



IIV INDIA REGISTERED VALUERS FOUNDATION

TM

(Section 8 Company Incorporated under the Companies Act, 2013)

CIN: U93090PN2018NPL195112

Recognised as Registered Valuers Organization (RVO) by IBBI vide Letter - IBBI/RVO/2018/004 dated. 20th April 2018.

PAN NO.: AAJCR0549K

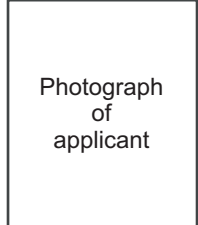
GST NO.: 27AAJCR0549K1Z1

TAN NO.: DELR32896D

Banking Details: ■ Name: IIV INDIA Registered Valuers Foundation ■ Bank Name : Punjab National Bank
■ RTGS/ NEFT IFS Code: PUNB0999600 ■ Branch : Hadapsar, Pune ■ Account Type: Current
■ Account No.: 9996002100003586

ORDINARY MEMBERSHIP APPLICATION FORM

To
The Chief Executive Officer
IIV India Registered Valuers Foundation (IIV-RVF)
Please enroll me as Member under the category of (please tick)
 Land and Building
 Plant and Machinery
 Securities or Financial Assets



(As per IBBI guidelines Degree holders with minimum 5yrs of experience and Post Graduate Degree holders with minimum 3yrs of experience in the respective field are eligible) please refer the notification of IBBI.

Name of the Applicant (Mr./Mrs./Ms./ Dr./Others) _____

Name of Establishment / Firm _____

Designation: Proprietor Partner Associate Director

Date of Birth _____ Age _____ Years Gender: Male Female

Permanent Address

Present Address

Telephone: _____
Mobile No.: _____

Telephone: _____
Email: _____

Educational Qualification:(Give Details of School, College Name and University)

Experience: (if any) Please attach separate sheet

If you belong to any other association/ Society/ institution please list them here

Please enter the attached documents below

Encl: _____

Structure of Fees:

For Detailed Fees Structure Please see the Annexure

AFFIRMATIONS:

1. I am not disqualified from being registered as a valuer under the Companies (Registered Valuers and Valuation) Rules, 2017.
2. This application and the information furnished by me along with this application is true and complete. If found false or misleading at any stage, my registration shall be summarily cancelled.

UNDERTAKING

I hereby undertake to comply with the requirements of the Companies Act, 2013, the rules made there under, the directions given by the authority, and the bye-laws, directions and guidelines issued or the resolutions passed in accordance with the bye-laws by the registered valuers organization with which I am enrolled.

I also undertake to pay the dues and annual subscription etc. before 10th December of each year which may levied by the institution.

No Cross canvassing/ Anti canvassing about members or the IIV-RVF.

Signature of Applicant (in full)

Please send the Application Form duly filled with requisite documents to the below mentioned Address

Address for Correspondence : IIV INDIA Registered Valuers Foundation

S. No.106/B/06/7, Shop No.9, Manisha Blitz, Shankar Math,
Pune - Solapur Road, Hadapsar, Pune - 411013 (MS) India.

FOR OFFICE USE ONLY:

Application verified by Secretary and found correct.

Application approved on _____

Membership No. Allotted: IIV-RVF/OM/ _____

Received Cash/ Cheque/ Demand Draft of Rs. _____/- No. _____ Bank _____

Instructions For Filling Up The Form:

Fill up entire form in Capital Letters Only, Attach Certified / Attested Educational Documents, Attach Certified/ Attested copies of other institutional membership also,

Affix latest passport size photograph on the application, another two photographs,

Please inform change of address for correspondence, if changed any time during the Membership to avoid inconvenience to each other.

- ✗ **Fees once paid shall not be Transferable or refundable at any circumstances.**
- ✗ G.S.T. & Govt. Taxes as Applicable,
- ✗ Demand Draft should be in favor of "IIV INDIA Registered Valuers Foundation", Payable at Pune.
- ✗ Subject to the jurisdiction of the Hon. Court of Pune city only.

Note: Fees Can be Changed without Prior Notice.



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GST NO.: 27AAJCR0549K1Z1

TAN NO.: DELR32896D

APPLICATION FORM FOR TRAINING PROGRAMME: 50 Hrs.

Payment Details :

Bank Name : _____ Branch : _____

Cheque/ D.D. No. : _____ Date : _____

Enrollment No.: _____
(For Office Use Only)

Please tick any one, class of assets you want to Apply:

- a] Land and Building
- b] Plant and Machinery
- c] Securities or Financial Assets

A. Details of Applicant :

If already a member of IIV Yes No

Paste
and
Sign Across the
Photo

Signature

If, yes then mention your Membership Number/s
(Please attach Membership Certificate)

Name of the Applicant: Mr/Mrs/Ms	
Father's Name/ Husband name:	
Mother's Name:	
Date of Birth:	
Permanent Account Number (PAN):	
GST No. :	
Aadhar No. :	
Passport No.:	
Correspondence Address:	
Permanent Address:	
E-Mail Address:	
Mobile/Contact No.:	

⚡ These fields are mandatory

⚡ These fields are mandatory Provide the Attachments

B. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

B.1. Educational Qualifications

S. No.	Educational Qualification	Passing Year (MM/YY)	Issuance of certificate by Board/ University (MM/YY)	University / College

B.2. Professional Qualifications

S. No.	Professional Qualification	Institute/ Professional Body	Membership No. (If Applicable)	Date of Enrollment

B.3. Experience

S. No.	Name of Organization/ Work Profile	Designation/ Position Held	Period	Total Experience (MM/YY)

Use additional sheets wherever required

C. ADDITIONAL INFORMATION

C.1. Have you ever been convicted for an offence ? Yes No

If yes, please give details:

C.2. Are any criminal proceedings pending against you? Yes No

If yes, please give details:

C.3. Have you ever been declared as an undercharged bankrupt, or applied to be adjudged as bankrupt? Yes No

If yes, please give details:

C.4. Any additional information that may be relevant for your application.

ATTACHMENTS:

1. Copy of Proof of Identity (PAN/AADHAR)
2. Copy of Residence Proof (AADHAR)
3. Copies of documents in support of educational qualifications and professional qualifications.
4. Copies of documents work experience (demonstrating practice)/Certificate of employment for the relevant period.

Banking Details: ■ Name: IIV INDIA Registered Valuers Foundation ■ Bank Name : Punjab National Bank
■ RTGS/ NEFT IFS Code: PUNB0999600 ■ Branch : Hadapsar, Pune ■ Account Type: Current
■ Account No.: 9996002100003586

AFFIRMATIONS

1. Copies of documents, as listed in **Section B** of this application form have been attached/ uploaded. The documents attached/ uploaded are correct to best of my knowledge. I undertake to furnish any additional information as and when called for.
2. This application and the information furnished by me along with this application are true and complete. If found false or misleading at any stage, my registration shall be summarily cancelled.

DECLARATION:

- I hereby declare that the contents and the documents enclosed herewith are correct to the best of my knowledge and nothing has been hidden while giving the required information in this application.*
- I hereby declare that as on Date, I am a Self Professional and dedicatedly doing the practice in Valuation field Only.*

AUTHORIZATION:

- I hereby authorized that the educational documents can be verified by The Registered Valuers Organization (RVO) at any time by e mail / post / physically with the Concern Department / Institute/ University.*

UNDERTAKING:

- I hereby declare that the contents and the documents enclosed herewith are correct to the best of my knowledge and nothing has been hidden while giving the required information in this application.*

Date:

Place:

(Signature of Applicant)

Please send the Application Form duly filled with requisite documents to the below mentioned Address
Address for Correspondence : IIV India Registered Valuers Foundation

S. No.106/B/06/7, Shop No.9, Manisha Blitz, Shankar Math,
Pune - Solapur Road, Hadapsar, Pune - 411013 (MS) India.

(Only for office use)

Acknowledgement No.: _____

ACKNOWLEDGEMENT

Received on Dated : _____ / _____ By (Name & Address) _____

Bank Name : _____ Branch: _____

Cheque/ D.D.No.: _____ Date : _____ Amount : Rs. _____ (In Words
_____ only)

* Please See the IBBI Guidelines for Eligibility Criteria.

* Fees once paid shall not be refundable or transferable.

* Subject to the Jurisdiction of the Hon. Court of Pune City only.

(Signature with Seal)

Date :

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PART IV CODE OF CONDUCT

1. Please state if the Code of Conduct of the applicant is in compliance with the Companies (Registered Valuers and Valuation) Rules, 2017.

CODE OF CONDUCT FOR REGISTERED VALUERS

(See clause (g) of rule 7 and clause (d) of sub-rule (2) of rule 12)

Integrity and Fairness

1. A valuer shall, in the conduct of his/its business, follow high standards of integrity and fairness in all his/its dealings with his/its clients and other valuers.
2. A valuer shall maintain integrity by being honest, straightforward, and forthright in all professional relationships.
3. A valuer shall endeavour to ensure that he/it provides true and adequate information and shall not misrepresent any facts or situations.
4. A valuer shall refrain from being involved in any action that would bring disrepute to the profession.
5. A valuer shall keep public interest foremost while delivering his services.

Professional Competence and Due Care

6. A valuer shall render at all times high standards of service, exercise due diligence, ensure proper care and exercise independent professional judgment.
7. A valuer shall carry out professional services in accordance with the relevant technical and professional standards that may be specified from time to time
8. A valuer shall continuously maintain professional knowledge and skill to provide competent professional service based on up-to-date developments in practice, prevailing regulations/guidelines and techniques.
9. In the preparation of a valuation report, the valuer shall not disclaim liability for his/its expertise or deny his/its duty of care, except to the extent that the assumptions are based on statements of fact provided by the company or its auditors or consultants or information available in public domain and not generated by the valuer.
10. A valuer shall not carry out any instruction of the client insofar as they are incompatible with the requirements of integrity, objectivity and independence.
11. A valuer shall clearly state to his client the services that he would be competent to provide and the services for which he would be relying on other valuers or professionals or for which the client can have a separate arrangement with other

Independence and Disclosure of Interest

12. A valuer shall act with objectivity in his/its professional dealings by ensuring that his/its decisions are made without the presence of any bias, conflict of interest, coercion, or undue influence of any party, whether directly connected to the valuation assignment or not.
13. A valuer shall not take up an assignment if he/it or any of his/its relatives or associates is not independent in terms of association to the company.
14. A valuer shall maintain complete independence in his/its professional relationships and shall conduct the valuation independent of external influences.
15. A valuer shall wherever necessary disclose to the clients, possible sources of conflicts of duties and interests, while providing unbiased services.

16. A valuer shall not deal in securities of any subject company after any time when he/it first becomes aware of the possibility of his/its association with the valuation, and in accordance with the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 or till the time the valuation report becomes public, whichever is earlier.

17. A valuer shall not indulge in "mandate snatching" or offering "convenience valuations" in order to cater to a company or client's needs.

18. As an independent valuer, the valuer shall not charge success fee.

19. In any fairness opinion or independent expert opinion submitted by a valuer, if there has been a prior engagement in an unconnected transaction, the valuer shall declare the association with the company during the last five years.

Confidentiality

20. A valuer shall not use or divulge to other clients or any other party any confidential information about the subject company, which has come to his/its knowledge without proper and specific authority or unless there is a legal or professional right or duty to disclose.

Information Management

21. A valuer shall ensure that he/ it maintains written contemporaneous records for any decision taken, the reasons for taking the decision, and the information and evidence in support of such decision. This shall be maintained so as to sufficiently enable a reasonable person to take a view on the appropriateness of his/its decisions and actions.

22. A valuer shall appear, co-operate and be available for inspections and investigations carried out by the authority, any person authorised by the authority, the registered valuers organisation with which he/it is registered or any other statutory regulatory body.

23. A valuer shall provide all information and records as may be required by the authority, the Tribunal, Appellate Tribunal, the registered valuers organisation with which he/it is registered, or any other statutory regulatory body.

24. A valuer while respecting the confidentiality of information acquired during the course of performing professional services, shall maintain proper working papers for a period of three years or such longer period as required in its contract for a specific valuation, for production before a regulatory authority or for a peer review. In the event of a pending case before the Tribunal or Appellate Tribunal, the record shall be maintained till the disposal of the case.

Gifts and hospitality.

25. A valuer or his/its relative shall not accept gifts or hospitality which undermines or affects his independence as a valuer

Explanation.- For the purposes of this code the term 'relative' shall have the same meaning as defined in clause (77) of Section 2 of the Companies Act ,2013 (18 of 2013) .

26. A valuer shall not offer gifts or hospitality or a financial or any other advantage to a public servant or any other person with a view to obtain or retain work for himself /itself ,or to obtain or retain an advantage in the conduct of profession for himself / itself .

Remuneration and Costs .

27. A valuer shall provide services for remuneration which is charged in a transparent manner is a reasonable reflection of the work necessarily and properly undertaken ,and is not inconsistent with the applicable rules .

28. A valuer shall not accept any fees or charges other than those which are disclosed in a written contract with the person to whom he would be rendering service .Occupation ,employability and restrictions .

29. A valuer shall refrain from accepting too many assignments ,if he /it is unlikely to be able to devote adequate time to each of his /its assignments .

30. A valuer shall not conduct business which in the opinion of the authority or the registered valuer organisation discredits the profession .To follow this code as amended or revised from time to time by the Registration Authority Companies (Registered Valuers and Valuation)Rules ,2017 ,Ministry of Corporate Affairs ,Govt .of India .

Banking Details: ■ Name: IIV INDIA Registered Valuers Foundation ■ Bank Name : Punjab National Bank
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Part I

1. Governance Structure

No person shall be eligible to be recognised as an registered valuers organisation unless it is a company registered under section 8 of the Companies Act, 2013 with share capital, and –

- (a) its sole object is to carry on the functions of a registered valuers organisation under the Companies Act, 2013;
- (b) it is not under the control of person(s) resident outside India,
- (c) not more than forty-nine per cent. of its share capital is held, directly or indirectly, by persons resident outside India; and
- (d) it is not a subsidiary of a body corporate through more than one layer: Explanation: “layer” in relation to a body corporate means its subsidiary;
- (e) itself, its promoters, its directors and persons holding more than ten percent. of its share capital are fit and proper persons.

2. REGISTERED VALUERS ORGANISATION TO HAVE BYE-LAWS

- (1) The registered valuers organisation shall submit to the authority its bye-laws along with the application for its registration as a registered valuers organisation.
- (2) The bye-laws shall provide for all matters specified in the model bye-laws in Part II.
- (3) The bye-laws shall at all times be consistent with the model bye-laws.
- (4) The registered valuers organisation shall publish its bye-laws, the composition of all committees formed, and all policies created under the bye-laws on its website.

3. AMENDMENT OF BYE-LAWS

- (1) The Governing Board may amend the bye-laws by a resolution passed by votes in favour being not less than three times the number of the votes, if any, cast against the resolution, by the directors.
- (2) A resolution passed in accordance with sub-bye law (1) shall be filed with the authority within seven days from the date of its passing, for its approval.
- (3) The amendments to the bye-laws shall come into effect on the seventh day of the receipt of the approval, unless otherwise specified by the authority.
- (4) The registered valuers organisation shall file a printed copy of the amended bye-laws with the authority within fifteen days from the date when such amendment is made effective.

4. Composition of the Governing Board.

- (1) The Governing Board shall have a minimum of **5(Five)** directors.
- (2) More than half of the directors shall be persons resident in India at the time of their appointment, and at all times during their tenure as directors.
- (3) Not more than one fourth of the directors shall be registered valuers.
- (4) More than half of the directors shall be independent directors at the time of their appointment, and at all times during their tenure as directors:

Provided that no meeting of the Governing Board shall be held without the presence of at least one independent director.

- (5) An independent director shall be an individual –
 - (a) who has expertise in the field of finance, law, management or valuation;
 - (b) who is not a registered valuer;
 - (c) who is not a shareholder of the registered valuers organisation; and
 - (d) who fulfils the requirements under sub-section (6) of section 149 of the Companies Act, 2013.
- (6) The directors shall elect an independent director as the Chairperson of the Governing Board.

Explanation - For the purposes of bye laws, any fraction contained in

- (a) 'more than half' shall be rounded off to the next higher number; and
- (b) 'not more than one- fourth' shall be rounded down to the next lower number.

PART II

BYE-LAWS OF A REGISTERED VALUERS ORGANISATION

I. GENERAL

1. The name of the registered valuers organisation is “**IIV INDIA REGISTERED VALUERS FOUNDATION (Formerly known as “Royal Registered Valuers Foundation (India)”**)” (hereinafter referred to as the 'Organisation').
2. The 'Organisation' is registered as a company under Section 8 of the Companies Act, 2013 (18 of 2013) with its registered office situated at **Regd. Office Add:** 1/4701, 2nd Floor, Balbir Nagar Extn Shahdara Delhi East 110032 and **Administrative Office Add:** S No 106/B/06/7, Shop No.9 Manisha Blitz, Hadapsar Pune 411013.
3. These bye-laws may not be amended, except in accordance with this Annexure.

II. DEFINITIONS

4. (1) In these bye-laws, unless the context otherwise requires -
 - (a) “certificate of membership” means the certificate of membership of the Organisation granted under bye-law 10;
 - (b) “Act” means the Companies Act, 2013 (18 of 2013);
 - (c) “Governing Board” means the Board of Directors or Board of the Organisation as defined under clause (10) of section 2 of Companies Act, 2013 (18 of 2013);
 - (d) “relative” shall have the same meaning as assigned to it in clause (77) of section 2 of the Companies Act, 2013 (18 of 2013);
- (2) Unless the context otherwise requires, words and expressions used and not defined in these bye-laws shall have the meanings assigned to them in the Companies Act, 2013 (18 of 2013).

III. OBJECTIVES

5. (1) The Organisation shall carry on the functions of the registered valuers organisation under the Companies (Registered Valuers and Valuation) Rules, 2017, and functions incidental thereto.
- (2) The Organisation shall not carry on any function other than those specified in subclause (1), or which is inconsistent with the discharge of its functions as a registered valuers organisation.

IV. DUTIES OF THE ORGANISATION

6. (1) The Organisation shall maintain high ethical and professional standards in the regulation of its members.
- (2) The Organisation shall -
 - (a) ensure compliance with the Companies Act, 2013 and rules, regulations and guidelines issued thereunder governing the conduct of registered valuers organisation and registered valuers;
 - (b) employ fair, reasonable, just, and non-discriminatory practices for the enrolment and regulation of its members;
 - (c) be accountable to the authority in relation to all bye-laws and directions issued to its members;
 - (d) develop the profession of registered valuers;
 - (e) promote continuous professional development of its members;
 - (f) continuously improve upon its internal regulations and guidelines to ensure that high standards of professional and ethical conduct are maintained by its members; and
 - (g) provide information about its activities to the authority.

V. COMMITTEES OF THE ORGANISATION

Advisory Committee of Members.

7. (1) The Governing Board may form an Advisory Committee of members of the Organisation to advise it on any matters pertaining to -
 - (a) the development of the profession;
 - (b) standards of professional and ethical conduct; and
 - (c) best practices in respect of Valuation.
- (2) The Advisory Committee may meet at such places and times as the Governing Board may provide.

Other Committees of the Organisation.

8. (1) The Governing Board shall constitute -
 - (a) one or more Membership Committee(s) consisting of such members as it deems fit;
 - (b) a Monitoring Committee consisting of such members as it deems fit;
 - (c) one or more Grievance Redressal Committee(s), with not less than three members,
 - (d) one or more Disciplinary Committee(s) consisting of at least one member nominated by the authority.
- (2) The Chairperson of each of these Committees shall be an independent director of the Organisation.

VI. MEMBERSHIP

Eligibility for Enrolment.

9. No individual shall be enrolled as a member if he / she is not eligible to be registered as a registered valuer with the authority: *Provided* that the Governing Board may provide additional eligibility requirements for enrolment:

Provided further that such additional requirements shall not discriminate on the grounds of religion, race, caste, gender, place of birth or professional affiliation.

Process of Enrolment as Member.

10. (1) An individual may apply for enrolment as a member by submitting an application in such form, in such manner and with such fees as may be specified by the Organisation.

(2) The Organisation shall examine the application in accordance with the applicable provisions of the rules, regulations and guidelines thereunder.

(3) On examination of the application, the Organisation shall give an opportunity to the applicant to remove the deficiencies, if any, in the application.

(4) The Organisation may require an applicant to submit additional documents, information or clarification that it deems fit, within reasonable time.

(5) The Organisation may reject an application if the applicant does not satisfy the criteria for enrolment or does not remove the deficiencies or submit additional documents or information to its satisfaction, for reasons recorded in writing.

(6) The rejection of the application shall be communicated to the applicant stating the reasons for such rejection, within thirty days of the receipt of the application, excluding the time given for removing the deficiencies or presenting additional documents or clarification by the Organisation, as the case may be.

(7) The acceptance of the application shall be communicated to the applicant, along with a certificate of membership.

(8) An applicant aggrieved of a decision rejecting his application may appeal to the Membership Committee of the Organisation within thirty days from the receipt of such decision.

(9) The Membership Committee shall pass an order disposing of the appeal in the manner it deems expedient, within thirty days of the receipt of the appeal.

Membership Fee.

11. The Organisation may require the members to pay a fixed sum of money as its annual membership fee.

Register of Members.

12. (1) The Organisation shall maintain a register of its professional members, containing their-

- (a) name;
- (b) proof of identity;
- (c) contact details;
- (d) address;
- (e) date of enrolment and membership number;
- (f) date of registration with the authority and registration number;
- (g) details of grievances pending against him with the Organisation;
- (h) details of disciplinary proceedings pending against him with the Organisation; and
- (i) details of orders passed against him by the authority or Disciplinary Committee of the Organisation.

(2) The records relating to a member shall be made available for inspection to-

- (a) the authority,
- (b) any other person who has obtained the consent of the member for such inspection.

VII. DUTIES OF MEMBERS

13. (1) In the performance of his / her functions, a member shall-

- (a) act in good faith in discharge of his / her duties as a registered valuer;
- (b) discharge his / her functions with utmost integrity and objectivity;
- (c) be independent and impartial;
- (d) discharge his / her functions with the highest standards of professional competence and professional ethics;
- (e) continuously upgrade his / her professional expertise;
- (f) comply with applicable laws in the performance of his / her functions; and
- (g) maintain confidentiality of information obtained in the course of his /her professional activities unless required to disclose such information by law.

14. The Organisation shall have a Code of Conduct that shall be consistent with, and that shall provide for all matters in the Code of Conduct as specified in the Annexure-I.

(2) The records relating to a member shall be made available for inspection to-(a) the authority,

(b) any other person who has obtained the consent of the member for such inspection.

VII. DUTIES OF MEMBERS

13. (1) In the performance of his / her functions, a member shall-

(a) act in good faith in discharge of his / her duties as a registered valuer;

(b) discharge his / her functions with utmost integrity and objectivity;

(c) be independent and impartial;

(d) discharge his / her functions with the highest standards of professional competence and professional ethics;

(e) continuously upgrade his / her professional expertise;

(f) comply with applicable laws in the performance of his / her functions; and

(g) maintain confidentiality of information obtained in the course of his /her professional activities unless required to disclose such information by law.

14. The Organisation shall have a Code of Conduct that shall be consistent with, and that shall provide for all matters in the Code of Conduct as specified in the Annexure-I.

VIII. MONITORING OF MEMBERS

15. The Organisation shall have a Monitoring Policy to monitor the professional activities and conduct of members for their adherence to the provisions of the Act, rules, regulations and guidelines issued thereunder, these bye-laws, the Code of Conduct and directions given by the Governing Board.

16. A member shall submit information about ongoing and concluded engagements as a registered valuer, in the manner and format specified by the Organisation, at least twice a year stating inter alia, the date of assignment, date of completion and reference number of valuation assignment and valuation report.

17. The Monitoring Committee shall review the information and records submitted by the members in accordance with the Monitoring Policy.

18. The Monitoring Policy shall provide for the following -

(a) the frequency of monitoring;

(b) the manner and format of submission or collection of information and records of the members, including by way of inspection;

(c) the obligations of members to comply with the Monitoring Policy;

(d) the use, analysis and storage of information and records;

(e) evaluation of performance of members; and

(f) any other matters that may be specified by the Governing Board.

19. The Monitoring Policy shall –

(a) have due regard for the privacy of members,

(b) provide for confidentiality of information received, except when disclosure of information is required by the authority or by law,

and

(c) be non-discriminatory.

20. The Organisation shall submit a report to the authority in the manner specified by the authority with information collected during monitoring, including information pertaining to -

(a) the details of the appointments made under the Act/these Rules,

(b) the transactions conducted with stakeholders during the period of his appointment;

(c) the transactions conducted with third parties during the period of his appointment; and

(d) the outcome of each appointment.

IX. GRIEVANCE REDRESSAL MECHANISM

21. (1) The Organisation shall have a Grievance Redressal Policy providing the procedure for receiving, processing, redressing and disclosing grievances against the Organisation or any member of the Organisation by

(a) any member of the Organisation;

(b) any person who has engaged the services of the concerned members of the Organisation; or

(c) any other person or class of persons as may be provided by the Governing Board.

(2) The Grievance Redressal Committee, after examining the grievance, may-

(a) dismiss the grievance if it is devoid of merit; or

(b) initiate a mediation between parties for redressal of grievance.

(3) The Grievance Redressal Committee shall refer the matter to the Disciplinary Committee, wherever the grievance warrants disciplinary action.

22. The Grievance Redressal Policy shall provide for-

- (a) the format and manner for filing grievances;
- (b) maximum time and format for acknowledging receipt of a grievance;
- (c) maximum time for the disposal of the grievance by way of dismissal, reference to the Disciplinary Committee or the initiation of mediation;
- (d) details of the mediation mechanism
- (e) provision of a report of the grievance and mediation proceedings to the parties to the grievance upon dismissal or resolution of the grievance;
- (f) action to be taken in case of malicious or false complaints;
- (g) maintenance of a register of grievances made and resolutions arrived at; and
- (h) periodic review of the Grievance Redressal Mechanism.

X. DISCIPLINARY PROCEEDINGS

23. The Organisation may initiate disciplinary proceedings by issuing a show-cause notice against members-

- (a) based on a reference made by the Grievances Redressal Committee;
- (b) based on monitoring of members;
- (c) following the directions given by the authority or any court of law; or
- (d) *suo moto*, based on any information received by it.

24. (1) The Organisation shall have a Disciplinary Policy, which shall provide for the following -

- (a) the manner in which the Disciplinary Committee may ascertain facts;
- (b) the issue of show-cause notice based on the facts;
- (c) disposal of show-cause notice by a reasoned order, following principles of natural justice;
- (d) time lines for different stages of disposal of show cause notice; and
- (e) rights and obligations of the parties to the proceedings.

(2) The orders that may be passed by the Disciplinary Committee shall include-

- (a) expulsion of the member;
- (b) suspension of the member for a certain period of time;
- (c) admonishment of the member;
- (d) imposition of monetary penalty;
- (e) reference of the matter to the authority, which may include, in appropriate cases, recommendation of the amount of restitution or compensation that may be forced by the authority; and
- (f) directions relating to costs.

(3) The Disciplinary Committee may pass an order for expulsion of a member if it has found that the member has committed-

- (a) an offence under any law for the time being in force, punishable with imprisonment for a term exceeding six months, or an offence involving moral turpitude;
- (b) a gross violation of the Act, rules, regulations and guidelines issued thereunder, bye-laws or directions given by the Governing Board which renders him not a fit and proper person to continue acting as a registered valuer.

(4) Any order passed by the Disciplinary Committee shall be placed on the website of the Organisation within seven days from passing of the said order, with one copy each being provided to each of the parties to the proceeding.

(5) Monetary penalty received by the Organisation under the orders of the Disciplinary Committee shall be used for the professional development.

25. (1) The Governing Board shall constitute an Appellate Panel consisting of one independent director of the Organisation, one member each from amongst the persons of eminence having experience in the field of law and field of valuation, and one member nominated by the authority.

(2) Any person aggrieved of an order of the Disciplinary Committee may prefer an appeal before the Appellate Panel within thirty days from the receipt of a copy of the final order.

(3) The Appellate Panel shall dispose of the appeal in the manner it deems expedient, within thirty days of the receipt of the appeal.

XI. SURRENDER OF MEMBERSHIP AND EXPULSION FROM MEMBERSHIP

Temporary Surrender of Membership.

26. (1) A member shall make an application for temporary surrender of his / her membership of the Organisation at least thirty days before he

(a) becomes a person not resident in India;

(b) takes up employment; or

(c) starts any business, except as specifically permitted under the Code of Conduct; and upon acceptance of such temporary surrender and on completion of thirty days from the date of application for temporary surrender, the name of the member shall be temporarily struck from the registers of the Organisation, and the same shall be intimated to the authority.

(2) No application for temporarily surrender of membership of the Organisation shall be accepted if -

(a) there is a grievance or disciplinary proceeding pending against the member before the Organisation or the authority, and he / she has not given an undertaking to cooperate in such proceeding; or

(b) the member has been appointed as a registered valuer for a process under the Companies Act, 2013, and the appointment of another registered valuer may be detrimental to such process.

(3) A member may make an application to revive his temporarily surrendered membership when the conditions for temporary surrender as provided in sub-clause (1) cease to be applicable, and upon acceptance of the application for revival, the name of the member shall be re-inserted in the register of the Organisation, and the same shall be intimated to the authority.

Surrender of Membership

27. (1) A member who wishes to surrender his / her membership of the Organisation may do so by submitting an application for surrender of his / her membership.

(2) Upon acceptance of such surrender of his / her membership, and completion of thirty days from the date of such acceptance, the name of the member shall be struck from the registers of the Organisation, and the same shall be intimated to the authority.

28. Any fee that is due to the Organisation from a member surrendering his / her membership shall be cleared prior to his name being struck from the registers of the Organisation.

29. The Organisation may refuse to accept the surrender of membership by any member if -

(a) there is any grievance or disciplinary proceeding pending against the member before the Organisation or the authority; or

(b) the member has been appointed as a registered valuer process under the Companies Act, 2013, and the appointment of another registered valuer may be detrimental to such process.

Expulsion from Membership.

30. A member shall be expelled by the Organisation—

(a) if he becomes ineligible to be enrolled under bye-law 9;

(b) on expiry of thirty days from the order of the Disciplinary Committee, unless set aside or stayed by the Appellate Panel;

(c) upon non-payment of membership fee despite at least two notices served in writing;

(d) upon the cancellation of his / her certificate of registration by the authority;

(e) upon the order of any court of law.

Banking Details: ■ Name: IIV INDIA Registered Valuers Foundation ■ Bank Name : Punjab National Bank
■ RTGS/ NEFT IFS Code: PUNB0999600 ■ Branch : Hadapsar, Pune ■ Account Type: Current
■ Account No.: 9996002100003586

FEE STRUCTURE

Any individual willing to register himself / herself as a Valuer Member may send an application at the IIV-RVF Head Office with the requisite documents:

For 50Hrs Educational Course Under Rule 5(1) Read with Rule 12(2)(a), For Registration As Valuers Under IBBI Fees for Online Training through Zoom Platform

Rs. 17,700.00 (15,000.00 + GST @18%) + 5,900.00 (5,000.00 + GST @18%) + 1,180.00 (1,000.00 + GST @18%) = Rs. 24,780.00

Educational Course Fees

Ordinary Membership Fee

Study Material Cost

Total

Fee Type	Fee Details (INR)
Enrollment Fee	2,950.00 (2,500.00 + GST @18%)
Educational Course Fee	17,700.00 (15,000.00 + GST @18%)
Study Material Cost	1,180.00 (1,000.00 + GST @18%)
Fees for Professional Members	The members required to pay First Year's Subscription Fee 5,900.00 (5,000.00 + GST @18%) . The Professional Members admitted between July 1 and December 31, the fees payable shall be 2,950.00 (2,500.00 + GST @18%) and 5,900.00 (5,000.00 + GST @18%) every year thereafter (Before 10th December of each year).
Fees for Professional Members (for 5 Years)	The members required to pay Fees of Rs. 23,600.00 (20,000.00 + GST @18%) .
Fees for Professional Members (for 10 Years)	The members required to pay Fees of Rs. 47,200.00 (40,000.00 + GST @18%) .
Fees for Professional Members (for 20 Years)	The members required to pay Fees of Rs. 94,400.00 (80,000.00 + GST @18%) .
Fees for shifting from IIV-RVF (all dues are payable including current year renewal fees)	Any member who is Enrolled as Student Member / Ordinary Member and willing to shift his / her membership to any other Registered Valuers Organisation is required to pay a fee of 590.00 (500.00 + GST @18%) Any member who is Registered Valuer with IBBI and willing to shift his / her membership to any other Registered Valuers Organisation is required to pay a fee of 1180.00 (1000.00 + GST @18%)
Fees for COP Award with Training	For members who has successfully Registered with IBBI as RV, are required to Pay Rs. 5,900.00 for one day training to get Certificate of Practice (COP). (Fees Can be increased as per the Venue.)

* Fees can be paid by Consolidated Demand Draft in favor of "IIV INDIA Registered Valuers Foundation", payable at Pune.

* Study Material Shall be Provided by IIV-RVF. Candidates Should come with Note Book, Pen, Calculator and other necessary Stationary.

* Morning Tea and Evening Hi-Tea Shall be Provided by IIV-RVF.

* Fees Excluding overhead charges i.e. Breakfast ,Lunch, Dinner, Lodging and Traveling .

* Please See the IBBI Guidelines for Eligibility Criteria before Submitting the application.

* Fees once paid shall not be refundable or transferable at any Circumstances.

* IIV-RVF has Reserved the Rights of Admission.

* The Time Table can be change without prior notice. The session shall be scheduled as per batch size.

* Fee shall be payable for the full session even if the student leaves the institute prior to the expiry to the of mil session.

* Student will observe strict discipline and decorum at the institute and incase of any indiscipline or misconduct, student will be liable to be expelled from the institute without any notice. No Fees will be refundable in such case. At the discretion of the Director such case maybe penalized by appropriate fine.

* Subject to the Jurisdiction of the Hon. Court of Pune City only.

I abide by the Rules & Regulations of the institute.

(Signature of Applicant)

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FEE STRUCTURE

Any Partnership Firm / LLP / Pvt. Ltd. Company / Limited Company willing to register their selves as a Valuer Member may send an application at the IIV-RVF Head Office with the requisite documents:

Fee Type	Fee Details (INR)
Enrollment Fee	11,800.00 (10,000.00 + GST @18%)
Educational Course Fee (to each Partner/Director)	17,700.00 (15,000.00 + GST @18%)
Study Material Cost (to each Partner/Director)	1,180.00 (1,000.00 + GST @18%)
Fees for Professional Members	The Partnership Firm / LLP / Pvt. Ltd. Company / Limited Company required to pay 1,18,000.00 (1,00,000.00 + GST @18%) and 29,500.00 (25,000.00 + GST @18%) every year thereafter. The Partnership Firm / LLP / Pvt. Ltd. Company / Limited Company admitted between July 1 and December 31, the fees payable shall be 59,000.00 (50,000.00 + GST @18%) and 29,500.00 (25,000.00 + GST @18%) every year thereafter (Before 10th December of each year).
Fees for shifting from IIV-RVF (all dues are payable including current year renewal fees)	Any member who is Enrolled as Student Member / Ordinary Member and willing to shift his / her membership to any other Registered Valuers Organisation is required to pay a fee of 590.00 (500.00 + GST @18%) Any member who is Registered Valuer with IBBI and willing to shift his / her membership to any other Registered Valuers Organisation is required to pay a fee of 1180.00 (1000.00 + GST @18%)
Fees for COP Award with Training	For Partnership Firm / LLP / Pvt. Ltd. Company / Limited Company who has successfully Registered with IBBI as RV, are required to Pay Rs. 29,500.00 for one day training to get Certificate of Practice (COP) for all directors of the Partnership Firm / LLP / Pvt. Ltd. Company / Limited Company. (Fees Can be increased as per the Venue.)

- * Fees can be paid by Consolidated Demand Draft in favor of **"IIV INDIA Registered Valuers Foundation"**, payable at Pune.
- * Study Material Shall be Provided by IIV-RVF. Candidates Should come with Note Book, Pen, Calculator and other necessary Stationary.
- * Morning Tea and Evening Hi-Tea Shall be Provided by IIV-RVF.
- * Fees Excluding overhead charges i.e. Breakfast, Lunch, Dinner, Lodging and Traveling .
- * Please See the IBBI Guidelines for Eligibility Criteria before Submitting the application.
- * Fees once paid shall not be refundable or transferable at any Circumstances.
- * IIV-RVF has Reserved the Rights of Admission.
- * The Time Table can be change without prior notice. The session shall be scheduled as per batch size.
- * Fee shall be payable for the full session even if the student leaves the institute prior to the expiry to the of mil session.
- * Student will observe strict discipline and decorum at the institute and incase of any indiscipline or misconduct, student will be liable to be expelled from the institute without any notice. No Fees will be refundable in such case. At the discretion of the Director such case maybe penalized by appropriate fine.
- * Subject to the Jurisdiction of the Hon. Court of Pune City only.

I abide by the Rules & Regulations of the institute.

Date:

Place:

(Signature of Applicant)