INSTRUCTIONS TO FILL **FORM B**

Submission of Claims by Operational Creditor

1. Type the date on right hand top.
2. Enter the name of the Firm or Company and its address in the place provided for the name and address of the Operational creditor (*Below the word “from”*).
3. Enter the name of the Firm of Company in the place provided for the name of the Operational creditor (*Below Madam /Sir* *and before the word “hereby”*).
4. In the tabular column

|  |  |  |
| --- | --- | --- |
| Sr. No. | PARTICULARS | *INSTRUCTION* |
|  | Name of Operational Creditor | *Type the name of the Operational Creditor – firm or company name.* |
| 2. | Identification number of Operational Creditor | *Enter the CIN, In case of Companies. PAN Number of all the Partners in case of Partnership firm, PAN no. of the Proprietor in case of Sole Proprietor Agency or Individual.* |
| 3. | Address and E-mail address of the Operational Creditor for correspondence | *Enter the address and email address of the Partnership firm or company.* |
| 4. | Total amount of claim(including any interest as at insolvency commencement date) | *Enter the principal amount, Rate of Interest, interest payable and total amount of dues payable.* |
| 5. | Details of documents by reference to which the debt can be sustained | *Mention the name of the supporting documents such as Invoice Copy, Delivery Challan , Balance confirm action given by the debtor, if any* |
| 6. | Details of any disputes as well as the record of pendency or order of suit or arbitration proceedings | *Enter the details of the petition filed for arbitration against the corporate debtor. In case no petition is filed, enter Nil.* |
| 7. | Details of how and debt incurred | *Enter the details of supply of materials made by you and also mention the year during which the debt was incurred.* |
| 8. | Details of any mutual credit, mutual debt or other mutual dealings between the corporate debtor and the creditor which may be set off against then claim | *Enter the details of mutual debt and mutual credit for setting off of amount. In case there is mutual debt or credit, Enter Nil.* |
| 9. | Details of any retention of the title arrangements in respect of goods or properties to which the claim refers | *Enter the Details of retention of title arrangements made between corporate debtor and operational creditor. In case of no such retention, Enter Nil.* |
| 10. | Details of the Bank Account to which the amount of the claim or any part thereof can be transferred pursuant to a resolution plan | *Enter the name of account holder , Bank name, Branch Name, Account Number and IFSC Code* |
| 11. | List of Documents attached to this proof of claim in order to prove the existence and non-payment of claim due to the operational creditor | *Mention the name of the supporting Documents such as Invoices Copy, Delivery Challan, Balance confirm action given by the debtor, if any* |

NOTE-Attachment to Form B

The affidavit should be taken print on the Rs 20 stamp paper followed by green/legal sheet and should be duly notarized by notary.