**FORM D**

**PROOF OF CLAIM BY A WORKMAN OR EMPLOYEE**

(*Under Regulation 18(1) of the Insolvency and Bankruptcy Board of India (Voluntary*   
*Liquidation Process) Regulations, 2017)*

[*Date*]

To

The Liquidator

[*Name of the Liquidator*]

[*Address as set out in public announcement*]

From

[*Name and address of the workman / employee*]

**Subject:** Submission of proof of claim in respect of voluntary liquidation of (Name of corporate person) under the Insolvency and Bankruptcy Code, 2016.

Madam/Sir,

[*Name of the workman / employee*], hereby submits this proof of claim in respect of the voluntary liquidation of [*name of corporate person*]. The details for the same are set out below:

|  |  |  |
| --- | --- | --- |
| 1. | NAME OF WORKMAN / EMPLOYEE |  |
| 2. | PAN, PASSPORT, THE IDENTITY CARD ISSUED BY THE  ELECTION COMMISSION OF INDIA OR AADHAAR CARD  OF WORKMAN / EMPLOYEE  3. ADDRESS AND EMAIL ADDRESS (IF ANY) OF WORKMAN /  EMPLOYEE FOR CORRESPONDENCE |  |
|  |  |  |
| 4. | TOTAL AMOUNT OF CLAIM  (*INCLUDING ANY INTEREST AS AT THE VOLUNTARY*  *LIQUIDATION COMMENCEMENT DATE)* |  |
| 5. | DETAILS OF ANY DISPUTE AS WELL AS THE RECORD OF  PENDENCY OR ORDER OF SUIT OR ARBITRATION  PROCEEDINGS |  |

|  |  |  |
| --- | --- | --- |
| 6. | DETAILS OF HOW AND WHEN CLAIM AROSE |  |
| 7. | DETAILS OF ANY MUTUAL CREDIT, MUTUAL DEBTS, OR  OTHER MUTUAL DEALINGS BETWEEN THE CORPORATE  PERSON AND THE WORKMAN / EMPLOYEE WHICH MAY  BE SET-OFF AGAINST THE CLAIM  8. DETAILS OF THE BANK ACCOUNT TO WHICH THE  WORKMAN / EMPLOYEE’S SHARE OF THE PROCEEDS OF  LIQUIDATION CAN BE TRANSFERRED |  |
|  |  |  |
| 9. | LIST OUT AND ATTACH THE DOCUMENTS BY  REFERENCE TO WHICH THE DEBT CAN BE  SUBSTANTIATED AND RELIED ON IN SUPPORT OF THE  CLAIM.  (i)  (ii)  (iii) |  |

|  |
| --- |
| Signature of workman / employee or person authorised to act on his behalf  [*Please enclose the authority if this is being submitted on behalf of an operational creditor*] |
| Name in BLOCK LETTERS |
| Position with or in relation to creditor |
| Address of person signing |

**AFFIDAVIT**

I, [*name of deponent*], currently residing at [*insert address*], do solemnly affirm and state as follows:

1. [*Name*  *of*  *corporate*  *person*], the corporate person was, at the liquidation commencement date, that is, the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_, justly and truly indebted to me for a sum of Rs. [*insert amount of claim*].

2. In respect of my claim of the said sum or any part thereof, I have relied on the documents specified below:

[*Please list the documents relied on as evidence of claim*]

The said documents are true, valid and genuine to the best of my knowledge, information and belief.

3. In respect of the said sum or any part thereof, I have not nor has any person, by my order, to my knowledge or belief, for my use, had or received any manner of satisfaction or security whatsoever, save and except the following:

[*Please state details of any mutual credit, mutual debts, or other mutual dealings between the corporate person and the workman / employee which may be set-off against the claim*.]

Solemnly, affirmed at [*insert place*] on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day, the \_\_\_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_

Before me,

Notary/ Oath Commissioner Deponent's signature

**VERIFICATION**

I, the Deponent hereinabove, do hereby verify and affirm that the contents of paragraph \_\_\_ to \_\_of this affidavit are true and correct to my knowledge and belief and no material facts have been concealed therefrom.

Verified at \_\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_ 20\_\_

Deponent's signature.