



EaseMyClaim

Frequently Asked Questions

Claim Processing Made Easy!



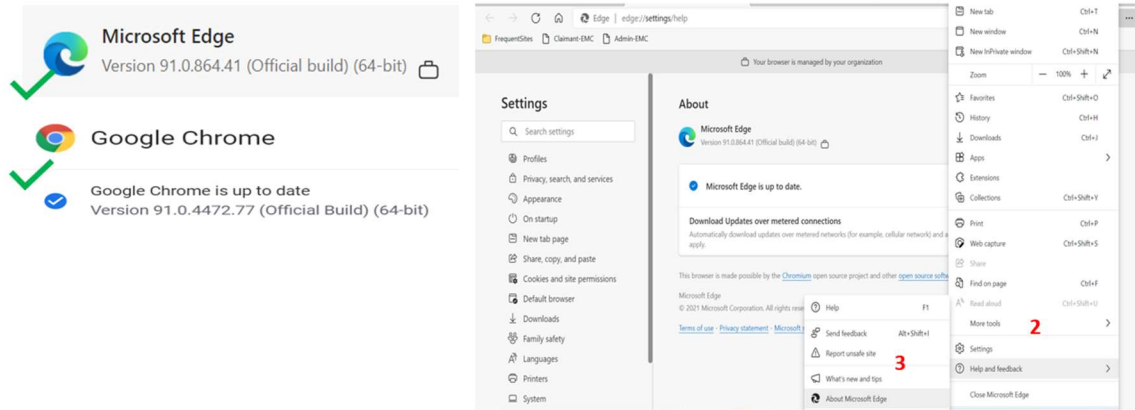
ANDES TOWN PLANNER PRIVATE LIMITED

EaseMyClaim | Claim Filing | 15/03/2023

You need to have **Google Chrome or Microsoft Edge** version as follows. Check your browser version with steps 1, 2,3.

Google chrome is preferred browser. Please ensure that you clear the browser cache/history before you start.

1



Quick Steps:

This manual is a single source of information to all about claim filing with EaseMyClaim cloud solution, specifically configured to ease your claim filing process for Andes Town Planners Private Limited.

Go thru the manual and arrange all necessary documents in PDF before you start filing your claim so that you can provide all relevant information to the IRP/RP and that helps to speed up your claim processing.

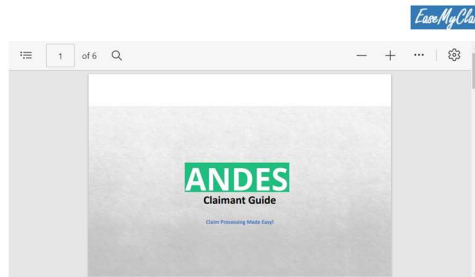
DO NOT LEAVE APPLICATION UNATTENDED FOR MORE THAN 15 MINUTES, as otherwise you may need to login again. It is advised that you save your claim in DRAFT status frequently to avoid losing your work.

- Step1: Create your account (Click Create Account), provide basic details, create user ID and password of your choice, and select applicable claim form (Form B, C, CA, D, E or F)
- Step2: Login to EaseMyClaim cloud solution, you will be redirect to the selected from automatically.
- Step3: Fill all the form details carefully, even if some information is not relevant, fill that field with NA (Not Applicable or zero). **All the fields** are mandatory (Additional details and Form details).
- Step4: Upload all the relevant documents. You can upload documents, each up to maximum size of 1 MB. Documents can be of PDF only.

- Step5: Take the form print and review all the details carefully. Read all the disclaimers and only then sign at the designated places in the form. Scan this signed form now and upload the form PDF at designated place in the EaseMyClaim Solution. In case the form print is having missing information such as Claimant Name, clear your browser cookies in your computer and try taking print for form C (or if you filling form CA) again. Also ensure that you are using the prescribed browser version to file your claim (Refer claimant guide available on the logon screen of portal).
- Step6: You may save your form in draft status and complete that later as well. You are required to upload at least one supporting document and draft form in order to save your claim in DRAFT status. The status of your claim should be “draft”. Press Submit button to submit your claim, after upload remaining supporting documents and final signed claim form.
- Step7: Due to network latency, you may take few seconds to get the system confirmation, wait for a few seconds after your press SAVE AS DRAFT or SUBMIT button. You should get a success message and be redirected to the Claimant Dashboard. You can access all your uploaded documents, filled form and other details here. The status of your claim should be “Submitted”.
- Step8 (Optional): It is advised that you check your claim status by logging into EaseMyClaim cloud solution. It may be possible that IRP/RP has some queries and asking for some additional documents from you. The status of claim shall be “Pending” for your claim. You shall also receive a mail notification for the same, ensure that you check you add sender e-mail as trusted e-mail or check your junk/spam mail box as well. You are therefore advised to upload/provide additional documents/information. Follow Step 5 – every time you edit your claim details.
- Step9 (Optional): Follow Step6, your claim status should now be turned to “Revised” this time.
- Step10 (For IRP/RP): IRP/RP shall review your claim and can either send this back to you for additional queries (Step8) or can admit your claim (you will see claim Status “Admitted”) or can reject your claim (you will see claim Status “Rejected”).
- Step11 (Optional): You may re-submit your claim even after once rejected by IRP/RP (you will see claim status “Re-submitted”).

Detailed Steps:

Step1:



Click on Create Account

You cannot change your email ID and User ID later. Provide the email details where you will be communicated all the further queries and claim status (auto notifications) by IRP/RP.

You have successfully registered with EaseMyClaim. Congratulations!
Read the claimant guide carefully before you start filing your claim.

OK

With this message, you have registered successfully.

Step2 and Step3

ADDITIONAL DETAILS

Interest clause exist in Invoice or Contract or Agreement (If yes, upload the relevant documents on next screen) Yes No

Interest amount (If interest claimed then please give following details and attach computation in prescribed excel format)

Penal Interest

Liquidated Damages

Rate of Interest

Period for which interest is claimed, if multiple periods, use the prescribed excel format and upload the excel in the documents

Details of nature of claim

Next

The STEP1 is for form C, you will find similar input screen for other forms (such as Form CA) as well. Fill all the details carefully.

Press "Next Button".

FORM C
PROOF OF CLAIM BY OPERATIONAL CREDITORS EXCEPT WORKMEN AND EMPLOYEES

Name of operational creditor *

Identificator number (If an incorporated body, provide identification number and proof of incorporation. If a partnership or individual provide identification records* of all the partners or the individual?)

Correspondence address *

E-mail ID *

Total amount of principal claim (INR) *

The amount (INR), upload (INR) documents if relevant (INR)

Total amount of interest claim as at liquidation commencement date (INR)

Other amount (INR)

Details of the documents by reference to which the debt can be substantiated*

Details of any disputes as well as the record of pendency or order of set or arbitration proceedings

Details of how and when the debt incurred

Details of any mutual credit, mutual debts, or other mutual dealings between the corporate debtor and the creditor which may be set-off against the claim

Details of any retention of title arrangements in respect of goods or properties in which the claim relies or any other security

Whether security interest relinquished (Yes/No)

Details of any assignment or transfer of debt to his favour

15. Details of the bank account to which the amount of the claim or any part thereof can be transferred pursuant to a resolution plan

Bank account name *

Bank account number *

Bank account type (Savings/CURRENT) *

IFSC code *

MICR code

Domestic or NRI account *

List of documents attached to this proof of claim in order to prove the existence and non-payment of claim. Upload interest calculation only file as prescribed format, if required. *

(Note: If file type must be pdf or xls of maximum size 5MB.)

Next

Upload duly signed FORM C *

Additional Information (If any)

Previous **Save as Draft** **Submit**

Provide your identification details (upload document in PDF below), address and other particulars here.

Ensure that you fill your bank account details correctly. Provide BENEFICIARY NAME in the BANK ACCOUNT NAME.

ENSURE THAT IFSC CODE IS CORRECTLY provided.

Step4:

FORM C
PROOF OF CLAIM BY OPERATIONAL CREDITORS EXCEPT WORKMEN AND EMPLOYEES

Name of operational creditor *

Identification number (If an incorporated body, provide identification number and proof of incorporation. If a partnership or individual provide identification records* of all the partners or the individual)*

Correspondence address *

E-mail ID *

Total amount of principal claim (INR) *

Tax amount (GST), upload GSTR documents if relevant (INR)

Total amount of interest claim as at liquidation commencement date (INR)

Other amount (INR)

Details of the documents by reference to which the debt can be substantiated*

Details of any disputes as well as the record of pendency or order of suit or arbitration proceedings

Details of how and when the debt incurred

Details of any mutual credit, mutual debts, or other mutual dealings between the corporate debtor and the creditor which may be set-off against the claim

Details of any retention of title arrangements in respect of goods or properties to which the claim refers or any other security

Whether security interest relinquished (Yes/No)

Details of any assignment or transfer of debt to his favour

15. Details of the bank account to which the amount of the claim or any part thereof can be transferred pursuant to a resolution plan

Bank account name *

Bank account number *

Bank account type (Savings Current) *

IFSC code *

MICR code

Domestic or NRI account *

List of documents attached to this proof of claim in order to prove the existence and non-payment of claim. Upload interest calculation csv file in prescribed format, if required. *

(Note: If file type must be pdf or csv, of maximum size 5MB.)

Upload duly signed FORM C *

Additional information (if any)

Provide document short text and upload the relevant documents (PDF only). You can upload 1 MB size per document only.

ENSURE THAT ALL THE INFORMATION IS CLEARLY VISIBLE IN THE PDF FILE. DOCUMENTS WITH UNCLEAR/PARTLY VISIBLE INFORMATION, may take longer to process and IRP/RP will ask for more details.

UPLOAD ONE DOCUMENT at a time by giving document name and press choose file to upload the relevant document. Once done, PRESS + sign to upload next document if required.

Step5:

Print
Total: 4 pages

Printer
Save as PDF

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only

Save Cancel

FORM C

PROOF OF CLAIM BY OPERATIONAL CREDITORS EXCEPT WORKMEN AND EMPLOYEES
(Under Regulation 17 of the Insolvency and Bankruptcy (Insolvency Resolution Process for Corporate Persons) Regulations, 2016)

31/08/2022

To
[Redacted]
[Redacted]
[Redacted]

From
demo user, demo address

Subject: Submission of proof of claim in respect of the liquidation of new

Take the form print and check all the details carefully now.

Bank account type (Saving/Current) *
Current

IFSC code *
CITI000004

MICR code
[Empty]

Domestic or NRI account *
Domestic

List of documents attached to this proof of claim in order to prove the existence and non-payment of claim; Upload interest calculation csv file in prescribed format, if required. *
(Note: File type must be pdf or csv of maximum size 5MB.)

PAN card [Choose File] PAN Card.pdf +
various communication [Choose File] Various C...ations.pdf Remove

Print

Upload duly signed FORM C *
Duly Signed FORM C [Choose File] form_C_d...user1.pdf

Additional Information (if any)
[Text Area]

Previous Save as Draft Submit

Upload the signed copy of form print (PDF type only)

Step6:

The screenshot shows the Claimant Dashboard with the following sections:

- Remarks from Liquidator's Desk:** 30/09/2022, 10:45 test form C
- Claimant Profile:**
 - First Name: demo
 - Last Name: user
 - Email ID: demouser@gmail.com
 - Mobile No.: +91-9999999999
 - User ID: DEMOUSER1
 - Related Party of the Corporate Debtor: No
- Form C Claim Status From Liquidator's Desk:**

Total Claim Submitted (NR)	Principal Amount Admitted (NR)	Tax Amount Admitted (NR)	Interest Amount Admitted (NR)	Other Amount Admitted (NR)	Total Claim Admitted (NR)
1000	0	0	0	0	0
- About company & Contact details:**
 - Status: draft
 - Further Information Required: [Empty]
 - Status of Further Information Requested: [Empty]
 - Contact: Email: [Redacted], Mobile: [Redacted]
 - About: XYZABC

Claimant dashboard – claim status can be draft if you save your form in draft. You can still edit your claimant profile (except User ID and Mail ID).

Go to menu (Forms → View Forms) for editing your form if required.

Step7:

The screenshot shows the Claimant Dashboard with the following sections:

- Remarks from Liquidator's Desk:** 30/09/2022, 10:45 test form C
- Claimant Profile:** (Same as Step 6)
- Form C Claim Status From Liquidator's Desk:**

Total Claim Submitted (NR)	Principal Amount Admitted (NR)	Tax Amount Admitted (NR)	Interest Amount Admitted (NR)	Other Amount Admitted (NR)	Total Claim Admitted (NR)
1000	0	0	0	0	0
- About company & Contact details:**
 - Status: Submitted
 - Further Information Required: [Empty]
 - Status of Further Information Requested: [Empty]
 - Contact: Email: [Redacted], Mobile: [Redacted]
 - About: XYZABC

Check your mails, you should have received an auto notification from IRP/RP.

If you cannot see any notifications yet, check your junk/spam mails as well.

You can also check the claim status on the claimant portal. If its SUBMITTED, your claim is filed successfully. Once submitted, you cannot edit your claim, so be careful and check all the details before you finally submit the claim.

If the claim status is PENDING, you must respond back to IRP/RP's queries immediately.

If the claim status is REVISED, you have already responded back to IRP/RP.

If the claim status is ADMITTED, your claim is approved, check the approved amount then.

If the claim status is REJECTED, IRP/RP has rejected your claim, check the reasons. You may still resubmit your claims with more details/documents, the claim status shall turn to RESUBMITTED then.

Field No.	Field Name	Value
1	Company Name	xxx company
2	Name of operational creditor	demo user
3	Identification number of an incorporated body (provide identification number and proof of incorporation. If a partnership or individual provide identification record of all the partners or the individual)	PAN card 304826482
4	Correspondence Address	demo address
5	E-mail ID	demo@demo@gmail.com
6	Total amount of principal claim	100
7	Tax Amount	200
8	Total amount of interest claim as at liquidation commencement date	300
9	Other amount	400
10	Total Amount	1000
11	Details of the documents by reference to which the debt can be substantiated	Details of the documents
12	Details of any dispute as well as the record of pendency or order of suit or arbitration proceedings	Details of any dispute
13	Details of any intimation of the arrangements in respect of goods or properties to which the claim refers or any other security	Details of any intimation of the arrangements in respect of goods or properties to which the claim refers or any other security
14	Insolvency Number	100
15	Insolvency Proceedings	Details of any intimation of the arrangements in respect of goods or properties to which the claim refers or any other security
16	Bank Account Name	demo user
17	Bank Account Number	12345678
18	Bank Account Type (Saving/Current)	Current
19	IFSC Code	01888004
20	MICR Code	
21	Domestic or NRI account	Domestic

if you have submitted your claim to IRP/RP. You can NOT edit your claimant profile or claim or any documents now.

Go to menu (Forms → View Forms) for viewing your submitted form or

Go to menu (Claim Documents) to view uploaded documents. You cannot edit/delete any of these documents now.

Auto Notification- (Submitted) Inbox x

Donotreply@easemyclaim.com via sg2plcpri0066.prod.sin2.secureserver.net to demouser, me 7:59 PM (6 minutes ago)

Dear demo user,

Greetings,

Thank you for registering your claim with [redacted]. This is an auto notification mail to acknowledge that we have received your claim and our team shall soon review and process your claim.

Do check the claim status in the claimant portal regularly for the latest updates.

User ID: DEMOUSER1

Form Submitted: Form C

Form Description: Submission of Claim By Operational Creditors

Status: Submitted

Total Claim Submitted: 1000