

Check list for Form B - Submission of Claims by “Operational Creditors”

1. Copy of duly filled **Form B**. Please note that the below mentioned points are to be mandatorily followed at the time of filing of Form:
 - a. Name & Address of the Interim Resolution Professional should be mentioned.
 - b. Name, Address & Identification number (i.e. PAN, CIN or GSTIN) of Operational Creditor should be mentioned.
 - c. Total amount of claim should be the **absolute amount of claim** and not an approximate value.
 - d. "**NA**" should be clearly mentioned against the parameters that are not applicable in your case instead of leaving them "blank".
 - e. Declaration should be filed & signed by the Authorized representative.
 - f. Insolvency Commencement date i.e. **11th July 2024**, needs to be mentioned in declaration under:

"M/s Simbhaoli Sugar Limited, Unit - Brijnathpur, the corporate debtor was, at the insolvency commencement date, being the _____"
 - g. **Under verification:**
 - i. Name of the verifier i.e. name of the person signing the form as Authorized Signatory should be mentioned.
 - ii. Date of verification i.e. form signing date should be mentioned.
2. **All pages of the documents** being submitted (i.e. Form B and all other documents) should be duly **Stamped and signed**.
3. Copy of **KYC Documents** of the Firm / Company claiming the dues along with **Authorization Letter** in favour of a person who is signing the Form.
4. Copy of **KYC documents** of the person signing the claim.
5. Copy of Cancelled Cheque/Passbook containing the **Bank details** of claimant.
6. Copy of E-way Bill (if Applicable).
7. Copy of Authorized contract / purchase order/ work order for the supply/Transportation of goods and/or services.
8. Proof of delivery/work completion certificate.
9. Copy of all pending Invoices.
10. Ledger statement of M/s Simbhaoli Sugars Limited in the books of operational creditor indicating outstanding receivables.
11. Calculation of claim Amount.
12. If any, Order of a court or tribunal that has adjudicated upon the non-payment of a debt.
13. Other Supporting documents, if any