

**SCHEDULE II**  
**FORM D**  
**APPLICATION FOR CERTIFICATE OF RECOGNITION**  
(Under Rule 13(1) of the Companies (Registered Valuers and Valuation) Rules, 2017)

To  
The Chairperson  
Registration Authority  
*[Insert address]*

From  
*[Name and address]*

Subject: Application for grant of certificate of recognition as a valuation professional organisation

**Madam/Sir,**

1. I, being duly authorized for the purpose, hereby apply on behalf of *[name and address of the applicant]* for grant of certificate of recognition as a valuation professional organisation in respect of the following class(es) of assets:

- (a)
- (b)

and enclose a copy of the board resolution authorizing me to make this application and correspond with the Registration Authority in this respect.

2. Copies of the articles of association, memorandum of association, trust deed, bye-laws and code of conduct, as applicable, of the applicant are enclosed.
3. I, on behalf of *[insert name]*, affirm that the applicant is eligible to be recognised as a valuation professional organisation for the abovementioned class(es) of assets.
4. I, on behalf of *[insert name]*, hereby affirm that –
  - (a) all information contained in this application is true and correct in all material respects,
  - (b) no material information relevant for the purpose of this application has been suppressed, and

- (c) recognition granted in pursuance of this application may be cancelled summarily if any information submitted is found to be false or misleading in material respects at any stage.
5. If granted recognition, I, on behalf of [*insert name*], undertake to comply with the requirements of the Act, the rules, directions or guidelines issued thereunder, and such other conditions and terms as may be contained in the certificate of recognition or be specified or imposed by the Registration Authority subsequently, including the requirement to convert into a company registered under section 8 of the Companies Act, 2013 within the required period, if applicable to me.

Yours faithfully,

Authorized Signatory  
(Name)  
(Designation)

Date :  
Place :

**ANNEXURE TO FORM D**  
**PART I**  
**GENERAL**

1. Name of the applicant.
2. Address of registered office and principal place of business of the applicant.
3. Corporate Identification Number (CIN)/ PAN/ Other Identification Number.
4. Name, designation and contact details of the person authorized to make this application and correspond with the Registration Authority in this respect.

**PART II**  
**STRUCTURE AND GOVERNANCE**

1. Please provide brief details of the applicant's-
  - (i) form of establishment
  - (ii) ownership structure
  - (iii) governance structure

**PART III**  
**MEMBERSHIP AND EXAMINATION**

1. Please provide brief details of the
  - (i) number of members who practice valuation already registered with the applicant
  - (ii) specific discipline (in terms of Rule 6):
  - (iii) other criteria/ qualifications for and manner of registration with the applicant
2. Please provide brief details of any examination conducted for registration of members with the applicant.
3. Please provide brief details of the requirements of continuous education of the applicant's members.

**PART IV**  
**CODE OF CONDUCT**

1. Please state if the Code of Conduct of the applicant is in compliance with the Companies (Registered Valuers and Valuation) Rules, 2017.
2. Please specify the clause number of the provisions of the Code of Conduct which are in addition to the provisions of the model Code of Conduct prescribed in the Companies (Registered Valuers and Valuation) Rules, 2017 (if any).

**PART V**  
**MONITORING AND DISCIPLINE**

1. Please provide details mechanisms employed by the applicant to monitor its members.
2. Please provide details of mechanisms employed by the applicant to redress grievances against its members and itself.
3. Please provide details of disciplinary mechanisms employed by the applicant.

Please provide any other details you consider relevant in support of the application.

Authorized Signatory  
(Name)  
(Designation)

Date :  
Place :