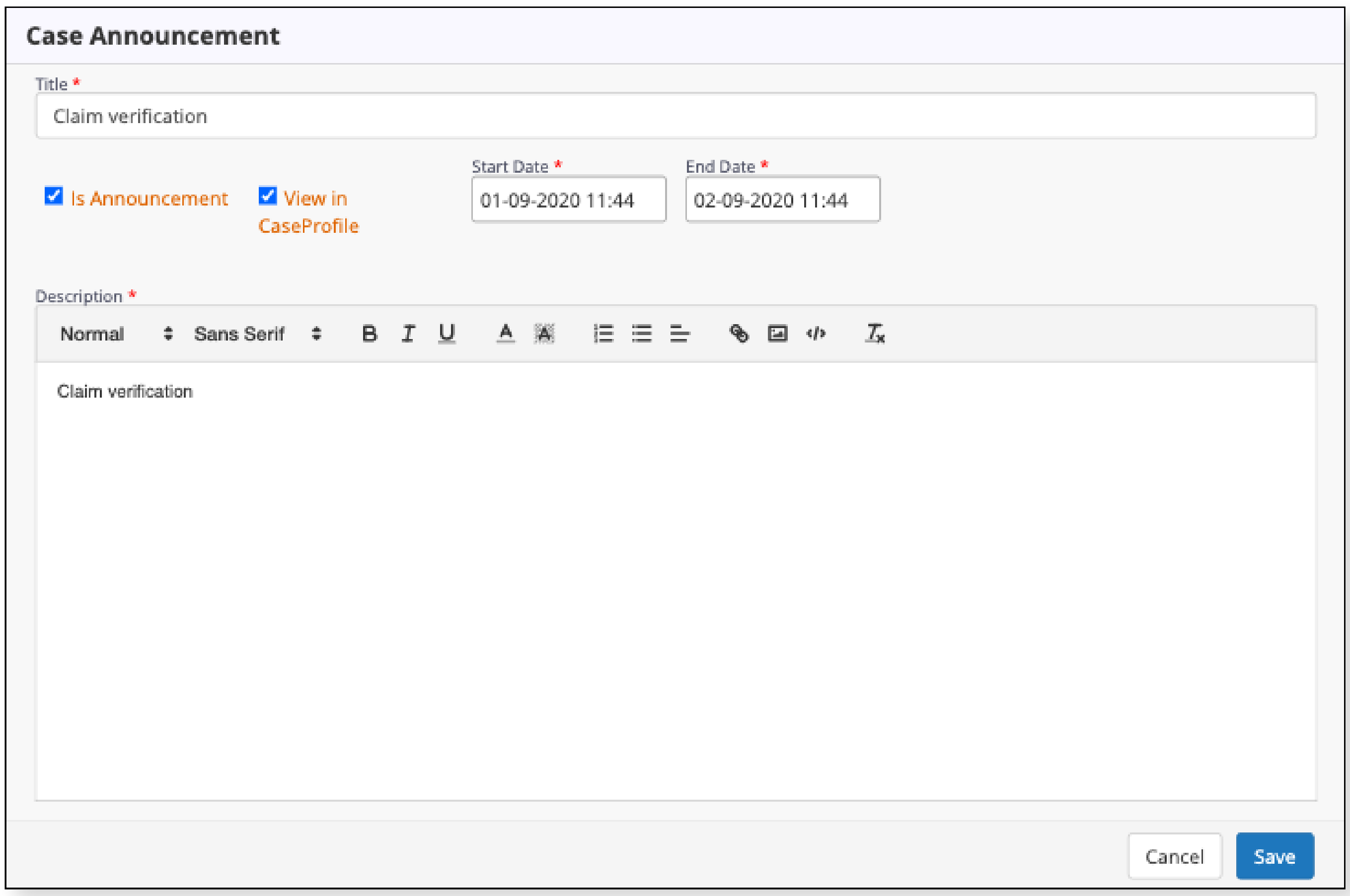
- Click on Case to which you want to perform any action on Announcement/Note
- You will be directed to <u>Case Profile</u> Page
- Go to Side bar and navigate to **Utils**
- Go to Side bar and navigate to **Announcement/Note**
- You will be redirected to <u>Announcement/Note</u> Page
- Click on <u>**Case Announcement**</u> tab
- Announcement list will appear

- To **Add**
  - Click on +
  - Enter **Case Announcement** details
  - Click on Save



- To **Edit**
  - Click on **Case Announcement** for which you want to edit announcement details
  - Modify **Case Announcement** details

- Click on Save



- To **Delete** - (By Case Manager Only)
  - Click on button to which you want to delete Announcement
  - Click on ✓ Yes for confirmation

Expected Outcome:

- You will be redirected to Case Announcement Page with Case Announcement details

---

Message & Notes:

- **Case Manager** can add/modify/delete Case Announcement
- User with roles other than Case Manager can view the Case Announcement Details

---

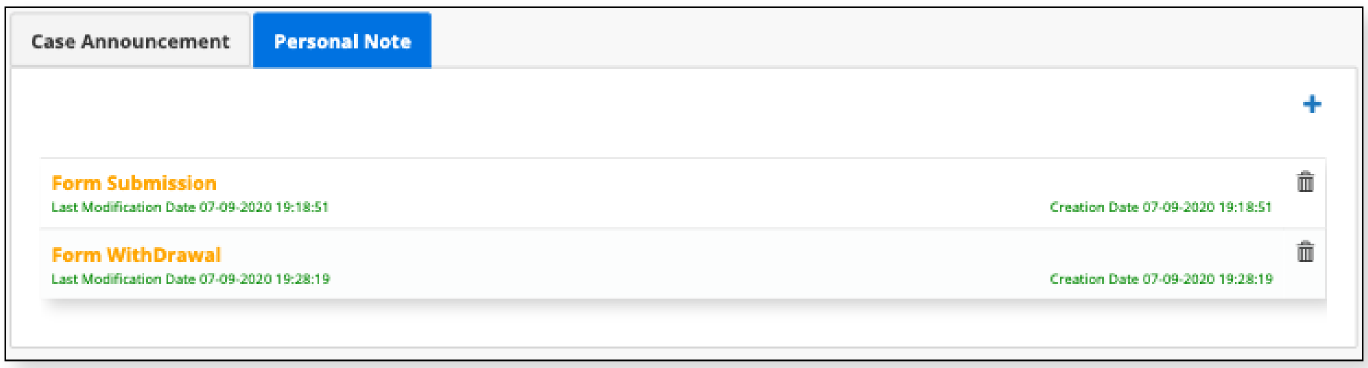
Personal Note

Before you begin:

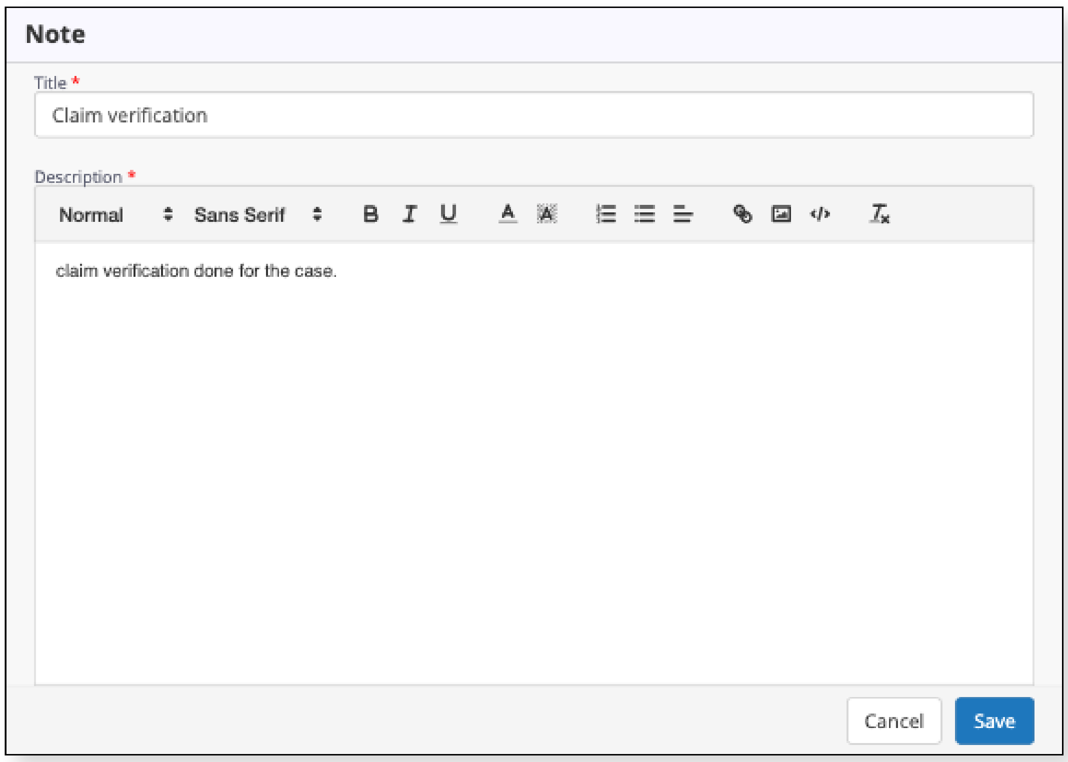
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Personal Note details ready

Follow these steps:

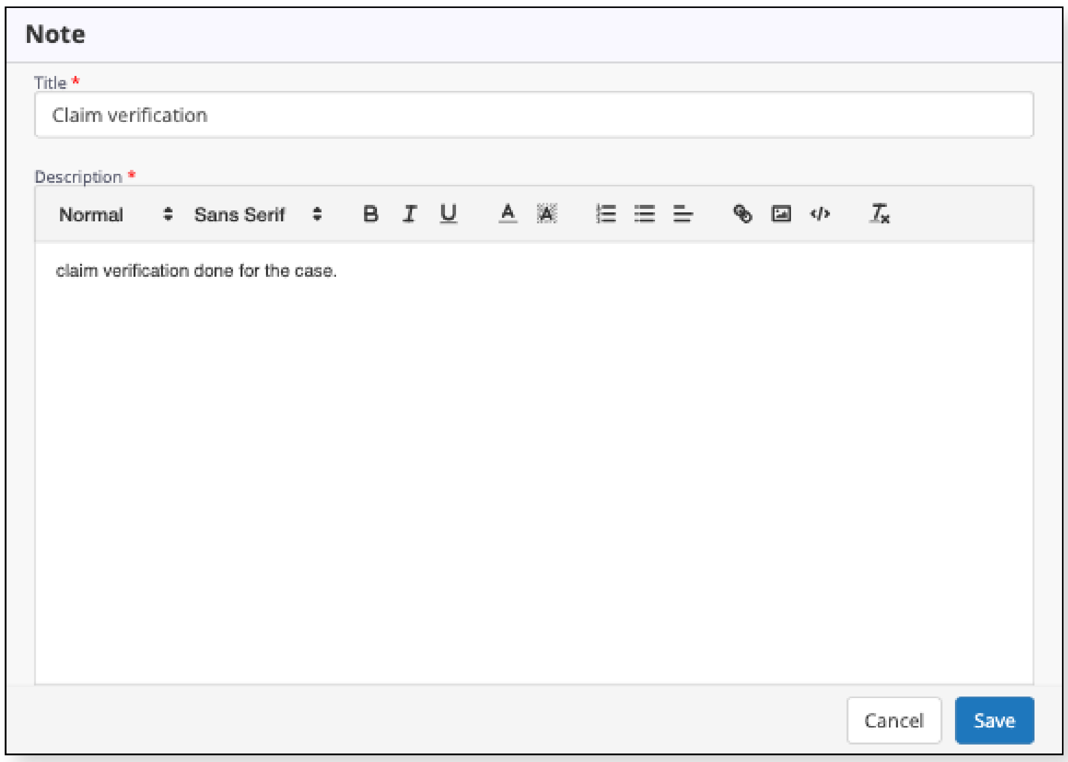
- Click on Case to which you want to perform any action on Announcement/Note
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Utils**
- Go to Side bar and navigate to **Announcement/Note**
- You will be redirected to Announcement/Note Page
- Click on **Personal Note** tab
- Personal Note list will appear



- To **Add**
  - Click on +
  - Enter **Personal Note** details
  - Click on Save



- To **Edit**
  - Click on **Personal Note** for which you want to edit note details
  - Modify **Personal Note** details
  - Click on Save



">

- To **Delete** - (Applicable for Case Manager)
  - Click on 🗑 button to which you want to delete Personal Note
  - Click on ✔ Yes for confirmation

Expected Outcome:

- You will be redirected to Personal Note Page with Personal Note details

Message & Notes:

- **Personal Note** is Login User notes

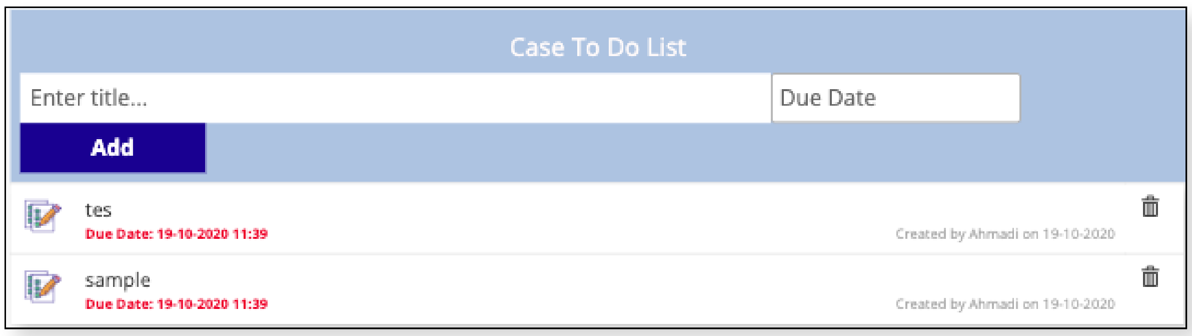
To Do

Before you begin:

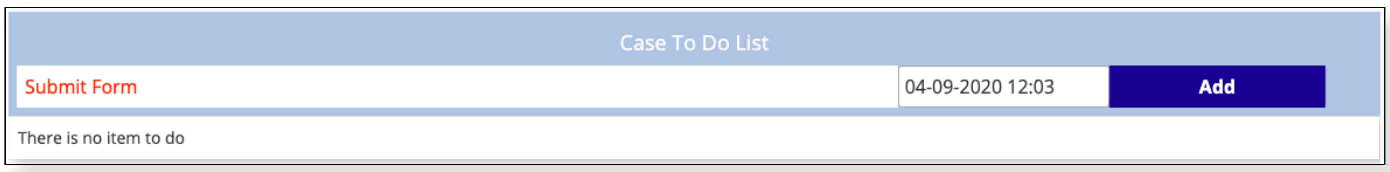
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand details ready

Follow these steps:

- Click on Case to which you want to perform any action on To Do
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Utils**
- Go to Side bar and navigate to **To Do**
- You will be redirected to To Do Page
- To Do list will appear



- To **Add**
  - Enter **Title**
  - Enter **Due Date** and **Time**
  - Click on **Add**



- To **Edit** - To change the status of **To Do** to done
  - Click on button to which you want to mark as done
  - Click on ✔ Yes for confirmation
- To **Delete**
  - Click on button to which you want to delete
  - Click on ✔ Yes for confirmation

Expected Outcome:

- You will be redirected to To Do Page, with To Do details

Message & Notes:

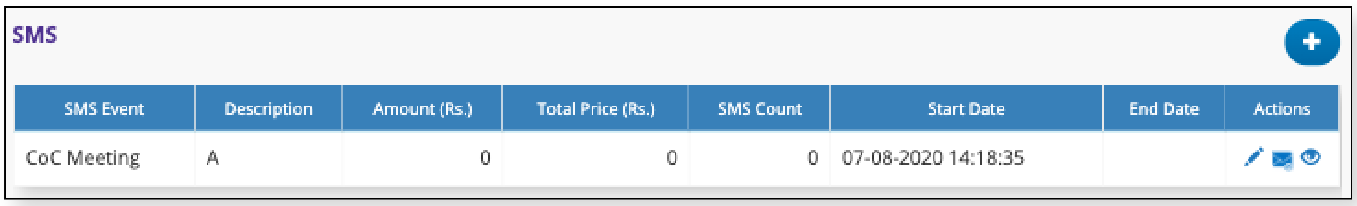
SMS

<u>**Before you begin:**</u>

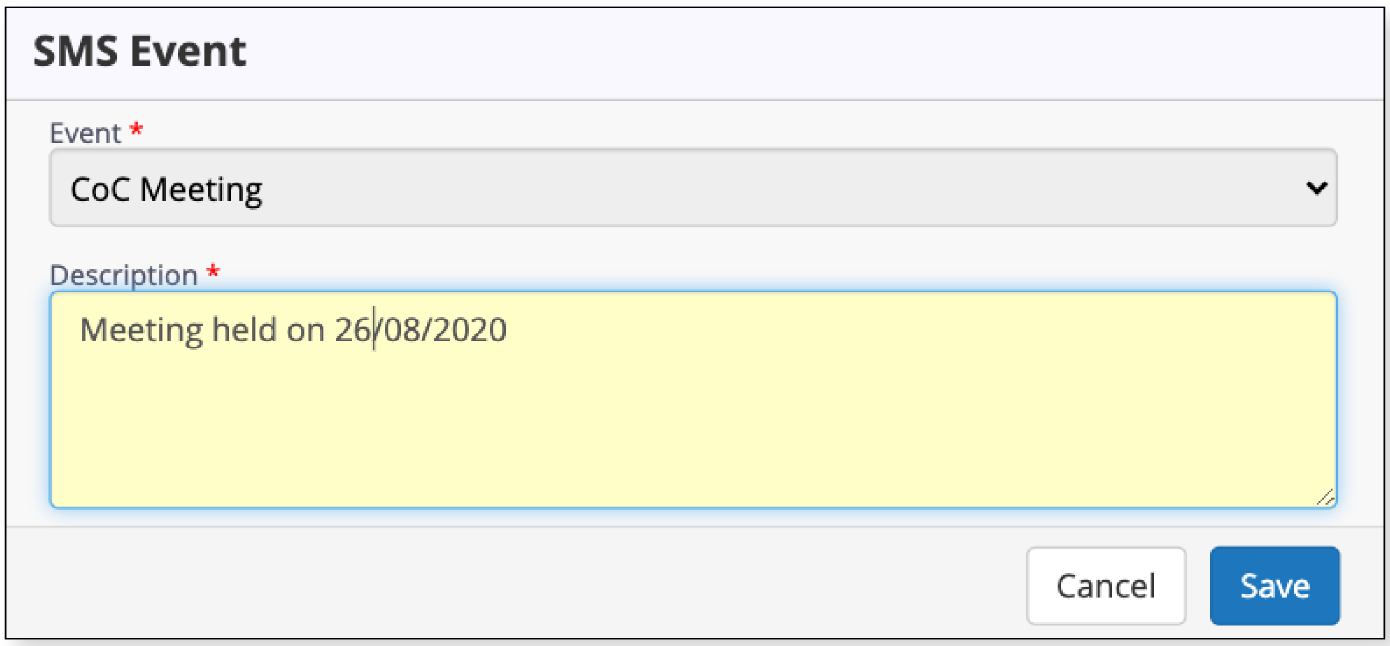
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand SMS details ready

<u>**Follow these steps:**</u>

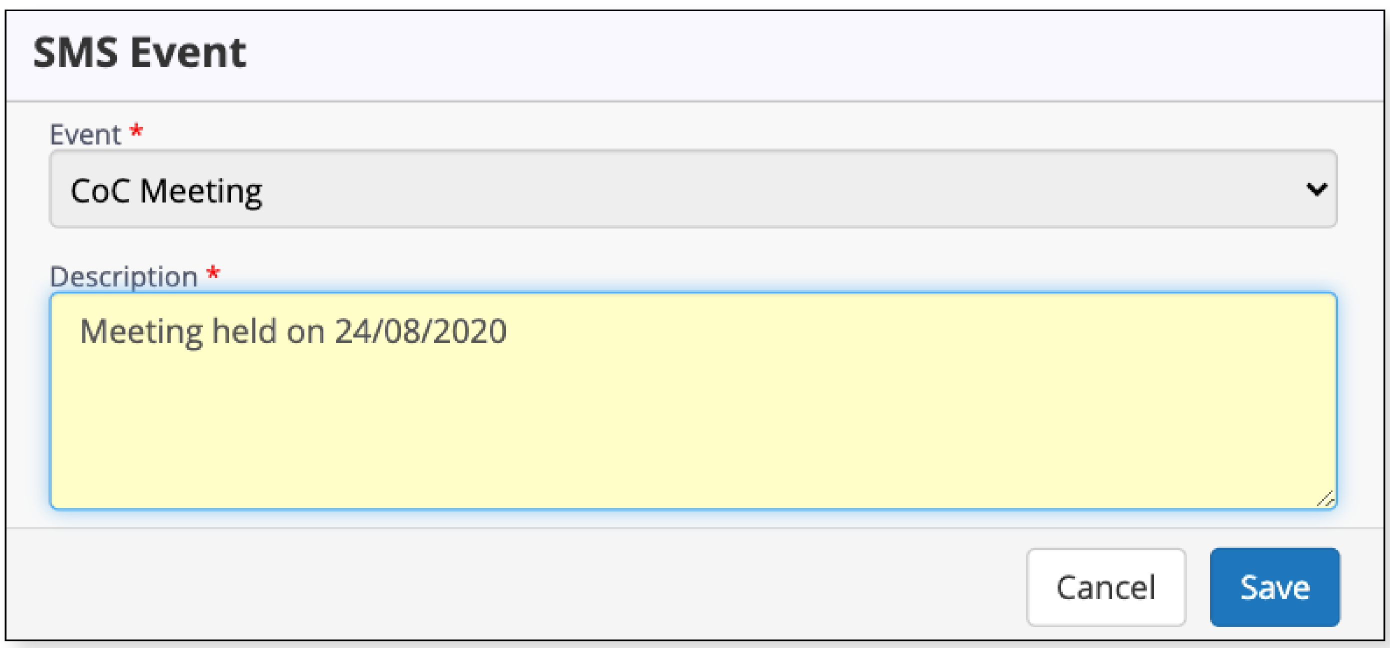
- Click on Case to which you want to perform any action on SMS
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Utils**
- Go to Side bar and navigate to **SMS**
- You will be redirected to SMS Page
- SMS list will appear



- To **Add**
  - Click on +
  - Select **Event** and enter the **Description** in SMS Detail Page
  - Click on Save



- To **Edit**
  - Click on button to which you want to edit sms details
  - Modify **SMS** details
  - Click on Save



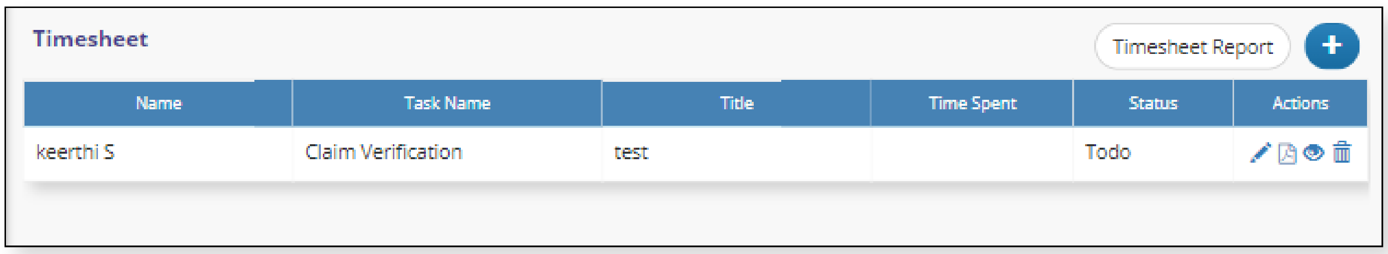
Expected Outcome:
- You will be redirected to SMS Page, with SMS details

Message & Notes:

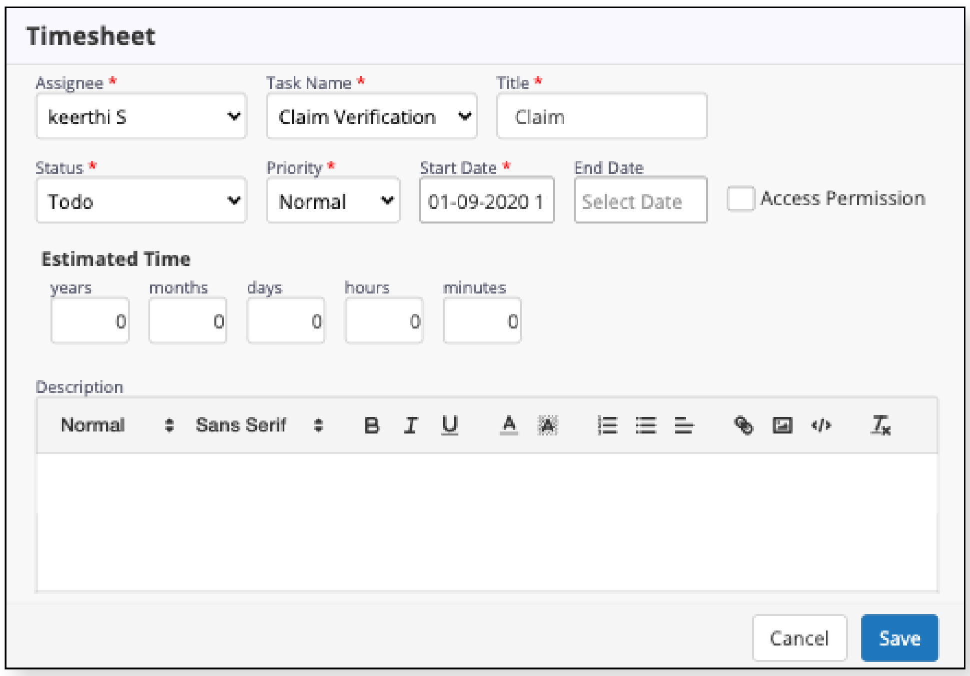
Timesheet

Before you begin:
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Timesheet details ready

Follow these steps:
- Click on Case to which you want to perform any action on Timesheet
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Timesheet**
- You will be redirected to Timesheet Page
- Timesheet list will appear

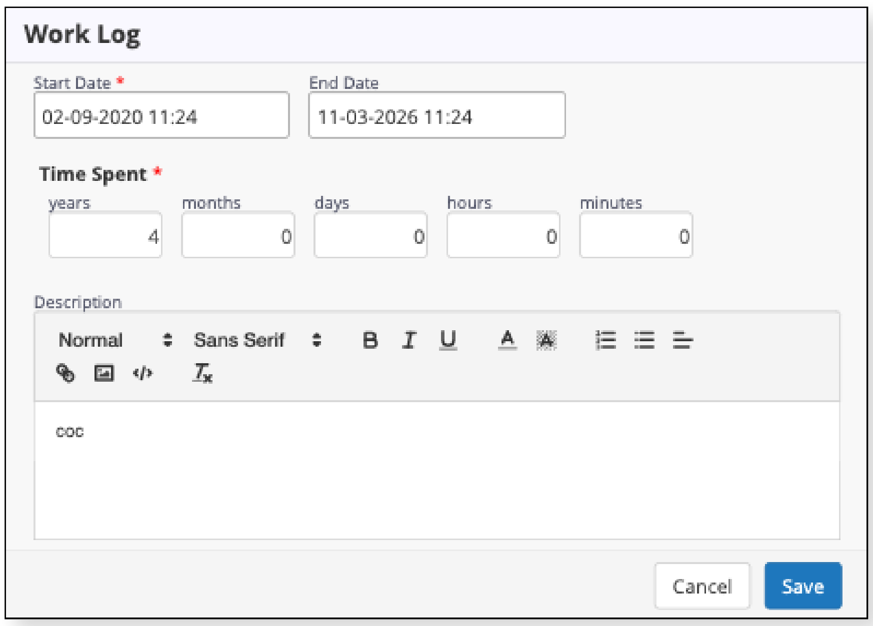


- To **Add**
  - Click on +
  - Enter **Timesheet** Details
  - Click on Save

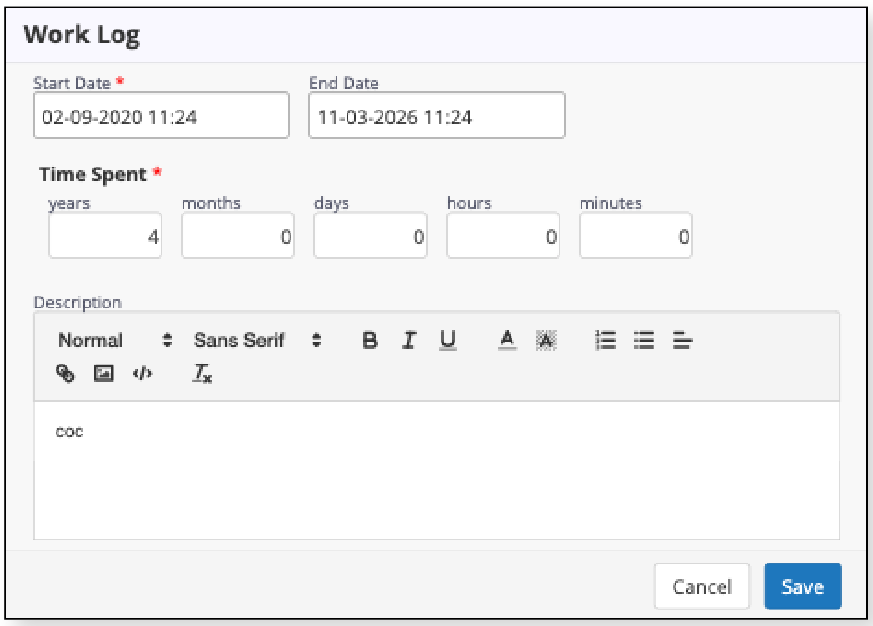


- To **Edit**
  - Click on for which you want to edit timesheet details
  - Modify **Timesheet** details
  - Worklog
    - To **Add**
      - Click on +
      - Enter **Worklog** details

- Click on Save

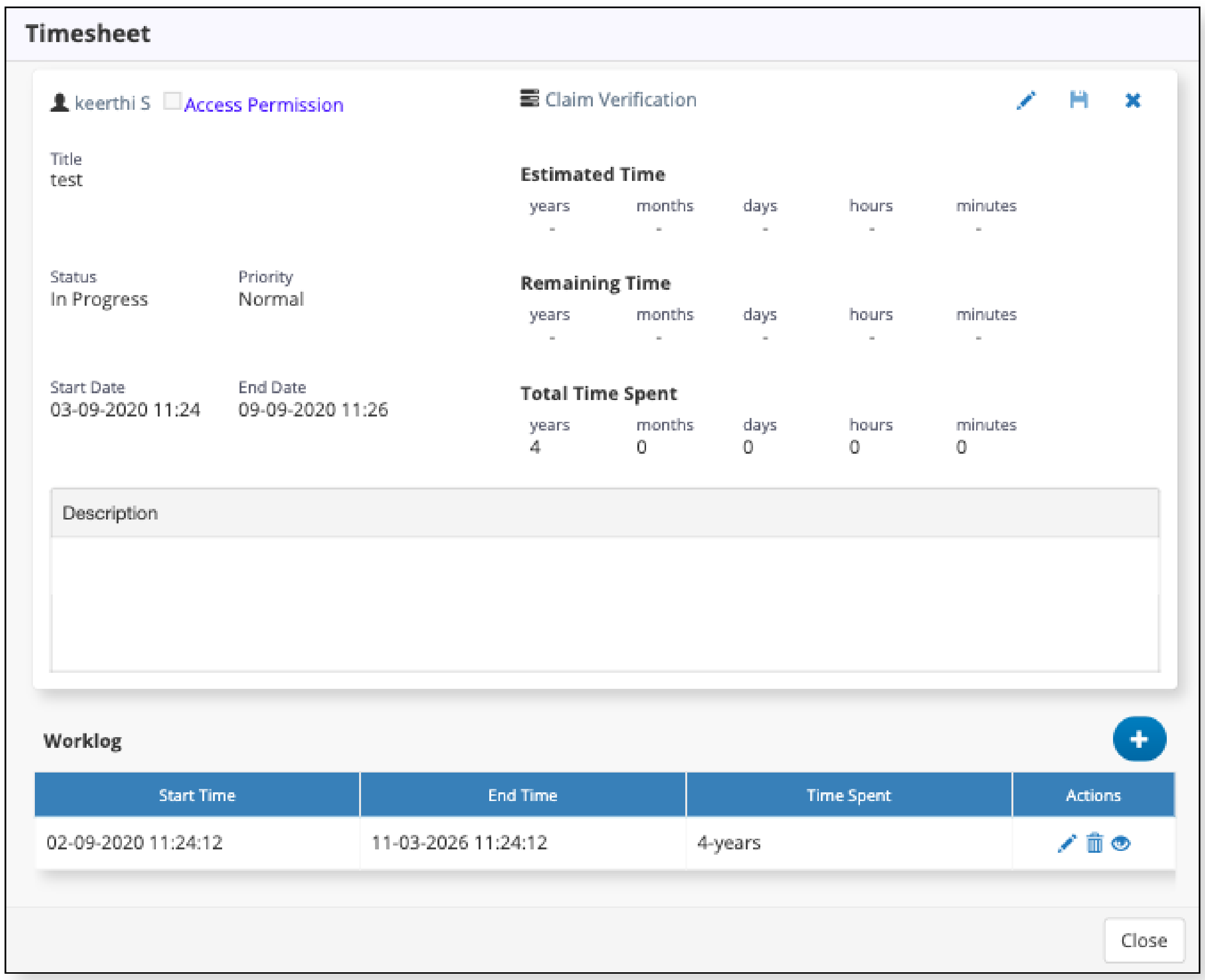


- To **Edit**
  - Click on for which you want to edit worklog details
  - Modify **Worklog** details
  - Click on Save



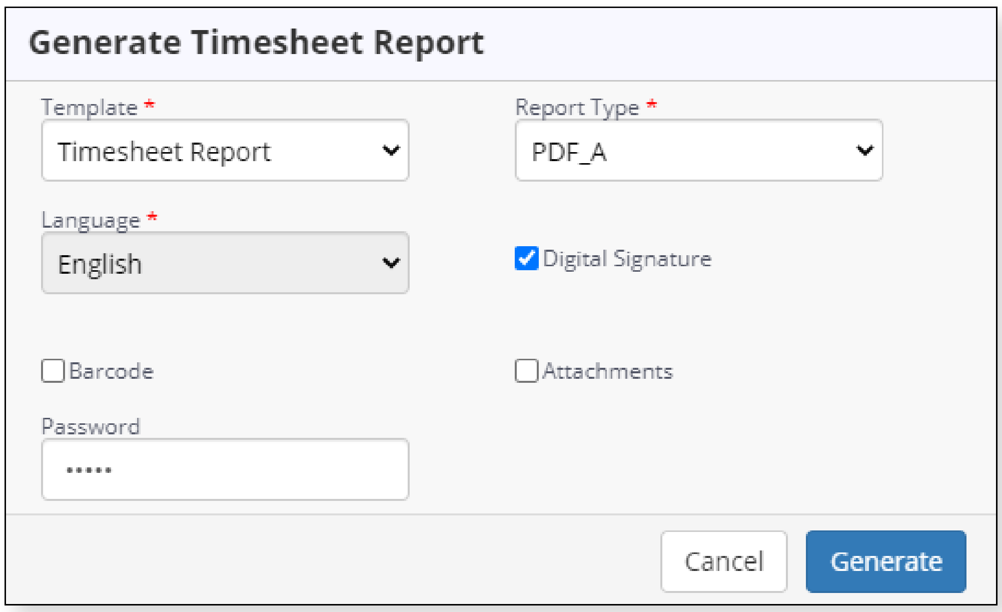
- To **Delete**
  - Click on to which you want to delete Worklog
  - Click on ✔ Yes for delete confirmation

- Click on button
- Click on Close once modification is completed



- **Report**

  - To Report Generation for Each Assignee
    - Click on corresponding to timesheet
    - Select **Template**
    - Select **Report type**
    - Check ▢ **Digital Signature/Barcode/Attachment** as applicable
    - Enter the **password**, if you want to generate a report in protected file - (applicable for report type PDF-A, PDF -UA)
    - Click on Generate – Timesheet Report will be generated for each Assignee
  - To Report Generation for Timesheet
    - Click on Timesheet Report
    - Select **Template**
    - Select **Report type**
    - Check ▢ **Digital Signature/Barcode/Attachment** as applicable
    - Enter the **password**, if you want to generate a report in protected file - (applicable for report type PDF-A, PDF -UA)
    - Click on Generate – Timesheet Report will be generated



- To **Delete** - (Applicable for Case Manager)
  - Click on to which you want to delete Timesheet
  - Click on ✓ Yes for delete confirmation

Expected Outcome:

- You will be redirected to Timesheet Page, with Timesheet details

---

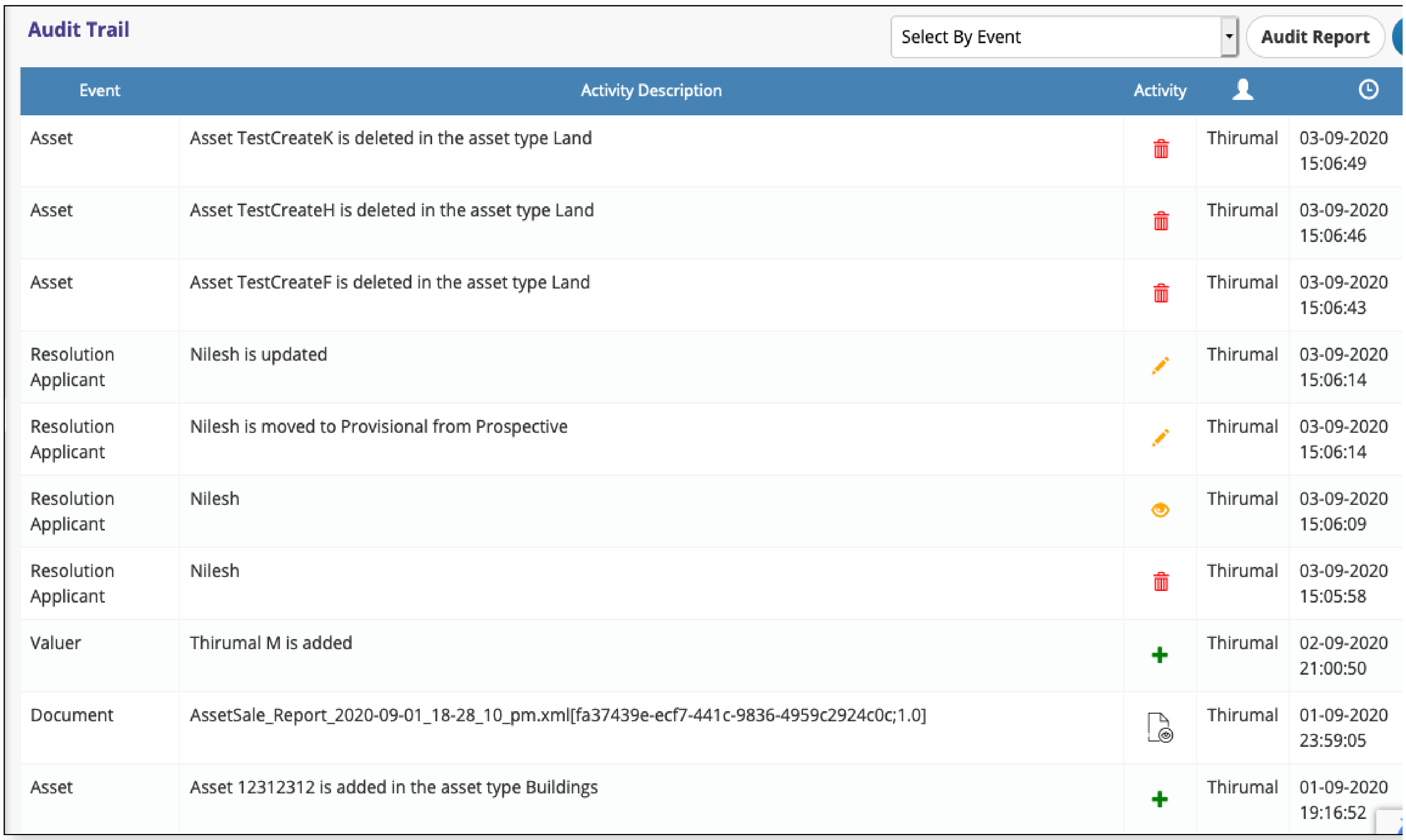
Message & Notes:

Audit Trail

Audit Trail records the events(Read, Create, Modify, Delete) of the case. However, **Case Manager** can disable certain events except VDR activities

The information recorded are - Who did What, When, Where and How

- Who - Action performed [Read, Write]
- When - Event occurrence - Date/Time
- Where - Event Type and Description
- What - Type of action [Add new entry, Edit, Delete, Read/View]
- How - API/Bulk upload, etc


Audit Trail

Select By Event

Audit Report

Event	Activity Description	Activity		
Asset	Asset TestCreateK is deleted in the asset type Land		Thirumal	03-09-2020 15:06:49
Asset	Asset TestCreateH is deleted in the asset type Land		Thirumal	03-09-2020 15:06:46
Asset	Asset TestCreateF is deleted in the asset type Land		Thirumal	03-09-2020 15:06:43
Resolution Applicant	Nilesh is updated		Thirumal	03-09-2020 15:06:14
Resolution Applicant	Nilesh is moved to Provisional from Prospective		Thirumal	03-09-2020 15:06:14
Resolution Applicant	Nilesh		Thirumal	03-09-2020 15:06:09
Resolution Applicant	Nilesh		Thirumal	03-09-2020 15:05:58
Valuer	Thirumal M is added		Thirumal	02-09-2020 21:00:50
Document	AssetSale_Report_2020-09-01_18-28_10_pm.xml[fa37439e-ecf7-441c-9836-4959c2924c0c;1.0]		Thirumal	01-09-2020 23:59:05
Asset	Asset 12312312 is added in the asset type Buildings		Thirumal	01-09-2020 19:16:52

Disable/Enable Audit Trail events

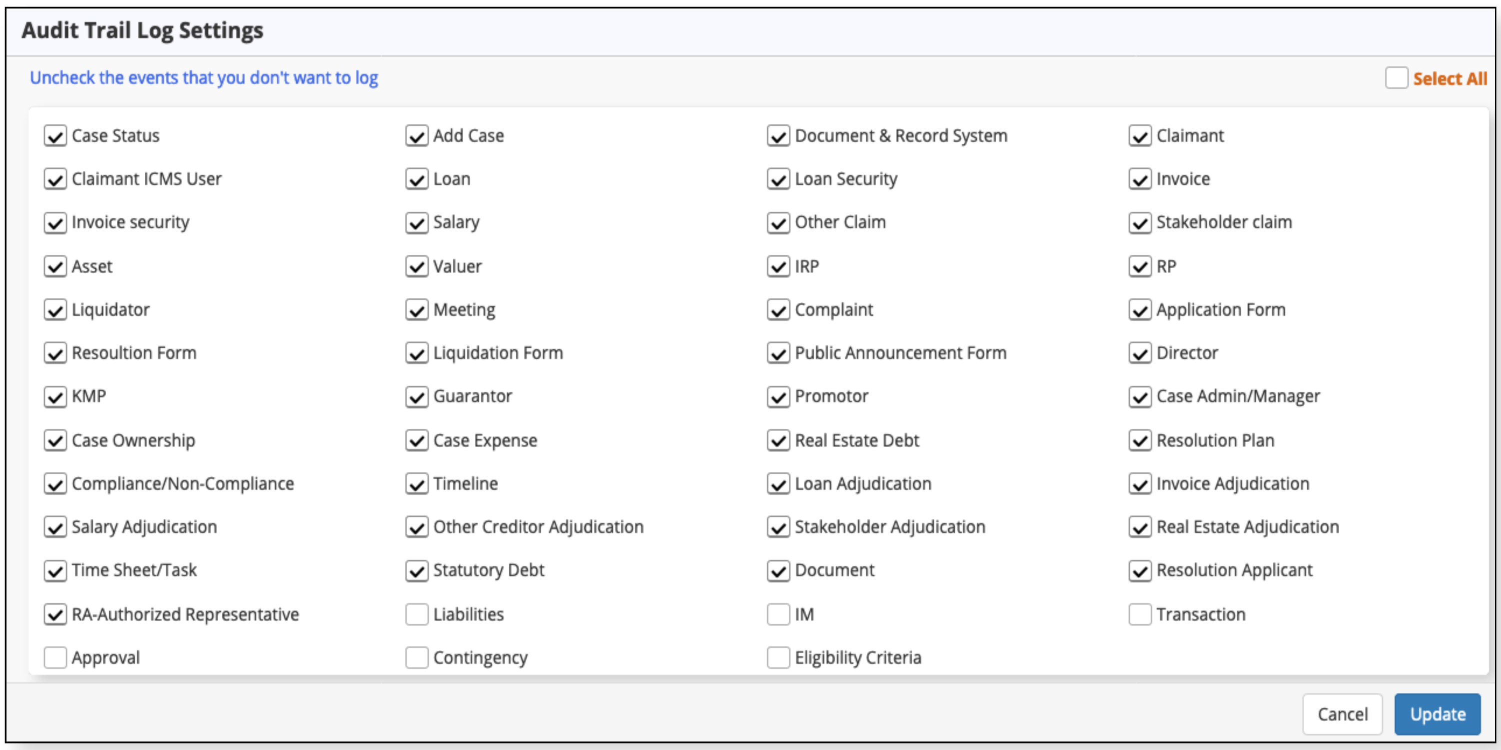
`Case Manager` can enable or disable the audit trails event

Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.

Follow these steps:

- Click on
- Check the box to enable the event and uncheck the box to disable the events
- Click on Update



Expected Outcome:

- Logs will appear in the audit trail based on the checked/un-checked events

Message & Notes:

Audit Trail Report

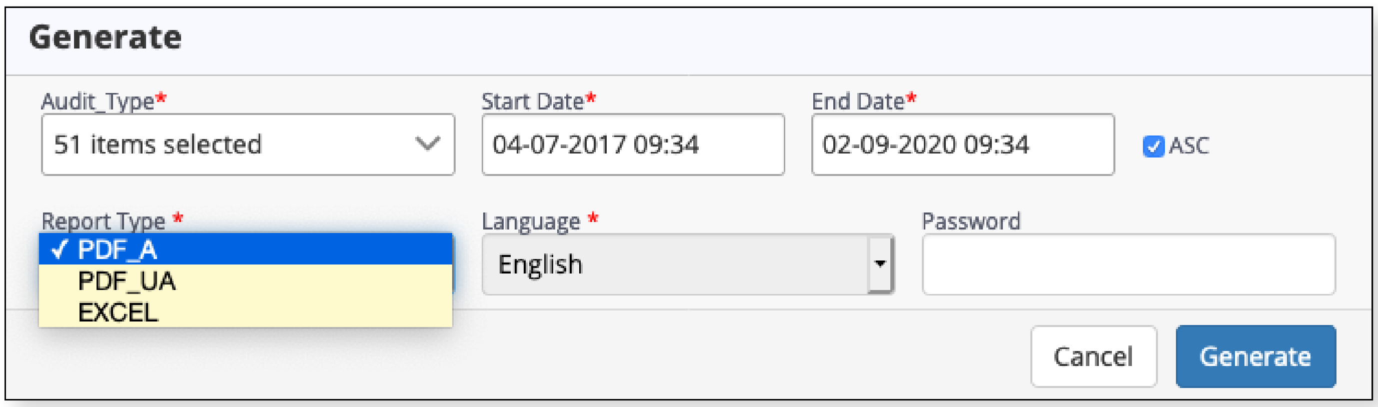
`Case Manager` can generate audit trail report in the format of PDF-A, PDF-UA and EXCEL

Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.

Follow these steps:

- Click on Audit Report
- Based on your requirements, Select the following
  - Audit Type
  - Start & End Date
  - Order of the report `Check ASC - Ascending order, Un-Check ASC - Descending order`
  - Select the report Type [PDF-A, PDF -UA, EXCEL]
  - Enter the password, if you want to generate a report in protected file
- Click on Generate



Expected Outcome:

- The generated report will download in the selected format

Message & Notes:

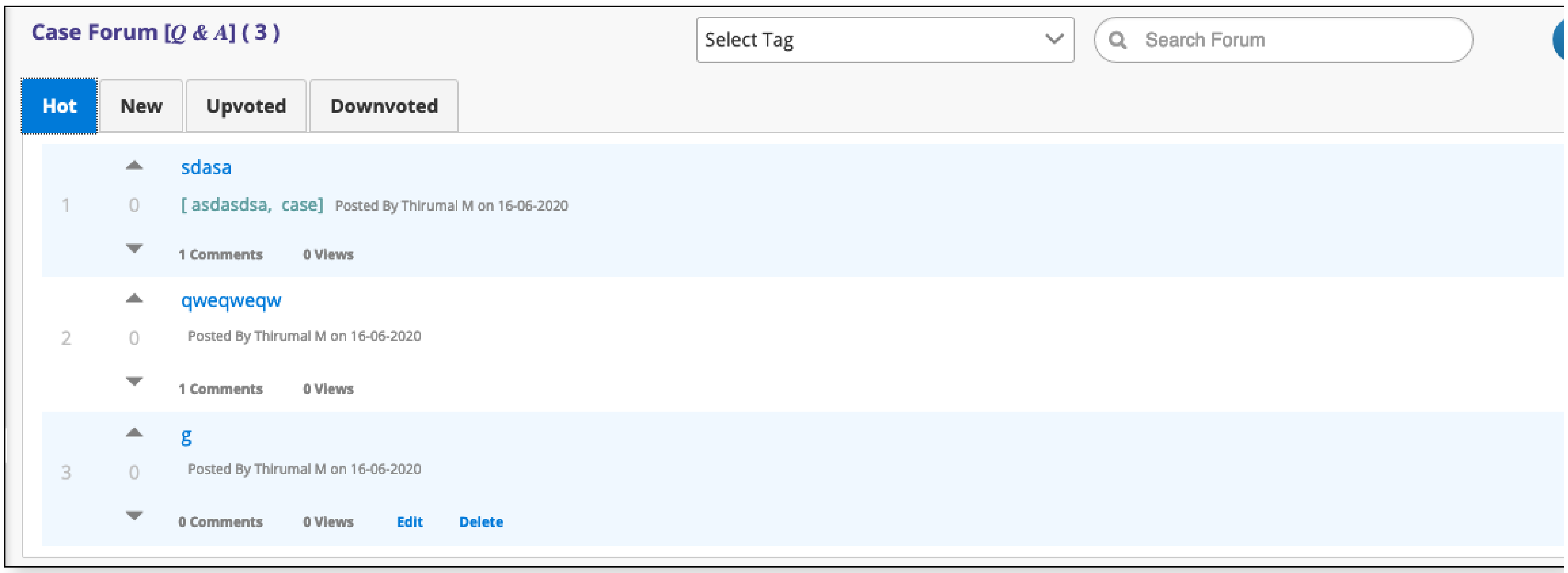
Case Forum

1. Case Forum can be used for the various purposes

2. The case forum will work based on who logs in and their roles in the case

Functionality:-

```
1. Anyone whos is involved in the case can post questions
2. Anyone whos is involved in the case can post answer/reply to the question
    a. A reply can get another reply
3. Upvote/downvote & their details
4. Read count
    a.The person who posted question/forum read count will not be considered
5. Only one case forum is allowed in a minute
6. Only 10 case forum is allowed in a day
7. Case forum can’t be deleted once it receives the reply
8. The leaf level reply is allowed to delete but by the same person who replied.
9. Total count of reply & read/view will be shown to the user at the forum list
10. Not allowed to modify the forum once it gets the reply
11. The total size of the forum should not be more than 1 MB
12. Can't vote for yourself
13. Tags are allowed only at the parent level
14. Only 5 tags are allowed for a forum
15. Unlimited depth
16. The name will be hidden or proxy name will be used if RA post any question or role is added
```



Plan

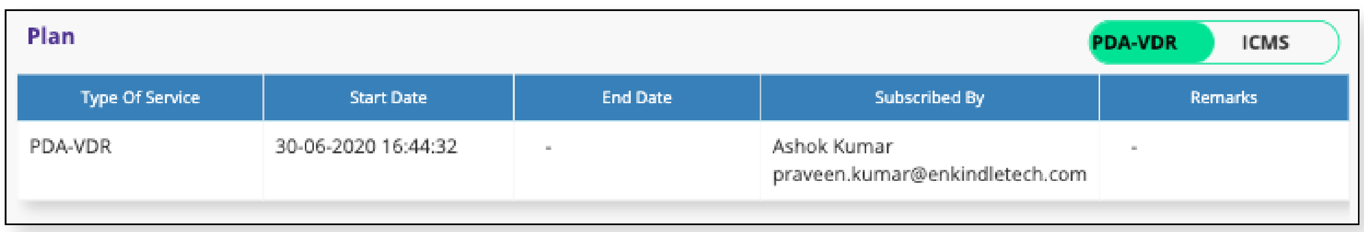
Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case

---

Follow these steps:

- Click on PDA-VDR ICMS to change the service from PDA-VDR to ICMS



- Click on ✔ Yes for confirmation

Expected Outcome:

- You will be redirected to Plan Page, with updated navigation list of PDA service

Message & Notes:

- Once the case is switched from PDA-VDR to ICMS, case cannot be switched back to PDA-VDR as ICMS service includes PDA-VDR

Admin Tool

Admin Tool option is accessible only from the Subscription Account.

Subscriber Detail

Modify Subscriber

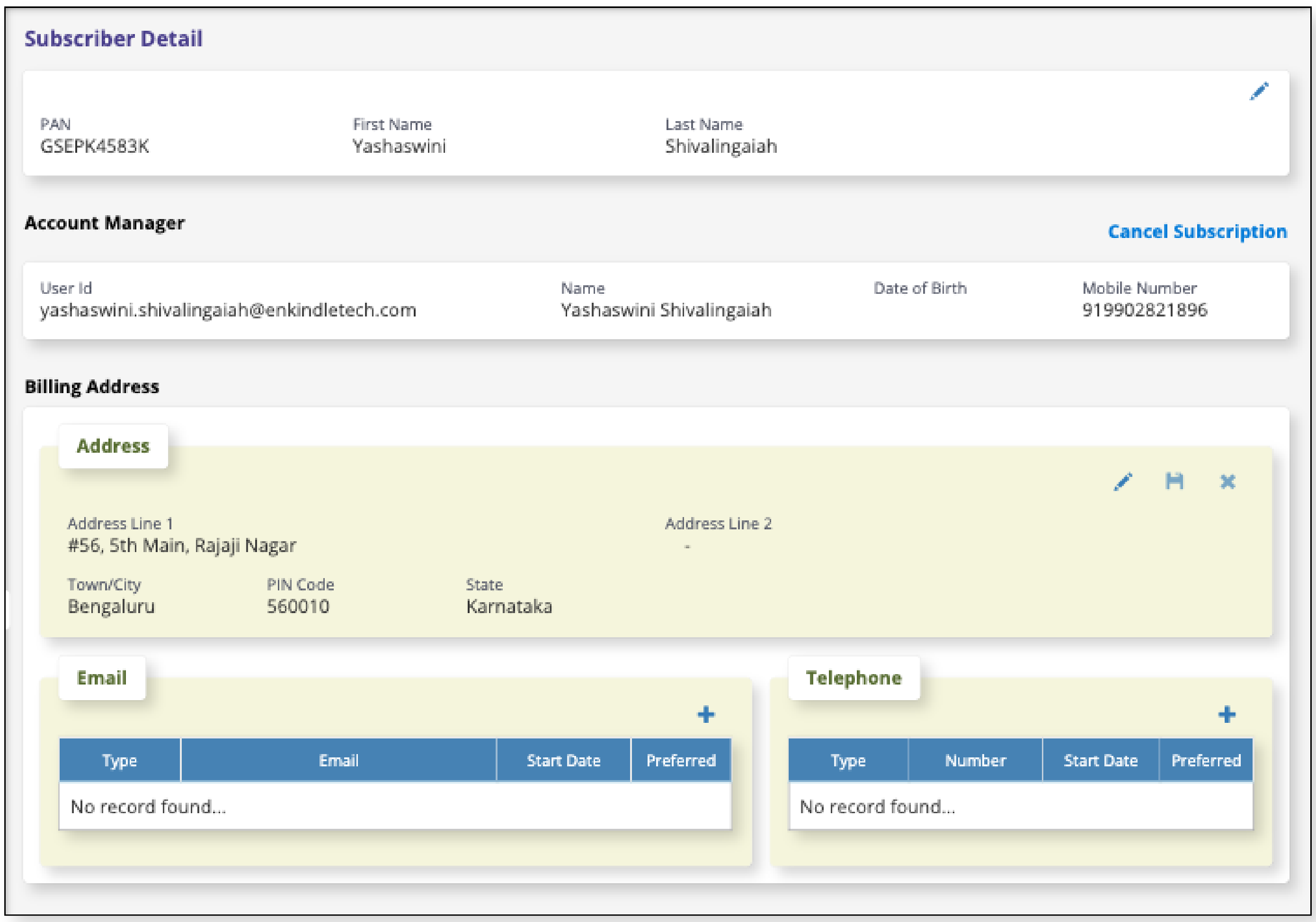
<u>Before you begin:</u>

- You must be Registered User of PDA
- You must be a Subscriber Account Admin of the Subscribed Account

---

<u>Follow these steps:</u>

- Click on **Admin Tools** in navigation header
- You will be directed to <u>Subscriber Detail</u> Page
- Click on button to edit Subscriber details
- Modify **Subscriber** Details
- Click on button



<u>Expected Outcome:</u>

- You will be redirected to <u>Subscriber</u> Page, with updated details

---

<u>Message & Notes:</u>

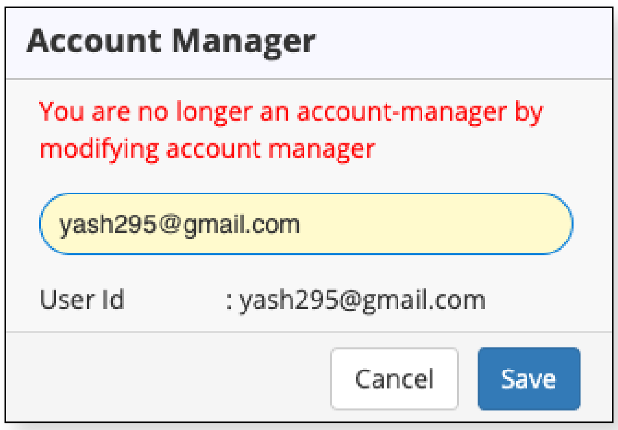
Change Account Manager

<u>Before you begin:</u>

- You must be a Registered User of PDA
- You must be a Subscriber Account Manger of the Subscribed Account
- Subscribed Account should be a Corporate Subscription
- Account Manager should be an user of the System
- Have Account Manager User ID details ready

Follow these steps:

- Click on **Admin Tools** in navigation header
- You will be directed to Subscriber Detail Page
- Click on **Change** button
- Start entering Account Manger **User ID** in the Search bar and Select the ID
- Click on Save



Expected Outcome:

- You will be redirected to Subscriber Page, with updated navigation list

---

Message & Notes:

Cancel Subscription

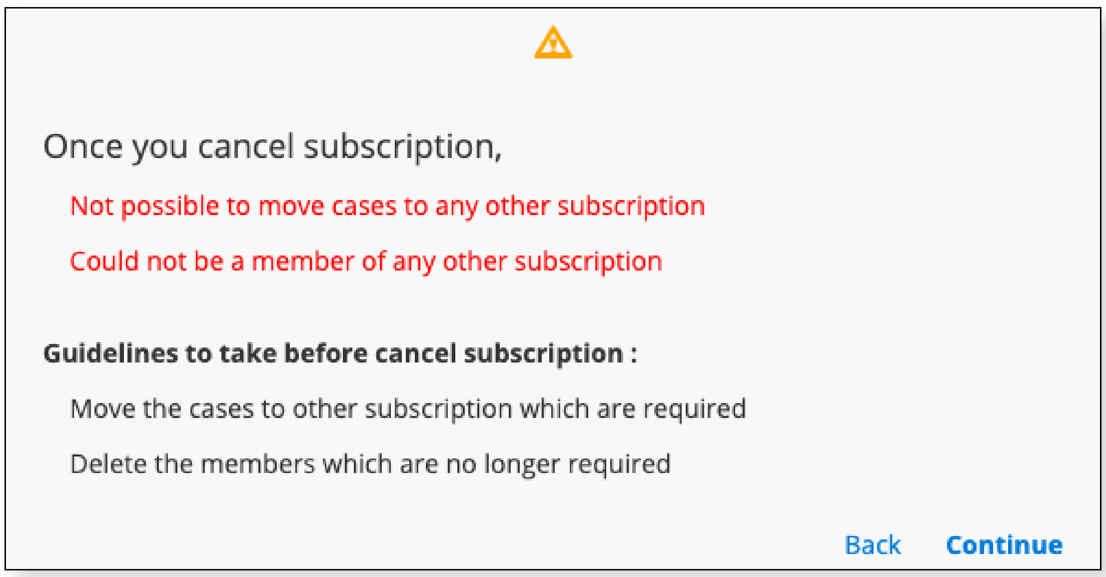
Before you begin:

- You must be Registered User of PDA
- You must be a Subscriber Account Manger of the Subscribed Account

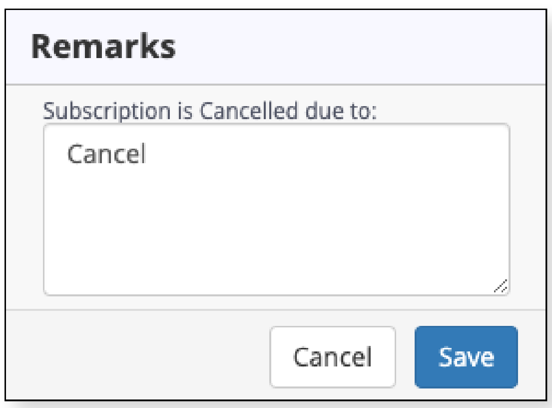
---

Follow these steps:

- Click on **Admin Tools** in navigation header
- You will be directed to Subscriber Detail Page
- Click on **Cancel Subscription**
- You will be prompted with the Pros and Cons of canceling subscription, to proceed click on **Continue**

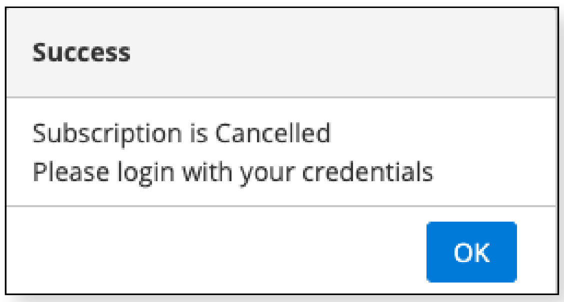


- Enter **Reason for Subscription**
- Click on Save



- Click on ✔ Yes to confirm cancellation

- If Cancel Subscription is successful, a success message will be displayed, on the confirmation, you will be redirected to the Login Page



Expected Outcome:
- You will be redirected to Login Page

Message & Notes:

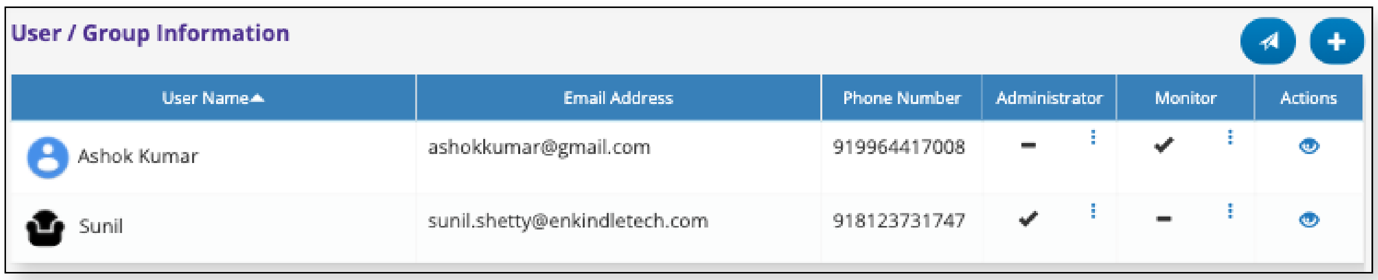
Payment

User / Group

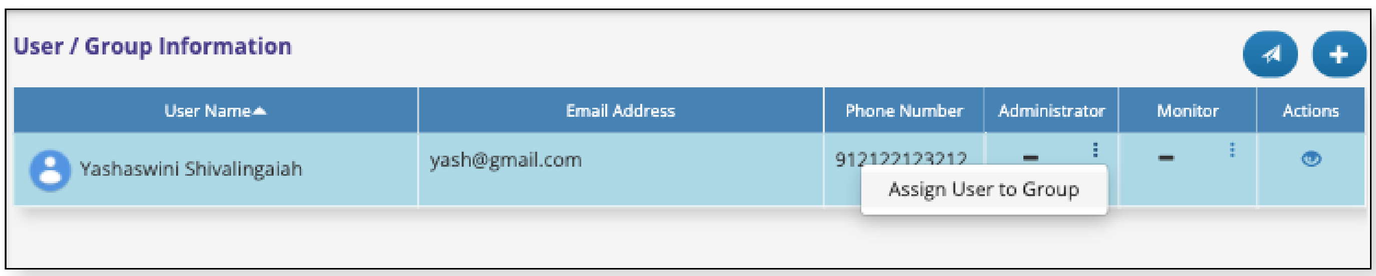
Account Administrator

Before you begin:
- You must be Registered User of PDA
- You must be a Subscriber Account Manger of the Subscribed Account
- Account Administrator should be an User of the System
- Have Account Administrator **User ID** details ready

Follow these steps:
- Click on **Admin Tools** in navigation header
- You will be directed to Subscriber Detail Page
- Go to Side bar and navigate to **User/Group**
- You will be redirected to User/Group Page
- User/Group list will appear

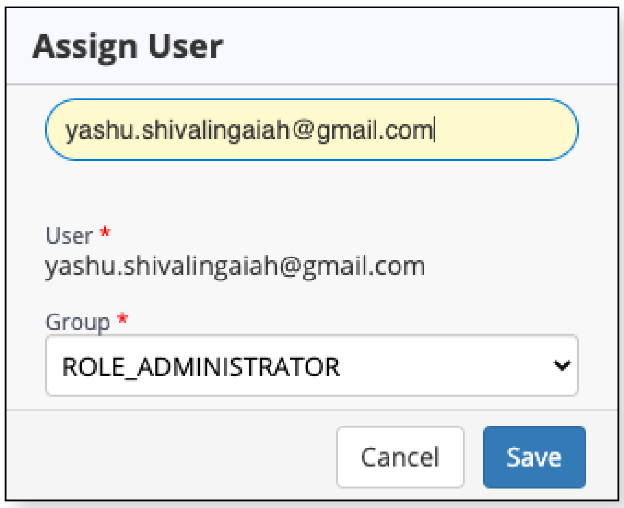


- **Self Assignment**
  - Click on in Administrator Column
  - Select **Assign User to Group**
  - Click on Yes for confirmation

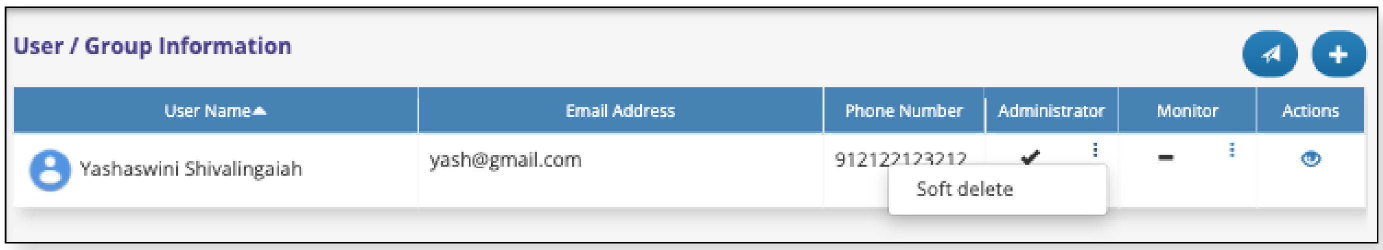


- **To Assign Others**
  - Click on +
  - Start entering the user id in the search bar and select the user ID

- Select **ROLE_ADMINISTRATOR** from the **Group**
- Click on Save



- **Revoke**
  - Click on ⋮ in Administrator Column
  - Select **Soft Delete**
  - Click on ✔ Yes for confirmation



Expected Outcome:

- You will be redirected to User/Group Page with updated details

---

Message & Notes:

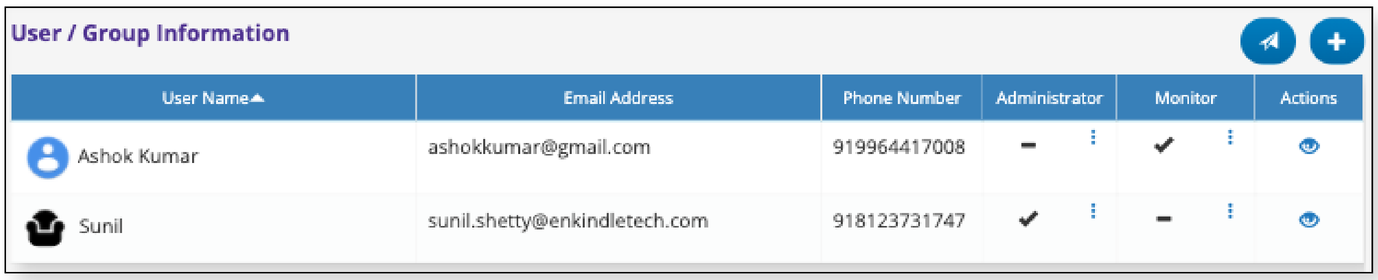
Account Monitor

Before you begin:

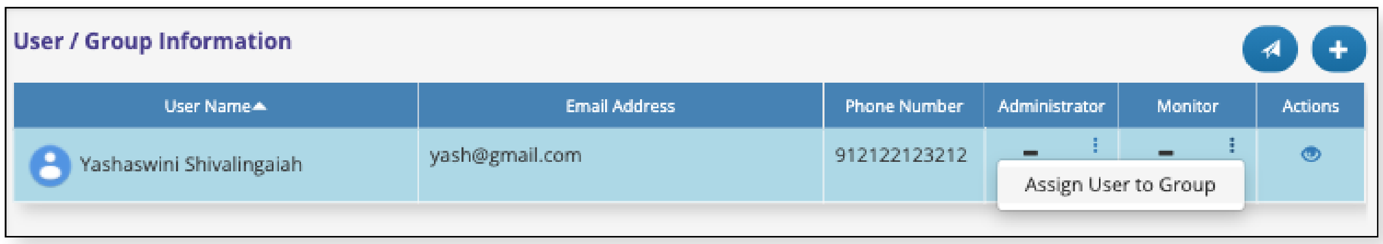
- You must be Registered User of PDA
- You must be a Subscriber Account Manger of the Subscribed Account
- Account Monitor should be an User of the System
- Have Account Monitor **User ID** details ready

Follow these steps:

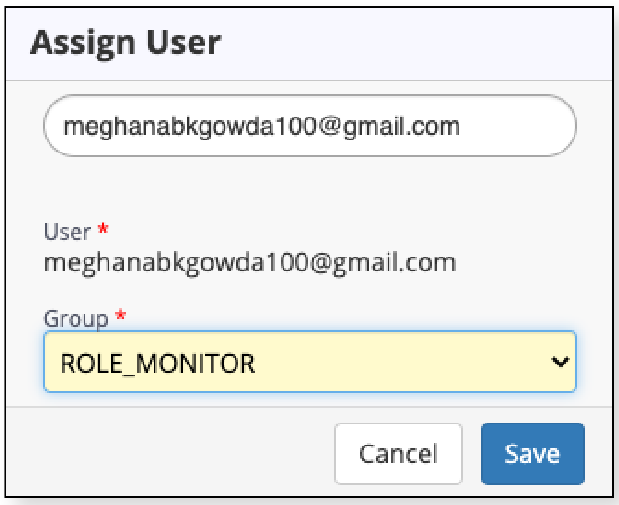
- Click on **Admin Tools** in navigation header
- You will be directed to Subscriber Detail Page
- Go to Side bar and navigate to **User/Group**
- You will be redirected to User/Group Page
- User/Group list will appear



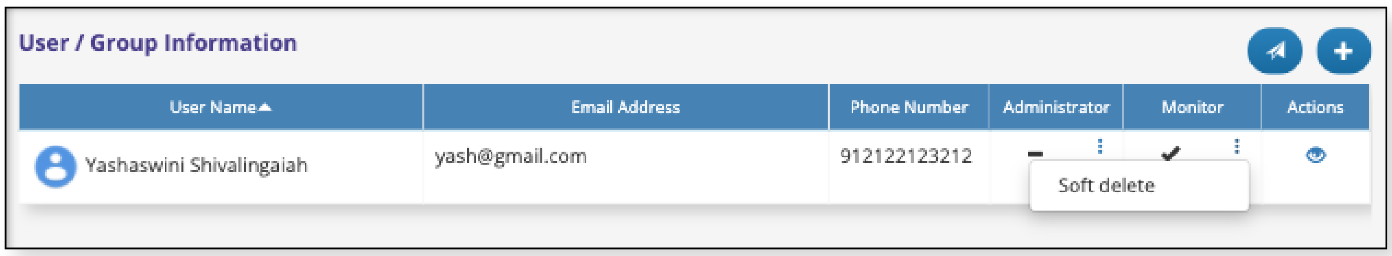
- **Self Assignment**
  - Click on ⋮ in Monitor Column
  - Select **Assign User to Group**
  - Click on ✔ Yes for confirmation



- **To Assign Others**
  - Click on +
  - Start entering the user id in the search bar and select the user ID
  - Select **ROLE_MONITOR** from the **Group**
  - Click on Save



- **Revoke**
  - Click on ⋮ in Monitor Column
  - Select **Soft Delete**
  - Click on ✔ Yes for confirmation



Expected Outcome:

- You will be redirected to User/Group Page with updated details

---

Message & Notes:

Mail

Short for electronic mail, e-mail or email is information stored on a computer that is exchanged between two users over telecommunications.

Before you begin:

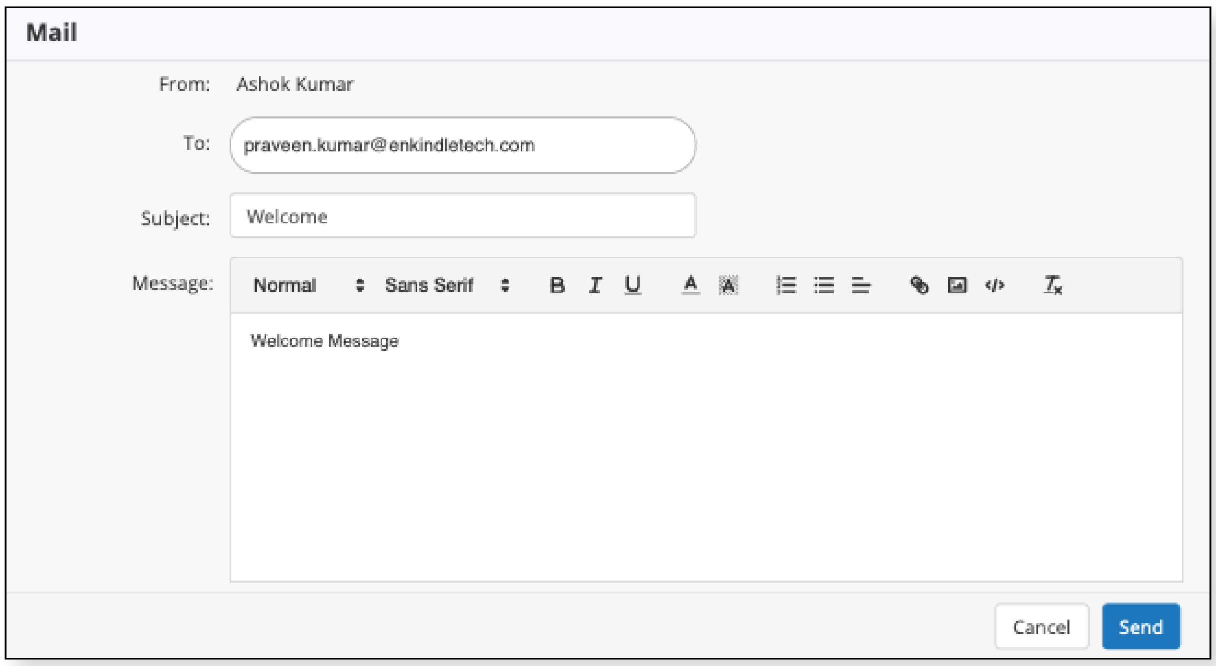
- You must be a Subscriber Account Administrator of the Subscribed Account

---

Follow these steps:

- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to Admin Tool Page
- Go to Side bar and navigate to **Mail**
- **Send Invitation**
  - Click on
  - Enter the Mail Address to which you want to **Send Invitation**
  - Click on Send

- **Send Mail**
  - Click on +
  - Search the Mail address of the Registered User or Subscriber Name to which you want to Send a Mail
  - Enter the **Subject**
  - Enter the **Message**
  - Click on Send



Expected Outcome:

Message & Notes:

Inbox

An inbox is the main folder that your incoming mail gets stored in.

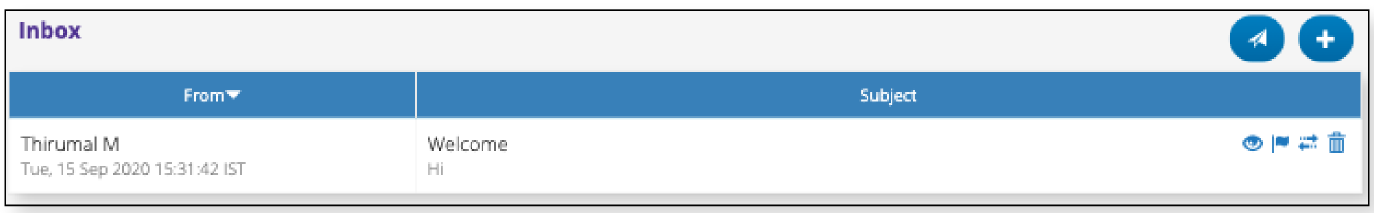
Before you begin:

- You must be a Subscriber Account Administrator of the Subscribed Account

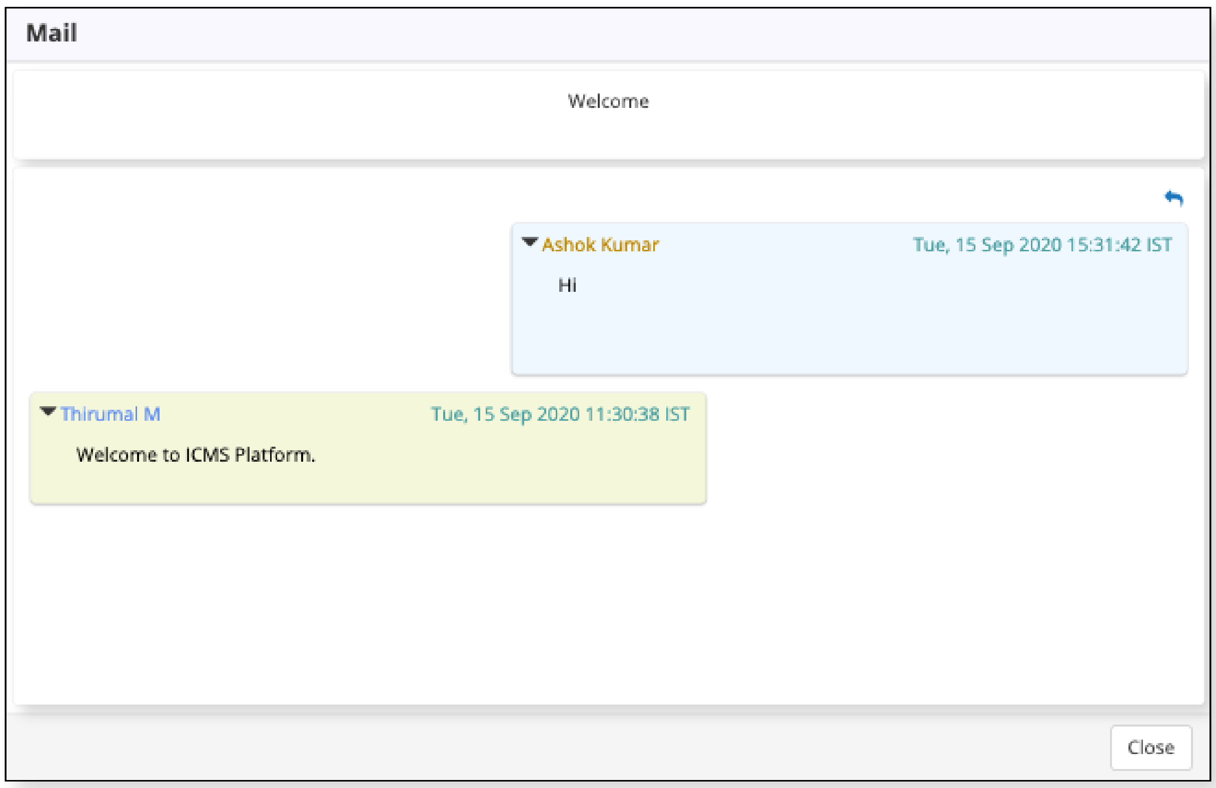
---

Follow these steps:

- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to Admin Tool Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Inbox**
- Inbox list will appear



- **Open Conversation**
  - Click on of the Conversation you want to view
  - To reply to the conversation click on
  - Enter the message in the **Message** Block
  - Click on to Send
  - Click on Close



- **Flag**
  - Click on of the mail to which you want to Flag it
  - Click on of the mail to which you want to Un-Flag it
- **Move**
  - Click on of the mail to which you want to Move
  - **Junk mail**
    - Select **Junk Mail**
    - The Particular mail will be moved to **Junk mail**
  - **Archive**
    - Select **Archive**
    - The Particular mail will be moved to **Archive**
- **Delete**
  - Click on of the mail to which you want to Delete
  - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:
- You will be redirected to Inbox Page with updated details

Message & Notes:

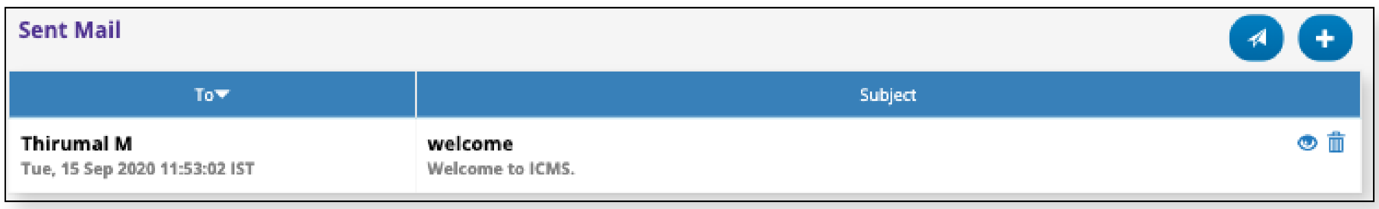
Sent Mail

Sent is a folder or area that stores any e-mails that have been successfully delivered.

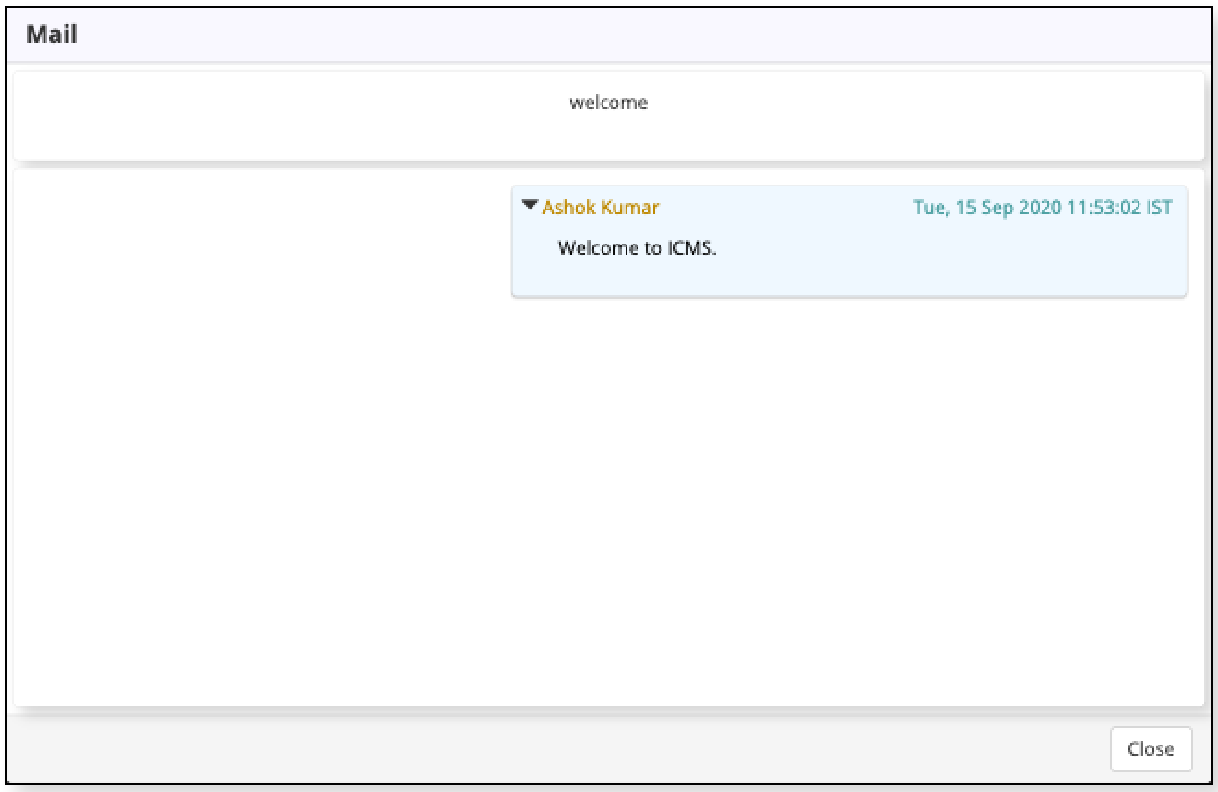
Before you begin:
- You must be a Subscriber Account Administrator of the Subscribed Account

---

Follow these steps:
- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to Admin Tool Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Sent Mail**
- Sent Mail list will appear



- **Open Conversation**
  - Click on of the Mail which you want to **Open Conversation**
  - Click on Close



- **Delete**
  - Click on of the mail to which you want to Delete
  - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:
- You will be redirected to Sent Mail Page with updated details

---

Message & Notes:

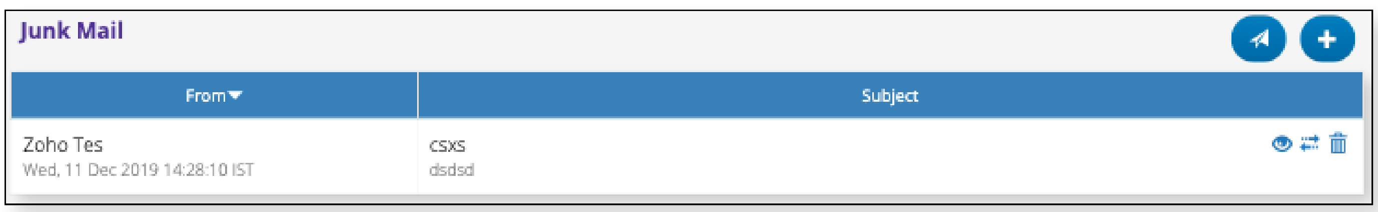
Junk Mail

Junk Mail is the location for storing unwanted email as determined by a spam filter.

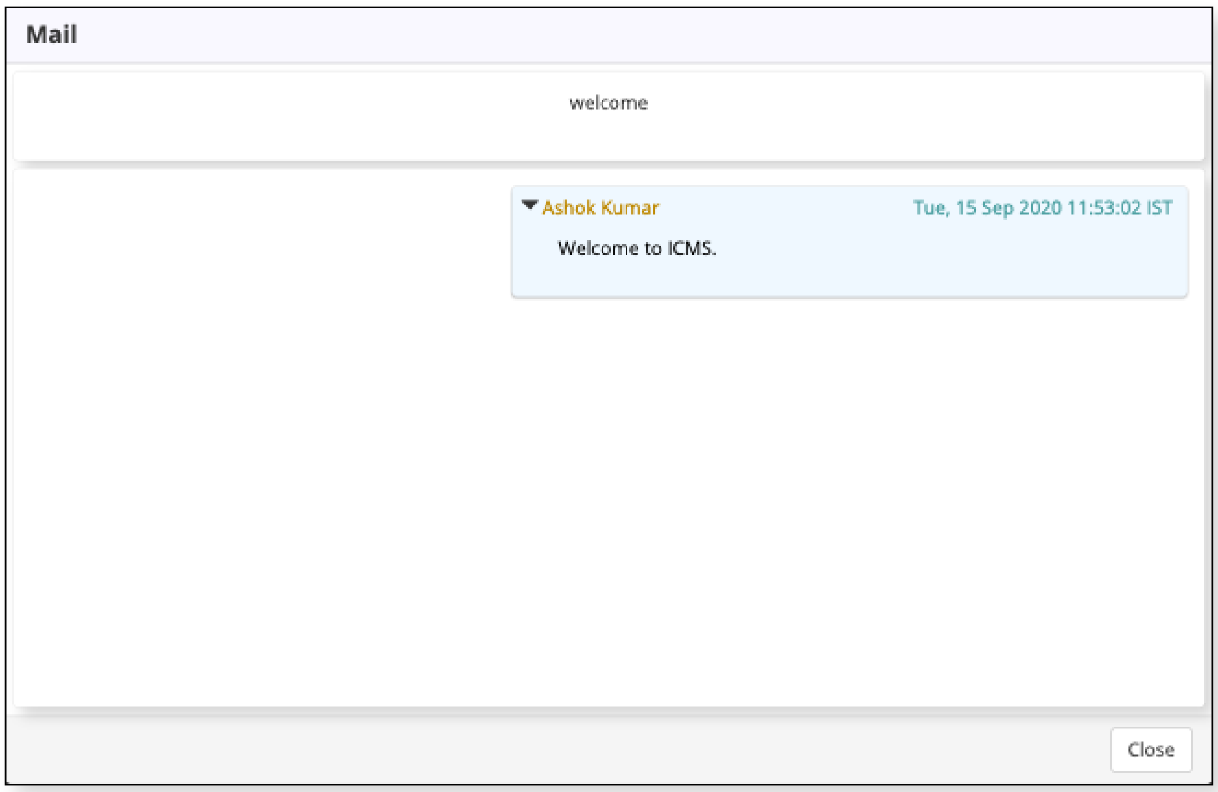
Before you begin:
- You must be a Subscriber Account Administrator of the Subscribed Account

---

Follow these steps:
- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to Admin Tool Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Junk Mail**
- Junk Mail list will appear



- **Open Conversation**
  - Click on of the Mail which you want to **Open Conversation**
  - Click on Close



- **Move**
  - Click on ⇄ of the mail to which you want to Move
  - **Junk mail**
    - Select **Inbox**
    - The Particular mail will be moved to **Inbox**
  - **Archive**
    - Select **Archive**
    - The Particular mail will be moved to **Archive**
- **Delete**
  - Click on 🗑 of the mail to which you want to Delete
  - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:
- You will be redirected to Junk Mail Page with updated details

---

Message & Notes:

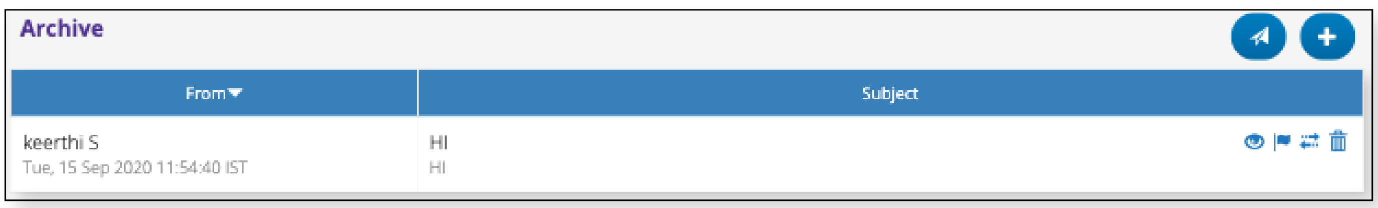
Archive

When you archive emails, the messages disappear from your inbox without being deleted.

Before you begin:
- You must be a Subscriber Account Administrator of the Subscribed Account

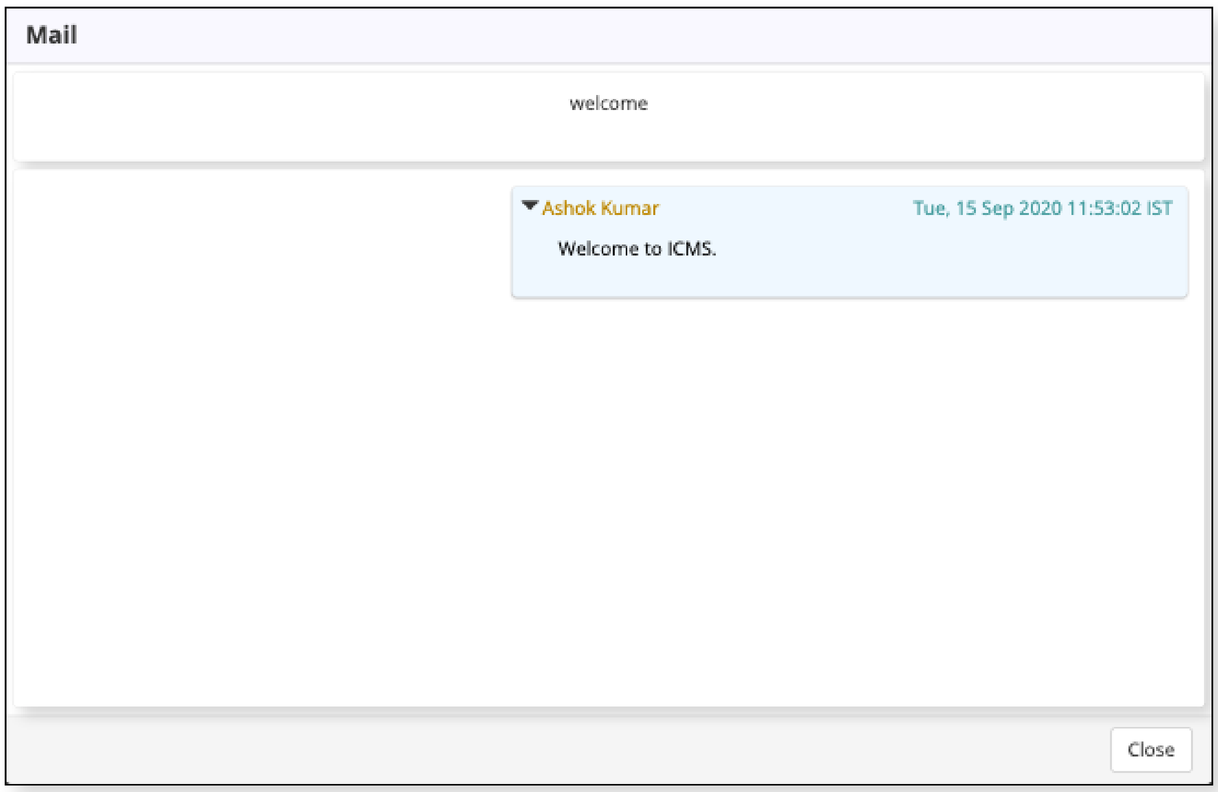
---

Follow these steps:
- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to Admin Tool Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Archive**
- Archive list will appear



- **Open Conversation**
  - Click on 👁 of the Mail which you want to **Open Conversation**

- Click on Close



- **Flag**
  - Click on of the mail to which you want to Flag it
  - Click on of the mail to which you want to Un-Flag it
- **Move**
  - Click on of the mail to which you want to Move
  - **Junk mail**
    - Select **Inbox**
    - The Particular mail will be moved to **Inbox**
  - **Junk Mail**
    - Select **Junk Mail**
    - The Particular mail will be moved to **Junk Mail**
- **Delete**
  - Click on of the mail to which you want to Delete
  - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to Archive Page with updated details

---

Message & Notes:

Deleted Mail

The Trash or Deleted Mail folder is where any emails you've deleted, are moved.

Before you begin:

- You must be a Subscriber Account Administrator of the Subscribed Account

---

Follow these steps:

- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to Admin Tool Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Deleted Mail**
- Deleted Mail list will appear

Deleted Mail

From	Subject
keerthi S Tue, 15 Sep 2020 11:54:40 IST	HI HI

- **Undo Delete**
  - Click on ↺ of the Mail to **Undo Delete**
  - The Particular Mail will be recovered to the previous folder

---

Expected Outcome:

- You will be redirected to Deleted Mail Page with modified Details

---

Message & Notes:

Space Management

Provides simplified view of Document and Record storage of subscription by Cases.

Before you begin:

- You must be a Registered User of PDA
- You must be a Subscriber Account Administrator of the Subscribed Account

---

Follow these steps:

- Click on **Admin Tools** in navigation header
- You will be directed to Subscriber Detail Page
- Go to Side bar and navigate to **Space Management**
- List of Cases will appear with Document and Record storage details

Space Management Total Document Size: **55.42** Mb Total Record Size: **3.55** Mb

#	Case ID	Case Ref. No.	CP Number	Case Status	Document Size (MB)	Record Size (MB)
1	1	2019-IBC-001	IBBI-929-12	Liquidation order passed	1.940	0.000
2	21	34534	IB-0304-21	Liquidator appointed	0.060	0.000
3	27	34534534	-	Case registered	0.010	0.000
4	111	3456756	IB-2020-21-01	Resolution Plan approved by AA	12.480	0.450
5	221	345676	-	Case registered	2.150	0.000
6	179	3456787	4356787	Liquidation order passed	0.010	0.000
7	109	435	-	Case registered	0.000	0.000
8	180	436455667	-	Application filed	3.670	0.000
9	112	4567808	IB-2020-01	Public Announcement made	1.270	0.100
10	28	756756	-	Case registered	0.540	0.000
11	219	763293	IB-2020-0103	Liquidation order passed	0.000	0.000
12	60	765434	IB-893-01	RP appointed	9.080	0.030
13	10	Case-1	120	Withdrawal of application admitted	13.540	1.750
14	168	dfg	-	Case registered	3.070	0.000
15	110	oc	-	Case registered	0.000	0.000
16	87	SBI-19-002	IB-HYD-2019-0351	Stakeholders Consultation Committee constituted	4.560	1.210
17	233	vdr0001	-	Case registered	3.030	0.000

- Click on any list item to see **Daily Audit Details of Case**

Daily Audit Details Of Case ID: 1

Date	Document Size (MB)	Record Size (MB)
03-03-2020	0.32	0
02-03-2020	0.32	0
01-03-2020	0.32	0
29-02-2020	0.32	0
28-02-2020	0.32	0
27-02-2020	0.32	0
26-02-2020	0.32	0
25-02-2020	0.32	0
24-02-2020	0.32	0
23-02-2020	0.32	0

Close

- Click on Close

Expected Outcome:
- You will be redirected to Space Management page

Message & Notes:

Transfer Case

As the **Case** move on from one process to another process, the case can be transferred to authorised person

- Applicant -> IRP
- IRP -> RP
- RP -> RP (In case of change in RP)
- RP -> Liquidator

Handover

Before you begin:
- You must be Registered User of PDA
- You must be a Subscriber Account Administrator of the Subscribed Account
- Case should be under your subscription

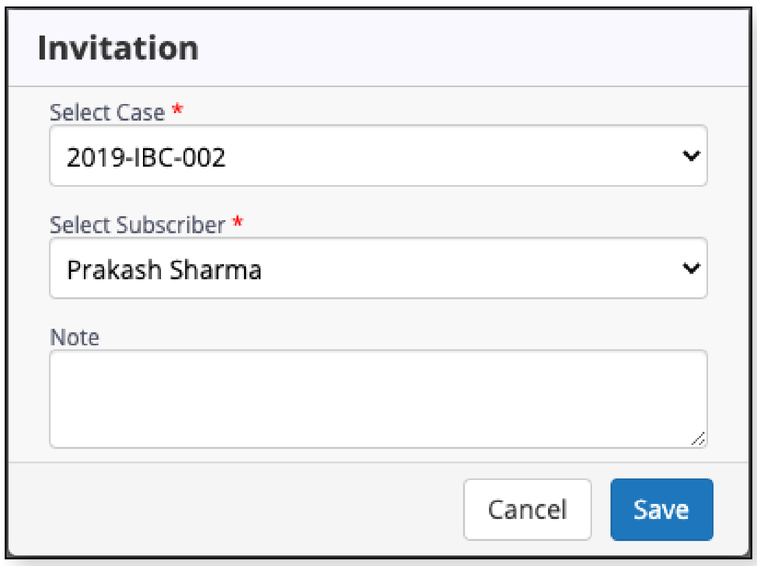
Follow these steps:
- Click on **Admin Tools** in navigation header
- You will be directed to Subscriber Detail Page
- Go to Side bar and navigate to **Transfer Case**
- You will be redirected to Handover Page
- Handover list will appear

Handover

Case Ref. No.	Status	To	Invited Date	End Date	Actions
2019-IBC-001	Invited	Prakash Sharma	2020-09-08T09:39:28.051232		
2019-IBC-002	Accepted	Praveen Kumar	2019-11-15T10:36:28.557555	2019-11-15T10:37:05.457562	

- To **Send Invitation**
  - Click on

- Select **Case**
- Select **Subscriber**
- Click on Save



- To **Delete**
  - Click on button to which you want to delete Invitation
  - Click on Confirm for delete confirmation

Expected Outcome:

- You will be redirected to Handover Page, with Handover details

---

Message & Notes:

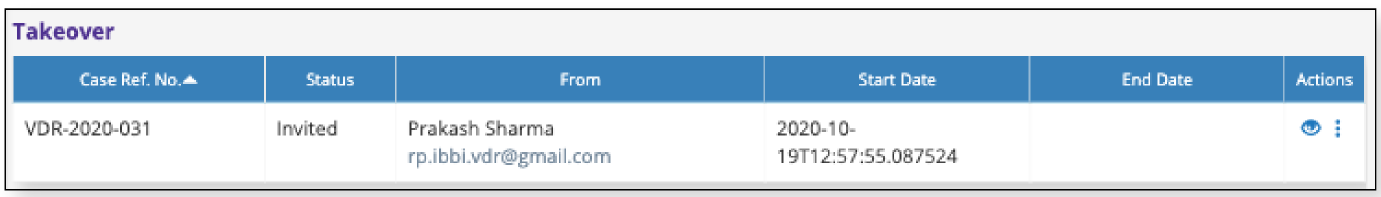
Takeover

Before you begin:

- You must be Registered User of PDA
- You must be a Subscriber Account Administrator of the Subscribed Account
- You must have received an Invitation to takeover the Case

Follow these steps:

- Click on **Admin Tools** in navigation header
- You will be directed to Subscriber Detail Page
- Go to Side bar and navigate to **Transfer Case**
- You will be redirected to Handover Page
- Go to Side bar and navigate to **Takeover**
- You will be redirected to Takeover Page
- Takeover list will appear


Takeover

Case Ref. No.	Status	From	Start Date	End Date	Actions
VDR-2020-031	Invited	Prakash Sharma rp.ibbi.vdr@gmail.com	2020-10-19T12:57:55.087524		

- To **Accept Invitation**
  - Click on button to which you want to accept Invitation
  - Select **Accept**
  - Click on Yes for confirmation
- To **Reject Invitation**
  - Click on button to which you want to reject Invitation
  - Select **Reject**
  - Click on Yes for confirmation

Expected Outcome:

- You will be redirected to Takeover Page, with Takeover details
- Once you **Accept** case will be under your subscription

Message & Notes:

Public Information

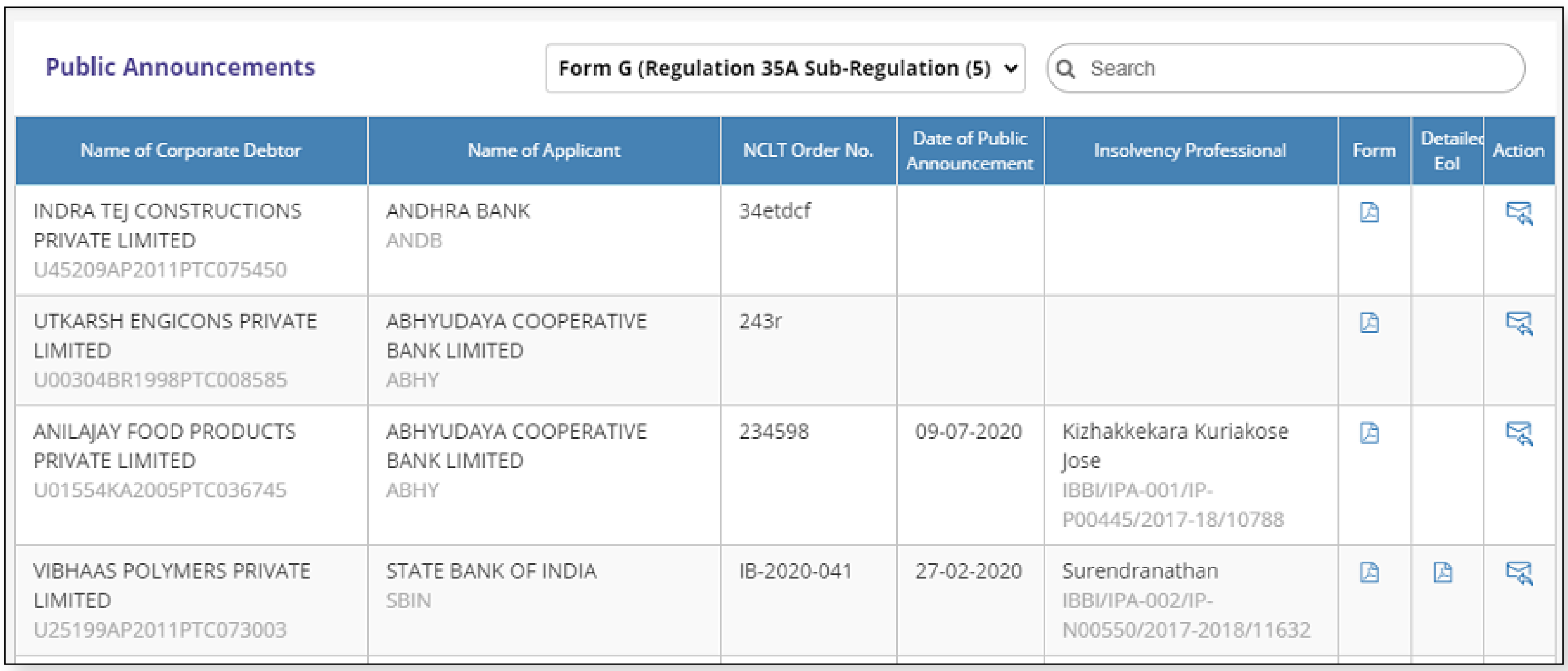
Public Announcement

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to Public announcement Page, with list of Corporate Debtors



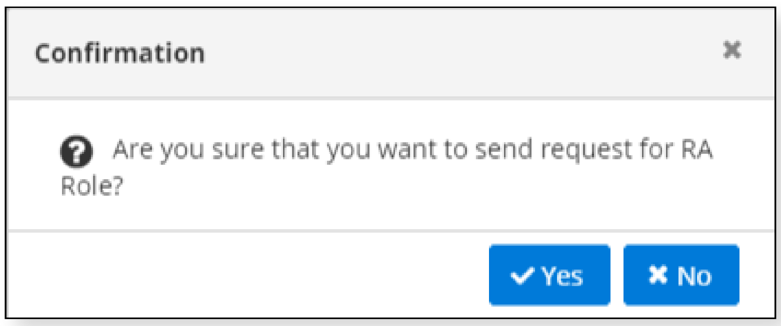
Public Announcements

Form G (Regulation 35A Sub-Regulation (5))

Search

Name of Corporate Debtor	Name of Applicant	NCLT Order No.	Date of Public Announcement	Insolvency Professional	Form	Detailed EoI	Action
INDRA TEJ CONSTRUCTIONS PRIVATE LIMITED U45209AP2011PTC075450	ANDHRA BANK ANDB	34etdcf					
UTKARSH ENGICONS PRIVATE LIMITED U00304BR1998PTC008585	ABHYUDAYA COOPERATIVE BANK LIMITED ABHY	243r					
ANILAJAY FOOD PRODUCTS PRIVATE LIMITED U01554KA2005PTC036745	ABHYUDAYA COOPERATIVE BANK LIMITED ABHY	234598	09-07-2020	Kizhakkekara Kuriakose Jose IBBI/IPA-001/IP-P00445/2017-18/10788			
VIBHAAS POLYMERS PRIVATE LIMITED U25199AP2011PTC073003	STATE BANK OF INDIA SBIN	IB-2020-041	27-02-2020	Surendranathan IBBI/IPA-002/IP-N00550/2017-2018/11632			

- Select **Regulation** from the selection option given at the top to get respective Corporate Debtors
- **Form Download**
  - Click on button in Form column to which you want download Application Form
  - Application Form will be downloaded to your system
- **Send Request for RA**
  - Click on button to which you want send request
  - Click on ✔ Yes for confirmation



  - Request will be sent to Case Manager for RA Role

Message & Notes:

Submit Claim

Before you begin:

- You must be a Registered User of PDA
- Case should have permission to submit claims
- Have Claimant/Creditor details ready

Follow these steps:

- You will be navigated to Public announcement Page, with list of Corporate Debtor

Public Announcements | CIRP Form A (Regulation 6) | Search

Name of Corporate Debtor	Name of Applicant	NCLT Order No.	Date of Public Announcement	Insolvency Professional	Form	Action
MANICKAM CONSTRUCTIONS PRIVATE LIMITED U45209AN2009PTC000108	STATE BANK OF INDIA SBIN	IB-2020-93041	24-01-2020	Poonam Mehndiratta IBBI/IPA-001/IP-P01009/2017-2018/11660		
SHADOW EXPORTS PRIVATE LIMITED U51109CH2010PTC032344	CITY UNION BANK LIMITED L65110TN1904PLC001287	mca-reports	02-04-2020	Suresh Kumar Saraf IBBI/IPA-001/IP-P-01429/2018-2019/12237		
ANILAJAY FOOD PRODUCTS PRIVATE LIMITED U01554KA2005PTC036745	ABHYUDAYA COOPERATIVE BANK LIMITED ABHY	234598	22-07-2020	Divyanshu Mishra IBBI/IPA-002/IP-N00782/2019-2020/12479		
VIBHAAS POLYMERS PRIVATE LIMITED U25199AP2011PTC073003	STATE BANK OF INDIA SBIN	IB-2020-041	16-01-2020	Surendranathan IBBI/IPA-002/IP-N00550/2017-2018/11632		
ENKINDLE TECHNOLOGIES PRIVATE LIMITED U72200KA2013PTC071176	ENKINDLE TECHNOLOGIES PRIVATE LIMITED U72200KA2013PTC071176	NCLT-EN007		Jeenendra Mohanlal Bhandari IBBI/IPA-001/IP-P00172/2017-18/10341		

- **Submit Claim**
  - Select **Regulation** from the selection option given at the top to get respective Corporate Debtors
  - Click on button to which you want submit claim
  - Select **Claimant/Creditor Type**
  - Click on Submit

Corporate Debtor CIN *
U72200KA2013PTC071176
ENKINDLE TECHNOLOGIES PRIVATE LIMITED
Claimant Type *
Financial Creditor
Submit Cancel

  - You will be redirected to Claimant/Creditor Particulars Page
  - To enter **Claimant/Creditor** and **Authorized Representative** details, refer respective Claimant/Creditor Pages
    -> Financial / Supplier / Employee / Workman / Other Creditor / Other Stakeholder
  - Click on Save
  - You will be redirected to Open Claims Page with list of cases(if applicable)
  - To **Claim** the amount,
    - Refer respective CIRP Claim Pages - (Resolution Stage)
      -> Financial / Supplier / Employee / Workman / Other Creditor
    - Refer respective LP Claim Pages - (Liquidation Stage)
      -> Financial / Supplier / Employee / Workman / Other Stakeholder

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Message & Notes:

NCLT Bench

The National Company Law Tribunal **(NCLT)** is the adjudicating authority for the insolvency resolution process of companies and limited liability partnerships under the Insolvency and Bankruptcy Code, 2016.

Before you begin:

- You must be a Registered User of PDA

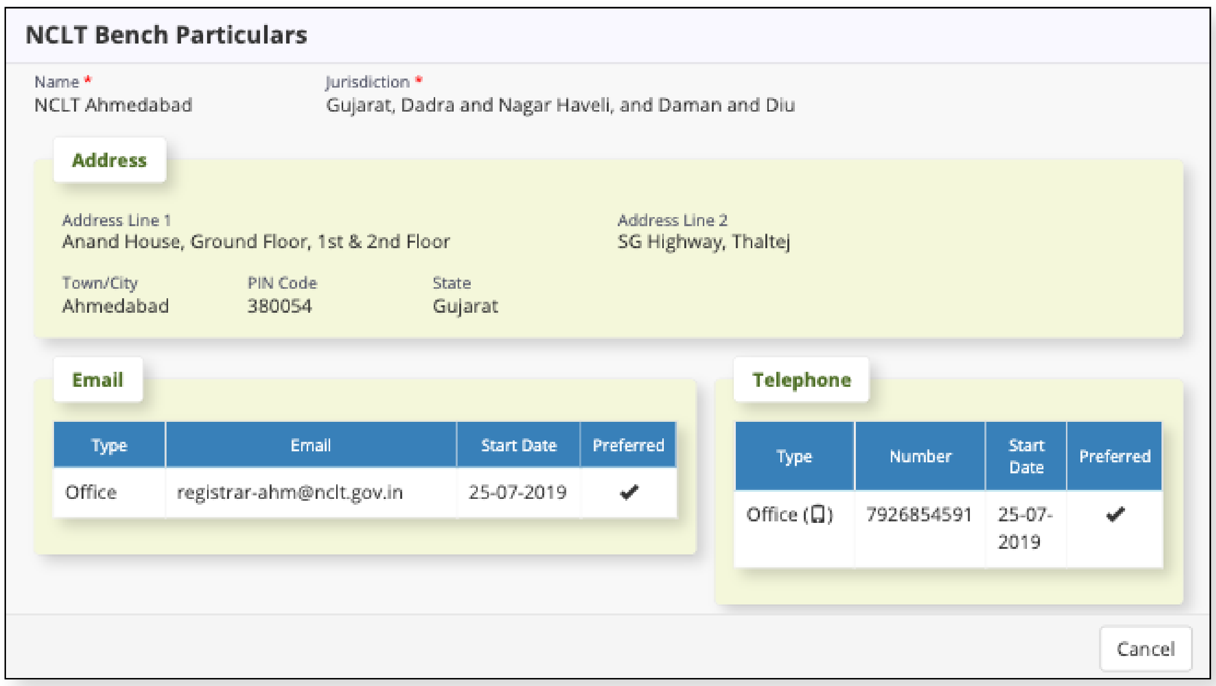
Follow these steps:

- You will be navigated to NCLT Bench Page with list of NCLT Benches

NCLT Benches

Name▲	Location	Image	Jurisdiction	Actions
NCLT Ahmedabad	Anand House, Ground Floor, 1st & 2nd Floor , SG Highway, Thaltej, Ahmedabad, Gujarat, 380054		Gujarat, Dadra and Nagar Haveli, Daman and Diu	
NCLT Allahabad	9th Floor, Sangam Place , Civil Lines Allahbad, Allahbad, Uttar Pradesh, 211001		Uttar Pradesh, Uttarakhand	
NCLT Amravati Bench	Corporate Bhawan, Bandlaguda Tattiannaram Village , Hayatnagar Mandal, Rangareddy District, Hyderabad, Telangana, 500068		Andhra Pradesh	
NCLT Bengaluru	Corporate Bhawan, 12th Floor, Raheja Towers , M.G., Road, Benguluru, Karnataka, 560001		Karnataka	
NCLT Chandigarh	Ground Floor, Corporate Bhawan , Sector-27 B, Madhya Marg, Chandigarh, Punjab, 160019		Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Chandigarh	
NCLT Chennai	Corporate Bhawan (UTI Building),3rd Floor , No. 29 Rajaji Salai, Chennai, Tamil Nadu, 600001		Tamil Nadu, Puducherry	
NCLT Cuttack	Corporate Bhawan,CDA, Sector-1 , Cuttack, Orissa, 380054		Chhattisgarh, Orissa	
NCLT Guwahati	4th Floor, Prithvi Planet Behind Hanuman Mandir, , G.S. Road, Guahati, Assam, 781007		Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura	
NCLT Hyderabad	Corporate Bhawan, Bandlaguda Tattiannaram Village , Hayatnagar Mandal, Hyderabad, Andhra Pradesh, 500068		Telangana	
NCLT Indore Bench	1st & 2nd Floor, Corporate Bhawan , Beside Zydus Hospital, Thaltej, Ahmedabad, Gujarat, 380059		Madhya Pradesh	

- Click on button to which you want to view the details
- Click on Cancel



NCLT Bench Particulars

Name *
NCLT Ahmedabad

Jurisdiction *
Gujarat, Dadra and Nagar Haveli, and Daman and Diu

Address

Address Line 1
Anand House, Ground Floor, 1st & 2nd Floor

Address Line 2
SG Highway, Thaltej

Town/City
Ahmedabad

PIN Code
380054

State
Gujarat

Email

Type	Email	Start Date	Preferred
Office	registrar-ahm@nclt.gov.in	25-07-2019	✔

Telephone

Type	Number	Start Date	Preferred
Office	7926854591	25-07-2019	✔

Cancel

Message & Notes:

IPE

The sole objective of an Insolvency professional Entity is to provide support services to Insolvency Professionals. IPE can take the form of an LLP, company or partnership, can provide support services only to the IPs who are its partners or directors.

Before you begin:

- You must be a Registered User of PDA

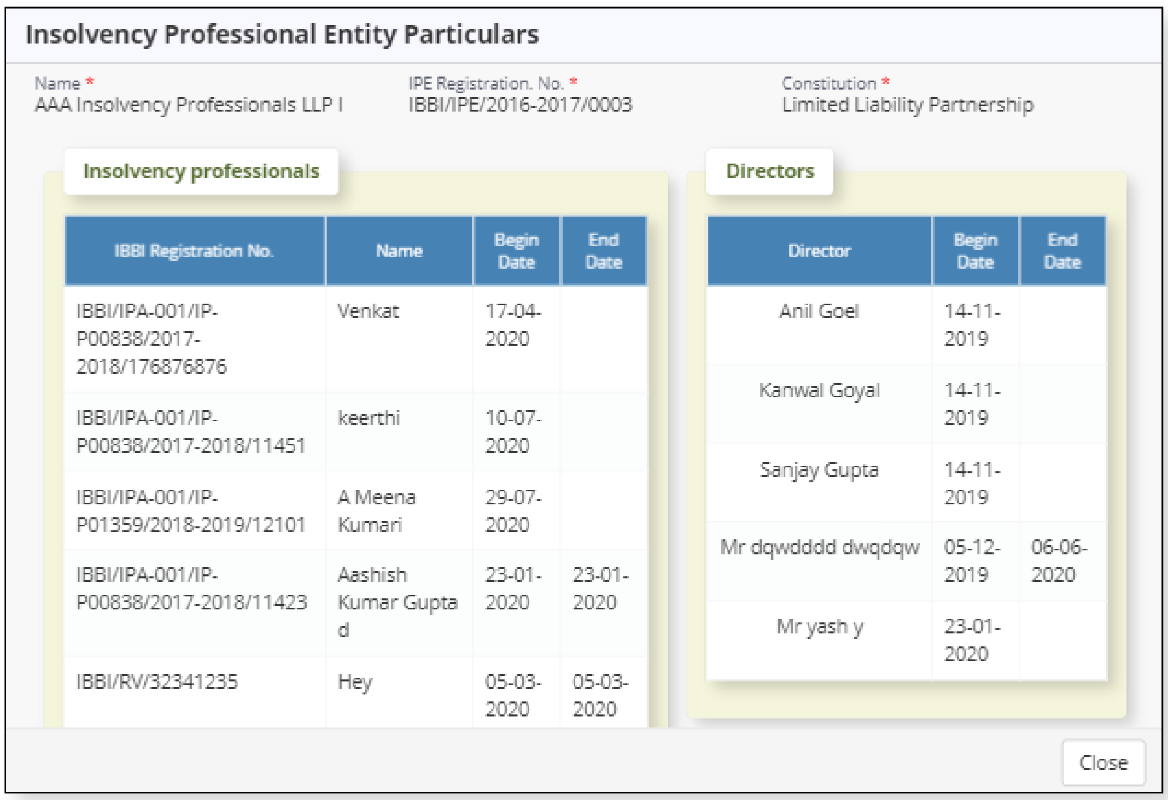
Follow these steps:

- You will be navigated to IPE Page, with list of IPE's

Insolvency Professional Entities

IPE Registration No.	Name	Address	Email	Telephone	Constitution	Director/Partner	Action
IBBI/IPE/2016-2017/0002	AAA Insolvency Professionals LLP	E 10A LOWER GROUND FLOOR KAILASH COLONY NEW - Delhi 110048	anilgoel@akgindia.in	9811055148	Limited Liability Partnership	Anil Goel , Kanwal Goyal , Sanjay Gupta	
IBBI/IPE/0115	Aarsh Resolution Professionals Private Limited	163 BALCO APARTMENTS PLOT NO. 58 IP EXTENSION PATPARGANJ Delhi Delhi 110092	contact@aarshrp.com	9871830777	Company	Mr. Atul Mittal	
IBBI/IPE/0049	Almondz Insolvency Resolutions Services Private Limited	2ND FLOOR 3 SC HOUSE JANPATH NEW - Delhi 110001	info@almondzipe.com	911143500700/800	Company	Naresh Kumar Munjal , Umesh Garg , Rajinder Kishore Duggal	
IBBI/IPE/0096	Apprise Insolvency Professionals LLP	SCO 7 1ST FLOOR SECTOR 30D - Chandigarh 160030	appriseip@gmail.com	9814280802	Limited Liability Partnership	Manjul Mittal , Sumat Kumar Gupta , Akshay Mehra , Rajesh Kumar Loomba	

- Click on button to which you want to view the details
- Click on Close



Insolvency Professional Entity Particulars

Name * AAA Insolvency Professionals LLP I | IPE Registration. No. * IBBI/IPE/2016-2017/0003 | Constitution * Limited Liability Partnership

Insolvency professionals

IBBI Registration No.	Name	Begin Date	End Date
IBBI/IPA-001/IP-P00838/2017-2018/176876876	Venkat	17-04-2020	
IBBI/IPA-001/IP-P00838/2017-2018/11451	keerthi	10-07-2020	
IBBI/IPA-001/IP-P01359/2018-2019/12101	A Meena Kumari	29-07-2020	
IBBI/IPA-001/IP-P00838/2017-2018/11423	Aashish Kumar Gupta d	23-01-2020	23-01-2020
IBBI/RV/32341235	Hey	05-03-2020	05-03-2020

Directors

Director	Begin Date	End Date
Anil Goel	14-11-2019	
Kanwal Goyal	14-11-2019	
Sanjay Gupta	14-11-2019	
Mr dqwdddd dwqdqw	05-12-2019	06-06-2020
Mr yash y	23-01-2020	

Close

Message & Notes:

IP

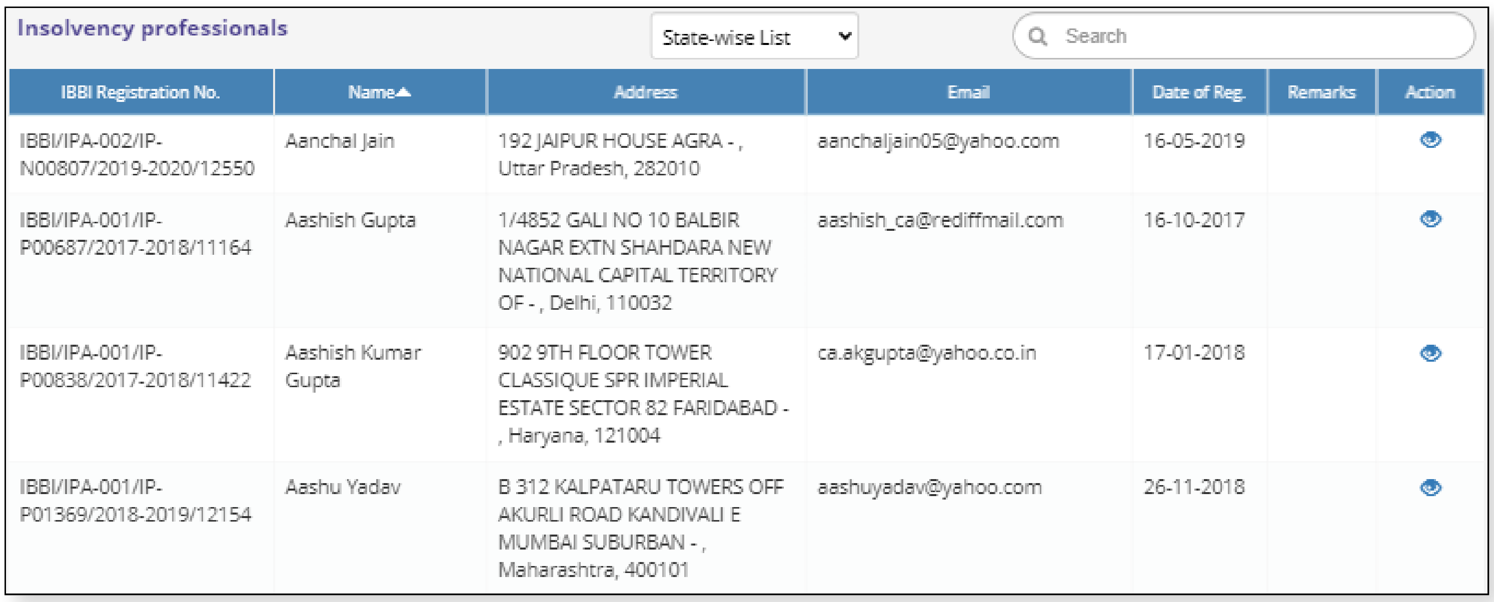
An Insolvency Professional is one who is registered with the Insolvency and Bankruptcy Board of India (IBBI). They are enrolled with an Insolvency Agency and they are involved in the dissolution process of an insolvent individual, companies, LLPs or partnerships. These professionals are authorised to act on behalf of such insolvent individual, companies etc.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

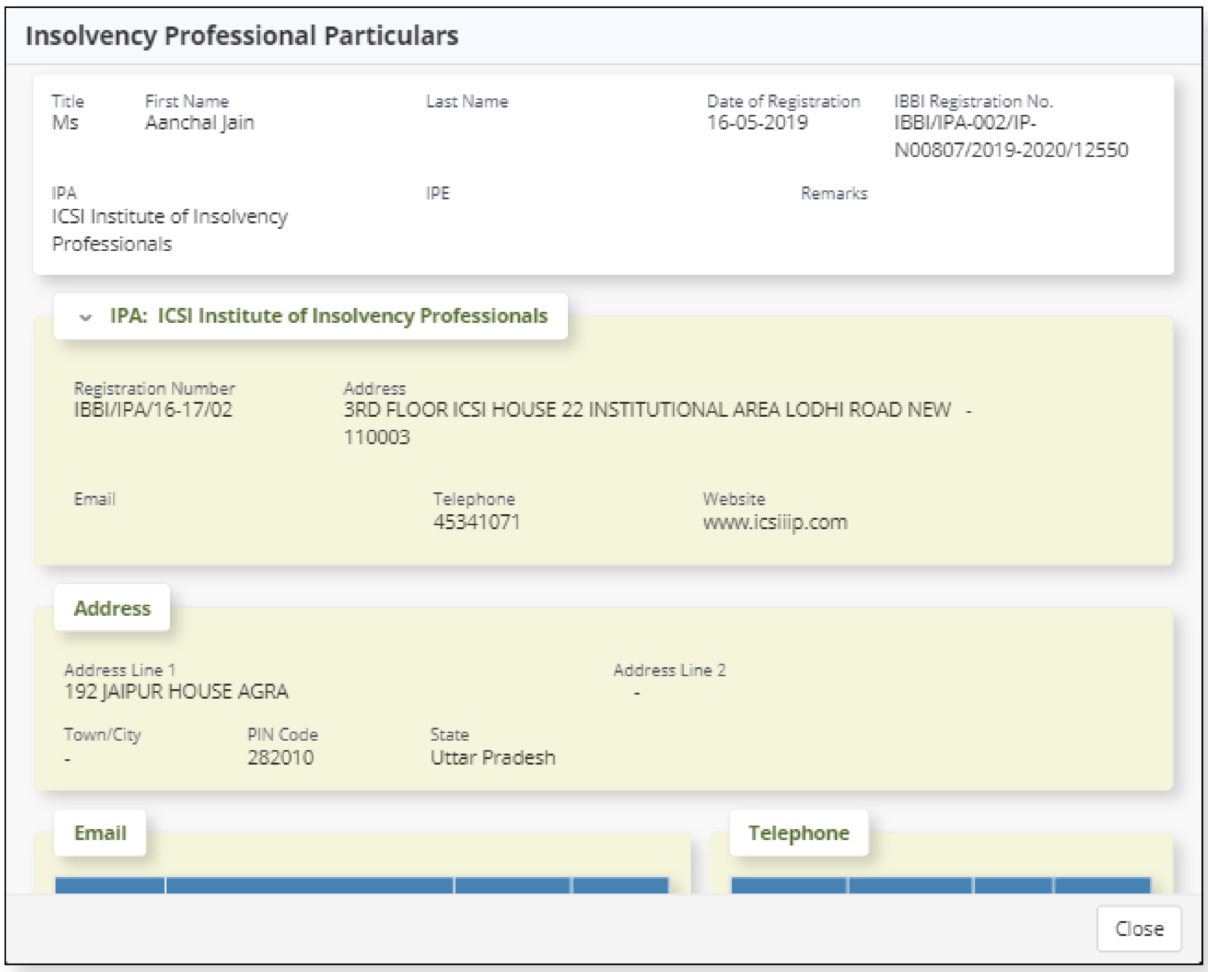
- You will be navigated to IP Page, with list of IP's



Insolvency professionals   State-wise List   Search

IBBI Registration No.	Name▲	Address	Email	Date of Reg.	Remarks	Action
IBBI/IPA-002/IP-N00807/2019-2020/12550	Aanchal Jain	192 JAIPUR HOUSE AGRA - , Uttar Pradesh, 282010	aanchaljain05@yahoo.com	16-05-2019		
IBBI/IPA-001/IP-P00687/2017-2018/11164	Aashish Gupta	1/4852 GALI NO 10 BALBIR NAGAR EXTN SHAHDARA NEW NATIONAL CAPITAL TERRITORY OF - , Delhi, 110032	aashish_ca@rediffmail.com	16-10-2017		
IBBI/IPA-001/IP-P00838/2017-2018/11422	Aashish Kumar Gupta	902 9TH FLOOR TOWER CLASSIQUE SPR IMPERIAL ESTATE SECTOR 82 FARIDABAD - , Haryana, 121004	ca.akgupta@yahoo.co.in	17-01-2018		
IBBI/IPA-001/IP-P01369/2018-2019/12154	Aashu Yadav	B 312 KALPATARU TOWERS OFF AKURLI ROAD KANDIVALI E MUMBAI SUBURBAN - , Maharashtra, 400101	aashuyadav@yahoo.com	26-11-2018		

- Click on button to which you want to view the details
- Click on Close



Message & Notes:

IPA

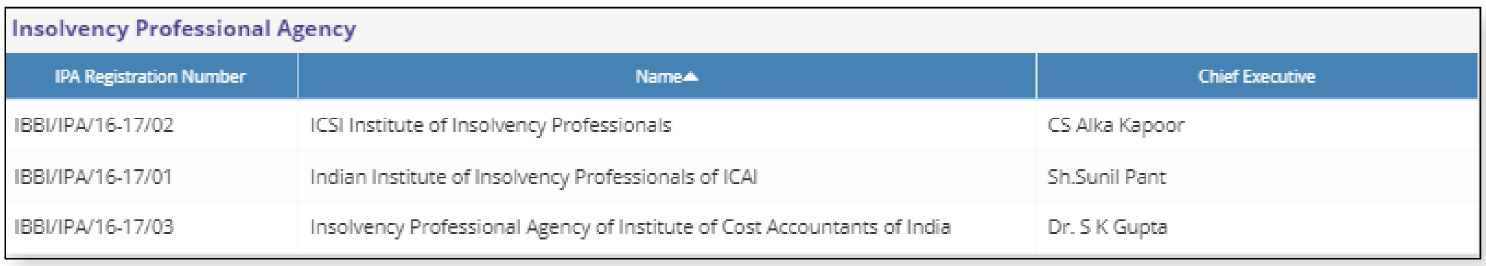
Any agency registered with the IBBI u/s 201 of Insolvency Code, 2016 is referred as an Insolvency Professional Agency. The key function of these agencies are to regulate the activities of Insolvency Professionals and ensure their development in the industry.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

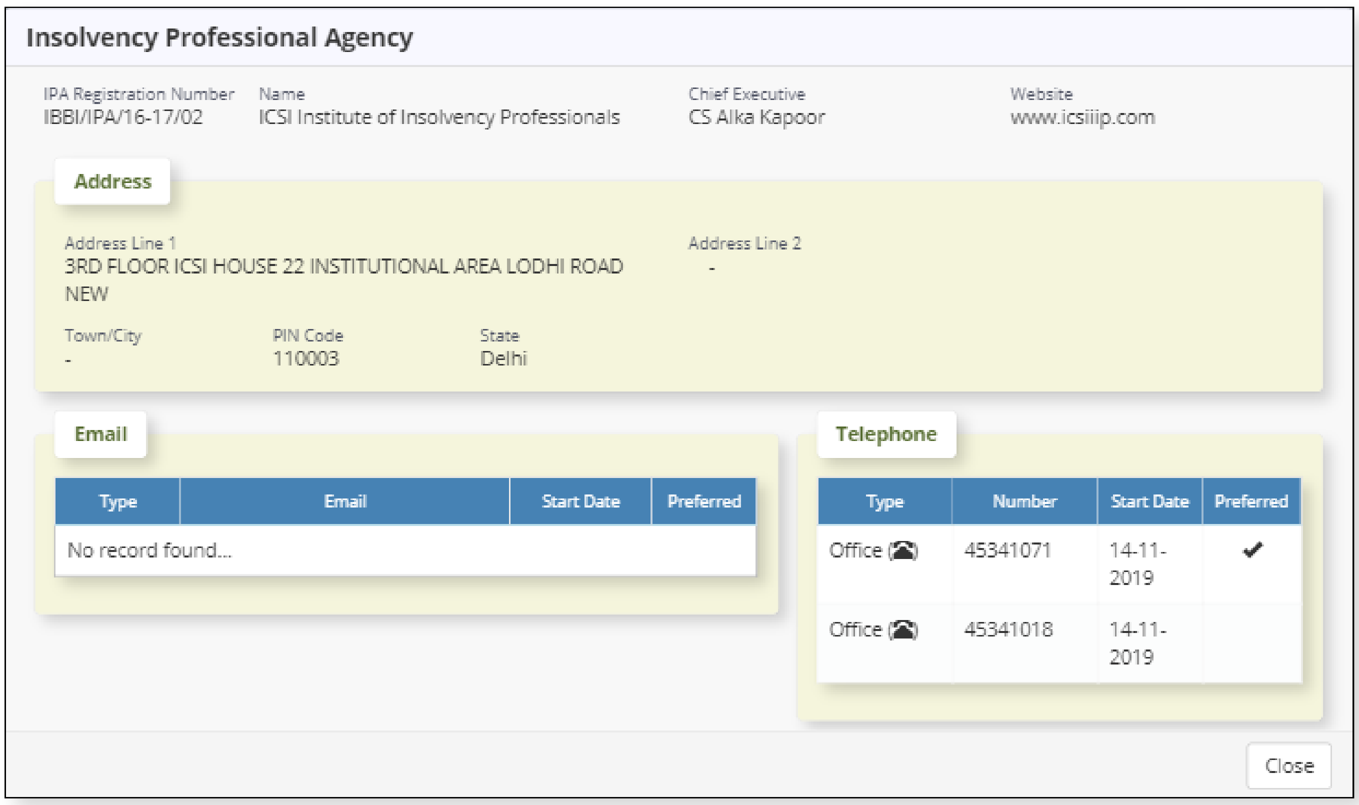
- You will be navigated to IPA Page, with list of IPA's



Insolvency Professional Agency

IPA Registration Number	Name	Chief Executive
IBBI/IPA/16-17/02	ICSI Institute of Insolvency Professionals	CS Alka Kapoor
IBBI/IPA/16-17/01	Indian Institute of Insolvency Professionals of ICAI	Sh.Sunil Pant
IBBI/IPA/16-17/03	Insolvency Professional Agency of Institute of Cost Accountants of India	Dr. S K Gupta

- Click on the row which you want to view the detail
- Click on Close



Insolvency Professional Agency

IPA Registration Number: IBBI/IPA/16-17/02
Name: ICSI Institute of Insolvency Professionals
Chief Executive: CS Alka Kapoor
Website: www.icsiiip.com

Address

Address Line 1: 3RD FLOOR ICSI HOUSE 22 INSTITUTIONAL AREA LODHI ROAD NEW
Address Line 2: -
Town/City: -
PIN Code: 110003
State: Delhi

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
Office	45341071	14-11-2019	✔
Office	45341018	14-11-2019	

Close

Message & Notes:

NCLT Order

The order passed by National Company Law Tribunal(NCLT).

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to NCLT Order Page, with list of NCLT Order's

NCLT Orders

Bench	NCLT Order No.	Order Date	Applicant	Applicant Type	Corporate Debtor	Default Amount (Rs.)	IRP Name	Actions
Delhi	Ord	09-06-2020 - LIQUIDATION_ORDERED 01-06-2020 - ADMITTED	AAAA	Corporate Applicant	sssss	2,31,230	ssss	
Delhi	IB-2019-536	07-05-2020 - RESOLUTION_ORDERED 05-05-2020 - ADMITTED	RIGEL PHARMA PVT LTD,	Financial Creditor	NANDAN INFRACON PRIVATE LIMITED	23,45,880	Rakesh Singh Sengar	
dfdefdf	45545ffv	13-08-2020 - LIQUIDATION_ORDERED	AGENCY HOUSE (A&N ISLANDS) PRIVATE LIMITED	Corporate Applicant	IQA TESTER SERVICES PRIVATE LIMITED	45,54,550	vbdgbgf	
rtg	3464w6456	07-06-2020 - LIQUIDATION_ORDERED	SAI SUDHA HARI COMPUTERS AND COMMUNICATIONS SERVICES PRIVATE LIMITED	Financial Creditor	THANGA BISCUITS PRIVATE LIMITED	4,56,780	Rakesh Singh Sengar	
rtg	34646456	04-05-2020 - ADMITTED	SAI SUDHA HARI COMPUTERS AND COMMUNICATIONS SERVICES PRIVATE LIMITED	Financial Creditor	THANGA BISCUITS PRIVATE LIMITED	4,56,780	Rakesh Singh Sengar	

- Click on button which you want to view the detail
- Click on Close

Order Particulars

Bench *
Delhi

NCLT Order No. *
Ord

Applicant Name *
AAAA

Applicant Type *
Corporate Applicant

Corporate Debtor Name *
sssss

Default Amount (Rs.) *
2,31,230

Section *
Section 2

Rules *
Rule 1

IRP/RP/Liquidator Name *
ssss

IP Registration No. *
ssss

Order Type	Order Date
LIQUIDATION_ORDERED	09-06-2020
ADMITTED	01-06-2020

Close

Message & Notes:

Bank

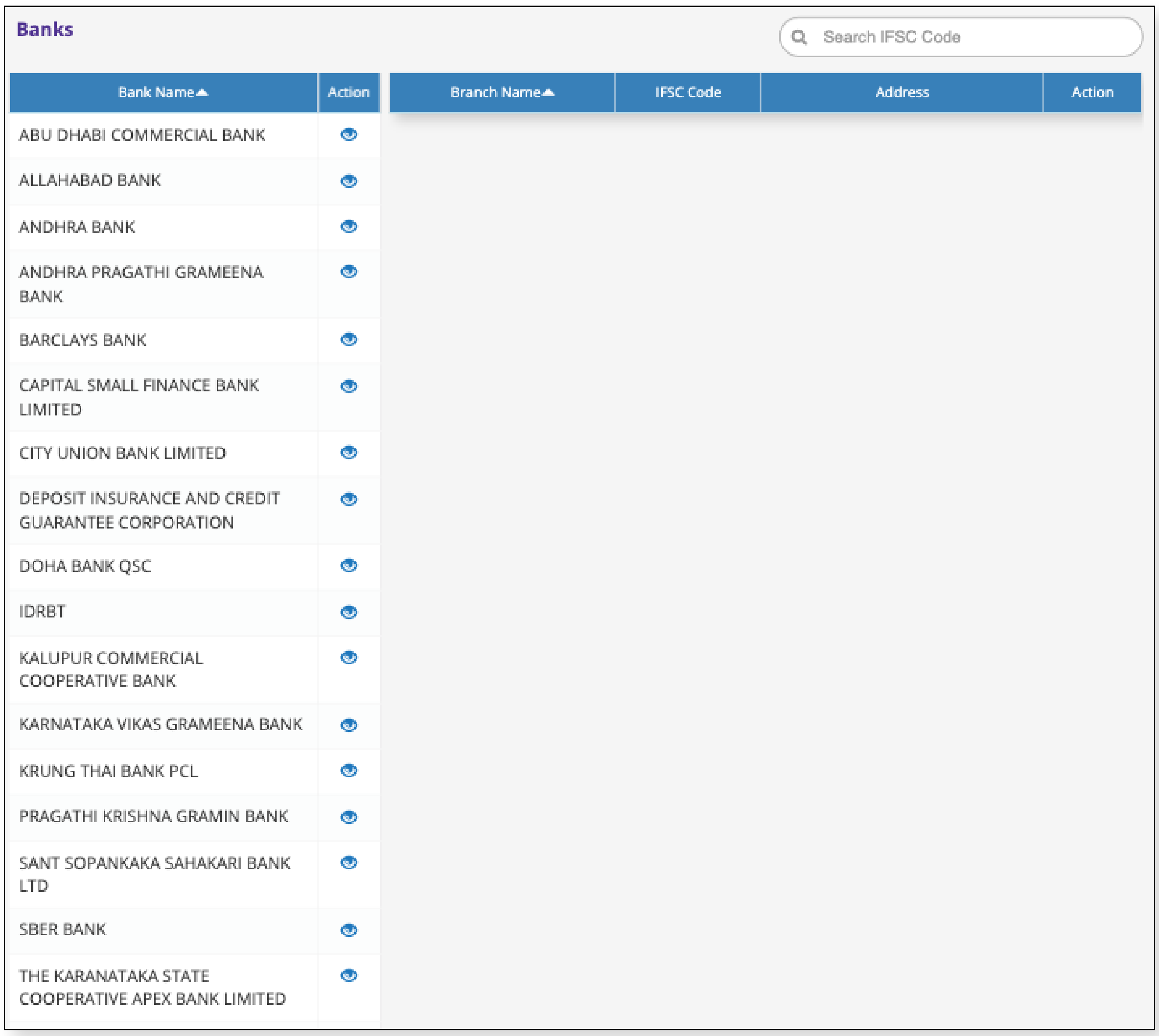
Banking means the accepting, for the purpose of lending or investment, of deposits of money from the public, repayable on demand or otherwise, and withdrawal by cheque, draft, order or otherwise.

Before you begin:

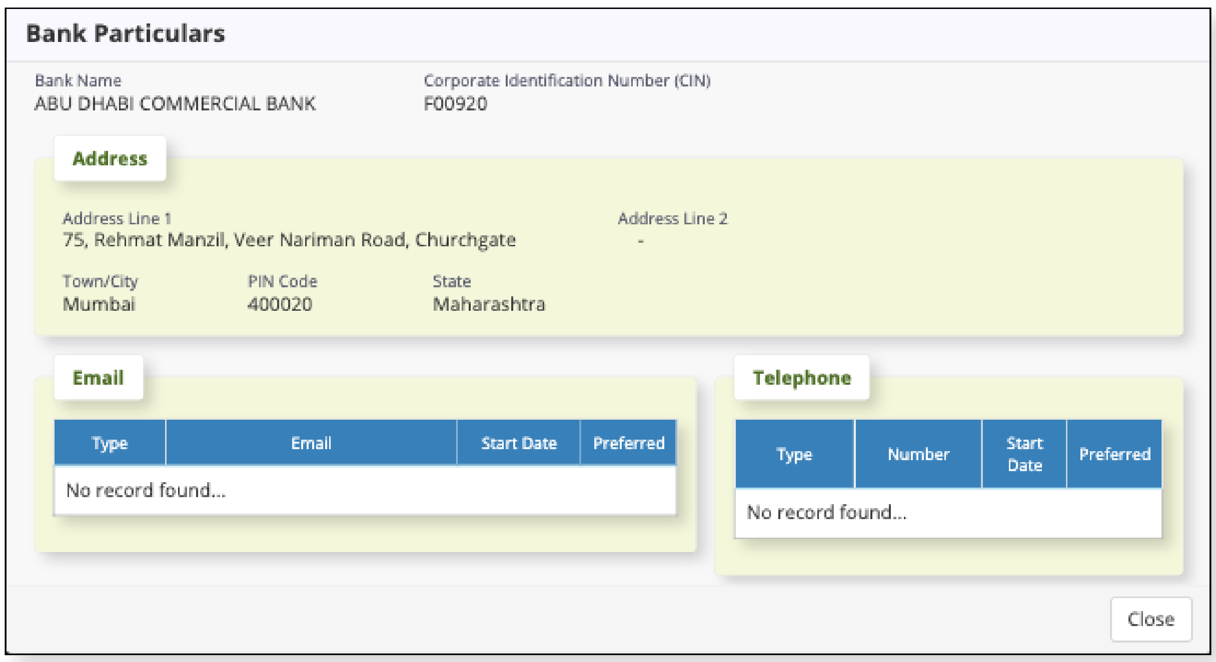
- You must be a Registered User of PDA

Follow these steps:

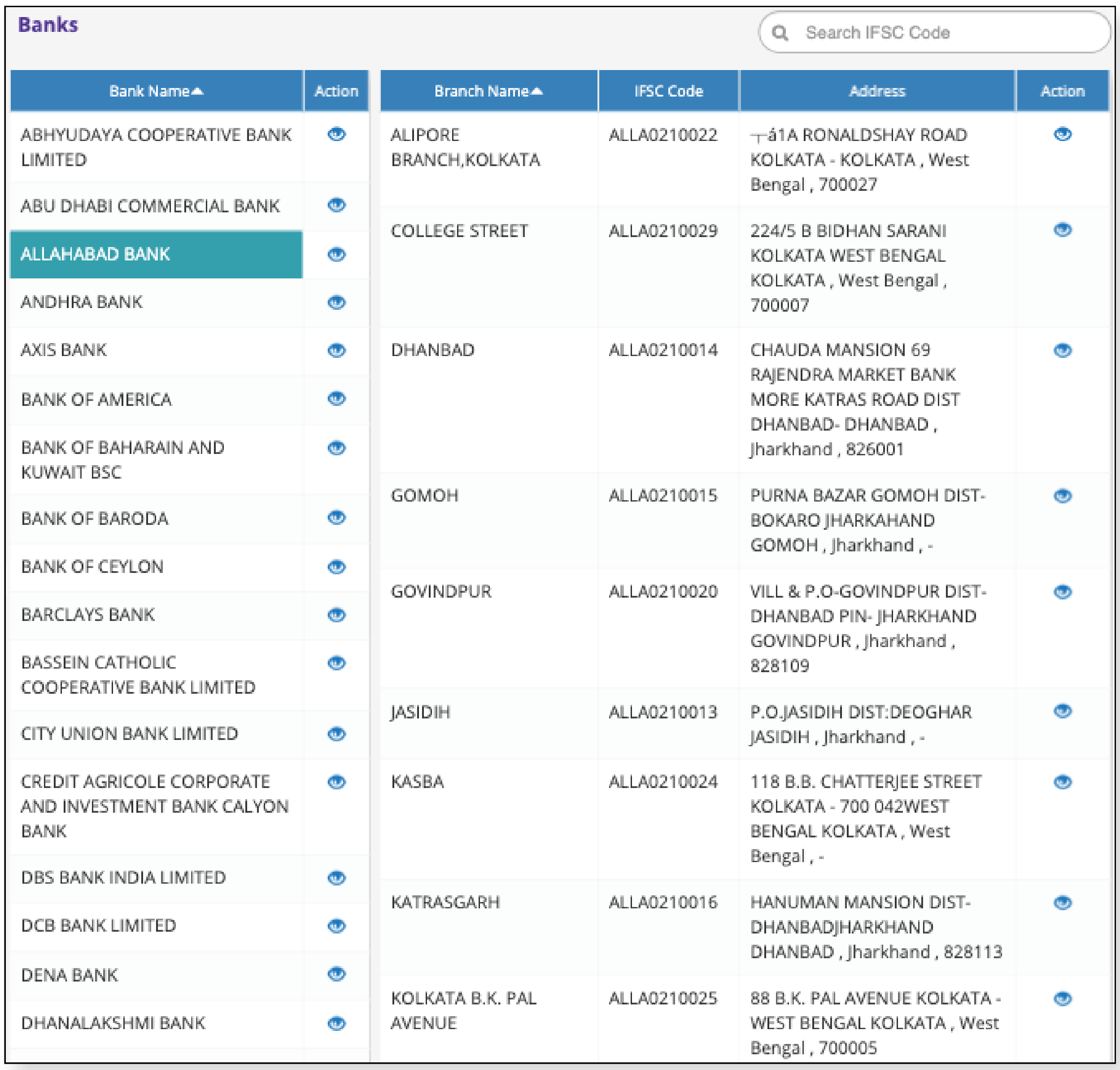
- You will be navigated to Bank Page, with the list of Banks



- To view the Bank Particulars,
  - Click on button to which you want to view the details
  - Click on Close



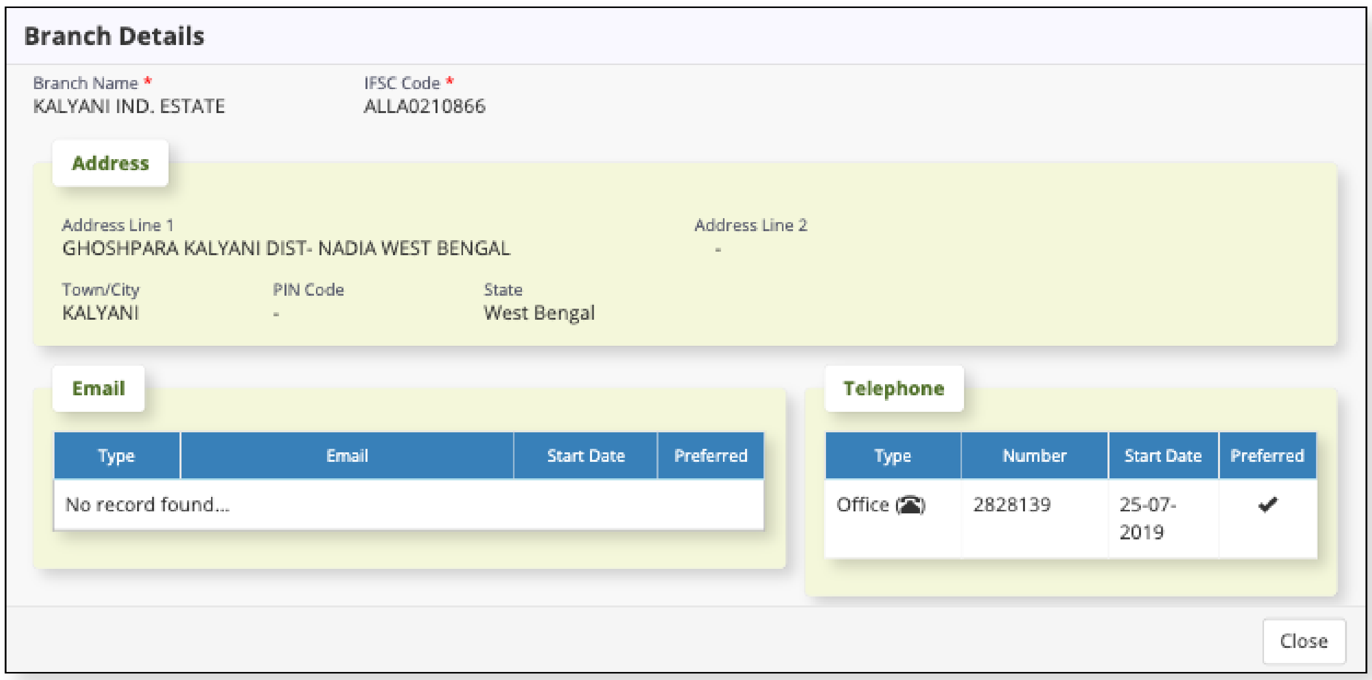
- To view the Branch details,
  - Click on the row in the list of Banks for which you want to view the list of Branches
  - A list of Branches will appear



Bank Name	Action
ABHYUDAYA COOPERATIVE BANK LIMITED	
ABU DHABI COMMERCIAL BANK	
ALLAHABAD BANK	
ANDHRA BANK	
AXIS BANK	
BANK OF AMERICA	
BANK OF BAHARAIN AND KUWAIT BSC	
BANK OF BARODA	
BANK OF CEYLON	
BARCLAYS BANK	
BASSEIN CATHOLIC COOPERATIVE BANK LIMITED	
CITY UNION BANK LIMITED	
CREDIT AGRICOLE CORPORATE AND INVESTMENT BANK CALYON BANK	
DBS BANK INDIA LIMITED	
DCB BANK LIMITED	
DENA BANK	
DHANALAKSHMI BANK	

Branch Name	IFSC Code	Address	Action
ALIPORE BRANCH,KOLKATA	ALLA0210022	┬á1A RONALDSHAY ROAD KOLKATA - KOLKATA , West Bengal , 700027	
COLLEGE STREET	ALLA0210029	224/5 B BIDHAN SARANI KOLKATA WEST BENGAL KOLKATA , West Bengal , 700007	
DHANBAD	ALLA0210014	CHAUDA MANSION 69 RAJENDRA MARKET BANK MORE KATRAS ROAD DIST DHANBAD- DHANBAD , Jharkhand , 826001	
GOMOH	ALLA0210015	PURNA BAZAR GOMOH DIST-BOKARO JHARKAHAND GOMOH , Jharkhand , -	
GOVINDPUR	ALLA0210020	VILL & P.O-GOVINDPUR DIST-DHANBAD PIN- JHARKHAND GOVINDPUR , Jharkhand , 828109	
JASIDIH	ALLA0210013	P.O.JASIDIH DIST:DEOGHAR JASIDIH , Jharkhand , -	
KASBA	ALLA0210024	118 B.B. CHATTERJEE STREET KOLKATA - 700 042WEST BENGAL KOLKATA , West Bengal , -	
KATRASGARH	ALLA0210016	HANUMAN MANSION DIST-DHANBADJHARKHAND DHANBAD , Jharkhand , 828113	
KOLKATA B.K. PAL AVENUE	ALLA0210025	88 B.K. PAL AVENUE KOLKATA - WEST BENGAL KOLKATA , West Bengal , 700005	

- Click on button to which you want to view the details
- Click on Close



Message & Notes:

RVO

Registered Valuers Organisation (**RVO**) is an organisation recognised under. sub-rule (5) of rule 13 of the Companies (Registered Valuers and Valuation) Rules, 2017 and are the first line of regulators.

Before you begin:

- You must be a Registered User of PDA

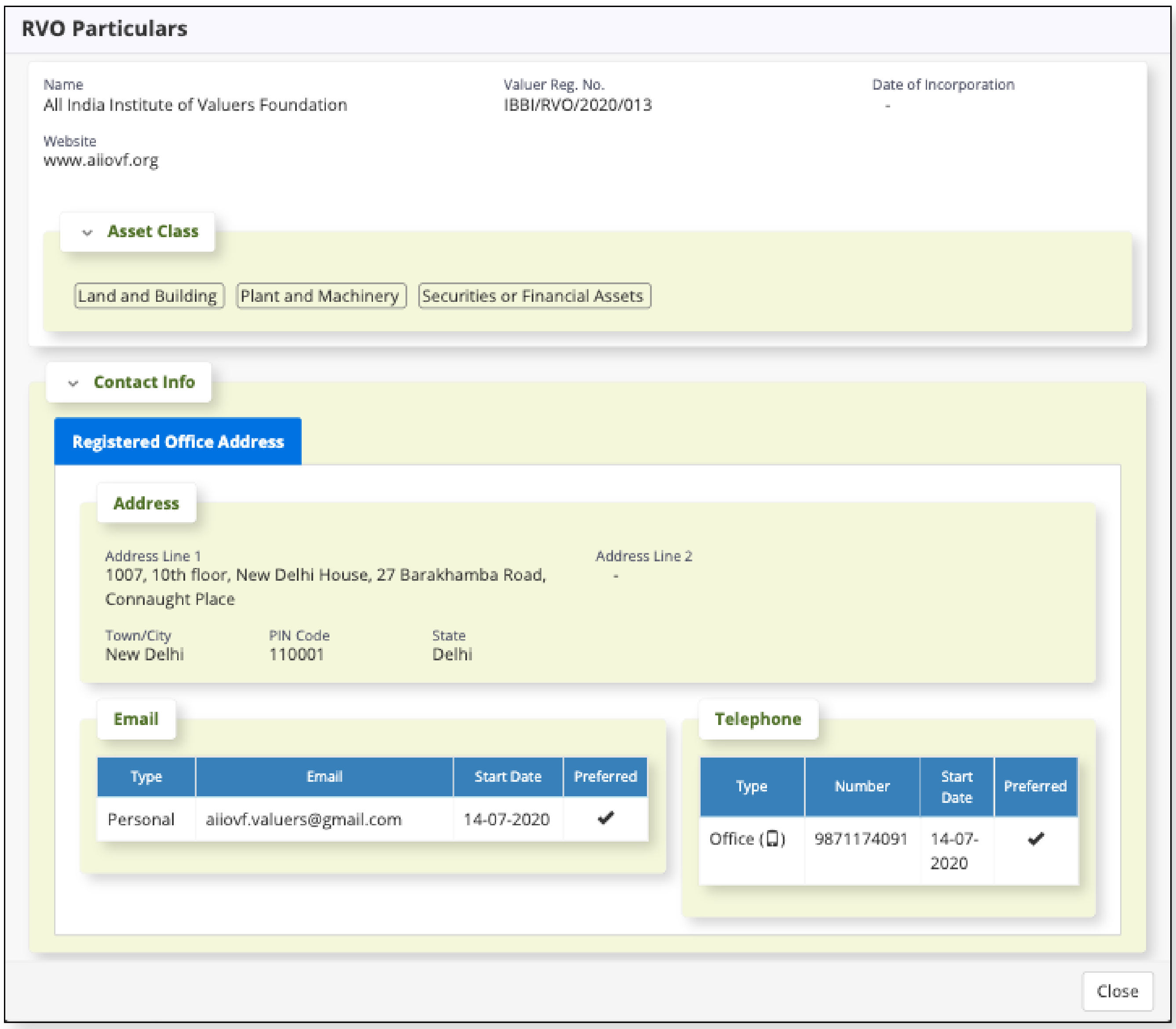
Follow these steps:

- You will be navigated to RVO Page, with list of RVO's

RVO

Name	Identification Number	Asset Class	Website	Actions
All India Institute of Valuers Foundation	IBBI/RVO/2020/013	Land and Building, Plant and Machinery, Securities or Financial Assets	www.aiiovf.org	
Association of Certified Valuators and Analysts	IBBI/RVO/2018/009	Securities or Financial Assets	www.acvaindia.org	
CEV Integral Appraisers Foundation	IBBI/RVO/2018/010	Land and Building, Plant and Machinery, Securities or Financial Assets	www.ceviaf.org	
CVSRTA Registered Valuers Association	IBBI/RVO/2018/008	Land and Building, Plant and Machinery	www.cvsrtarva.org	
Divya Jyoti Foundation	IBBI/RVO/2018/011	Land and Building, Plant and Machinery, Securities or Financial Assets	www.djfrvo.org	
ICAI Registered Valuers Organisation	IBBI/RVO/2018/006	Securities or Financial Assets	www.icairvo.in	
ICMAI Registered Valuers Organisation	IBBI/RVO/2018/005	Land and Building, Plant and Machinery, Securities or Financial Assets	www.rvoicmai.in	
ICSI Registered Valuers Organisation	IBBI/RVO/2018/003	Land and Building, Plant and Machinery, Securities or Financial Assets	www.icsirvo.in	
IIV India registered Valuers Foundation	IBBI/RVO/2018/004	Land and Building, Plant and Machinery, Securities or Financial Assets	www.iivrvo.org	
International Business Valuers Association	IBBI/RVO/2020/014	Land and Building, Securities or Financial Assets, Plant and Machinery	www.ibva-rvo.com	
IOV Registered Valuers Foundation	IBBI/RVO/2017/002	Land and Building, Plant and Machinery, Securities or Financial Assets	www.iovrvf.org	

- Click on button to which you want to view the details
- Click on Close


RVO Particulars

Name
All India Institute of Valuers Foundation

Valuer Reg. No.
IBBI/RVO/2020/013

Date of Incorporation
-

Website
www.aiiovf.org

Asset Class

Land and Building | Plant and Machinery | Securities or Financial Assets

Contact Info

Registered Office Address

Address

Address Line 1
1007, 10th floor, New Delhi House, 27 Barakhamba Road, Connaught Place

Address Line 2
-

Town/City
New Delhi

PIN Code
110001

State
Delhi

Email

Type	Email	Start Date	Preferred
Personal	aiiovf.valuers@gmail.com	14-07-2020	✔

Telephone

Type	Number	Start Date	Preferred
Office	9871174091	14-07-2020	✔

Close

Message & Notes:

Valuer

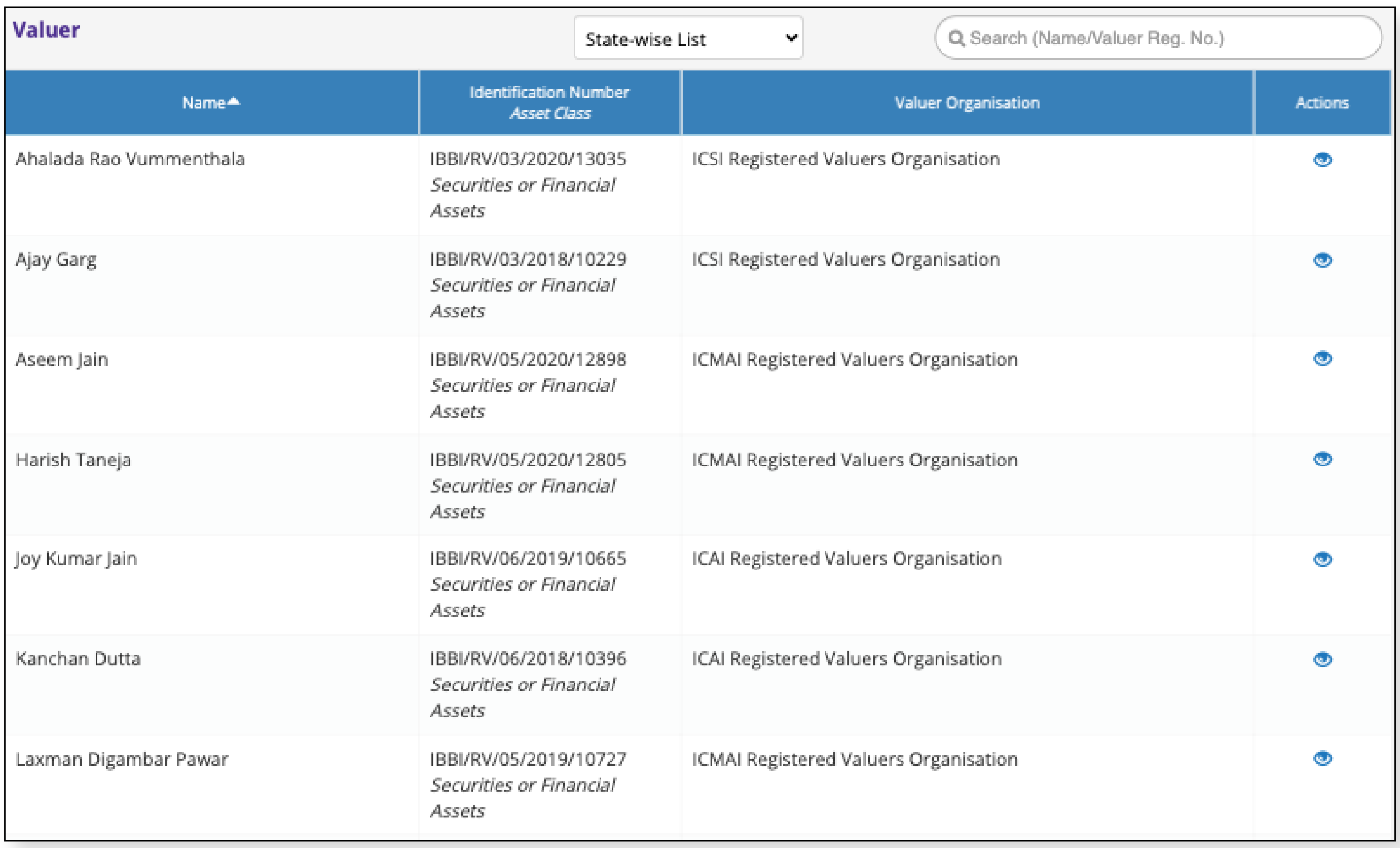
A registered valuer means a person registered with the Authority in accordance with the Companies (Registered Valuers and Valuation) Rules, 2017 (the Rules).

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to Valuer Page, with list of Valuers

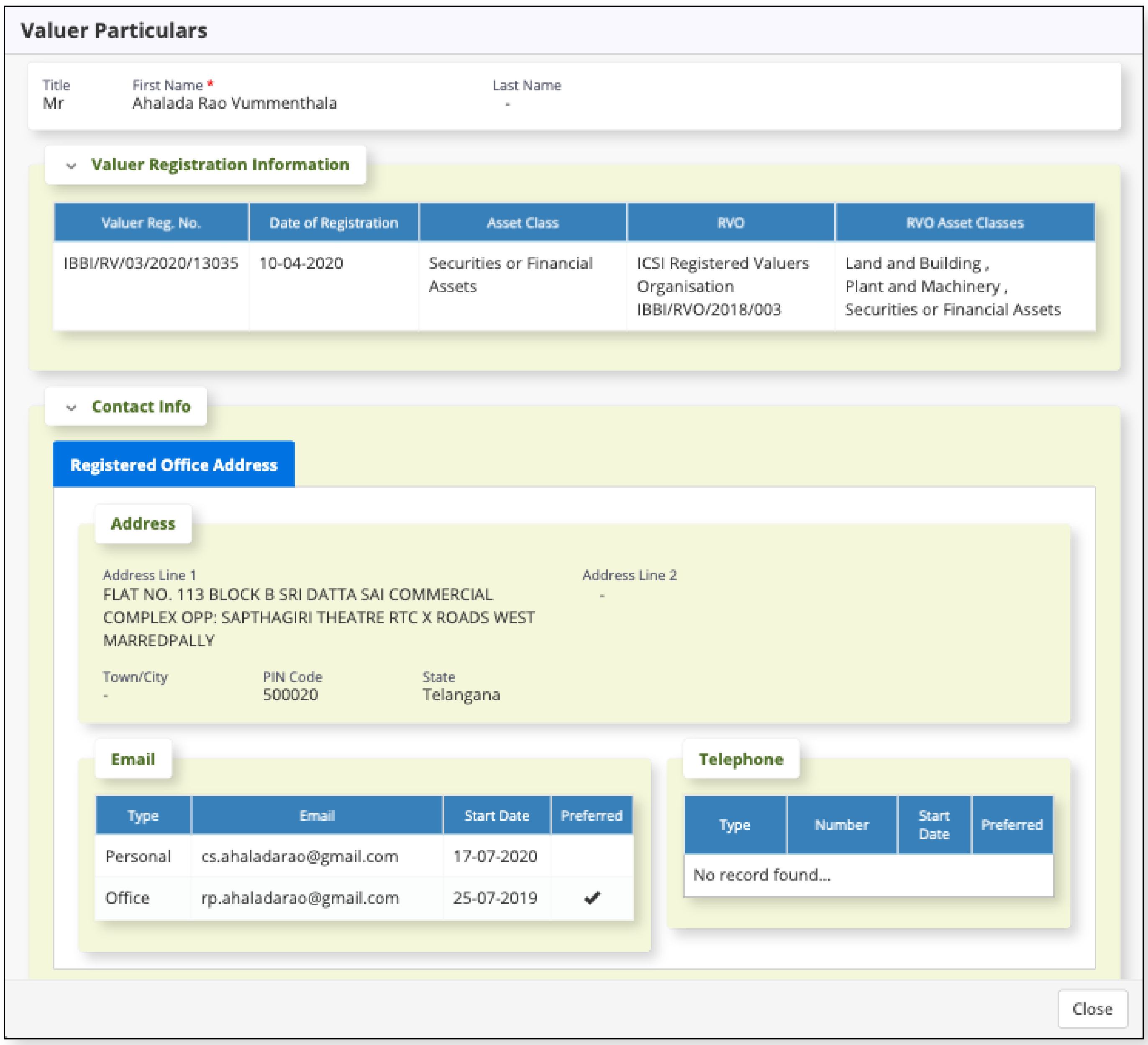

Valuer

State-wise List

Search (Name/Valuer Reg. No.)

Name	Identification Number *Asset Class*	Valuer Organisation	Actions
Ahalada Rao Vummenthala	IBBI/RV/03/2020/13035 *Securities or Financial Assets*	ICSI Registered Valuers Organisation	
Ajay Garg	IBBI/RV/03/2018/10229 *Securities or Financial Assets*	ICSI Registered Valuers Organisation	
Aseem Jain	IBBI/RV/05/2020/12898 *Securities or Financial Assets*	ICMAI Registered Valuers Organisation	
Harish Taneja	IBBI/RV/05/2020/12805 *Securities or Financial Assets*	ICMAI Registered Valuers Organisation	
Joy Kumar Jain	IBBI/RV/06/2019/10665 *Securities or Financial Assets*	ICAI Registered Valuers Organisation	
Kanchan Dutta	IBBI/RV/06/2018/10396 *Securities or Financial Assets*	ICAI Registered Valuers Organisation	
Laxman Digambar Pawar	IBBI/RV/05/2019/10727 *Securities or Financial Assets*	ICMAI Registered Valuers Organisation	

- Click on button to which you want to view the details
- Click on Close



Valuer Particulars

Title	First Name *	Last Name
Mr	Ahalada Rao Vummenthala	-

Valuer Registration Information

Valuer Reg. No.	Date of Registration	Asset Class	RVO	RVO Asset Classes
IBBI/RV/03/2020/13035	10-04-2020	Securities or Financial Assets	ICSI Registered Valuers Organisation IBBI/RVO/2018/003	Land and Building , Plant and Machinery , Securities or Financial Assets

Contact Info

Registered Office Address

Address

Address Line 1
FLAT NO. 113 BLOCK B SRI DATTA SAI COMMERCIAL COMPLEX OPP: SAPTHAGIRI THEATRE RTC X ROADS WEST MARREDPALLY

Address Line 2
-

Town/City
-

PIN Code
500020

State
Telangana

Email

Type	Email	Start Date	Preferred
Personal	cs.ahaladarao@gmail.com	17-07-2020	
Office	rp.ahaladarao@gmail.com	25-07-2019	✔

Telephone

Type	Number	Start Date	Preferred
No record found...			

Close

Message & Notes:

Information Utility

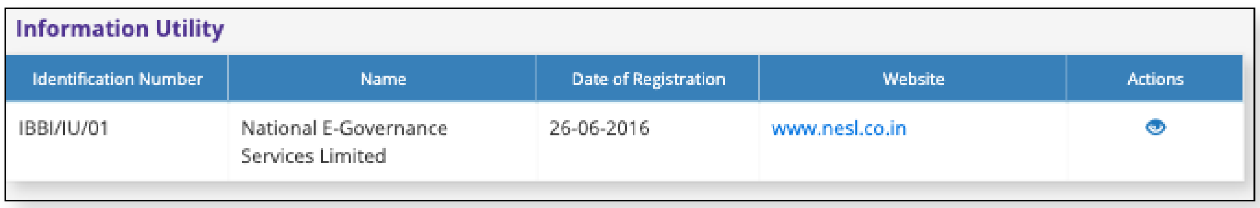
An information utility is an entity which is registered so under Section 210 of the Code, is authorized to carry on the business of IU and is governed and regulated by IBBI as per the provisions of IBBI subject to conditions specifically provided under the Code.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

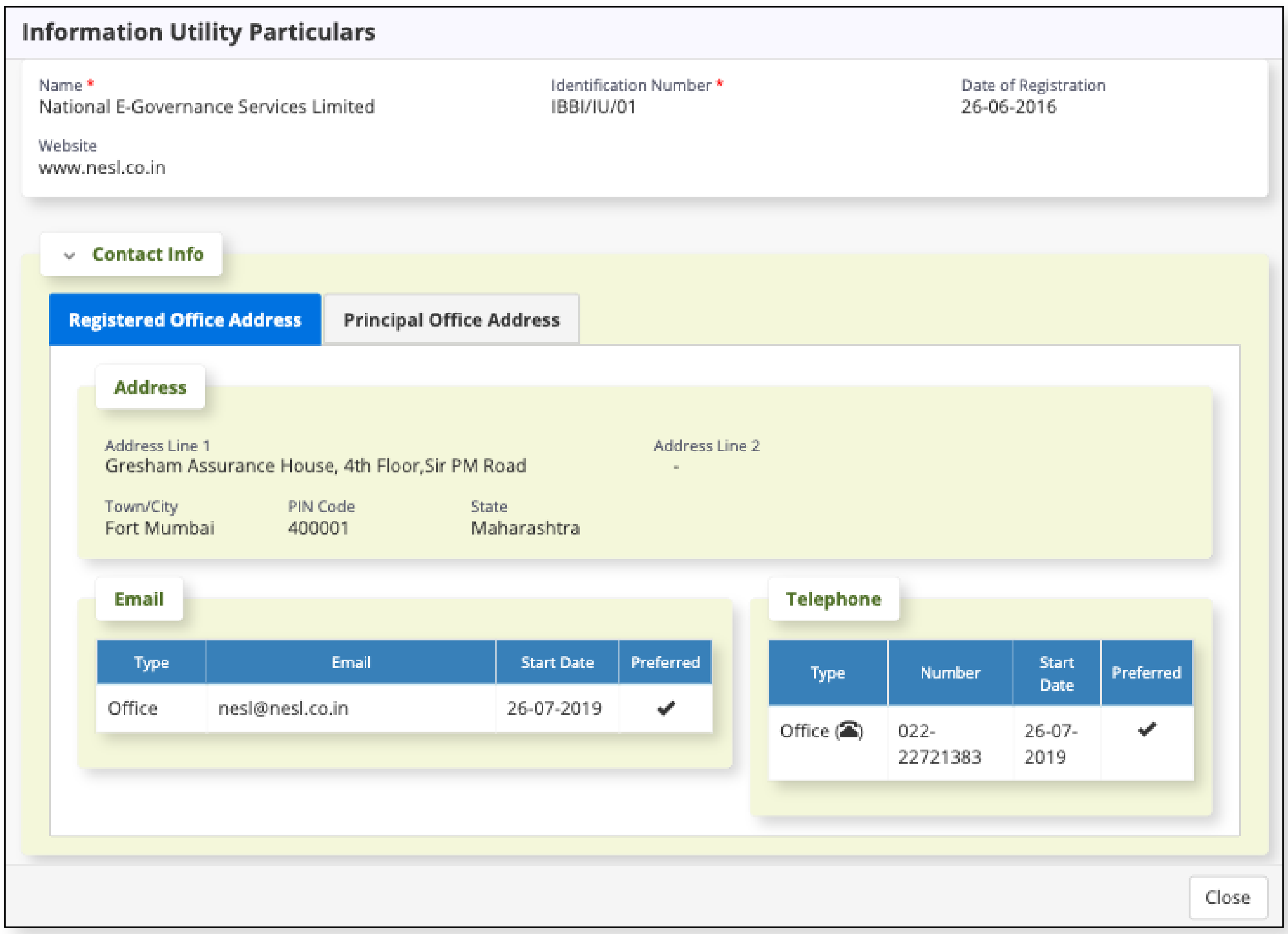
- You will be navigated to Information Utility Page, with list of Information Utilities



Information Utility

Identification Number	Name	Date of Registration	Website	Actions
IBBI/IU/01	National E-Governance Services Limited	26-06-2016	www.nesl.co.in	

- Click on button to which you want to view the details
- Click on Close



Message & Notes:

Auction

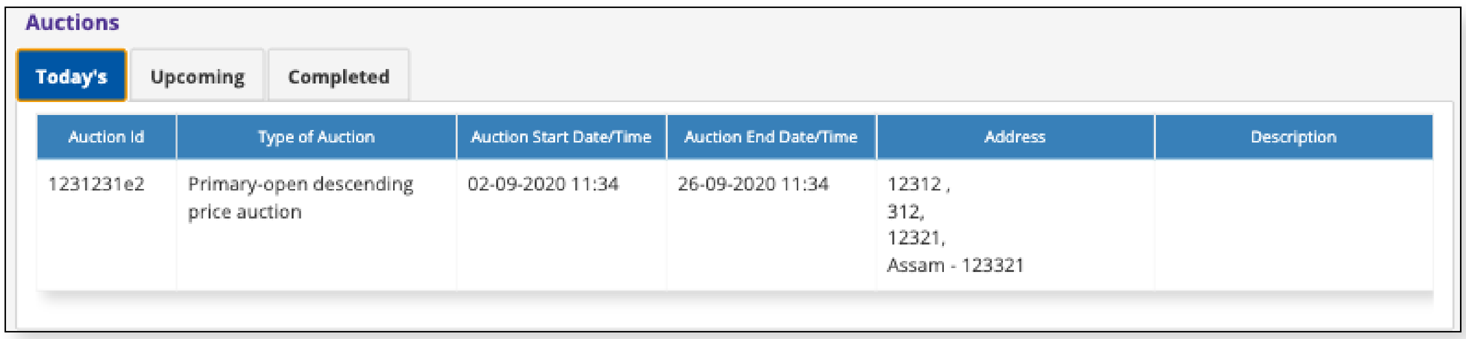
The Liquidator shall ordinarily sell the assets of the Corporate Debtor through an Auction and may sell the assets of the Corporate Debtor by means of private sale in certain circumstances

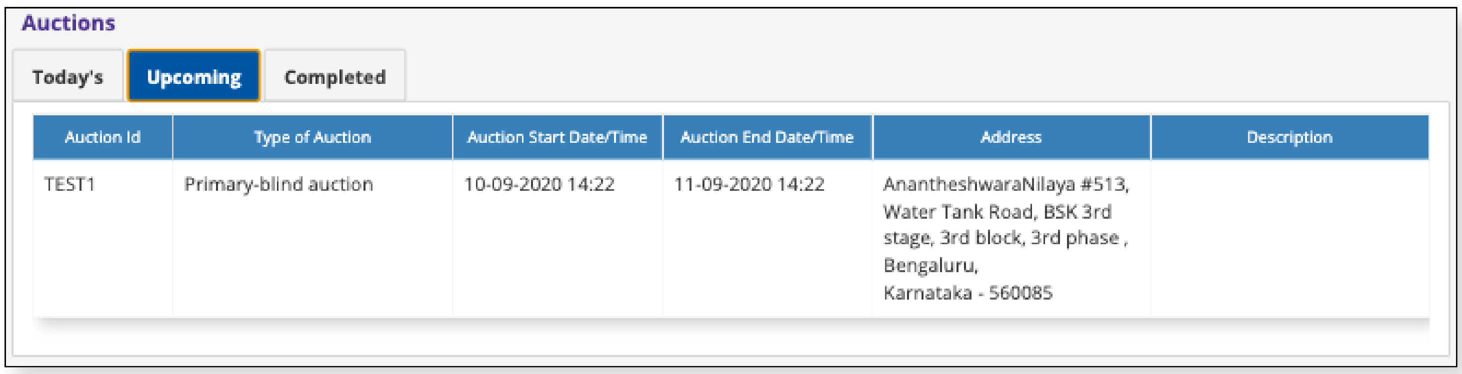
Before you begin:

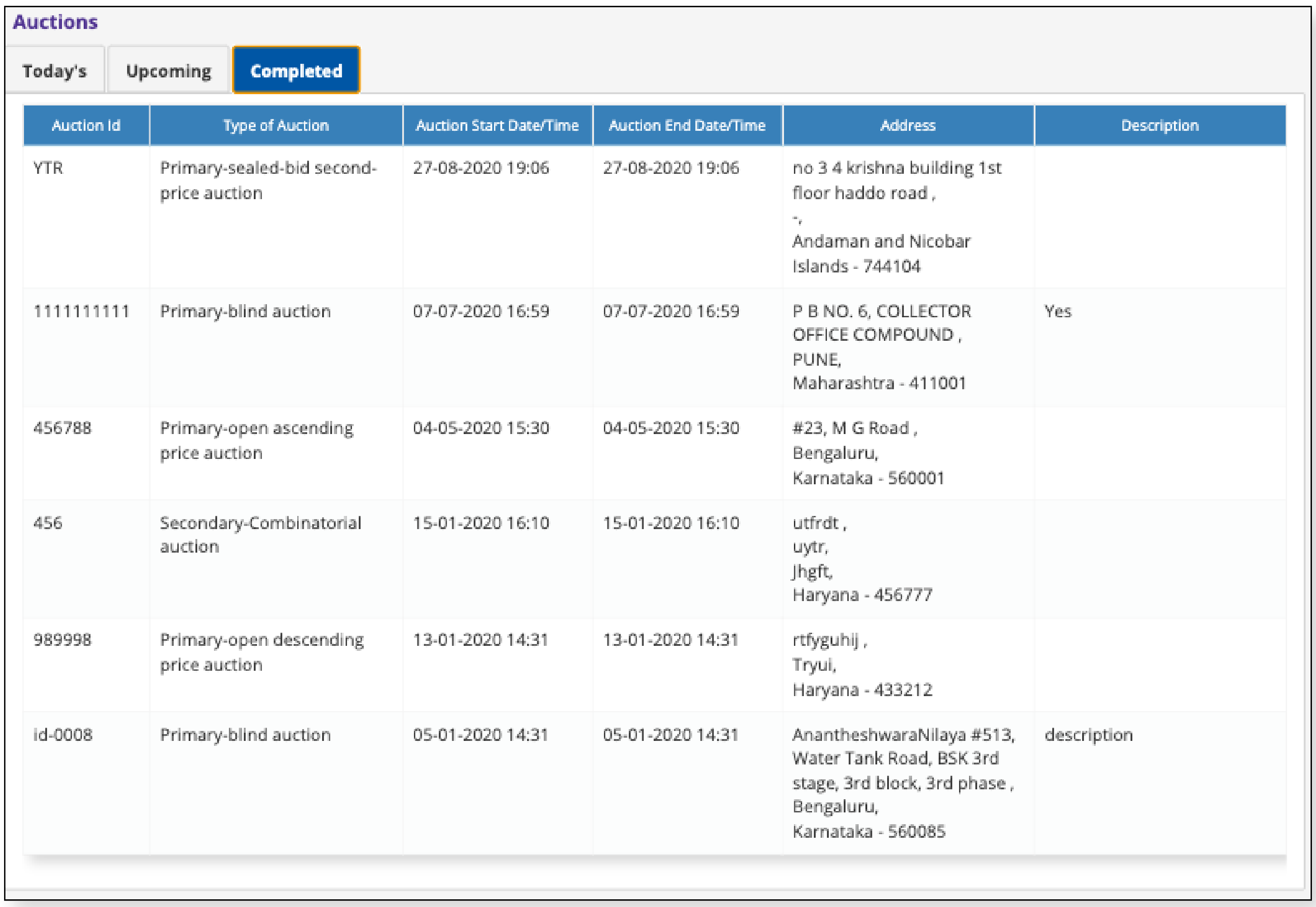
- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to Auction Page, with the list of Auctions categorised by Today's, Upcoming and Completed






Auctions

Today's | Upcoming | Completed

Auction Id	Type of Auction	Auction Start Date/Time	Auction End Date/Time	Address	Description
YTR	Primary-sealed-bid second-price auction	27-08-2020 19:06	27-08-2020 19:06	no 3 4 krishna building 1st floor haddo road , -, Andaman and Nicobar Islands - 744104	
1111111111	Primary-blind auction	07-07-2020 16:59	07-07-2020 16:59	P B NO. 6, COLLECTOR OFFICE COMPOUND , PUNE, Maharashtra - 411001	Yes
456788	Primary-open ascending price auction	04-05-2020 15:30	04-05-2020 15:30	#23, M G Road , Bengaluru, Karnataka - 560001	
456	Secondary-Combinatorial auction	15-01-2020 16:10	15-01-2020 16:10	utfrdt , uytr, Jhgft, Haryana - 456777	
989998	Primary-open descending price auction	13-01-2020 14:31	13-01-2020 14:31	rtfyguhij , Tryui, Haryana - 433212	
id-0008	Primary-blind auction	05-01-2020 14:31	05-01-2020 14:31	AnantheshwaraNilaya #513, Water Tank Road, BSK 3rd stage, 3rd block, 3rd phase , Bengaluru, Karnataka - 560085	description

---

Message & Notes:

Release Information

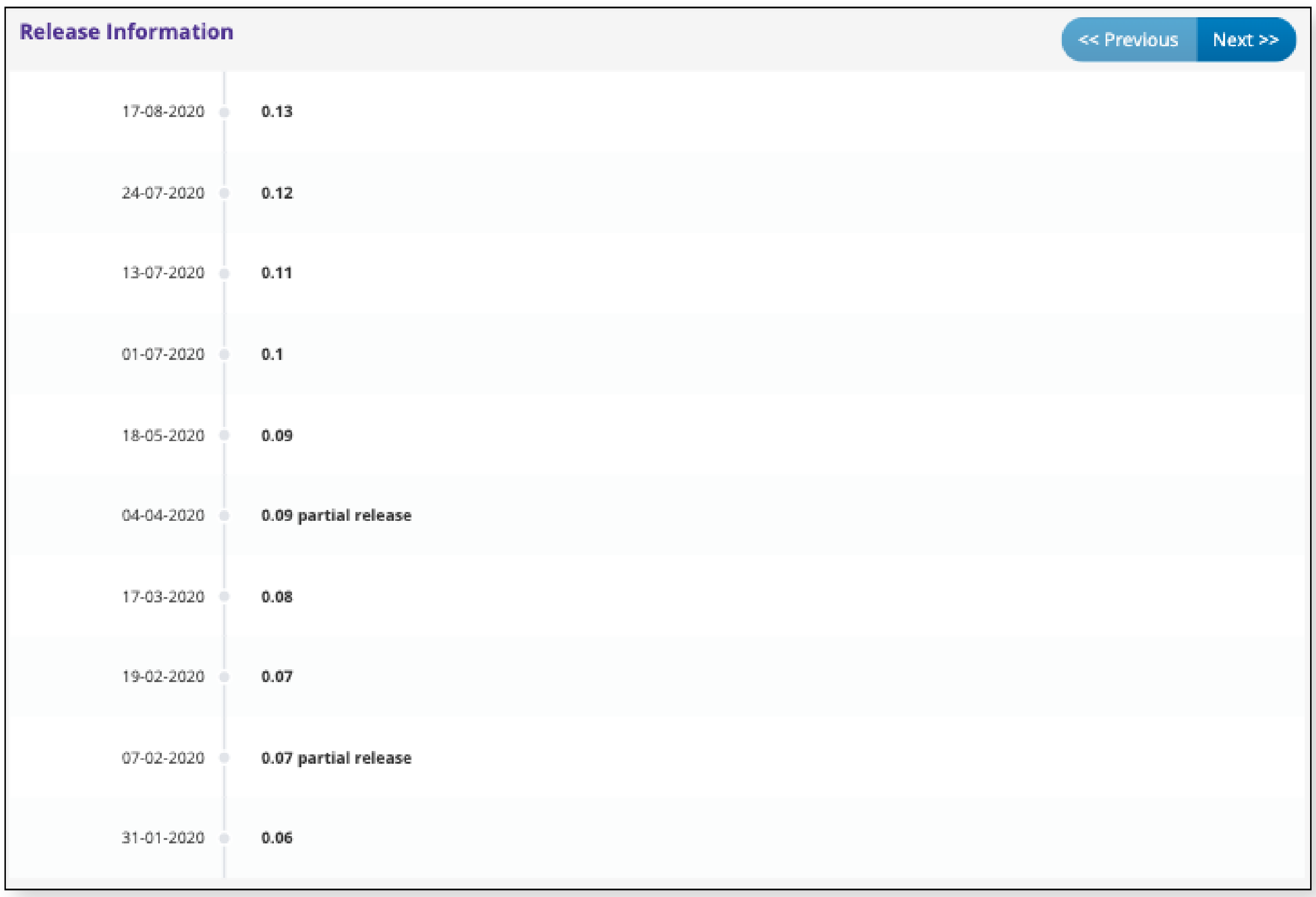
Release Notes/Information is a document, which is released as part of the final build that contains new enhancements that went in as part of that release and also the known issues of that build.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to Release Information Page, with PDA application release information



- Click on the Release Information that you want to view

17-08-2020

0.13

Description

1. Cancel Subscription option for
   a. Subscriber
   b. System Admin
2. Re-Subscription
   a. With/With-out Cases
3. E-mail service improved
4. insolvencysoftware.in instead of et-icms.com & added TLS for the web-site
5. Log-out audit trail

Message & Notes:

Government Authority

A Government Authority is a government body, with the authority to adjudicate legal disputes between parties and carry out the administration of justice.

Before you begin:

- You must be a Registered User of PDA

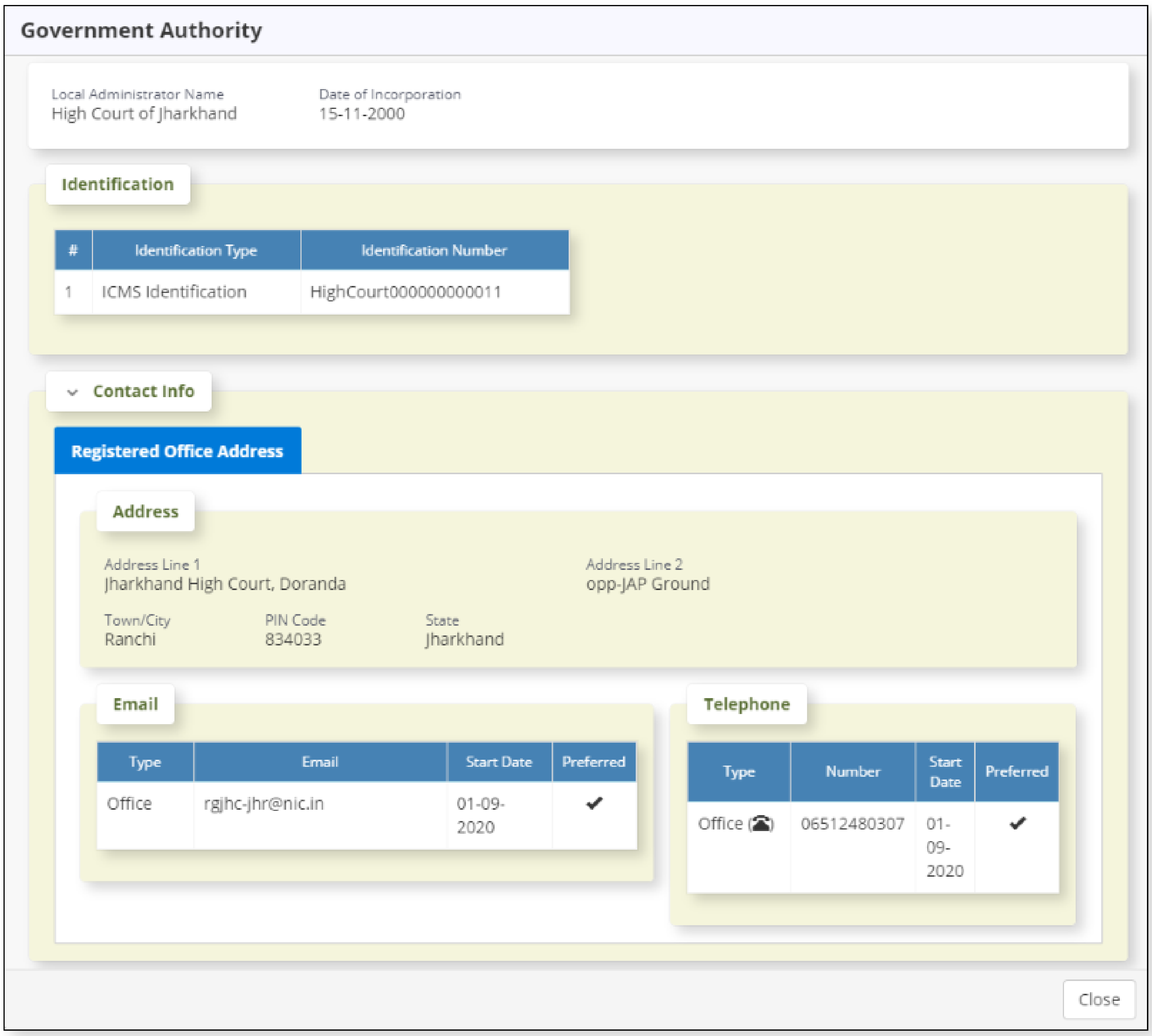
Follow these steps:

- You will be navigated to Government Authority Page, with list of Government Authorities

Government Authority High Court

Name	Identification Number	Date of Incorporation	Actions
High Court of Jharkhand	HighCourt000000000011	15-11-2000	
High Court of Karnataka	HighCourt000000000012	31-12-1880	
High Court of Patna	HighCourt000000000004	02-09-1916	
High Court of Kerala	HighCourt000000000013	01-11-1956	
High Court of Himachal Pradesh	HighCourt000000000009	25-01-1971	
High Court Of Chhattisgarh	HighCourt000000000005	01-11-2000	
bshvbbvhf	HighCourt00000000000036	07-01-2020	
High Court of Jharkhand	HighCourt00000000000011	15-11-2000	
dc sbdbdbd	HighCourt00000000000008	07-01-2020	

- You can select the type of **Government Authority** from the selection option given at the top
- Click on button to which you want to view the details
- Click on Close



Message & Notes:

- Here identification number is just a reference for PDA Application. It is not an official identity of the government authority.

Newspaper

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to Newspaper Page, with list of Newspapers

Newspaper

Title	Registration Number	Registration Date	Owner Name	Actions
THE TIMES OF INDIA (VIJAYAWADA)	APENG/2015/64514	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (PANAJI)	GOAENG/2008/25174	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (HYDERABAD)	TELENG/2000/03128	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (GUWAHATI)	ASSENG/2014/57457	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (PATNA)	44374/1986	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (HUBLI)	KARENG/2012/47741	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (RAIPUR)	CHHENG/2013/48687	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (BENGALURU URBAN)	45466/1985	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (VISAKHAPATNAM)	ENG/2012/48308	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (RANCHI)	JHAENG/2014/55436	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (CHANDIGARH)	CHAENG/2013/52790	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	

- Click on button to which you want to view the details
  - Select **Owner** to view owner particulars

Owner Particulars

Company Name	Date of Incorporation
BENNETT COLEMAN AND COMPANY LIMITED	29-11-1913

Close

  - Select **Newspaper** to view newspaper particulars

Newspaper Particulars

Title	Registration Number	Date of Incorporation
THE TIMES OF INDIA (VIJAYAWADA)	APENG/2015/64514	01-11-1913

Close

- Click on Close

Message & Notes:

Tools

Calendar

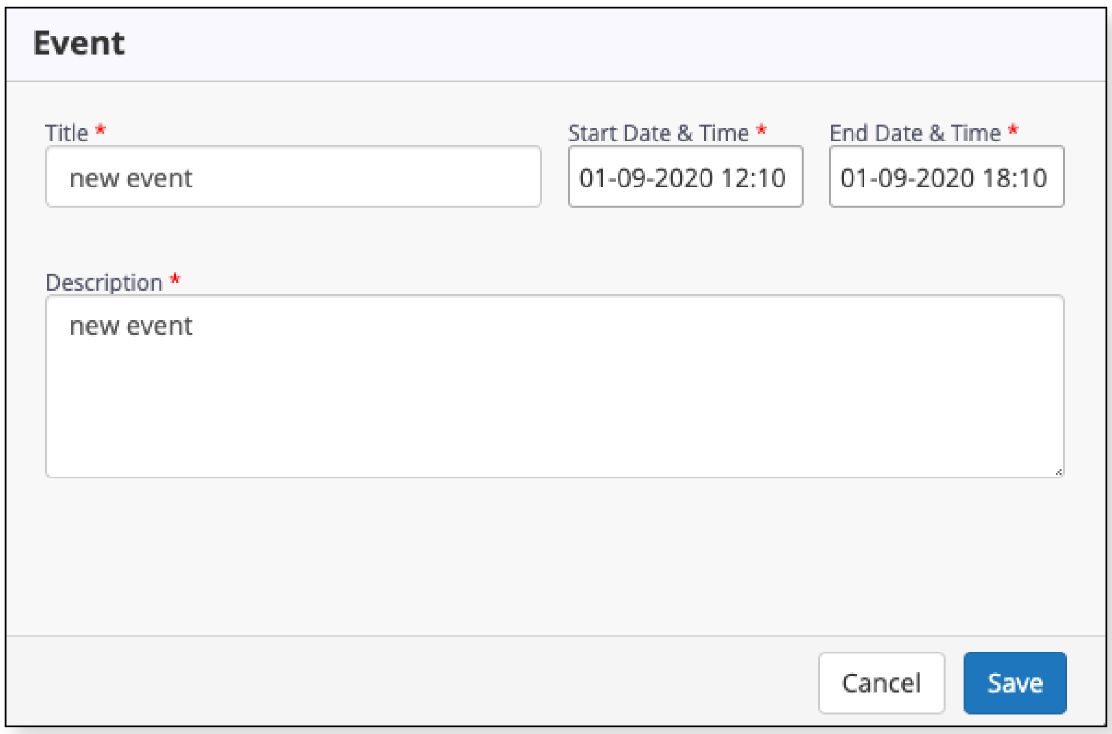
An Event Calendar allows Events to be organized into meaningful, descriptive groupings that help to provide insights into and collaboration about a specific Data Point or range of Data Points.

Before you begin:

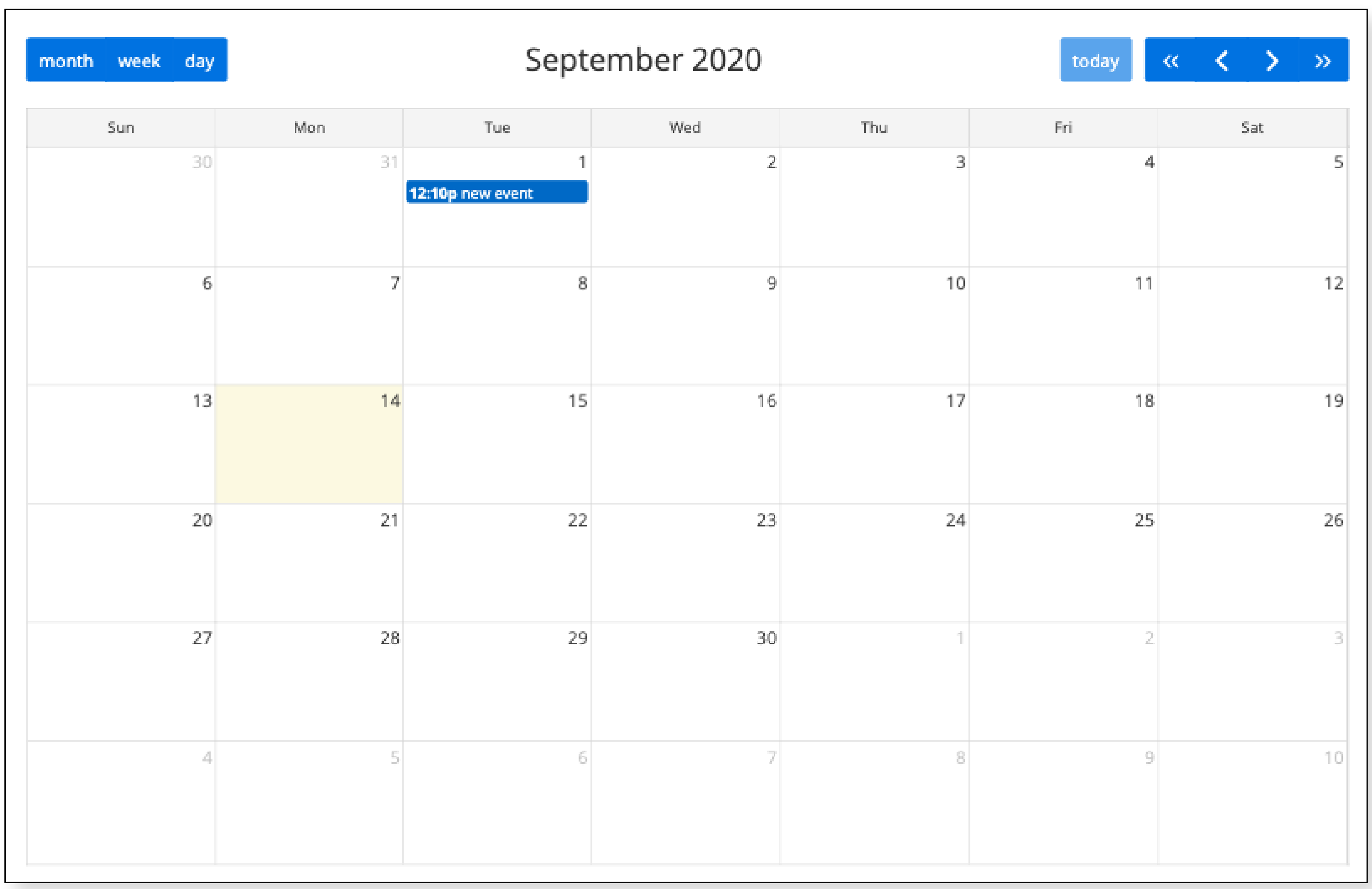
- You must be a Registered User of PDA

Follow these steps:

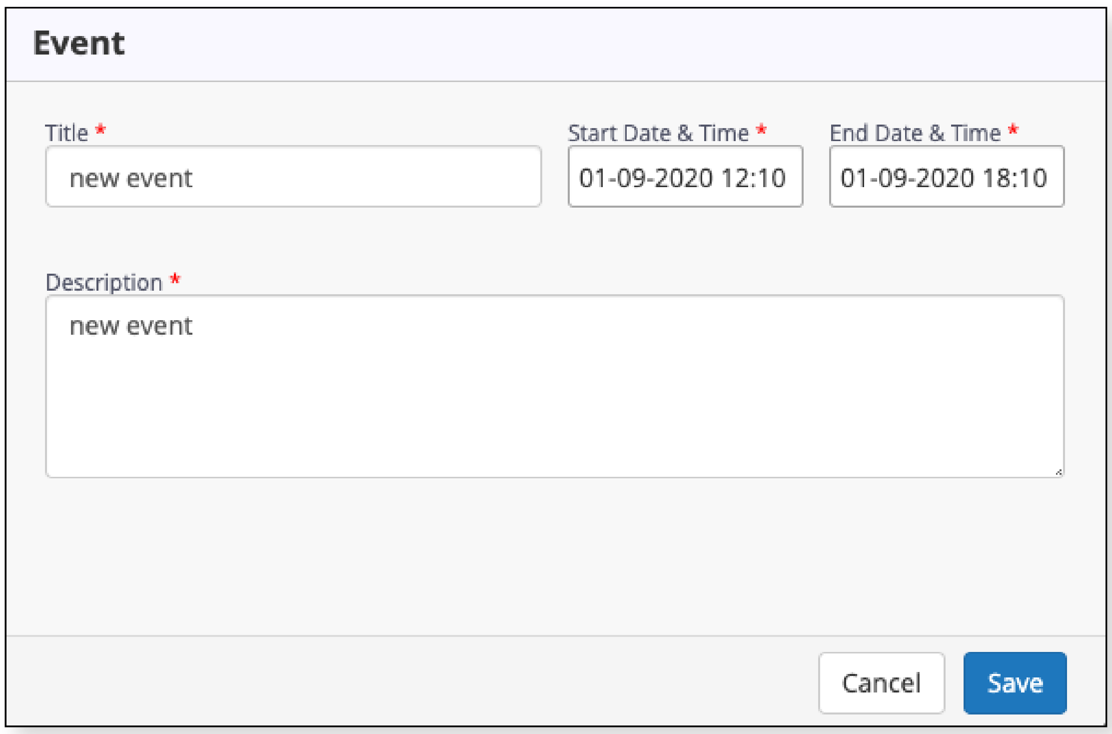
- Click on
- Click on **Calendar**
- **Add Event**
  - Click on New Event
  - Enter **Event** details
  - Click on Save



- **Edit Event**
  - Click on the **Event** to which you want to edit from the Calendar Page



  - Modify **Event** details
  - Click on Save



- **Delete Event**
  - Click on the **Event** to which you want to delete from the Calendar Page
  - Click on
  - Click on Confirm
- You will be Redirected to Calendar Page with updated Calendar Event

---

Message & Notes:

Antivirus Scan

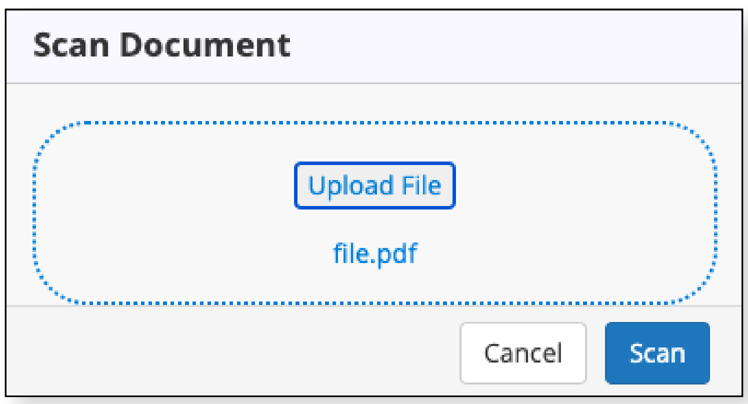
Antivirus software, also known as anti-malware, is a computer program used to prevent, detect, and remove malware. Here We are using Clam AntiVirus (**ClamAV**) which is an open source (GPLv2) anti-virus toolkit designed to scan files quickly.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on
- Select **Antivirus Scan**
- Upload **file**
- Click on Scan - if the file is free of virus, you will see a Success Message



Message & Notes:

- If the file is corrupted/virus infected then you will see an Error saying that the file is infected

---

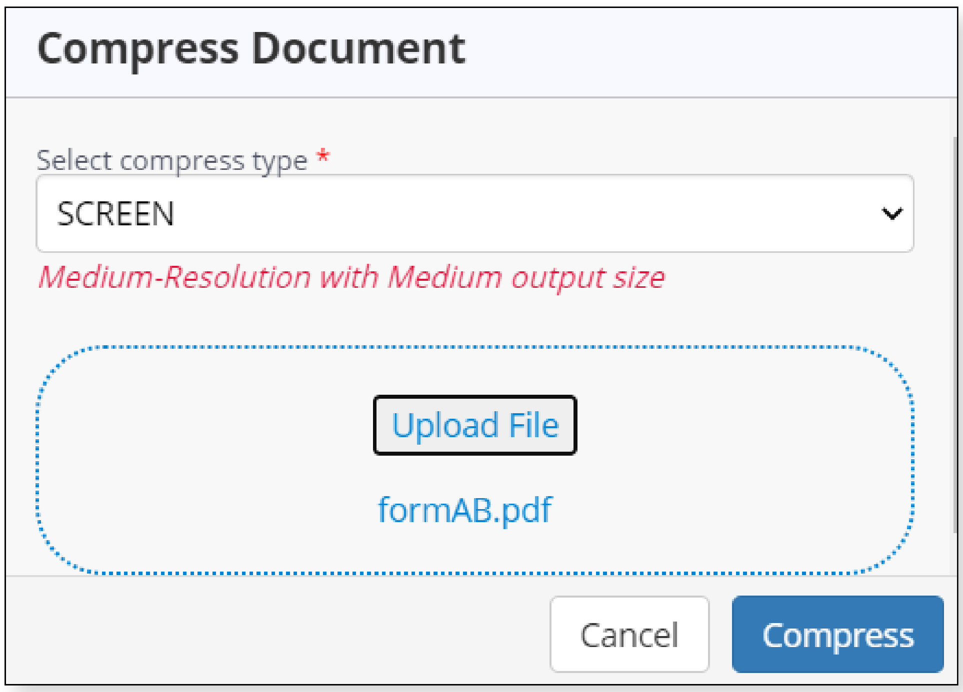
PDF File Compress

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on ☰
- Select **PDF file compress**
- Select **Compress type**
- Upload PDF **file** which you want to compress
- Click on Compress - File will be compressed and downloaded to your system.



Message & Notes:

- If the file is corrupted/virus infected then you will see an Error saying that the file is infected

---

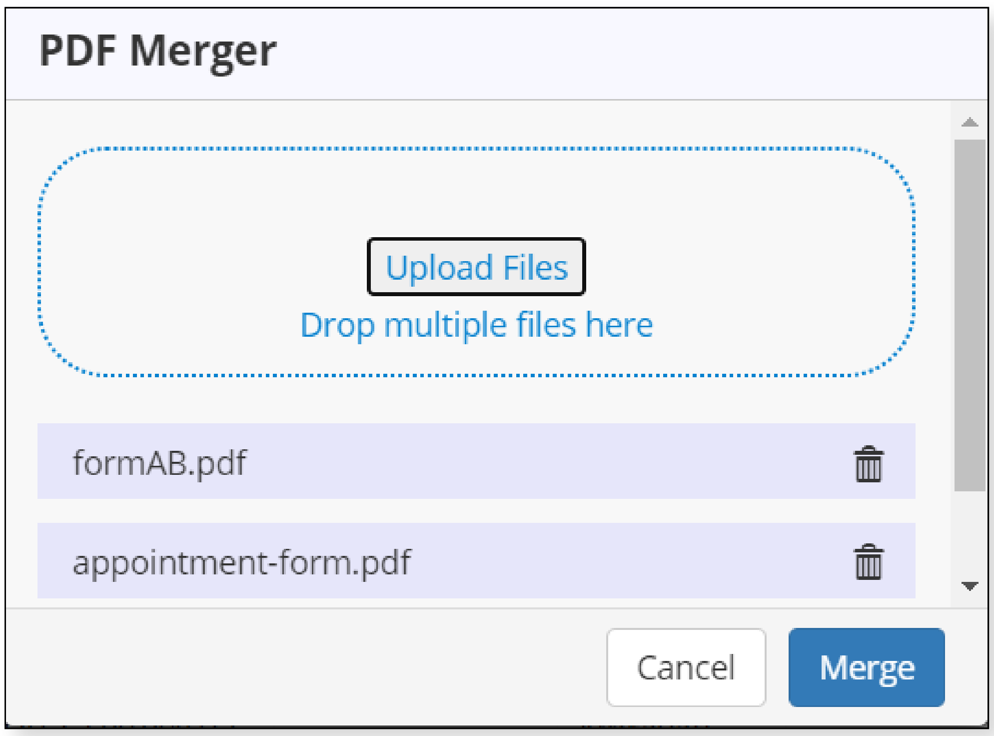
PDF Merger

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on ☰
- Select **PDF Merger**
- Upload PDF **files** which you want to merge
- Click on Merge - Files will be merged and downloaded to your system.



Message & Notes:

- If the files are corrupted/virus infected then you will see an Error saying that the file is infected

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PDA Status

PDA Status page provides Tabular view of **application services** with operational status

- To view operational status of application services click on **PDA Status** menu navigation in the header section of login page