

INDIRAPURAM HABITAT CENTRE PRIVATE LIMITED

FAQ FOR CLAIMS

Q. which form to use for filing claims and what documents to be attached with claim form

A. based on type of creditors form to be used and documents to be attached with form are as under.

<u>List of Documents to be attached with Claim form (to the extent available)</u>	
<u>SHOP BUYER/HOME BUYER</u>	
<u>FORM CA</u>	
<u>S.no</u>	<u>Name of Attachment</u>
<u>1</u>	<u>Application form</u>
<u>2</u>	<u>Builder Buyer Agreement/Agreement to sell</u>
<u>3</u>	<u>Allotment Letter</u>
<u>4</u>	<u>Possession Letter</u>
<u>5</u>	<u>All Payment Receipts</u>
<u>6</u>	<u>Proof of Payments</u>
<u>7</u>	<u>Sub Lease Deed, if any</u>
<u>8</u>	<u>Memorandum of Understanding,</u>
<u>9</u>	<u>Calculation oF claim amount</u>
<u>10</u>	<u>Ledger in the books of Indirapuram Habitat, if recd</u>
<u>11</u>	<u>Balance confirmation if any</u>
<u>12</u>	<u>Other Supporting Document if any</u>
<u>OPERATIONAL CREDITORS</u>	
<u>FORM B</u>	
<u>S.no</u>	<u>Name of Attachment</u>
<u>1</u>	<u>copy of purchase order</u>
<u>2</u>	<u>copy of all pending bills</u>
<u>3</u>	<u>Ledger account of CD</u>
<u>4</u>	<u>Confirmation given by CD, if any</u>
<u>5</u>	<u>Proof of goods supplier or Services provided</u>
<u>6</u>	<u>Calculation oF claim amount</u>
<u>7</u>	<u>Other Supporting Documents if any</u>
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<u>FINANCIAL CREDITORS</u>	
<u>FORM C</u>	

<u>S.no</u>	<u>Name of Attachment</u>
<u>1</u>	<i>Copy of agreement</i>
<u>2</u>	<i>Ledger account of CD</i>
<u>3</u>	<i>Proof of payments</i>
<u>4</u>	<i>Confirmation given by CD, if any</i>
<u>5</u>	<i>Calculation oF claim amount</i>
<u>6</u>	<i>Security details if any</i>
<u>7</u>	<i>Other Supporting Documents if any</i>
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<u>WORKMEN/EMPLOYEES</u>	
<u>FORM D</u>	
<u>S.no</u>	<u>Name of Attachment</u>
<u>1</u>	<i>Appointment Letter</i>
<u>2</u>	<i>Last salary slip</i>
<u>3</u>	<i>Calculation oF claim amount</i>
<u>4</u>	<i>Other Supporting Documents if any</i>

Q. How and where to file claim.

A. Claim to be filed through www.ihcentre.in or directly by sending email at irp.indirapuram@gmail.com. All creditors to file their claim on line. However operational creditors including workmen and employees can also send their claim by post or by hand.

Q. How to attach documents will sending online.

- A. 1. prepare the applicable form,
2. make copy of all documents to be attached with form.
3. sign all documents
4. Scan all documents and
5. attach with mail.

Q. whether declaration to be made on stamp paper

A. No

Q. Whether there are any charges for filing claim or do i need to pay anything to file or get my valid claim accepted.

A. there are no charges for filing of claim and you need not to pay any amount for getting your valid claim accepted.

Q. What is the last date to file claim

A. last date to file claim is 9.9.2019.

Q. what if i failed to file claim by due date.

A. you can also file your claim later within 90 days from 22.8.2019.

Q. Amount of Claim will be upto which date

A. Claim amount should be upto insolvency commencement date i.e, 22.8.2019.

Q. I sent my claim on email, do i need to send hard copy.

A. No

Q. How i will come to know whether my claim is accepted or not.

A. after verification of all claims and approval by Hon'ble NCLT, list of creditors will be available and will be displayed on the website at www.ihcentre.in

Q. how i will represent in COC meeting

A. all financial creditors not related party of Company will be part of COC. One Authorised representative (out of 3 options) who has got maximum voting will represent all creditors in a class (home buyer/shop buyer/real estate investors)

Q. whether claim can be filed by someone else on my behalf

A. Duly notarized authority letter on stamp paper signed by creditor and ID of authorized representative and creditor to be attached with form.

Q. Whether Company or related parties can influence the process.

A. No

Q whether the applicant on whose application Hon'ble NCLT has passed the order will have advantage or preference in process.

A. No all creditors will be treated equally.

Q. How much time the process will continue

A. the process is expected to be completed within 180 days from 22.8.2019. If not completed it need to be completed within maximum period of 330 days from 22.8.2019.

Q. Whether claim once accepted can't be modified.

A. List of creditors will be subject to modification and addition/deletion can be made based on supporting documents. Admitted claim amount can be increased or decreased. Rejected claim will be accepted on receipt of valid supporting documents.