

RP/IP to issue a Valuation assignment letter after the meeting with Registered Valuer only. RP/IP to make sure about the valid COP certificate of the concerned Registered valuer. Registered Valuer to ensure that the RP/IP should have the proper authority to appoint a Registered Valuer. ie. Properly appointed by Committee of Creditors/NCLT (the full details should accompany the assign letter)

DRAFT ASSIGNMENT LETTER TO BE ISSUED BY RP/IP/RVE/RV

From (RP/IP/RVE/RV)

Date:

Name.....

Address.....

Registration no.

To

Ms/Mr..... (Valuer)

Registered Valuer No:

Address...

Subject: Appointment to determine the Fair Value & Liquidation Value of (Details of Assets which is to be valued)in the matter of (Company's Name).

MINIMUM CONTENTS OF DRAFT ASSIGNMENT LETTER TO BE ISSUED

1. INSOLVENCY PROFESSIONAL NAME & REGISTRATION NO :
2. REGISTERED VALUER NAME & REGISTRATION NO :
3. CORPORATE DEBTOR'S & CREDITOR'S NAME, ADDRESS & OTHER DETAILS :
4. ASSIGNMENT DATE & NUMBER :
5. DATE OF VALUATION (As the date of insolvency commencement to be given by RP/IF)
6. COPY OF THE ORDER OF THE ADJUDICATING AUTHORITY
7. ASSET CLASS :
8. PURPOSE OF VALUATION :
9. SCOPE OF WORK WITH DETAILS :
10. IDENTIFICATION OF INTENDED USER
11. IDENTIFICATION OF THE PROPERTY :
12. FEE FOR VALUER :
13. LIST OF DOCUMENTS SUBMITTED (As necessary)
14. SPECIFIC TERMS & CONDITION OF THE ASSIGNMENT i.e TIMELINE ETC. (After negotiation):
15. ESTIMATE OF LIQUIDATION VALUE / FAIR VALUE :
16. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION :
17. ACCEPTANCE OF ASSIGNMENT WITH DATE / IN CASE OF REFUSAL REASON BE GIVEN :

Regards

Resolution Professional

In the matter of (Company's Name)

N.B :

- 1.The assignment letter in question has to be addressed either to the RV or to the RVE by the IP/RV/RVE
- 2.The above communication needs to be sent to the RVO either by E mail or by Hard Copy or both immediately on receipt of the assignments.

Points to be considered by a Registered Valuer before accepting a Valuation assignment

There are 2 stages in conducting a valuation job

- a) Pre requisite – this stage deals with the matters to be considered by a Registered Valuer Member before accepting a valuation job.
- b) Accepting an **Assignment Letter** before the **Execution of Valuation** job - which is given above
 - Try to determine the conflict of interest, if any.
 - Determining the scope of work.
 - Checking of background of the client.
 - Assessment of risk in doing the valuation job including ability of paying valuer's fee.
 - Condition regarding the use of valuation report.
 - See the self competence to deliver the job.
 - Time limitation.
 - Capacity limitation.
 - Finding information sources.