

PROCESS FLOW: Submission of Form A

| STEP | Activity | Activity to be Performed By | Details |
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| 1 | Online submission of Form-A | Applicant | <p>Applicant Fills Form-A online and uploads necessary documents including "Addendum to Form A".</p> <p>Physical application should not be sent to RVO at this stage and applicant must ensure that all relevant documents are uploaded since RVO will only have access to online application and uploads.</p> |
| 2 | Online scrutiny of Application | RVO | <p>RVO to scrutinise Form-A online in light of documentary proofs enclosed therein.</p> <p>Documentary Proof enclosed must inter alia have the following:</p> <p>A1. PAN Card as Proof of Identity. A2. Proof of Address. A3. Affidavit for Name mismatch (if applicable).</p> <p>B. Final Degree Certificate/ Certificate of Practice / Certificate of Membership (as applicable)</p> <p>C1. Proof of 50 hours training C2. Proof of Passing of Exam (BSE confirmation or Examination passing Certificate).</p> <p>D. Proof of Experience clearly establishing length of experience and area of experience (specified discipline to be verified).</p> <p>E. Photo of candidate to be uploaded.</p> <p>F. Income Tax Return for previous 3 Assessment Years including the Current year (PAN Number should be verified).</p> <p><u>RVO to verify that:</u> - the form is filled in the appropriate manner, inter alia including Name (as per PAN Card), Address (no repetition), Correct Asset Class etc;</p> |

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| | | | <p>- the documents are uploaded in the appropriate manner (ensure that the same are uploaded in the above stated order only. No additional document should be uploaded).</p> <p>RVO to approve Form-A online if the same is in order or otherwise convey its observation to the applicant. Non-compliant application must be corrected / rejected.</p> |
| 3 | Payment of Fees | Applicant | <p>Upon online approval of Form-A by RVO, payment link is received by applicant.</p> <p>Applicant makes the payment.</p> <p>After payment, Applicant to send the following documents to RVO in physical form: (i) physical Form-A; (ii) Addendum to Form A and; (iii) Payment proof to RVO.</p> <p>(Form A printout to be taken from the portal and should not be typed / handwritten.)</p> |
| 4 | Final Verification of Form A | RVO | <p>RVO to verify Physical Form A and Addendum to Form A received from applicant and confirm copy of the same are uploaded on the portal.</p> <p>RVO to verify proof of Payment forwarded by applicant.</p> <p>Upon being satisfied, RVO to sign the Physical Form A.</p> <p>RVO to then send scanned copy of signed application (duly signed by RVO and Applicant) to the applicant for uploading on portal. The scan must include the following:</p> <p>a. Physical Form A duly signed (with seal affixed) by RVO; b. Addendum to Form-A and; c. Proof of Payment of Fees.</p> |
| 5 | Upload of Form A | Applicant | <p>Upon receipt of scan from RVO, applicant to upload the same on portal and submit.</p> |

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| 6 | Final Approval of Form A | RVO | <p>RVO to approve application online and send physical application to IBBI.</p> <p>The application must include the following:</p> <ul style="list-style-type: none">a. Checklist for Form-A;b. Physical Form A duly signed (with seal affixed) by RVO and;c. Addendum to Form-A.d. Proof of Payment of Fees. <p>Please ensure that all documents listed at Step 3 above forms part of upload available online.</p> |
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